

Ref:	NR/L3/MTC/PL0175/08
Issue:	4
Date:	04 September 2010
Compliance date:	04 September 2010

Infrastructure Maintenance Planning Handbook – Reprioritisation

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1 Purpose

This process is used to prepare and have all necessary documentation available for reprioritisation of work.

2 Scope

This instruction covers the reprioritisation of work items in Ellipse so that overdue work is reviewed and the infrastructure is compliant with timescales defined in standards.

3 Preparation

3.1 Resources required:

- Authorised WAIFs
- Work orders

3.2 Planning considerations:

- review as part of the weekly review meeting between the Section Manager and Section Planner
- appropriate paperwork available - work orders, overdue work reports

4 Process

4.1 General Information

The Items in *italics* in this module are Ellipse data field names.

The following definitions apply to this module only:

- Planned start date

The date when work is planned to commence. Changing the *Planned Start Date* is not reprioritisation, provided the work can be completed by the *Required Finish Date*.

- Prioritisation

Identifying the severity of a defect, in accordance with Network Rail standards, and therefore how quickly reinspection, mitigating action or resolution action is required. The initial prioritisation of the defect, as found by the person inspecting or patrolling, shall be entered as the *Orig Priority*. The *Planners Priority* is authorised by the Section Manager and may be different from the *Orig Priority*. The *Required Finish Date* shall be entered based on the *Planners Priority*.

- Reprioritisation

Changing of the *Planners Priority* in Ellipse and subsequently the *Required Finish Date*. This is the date by which work must be completed to maintain infrastructure compliance. A defect can be re-assessed at a later inspection and may have the same priority applied. The *Required Finish Date* shall be amended to reflect this reprioritisation