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# Performance Data Accuracy Code

Date	Issue	Details
1 April 1996	1	Code issued
1 February 2009	2	Section 9 amended to bring Code under control of DAB
20 September 2009	3	Code updated to current industry circumstances
24 <sup>th</sup> July 2011	4	Amendments to procedure for updating Berthing Offsets
5 <sup>th</sup> January 2014	5	Amendments to the RPCR form sections A and B
April 2018	6	Full review and rewrite to reflect current requirements and processes

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# PERFORMANCE DATA ACCURACY CODE

## Explanatory Note

*This Explanatory note does not form part of this Code.*

*Part B of the Network Code requires Network Rail to operate a system for monitoring train performance and which, amongst other things, must accurately record the times at which trains arrive at, depart from or pass Recording Points, along with the difference between those times and the corresponding times published in the Working Timetable. The Performance Data Accuracy Code governs the interpretation of the phrase 'accurately record' in that context. It also provides a mechanism for agreeing and notifying changes in standards, including the characteristics of Recording Points.*

## 1 Definitions

1.1 In this Code, the following definitions apply except where the context requires a different meaning:-

"Accounting Period"	means one of Network Rail's 13 annual accounting periods starting on April 1 <sup>st</sup> each year;
"Automatic Point"	means a Recording Point which is not a Manual Point and based on systems-based, rather than human, timings;
"Berthing Offset"	means, when a Timing is made at a Triggering Point associated to a Recording Point location which is not itself the Recording Point, a quantity of time (in seconds) for that train movement, that is used to adjust the Timing to then be used in the corresponding Recording;
"Cancellation"	means the failure of a train to fulfil any of its passenger timetable including departure from origin and arrival at destination and intermediate calling points;
"Delay Reporting Point"	means a Recording Point which may also be a Monitoring Point, against which delays are calculated against the timetable (also known as a DRP);
"Lateness"	means the recorded lateness of a train at a Recording Points measured against the Public Timetable
"Manual Point"	means a Recording Point at which timing is performed by a human agent;
"Margin Book"	means a collection of the characteristics of the Recording Points relevant to a particular Track Access Agreement, as described in Section 5;

"Monitoring Point"	means a Recording Point used to record the lateness of trains under the relevant Track Access Agreement performance regime and which is described as a "monitoring point" in the Margin Book (also known as a CMP);
"Performance Monitoring"	means Network Rail's operation of the Performance Monitoring System;
"Performance Monitoring System"	As defined in the Network Code and used within the Track Access Agreement. The current industry system used in this role is TRUST which drives a host of industry systems used within the TAA;
"Recording"	(as a noun) means time data posted into TRUST or otherwise noted as the time at which a train arrives at, departs from or passes a Recording Point, as required by Part B of the Network Code;
"Recording Point"	means a point at which Network Rail measures and records time data of train movements during Performance Monitoring;
"Systems Code"	means the document entitled the Code of Practice for the Management and Development of Railway Code Systems, required by the Network Rail's Network Licence;
"This Code"	means this Performance Data Accuracy Code (PDAC), including its appendices;
"Time from NPL"	means the National Physical Laboratory time transmitted by the Anthorn VLF transmitter which serves as the United Kingdom's national time reference and which was formerly known as Rugby Clock Time;
"Timing"	means (as a verb) reading a clock or (as a noun) the time read from a clock, in each case, whether the reading is made by a human agent or by automatic means; and
"Timing Point"	means a Recording Point location which is neither a DRP nor a CMP but instead provides additional train location and performance data; and
"Triggering Point"	means a location at which a train movement is physically detected at the start of the process of making a Recording at an Automatic Point.

1.2 This Code is incorporated into, and forms part of, the Network Code. Where the context admits, words and expressions defined in the Network Code, and the rules of interpretation set out in Network Code Condition A1.1, apply throughout this Code and references to the Network Code in such words, expressions and rules shall, in this document, be construed as references to this Code.

## 2 Purpose of the Code

2.1 The purpose of this Code is:

- (a) to define the standards of measurements and recording required for monitoring and reporting train performance across the UK rail industry for:
    - (i) the Performance Monitoring System (PMS), currently TRUST; and
    - (ii) the calculation and reporting of regulatory and franchise KPIs using either the PMS or other monitoring systems.
  - (b) to define the framework between the PMS and other systems (such as GPS that can provide live train running information into the PMS) increasingly being used to gather railway performance timing reports;
  - (c) to provide a process for managing the contractual changes consequent to alterations in measurement and recording.
- 2.2 This Code seeks to provide a framework to enable the UK rail industry to continually expand and improve performance data quality in the UK rail industry, allowing innovation and reducing the level of manual input and timing checks. This input level should be:
- (a) appropriate to the relative importance, both contractual and the level of train service, of train reporting at the location concerned; and
  - (b) consider the associated costs and benefits of making further improvements to best target available resources.
- 2.3 Nothing in this Code entitles:
- (a) any Access Party to abridge any process required under any Track Access Agreement to implement any change;
  - (b) any person to abridge any process required under the Systems Code; or
  - (c) Network Rail to make any charge for any train movement to the extent that it has not in fact occurred.
  - (d) any person to ignore any safety-related obligations

### 3 Performance Reporting Framework

- 3.1 A Recording is either made:
- (a) manually by observation and input;
  - (b) automatically by taking an infrastructure-based Timing and then relating this to a specific Recording Point using a Berthing Offset (set out in the Margin Book); or
  - (c) automatically using a validated system (such as train-based GPS/OTMR) when there are no Triggering Points suitable for that location and that system meets the required accuracy and completeness standards for reporting.
  - (d) Other means as agreed by the affected parties

Note: Any changes in the method of recording at a location should be made in line with Section 4.6

- 3.2 The Characteristics of a Recording Point include:
- (a) its location (identifying a station, depot, siding or junction etc) represented by a STANOX;

- (b) the category applicable to the Recording Point for the purposes of Appendix A of this document;
- (c) the technology employed to make Recordings at the Recording Point; and
- (d) the associated berth steps and Berthing Offsets.

3.3 A Recording Point can either be (in increasing order of contractual importance):

- (a) Timing Point – used to identify real-time train location and provide better performance information;
- (b) Delay Reporting Point (DRP) – either a station or junction against which loss of time is identified for the creation of delays; and
- (c) Monitoring Point (CMP) – a key station for monitoring train service Lateness to customers. It should ideally also act as a Delay Reporting Point

Note: Lateness at origin and at destination should be recorded for all train services.

3.4 A Recording used for Performance Regime purposes can only be made in the Performance Monitoring System when the location appears in the timetabled schedule of that train:

- (a) Origin, stopping and destination locations need to appear in the train schedule;
- (b) Monitoring Points and Delay Reporting Points shall appear in the planned schedule of every train in the Service Group in which they are contained, even when the train is non-stopping;
- (c) Delay Reporting Points can be stations or junctions; train planning teams must check with performance team colleagues before removing any mandatory timing points from the timetable or individual schedules to ensure they are not Delay Recording Points

This also serves to provide consistency of performance delay and lateness measurement.

3.5 The failure of a train to call at a station should be recorded in the Performance Monitoring System as a Reliability Event:

- (a) Where the train failed to deliver its passenger timetable station activity, that failure should be recorded as a Reliability Event (eg a full cancellation, part cancellation or fail to stop); and
- (b) Any failure to fulfil the passenger timetable at a particular location should be investigated to the same level as the Recording when a train actually does call.

3.6 Data captured outside the Performance Monitoring System (such as GPS) should be used for:

- (a) Establishing whether a train actually ran (i.e. cancellations) and assisting delay cause investigation – i.e. in the identification of the cause of an attributed delay;
- (b) analysis of train running performance, including investigation into non-attributed delay (i.e. sub threshold delay);
- (c) as a backup source of information after system failure using Para 4.2;

- (d) providing timing data to infill manual locations and improve automation freeing up signaller time (providing the data source is compliant with the take-on standard for accuracy and data completeness standards); and
- (e) providing collated evidence from multiple trains to challenge where the berth offsets in use are believed to be inaccurate (providing the data source is compliant with the take-on standard for accuracy and data completeness standards).

3.7 Data captured outside the Performance Monitoring System (such as GPS) should not be used for:

- (a) disproving individual train recordings in TRUST (i.e. showing that a train arrived 4mins late by GPS rather than 5mins late as per the Recording and or showing that a threshold 3mins delay in TRUST was only 2mins using the GPS timings); or
- (b) coding any part of a delay to a planned delay code (i.e. a 'P-code') when any discrepancy is on average 60secs or less.

Timings already made automatically in TRUST ('Recordings') must not be amended manually retrospectively to change the train lateness and any associated delays, unless Para 4.4 applies.<sup>1</sup>

3.8 Generally, any issues found with timings under either paragraphs 3.6 or 3.7, should then use Section 7 to review and then amend the accuracy of future Recordings rather than challenging Recordings already made.

## 4 Completeness and Accuracy

4.1 Recordings in the Performance Monitoring System, where the **Automatic** Timing has a Berthing Offset added, to convert it to the corresponding Recording for arrival, **passing** or departure at a location, are presumed to be accurate unless:

- (a) They are shown not to be (including by comparison against manual recording or other automatic recording systems); or
- (b) A review of standards at a particular Recording Point or a group or class of Recording Points, carried out in accordance with the terms of Section 7 throws doubt on the accuracy of Recording there.

4.2 If Network Rail omits or becomes aware that it is likely to omit to make a Timing of an event for a Recording, it must notify each affected Access Beneficiary as soon as it reasonably can. In respect of any day on which Network Rail gives such notice:

- (c) each affected Access Beneficiary must as soon as it reasonably can supply in good faith all information available to that Access Beneficiary which is relevant to that Timing and associated Recording omitted on that day;

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<sup>1</sup> Please also refer to the Delay Attribution Principles and Rules Section E3

- (d) Network Rail must use all appropriate information provided by the Access Beneficiary, alongside any other industry performance systems, in creating a Recording;
- (e) if, having assessed the suitability and made use of appropriate information supplied by Access Beneficiaries, Network Rail still has omitted Recordings then Network Rail may use an appropriate procedure to interpolate or otherwise create Recordings; and
- (f) It must inform and agree with the Access Beneficiary the approaches used for infilling Recordings at each location.

4.3 Recordings at any Recording Point which are accurate in accordance with paragraphs 4.1 or 4.2, when Network Rail has observed the obligation of good faith (see Section 11) and except in the case of manifest error, constitute a sufficient discharge of all obligations on Network Rail under the Track Access Agreement with respect to them, and none of those Recordings may be challenged (refer also to Paragraph 3.7).

4.4 After a review of the accuracy of Recordings within the PMS, if those Recordings at a Recording Point are not accurate in accordance with paragraphs 3.7, 4.1 and 4.2, or are manifestly in error or if Network Rail has not observed the obligation of good faith in relation to those Recordings, then Network Rail is at fault and those Recordings may be challenged.

- (a) Where agreement is reached to correct any errors emanating from manual intervention (not included in the calibration of that location) they should be corrected in the PMS within 7 days to allow downstream systems to work automatically;
- (b) If agreement to correct such errors is not reached within 28 days, any affected party or parties may refer the matter as a dispute for resolution under Section 10;

4.5 Appendix A sets out the data completeness standard which applies under this Code.

- (a) Part A relates to the completeness standard which applies in respect of any Recording Points which are subject to a common mode failure.
- (b) Part B relates to the standard which applies otherwise than in respect of common mode failures (as set out for each Recording Point in the relevant Margin Book for a particular Track Access Agreement).

4.6 Appendix B sets out the following information:

- (a) Review of locations where train times are required to be reported
- (b) Undertaking Audits of Locations
- (c) Keeping of Records

## 5 Margin Books

5.1 For each Track Access Agreement, Network Rail must compile a Margin Book setting out the characteristics of each Recording Point relevant to that Access Agreement. For each Recording Point, Network Rail must state in the Margin Book whether it is a Monitoring Point or Delay Recording Point for the purposes of Appendix A (to this document). Network



Rail must ensure that each Access Beneficiary has been supplied with a copy of the appropriate Margin Book

- 5.2 Network Rail and the Access Beneficiary must seek to agree the Margin Book and any changes made to it as required. If and to the extent that they do not agree within 28 days from the date of the Access Beneficiary being supplied with a copy of the first Margin Book under paragraph 5.1 or a revised Margin Book under paragraph 5.3 then either party may refer the failure to agree as a dispute for resolution under Section 10. Agreement of the Margin Book specifically signifies that the relevant Access Parties are content that:-
- (a) the Margin Book covers all the Recording Points appropriate to the Track Access Agreement;
  - (b) the Recording Points are correctly described as being, or as not being, Monitoring Points;
  - (c) the data completeness categories to which the Recording Points are allocated are appropriate having regard to the circumstances at that time; and
  - (d) the Margin Book contains no significant or obvious errors.
- 5.3 Notwithstanding any agreement of the Margin Book, either party may at any time notify the other of:-
- (a) an error in the Margin Book; or
  - (b) any Recording Point becoming or ceasing to be a Monitoring Point
- and request that the Margin Book be amended.
- 5.4 The minimum category of data completeness standard to which each Recording Point in a Margin Book must be allocated is set out in Appendix A Part B:-
- 5.5 If the characteristics of any Recording Point change, Network Rail must update each Margin Book and provide revisions or supplements to the relevant Access Party. Before making any change to the characteristics of the Recording Point, Network Rail must notify each affected Access Beneficiary.

## 6 Changes to Characteristics of Recording Points

6.1 If a change to characteristics of a Recording Point comprises:-

- (a) a change of category in Part A or Part B within Appendix A;
- (b) a change in the requirements of a timing standard in Appendix B;
- (c) a change in the magnitude of Berthing Offset; or
- (d) a change to a lower category of timing standard; and

there are reasonable grounds for believing there to be a financial impact on a Performance Regime in a Track Access Agreement, then the potentially affected Access Party shall be entitled to notify the other that it wishes to negotiate with a view to neutralising that financial impact.

**Note:** An Automatic Point should not ordinarily be converted to a Manual Point on a permanent basis, but if it is, then Part G of the Network Code applies

6.2 Where a Party considers there is a material impact and financial neutralisation is required, agreement of the neutralisation methodology MUST be obtained prior to implementing the

change in the system. The actual neutralisation may be agreed to take place prior or post implementation.

- 6.3 If the parties do not reach agreement within 28 days after notification of the financial impact and the need to neutralise that impact or how to neutralise it, then either party may refer the dispute for resolution under Section 10. In this circumstance the changes cannot be implemented until a determination is made.
- 6.4 Once agreement is reached on a way to neutralise the financial effect of a change, or a decision is reached through dispute resolution, it is binding on the parties.
- 6.5 If the agreement or decision described in paragraph 6.4 requires or is equivalent to an amendment to a Track Access Agreement, such an amendment may take effect only in accordance with the process for amending Access Agreements as published by ORR (General Approval to amend Appendix 1 of Schedule 8 within the TAA).
- 6.6 All Parties, for each Track Access Agreement so affected, should seek to coordinate the progression of changes planning in a manner to limit workload and efficiency of the process. Parties may consider progressing changes by Line of Route or by Service Group. Cognisance also needs to be taken of other Parties affected by or requiring changes.
- 6.7 Negotiations to neutralise financial effects should not, where possible, be more than 2 (General Approvals) in any one year for any individual Train Operator; but there may be more if changes to Recording technology occur more frequently or other circumstances require it. Parties must try to identify likely financial effects during consultation on the annual proposals for improving standards.

## 7 Accuracy of Recording Point Times in the Performance Monitoring System

- 7.1 Refer to Appendix C for a flow diagram of the berthing offset change process. Refer to Appendix D for a list of the current Recording Point Change Request (RPCR) forms that are available on the Delay Attribution Board website.
- 7.2 An Access Beneficiary may request Network Rail to examine and where necessary propose the correction of the magnitude of a Berthing Offset at a Recording Point, provided that there are reasonable grounds (e.g. under Paragraph 3.7 and 4.4) for such a request. Network Rail must give fair consideration to such a request and any consequent examination of a Berthing Offset must take place within 28 days of receipt of the request unless exceptional circumstances dictate otherwise. If Network Rail declines to consider any request under this paragraph or the timescale for examination of a Berthing Offset cannot be agreed between the parties, the relevant Access Beneficiary may refer the matter for resolution under section 10.
- 7.3 Network Rail may propose a change to a Berthing Offset at a Recording Point in line with the criteria set out within the Timing Standards set out in Appendix B and where there are reasonable grounds provided for such a proposal.
- 7.4 Where a change to a Berthing Offset at a Recording Point is proposed under paragraphs 7.2 or 7.3, Network Rail shall notify each affected Access Beneficiary of that proposed change.
- 7.5 Each affected Access Beneficiary must respond to a notice issued by Network Rail under paragraph 7.4, within 28 days. Any Access Beneficiary that does not respond within 28 days will be deemed to have accepted the contents of such a notice.

- 7.6 Where the location is a Timing Point only Network Rail will notify Access Beneficiaries of any proposed changes to the timings at those locations and will provide the data to support the changes. Parties will have 14 days to respond to the accuracy of the data. If necessary Paragraph 7.7 should be utilised.
- 7.7 Where the Recording Point in question is not a Monitoring Point in the Track Access Agreement of any affected Access Beneficiary, the following shall apply:-
- (a) Where there is unanimous agreement, or agreement from a sufficient number of affected Access Beneficiaries to represent a majority of services at that Recording Point, Network Rail shall be entitled to make the alterations; or
  - (b) Where there is unanimous disagreement, or the level of agreement fails to meet the requirements of paragraph 7.7(a), Network Rail shall not be entitled to make the alterations.
- 7.8 Where the Recording Point in question is a Monitoring Point in the Track Access Agreement of any affected Access Beneficiary, the following shall apply:-
- (a) Where there is agreement by all the Access Beneficiaries for which that location is a Monitoring Point, and there is a sufficient number of affected Access Beneficiaries for which the location is a Recording Point to represent a majority of services, Network Rail shall be entitled to make the alterations in accordance with Paragraph 6.2
- 7.9 Following the 28 days' notice period as set out in paragraph 7.5 Network Rail shall provide the Access Beneficiaries the outcome of the consultation and the next steps to enable implementation.
- 7.10 Network Rail shall provide notification to all affected Access Beneficiaries of the implementation date of the change consulted.
- 7.11 Within 14 days following the implementation of such change, any affected Access Beneficiary that does not agree with its implementation may refer the matter for resolution under Section 10.

## **8 Review of Standards in the Performance Monitoring System**

- 8.1 Network Rail must at least once in each year review the standards of measurement and Recording achieved in the Performance Monitoring System. Network Rail must aim to carry out the review at about the same time each year. In formulating the terms for the review, Network Rail should give adequate consideration to the materiality of data to each individual affected Access Party.
- 8.2 Following the review, Network Rail must publish to the Delay Attribution Board a report of its review and any proposals it may have for improving standards in the following year. In formulating any such proposals, Network Rail should give adequate consideration to the materiality of data inaccuracy to each of the Access Parties.
- 8.3 The report must include an assessment of the standards in measurement and Recording achieved across the Network Rail network over the previous year. This may be done by reference to a suitable sample of the Recording Points.

- 8.4 Following publication of the report, the Delay Attribution Board shall be entitled to consult on the contents of the report and any proposals for improving standards. The Board shall be entitled to require Network Rail to take account of reasonable modifications (including additional proposals) suggested by the respondents.
- 8.5 Network Rail Routes should also produce a periodic report and update on any progress on actions emanating from the annual review including an update on the plan and convene localised meetings with Operators to review progress at least once a year.

## **9 Revisions to the Code**

- 9.1 Any Track Access Party may propose amendments to this Code in accordance with Condition B2.5.1 of the Network Code.

## **10 Dispute Resolution**

- 10.1 The Access Dispute Resolution Rules apply to this Code, save that, in the first instance; any dispute shall be referred to the Delay Attribution Board for guidance. Where either party does not accept the guidance of the Board, the procedure set out in paragraph 10.2 shall be followed.
- 10.2 Following receipt of guidance from the Delay Attribution Board, any Access Party not satisfied with such guidance may invoke dispute resolution under the Access Dispute Adjudication Rules

## **11 Good Faith**

- 11.1 The obligation of good faith set out in Condition 1.5 of Part A of the Network Code applies in respect of this Code.
- 11.2 Amongst other things, good faith requires all Access Parties:-
- (a) to strive to achieve zero bias in Recordings;
  - (b) to be fair and honest when interpolating or otherwise creating Recordings (after a failure to make a Timing); and
  - (c) not to conceal any Timing actually made, or unfairly and deliberately to omit to make any Timing or Recording.
- 11.3 All Access Parties must request, and Network Rail must make, changes to characteristics of Recording Points in good faith. All such changes must be fair and equitable and not discriminate unduly between participants in the railway industry.

## APPENDIX A - DATA COMPLETENESS STANDARD

In this Appendix, “common mode failure” means a failure that affects both train performance and Recording (such as signalling failure); “other failure” means a failure that affects Recording but not train performance (such as failure of a Recording device); and “completeness” is the ratio of the number of Timings actually made to the number that would have been made if there had been no omissions.

Planned downtime agreed between affected parties is not treated as a failure, and the Timings not made on that account are not treated as omissions.

### Part A – Common Mode Failures

On any day during which a common mode failure occurs or persists, data for each failed individual Monitoring Point is identified in Margin Book, and each failed Recording Point which is designed as a Character Destination Point in a relevant Track Access Agreement, must be created to the following level of completeness: 98%.

Data need not be created under this Part A for other Recording Points subject to a common mode failure.

### Part B – Other Failures

For all other days in an Accounting Period taken together (that is, excluding in respect of any Recording Point which is a monitoring Point or is designated as a Destination Point in a relevant Track Access Agreement, days on which that Recording Point is subject to a common-mode failure):

Category	Completeness at each Recording Point (%)	For the average of all Recording Points of a category in a Margin Book, the number of days in which Completeness is less than 50% is not to exceed	Action
CMP	98	1	Data Infill / Investigation of reasons failing
DRP	96	1	Infill / Investigation of reasons failing
Station Timing Point (where full auto recording)	96	2	Investigation of reasons failing

Each Network Rail Route shall maintain records of the recording Characteristics of each Monitoring, Recording and Timing Point. This shall include the date the locations was last reviewed and, where required, an understanding of the opportunities and plan of action to improve the standard of train reporting at relevant locations (See also Appendix B).

## **APPENDIX B - TIMING STANDARD**

### **Review of locations where train times are required to be reported**

Each Network Rail Route shall undertake an annual desktop exercise as part of a 5 year rolling programme to review the status of berth offsets for all locations where train times are required to be reported. The purpose of these reviews is to ascertain what, if any, changes have occurred in the last year that affect each location in terms of infrastructure (e.g. track layout and signalling), rolling stock, and operational policy (e.g. driving standards). The review should also include whether any industry party had cited that the times being reported for a location are incorrect.

If no changes are identified then this should be documented on the Route records. If no changes are noted at the 5<sup>th</sup> anniversary then a “notice of no change” (see appendix D) should be issued to the industry parties serving that location.

It is expected that where changes are identified that these will be followed up with an audit of the times at the locations affected, and where applicable, a revised RPCR produced and agreed with industry parties in line with this document. When changes have been agreed and implemented the 5 year rolling review programme should be reset.

For circumstances where new berth steps are required to be in place for the first day of operation (e.g. re-signalling and or new infrastructure works ) affected parties will be notified of the interim times that are to be implemented. Once implemented the train times being reported will be audited, and where applicable, amended following the relevant procedures in this document.

If a location is due for review but it is identified that changes will be made at that location within the next 12 months (e.g. signalling, track layout, rolling stock changes) then a postponement of the review should be proposed, communicated and the Route review records updated accordingly.

### **Undertaking Audits of Locations**

When undertaking an audit of the times at a location the data collected should be representative of the trains (reflecting the different train lengths and train types) and frequency of service at that location to ensure an average time for all train Classes is generated.

For locations where access is restricted, or that may pose a safety risk to the personnel undertaking audits, it may be appropriate to utilise other available sources of train reporting times (for example, GPS or DAS data). In all cases, where alternative data is utilised, the source of the data must be verified and agreed by the industry parties affected as accurate and reliable (See paragraph 3.6).

Cognisance must be given to situations where either:-

- a limited number of trains traverse a particular step, or
- train moves are made at irregular times outside of reasonable working hours; or
- a site is not possible to access.

In such cases the reviewer should identify alternative methods for the review and recording and on proposing times should provide the alternative method utilised. The reviewer should always consider personal safety, efficiency and alternative methods prior to conducting any site visits.

Once a review is conducted, RPCR forms that are produced to consult affected parties must, for completeness and visibility, include all berths steps and moves regardless of whether changes are

being proposed. Any berth steps included on the RPCR with no changes should be highlighted accordingly.

### **Keeping of Records**

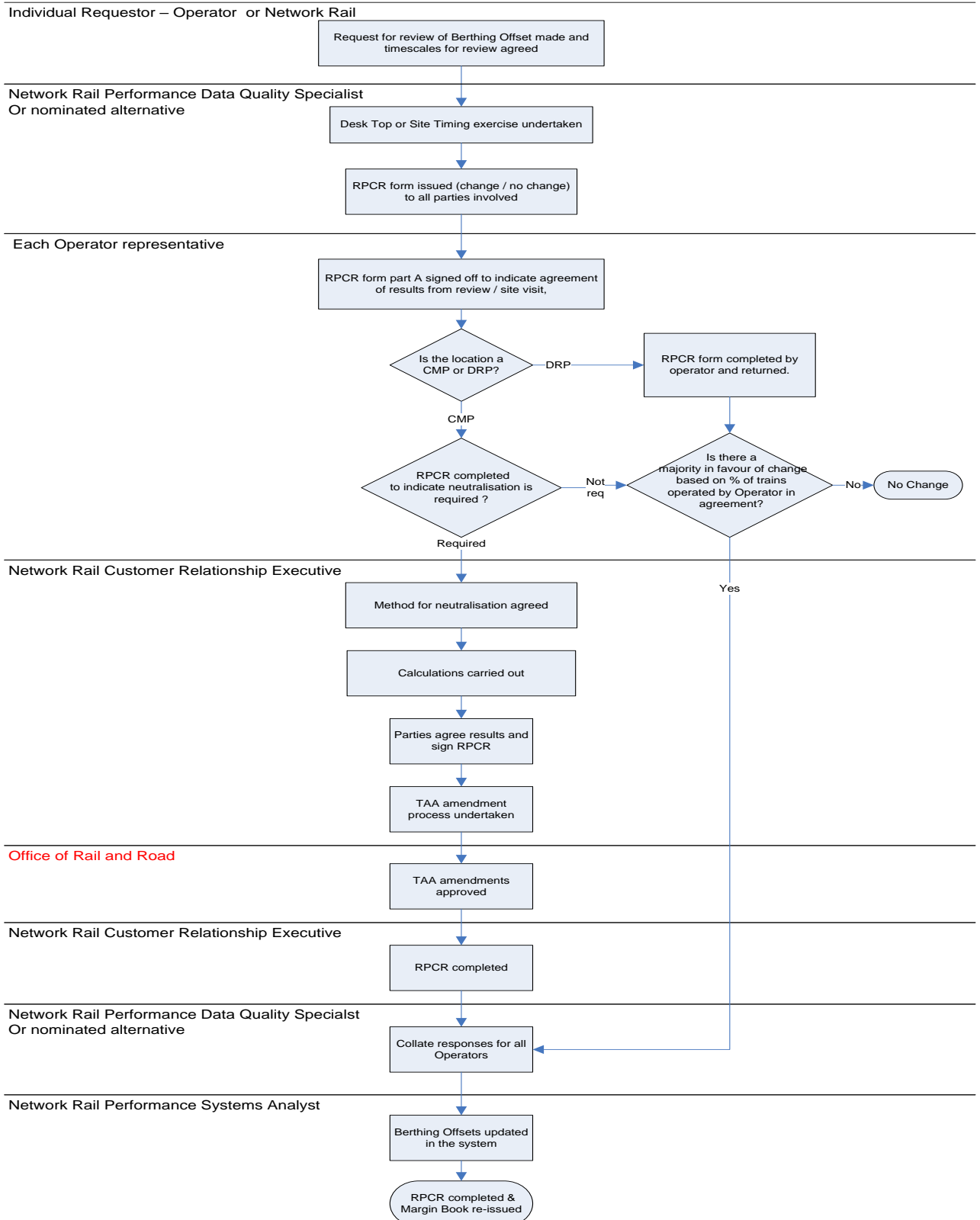
Each Network Rail Route shall maintain records of the current status of berth offset reviews for all locations where train times are required to be reported for their respective Route. The records should include;

- When annual desk top reviews have been undertaken.
- The outcome of the reviews.
- When the last changes were made to the offsets.
- Actions required.
- The date of the next review.

Network Rail Routes that have locations where train times are required to be reported manually must have a recorded process for each location detailing how to identify and record train times at those locations.

The records maintained by each Network Rail Route detailing the status of each location where train times are required to be reported should be made available to industry parties at any time on request.

# APPENDIX C - PROCESS FOR AMENDING BERTHING OFFSETS



1 If at any stage the process is rejected, please go to the previous relevant step

Roles based on Template Organisation within Network Rail Routes. To be taken as 'Or Associated Role'.



## APPENDIX D - RECORDING POINT CHANGE REQUEST (RPCR) FORMS

The suite of RPCR forms for use as part of this document are set out and described below.

### RPCR form - Offset Changes Part A

### RPCR form - Offset Changes Part B

The two parts to this RPCR form should be used where changes are being proposed to the berths used and/or the offsets values at either CMP or DRP locations.

- Part A contains the proposed values.
- Part B is used to document the conclusions of the neutralisation process (where applicable) and record the authorisation from the parties to progress the changes.

### RPCR form - Location Review

This RPCR form should be used for locations where a 5<sup>th</sup> anniversary review has been undertaken and the conclusion of the review is that no parameters have changed that would impact the previously agreed offsets. This form is used to agree between the parties that no physical site review is required to be undertaken.

### RPCR form - New Works

This RPCR form should be used to inform of changes to berth offsets to calibrate the system post a re-signalling/ re-modelling scheme. However, it should **only** be used where the reporting at the location was previously agreed to be accurate (i.e. there were no previous offset issues). This is paramount so that the net effect of the changes are deemed to be neutral (i.e. a train arriving post works will report at the same time as would have recorded pre works).

### RPCR form -Station Timing Point

This RPCR form should be used to propose changes to the berths used and/or the offsets values at a Station Timing Point.

### RPCR form - Location Status Change

This RPCR form should be used to propose a change to the status of a location and should be used when either adding or removing a location used for the purposes of delay monitoring. The form should not be used as the mechanism for changing the contractual status of a location.

All the RPCR forms listed above can be accessed via the Delay Attribution Board website:-

<http://www.delayattributionboard.co.uk/forms.htm>