

**Justification:
Instruction**

(Operational)

**Private Owner
Circular Letter
622 Issue 2**

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Title

**Private Owner
Primary Contacts**

AUTHORISATION

Authorised by:



.....
J. Collinson, Head of Traction & Rolling Stock Engineering

1. **INTRODUCTION**

The Private Wagon Registration Agreement (PWRA) is an agreement between Network Rail and a registered wagon Owner. POCL 622 was produced to allow Owners to formally nominate Primary Contacts to represent them in their various dealings with Network Rail's PWRA Management Group. This second issue of POCL 622 reflects both the changes in scope requirements and also the requirement of all Owners to respond using the proforma attached.

2. **INSTRUCTION**

All Owners shall complete the attached proforma to identify **one** Primary Contact for each of the scope requirements. Where an Owner requests the appointment of someone from outside the Owner's company, the Senior PWRA Engineer shall review the acceptability of the request. If acceptable, Senior PWRA Engineer shall sign off the proforma and return a copy to the Owner.

Whilst a formally appointed Primary Contact shall have the authority to act on behalf of the Owner in dealing with the PWRA Management Group, it shall not absolve the Owner of overall accountability for the safe operation of their wagons or other responsibilities defined by the PWRA.

Once a Primary Contact is appointed, all correspondence from the PWRA Management Group (relevant to the scope identified) will be made via the Primary Contact who shall in turn be responsible for keeping the Owner informed as required. However, the PWRA Management Group still reserves the right (in certain instances) to approach Owners directly.

Owners shall ensure that the scope of the Primary Contact, as stated in their completed proforma, is also confirmed in their contracts with the parties they have identified.

It shall also be the responsibility of the Owner to advise the PWRA Management Group of any changes to the Primary Contact details.

3. **SCOPE**

This instruction applies to all Owners that are PWRA members.

4. IMPLEMENTATION

This document shall be implemented immediately.

In the event of any query arising, or clarification required, please contact:

Senior PWRA Engineer
PWRA Management Group
Room 207 Derwent House
rtc Business Park
London Road
Derby
DE24 8UP

Owner Company		Owner Contact	Maintainer Contact	Nominated Agent	Other (please specify)
Scope of Primary Contact's authority:					
(a)	Providing the PWRA Management Group with information relating to 'Reportable Incidents'.				
(b)	Reviewing and commenting on draft copies of new and amended POCLs.				
(c)	Acknowledging, processing and implementing actions from POCLs.				
(d)	Attending individual Owner/PWRA Management Group liaison meetings*				
(e)	Processing and implementing actions from correspondence.				
(f)	Arranging audits and site visits.				
(g)	Attending audits (including close-out of Non-Conformance Reports NCRs) and site visits.				
(h)	Production and reporting of fleet Safety Performance Monitoring (SPM) analysis.				
(i)	Day-to-day fleet management issues.				
(j)	Registration of wagons to the PWRA agreement.				
(k)	Issuing and periodic review/updating of wagon maintenance plans/policies.				
(l)	Other (please specify).				

Enter a tick in one of the boxes for each of the responsibilities listed.

*** Note: Attendance at individual Owner Liaison meetings is compulsory for the Owner.**

Primary Contact Details

	Name	Address	Telephone No	e-mail
Owner Contact				
Maintainer Contact				
Nominated Agent				
Other				

Accepted by the Senior PWRA Engineer

Signature

Date