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Issue	2
Date	April 2004

Project Management and the Environment (formerly RT/LS/P/007)

This temporary front sheet facilitates change to the new Network Rail Standards referencing nomenclature.

The Ref above will be formally allocated to this standard when it is next changed in the meantime the contents, date and issue number of this Network Rail Standard are UNCHANGED and with immediate effect it should be referred to as “(new ref) formerly (old ref)”.

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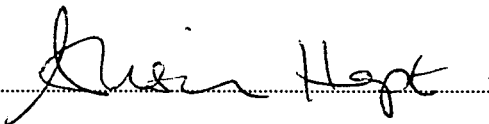
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Company Procedure

Project Management and the Environment

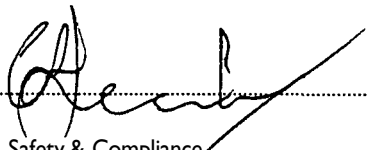
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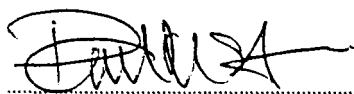
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Issue record

Issue	Date	Comments
1	August 1997	Original Document
2	April 2004	Company Re-organisation

Implementation

The procedure shall be implemented for all new projects initiated after 01 April 2004.

Compliance

This procedure is mandatory and shall be applied to all projects. The Project Manager shall be responsible for defining the level of work required which must be appropriate to the level of perceived risk.

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Ref:	RT/LS/P/007
Issue:	2
Date:	April 2004

Contents

1	Purpose	4
2	Scope	4
3	Definitions	4
4	Project Remit	5
5	Appraisal and management programme.	6
6	Permission and Consents	7
7	Waste Management	7
8	Environmental Risks and Emergency Plans	7
9	Communications and Complaints	8
10	Review and Auditing	8
11	Handback	9
Appendix A:	Outline of Brief	10
Appendix B:	Investment Panel - Report on Environmental Issues	12
Appendix C:	Environmental Checklists	16
Appendix D:	Environmental Management Plan	20
Appendix E:	Outline of Emergency Plan	23
Appendix F:	Environmental Tracker	25

Ref:	RT/LS/P/007
Issue:	2
Date:	April 2004

1 Purpose

This procedure sets out the process by which any environmental issues arising on projects are to be managed.

2 Scope

This standard relates to all engineering, construction, building and other projects that are undertaken by the company that may have environmental implications. It sets out the basic procedural steps that the Sponsor/Sponsor's Agent and Project Manager will follow in order to ensure that the risks to the environment and the risks arising from the environment are minimised and that company policy is complied with. In the case of minor works, this procedure will not apply if the controls it imposes can be shown to be unjustified.

A number of templates and checklists are provided to assist Project Managers. Their use is not mandatory but the Project Manager must demonstrate that any alternative used adequately controls environmental risks.

3 Definitions

Remit

A document that defines the scope of the project, the authority of the project manager, the deliverables and any other relevant information.

Feasibility

A structured process that identifies the engineering options and their implications including environmental issues. It culminates in a report and design development proposal.

Design

A structured process that develops the favoured engineering option into a detailed design. Environmental mitigation measures and the securing of any relevant permissions and consents are, for example, part of the process. The outcome of this process should be the best practicable environmental option.

Implementation

The undertaking of physical works to deliver the detailed design. Matters such as measures to control noise, a code of construction practice, waste management and emergency preparedness might be typical issues.

Environment

Those issues that interface with the project, explained by reference to its possible impact on: human beings; fauna; flora; soil; water; air; climate; the landscape; the inter-action between any of the foregoing; material assets; the cultural heritage.

Ref:	RT/LS/P/007
Issue:	2
Date:	April 2004

4 Project Remit

4.1

All projects should have a remit agreed between Sponsor/Sponsor's Agent and project manager that sets out the environmental objectives to be achieved on the project. It may be sufficient in many cases, where there are no significant environmental risks, for the remit to require compliance with the Network Rail policy and any local environmental policy. (See Appendix A)

4.2

Where compliance with policy could have a significant impact on the way the project is implemented, for example in "seeking to be a good neighbour", the project manager shall seek further guidance or clarity from the project Sponsor/Sponsor's Agent about project requirements.

4.3

The Remit shall also include any information that is known to the client or Sponsor about the environment that could constrain the project or might affect the way the project is managed.

4.4

The Territory Environment Specialist shall be consulted on the remit to ensure that the detailed requirements conform to the company policy objectives and Territory requirements.

4.5

The Project Manager will produce an Investment Panel report that deals with environmental issues. (See Appendix B). This will be presented to the Investment Panel for consideration when seeking funding for feasibility or later works.

4.6

Where the Sponsor and Project Manager agree that the project:

- poses no environmental risks in construction or operation and does not justify the application of the controls set out in this procedure, then the remit to the Project Manager may specifically state that the requirements set out here will not apply.

Examples of such projects are:

- development of IT software not impacting on operational activities;
- like for like replacements in an office environment;
- minor works not involving the production of wastes; and,

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- a sub-project where the main project is already complying with this procedure.

5 Appraisal and management programme.

5.1

The project manager will, at an early stage of the project (usually the feasibility stage), carry out an appraisal to:

- establish what criteria will be used to identify the level of environmental significance;
- identify the likely environmental issues and their level of significance;
- identify the probable scale and level of commercial risk posed by any significant environmental issues; and,
- define a strategy, in agreement with the Sponsor, to deal with the environmental risks identified (see 5.3 below).

The appraisal, once completed, shall be passed to the Territory Environment Specialist for information and upon any subsequent revision (see Appendix C). The appraisal shall be reviewed at all subsequent stages and amended as necessary to take account of any changed circumstances or additional knowledge.

5.2

Where projects are covered by the Environmental Impact Assessment (EIA) and Regulations, Transport & Works Act (TWA) or where consultations with planning authorities have shown that the project has the potential to have a significant environmental impact, a formal EIA or an appraisal of environmental impacts will be undertaken. The scope of the assessment or appraisal will be agreed with the relevant planning authority.

5.3

The Project Manager shall ensure that all projects have an environmental management plan that defines how any significant environmental issues will be dealt with. The plan will be reviewed and updated as necessary during the course of the project. If the project is appraised as having no significant issues, then this must be recorded as the reason why no plan is necessary (see Appendix D).

5.4

Where the management of environmental issues is to be devolved to consultants or contractors, the contract shall clearly state:

- the Network Rail policy and any local policy which is to be adhered to;
- that contractors shall produce their own environmental management plan detailing how an acceptable level of performance will be achieved, which is to be submitted to the project manager for acceptance;

- any other plans required e.g. waste management and emergency;
- the minimum environmental performance that is required of the contractor;
- the means by which that performance will be verified and audited; and,
- that subcontractors shall also be covered by these requirements.

5.5

A copy of the environmental management plan shall be passed to the Sponsor's Agent and the /Territory Environment Specialist.

6 Permission and Consents

At the earliest appropriate stage, the Project Manager shall identify, as part of the management plan:

- all legislative or statutory constraints on the project;
- any permissions and consents that will be required to implement the project and who will be responsible for seeking them;
- authorities or bodies who need to be consulted and the programme for doing so; and,
- the requirement for any EIA and subsequent statement.

7 Waste Management

7.1

The Project Manager shall ensure that for any project where waste is a potentially significant issue, there is a plan identifying the wastes that will be generated by the project and the means of their disposal in compliance with statutory requirements. The plan shall establish whether any disposals can be exempt from licensing requirements. The project shall seek to minimise waste so far as is reasonably practicable, especially waste sent to landfill.

7.2

Where the project requires installation of any permanent pollution control or protection equipment (e.g. an oil interceptor) the Territory Environment Specialist shall be informed by the Project Manager.

8 Environmental Risks and Emergency Plans

8.1

Where it is likely that the environment poses significant risks either to the project or to the company, a documented risk assessment shall be undertaken and the appropriate measures implemented to control those risks. Where possible, the assessment should be quantified but if this is not possible, then it may have to be purely qualitative. Environmental risks may be considered in association with safety risks and combined in one register that identifies the control measures.