

Standards Challenge – Application Form

Guidance for Completing the Standards Challenge Application Form

The standards challenge application form can be used to submit a challenge to a Network Rail standard, policy, rule, specification, business process or work instruction that is considered to: (i) be incorrect; (ii) not enable the application of modern/best practice; or (iii) drive increased cost without comparable benefit. The form can also be used to initiate dialogue with Network Rail regarding a potential challenge to Technical Standards for Interoperability, Group Standards or Rail Industry Standards.

The form is relatively straightforward to complete. The **PURPLE TEXT** in the form is intended to provide further guidance or examples relating to the information requested and should be overwritten or deleted if the form field is not used.

Standards Challenge – Application Form

Please complete this form to submit a challenge to a Network Rail standard, policy, rule, specification, business process or work instruction currently available via either the IHS or SAI websites or Internally via Network Rail's Intranet site (Connect) that is considered to: (i) be incorrect; (ii) not enable the application of modern/best practice; or (iii) drive increased cost without comparable benefit. This form can also be used to initiate dialogue with Network Rail regarding a potential challenge to Technical Standards for Interoperability, Group Standards or Rail Industry Standards. See guidance note for more detail on how to complete this form. For further advice relating to standards please contact: standardsmanagement@networkrail.co.uk

1. Applicant Details	
Applicant Name	PURPLE TEXT provides guidance for completing the form and should be overwritten or deleted if the form field is not used.
Position	
Company/Organisation	
Email address	
Telephone Number	
Postal Address including Post Code	
Date form completed	dd-mm-yyyy format e.g. 01-Apr-2018
Status of applicant	Are you applying on behalf of your company/organisation? If applying on behalf of another party please explain further.

2. Project Details (if applicable)	
Is this challenge in connection with an existing project?	Enter Yes or No. If No please progress to Section 3 of this form.
If so what is the name of the project?	Enter Programme or Project Name and any other relevant details including Project Number if known.
Current project GRIP Stage	Enter current project GRIP stage number (1 to 8).
Who is the Principal Contractor for the project?	Enter the name of the Principal Contractor and also your company's relationship to the Principal Contractor.
Who is the primary Network Rail contact for the project?	Enter the name of the Network Rail Project Engineer, Project Manager or other key contact details.
Are they aware and supportive of this application?	Enter Yes or No and provide more details where necessary.
Are there any other key contacts that need to be kept informed of this application?	Enter names and contact details e.g. relevant Route Asset Manager.
Is this application project delivery or time sensitive?	Enter Yes or No. If Yes please explain why including key dates.

3. Confidentiality	
Should this application be treated as confidential?	Enter Yes or No.
If so please provide further details	Please detail the nature of the sensitivity and any limitations on sharing with others e.g. intellectual property.

4. Details of the Challenge	
Which standard does the challenge relate to?	Enter standard reference number, issue date and title.
Which clause/requirement does this challenge relate to?	Enter relevant clause/requirement number(s) or enter "General" if it relates to the whole standard.
What is the nature of the challenge?	Provide details of what specifically is being challenged and why e.g. does not reflect latest practice, alternative approach.
What is being proposed?	Provide details as to how the standard should be amended/updated.
Does the challenge relate to a specific geographic area?	If so, provide further details e.g. applicable location(s), line(s) or Network Rail Route(s). If not, enter "National application"
What would be the key benefits of the proposal?	Outline the key benefits of the proposal - to be expanded upon in Section 3 of this form.
What is the potential scale of the proposed change?	For example, is it a project specific application, and/or does it have potential national application. The answer to this question is key to enable the potential overall impact to be assessed.
What could be involved in modifying the standard including any supporting material/resources?	For example, time, production cost, specialist resources required, training material or training development/delivery cost.

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Section 1 is used to capture the applicant details.

Section 2 is to ascertain whether or not the application is being made in connection with an existing or forthcoming project and if so capture the relevant details.

Section 3 asks whether the application needs to be treated as confidential. If not, details of the application may be made available to other parties so they have visibility of the challenges that are being raised, or to provide examples of good practice.

Section 4 is focussed on the heart of the challenge seeking details of what is being proposed, why and the benefits it may bring? There are some key questions in this section that will help with further evaluation. It particular the question relating to the potential scale of application is seeking to identify if it is a project specific application and/or whether it could have potential national application. For example could it impact large quantity and/or high cost items such as electrification, track, structure, plant or signalling assets? This section also seeks information on what could potentially be involved in modifying the standard and any subsequent impact on training.

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5. Preliminary Impact Assessment

What is the potential impact of the proposal on:	Please include both positive and negative impacts as appropriate. Try to quantify and provide further explanation/rationale where possible such that the overall impact can be evaluated e.g. cost per year, cost per asset, and potential number of assets within scope. Also consider and detail the potential timescales for realisation of the impact. Enter 'None' if no impact or 'Not known' if impact not known.
Legislative Compliance	For example any positive or negative impact on compliance.
Health and Safety	For example train accident risk, station safety, workforce safety and/or public safety. Is it possible to estimate in terms of Fatality & Weighted Injuries (FWI) or Lost Time Injuries per year?
Security	For example physical/personal or cyber/data/information security.
Environment and Sustainability	For example energy consumption, noise or waste.
Customer Experience	For example journey time, capacity (frequency and quantum of services) or passenger/traffic flow.
People	For example impact on Network Rail or supplier roles such as resource levels, engagement or working conditions.
Other Stakeholders	For example train operators, station operators, railway neighbours, trade unions or other companies/suppliers.
Industry or Corporate Reputation	For example public, government or regulator perception.
Operational Performance and Asset Reliability	For example Public Performance Measure (PPM), Service Affecting Failures, Delay per Incident.
Productivity and/or Project Delivery Timescales	For example, efficiency such as production rate or start/finish timescales.
Competibility	For example train infrastructure interfaces, future equipment compatibility.
Quality and Provision/Receipt of Assurance	For example quality of materials or work undertaken, improved assurance.
Asset Life	For example, maintenance, refurbishment, and/or renewal interval.
Equipment, Systems or Processes	For example IT systems, processes or equipment required.
Development and Design Costs	Include any costs associated with modifying the standards from Section 4.
Manufacturing and/or Material Costs	For example sourcing, processing and/or supply.
Implementation Costs including Training	For example construction, testing or commissioning. Include any costs associated with training development and delivery from Section 4.
Operations and Maintenance Costs	Consider resource/material costs including supporting business processes. Identify impact on annual and/or life cycle cost.
Renewal/Replacement and/or Disposal Costs	Consider renewal interval and form of disposal e.g. reuse or recycling.
Any potential Cost Avoidance or Opportunity Cost?	If so, provide further details - qualitative or quantitative.
Other	Please expand if required.

6. Risks, Assumptions, Issues and Dependencies

What are the key risks and potential mitigation measures?	These are the key risks that could be experienced during or following implementation of the proposed change and their potential mitigation measures.
Are there any assumptions, issues or dependencies?	Please identify any relevant to this application.

7. Further Information

Additional information	Please provide any additional information that would assist in reviewing this application.
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Please send the completed form, together with any relevant attachments to: standardsmanagement@networkrail.co.uk

Privacy Notice: Individuals whose personal data is processed have the right to access their data and the right to ask for their data to be amended (for example, if it is inaccurate). Personal data will not be transferred outside Network Rail and will not be transferred outside the European Economic Area.

8. Standards Management Team Use Only

Date application received	dd-mm-yyyy format e.g. 01-Apr-2018
Initial quality check undertaken by	Enter name
Initial quality check date	dd-mm-yyyy format e.g. 01-Apr-2018
Entered in to monitoring system by	Enter name
Date entered in to monitoring system	dd-mm-yyyy format e.g. 01-Apr-2018
Reference Number assigned in monitoring system	STDCH-000000

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Section 5 is equally important. It lists a range of output capabilities and is asking the applicant to provide their view on whether these would be positively or negatively impacted if the challenge were to be accepted and to provide details of the expected scale of the change – seeking quantification, particularly costs, where possible. Where items have been quantified this will assist in evaluation of the business case for change (benefits vs. cost). For benefits please indicate the timescales within which they could expect to be realised. Where there is considered to be no positive or negative impact please enter 'None'. If the impact is not known, for example if the applicant does not have sufficient knowledge of maintenance costs, please write 'Not known' or provide a qualitative response.

Section 6 requires the key risks to be identified that could be experienced during, or following, implementation of the proposed change and their potential mitigation measures.

Section 7 is available to reference any supporting information that is to be submitted with the application.

The completed form and supporting information should be sent to standardsmanagement@networkrail.co.uk and the application will follow the process below.

