

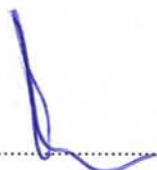
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Date:	05 th June 2010
Compliance date:	04 th September 2010

Level 3

Management Review and Advisory Visit Process

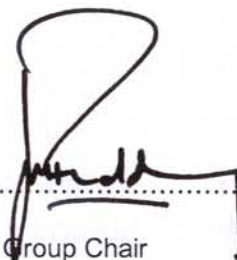
Endorsement and Authorisation

Endorsed by:



L Mather, Working Group Chair

Authorised by:



M Ruddy, Steering Group Chair

Accepted for issue by:



M McManus, National Standards Manager

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Issue record

Issue	Date	Comments
01	June 2010	Incorporate Competence & Training Management Review NR/L3/CTM/111 and Competence & Training Audit Process procedure NR/L3/CTM/108 into a single procedure NR/L3/CTM/301 Competence and Training Management Review and Advisory Visit Process

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 04th September 2010.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

NR/SP/ASR/036	Network Rail Assurance Framework
SF/CTM/301A	Advisory Visit Criteria Delivery Centre
SF/CTM/301B	Line Managers Course Process Checklist
SF/CTM/301C	Advisory Visit Criteria Administration Centre
SF/CTM/301D	Training Managers Report
SF/CTM/301E	Training Managers Non-Conformance Report (NCR)
SF/CTM/301F	Non-Conformance Register
SF/CTM/301G	Briefing and Notice record
NR/L3/CTM/302	Production and Management of Training and Assessment Solutions
NR/L3/CTM/303	Trainer Approval
NR/L3/CTM/304	Trainer Planning, Administration and Delivery
NR/L3/CTM/305	Training Evaluation

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Supply

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1 Purpose

The operation of the Network Rail Competence and Training (C&T) team is subject to an annual management review by senior members of the team to confirm effective performance and adherence to procedures. In addition, a series of team briefs take place across all the Network Rail C&T teams throughout the year.

This procedure defines the information required and the processes necessary to conduct management reviews and briefs across all Network Rail C&T teams and the responsibilities, scope, methods and processes required to check/confirm the status of the compliance of Network Rail Competence and Training to required standards and the Network Rail Assurance Framework NR/SP/ASR/036.

2 Scope

The management review and team brief clauses of the procedure apply to all employees within Network Rail Competence and Training.

The advisory visit and line manager checks clauses of the procedure apply to all training teams in Network Rail Competence and Training covering the following activities: completion of line manager checks and advisory visits of delivery centres and central administration teams.

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