

MANAGED STATIONS MANUAL

Form: FS-04A

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Issue: 1

Date: 04 June 2011

SELF ASSURANCE PROCESS

1 ASSURANCE FREQUENCY MATRIX

All procedures originate from the NR/L3/OCS/044 standards.

Procedure	Periodic (respond using OSA toolkit within seven working days of period end)	Quarterly (respond using OSA toolkit within seven working days at the end of periods 3, 6, 9, 12)
	Shift Station Manager	Station Manager (to check returns of Shift Station Manager submissions)
MS-01	<p>10 full records completed are to be checked each period</p> <p>100% check of associated substandard reports linked to inspections checked above</p> <p>100% check of fault / hazard tracker and online fault management system to seek close out of any outstanding issues</p>	10% verification of all checks carried out for the period
MS-02	25% check of records for passes issued by Network Rail staff and 3 rd parties but a minimum of eight passes. Six passes issued by Network Rail and two passes issued by a third party e.g. Train Operating Company. If the number of passes issued by Network Rail and 3 rd parties equate to less than the minimum a pro rata amount are to be checked.	To check no more than 25% of the Shift Station Manager checks / records for passes issued by Network Rail & 3 rd parties, (e.g. the Shift Station Manager is to check at least one Network Rail issued pass and one pass issued by a third party per period)
MS-07	<p>10% check of applications up to a maximum of 20 per period, inspecting:</p> <ul style="list-style-type: none"> 75% high risk of those 10% / 20 records. If there are not 75% high risk records available then low risk records should be checked. <p><u>Areas to Review to Aid Compliance</u></p> <ul style="list-style-type: none"> The Method statement reference number relates to the correct MSRA, along with the permit numbers throughout the life of the works The Monitoring of the risk was carried out where applicable Information entered / paperwork completed is to a good standard, noting attention to detail issues. 	<p>10% verification (up to a maximum of 10 full records) of the Shift Station Manager checks, inspecting:</p> <ul style="list-style-type: none"> was monitoring completed? Is the method statement reference number correct for the application and works carried out? have the paperwork / electronic records been completed correctly and to a good standard?

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MS-08	<p>Pre Use Checks – 25% check of one vehicle per company per period. The PPM records for each of these vehicles is also to be reviewed at this point</p> <ul style="list-style-type: none"> one company monitoring check per week using Form FS-08B Network Rail training, license, medical records and safe system of work check annually, usually during periods 12-02 - Check of other companies training, license, medical records and safe system of work annually, usually during periods 12-13 	<p>Verify 10% of the SSM checked records for pre use checks and monitoring checks</p> <p>Verify and sign off safe system of work in period 3</p>
MS-10	No checks required	At quarterly intervals review the records for one full period to make sure all staff have been briefed
MS-13	25% check of accident or incident records for the period	10% verification of the SSM checks but a minimum of 3 per quarter
MS-19	<p>100% check of the NR fire log book</p> <p>100% check of Fire RA and training annually during P12-P02</p>	<p>100% verification of Annual Fire Report, Fire Risk Assessment and fire training annually for the period 3 quarterly return</p> <p>10% verification of Log book and PRFS checks quarterly</p>
MS-23	100% check annually during P12-P02, checking that table tops, live exercises and follow up debriefs have been carried out, involving relevant stakeholders where appropriate and actions are closed out	100% verification annually for the period 3 quarterly return
MS-32	100% check during P12-P02	100% verification annually for the period 3 quarterly return
MS-39	Random 25% check of station search records e.g. seven full days worth of search records per month	25% check of station search records per month, different to the 25% already checked

Note: Where the Station Manager is mandated to check a certain percentage of the Shift Station Manager checks every quarter this shouldn't be an exclusive check of the SSMs percentage check, they should include checks of paperwork from the rest of the sample to manage the process effectively and analyse trends.