

Ref:	NR/L3/OCS/043/1.6
Issue:	1
Date:	01 March 2008
Compliance date:	01 June 2008

National Control Instructions

Section 1.6

Variations

This section contains

		Issue	Dated
1.6.1	General Arrangements		
1.6.2	Variation Process – Company Instructions that apply to a Control Office location		
1.6.3	Variation Process – (Route) Control Instructions		
1.6.4	National Control Instructions and Approved Code of Practice		
1.6.5	ATOC Good Practice Guide – Control Centres: Business Process Manual		

1.6 Variations

Ref:	NR/L3/OCS/043/1.6
Issue:	1
Date:	01 March 2008
Compliance date:	01 June 2008

1.6.1 General Arrangements

- 1.6.1.1 Changes to National Control Instructions, ACOPs, (Route) Control Instructions, Company Instructions for a location, and the ATOC Good Practice Guide will result from new policies, procedures or changes to Railway Group Standards, or other official documentation.
- 1.6.1.2 Minor changes may be proposed by control employees. Any potential change must be drafted, proposed, agreed and implemented or rejected.
- 1.6.1.3 The applicant shall use the change proposal process relevant to the level of change and to which documentation the change is directed, including the form (Appendix A) to propose a change.

Details must be entered on the form, and be accompanied by two copies of the existing instruction showing the changes as;

- i) a word document with tracked changes and
- ii) a word document of the proposed new/amended instruction as it is expected to be viewed.

- 1.6.1.4 This will not apply to minor change proposals e.g. spelling errors, pagination errors and post title changes, etc, which need not be endorsed or approved. However these will be managed as indicated in the relevant paragraph below by the appropriate body.

1.6.2 Variation Process - Company Instructions that apply to a Control Office location

- 1.6.2.1 The control employees shall use the Change Proposal form (Appendix A) to propose a change. Details must be entered on the form, which the user shall then send to the applicant's Current Operations Manager who will review and either, support or reject the proposed change. If the application affects a joint instruction, the change will need to be agreed with the Train Operator Control Manager. If the application is authorised, the revised Instruction will be submitted to the NR HQ Publications and Route Document Control for reissue. The revised instruction will be reissued and briefed if appropriate to controllers. A copy will be provided to the National Operations Centre.
- 1.6.2.2 If a new Company Instruction is required, it must be drafted by the Current Operations Manager and agreed with the Train Operator Control Manager if they are affected. The proposed instruction will be reviewed by the COMG and if authorised, the revised Instruction will be submitted to the NR HQ Publications and Route Document Control for reissue. The new instruction will be issued and briefed if appropriate to controllers. A copy will be provided to the National Operations Centre.