

Office of Rail Regulation statement on revisions and error

The aim of the revisions policy is to be open and transparent to the public about revisions that ORR makes. Since revisions are a normal and inevitable part of statistical publications ORR's revision policy will allow the public to acknowledge and plan for the revisions accordingly.

Revisions can occur for some of the following reasons:

- The data being provisional
- One of ORR's data sources subsequently revising data after publication
- Methodological changes
- Errors

Once ORR has identified the need for a revision, the Head of Profession will judge the severity of the revision required and will take action in accordance with the guidelines outlined below.

Minor revision

If ORR judges the error to be minor and results in the correction being very small or hardly noticeable ORR will:

- Update the error when a new release is due for publication
- Place a revision flag alongside the revised data within the next release. For details on the structure of these flags, please see the *Revisions structure* section
- Place a revision note in the text accompanying the data with a brief description of the revision and provide a link to the ORR revisions log
- The revisions log will be updated with details of the correction and any action ORR have taken to prevent re-occurrence.

Intermediate revision

If ORR discovers an error which is insubstantial but ORR feels the users of the statistics will benefit by making an immediate change, ORR will:

- Amend
 - both the excel and PDF version of the data immediately if published on the ORR website; or
 - the pre-created reports if the data is published in the NRT data portal.
- Place a revision flag alongside the revised data.

- Place a revision note in the text accompanying the data with a brief description of the revision and provide a link to the ORR revisions log
- The revisions log will be updated with details of the correction and any action ORR have taken to prevent re-occurrence.

Substantial or significant revision

If ORR finds an error which is substantial or significant ORR will follow the steps above and take further steps to raise awareness. The following procedures will be followed:

- Carry out the procedure listed above (under intermediate revisions)
- Have a prominent note on the National Rail Trends page of the ORR website: <http://www.rail-reg.gov.uk/server/show/nav.1863>
- Alert stakeholders where possible
- E-mail distribution list with the correction
- Alert senior staff at ORR if necessary.

Revisions log

ORR has published a revisions log online, this can be found here: <http://www.rail-reg.gov.uk/server/show/nav.2257>

This allows users of the statistics to clearly see revisions of data over a time series.

Revisions structure

Where there have been revisions ORR will clearly mark this by carrying out the following:

- Place a revision flag alongside the revised data within the next release. These are:
 - (R) for revisions in tables published in the NRT data portal; or
 - † for revisions in tables published on the ORR website.
- Place a revision note in the text accompanying the data with a brief description of the revision and provide a link to the ORR revisions log.

Version control

If a revision has been made ORR will mark the PDF and excel with the version of the data. ORR will make clear that the present version succeeds previous versions of the data.

Provisional data

Since some of the data published by ORR can be occasionally subject to change, ORR has highlighted these data as provisional. ORR will publish changes to provisional data if required.

ORR has the following tables which contain provisional data.

Passenger kilometres and passenger journeys

The rail industry's central ticketing system, LENNON, is the basis for passenger kilometres and journeys and revenue data. LENNON holds information on all national rail tickets purchased in Great Britain and is used to allocate the revenue from ticket sales between train operating companies (TOCs).

Quarterly published data for passenger kilometres and journeys are provisional as LENNON does not correctly record sales of certain products, in particular some operator-specific tickets and Passenger Transport Executive (PTE) multi-modal tickets.

The TOCs supply ORR with kilometres and journeys data each quarter but they are often subject to revision. This process started in 2010-11 Q1 as previously the TOC specific data were added in at the end of each financial year. As this is a relatively new process and revisions are common, the data are provisional until we are satisfied that data are complete and accurate.