

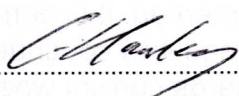
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Level 3

Planning of on-track machines

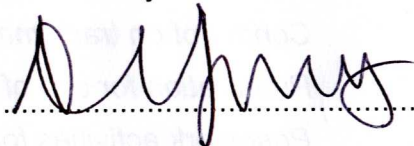
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Issue record

Issue	Date	Comments
1	November 2004	First issue (originally referenced as NRSMP-TK-02)
2	February 2006	Revised to include optimisation of OTM plans within maintenance
3	August 2008	Reissued to revise job posts as a result of Engineering and Maintenance reorganisations. Additionally renumbered from NR/PRC/MTC/TK0002 to align with Track Engineering document numbering system

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/L3/TRK/3230	<i>Control of on track machines</i>
NR/L3/TRK/3240	<i>Preparation for use of in track machines</i>
NR/L3/TRK/3250	<i>Post-work activities following works using on-track maintenance machines</i>
NR/L2/TRK/001	<i>Inspection and Maintenance of Permanent Way</i>
NR/L2/MTC/PL0056	<i>Work and possession planning for the railway infrastructure - Meetings management pack</i>

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1 Purpose

The purpose of this document is to standardise the process, roles and responsibilities for the planning of On Track Machine (OTM) operations on the Network Rail network.

2 Scope

The Procedure applies to the planning of Tampers (Plain Line and S&C), Ballast Regulators, Dynamic Track Stabilisers and Stone blowers (Plain Line and S&C) by teams within the Maintenance, Infrastructure and Investment (I&I) and other functions requiring OTM by the supply Contracts.

This procedure provides the **planning** requirements in accordance with the Principles of work and possession planning (NR/L2/MTC/PL0056, Work and possession planning for the railway infrastructure - Meetings management pack), with technical activities being described in more detail in procedure NR/L3/TRK/3230, Control of on track machines.

Work owners shall provide at the appropriate time, data to allow compliance with mandatory timescales, (such as road closure information) and as required by NR/L2/MTC/PL0056: Work and possession planning for the railway infrastructure - Meetings management pack).

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3 Roles and responsibilities

3.1 RACI

RACI DETAILS	KEY CONTROL ACTIVITY																							
		I&I	IMT		PMSE(T)	ROS	IWPC	RIMD	TMPC	TPC	TCPM	PMPE			ISM	TME	SM(T)	WP	ADPM	TOS	IME	TOS	ADPM	
		Infrastructure and Investment Management Team	Infrastructure and Investment Management Team	OTM Supplier	Principal Maintenance Support Engineer (Track)	Resource Operation Specialist	Area3 Integrated Work Plan Co-ordinator	Roads Infrastructure Maintenance Director	Maintenance Planning Co-ordinator	Territory Plant Co-ordinator	Territory Contracts & Procurement Manager	Programs Manager Plant & Equipment	Chief Work owner	Infrastructure Services Manager	Track Maintenance Engineer	Section Manager (Track)	Weeks Planner	Area Delivery Planning Manager	Track Quality Supervisor	Infrastructure Maintenance Engineer	Track Quality Supervisor	Area Delivery Planning Manager		
Process Task																								
6.1															R					A				
6.2									A	R														
6.3	X	C				A, R				I	I	I	I, C											
6.4		I				C, I	C			A	R		I	C				I					I	
6.5												A, R	C											
6.6	X		C			C				A	R			C		C		C					C	
7.1.1										A	R													
7.1.2					C					A	R			C										
7.1.3										A	R			C	I			R, C					R, C	
7.1.4										A	R			C										
7.1.5										A	R													
7.1.6										A	R													
7.1.7											I			A, R										
7.1.8										A	R													
7.1.9														A, R										
7.1.10										A	R													
7.1.11										A, I	R			C										
7.1.12					I			A		R	C, I			C, I										
7.1.13	X									A	R													
7.2											I			R				A, C					A, C	
7.3			R										R	C		R		C					C	
7.4	X										A, I				I		C			A				
7.5					I					A	R													
7.6					A, R						I													
7.7			C		C, I					A	C, R				C			C					C	
8.5														A, R		C	C							
8.6														I	R	C				A				
8.7														A, R	C	C								
8.8	X				I					A	R													
8.9					A, R																			
8.10	X				A, R																			
8.11	X									A	R			I				I					I	
8.12										A, C	C							R					R	
8.13											C			A, R		I								
8.14					C					A	R			C	C	C		C					C	
8.15															A									
8.16			C											C		C			A, R				A, R	
8.17			A, R		C						C			A, R	C	A, R								
8.18								C		A, C	R			C	C	C		I	C				C	
8.19															A									
8.20	X				I					A	R								A, R				A, R	
8.21														C	A, R	C								
8.22	X		C											A, R	C	A, R				I			I	
8.23	X		A, R		C					I														
8.24			I							A, R				I										
8.25										A, R	R													
8.26															A			R						
8.27																R				I			I	
8.28															A, R									
8.29					I					A	R													
end of RACI																								

RACI

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

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4 Abbreviations and Definitions

4.1 Definitions

On-board computer system

A Network Rail approved computer system fitted to an On-track machine to record defined track parameters

QT-x

X is a number, usually relating to weeks but can be days. Used to denote a countdown.

Period in weeks before the planning quarter starts

T-x

X is a number, usually relating to weeks but can be days. Used to denote a countdown.

Time before the work will be undertaken

TT-x

X is a number relating to weeks. Used to denote a countdown.

Time before publication of the annual time table, which occurs in December (on or around week 39) each year

Track Section

A section of track identified as requiring treatment

Treatment site

The physical location determined for treatment, including any associated run-in and run-out transitions

Work Owner

Any Network Rail function requiring On Track Plant to be procured via the maintenance contract, and can include, Maintenance and Track Maintenance Engineers, Section Managers, as well as I&I Programme Managers and Civil Engineers e.g. bridge reconstruction works

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4.2 Abbreviations

Term	Definition
ADPM	Area Delivery Planning Manager
AIWP	Area Integrated Work Plan
IME	Infrastructure Maintenance Engineer
IMT	Integrated Management Team (Major Projects and Investment)
ISM	Infrastructure Services Manager
IWPC	(Area) Integrated Work Plan Co-ordinator
I&I	Infrastructure and Investment
NDPU	National Delivery Planning Unit
OTM	On Track Machine (Tampers, stoneblowers, dynamic track stabilisers and regulators)
PRPE	Programme Manager Plant & Equipment
PPS	Possession Planning System
ROS	Resource Optimisation Specialist
CPM[R]	Contracts and Procurement Manager [Route]
SM[T]	Section Manager [Track]
TDPU	Territory Delivery Planning unit
TME	Track Maintenance Engineer
TMM	Territory Maintenance Manager
TMPC	Territory Maintenance Planning Coordinator.
TPC	Territory Plant Coordinator
TQS	Track Quality Supervisor (Tampers Supervisor)
WP	Work Planner

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