

Attachment notice

The following information is associated with Network Rail Standard:

[NRS-SRB001 ISSUE 99](#)

Additional Content Access

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Excel Document

- [Briefing Report Issue 99](#)

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IHS Additional Content Page



Network Rail

Standards Briefing

for March 2016

User Information

Electronic Format

The format of the Standards Briefing has changed to provide you with a flexible tool for onward briefing. This spreadsheet is to be used in combination with the briefing notes.

The Standards Briefing is now Microsoft Excel format so that you may add or delete columns and information to suit your team's briefing requirements. Suggested briefing tool columns have been added to the right hand side of each worksheet to assist with cascade briefings.

Hardcopy Format

This document prints in a combination of A4 and A3 paper size therefore the printer you select must have A4 and A3 capabilities. To print select 'file', 'print', then in the option Print what select 'entire workbook'.

5th February 2016
Issue 99

*Please note the Issue number of the Standards Briefing Report has been aligned with the Network Rail Standards Publications Catalogue

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Standards Briefing and Outline Impact Assessment

Standards Briefing Process

This national process requires Managers to deliver an awareness briefing to their teams. Detailed technical briefings to those who have a role or responsibility for applying the standard are planned and delivered by the working group that developed the standard.

This document is the awareness briefing for the <insert team name> teams.

The <insert manager/team responsible for briefing> initiates a briefing cascade through the <insert team name> team who will cascade the briefing through their team briefings structure to everyone in the organisation.

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Where a person/manager identifies the need to be briefed technically (because a team member is required to undertake a specific role as defined by the standard) and this is not planned a technical briefing will be requested by the line manager through the person identified as the Working Group Chair on the front cover of the standard.

NOTE: This workbook does not contain any Railway Group Standards changes; these are communicated through a separate report issued from the RSSB. More detailed information on Railway Group Standards can be obtained by visiting the RSSB website at www.rssb.co.uk. All user enquiries should be directed to the Rail Safety & Standards Board Enquiry Desk on 020 3142 5400.



Summary of Requirements and Standard Owners View on Applicability

Summary of Requirements from <Insert

Briefing Ref	Prefix	Document Number	Title	Issue	Replaces	Issue Date	Compliance Date	Briefing Recommended												Summary of purpose, significant changes and benefits (for full summary please see briefing note)	<team> recommended brief		Impact on <insert relevant area>
								Line Managers	Government & Corporate Affairs	Group Digital Railway	Group Strategy	Group Business Services	Human Resources	Infrastructure Projects	National Supply Chain	Network Operations	Property	Route Services	Safety Technical Engineering		Awareness Brief	Technical Brief	
1	CSG	NR/L2/CSG/10072	Business Process for Special Inspection Notices	1	NR/L2/SIG/10072 ISSUE 6	05/03/2016	04/06/2016										Technical/Awareness		Technical	Updated using the business critical rules principles to reflect the devolved organisation. Reflects closure of the recommendations made from the corporate audit on the SIN process in 2015.			
2	ELP	NR/L2/ELP/27325	Train Borne Monitoring of Traction Power Contact Systems	1	NEW	05/03/2016	03/12/2016				Technical/Awareness				Technical		Technical/Awareness			Supports Infrastructure Projects with Entry into Service commissioning of Contact Systems and verification of an Interoperability Constituent. Supports Network Operations drive improvements in routine maintenance train borne monitoring of Contact Systems. Aligns with the Energy TSI. Accuracy of the measurements has been enhanced to align with BS EN 50317.			
	INF	NR/L1/INF/02232	Information Security Policy	2	ISSUE 1	05/03/2016	07/06/2016	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	All content has been revised to confirm it is correct and clear.			
	INF	NR/L2/INF/02202	Records management of health and safety files	6	ISSUE 5	05/03/2016	05/06/2016				Awareness				Technical/Awareness	Awareness	Awareness	Technical	Awareness	Updated to confirm the roles and responsibilities introduced by CDM Regulations 2015. It's clear which role is now responsible at each stage of the Health and Safety File process and who should be consulted. Confirms who is responsible for the handover of the Health and Safety File to the Client and National Records Group.			
	INF	NR/L2/INF/02242	Information Security Manual	1	NR/L2/INF/02234 ISSUE 2	05/03/2016	07/06/2016	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Supports the consistent identification, understanding and assessment of information security risks. Provide up to date information against government guidelines, legislation, information security industry best practise and relevant ISO standards. Provide guidance to those impacted to help them make the changes necessary to people, process and technology.			
6	OHS	NR/L2/OHS/00113	Health surveillance and management of diagnoses for Hand-arm Vibration Syndrome	5	ISSUE 4	05/03/2016	04/06/2016	Awareness		Technical					Technical	Technical	Technical		Technical	Document has been restructured and updated to better reflect current practises, with line managers now responsible for ensuring employee compliance with HAVS health surveillance. Document has updated process charts showing the steps in the health surveillance process.			

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Full document details: NR-NRS-SRB001 ISSUE 99 2016

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								Line Managers	Government & Corporate Affairs	Group Digital Railway	Group Strategy	Group Business Services	Human Resources	Infrastructure Projects	National Supply Chain	Network Operations	Property	Route Services	Safety Technical Engineering		Awareness Brief	Technical Brief					
7	OPS	NR/L2/OPS/021	Weather – Managing the Operational Risks	6	NR/L2/OCS/021 ISSUE 5	05/03/2016	04/06/2016										Technical/Awareness							Adapted to include reviewed Extreme Weather Response Process. Information on the weather forecasting process has been included. Seasonal Preparation and Planning included.			
8	OPS	NR/L2/OPS/250	Network Rail National Emergency Plan	6	NR/L2/OCS/250 ISSUE 5	05/03/2016	04/06/2016						Awareness				Awareness							Reference OCS changed to OPS to avoid confusion and align with other Net Ops standards. References to Gold / Silver / Bronze Command levels and Commanders replaced with Strategic / Tactical / Operational. Updated sections on the role of Train Operating Companies (TOCs), Freight Operating Companies (FOCs) and British Transport Police (BTP) in			
	OPS	NR/L3/OPS/041	Operations Manual – Contents & Responsibilities Matrix	36	NR/L3/OCS/041 ISSUE 35	05/03/2016	04/06/2016				Awareness						Technical/Awareness							Updated module: 4.20 – Competence Standard for Operating Signalling Equipment. Operational Development Days will replace the OSBs. Assessment and Development days will be replaced with one Annual Competence conversation with each candidate. Requirement to make a decision about an individual's communications competence and non-technical skills competence annually.			
	OPS	NR/L3/OPS/043	National Control Instructions – Contents & Matrix	19	NR/L3/OCS/043 ISSUE 18	05/03/2016	04/06/2016								Awareness		Technical/Awareness							New and updated modules are listed below: 2.9 - Dynamic Risk Assessment Process Updated modules: 3.9 - Asset Monitoring Systems (Intelligent Infrastructure) 4.3 - Additional Track Access (VSTP) 7.1 - Weather and Seasonal Management			
	RSK	NR/L2/RSK/001	Enterprise Risk Management	1	NEW	05/03/2016	04/06/2016				Awareness				Awareness		Awareness							Replaces the previous Integrated Risk Management Standard (IRM Standard) - NR/L2/RSK/00001. Reflects current industry best practice, alignment to ISO31000 (Risk Management Standard), and reflects the current operating practices at Network Rail. This standard is supported extensively by guidance and e-learning tools to enable compliance.			
12	SIG	NR/L3/SIG/CAT005	Index of Network Rail Documents Relating to Signalling & Communications Equipment	50	ISSUE 49	05/03/2016	NA						Awareness		Awareness									New and revised drawings incorporated into the index. New: T00021, T25003, R00021 Revised: T00020, T25015, T25950,R00020, R25021			

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								Line Managers	Government & Corporate Affairs	Group Digital Railway	Group Strategy	Group Business Services	Human Resources	Infrastructure Projects	National Supply Chain	Network Operations	Property	Route Services		Safety Technical Engineering	Awareness Brief		Technical Brief	
13	SIG	NR/L3/SIG/10663	Signalling Maintenance Specifications (SMS)	6	NR/SIG/10663 ISSUE 5	05/03/2016	04/06/2016							Technical	Awareness		Technical/Awareness				New and updated modules are listed below: Part B: Index, Test 005, Test 007, Test 016, Test 037, Test 038, Test 039, Test 040, Test 054, Test 082, Test 157, Test 158, Test 159, Test 262 Part C: Index, AX00, AX41, AX51, BR11, BR12, LC00, LC09, LC10, LC50, LC71, LC85, PB11, PC51, PF06, SG20, SG90, TD31, TD33, TW01, TW02 Part D: Index, LX78			
14	SIG	NR/L3/SIG/11231	Signal Maintenance Testing Handbook (NR/SMTH)	9	NR/SIG/11231 ISSUE 8	05/03/2016	04/06/2016							Technical	Awareness		Technical/Awareness				New and revised modules. NR/SMTH/Part 02 – Part 02, Appendix C NR/SMTH/Part 03 – Test B03 NR/SMTH/Part 04 – AX29, AX30, AX31, AX40, AX44, LD05, LD22, PA04 NR/SMTH/Part M04 – AX40X NR/SMTH/Part 05 – FF11, FF12, FF13, FF14, FF15, FF17, T008			
15	SIG	NR/SIG/10661	Signalling Maintenance Task Intervals	14	NR/GN/SIG/10099 ISSUE 2 RT/E/WI/00100 ISSUE 1 RT/E/WI/00102 ISSUE 3 RT/E/WI/00104 ISSUE 2 RT/E/WI/00105 ISSUE 2	05/03/2016	04/06/2016							Awareness			Technical/Awareness				Updated to reflect the March 2016 updates to Signal Maintenance Specifications. Opportunity has been taken to withdraw legacy risk based standards and rewrite the document using the business critical rules principles.			
	TEL	NR/L2/TEL/00013	Specification for cable troughing	4	ISSUE 3	05/03/2016	04/06/2016				Technical					Awareness			Technical		Amended to remove the current requirement for concrete troughing to achieve a minimum weight, which will allow lighter weight concrete products to be offered that will present a reduced risk of musculoskeletal injury when manually handled.			
	TEL	NR/L3/TEL/30181	Telecoms maintenance work instructions	1	NEW	05/03/2016	04/06/2016				Technical/Awareness						Technical			Awareness	Provides a control mechanism for a range of maintenance modules, to streamline the changes in telecoms technology and the emerging GSM-R and FTNx networks a central part of the development of the digital railway.			
18	TRK	NR/GN/TRK/7001	Index of Track Work Information Sheets (TWI)	8	ISSUE 7	05/03/2016	NA							Awareness	Awareness		Awareness				Revised TWIs: TWI 2T025 issue 2 "How to carry out hand-held stoneblowing on plain line" TWI 3T028 issue 2 "How to manage cyclic top"			
19	TRK	NR/TRK/030	Concrete Sleepers and Bearers	4	ISSUE 3	05/03/2016	05/03/2016							Awareness	Awareness	Awareness	Awareness				Clarification of test values/factors for determining standard sleeper strengths. Correction in Annex H; Static Test heading. Phraseology – Clause 3.6c and 3.10. Two additional clauses which further clarify pre-existing requirements for prestress tendons and steel respectively.			
20	TRK	NR/L3/TRK/003	Index of Track Engineering Forms	20	ISSUE 19	05/03/2016	04/06/2016							Awareness		Awareness					New TEFs: TEF3260, TEF 3261 Revised TEFs: TEF 3056, TEF 3068, TEF 3084			

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21	TRK	NR/L3/TRK/2049	Track Design Handbook	13	NR/L2/TRK/2049 ISSUE 12	05/03/2016	04/06/2016								Technical		Technical																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				





Withdrawn Network Rail Company Standards

List of the Network Rail Standards being withdrawn in this publication

Summary of Requirements and Standard Owners View on Applicability																Summary of Requirements from <Insert					
Briefing Ref	Prefix	Document Number	Title	Issue	Replaced By	Compliance Date	Briefing Recommended										Reasons for withdrawal (for full summary please see briefing note)	<team> recommended brief		Impact on <insert relevant area>	
							Line Managers	Government & Corporate Affairs	Group Digital Railway	Group Business Services	Human Resources	Infrastructure Projects	National Supply Chain	Network Operations	Property	Route Services		Safety Technical Engineering	Awareness Brief		Technical Brief
1	INF	NR/L2/INF/02234	Information Security - Acceptable Use of Information and Information Systems	2	NR/L2/INF/02242 ISSUE 1	07/06/2016	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Awareness	Replaced by module 1 NR/L2/INF/02242				
2	SIG	NR/GN/SIG/10099	Risk Based Maintenance - Implementation Guidance	2	NR/SIG/10661 ISSUE 14	04/06/2016					Awareness			Awareness			Awareness	Opportunity has been taken to withdraw legacy risk based standards and rewrite the document using the business critical rules principles.			
	SIG	NR/L2/SIG/10072	Special Inspection Notices (SINS)	6	NR/L2/CSG/10072 ISSUE 1	04/06/2016							Awareness				Awareness	Replaced by NR/L2/CSG/10072 ISSUE 1. Which was updated using the business critical rules principles to reflect the devolved organisation. Reflects closure of the recommendations made from the corporate audit on the SIN process in 2015.			
3	SIG	RT/E/WI/00100	Risk Based Maintenance - DC Track Circuit	1	NR/SIG/10661 ISSUE 14	04/06/2016					Awareness			Awareness			Awareness	Opportunity has been taken to withdraw legacy risk based standards and rewrite the document using the business critical rules principles.			
4	SIG	RT/E/WI/00102	T121 Track Circuit Risk Based Maintenance	3	NR/SIG/10661 ISSUE 14	04/06/2016					Awareness			Awareness			Awareness	Opportunity has been taken to withdraw legacy risk based standards and rewrite the document using the business critical rules principles.			
5	SIG	RT/E/WI/00104	Network Rail Company Work Instruction TPWS Risk Based Maintenance	2	NR/SIG/10661 ISSUE 14	04/06/2016					Awareness			Awareness			Awareness	Opportunity has been taken to withdraw legacy risk based standards and rewrite the document using the business critical rules principles.			
6	SIG	RT/E/WI/00105	AzLM Axle Counter System Risk Based Maintenance	2	NR/SIG/10661 ISSUE 14	04/06/2016					Awareness			Awareness			Awareness	Opportunity has been taken to withdraw legacy risk based standards and rewrite the document using the business critical rules principles.			
7	SIG	NR/L3/SIG/SG0125	Signalling Asset Inspections	2	NR/SIG/10661 ISSUE 14	04/06/2016					Awareness			Awareness			Awareness	Opportunity has been taken to withdraw legacy risk based standards and rewrite the document using the business critical rules principles.			



Ref: NR/L2/CSG/10072	Issue: 1
Title: Business Process for Special Inspection Notices	
Publication Date: 05/03/2016	Compliance Date: 04/06/2016
Standard Owner: Deputy Chief Engineer	
Non-Compliance rep (NRNC): Deputy Chief Engineer	
Further information contact: Stephen Franklin	Tel: 07734 133188

Purpose: This purpose of this standard is to provide a consistent approach to the development, implementation and closure of special inspection notices (SINs).	Scope: This standard describes the process to develop, implement and close SINs. Special inspection notices (SINs) document the business process used to instigate one off inspections, investigations or remedial programmes to verify and restore the safety of Network Rail managed infrastructure (NRMI) or equipment. SINs can only be issued if they instigate one off inspections, investigations or remedial programmes to verify and restore the safety of NRMI or equipment.
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What's New/ What's Changed and Why:

This document has been updated using the business critical rules principles to reflect the devolved organisation. It's now easier to understand and to implement for those organisations for whom this is a new or rarely used process. It also reflects closure of the recommendations made from the corporate audit on the SIN process in 2015.

Three new forms are introduced to support the closure process (SINAC).

A technical briefing is available on request from the author.

Affected documents:

<i>Reference</i>	<i>Impact</i>
NR/L2/SIG/10072 ISSUE 6	Superseded

Briefing requirements: Where Technical briefing (T) is required, the specific Post title is indicated. These posts have specific responsibilities within this standard and receive briefing as part of the Implementation Programme. For Awareness briefing (A) the Post title is not mandatory.

Please see <http://ccms2.hiav.networkrail.co.uk/webtop/drl/objectId/09013b5b804504da> for guidance.

[illegible]

**NOTE: Contractors are responsible for arranging and undertaking their own Technical and Awareness Briefings in accordance with their own processes and procedure*

Standards Briefing Note

Ref: NR/L2/ELP/27325		Issue: 1
Title: Train Borne Monitoring of Traction Power Contact Systems		
Publication Date: 05/03/2016		Compliance Date: 03/12/2016
Standard Owner: Head Of Contact Systems (AC/DC)		
Non-Compliance rep (NRNC): Head Of Contact Systems (Ac/Dc)		
Further information contact: Philip Doughty		Tel: 07825969253
Purpose: This standard specifies the requirements for train borne monitoring of Traction Power Contact Systems. The purpose is to standardise monitoring provisions and drive improvements in safety, economy and performance.		Scope: This standard is applicable to Entry into Service commissioning of Contact Systems, verification of an Interoperability Constituent and routine maintenance monitoring of Traction Power Contact Systems. The standard covers the following aspects of train borne monitoring: - Parameters to be captured; - Monitoring system validation and data verification; - Data output format from the train; - Data processing requirements and performance; - Exceedance management. The standard applies to Network Operations, Infrastructure Projects and Asset Information Services (or any contractor collecting or processing traction power contact systems data). The scope of this standard excludes routine cab patrol inspection, as specified in NR/L3/ELP/27237 module NR/OLE B07.

What's New/ What's Changed and Why:

This is a new standard which supports Infrastructure Projects with Entry into Service commissioning of Contact Systems and verification of an Interoperability Constituent. The standard also supports Network Operations drive improvements in routine maintenance train borne monitoring of Contact Systems.

In terms of routine maintenance train borne monitoring, a new requirement has been added to output Mean Force. This aligns with the requirements of the Energy TSI and provides a means of improving the process for condition assessment of Overhead Contact System. The accuracy of the measurements has also been enhanced to align with BS EN 50317. The requirements for Conductor Rail are as per what Network Rail currently collects with the electrification train borne monitoring fleet.

For Entry into Service commissioning and verification of an Interoperability Constituent, the requirements align with the Energy TSI. Note, although the compliance date on this standard is 03/12/2016 for lines being authorised under the Energy TSI the requirements are existing legal requirements and applicable with immediate effect.

Affected documents:

Reference	Impact
NONE	

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Briefing (A-Awareness/ T-Technical)	Post	Team	Function
T	Route Asset Manager (E&P)	Route Asset Management	Network Operations
T	Senior Asset Engineer (E&P)	Route Asset Management	Network Operations
T	Asset Engineer (E&P)	Route Asset Management	Network Operations
T	Electrification and Plant Maintenance Engineer	Delivery Unit	Network Operations
T	Assistant Electrification and Plant Maintenance Engineer	Delivery Unit	Network Operations
T	OLE Section Manager	Delivery Unit	Network Operations

T	Senior Technical Officer	Delivery Unit	Network Operations
T	Programme Engineering Manager (E&P)	E&P	Infrastructure Projects
T	Senior Project Engineers (E&P)	E&P	Infrastructure Projects
T	Project Engineers (E&P)	E&P	Infrastructure Projects
T	Head of Supply Chain	Asset Information Services	Group Digital Railway
T	Head of Delivery (Data Collection)	Asset Information Services	Group Digital Railway
T	Head of Delivery (Data Management)	Asset Information Services	Group Digital Railway
T	Data Processing Manager	Asset Information Services	Group Digital Railway
T	Examination Data Manager	Asset Information Services	Group Digital Railway
A	Director, Asset Information	Asset Information Services	Group Digital Railway
A	Director, Route Asset Management	Route Asset Management	Network Operations

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AVADocuments
Document Sharing Hub

Standards Briefing Note

Ref: NR/L1/INF/02232		Issue: 2
Title: Information Security Policy		
Publication Date: 5 th March 2016		Compliance Date: 07 th June 2016
Standard Owner: Head of Business Operations		
Non-Compliance rep (NRNC): Amy Williams - Governance & Compliance Manager (Group Business Services, Information Security)		
Further information contact: Amy Williams - Governance & Compliance Manager (Information Security)		Tel: Direct Line: +44 (01908) 782962
Purpose: The purpose of this policy is to set Network Rail's priorities for Information Security. Information Security supports Network Rail business objectives by protecting the information it requires to achieve these. Through consistent identification, understanding and assessment of information security risks Network Rail is able to apply appropriate controls in order to manage information security risks at the appropriate level for the company.		Scope: This policy applies to all Users who have access to Network Rail information and information systems. This policy describes the framework for governance management and of security requirements for information and information systems. It applies to Network Rail information that is accessed, processed, used or handled in both electronic and non-electronic format. NOTE: Failure to comply with this policy might constitute a breach of terms and conditions of employment or contract and can lead to legal or disciplinary action including dismissal or termination of contract. In instances where disciplinary action is required this will be in accordance with the Network Rail Fair Culture process.

What's New and Why:

	All content has been revised to confirm it is correct and clear.
Section 4 : Definitions	<i>New terms added and defined :</i> Integrity, Personally identifiable information, Security Breach, Security Control, Security Incident, Security Threat (To align policy to best practice)
Section 8 : Governance of information security	Network Rail manages information security governance through the Information Security Steering Group. The Information Security Steering Group shall establish and maintain a framework of security controls to mitigate and to manage security risks within Network Rail. New information systems or changes to existing information systems shall be delivered in accordance with this framework. The principal members of the Information Security Steering Group are the: • Head of Information Security • Chief Information Security Officer – Network Rail Telecoms • Professional Head of Cyber Security • Operational Security and Continuity Planning Manager (To note that information security governance is now managed through the Information Security Steering Group.)
Section 10 : Security training and awareness	The Head of Information Security shall provide security training and raise awareness of information security to all Network Rail employees. <i>NOTE: The purpose of security training and awareness is to establish a positive security culture and to protect information and information systems within Network Rail.</i> (To note the responsibility for information security training and awareness)
Section 11: Reporting Incidents	Security incidents also can be reported to Information Security team via email mailto:asksecurity@networkrail.co.uk. (To raise awareness of new reporting channel)

What's Changed and Why:

All sections	Changed the word "standard" to "policy" (to reflect the document's correct status)
Section 4 : Definitions	Changed the role title for "Owner" to "Information Owner" (to reflect the correct role title)
Section 4 : Definitions	Updated the definition for "Information System" (to align with best practice)
Section 4 : Definitions	Changed the term "Authorised" to "Authorisation" (for clarity)
Section 4 : Definitions	Withdrawn the definitions for "Information Security Policy" and "Role" (not required)
Section 6.1: Definitions	Changed the reference for the "Privacy and Data Protection policy" (in line with updated document)
Section 12 : Policy guidance	Email address for information security team is mailto:asksecurity@networkrail.co.uk (change of email address)

Affected Documents:

Reference	Impact
NR/L1/INF/02232 ISSUE 1	Superseded

Briefing requirements: Where Technical briefing (T) is required, the specific Post title is indicated. These posts have specific responsibilities within this standard and receive briefing as part of the Implementation Programme. For Awareness briefing (A) the Post title is not mandatory.

Please see <http://ccms2.hiav.networkrail.co.uk/webtop/drl/objectId/09013b5b804504da> for guidance.

Briefing (A-Awareness/ T-Technical)	Post	Team	Function
A	Director, Infrastructure Projects	All	Infrastructure Projects
A	Director, Infrastructure Maintenance	Infrastructure Maintenance Group	Network Operations
A	Director, Asset Management	Asset Management Services	Safety, Technical & Engineering
A	Director, Network Operations	All	Network Operations
A	Director, Property	All	Property
A	Director, Contracts & Procurement	Contracts & Procurement	Infrastructure Projects
A	Group Finance Director	All	Infrastructure Projects
A	Director, Human Resources	All	Human Resources
A	Director, Government & Corporate Affairs	All	Government & Corporate Affairs
A	Head of Professional Development and Training	All	Human Resources
A	All staff	All	All
A	All contractors	All	All
A	All suppliers and 3 rd parties	All	All
A	NR Consulting	All	All

Ref: NR/L2/INF/02202		Issue: 6
Title: Record Management of Health and Safety Files		
Publication Date: 05/03/2016		Compliance Date: 05/06/2016
Standard Owner: Head of Business Operations		
Non-Compliance rep (NRNC): Kirsty Duggan Document Control Manager		
Further information contact: Kirsty Duggan		Tel: 07515625005
Purpose: This standard specifies the records management requirements for the management of health and safety (H&S) files. This standard is compliant with the Construction (Design and Management) Regulations 2015 (CDM Regulations).		Scope: This Network Rail standard specifies the records management processes for: a) agreeing the content of the H&S file. This is determined during the pre-construction phase and detailed in the Construction Phase Plan; b) the delivery and acceptance of H&S files; c) the onwads management and update of H&S files. This standard applies to Network Rail staff and Network Rail contractors who carry out work where Network Rail is the Client as detailed in CDM Regulations.

What's New/ What's Changed and Why:

The Standard has been updated to confirm the roles and responsibilities introduced by CDM Regulations 2015, as follows:

- a) Principal Designer / Rep
- b) Principal Contractor Rep
- c) Client Representative

The Standard has been updated so it's clear which role is now responsible at each stage of the Health and Safety File process and who should be consulted.

It confirms who requests previous health and safety file information, who is responsible for agreeing the QF703; memorandum of agreement and Deliverable Document Matrix with the National Records Group and when this should be completed.

It also confirms who is responsible for the handover of the Health and Safety File to the Client and National Records Group. You should familiarise yourself with these roles so that you are aware of who is responsible for what.

The records management process and quality forms (QF forms) for Health and Safety Files remain unchanged; however, some amendments have been made to the wording to make sure all requirements are clear and concise.

Affected documents:

Reference	Impact
NR/L2/INF/02202 ISSUE 5	Superseded

Briefing requirements: Where Technical briefing (T) is required, the specific Post title is indicated. These posts have specific responsibilities within this standard and receive briefing as part of the Implementation Programme. For Awareness briefing (A) the Post title is not mandatory.

Please see <http://ccms2.hiav.networkrail.co.uk/webtop/dri/objectid/09013b5b804504da> for guidance.

Briefing (A-Awareness/ T-Technical)	Post	Team	Function
T	Information Controllers	All	Infrastructure Projects
T	Document Controllers	All	Infrastructure Projects
T	Records Controllers	NRG	Route Services
A	All Design Teams	Regions / Programmes	Infrastructure Projects
A	All Heads or Directors of HSEA	Regions / Programmes	Infrastructure Projects
A	All HSEA Managers	Regions / Programmes	Infrastructure Projects
A	All HSEA Specialists	Regions / Programmes	Regions / Programmes
A	All Discipline Managers Construction, E&P, Engineering, Finance and Commercial, Track Engineering, Telecoms Engineering and Signalling Engineering		Infrastructure Projects
A	All Safety Improvement Specialists	Regions / Programmes	Infrastructure Projects
A	All Programme Planning Teams	Regions / Programmes	Infrastructure Projects
A	All Assurance Teams	Regions / Programmes	Infrastructure Projects
A	All CDM Integration Managers	Regions / Programmes	Infrastructure Projects

A	All Posts within Programme Management	National Supply Chain	National Supply Chain
A	All posts within the Construction Discipline		National Supply Chain
A	Head of HSEA		National Supply Chain
A	All HSEA Managers		National Supply Chain
A	All HSEA Specialists		National Supply Chain
A	All CDM Representatives		National Supply Chain
A	All Route Asset Managers		Network Operations
A	All posts within Engineering		Network Operations
A	All posts with Programme Management		Network Operations
A	All Maintenance Delivery Unit Managers		Network Operations
A	The Overhead Condition Renewals Team		Network Operations
A	All Work Delivery Teams		Network Operations
A	All Health and Safety Teams		Network Operations
A	All Route Safety Improvement Managers		Network Operations
A	All ASPRO Teams		Network Operations
A	All Project Sponsors involved in Construction		Commercial Property
A	All Safety Managers		Safety Technical Engineering
A	Chief Engineer		Safety Technical Engineering
A	All Programme Development Managers		Group Strategy

**NOTE: Contractors are responsible for arranging and undertaking their own Technical and Awareness Briefings in accordance with their own processes and procedure*