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Date:	26 August 2008
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Level 3

Management of permanent way inspections

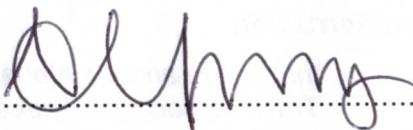
Endorsement and Authorisation

Endorsed by:


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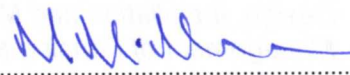
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Issue record

Issue	Date	Comments
1	February 2006	
2	October 2006	
3	August 2008	Reissue to reflect changes as a result of maintenance and engineering re-organisations and change of numbering from NR/L3/MTC/TK0075 to align with Track Engineering document numbering system. Additionally incorporates element of NR/L3/MTC/TK0135 Management of off track inspections which is now deleted

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 26 August 2008.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

NR/L2/TRK/001	<i>Inspection and Maintenance of Permanent Way</i>
NR/WI/TRK/001	<i>Track Inspection Handbook</i>
NR/L3/TRK/3000	<i>Track Renewals Manual</i>
GE/RT/8000	<i>Rule Book</i>
GI/RT/7033	<i>Lineside Operational Safety Signs</i>
RT/CE/S/069	<i>Lineside facilities for personal safety</i>
NR/SP/CTM/011	<i>Competence and Training in Track Engineering</i>
NR/L2/TRK/9006	<i>Design, Installation and Maintenance of Lineside Drainage</i>
NR/L2/TRK/5100	<i>Management of Fencing and Other Boundary Measures</i>
NR/L2/TRK/5200	<i>Vegetation</i>
NR/L2/TRK/5201	<i>Management of Lineside Vegetation</i>
NR/L2/MTC/PL0056	<i>Work and possession planning for the railway infrastructure (Meetings Management Pack)</i>
NR/L3/TRK/6001	<i>Management of Problem Statements</i>

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1 Purpose

This Procedure defines the standard process, roles and responsibilities for Permanent Way inspections on the network in accordance with Inspection and Maintenance of Permanent Way NR/L2/TRK/001 and Track Inspection Handbook NR/WI/TRK/001 and lineside standards as detailed in the references.

2 Scope

The Procedure:

- Applies to all forms of visual inspection, by maintenance teams at Area and Delivery Unit levels. These include but are not limited to the following regular inspections as defined in NR/L2/TRK/001:
 - Basic visual track inspection (including motorised inspection)
 - Supervisor visual track inspection (including cab riding and renewal proposal identification)
 - Track Maintenance Engineer visual track inspection (including cab riding and renewal proposal identification)
- Includes, but is not limited to the following detailed inspections as defined in NR/SP/TRK/001 and the related standards:
 - Buffer stops
 - Rail condition in tunnels
 - Longitudinal timbers
 - Switches secured out of use
 - Handpoints
 - Switches
 - Crossings
 - Rail in level crossings and Road Rail Access Points, (RRAPs)
 - Lubricators
 - Sidewear, gall and rail depth
- Includes, but is not limited to the following detailed inspections of lineside assets or factors:
 - Access points and walkways
 - Drainage
 - Fencing and boundaries
 - Litter, fly tipping, pests and graffiti
 - Signs
 - Vegetation
 - Level crossing components

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3 Roles and responsibilities

3.1 RACI

RACI DETAILS	KEY CONTROL ACTIVITY												
		SM[T]	CP	Signal	ICC	TME	IME	PMSE[T]	NREE[T]	IMDM	ADPM	MPC	ISM
		Section Manager [Track]	Competent Person	Signaller	Integrated Control Centre	Track Maintenance Engineer	Infrastructure Maintenance Engineer	Principal Maintenance Support Engineer [Track]	National Renewals and enhancement Engineer [Track]	Infrastructure Maintenance Delivery Manager	Area Delivery Planning Manager	Maintenance Protection Co-ordinator	Infrastructure Services Manager
Process Task													
6.1		C				R	A/C						
6.2	X					R	A/C					C	C
6.3										A	C		R
6.4		C				R	A						
6.4.1						R	A						
6.4.2						R	A						C
6.5						R	A/C			C			
7.1	X					R	A/C						C
7.2										A			R
7.3		C				R	A						
7.4		R				A/C							C
7.5						R	A			C			
7.6		R	I			A/C							
8.0													
8.1	X	A	R		C								
8.1.1		A	R										
8.1.2		A	R										
8.1.3		A	R	C	C								
8.1.4		A	R										
8.1.5		A/C	R	C	C								
8.1.6		A	R										
8.1.7	X	R				A							
8.1.8		R				A							C
8.2	X	R				A/C							
8.2.1		R				A							
8.2.2		R				A							
8.2.3		R		C	C	A							
8.2.4		R				A							
8.2.5		R		C	C	A							
8.2.6		R				A							
8.2.7	X	R				A/C							
8.2.8		R				A							C
8.3	X					R	A						
8.3.1						R	A						
8.3.2						R	A						
8.3.3		C		C	C	R	A						
8.3.4		C				R	A						
8.3.5		R				A							
8.3.6		R		C	C	A							
8.3.7	X	C				R	A						
8.3.8		C				R	A						C
8.4		R	C			R/A							
8.4.1		A	R										
8.4.2		A	R										
8.4.3		A	R	C	C							C	
8.4.4		A	R										
8.4.5		A	R	C	C								
8.4.6		A	R			C							
8.4.7		R				R/A							
8.4.8		R				R	A						C
8.5						R	A	C	C				
8.5.1									A/R				
8.6						R	A						
end RACI													

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RACI is a means of linking process steps to roles as follows:

- *R – Responsible: the individual(s) who perform an activity – responsible for action/implementation – although usually only one, Rs can be shared*
- *A – Accountable: the individual who is ultimately accountable including yes/no decision and power of veto – only one 'A' can be assigned*
- *C – Consulted: the individual(s) to be consulted prior to a final decision being made or action taken – two-way communication.*
- *I – Informed: the individual(s) who need to be informed after a decision is made or action is taken – one-way communication.*

4 Abbreviations and definitions

4.1 Abbreviations

ADPM	Area Delivery Planning Manager
CP	Competent Person
ICC	Integrated Control Centre
IMDM	Infrastructure Maintenance Delivery Manager
ISM	Infrastructure Services Manager
NREE[T]	National Renewals and Enhancement Engineer [Track]
SM[T]	Section Manager [Track]
TME	Track Maintenance Engineer
WAIF	Work Arising Identification Form

4.2 Definitions

Competent Person

These are individuals who are defined by their line manager as having the correct skills and competence to carry out the task they are identified with. The Line Manager is to maintain a register of the individuals and their skill together with any relevant certification is held

Longitudinal timber

A timber bearer parallel to and supporting a rail baseplates or chairs

Problem Statement

A description of the location and condition of a track component which is considered to need replacement in accordance with NR/L3/TRK/6000 Track Renewals Manual

Track Renewals Proposal Support System

Database to support the management of Problem Statements

Workbank

The company Works planning system (Ellipse)

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