

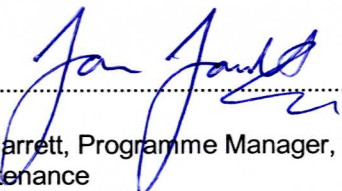
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Issue:	3
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Level 3

Short-term works planning in Infrastructure Maintenance

Endorsement and Authorisation

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Issue record

Issue	Date	Comments
1	April 2007	Initial Issue
2	26 Aug 2008	Infrastructure Maintenance Phase 2a reorganisation responsibility change
3	6 June 2009	Planning process review and NDS reorganisation

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

GE/RT8000	Modular Rule Book
NR/L2/NDS/202	Engineering Access & NDS-Supplied Resource Planning
NR/L3/NDS/302	Providing Access & Resource For Work Delivery
NR/L3/MTC/PL0006	Planning for the use of On-Track Plant
NR/L3/MTC/PL0067	Highways interface planning
NR/L3/MTC/PL0094	Planning and documenting the safe system of work arrangements
NR/L3/MTC/PL0151	Works planning using PossMan
NR/L3/MTC/PL0160	Medium-term work planning in Infrastructure Maintenance
NR/L3/MTC/PL0175	Maintenance Planning Handbook
NR/L3/MTC/MG0176	Ellipse Work Management Handbook
SMF/PL/0191	Work Request Form

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1 Purpose

This standard maintenance procedure describes the national process for short-term planning of maintenance work on the railway infrastructure and details individual responsibilities from the issuing of the Confirmed Period Possession Plan (CPPP) to the completion and closure of the work.

2 Scope

This procedure applies to all Infrastructure Maintenance functions that plan work on the railway. It covers the process of planning all work, whether to be delivered:

- in a possession
- in a red zone
- In a green zone
- not 'on or near the line'

'Short-term' is defined as the period from T-26, when the CPPP is published, until T0, when the work is delivered. It also includes the T+1 review. This procedure follows on from Medium-term works planning in Infrastructure Maintenance – NR/L3/MTC/PL0160.

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	Short term works planning in Infrastructure Maintenance													
		Delivery Manager	Infrastructure Services Manager	NDS Planning Specialist (Delivery)	PLCOP	Work Plan Co-ordinator	Section Planner	Resource Planner	Access Co-ordinator	Section Manager	Supervisor	NDS Team Leader (Operations)	Maintenance Functional Engineers	Second on-call Managers	Suppliers
6.1			AR			I	I		I						
6.2							R			AR					
6.3							AR		I	R					
6.4			AR	C					R						
6.5			A			C	C	R							
6.6	X		R			AR	C	C	C						
6.7		AR	R I	I											
6.8		AR	R						R						
6.9			A	I		I			R						
6.10		I	A			R	C	I	I	C I			C		
6.11	X						AR								
6.12	X				R					R		AR			
6.12.1		A						R							C
6.12.2		AR						I							
6.12.3		A				I		R	I	I			I	I	
6.12.4										A	R			C	
6.12.5											I			R	
6.12.6										A	R				C
8.1	X						I			A	R				I
8.1.1								I		A	R				
8.1.2								I					AR		
8.1.3								AR							I
8.2							I			A	R				
8.3							C			AR					
8.4	X						R			AR					
8.5							R			A					
8.6	X						AR								
9		A	R		R	R	R		R	R		R	R		
End RACI															

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4 Abbreviations and definitions

4.1 Abbreviations

Abbreviation	Long form
AC	Access Co-ordinator
CDM	Construction (Design & Management) Regulations
COSS	Controller of Site Safety
CPPP	Confirmed Period Possession Plan
DU	Delivery Unit
ISM	Infrastructure Services Manager
IMDM	Infrastructure Maintenance Delivery Manager
IWA	Individual Working Alone
KPI	Key Performance Indicator
PDR	Plan Do Review (meeting)
PICOP	Person in Charge Of Possession
PossMan	Possession Management (computer) System
PPS	Possession Planning System
RP	Resource Planner
SM	Section Manager
SP	Section Planner
SSOW	Safe System of Work
SSOWPS	Safe System Of Work Planning (computer) System
TSR	Temporary Speed Restriction
WAIF	Work Arising Identification Form
WEN	Weekly Engineering Notice
WON	Weekly Operating Notice
WPC	Work Plan Co-ordinator