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[NR/L3/INI/CP0074](#) Issue 1

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Ref:	NR/L3/INI/CP0074
Issue:	1
Date:	4 September 2010
Compliance date:	4 December 2010

Level 3

Project Advice Note (PAN) Process

Endorsement and Authorisation

Endorsed by:



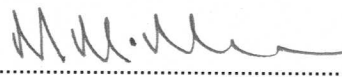
Mike Kilpin, Working Group Chair.

Authorised by:



Martin Cunningham, Steering Group Chair.

Accepted for issue by:



Mick McManus, National Standards Manager

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Issue record

Issue	Date	Comments
1	September 2010	Initial Publication

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 4 December 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/L3/INI/CP0074/F0017	PAN Proposal Form
NR/L3/INI/CP0074/F0018	PAN Proposal Register
NR/L3/INI/CP0074/F0019	PAN Form
NR/L3/INI/CP0074/F0020	Inter-Disciplinary Check Certificate

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1 Purpose

The purpose of this standard is to provide a mechanism by which formal advice and instructions may be communicated rapidly in a consistent way within a Programme team, an engineering discipline or an engineering team within a Programme.

2 Scope

PANs are owned, and may be used by Programme Directors (PD), Major Programme Directors (MPD) and Senior Programme Engineering Managers (SPEMs), or equivalents, to communicate to Projects, disciplines or engineering teams within Projects.

This instruction is limited to Investment Projects and Asset Management renewal teams.

A PAN may be issued to provide clarification of instructions, standards and broadcast of information in all categories except operational and safety instructions.

The PAN process may be used across one or more Engineering disciplines or across one or more delivery projects within Investment Projects and/or Asset Management functions.

The issue of a PAN may not be used as a method of introducing changes to existing requirements detailed in Network Rail Standards / Legislation.

A PAN should not be issued to replace instructions issued via alternative existing communication channels.

3 Roles and responsibilities

Duties relating to this standard and PANs issued under the control of this standard shall be as specified in Table 1.

NOTE The posts also have other duties outside those specified in this standard.