

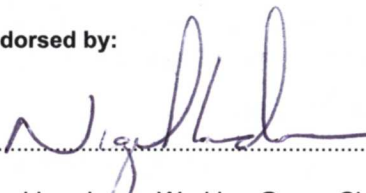
Ref:	NR/L3/INF/02221
Issue:	1
Date:	07 March 2009
Compliance date:	01 October 2009

Level 3

Document creation and approval

Endorsement and Authorisation

Endorsed by:



 Nigel Loadman, Working Group Chair

Authorised by:



 Pam Fellows, Information Management Steering Group
 Chair

Accepted for issue by:



 M McManus, National Standards Manager

This document is the property of Network Rail. It shall not be reproduced in whole or part nor disclosed to a third party without the written permission of Network Rail.

© Copyright 2008 Network Rail.

Uncontrolled copy once printed from its electronic source.

Published and Issued by Network Rail, Kings Place, 90 York Way, London N1 9AG.



Ref:	NR/L3/INF/02221
Issue:	1
Date:	07 March 2009
Compliance date:	01 October 2009

Issue record

Issue	Date	Comments
1	07 March 2009	New Standard

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 01 October 2009.

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/L2/INF/02220	<i>Document and records management</i>
NR/L3/INF/02222	<i>Metadata for documents and records</i>
NR/L3/INF/02223	<i>Information security classification</i>
NR/L3/INF/02224	<i>Sharing framework for information</i>
NR/L3/INF/02225	<i>Records management</i>
NR/L3/INF/02226	<i>Corporate Records Retention Schedule</i>

Disclaimer

In issuing this document for its stated purpose, Network Rail makes no warranties, express or implied, that compliance with all or any documents it issues is sufficient on its own to ensure safe systems of work or operation. Users are reminded of their own duties under health and safety legislation.

Supply

Copies of documents are available electronically, within Network Rail's organisation. Hard copies of this document may be available to Network Rail people on request to the relevant controlled publication distributor and to other organisations from IHS (Technical Indexes Ltd) tel: 01344 328039.

Copyright Network Rail

Ref:	NR/L3/INF/02221
Issue:	1
Date:	07 March 2009
Compliance date:	01 October 2009

Contents

1 Purpose	4
2 Scope	4
3 Definitions	4
4 Hierarchy of standards and policies	5
5 Document lifecycle	6
6 General principles	7
7 Document lifecycle process	9
Figure 1 – Suite of standards published to support the Document Management and Records Management Policies	6
Figure 2 – Example document lifecycle	6
Figure 3a – Lifecycle stages	10
Figure 3b – Lifecycle stages (<i>concluded</i>)	11
Table 1 – Document groupings	8

Copyright Network Rail

Ref:	NR/L3/INF/02221
Issue:	1
Date:	07 March 2009
Compliance date:	01 October 2009

1 Purpose

This Network Rail standard is part of a suite of standards published to support the Document Management Policy and the Records Management Policy.

2 Scope

This Network Rail standard specifies the process for document creation and approval within Network Rail. It details the categories of documents created and used by Network Rail, the stages through which documents pass, and who can access them.

It covers all documents created, received and managed by Network Rail employees and contractors.

3 Definitions

For the purposes of this standard, the following definitions apply.

Accepted

status of an externally-produced document when it has been approved for use by Network Rail

Approved

stage that denotes that the document has been approved by a designated approver and that the content is fit for purpose

NOTE This is the stage at which the document generally becomes available to a wider audience.

Authorised

stage that signifies that the document has been through an additional process and that the content is now authorised for use

document

recorded information that can be used as a unit

Document Groupings

one of four groupings of documents dependent on the content and how formal the lifecycle process has to be

document lifecycle

sequence of stages through which a document passes on the evolution from creation to use

Draft

stage that denotes the initial creation and drafting of the document contents

NOTE No Review will have been done at this stage although there may be many versions. The document is available to view and edit to the author and a of contributors.

Endorsement

formal approval of subject content by the appropriate Owner

EDMS

Electronic Document Management System

Ref:	NR/L3/INF/02221
Issue:	1
Date:	07 March 2009
Compliance date:	01 October 2009

For Review

stage that denotes that the document is ready for review or that it is being updated as a result of a review

metadata

data describing content, context and structure of documents and records and their management through time

record

information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business

Reviewed

stage that denotes that a review of the document has been performed, the review comments generated have been taken into account and that the reviewers are happy with the content

Superseded

stage that denotes that the document has been replaced by one or more other documents and its contents should not be thought of as current

NOTE Network Rail staff will be able to see that the document exists but not necessarily view the content.

Withdrawn

stage that tells users that the document has been withdrawn before being approved for use and that the contents should not be thought of as necessarily correct or complete

NOTE Network Rail staff will be able to see that the document exists but not view the content.

4 Hierarchy of standards and policies

Figure 1 illustrates the suite of Network Rail standards published to support the Document Management and Records Management Policies. The policies are reproduced in NR/L2/INF/02220, *Document and records management*, Appendices A and B.

NR/L2/INF/02220 specifies that all records shall be managed by corporate business processes.