

Justification:
Instruction

(Maintenance)

Private Owner Circular Letter 645 Issue 4

Title

Alterations to Private Owner Wagons

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AUTHORISATION

Authorised by:



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1. INTRODUCTION

POCL 645, Issue 4, has been produced to include the requirements of the Common Safety Method (CSM) Regulation 352/2009.

2. BACKGROUND

The Common Safety Method (CSM) Regulation 352/2009 deals with the need for a 'Proposer of Change' to determine whether or not a change to a wagon is 'significant' and record the decision. The term 'significant' is not defined as such, but there is a listing of six subjective criteria against which it is judged. If 'significant' then the 'Proposer of Change' has to follow the risk management process outlined in the Regulation and have the work independently assessed by an Assessment Body. Owners are directed to the document 'ORR guidance on the application of the common safety method (CSM) on risk assessment and evaluation - September 2010', which is available to download from the ORR website at: www.rail-reg.gov.uk.

3. INSTRUCTION

Owners shall ensure that they have procedures in place (and records of any background work and decisions) that adequately cover all alterations i.e. repairs, modifications or engineering changes that are carried out on their wagons and that all such procedures are approved, authorised, or certificated as required.

When considering introducing an alteration, the 'Proposer of Change' shall need to determine whether or not the change is 'significant' and record the decision along with any background work.

In the first instance the 'Proposer of Change' shall contact the Senior PWRA Engineer about any alterations. The Senior PWRA Engineer shall determine whether they have the required engineering knowledge and if so will provide guidance on the way to proceed.

3.1 Alterations that are deemed 'significant' under the CSM Regulation

For such alterations the 'Proposer of Change' shall follow the risk management process outlined in the CSM Regulation and have the work independently assessed by an Assessment Body. However, if the alteration also falls into one of the following categories then additional requirements will apply:

3.2. Alterations that constitute a major upgrade or renewal

If alterations are of sufficient extent that they are deemed to be a major upgrade or renewal they shall require to be authorised, under the interoperability process, by a Notified Body (NoBo).

Note: Upgrading and renewals of rolling stock are defined in the revised Interoperability Directive 2008-57-EC as:

Upgrading means any major modification work on a subsystem or part subsystem which improves the overall performance of the subsystem.

Renewal means any major substitution work on a subsystem or part subsystem which does not change the overall performance of the subsystem.

3.3 Alterations of a minor nature

For alterations that are of a minor nature, then in response to a formal request detailing in full the change required (which shall include the background work supporting the fact that the change is not 'significant') the Senior PWRA Engineer shall review the proposals and if in agreement issue a covering letter.

4. **SCOPE**

This instruction applies to all alterations to PWRA wagons.

5. **IMPLEMENTATION**

This document shall be implemented immediately.

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

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