

Ref:	NR/L3/MTC/PL0175/09
Issue:	4
Date:	04 September 2010
Compliance date:	04 September 2010

**Infrastructure Maintenance Planning Handbook –
Route Business Review**

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1 Purpose

This process is used to prepare and have all necessary documentation available for the Route Business Review.

2 Scope

This is a mandatory meeting for all Infrastructure Maintenance Routes.

A Route review of Infrastructure Maintenance performance for all disciplines of achievements over the previous period.

Reviewed data is then consolidated into the MBR reporting process.

NOTE It includes a review of compliance against company standards, processes and procedures, asset stewardship, safety & environmental and finance indicators. Route Business Review also provides the Route Infrastructure Maintenance Director the opportunity to communicate key improvement requirements, strategy and change programmes.

3 Preparation

- Access to Ellipse is required
- Access to the Ellipse reports is required
- Access to the local report template used within the Route
- Access to the MBR Dashboard

4 Process

Each period, the Route Infrastructure Maintenance Director shall hold Route Business Reviews with the Infrastructure Maintenance Delivery Managers. Content of the review is not specified in this module, but it should review performance of the Delivery Units in the Route relative to business plan, key performance indicators and compliance with Network Rail Standards.

NOTE Indicators of performance for the business change from time to time and these make up the Infrastructure Maintenance "Dashboard", which is defined by the Director, Infrastructure Maintenance.