

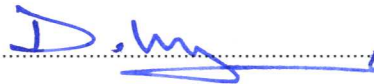
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| Ref:             | NR/L3/MTC/PL0067 |
| Issue:           | 3                |
| Date:            | 07 March 2009    |
| Compliance date: | 07 March 2009    |

## Level 3

# Highways interface planning in Infrastructure Maintenance

### Endorsement and Authorisation

Endorsed by:



David Wynne, Working Group Chair

Authorised by:



David Wynne, Steering Group Chair

Accepted for issue by:



Mick McManus, National Standards Manager

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## Issue record

| Issue | Date       | Comments                                                                                                                                                |
|-------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | 20/02/2006 | Initial release                                                                                                                                         |
| 2     | 01/06/2008 | Phase 2A organisation changes in Infrastructure Maintenance with legislation changes incorporated. Sections for England & Wales and Scotland separated. |
| 3     | 07/03/2009 | Responsibilities corrected from Work Plan Coordinator to Resource Planner                                                                               |

## Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 7<sup>th</sup> March 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

### Document Number Title of Document

|                   |                                                                                                                   |
|-------------------|-------------------------------------------------------------------------------------------------------------------|
| IP/TAN-5 issue 02 | Infrastructure protection advice note: procedures for the implementation of the New Roads & Street Works Act 1991 |
| NR/L2/MTC/PL0056  | Work and possession planning for the railway infrastructure (meetings management pack)                            |

### Form Number Title of Form

|             |                   |
|-------------|-------------------|
| SMF/PL/0036 | Notice (LNE)      |
| SMF/PL/0037 | Notice (LNW)      |
| SMF/PL/0038 | Notice (SCO)      |
| SMF/PL/0039 | Notice (STH)      |
| SMF/PL/0040 | Notice (WES)      |
| SMF/PL/0041 | Extra Sites (LNE) |
| SMF/PL/0042 | Extra Sites (LNW) |
| SMF/PL/0043 | Extra Sites (SCO) |
| SMF/PL/0044 | Extra Sites (STH) |
| SMF/PL/0045 | Extra Sites (WES) |

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## 1 Purpose

This Standard Maintenance Procedure (SMP) defines the process for complying with highways legislation for maintenance work that occupies or closes publicly maintained highways. It incorporates changes to legislation that came into effect in April 2008 and adopts differences that now exist between England & Wales and Scotland notice requirements.

## 2 Scope

This procedure shall be used throughout the works planning process so that the detailed requirements of highways interface legislation are met. It is particularly relevant at the following planning stages:

- Long-term planning (prior to TT-52) to identify an annual programme of works affecting public highways that can be provided to the relevant highways authorities for co-ordination purposes. This is common for England, Wales and Scotland.
- Medium-term planning (prior to the T-33 Maintenance Delivery Unit Quarterly Plan Development Meeting) to refine the annual programme and implement highways interface administration requirements. This is common for England, Wales and Scotland.
- Short-term planning prior to the Maintenance Delivery Unit Weekly Planning Meeting - to identify and issue the relevant street works notices. The short-term part of the process is split into two sections, one covering the England & Wales notice requirements and one covering the Scottish notice requirements.

| SMP applies to: | Infrastructure Maintenance | Operational Property | Overhead Line Condition Renewals | Contractors |
|-----------------|----------------------------|----------------------|----------------------------------|-------------|
|                 | ✓                          | ✓                    | ✓                                | ✓           |

(where work will obstruct or block public highways)

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### 3 Roles and responsibilities

| RACI DETAILS | KEY CONTROL ACTIVITY |                            |                                  |                  |                 |                                 |
|--------------|----------------------|----------------------------|----------------------------------|------------------|-----------------|---------------------------------|
|              |                      | Highways Interface Advisor | Functional Maintenance Engineers | Resource Planner | Section Planner | Infrastructure Services Manager |
| Process Task |                      |                            |                                  |                  |                 |                                 |
| 6            |                      |                            |                                  | R                |                 | A                               |
| 6.1.1        |                      |                            | R, A                             |                  |                 |                                 |
| 6.1.2        | x                    | I                          | C                                | R                |                 | A                               |
| 6.1.3        |                      | R, A                       |                                  |                  |                 |                                 |
| 6.1.4        |                      | R, A                       |                                  |                  |                 |                                 |
| 6.1.5        |                      |                            |                                  | R                |                 | A                               |
| 6.2.1        |                      |                            | A                                | I                | R               |                                 |
| 6.2.2        |                      |                            |                                  | R                |                 | A                               |
| 6.2.3        |                      | I                          |                                  | R                |                 | A                               |
| 6.2.4        |                      |                            |                                  | R                |                 | A                               |
| 6.3.1        |                      |                            | A                                | I                | R               |                                 |
| 6.3.2        | x                    | I                          |                                  | R                |                 | A                               |
| 6.3.3        | x                    | I                          |                                  | R                |                 | A                               |
| 6.3.4        | x                    | R                          |                                  | R                |                 | A                               |
| 6.3.5        | x                    | I                          |                                  | R                |                 | A                               |
| 6.3.6        | x                    | I                          |                                  | R                |                 | A                               |
| end RACI     |                      |                            |                                  |                  |                 |                                 |

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## 4 Abbreviations and definitions

### 4.1 Abbreviations

|        |                                              |
|--------|----------------------------------------------|
| DUHIAP | Delivery Unit Highways Interface Annual Plan |
| HIA    | Highways Interface Advisor (Engineering)     |
| IMDU   | Infrastructure Maintenance Delivery Unit     |
| IPG    | Integrated Planning Group                    |
| RotR   | Rules of the Route                           |
| SMP    | Standard Maintenance Procedure               |

### 4.2 Definitions

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Delivery Unit Highways Interface Annual Plan   | A compilation of all the public highway occupations and closures required for work planned by the Infrastructure Maintenance Delivery Unit.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Emergency Works (Scotland only)                | Works whose execution at the time when they are executed is required in order to put an end to, or prevent the occurrence of, circumstances that are likely to cause a danger to persons or property.                                                                                                                                                                                                                                                                                                                                                                          |
| Extra Sites                                    | This is the document that is used when registering more than two sites and can be used as many times as necessary. The definition of a site will be explained by the HIA when notice training is given.                                                                                                                                                                                                                                                                                                                                                                        |
| Highways Interface Legislation                 | Not an exhaustive list but includes: Highways Act 1980, New Roads & Street Works Act 1991, Traffic Management Act 2004 or the equivalent legislation for Scotland and Wales.                                                                                                                                                                                                                                                                                                                                                                                                   |
| Immediate Works (Not applicable in Scotland)   | Emergency Works plus those works which fall short of emergency but which are of sufficient urgency to warrant immediate action, either to prevent the situation deteriorating further, or to prevent a breach of statutory obligation.<br>Emergency Works are defined as those works whose execution at the time when they are executed is required in order to put an end to, or prevent the occurrence of, circumstances that are likely to cause a danger to persons or property.<br>NOTE: These definitions are specific to this procedure in relation to public highways. |
| Licence                                        | Official permission, given by the highways authority, that allows an activity to take place on a publicly maintained highway.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Local highways authority coordination meetings | A regular meeting held by the highways authority to discuss all planned works within their area and to identify any potential clashes.                                                                                                                                                                                                                                                                                                                                                                                                                                         |