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Date:	6 June 2009
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Level 3

Production of Compliance Indicator Reports

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Issue Record

Issue	Date	Comments
1	Sept 2007	First Issue
2	6 June 2009	Amended in line with Phase 2A re-org, incorporates NR/L3/MTC/MG0180, 0181 and 0182 into one document. Previous title: Work Instruction: Track Compliance Report Suite

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 5th September 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/MTC/MG0042	The Reporting and Review of Maintenance Compliance Indicators
Compliance Indicator	Definitions can be found on Connect under NR/L3/MTC/MG0180
Definitions	

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1 Purpose

This document details how the Maintenance Compliance Reports shall be produced.

2 Scope

The compilation of compliance indicator reports for Infrastructure Maintenance.
This process shall be mandatory within the Route.

3 Roles and Responsibilities

RACI DETAILS	KEY CONTROL ACTIVITY	Resources		
		Maintenance Compliance Assurance Advisors	Delivery Unit Engineers	Route Infrastructure Maintenance Director
Process Task				
5.2			A/R	
5.3		I		R
end RACI				

R A C I : is a means of linking process steps to roles as follows:-

- **R – Responsible:** the individual(s) who perform an activity – responsible for action/implementation – although usually only one, Rs can be shared
- **A – Accountable:** the individual who is ultimately accountable including yes/no decision and power of veto – only one 'A' can be assigned
- **C – Consulted:** the individual(s) to be consulted prior to a final decision being made or action taken – two-way communication.
- **I – Informed:** the individual(s) who need to be informed after a decision is made or action is taken – one-way communication.

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4 Abbreviations and Definitions

4.1 Abbreviations

Term	Definition
DU	Delivery Unit
DU Engineer	Functional (Track,Signal & Telecomms and Electrification & Plant) Engineers in the Delivery Unit
ELLIPSE	Work Management Database
E&P	Electrification & Plant
IMDM	Infrastructure Maintenance Delivery Manager
IME	Infrastructure Maintenance Engineer
MCAA	Maintenance Compliance and Assurance Advisor
MST	Maintenance Scheduled Task
S&T	Signal & Telecomms
RIMD	Route Infrastructure Maintenance Director
TNC	Temporary Non Compliance
WO	Ellipse Work Order

4.2 Definitions

Term	Definition
Compliance Measure	Items measured against a set requirement as specified in company standards.
Ellipse Week	The seven days starting 00:01 Saturday, and finishing 23:59 Friday.
Other Data Sources	Data that is derived from a source other than Ellipse.
Process Spreadsheet	Defines the source data, tolerance to standard and nominated person for each discipline.
Period	Network Rail specified time period consisting of four weeks.
Tolerance Period	Period of time specified in Company Standards before a late activity becomes non-compliant.