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Level 3

Planning of Engineering Access & NDS Supplied Resource for Infrastructure Maintenance Delivery Units

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Issue record

Issue	Date	Comments
1	June 2009	First issue. This standard replaces NR/L2/MTC/PL0056 & appendix A, NR/L2/MTC/PL0086, NR/L2/MTC/PL0131, NR/L3/MTC/PL0156, NR/L3/MTC/PL0157, NR/L3/MTC/PL0179, NR/L3/MTC/PL0107, NR/L3/TRK/3320, NR/L3/MTC/PL0175/11

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors from 5 September 2009.

Reference documentation

	The Network Code
NR/L2/NDS/202	Engineering Access & NDS-Supplied Resource Planning
NR/L3/NDS/302	Planning of Engineering Access and NDS Supplied Resources for Work Deliverers
NR/L3/NDS/303	T3 Possession Of The Line For Engineering Work Delivery Requirements
NR/L3/MTC/PL0175/07	Weekly Section Manager Plan-Do-Review (PDR) meeting
SMF/EP/0190	Isolation Request Form

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1 Purpose

This standard describes the principles, key activities, roles, timescales and information required from within Infrastructure Maintenance Delivery Units (DU) to liaise with National Delivery Service (NDS) in planning the access and resource requirements necessary to facilitate the production of a robust and cost effective Infrastructure Maintenance Work Plan.

This Level 3 standard describes the DU's deliverables required to be compliant to NDS Level 2 standard NR/L2/NDS/202.

2 Scope

This standard applies to Infrastructure Maintenance (IM) only. It defines the information to be supplied by DU's to NDS for Access and Resource planning as defined in NR/L2/NDS/202; the key interfaces, timescales and processes involved. It does not mandate process for collating such information.

It defines the Infrastructure Maintenance process to align with key stage gates within NR/L2/NDS/202. It identifies specific DU roles; the information required to input into the planning process, the timescales involved and the communication / meeting protocol to be applied when liaising with NDS as planning partners in developing DU Work Plans.

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3 Abbreviations

Term	Abbreviations
AC	Access Coordinator
AP	Annual Plan (Access & NDS Resources)
BSM	Business Support Manager
COSS	Controller of Site Safety
CPPP	Confirmed Period Possession Plan
DPPP	Draft Period Possession Plan
DU	Maintenance Delivery Unit
DU Engineers	Delivery Unit Engineers
ECRO	Electrical Control Room Operator
Eng	Maintenance Support Engineer
ES	Engineering Supervisor
Finance	Financial Controller (Route)
FOC	Freight Operating Company
II	Infrastructure Investment
IM	Infrastructure Maintainer
IMDM	Infrastructure Maintenance Delivery Manager
IME	Infrastructure Maintenance Engineer
IMSM	Infrastructure Maintenance Services Manager
KPI	Key Performance Indicators
LOR	Line Of Route
MST	Maintenance Scheduled Task
NDS	National Delivery Services
NROL	Network Rail Online Logistics
OTM	On Track Machine
PICOP	Person in Charge of Possession
PPS	Possession Planning System
PTO	Principal Technical Officer
QP	Quarterly Plan
R.A.C.I.	Responsible, Accountable, Consulted, Informed
RIMD	Route Infrastructure Maintenance Director
RIMM	Route Infrastructure Maintenance Manager
RotR	Rules of the Route
S. Managers	Maintenance Section Managers
S. Planners	Maintenance Section Planners

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Term	Abbreviations
T -	weeks before commencement of work
TOC	Train Operating Company
TSDB	Train Service Data Base
TT-	weeks before start of Time Table year
WON	Weekly Operating Notice
WPC	Work Plan Coordinator

4 Overview

NOTE NR/L2/NDS/202 describes the role of all parties involved in the NDS process to plan, agree and secure Track Access and NDS supplied resources. It describes how the NDS Planning Specialist will receive requests and communicate application status through a 'Continuous Planning Process' from the initial enquiry to publication in the Weekly Operating Notice (WON). NDS have the 'national access picture' and will therefore be able to smooth NDS resource 'spikes', assess potential access / resource 'clashes' and programme / work delivery priorities as information is received.

The main emphasis of NR/L2/NDS/202 is to deliver compliant plans with less change through a planning partnership between requesters and NDS.

4.1 Planning Partnership

NOTE NDS has a national view of DU access requests. They collate and provide the best options for access and resource planning from all parties requiring access to undertake work on the infrastructure. This unique position makes them a vital planning partner for all the DU's to develop a robust, viable and cost-effective Work Plan that harmonises effectively with other work deliverers. This 'planning partnership' is reliant on openness, co-operation and appropriate negotiation. It requires a consistent flow of information between the requester and the receiver so that both NDS and the DU Planners know, and have visibility of, what each other is doing – a 'tell me everything you know' interaction.

4.2 Continuous Planning

NOTE The planning partnership between NDS and Infrastructure Maintenance is supported through a process of Continuous Planning where information is exchanged on an on-going basis. This method makes request and response easier and minimises formal paperwork. The process identifies planning cut-off and stage-gate meetings (see appendix C) whilst maintaining a high level of information exchange and interface interaction as an on-going process between NDS and DU roles (see appendix A & B)

4.3 Communicating in the Continuous Planning Process

NOTE Any request from an DU to introduce, withdraw, vary, or improve access or resource requests with NDS will be dealt within a deadline of two weeks. On a majority of occasions the response from NDS will be quicker than the two weeks.

At all times it is expected that the DU and NDS representatives involved in the creation of any plan will communicate regularly via phone or email in such a way that formal applications are made on the basis of previous knowledge, discussion and expectation.

For formal applications the DU Annual Plan (AP) of Access and NDS Resources (AP) are entered onto an 'Early Plan' template provided by NDS. This contains all the historical data and information of the previous years AP as a 'benchmark' for collating and providing the access and resource requirements for the year to be planned. All other requests or information inputs from DU's are supplied to NDS through PPS or NROL systems with a supporting email sent to the NDS Planning Specialist (Development).

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Confirmation is provided by NDS to all originators that an access / resource request has been accepted for inclusion into the plan or a clear business reason given why it was not possible to include it as requested.

NOTE If a request is not successful, the DU shall work with NDS to review and record all possible options highlighting the 'pros and cons'. In the event that a request remains unresolved the 'optioneering' process may be escalated through the organisational structure hierarchy within IM and NDS until an agreed 'best for business' decision is confirmed that may be inclusive or exclusive of the original request.

The priority of the Continuous Planning Process is to get information and requests from DU's to NDS as early as possible. Access / resource plans will be constructed by NDS on the basis of information received from requesters. The earlier request, the more likely NDS will be able to accommodate.

5 Definitions

5.1 NDS outputs & products that support the planning process

Rules of the Route (RotR) - produced 44 weeks out from the start of the timetable year. RotR describes the allowance of network capacity for engineering access that is disruptive to Train Operator timetabled services.

Confirmed Period Possession Plan (CPPP) - produced 26 weeks out from the period being planned. This describes the detail of what is in the disruptive engineering access agreed in RotR.

Train Service Data Base (TSDB) upload - produced 12 weeks out from the week being planned. This contains the amendments to TOC & FOC services resulting from disruptive possessions and also amended balancing moves of trains to support the amended commercial services. The movement of engineering haulage and On Track Machine (OTM) movements to support possessions listed in the CPPP is also included.

Draft Weekly Operating Notice (WON) - produced 4 weeks out from the week being planned. This contains details for both disruptive and non-disruptive possessions. This is used by Train Operators as a basis for spot bidding for services and allows the TPC to validate these.

Weekly Operating Notice (WON) - produced 10 days from the week being planned. This contains all that is in the draft WON plus any urgent access amendments identified since the publication of the draft WON.

WON Supplement – produced 2 days from the start of the WON week. This contains urgent access amendments identified since the publication of the WON.

Daily wires – issued to facilitate urgent works access after WON Supplement issue and during the WON week

Isolation plans – developed in parallel with the access planning products.

NDS Haulage, OTM and materials plan – produced to the same timescales as the access planning products. Haulage and OTM plans are held in NROL.