

	Ref:	NR/L3/MTC/MG0176/01
	Issue:	4
	Date:	04 September 2010
	Compliance date:	04 September 2010
Ellipse work management handbook		
1. Purpose, Scope, Definitions and Abbreviations		

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1 Purpose

Ellipse is the Network Rail Maintenance work management system that is used by the Infrastructure Maintenance function to record details of assets, cyclic tasks, work arising and other work. The use of Ellipse is mandated for Permanent Way, Signalling, E&P, Telecoms and Off-track. This will be extended to other disciplines when required.

During the course of 2007, a number of internal audits were conducted around the various territories which produced a series of recommendations and suggestions on business rules clarification. The highest priority recommendation was to produce a mandated Ellipse handbook that could be briefed to all relevant infrastructure maintenance staff.

The purpose of this handbook is three fold:

1. to define and mandate business rules for the use of Ellipse and provide a standardised approach within Infrastructure Maintenance.
2. to detail how Ellipse will be used to effectively manage work in Infrastructure Maintenance, list the meetings that take place and the Ellipse reports to be run prior to and used within the meetings.
3. to detail how Key Performance Indicators (KPI) and compliance indicators are used to manage the business. This includes checking the Ellipse data quality and demonstrating compliance of the railway infrastructure with the requirements of Network Rail standards.

In order to optimise Ellipse data and the reports it produces, it is essential to introduce standard reports to manage the flow of information and monitor the quality of its data. This handbook details the required KPI reports and how they will be used.

Note: Items in italic font denote titles of Ellipse screen data fields in this document.

2 Scope

This document applies to all staff within Infrastructure Maintenance and support functions.

Handbook applies to:	Infrastructure Maintenance	Operational Property	Overhead Line Condition Renewals	Contractors
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3 Definitions

The following definitions have been agreed, in order to clarify some of the terminology used when dealing either directly or indirectly with Ellipse:

AS7

Asset reporting Key Performance Indicators. These were defined by the AS7 working group. The AS7 KPIs that are derived from Ellipse are described in section 6 of this handbook.

Annual Plans

The volumes of all planned work for each discipline for any given financial year. This is a necessary element of the business planning process and is used as a base-line to measure actual performance against.

Backlog

Also referred to as Work Outstanding, this is where a work order in Ellipse has not been completed after its *Required Finish Date*. On an MST work order the *Required Finish Date* will default to the original *Planned Start Date* and cannot be changed. On a work arising work order the *Planners Priority* is set by the Section Manager or maintenance engineer in line with Network Rail standards. The *Required Finish Date* is determined from the *Planners Priority*.

Defect Codes

This is a list of codes that relate defects to work arising standard jobs. They are used to provide analysis detail for periodic reporting. For details of defect codes per standard job refer to the MESD Online website 'List of Defect Codes per Standard Job' spreadsheet.

Ellipse

An integrated asset management and work management system which facilitates planning work performed on the railway infrastructure. It includes a register of maintenance tasks and asset attributes.

Fully maintained asset

An asset that is in use or maintained as if in use. Full maintenance is performed in compliance with Network Rail standards.

Handheld Script

The mechanism by which data is electronically transferred from handhelds to FDM. When closing a work order in a handheld device, the date, protection type, time on tools and comments information must be marked for completion before download to FDM.

Maintenance Scheduled Task (MST)

A cyclic inspection or maintenance task which has a frequency prescribed in Network Rail standards which is scheduled using Ellipse. In Ellipse, MSTs can be of an enhanced frequency to the minimum prescribed because the condition or performance of the asset requires it. The frequencies set up in Ellipse are used to drive the annual maintenance plan.