



Railway Group Standards Code

Guidance for applicants for a deviation on consulting with affected parties – what you need to know

Under issue three of the Railway Group Standards Code, applicants for deviations are required to consult with all those industry parties that could be materially affected by the proposed deviation. This consultation is required to be completed prior to the application being considered by the Standards Committees, in order that the Standards Committee may take an informed decision regarding the appropriateness of the proposed deviation.

Who should I consult?

You should aim to identify and consult all of those parties who may be affected as a consequence of the application. Depending on the nature of your operation this may include:

- Other railway undertakings (train operators), either passenger or freight
- Network Rail or other infrastructure manager(s)
- Owners of assets (for example, ROSCOs)
- Maintainers or contractors.

RSSB may be able to help you identify who the relevant affected parties are. However, due to restrictions related to the Data Protection Act we are not, at present, able to provide you with contact details for these parties.

Should you wish to discuss the issue of affected parties with RSSB, please contact the Proposals Manager (anna.apicella@rssb.co.uk), or telephone 020 3142 5567 or the Proposals Assistant (joelle.legay@rssb.co.uk) or telephone 020 3142 5570 in the first instance who will direct you to the appropriate stakeholder support manager or technical specialist within RSSB.

What do I need to provide to the Standards Committee?

It is your responsibility, as the applicant for a deviation, to provide sufficient information to enable the Standards Committee(s) to take an informed decision regarding your application. With regards to consultation, **the minimum information you should aim to supply is a summary of any key issues that were raised during consultation, together with how you have done, or intend to, respond to those issues.**



A generic version of the template form that RSSB use to report to Standards Committees on consultations on changes to Railway Group Standards is available from the deviations page of the RSSB website¹. You may find this useful in reporting the results of consultations to Standards Committee.

Other information that you may consider providing to the Standards Committee include who you believe the affected parties are, the manner in which you contacted them, the period of time they were given to respond and copies of any responses received. This sort of information may be particularly appropriate where you have had a nil return on your consultation, in order to demonstrate to the Standards Committee that you have given the affected parties a reasonable opportunity to comment.

Where the Standards Committee believes you have not provided adequate information it is unlikely they will approve your deviation at the first committee meeting where your application is considered, thus delaying approval. The more relevant, focussed and concise your supporting information the more likely it is that the Standards Committee will be able to approve your deviation in a timely manner.

Railway Group Standards that describe a process for co-operation

Issue three of the Railway Group Standards Code allows for the fact that some Railway Group Standards define a process that two or more duty holders must follow to address an issue, rather than a technical or operational standard. The definition of a process for co-operation is:

A process for co-operation is a process in which relevant duty holders cooperate in order to determine an outcome which cannot be defined in advance.

The nature of a process for co-operation is such that two or more duty holders are always involved in working together to apply the process. If you are seeking to deviate from a process for co-operation it is therefore necessary that you have the active support of the other party or parties with whom you work to apply the relevant process. In such circumstances, you may wish to make a joint application for a deviation from a process for co-operation as a demonstration of this support.

This is in addition to the requirement to undertake consultation with materially affected parties.

¹ http://www.rssb.co.uk/rgs/rgs_dev_forms.asp