

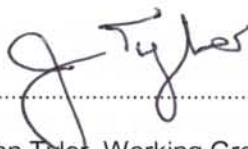
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Issue:	4
Date:	04 June 2011
Compliance date:	03 September 2011

Level 3

Infrastructure Maintenance Briefing Process

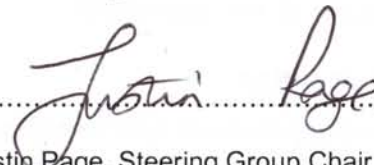
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Issue record

Issue	Date	Comments
1	December 2005	First Issue.
2	October 2007	Replaces NR/PRC/MTC/MG0012 Issue 1. Updated to reflect the implementation of a more robust process for both internal staff and external contractors briefing
3	August 2008	Minor corrections to align with Phase 2A/Engineering organisation
4	June 2011	Re-issued following recommendations of Working Group

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 3rd September 2011.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 3 (Option Selection) to continue to comply with the issue of any relevant Network Rail standards current when GRIP Stage 3 was completed and not to comply with requirements contained herein, unless stipulated otherwise in the scope of this standard.

Reference documentation

SMF/MG/0008, *Briefing Record and Feedback Form/*

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1 Purpose

The purpose of this standard is to describe the communication process for the briefing of general, safety and technical information to:

- a) staff employed in Network Rail's Infrastructure Maintenance Organisation; and
- b) Infrastructure Maintenance contractors.

This standard is designed to achieve consistent and appropriate staff briefing within specific timescales.

2 Scope

This Network Rail standard specifies the responsibilities of all staff with responsibility for briefing general, safety and technical information.

It is not intended to be used for the management of day-to-day correspondence or other ad hoc documents.

The process consists of two parts:

- a) *Awareness briefings*: an abbreviated version of the full Technical Briefing highlighting the key points of a new or changed Network Rail company standard.
- b) *Technical/Specialist briefings*: a detailed briefing to post holders with specific responsibilities in the Network Rail standard.

In both cases, the information is targeted to provide staff with the information they need to perform their duties safely, and is based on their location, role and competence.

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3 Roles and responsibilities

RACI details	Con- trol	Resources													
	KEY CONTROL ACTIVITY	Director Infrastructure Maintenance	Route Infrastructure Maintenance Director	Maintenance Executive	Head of Infrastructure Maintenance Safety and Compliance	Maintenance Compliance and Assurance Manager	Infrastructure Maintenance Delivery Manager / Functional Heads	Rpole Workforce Health safety and Environmental Advisors	Managers/Supervisors	Maintenance Compliance and Assurance Advisors	Delivery Unit Engineers / Assistant Engineers / Section Managers	Lead Briefers (Technical/Specialist Brief)	Route Asset Manager / Senior Maintenance Support Engineer	Infrastructure Maintenance Engineer	Performance & Assurance Engineer
Process Tasks															
5.1.2	X				R										
5.1.3		I	I	I	I	I	I	I	I	I	I				
5.1.4		I	I	I	I	I	I	I	I	I	I				
5.1.5		C				A/R									
5.1.6								A/R							
5.1.7	X		R	R											
5.1.8							A/R								
5.1.9									R						
5.1.10									R						
5.1.11									R						
5.1.12	X		R	R	R	R	R		R						
5.2.1.1						A/R									
5.2.1.2		I	I	I		R									
5.2.1.3						A/R				I					
5.2.1.4						A/R	I								
5.2.2.1			R							R					
5.2.2.2	X						A/R								
5.2.2.3									R		R			R	R
5.2.2.5							R								A/R
5.2.2.7	X														R
5.2.3.1												A/R			
5.2.3.2												R			
5.2.3.3	X											R			
5.2.4.1													A/R		
5.2.4.2											I				
5.2.4.4														I/R	
5.2.2.5											R		R	R	
end RACI for Cascade Briefing															

Table 1 – RACI for Cascade Briefing in Maintenance