ENGINEERING NOTICES

1. Purpose

To provide a documented procedure for the development, approval and distribution of Engineering Notices.

Other Network Notices are managed in accordance with *PR-RC-NA-267 & PR-RC-NA-913 Accessing the AMPRN – Maintenance and Engineering Works*

2. Scope

This procedure is applicable to all Engineering Notices issued for the Adelaide Metropolitan Passenger Rail Network (AMPRN).

Engineering Notices are required where engineering changes involving alterations to existing assets or the introduction of new infrastructure or rolling stock need to be communicated to DPTI Rail Operational and Rail Maintenance staff.

Not all engineering changes require an Engineering Notice. For example a major change to the engine of a road rail vehicle would not need to be communicated broadly to all DPTI Rail Operational and Rail Maintenance staff.

All engineering changes requiring an Engineering Notice must have undergone the Management of Change (MOC) process described in *PR-RC-MC-009 Management of Change.*

3. Related Documents

DOCUMENT NAME	DOCUMENT NUMBER
Management of Change	PR-RC-MC-009
Engineering Notice Approval Form	FO-AM-GE-859
Engineering Notices Register	RG-AM-GE-862
Accessing the AMPRN	PR-RC-NA-267
Accessing the AMPRN – Maintenance & Engineering Works	PR-RC-NA-913
Engineering Notice Template	KNet # 7408143

4. References

- Adelaide Metropolitan Passenger Rail Network (AMPRN) Rules and Procedures (*Rule Book*)

5. Definitions

TERM	DEFINITION
Engineering Change	The introduction of new assets or modification (including disposal / decommissioning) of any existing assets that require a change to the functional or physical characteristics of the AMPRN baseline.
Engineering Notice	A notice which details information provided to DPTI Rail Operational and Engineering & Maintenance staff regarding alterations to existing or introduction of new infrastructure and rolling stock.
Functional Group Manager	Person responsible for the management of a DPTI Rail Functional Group.
Functional Group	Rail Engineering & Maintenance Groups responsible for the design, construction, maintenance, modification, or removal, of AMPRN assets. The groups are: Asset Management, Track & Civil Engineering, Rolling stock Engineering, Rail Maintenance, Signal & Control Systems Engineering, Communications Engineering, Electrical Engineering, Tram Maintenance and Capital Works.

6. Roles and Responsibilities

6.1. Functional Group Manager

The Functional Group Manager is responsible for:

- ensuring that *PR-RC-MC-009 Management of Change* is followed before an Engineering Notice is developed and distributed
- developing, reviewing, approving and distributing the Engineering Notice to Operations and relevant Rail Maintenance staff

6.2. Rail Asset Management Group

The Rail Asset Management Group is responsible for:

- issuing Engineering Notice numbers on request
- receiving the final signed Engineering Notice and maintaining an Engineering Notice register on the Rail Commissioner's intranet
- providing advice regarding the circumstances under which an Engineering Notice is required

7. Requirement for Engineering Notices

Engineering Notices contain advice that there have been alterations to existing, or introduction of new, network infrastructure and/or rolling stock. They include details of the change and how it will affect rail operations or engineering and maintenance activities and, if applicable, will include diagrams. Whenever there is doubt about the requirement for an Engineering Notice advice should be obtained from the Rail Asset Management Group (Manager Rail Technical & Operational Assurance).

Examples of details that may appear on an Engineering Notice are:

- Alterations to signals, masts, signal heads, displays and signal locations.
- Introduction of new network infrastructure and/or rolling stock.
- Changes to operating systems such as Centralised Train Control (CTC), Automatic Train Protection (ATP) or Passenger Information Systems (PIS).
- Alterations to the AMPRN track layout.
- Alterations to rolling stock.
- Temporary removal or introduction of equipment.
- Alterations to the overhead or traction power systems.

An Engineering Notice is not required:

- When temporary alterations occur within a track closure and where, on completion, the infrastructure is returned to the same state as prior to the closure.
- When technical changes occur in the infrastructure that do not affect the way the end user operates or maintains the system or the way the system operates as observed in the field.
- For routine maintenance activities.
- For speed restrictions and removal of speed restrictions (via the Train/Tram Notice process).

An Engineering Notice is not a replacement for the Infrastructure Booking Advice. The Infrastructure Booking Advice is required to enable changes to be made and shall be in accordance with the *AMPRN Rules and Procedures*.

8. Management of Change (MOC) Procedure

The Management of Change (MOC) procedure shall be followed in accordance with *PR-RC-MC-009 Management of Change* before the issuing of an Engineering Notice. The MOC procedure must be used for the introduction of any new assets or modification (including disposal / decommissioning) of any existing assets that alter the functional and physical characteristics of the AMPRN baseline. Whenever there is doubt about the requirement for undertaking the MOC process advice should be obtained from the Rail Asset Management Group (Manager Rail Technical and Operational Assurance).

9. Procedure

Appendix A provides an overview of the Engineering Notice process.

9.1. Development

Engineering Notices are to be developed using the Engineering Notice Template (#7408143) and should be written in a style that is easily understood by non-technically qualified workers.

An Engineering Notice number will be issued by the Rail Asset Management Group on request. The Rail Asset Management Group will require the MOC number to be supplied before issuing the EN number.

9.2. Review

The draft of the Engineering Notice will be reviewed by the Functional Group Manager.

The draft Engineering Notice and the Engineering Notice Approval Form is to be forwarded to the Unit Manager Train Operations / Unit Manager Tram Operations for review no later than fourteen (14) days prior to the implementation of the change.

The Unit Manager Train Operations / Unit Manager Tram Operations shall review the content of the document and sign the Engineering Notice Approval Form confirming their review is complete and no amendments are required. Where changes are needed the Unit Manager Train Operations / Unit Manager Tram Operations is to liaise with the Functional Group Manager to effect any amendments. The signed Engineering Notice Approval Form along with the reviewed Engineering Notice will then be returned to the Functional Group Manager for final approval.

9.3. Approval

The Functional Group Manager shall then approve and sign the Engineering Notice Approval Form.

9.4. Distribution

Following approval, the Functional Group Manager shall determine the extent of distribution for the Engineering Notice based on an assessment of the impacts of the change.

The Functional Group Manager shall arrange for the distribution of the Engineering Notice to the following groups, as required, no later than seven (7) days prior to the implementation of the change:

Train Engineering Notice Distribution:

- Rail Operations – DL:DPTI PTS Rail Operations: Employee Notices
- Engineering and Maintenance – DL:DPTI SSD Mile End Rail Infrastructure Management Maintenance, DL:DPTI SSD RIMM MGT RSE Rollingstock Engineering

Tram Engineering Notice Distribution:

- Tram Operations – Tram Operations Manager and Assistant Tram Operations Manager
- Engineering and Maintenance – DL:DPTI SSD Mile End Rail Infrastructure Management Maintenance, DL:DPTI SSD RIMM MGT RSE Rollingstock Engineering

Engineering and Maintenance Engineering Notice Distribution:

- Engineering and Maintenance – DL:DPTI SSD Mile End Rail Infrastructure Management Maintenance, DL:DPTI SSD RIMM MGT RSE Rolling stock Engineering

9.5. Document Control

All Engineering Notices shall be published and stored in KNet. The published PDF version shall be the 'master' version of all documents.

- The Engineering Notice shall be developed using the Engineering Notice Template (#7408143 – word version) and stored in KNet.
- Asset Management shall be provided with "Read-Only" access to the Engineering Notice "word version" in KNet.
- A link to the Engineering Notice "word version" shall be emailed to Asset Management for generation of an Engineering Notice Number and KNet link for the "PDF version" of the draft Engineering Notice.
- Following completion of the review process and final approval of the Engineering Notice, the Functional Group Manager shall arrange for it to be scanned and saved as a PDF file. This PDF file will replace the draft notice initially saved in KNet (via check out – check in process). The Engineering Notice and Approval Form shall be scanned separately (not combined).
- The scanned Engineering Notice "PDF version" shall be the final version and the Functional Group Manager shall arrange for it to be distributed via a KNet link only (Approval Form not to be distributed).
- The signed hard copy of the Engineering Notice Approval Form shall be provided to Asset Management for document control and for updating of the Engineering Notices Register.

The Engineering Notices Register is available for viewing on the Rail Commissioner intranet through the following path:
http://cms.dpti.sa.gov.au/public_transport_resources/engineering_and_maintenance/registers,_forms_and_templates

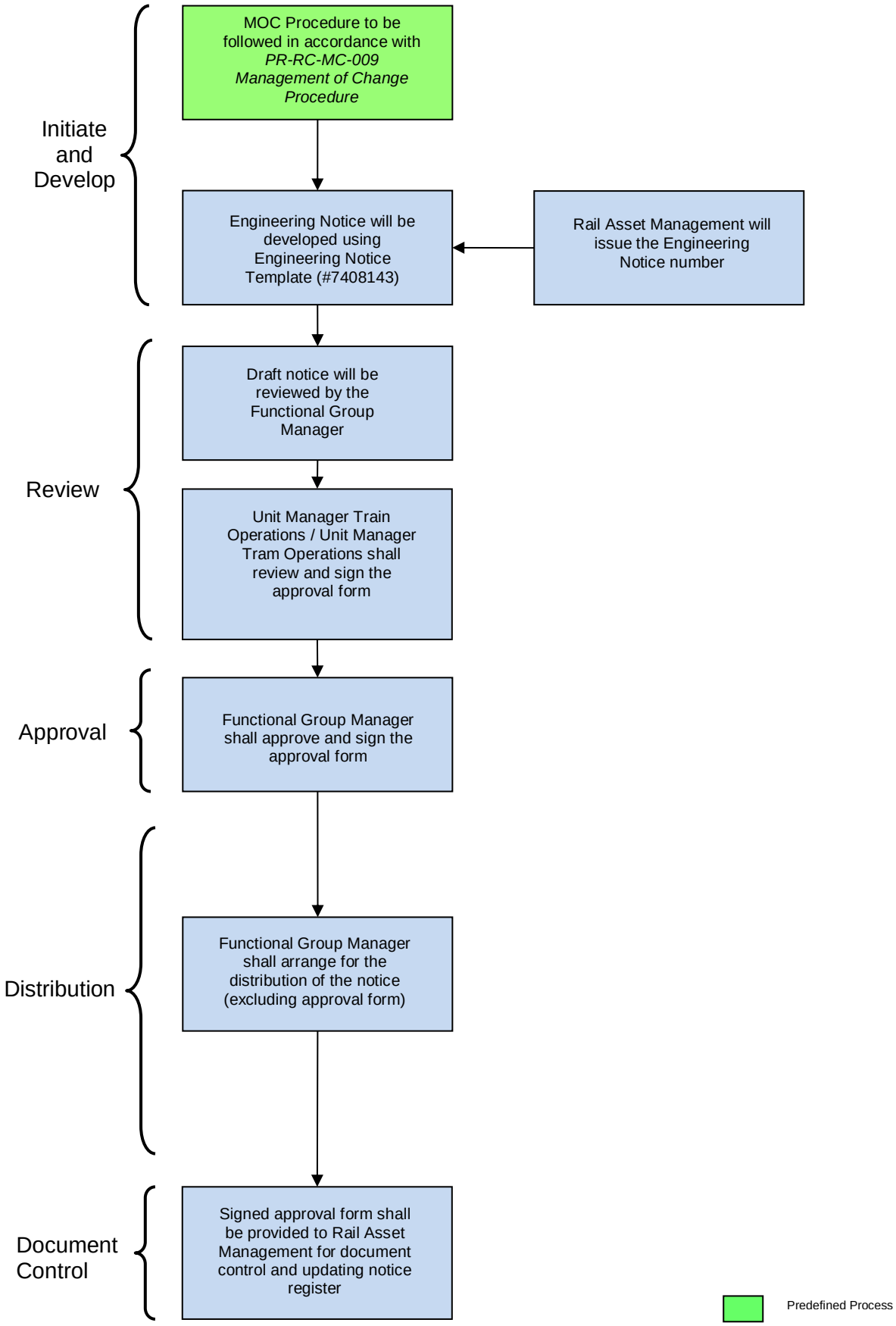
9.6. Urgent Engineering Notices

In the event of a requirement for an urgent engineering change as a result of an incident or unknown fault an urgent Engineering Notice can be issued outside of the timelines above but must be the subject of consultation between the Functional Group Manager, the Unit Manager Tram Operations / Unit Manager Train Operations or Manager Rail Operations.

9.7. Cancellation of Engineering Notices

In the event that the change could not occur as planned, a new Engineering Notice shall be issued advising of the cancellation of the initial Engineering Notice and also repeating the change details.

APPENDIX A - PROCEDURE OVERVIEW



APPENDIX B – ENGINEERING NOTICE TEMPLATE

Engineering Notice

Rail Commissioner

ENGINEERING NOTICE NUMBER XXX

Engineering Notice Title	
Priority	☐ Urgent ☐ Normal
Issue Date	
Effective Date	
End Date	

1. **Description Of Modification / Addition**
   Insert text

2. **Detail**
   Insert text

3. **Operational Effect**
   Insert text (add a detail description of how the change will affect the operation of the equipment/system)

4. **Diagram (If applicable)**
   Insert diagram if applicable

APPENDIX C – ENGINEERING NOTICE APPROVAL FORM

Form

Rail Commissioner

ENGINEERING NOTICE APPROVAL FORM

NOTICE NUMBER:		KNET NUMBER (WORD): KNET NUMBER (PDF):	
NOTICE NAME:			
NOTICE AUTHOR:			

Has Management of Change (MOC) process been followed? ☐ Yes ☐ No

Comments:

MOC NUMBER	

NOTICE REVIEWED OR CONSULTED: (INCLUDE THE NAMES OF PEOPLE THAT HAVE BEEN CONSULTED OR HAVE REVIEWED THE NOTICE)	REVIEWERS SIGNATURE: (Reviewers to sign to acknowledge they have been consulted and have reviewed the notice and accept the content)	TITLE	DATE

COMMENTS:

APPROVAL	NAME:	TITLE:	DATE:
NOTICE APPROVER: (FUNCTIONAL GROUP MANAGER)			
APPROVER SIGNATURE:			