

Ref:	NR/L3/MTC/PL0175/02
Issue:	4
Date:	04 September 2010
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**Infrastructure Maintenance Planning Handbook –
Development of a rail defect removal plan using Visible Plan**

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1 Purpose

This process is to aid Work Plan Coordinators and Section Planners to develop a rail removal plan.

2 Scope

This module applies to Work Plan Coordinators and Section Planners. It specifies requirements for the development of a rail defect removal plan:

- Views all rail defects relative to PPS access and other planned work
- Allows a defect resolution plan to be developed
- Allows all remedial work orders to be entered and planned in Ellipse

NOTE The use of visible plan is not mandatory, however its use is recommended for optimising work planning.

3 Preparation

3.1 Tools and equipment required:

- A visible plan containing the DU weekly work plan (PPS and Ellipse)
- A downloaded spreadsheet from relevant defect database

3.2 Work planning considerations:

- A good understanding of how to import spreadsheet data into visible plan as per the visible plan Works Planning User Manual
- Regular weekly PDR meetings are set up with the Section Manager and Track Maintenance Engineer to review defect removal plans against current work plans and optimise remedial work in access opportunities.

4 Process

4.1

A work plan shall be created in visible plan using the Ellipse 'Future Work Report' and rail defect database.

4.2

The work plan shall identify:-

- The location of defect rail allocated to the visible plan header ELR2
- The "Description" and "FlawCode" entered into one field and allocated the visible plan header TITLE
- The required "Action" shall be allocated to visible plan header PRIO
- The "Action required By and the date " allocated to visible plan header LF
- The defect database " rail has been Clamped" to visible plan header LOG23
- Any other "Remarks".