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Level 3

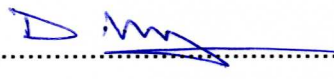
Works planning using PossMan

Endorsement and Authorisation

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Issue record

Issue	Date	Comments
1	December 2006	Initial Issue
2	26 August 2008	Infrastructure Maintenance Phase 2a / Engineering reorganisation responsibility change
3	6 June 2009	Joint I-M/NDS planning review and NDS reorg

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/NDS/202	Engineering Access & NDS-Supplied Resource Planning
NR/L3/MTC/PL0211	Planning of Engineering Access & NDS-supplied resource for Infrastructure Maintenance Delivery Units
NR/L3/MTC/PL0094	Planning and documenting the safe system of work arrangements
NR/L3/MTC/PL0175	Maintenance planning handbook
SMF/PL/0191	Work Request Form

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1 Purpose

This standard maintenance procedure describes the national process for planning of work requiring track access on the railway using the PossMan software tool. In this document, 'track access' refers to possessions that affect the running of booked services. PossMan allows Infrastructure Maintenance to plan the work within access and secure the required resources. PossMan gives users accurate possession-related data with the minimum of manual intervention.

2 Scope

This standard maintenance procedure shall be used for planning of all types of maintenance work to be delivered in possessions.

It does not apply to work delivered in red zones, work delivered in T2 or T12 green zone protection, or work that is not on or near the line.

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

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3 Roles and responsibilities (RACI)

RACI DETAILS	KEY CONTROL ACTIVITY	Works planning using PossMan									
		Resources									
		NDS Area Lead Planner	Infrastructure Services Manager	Section Planner	Section Manager	Access Coordinator	NDS Planning Specialist (Develop)	Infrastructure Maintenance Delivery Manager	Work Plan Coordinator	Possession Delivery Manager	NDS Planning Specialist (Delivery)
Process Task											
7.1.1		R									
7.1.2		R	RA	R	C	I		I	I		
7.1.3				R		R					
7.1.4				R							
7.1.5			A			R					
7.1.6				R	C	C					
7.1.7				R	R	R					
7.1.8						RA					
7.1.9		I				RA					
7.1.10						RA					
7.1.11							RA				
7.1.12							RA				
7.1.13				R	R	RA					
7.1.14	X		R	R		R		RA	R		
7.1.15	X	A	I	I		R	R		I		
7.1.16				R	RA						
7.2.1				R							
7.2.2				R							
7.2.3						RA					
7.2.4				RA							
7.2.5				RA	C						
7.2.6				C		RA					
7.2.7				C		RA					
7.2.8						RA					
7.2.9				C		RA					
7.2.10						RA					
7.2.11		RA									
7.2.12						RA					
7.2.13			I	I	I	RA		I	I	I	
7.2.14	X		C	R	C	R		RA	C	C	
7.2.15	X	RA				R				R	R
7.2.16				R	RA						
7.3		I				RA					
7.4		RA								R	R
end RACI											

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4 Definitions and abbreviations

4.1 Definitions

Term	Definition
EWMS	Engineering Work Minute Sheet. A “form” in PossMan, used to link related tasks for a single job. An EWMS may contain one or many tasks from Ellipse
Packaging	Maximising the work that can be delivered in available track access with available resources.
PAF	Possession Application Form – a “form” used within PossMan to link EWMSs into an application for a worksite in PPS
Pre-possession pack	Pack used by the PICOP to brief Engineering Supervisors and COSSs prior to a possession being taken. Prepared by the Possession Coordinator, Possession Delivery Manager or a PICOP.
QT-n	n Weeks prior to the implementation of the relevant work plan quarter
T0	The day or week in which work is to be undertaken
T-n, T-n days	n weeks (or days, if specified) prior to the implementation of the relevant possession
TT-n	n weeks prior to the start of the timetable year (mid-December)
Track access	A T3, T2-blocked or T12-blocked possession (as per the Modular Rule Book) for doing work on the railway infrastructure – whether booked in the Weekly Operating Notice or not. This includes possessions during “white periods”, when no trains run. It also includes anything that will limit the running of booked services (for example a Block To Electric Trains or S&T disconnections)

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4.2 Abbreviations

Abbreviation	Long form
AC	Access Coordinator
COSS	Controller of Site Safety
EWMS	Engineering Work Minute Sheet
IMDM	Infrastructure Maintenance Delivery Manager
ISM	Infrastructure Maintenance Services Manager
IWPC	Integrated Work Plan Coordinator
IWA	Individual Working Alone
NDS	National Delivery Service
O&CS	Operations & Customer Services
P3	Primavera project planning software
PAF	Possession Application Form
PCCF	Planning Change Control Form
PICOP	Person In Charge Of Possession
PPS	Possession Planning (computer) System
PS (Del)	NDS Planning Specialist (Delivery)
PS (Dev)	NDS Planning Specialist (Development)
RotR	Rules of the Route
SM	Section Manager
SP	Section Planner
WEN	Weekly Engineering Notice
WON	Weekly Operating Notice
WPC	Work Possession Coordinator