

TN 329039 Railroad switch and Track Inspection (WSI)

Annex 1 – Statement of Work

*Additional document as announced in the last, framed paragraph of Section 1.1 of the below mentioned Guidelines
Railroad Switch and Track Inspection (WSI) TN329039*

The Public procurement Guidelines for Railroad Switch and Track Inspection (in Dutch: "Wisselinspectie" respectively "Spoorinspectie") and the Statement of Work (Annex 1) have also been translated into English as a service to interested parties and they are hereby made available via TenderNed.
No rights can be derived from the translation. The texts of the Dutch versions will of course continue to prevail.

Revision

Date	Version	Amendment in chapter / paragraph	Brief description of the amendment
01/11/2021	1.0	-	Final version for publication

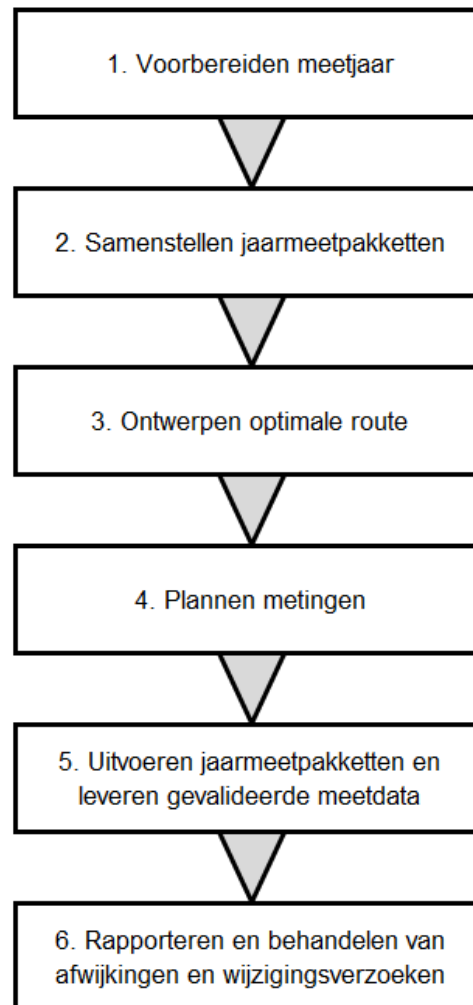
Table of contents

1	Introduction.....	4
2	References and Definitions	5
2.1	References.....	5
2.2	Definitions	5
2.2.1	General definitions.....	5
2.2.2	Deviating definitions.....	5
3	Activities and products.....	6
3.1	Process 1: Preparing measurement year	6
3.2	Process 2: Compiling annual measurement packages for logistics planning.....	6
3.3	Process 3: Designing optimal route (annual scenarios)	8
3.4	Process 4: Planning the measurements and recording track capacity.....	9
3.5	Process 5: Performing annual measurement packages and delivering validated measurement data.....	10
3.6	Process 6: Reporting and handling deviations and requests for change	11

1 Introduction

This Annex describes the entire process, both the activities that apply to the Contractor herein, arising from this Agreement, and the activities for which the Client is responsible. This main process serves to support the strategic goals set by ProRail with regard to a safe, reliable, punctual and sustainable rail network in the Netherlands.

Six phases have been defined in the main 'Measuring and data delivery' process. See the process diagram below. These are worked out in more detail in Chapter 3 'Activities and Products'.



2 References and Definitions

2.1 References

The references used in this document are described in document 00 Project Description and Reader's Guide.

2.2 Definitions

2.2.1 General definitions

The general definitions are included in document 00 Project description and Reader's guide.

2.2.2 Deviating definitions

This document contains the following deviating definitions (for the purpose of this document, these take precedence over the general definition)

Definition	Description
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3 Activities and products

3.1 Process 1: Preparing measurement year

Prior to each calendar year, the Contractor and the Client deliver a number of products that arise from general preparatory activities with the aim of securing the contract requirements. The products to be delivered and the requirements set to them are described in Annex 3.

Activities of the Client

<i>Activity:</i>	<i>Product or process</i>	<i>Requirements</i>
Publication of the requirements set to the annual KPIs (Key Performance Indicators) to secure the requirements from the Agreement.	Progress of implementation of the Agreement through KPIs	See Annex 10
Issue an annual contract based on quotation of Contractor.	Annual contract	In accordance with the ProRail Purchasing Guide and ProRail Purchasing Conditions

Activities of the Contractor:

<i>Activity:</i>	<i>Product or process</i>	<i>Requirements</i>
Delivery of the formats for the calculations of the agreed KPIs to secure the requirements from the Agreement in the coming measurement year.	Progress of implementation of the Agreement through KPIs	See Annex 10
Quotation measurement year	Annual quote	This Agreement and ProRail Purchasing Conditions
Preparing process control	Quality plan	See Annex 3
Preparing and updating evidence file	Evidence file	See Annex 5 part A

Result at the end of this process:

Signed annual contract, demonstrable ability to successfully execute the Agreement, including agreed KPIs (format and operation) for the coming measurement year.

3.2 Process 2: Compiling annual measurement packages for logistics planning

No later than the second Tuesday of April in the year prior to the measurement campaigns the Contractor will receive from ProRail the provisional annual planning of the assets to be measured and the frequencies at which they must be measured. ProRail draws up this annual planning itself, based on the company regulations (guidelines), the expected load on the various assets and the insights of the Area Teams.

This so-called initial measurement package will be worked out in more specific schedules later in the year. The annual planning describes on which date and on which part of the day a deployment can take place, as well as in which (contract) area.

The annual planning will be worked out in daily scripts later on. The scenarios from an annual plan must together comprise the entire measurement package.

The Contractor must advise the Client about the composition of the measurement packages in order to approach the desired measurement package as closely as possible.

The delivery of measurement data is, on the one hand, to BBMS and, on the other, to Data XXL, the ProRail cloud environment for storage of 'raw' measurement data. In BBMS the infrastructure objects are linked to locations. The BBMS with the track branch model 2.0 and PUIC objects is updated at least twice a year. BBMS is therefore not current for all objects and can therefore not automatically receive all measurement data obtained in accordance with the requested measurement packages. See also paragraph 3.5.

Activities of the Client

Activity:	Product or process	Requirements
Drawing up an initial measurement package based on the inventoried Measurement Requirement	Measurement Requirement determined: which assets must be obtained with which parameters and at what frequency in the relevant year.	
Drawing up a draft scenario (trip plan) as an annual plan based on the initial measurement package, in which planning is symmetrical to meet the set frequencies of both ProRail and the OHA	Draft annual plan (year measurement package)	
Delivery of the current version of the reference systems	1. Infra-Atlas reference system for planning 2. Reference system Track Branches 2.0 and Railroad Switch Model for data delivery	See Annex 4 and Annex 3
Making the current technical company regulations available	Access to Rail Infra Catalogue	See Annex 3

Activities of the Contractor:

Activity:	Product or process	Requirements
Providing input for maintenance planning for 'rolling stock' to be deployed	measurement package and scenarios	
Checking measurement package for completeness in terms of frequency and relevant segments and railroad switch sections	Test results	See Annex 2, Annex 3 and Annex 4, in particular the process description Track branches and measurement packages
Testing the measurement package for logistical feasibility	Test results	See Annex 3 and Annex 4, in particular the process description Track branches and measurement packages

Drawing up a Delta list containing the rules from the initial measurement package that cannot be honoured, including the reason.	Delta list	See Annex 3
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Result at the end of this process:

Annual measurement packages and delta list approved by the Client as laid down in Annex 3.

3.3 Process 3: Designing optimal route (annual scenarios)

Based on the annual planning and the approved measurement packages, the Contractor designs the most optimal route. The Client has designed standard scenarios for this, in consultation with the Contractor. The Contractor is jointly responsible for this process and the products to be delivered. ProRail Planbureau Meetteinden provides expert input for this with measurement train planners.

If necessary, the Contractor will design the desired specific route, in deviation from the standard route, and request advice from ProRail Planbureau Meetteinden. The Contractor must compare the entirety of routes with the measurement package to check whether the requested measurement package can be met with the (the entirety of) routes to be entered in DONNA.

Activities of the Client

Activity:	Product or process	Requirements
Making a DONNA account available.	Measurement package per year per data set	The basic training is paid for by the Client for 1 person of the Contractor
Preparing standard scenarios and reserving capacity to measure	Scenarios per contract area	All Railroad Switch sections and required tracks that are possible are recorded. Scenarios are part of the capacity claim in Capacity Management
Making capacity available to support the Contractor in the design and planning of routes	Service Level Agreement (SLA) with ProRail Planbureau Meetteinden	Reference: Service Level Agreement Measurement Trains
Checking the draft scenarios	List of differences compared to requested annual measurement package	See Annex 3
Requesting capacity for standard scenarios	Standard process for ProRail Capacity allocation	Reference: Chapter 4 of the Network Statement

Activities of the Contractor:

Activity:	Product or process	Requirements
Drawing up the most optimal routes for specific scenarios.	Draft of specific scenarios	See Annex 3 The standard scenario serves as starting point for specific scenarios

Coordination with ProRail Planbureau Meettreinen	Draft scenarios	Reference: Service Level Agreement Measurement Trains
Delivery of all draft scenarios agreed with ProRail Planbureau Meettreinen	Approved draft scenarios	Reference: Service Level Agreement Measurement Trains
Request capacity for specific scenarios through ProRail Planbureau Meettreinen	Standard process for ProRail Capacity allocation	Reference: Chapter 4 of the Network Statement Planning the specific scenario based on information available in the BTD planner and recording this in the BTD planner
Demonstrating that the annual measurement package is fully feasible	In Control of overview and advice regarding full feasibility year measurement package	See Annex 3

Result at the end of this process:

The Client and the Contractor are in control according to approved draft scenarios, in accordance with the annual measurement packages as regards the full feasibility thereof.

3.4 Process 4: Planning the measurements and recording track capacity

In this process step, the optimal route from process step 3 is entered as feasible routes, i.e. read in, imported and copied in DONNA. The route can be adjusted depending on the traffic situation planned in DONNA. The Contractor must determine for these adjusted routes whether the measurement package is still covered and, if necessary, the Contractor must complete the measurement package again by introducing new routes.

Note The client provides a trip plan and (for the time being) not a visualised scenario.

The Contractor is responsible for requesting and obtaining capacity in a timely manner to carry out modified measurement trips.

Activities of the Client

Activity:	Product or process	Requirements
Drawing up a H&S O plan as a framework for the work to be carried out	H&S O plan	Working Conditions Act, NVW (Standards for Safe Working Practices), Railways Act, etc.
Informing the Contractor about the capacity granted.	Standard process for ProRail Capacity allocation	Reference: Network Statement
Adjusting the measurement packages as a result of changes in infrastructure objects.	New measurement package	See Annex 3
Entering standard scenarios in Donna	Conflict-free train paths entered in Donna in accordance with the scenario	Network Statement

Activities of the Contractor:

<i>Activity:</i>	<i>Product or process</i>	<i>Requirements</i>
Organising logistics in such a way that measurement trips can be carried out on time	Service Level Agreement (SLA) with ProRail Planbureau Meettreinen	Reference: Service Level Agreement Measurement Trains See Annex 3
Demonstrate that all infrastructure objects to be measured have been planned according to the annual measurement package	Annual planning of the measurement trains and scenarios per measurement day.	See Annex 3
Converting the measurement packages into scenarios and schedules	Scenarios of all measurement days	See Annex 3
Determining necessary safety measures	H&S U plan	See H&S O plan

Result at the end of this process:

Approval from the Client (Capacity Management) for all submitted scenarios in connection with an integral conflict-free management request.

Possible specialisation on 'in control' (see step 3) in which certain infrastructure is not/difficult to plan and include in a scenario. This infrastructure that cannot be measured must be fed back by the Contractor to the Client (delta between the initial measurement package and the measurement package to be ultimately realised).

3.5 Process 5: Performing annual measurement packages and delivering validated measurement data

In this process step, the measurements are performed, validated and delivered on the basis of the requirements in the Agreement and Annexes. The Contractor is responsible for the complete and timely performance of the measurements, the delivery of validated measurement data and the temporary storage of validated measurement data.

There are situations where it will not be possible to deliver in the current reference system due to missing segments or changed identification of segments. In these situations, the Contractor must make the measurement data available in accordance with the requirements set out in Annex 2, Annex 3 and Annex 4, with the exception of the requested segments (location) information.

Activities of the Client

<i>Activity:</i>	<i>Product or process</i>	<i>Requirements</i>
Adjustment if route is not obtained due to 'Cause of ProRail'	24/7 Adjustment process	Reporting and registration obligation per emergency/irregularity
Testing of delivered measurement data	Internal processes ProRail	Recorded in internal Process ProRail AM Information
Saving measurement data in BBMS and Data XXL	Product description BBMS Product description Data XXL	Recorded in internal Process ProRail AM Information

<i>Activity:</i>	<i>Product or process</i>	<i>Requirements</i>
Sending confirmations of receipt to the Contractor of measurement data received	Receipt Report	See Annex 3
Granting discharge	Declaration of Performance	Reference: ProRail Purchasing Conditions

Activities of the Contractor:

<i>Activity:</i>	<i>Product or process</i>	<i>Requirements</i>
Drawing up an up-to-date scenario for each measurement trip	Scenarios per measurement trip If requested, a calibration report per measurement trip	See Annex 3
Carrying out the measurement trips in accordance with the scenario	Quality plan	See Annex 3
Delivery of the validated measurement data to BBMS and other data to Data XXL	Measurement trips with validated measurement data	See Annex 3 Retention period is minimal 5 years for the validated measurement data and 1 year for the other data (raw measurement data and image data)
Delivering the measurement data to ProRail of "missing reference segments"	Measurement trips with validated measurement data on uniquely defined segments	See Annex 3 Retention period is minimal 5 years for the validated measurement data and 1 year for the other data (raw measurement data and image data)
Indicating that validated measurement data from all measurement packages are accepted in BBMS and in Data XXL	in-control reports, in particular the Planning reports, Realisation reports, Failure reports, Delivery reports, Acceptance reports and Catch-up reports (PRULIA)	See Annex 3

Result at the end of this process:

The Client grants discharge to the Contractor if all measurement data have been delivered in accordance with the measurement package and contract requirements.

3.6 Process 6: Reporting and handling deviations and requests for change

In each of the foregoing process steps, the Contractor is obliged to report deviations to the Client. For each deviation, the Contractor must clarify what the deviation is, what the consequences are of the deviation, which control measure the Contractor takes and what the result of the control measure will be.

There are situations in which it is not possible to perform the measurement and/or to deliver valid measurement data as a result of not measuring or measuring incorrectly. In these situations, the Contractor must come up with a proposal to make the measurement data available at a later date. The basic principle is 'measure 100% of the infrastructure to be measured and supply 100% measurement data'.

In the event of not measuring, the cause of the failure may be at ProRail. Failure due to "cause of ProRail" can occur because the agreed trip plan cannot be performed for the following reasons:

1. An irregularity or emergency is present on the track, due to no fault of the Contractor, which leads to an adjustment in the realisation of the scenario, and/or
2. The train traffic controller takes the decision not to allow the measurement train to run, and/or
3. Planbureau Meettreinen states in writing that it is not possible to schedule the requested route(s).

All other reasons for failure are at the expense of the Contractor.

A deviation exists in the following cases:

- a. failure to receive the measurement packages from the Client, or failure to receive this on time and/or correctly;
- b. failure to receive the ProRail reference system, or failure to receive this on time and/or correctly;
- c. not being able to plan the measurement trips as optimally as possible due to 'Cause of ProRail';
- d. failure to perform a measurement trip or part thereof due to 'Cause of ProRail', or failure to do so on time or validly;
- e. failure to perform a measurement trip or part thereof due to 'Cause of ProRail';
- f. failure to deliver one or more measurement trips, or failure to do so on time or validly;
- g. finding an infrastructure object that, according to the measurement package, should not be there;
- h. failure to find an infrastructure object that, according to the measurement package, should be there;
- i. suspicion of changes in measurement conditions.

Activities of the Client

Activity:	Product or process	Requirements
Reporting deviations	Deviation procedure	See Annex 10
Maintaining change register	Request for Change (RFC) List	See Annex 10
Approving a change	Approved RFC	See Annex 10
Adjusting the Annex Register of the Agreement	Amended Agreement with initialled new Annex	See Annex 10
Approving deviation	Deviation register	See Annex 10

Activities of the Contractor:

<i>Activity:</i>	<i>Product or process</i>	<i>Requirements</i>
Reporting deviations	Deviation procedure	See Annex 10
Solving and reporting deviations, including failure of measurements due to 'Cause of Contractor'	Document with control measures	Alternative for measurement train deployment, see Annex 3
Maintaining deviation register	Deviation register	See Annex 10

Result at the end of this process:

Every deviation and request for change has been approved by the Client and the Contractor.

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