

Justification:  
Instruction

**(Maintenance)**

## Private Owner Circular Letter 634 Issue 3

Title

Maintenance  
Documentation

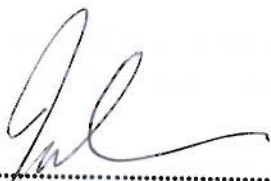
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### AUTHORISATION

Authorised by:



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J. Collinson, Head of Traction and Rolling Stock Engineering

## 1. **INTRODUCTION**

POCL 634, Issue 3, has been issued to clarify to Owners their mandatory responsibilities under Railway Group Standards regarding the maintenance documentation.

## 2. **INSTRUCTION**

### 2.1 **Maintenance Policies**

For all their wagons that operate on Network Rail managed infrastructure, Owners shall have in place:

- a). A Maintenance and Overhaul Policy.
- b). A Wheelset Policy.
- c). An Axle Bearing Policy. The Axle Bearing Policy shall also take cognisance of the requirement for appropriate training of personnel who influence axle bearings.

**Note:** All three policies may be contained within a single document.

### 2.2 **Maintenance Plans**

All wagons registered under a PWRA shall be maintained in accordance with a current and certificated Maintenance Plan that details information and instructions to ensure wagons are maintained adequately throughout their service life.

### 2.3 **PWRA Management Group review of Maintenance Documentation**

In accordance with the terms of the PWRA all changes to maintenance documentation (including plans and policies) shall be reviewed and agreed by the Senior PWRA Engineer.

### 2.4 **Approval of Maintenance Documentation**

All Maintenance Plans require to be certificated by an Approval Body. Although policies themselves do not require certification they are required to be examined by the Approval Body in conjunction with the relevant Maintenance Plan.

**Note:** Controlled copies of all approved Maintenance Plans and Policies shall be provided to the Senior PWRA Engineer, along with copies of the relevant certification.

## 2.5 Requirements for re-certification of Maintenance Documentation

The following requirements are based upon the RSSB Engineering Acceptance Technical Note TN-026.

### a). Changes that do not relate to an area covered by Railway Group Standards

Changes to Maintenance Documentation that does not relate to an area covered by Railway Group Standards are not subject to re-certification. However, such changes shall be recorded on an amendment page that notes:

- The changes have no impact on Railway Group Standards.
- The existing issue of the Maintenance Documentation is still valid for certification purposes.

### b). Changes that relate to an area covered by Railway Group Standards

These changes fall into two categories:

- 1). Those that require the Maintenance Documentation to be re-certificated immediately.
- 2). Those that may be issued as Maintenance Bulletins (and are then consolidated into a re-certificated Maintenance Plan at least every 12 months). Maintenance Bulletins shall only be issued if:
  - a). The maintenance period or mileage interval for components or assemblies covered by mandatory requirements is not extended by the Maintenance Bulletin.
  - b). Maintenance Bulletins have a unique identification number and date.
  - c). Maintenance Bulletins are logged and controlled on an issue register.
  - d). Maintenance Bulletins are to be signed off by the same Approval Body that certificated the original Maintenance Documentation. Note: If the original Approval Body no longer exists, then the Maintenance Documentation will need to be certificated as though it were a new plan by an alternative Approval Body.

**2.4 Review of Maintenance Documentation**

In order to keep Maintenance Documentation current it shall be reviewed annually (along with any Maintenance Bulletins and the results from SPM) by the Owner and the results of the review recorded. The first review date shall be twelve months from the certificate's date of issue. If any changes are required that affect compliance with mandatory requirements of Railway Group Standards, then the Maintenance Documentation shall be re-certificated by an Approval Body following review and agreement by the Senior PWRA Engineer.

**3. SCOPE**

This instruction applies to all PWRA Owners.

**4. IMPLEMENTATION**

This document shall be implemented immediately.

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

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