

Information for users

To access individual modules referenced within this standard, blue active links are provided from the relevant index pages where these are listed. Clicking on a specific reference will lead to the corresponding document. Please ensure to open **bookmarks** for easier navigation within the document and to access **index of modules**.

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Ref:	NR/L3/OCS/044
Issue:	12
Date:	06 June 2015
Compliance date:	06 June 2015

Level 3

Managed Stations Manual – Contents & Responsibilities Matrix

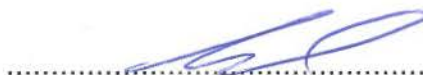
Endorsement and Authorisation

Endorsed by:



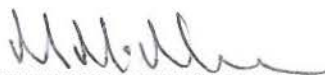
T Raine, Working Group Chair

Authorised by:



G Goswell, Steering Group Chair

Accepted for issue by:



M McManus, National Standards Manager

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User information

This Network Rail standard contains colour-coding according to the following Red–Amber–Green classification.

Red requirements – *No variations, could stop the railway*

- **Red requirements shall** always be complied with and achieved.
- Red requirements shall be presented in a red box **with the word “shall” or expressed as a direct instruction**.
- Accountability for the efficacy of red requirements lies with the Professional Head/Standard Owner.
- Red requirements are monitored for compliance.
- Corrective actions shall be enforced if variations are discovered through functional checks (e.g. engineering verification visits, audit or Operations Self-Assurance).

Amber requirements – *Controlled variations, approved risk analysis and mitigation*

- **Amber requirements shall** be complied with unless variation has been approved in advance.
- Amber requirements shall be presented with an amber sidebar **and with the word “shall” or expressed as a direct instruction**.
- Accountability for the efficacy of these requirements lies with the Professional Head/Standard Owner, or their nominated Delegated Authority.
- Amber requirements are monitored for compliance.
- Variations **may** be permitted. Variations are approved by the Standard Owner or through existing Delegated Authority arrangements.
- Corrective actions shall be enforced if **non-approved** variations are discovered through functional checks (e.g. engineering verification visits, audit or Operations Self-Assurance).

Green – *Guidance*

- Guidance is based on good practice. Guidance represents supporting information to help achieve **Red** and **Amber** requirements.
- Guidance shall be presented with a dotted green sidebar **and with the word “should” (usually in notes) or as a direct instruction**.
- Guidance is **not mandatory** and is not monitored for compliance.
- Alternative solutions may be used. Alternative solutions do not need to be formally approved.
- Decisions made by a competent person to use alternative solutions should be backed up by appropriate evidence or documentation.

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Issue record

Issue	Date	Comments
1	August 2008	Original issue
2	December 2008	Reissue as part of quarterly procedure
3	March 2009	Reissue as part of quarterly procedure
4	June 2009	Reissue as part of quarterly procedure
5	March 2010	Reissue as part of quarterly procedure
6	June 2010	Reissue as part of quarterly procedure
7	September 2010	Reissue as part of quarterly procedure
8	December 2010	Reissue as part of quarterly procedure
9	June 2011	Reissue as part of quarterly procedure
10	March 2012	Reissue as part of quarterly procedure
11	June 2012	Reissue as part of quarterly procedure
12	June 2015	Reissue as part of quarterly procedure

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 06 June 2015.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 3 (Option Selection) to continue to comply with the issue of any relevant Network Rail standards current when GRIP Stage 3 was completed and not to comply with requirements contained herein, unless stipulated otherwise in the scope of this standard.

Disclaimer

In issuing this document for its stated purpose, Network Rail makes no warranties, express or implied, that compliance with all or any documents it issues is sufficient on its own to ensure safe systems of work or operation. Users are reminded of their own duties under health and safety legislation.

Supply

Copies of documents are available electronically, within Network Rail's organisation. Hard copies of this document may be available to Network Rail people on request to the relevant controlled publication distributor. Other organisations may obtain copies of this from an approved distributor.

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1 Purpose of this Work Instruction Standard

This Work Instruction Standard bears the authorising signatures for the Managed Stations Manual and contains the Contents & Responsibilities Matrix of the procedures contained therein. It shall be issued every time there is a change to procedures in the manual.

2 Purpose of the Managed Stations Manual

The Managed Stations Manual provides mandatory procedures applicable to employees on Managed Stations within the Network Operations function. Its purpose is to provide a unified suite of procedures for managers with responsibilities at Managed Stations. The instructions within the manual are guided by Health and Safety law, regulations and guidance, leading into our Health and Safety Management System. Compliance with what the manual instructs and what the Health and Safety Management System states is our assurance that we are following these laws and regulations.

3 Scope

This Work Instruction Standard and the procedures in the Managed Stations Manual apply to the actions of employees and contractors working for the Network Operations function who are working within the station environment. Temporary Non Compliances, Derogations or Variations to responsibilities or processes shall be managed through the Network Rail Tracker System and shall not be regarded as applicable until authorised by the Operational Security & Continuity Planning Manager.

4 Safety / Legal

All prescribed safety precautions shall be observed when undertaking the work covered by the Managed Stations Manual.

Users shall never under any circumstances compromise their own personal safety or the safety of others.

It is important to note that the Managed Stations Manual shall be read in conjunction with and is dependant upon the Rules, Regulations and any other safety or operations related instructions issued by Network Rail. No instruction or information in the Managed Stations Manual shall be read or interpreted as replacing, modifying or cancelling any such Rule, Regulation or instruction and, where any conflict is found between the Managed Stations Manual and such Rules etc., then the Rules etc. shall be deemed to be correct.

Procedures which place a legal requirement on managers embrace English law and differences may apply in Scotland.

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5 Referenced Documentation

[NR/L2/OCS/044](#)

The Managed Stations Manual

6 Contents, Procedures & Responsibilities Matrix

The Contents, Procedures & Responsibilities Matrix lists each of the Managed Stations Manual procedures and associated forms together with the current issue number and date.

It also lists all relevant posts in the Network Operations function. Where a post has specific responsibilities under a procedure, this is denoted by a tick (✓) in the appropriate cell. Some general responsibilities are similarly shown.

Ref.	Title	Issue	Date	Director, Stations and Customer Service Director, Operational Services	Operational Security & Continuity Planning Manager	Operations Risk Specialist	Route Managing Director	General Manager	Station Manager	Shift Station Manager	Briefer	Operations Compliance & Assurance Manager DCP, Investigator	Station Staff	Station Support Assistant	Local Document Controller	Property Works Manager (Maintenance)	Facilities Delivery Manager (Maintenance)	Principle / Senior Managed Stations Engineer
GN Guidance Notes																		
GN-01	Withdrawn	–	–															
GN-02	Withdrawn	–	–															
GN-03	Withdrawn	–	–															
GN-04	Withdrawn	–	–															
MS Managed Stations Compliance																		
MS-01	Planned General Inspections (Owner – Director, Operational Services)	3	June 2011			✓	✓	✓	✓	✓		✓	✓			✓	✓	
MS-02	Safety Briefing, Identification Cards & Access Control Systems	3	June 2012			✓			✓	✓		✓	✓			✓	✓	
MS-03	Withdrawn	–	–			✓			✓			✓	✓					