

**Railway Group Standard  
GO/RT3215**

**Issue** Three  
**Date** June 2015

# **Requirements for the Weekly Operating Notice, Periodical Operating Notice and Sectional Appendix**

## **Synopsis**

This document mandates requirements for the production of information related to engineering work, alterations to track and signalling arrangements, local operating instructions and localised amendments to National Operations Publications.

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## Issue record

| Issue | Date          | Comments                                                                                                                                                                                                                                                          |
|-------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| One   | December 2007 | Original document                                                                                                                                                                                                                                                 |
| Two   | June 2010     | Supersedes issue one, small scale change. Minor amendment to section 3.1.3.1(publication timescales for PON now quarterly, instead of by-monthly) and also to incorporate amendment form AM001 (minor change to Appendix clauses A.5.2.8; A.5.2.11 and C.1.1.14). |
| Three | June 2015     | Supersedes issue two. Includes changes brought about by the introduction of ERTMS and incorporates in an updated form an item previously published as an amendment / clarification to Appendix C.1.1.10.                                                          |

Amended or additional parts of revised pages have been marked by a vertical black line in the adjacent margin.

## Superseded documents

The following Railway Group Standard is superseded, either in whole or in part as indicated:

| Superseded documents                                                                                                 | Sections superseded | Date when sections are superseded |
|----------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------|
| GO/RT3215 issue two Requirements for the Weekly Operating Notice, Periodical Operating Notice and Sectional Appendix | All                 | 05 September 2015                 |

GO/RT3215 issue two Requirements for the Weekly Operating Notice, Periodical Operating Notice and Sectional Appendix, ceases to be in force and is withdrawn as of 05 September 2015.

## Supply

The authoritative version of this document is available at [www.rgsonline.co.uk](http://www.rgsonline.co.uk). Enquiries on this document can be forwarded to [enquirydesk@rssb.co.uk](mailto:enquirydesk@rssb.co.uk).

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# Requirements for the Weekly Operating Notice, Periodical Operating Notice and Sectional Appendix

## Part 1 Purpose and Introduction

### 1.1 Purpose

- 1.1.1 This document mandates requirements for the production of information related to engineering work, alterations to track and signalling arrangements, local operating instructions and localised amendments to National Operations Publications.

### 1.2 Introduction

#### 1.2.1 Background

- 1.2.1.1 In order to operate safely, railway undertakings require regular, detailed information from the infrastructure manager concerning:
- a) The energising of Overhead Line Equipment (OLE) or conductor rail electrification equipment.
  - b) Engineering work and any consequent alterations to operational arrangements.
  - c) Planned temporary speed restrictions.
  - d) Temporary or permanent alterations to track and signalling arrangements.
  - e) The operational arrangements relating to routes and specific locations.
  - f) Local instructions that are required by a National Operations Publication or another Railway Group Standard.
  - g) The swept envelope and the weight restrictions applied to routes.
  - h) Changes to gradients on a route.

- 1.2.1.2 The requirements of this document reflect the requirements of the Operations Technical Specifications for Interoperability (TSIs) for the information specified to produce the Route Book and the Modified Elements

#### 1.2.2 Principles

- 1.2.2.1 The requirements of this document are based on the principle that Network Rail as infrastructure manager of the Great Britain (GB) railway network, provides information on engineering work, details of the signalling, electrification and control arrangements for routes, local operations instructions and details of swept envelopes and weight restrictions to railway undertakings.
- 1.2.2.2 Railway undertakings may decide to issue the information to their staff and contractors as separate documents or incorporate them into their own company documentation. In either case the documents must be clearly identified by the titles specified. Where any discrepancy or error is identified between the document issued by a railway undertaking and the original produced by an infrastructure manager, the original is to be considered correct.

### 1.3 Approval and authorisation of this document

- 1.3.1 The content of this document was approved by Traffic Operation and Management Standards Committee on 03 March 2015.
- 1.3.2 This document was authorised by RSSB on 01 May 2015.

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## Part 2 Requirements for the Weekly Operating Notice

### 2.1 Infrastructure manager responsibilities

#### 2.1.1 Information to be produced

2.1.1.1 The infrastructure manager is responsible for making the following information available to railway undertakings regarding:

- a) The energising of OLE or conductor rail electrification equipment (to be shown in the first pages of the notice).
- b) Temporary speed restrictions (to be contained in Section A – see Appendix A1).
- c) Engineering work (to be contained in Section B – see Appendix A2).
- d) Signalling and permanent way alterations (to be contained in Section C – see Appendix A3).
- e) Amendments to National Operations Publications or Sectional Appendices (to be contained in Section D – see Appendix A4).

#### 2.1.2 Document title

2.1.2.1 This information shall be known as the Weekly Operating Notice irrespective of the format that it is published in.

#### 2.1.3 Format to be used

2.1.3.1 The infrastructure manager shall issue the Weekly Operating Notice in a consistent format and make details of the format, terminology and symbols used available to railway undertakings.

#### 2.1.4 Publication timescales

2.1.4.1 The infrastructure manager shall prepare the Weekly Operating Notice according to the time and date that the work will be carried out.

2.1.4.2 The Weekly Operating Notice shall cover one week from 00:01 Saturday to 23:59 Friday. However, when a Bank Holiday or other Public Holiday falls during this period, the Weekly Operating Notice may be extended to two weeks provided that at least six months' notice is given to railway undertakings.

#### 2.1.5 Publication details

2.1.5.1 The infrastructure manager shall arrange that when the Weekly Operating Notice is issued to their staff, irrespective of the format that it is issued in, it shall:

- a) Be identified as the Weekly Operating Notice.
- b) Indicate on the cover the total number of pages that the notice contains and the period that it is valid for.
- c) State on blank pages 'This page is intentionally blank'.

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## 2.2 Railway undertaking responsibilities

### 2.2.1 Publication details

2.2.1.1 Railway undertakings shall arrange that when the Weekly Operating Notice is issued to their staff, irrespective of the format that it is issued in, it shall:

- a) Be identified as the Weekly Operating Notice.
- b) Indicate on the cover the total number of pages that the notice contains and the period that it is valid for.
- c) State on blank pages 'This page is intentionally blank'.

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## Part 3 Requirements for the Periodical Operating Notice

### 3.1 Infrastructure manager responsibilities

#### 3.1.1 Information to be produced

- 3.1.1.1 The infrastructure manager is responsible for making information regarding changes to the documents listed in Appendix B available to railway undertakings. This information shall be known as the Periodical Operating Notice irrespective of the format that it is published in.

#### 3.1.2 Format to be used

##### 3.1.2.1 Energising of OLE or conductor rail electrification equipment

The time, date and extent of energising OLE or conductor rail electrification equipment shall be shown at the beginning of the notice.

##### 3.1.2.2 Part I – Items published for the first time

This part shall contain items that are published for the first time in the Periodical Operating Notice. Items in this part which have not previously appeared in the Weekly Operating Notice shall be clearly identified.

##### 3.1.2.3 Part II – Items previously published

This part shall contain items transferred from Part I. Items shall remain in the Periodical Operating Notice until:

- a) The parent publication is re-issued incorporating the item.

Or

- b) They are superseded.

Or

- c) They are withdrawn as no longer needed.

Or

- d) They are incorporated in a supplement to the parent publication.

- 3.1.2.4 When any item is to be withdrawn, this shall be clearly indicated in the text adjacent to the item.

- 3.1.2.5 The infrastructure manager shall issue the Periodical Operating Notice in a consistent format and make details of the format, terminology and symbols used available to railway undertakings.

#### 3.1.3 Publication timescales

- 3.1.3.1 The Periodical Operating Notice shall be valid from 00:01 on the first Saturday of March, June, September and December (or as required in exceptional circumstances), until it is superseded by the next edition.