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Ref:	NR/L3/INI/CP0044
Issue:	4
Date:	5 June 2010
Compliance date:	4 September 2010

Level 3

Work Package Planning

Endorsement and Authorisation

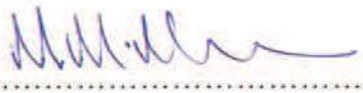
Endorsed by:

B Mitchell, Working Group Chair

Authorised by:

D Hughes, Investment Projects Steering Group Chair

Accepted for issue by:



M McManus, National Standards Manager

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Issue record

Issue	Date	Comments
1	November 2006	First Issue
2	June 2007	Second issue
3	June 2008	Clarified to remove ambiguity, the need for individual assets to issue asset specific work instructions and the need for high risk work packages to be accepted by Network Rail.
4	June 2010	Clarified further, anomalies and typographical errors removed. Appendices have been extracted from the standard; the templates are now identified as stand-alone forms and have individual reference numbers. Additional guidance has also been added to Forms.

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its Contractors from 4th September, 2010.

Reference documentation

NR/L2/INI/CP0047	*Application Of The Construction Design And Management Regulations to Network Rail Construction Works*
NR/L2/INI/02009	*Engineering management for projects (formerly NR/SP/BUS/02009)*
NR/L2/INF/02202	*Records Management of Health and Safety Files (formerly NR/SP/INF/02202)*
NR/L2/OHS/019	*Safety of people working on or near the line (formerly NR/SP/OHS/019)*
L144 ISBN 978 0 7176 6223 4	*Managing Health and Safety in Construction*
NR/L3/INI/CP0044/F0007	*Construction Phase Plan*
NR/L3/INI/CP0044/F0008	*Construction Phase Plan for Work with Work with Low Level Risk*
NR/L3/INI/CP0044/F0009	*Work Package Plan*
NR/L3/INI/CP0044/F0010	*Task Briefing*
NR/L3/MTC/RCS0216	*Risk Control Manual*

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1 Purpose

The Work Package Planning process focuses attention on the planning and management of projects by:

a) making sure that the right information reaches the right people at the right time for them to do their job safely;

b) adopting the pre-requisite that Network Rail routinely accepts work packages at the construction planning stage. Thereafter, only risks that are not obvious to a competent Contractor or are likely to be difficult to manage are formally accepted at the Work Package Planning stage;

c) placing reliance on robust Contractor processes and competent staff to control the tasks on site;

d) mandating the use of a consistent format and contents of Work Package Plans and Task Briefing Sheets across Network Rail and its Contractor organisations.

2 Scope

This Network Rail Standard specifies the contents and acceptance criteria regarding:

a) Construction Phase Plan (including works that are deemed to be low risk);

b) Work Package Plan;

c) Task Briefing Sheet.

Note 1: Where the term "Method Statement(s)" is found within Network Rail standards and the Rulebook GE/RT8000 the Work Package Plan and Task Briefing Sheet meet the requirements of the term "Method Statement".

This Level 3 Standard is mandatory on all construction work undertaken on behalf of Network Rail Investment Projects, including works carried out by other delivery units within Network Rail e.g. those within Asset Management and National Delivery Services.

It does not apply to works that are delivered by Infrastructure Maintenance that are:

a) not notifiable under the Construction (Design and Management) Regulations 2007, and;

b) controlled by NR/L3/MTC/RCS0216 – Infrastructure Maintenance Risk Control Manual.

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3 Roles and responsibilities

Network Rail Project Manager

The person appointed by Network Rail, documented in accordance with the GRIP process, who is accountable for overall project management and the co-ordination of all project activities on behalf of Network Rail.

Note 2: The person fulfilling the role may not necessarily be the holder of this job title. For example, the person fulfilling the role on larger projects may have the job title Programme Manager.

Designated Project Engineer (DPE)

A person appointed by Network Rail accountable for the co-ordination and integration of technical and engineering aspects of a specific project particularly where the project includes multi-disciplinary activities. The DPE may delegate responsibilities defined by this Standard but shall remain accountable for their execution on the project.

Senior Construction / Construction Managers

A manager who, for the duration of the project, has been appointed by Network Rail to take the lead responsibility for all construction matters.

Principal Contractor

The Contractor in charge of site management and the co-ordination of health, safety and environmental matters.

Note 3: When a project is classified as non-notifiable under the CDM Regulations and there is, therefore, no Principal Contractor, the requirements of this standard may be assigned to a nominated contractor.

Contractor's Responsible Engineer (CRE)

The person within a design and/or construction organisation contracted to Network Rail with accountability for the day-to-day management and co-ordination of the technical and engineering activities within a specific engineering discipline for a specific contract.

Contractor's Site Supervisor / Construction Manager

Person designated by the Contractor to manage the execution of the work described in a Work Package Plan and be responsible for the management of site health, safety and environmental matters.

4 Definitions

Acceptance an acknowledgement that a submission appears to be satisfactory.

"Hub and spoke" contract a project where many suppliers are employed directly by Network Rail. During the construction phase, the Principal Contractor at the hub will be responsible for the health, safety and environmental co-

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