

Gatwick Station Project

Stage Submission Report for Entry into
Service and Hand Back of New
Station Accommodation Block

142637-NWR-02400-ZZ-STR-MPM-000001

Author: DSE Limited
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Stage Submission Report for Entry into Service and Hand Back of New Station Accommodation Block – 142637

Prepared by:

Signature



Name Wilson Caro

Position DSE Director

Date 10/11/2022

Reviewed by:

Signature



Name Matt Dick

Position Costain Project Manager

Date 10/11/2022

Accepted by:

Signature



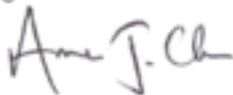
Name Ben Luckin

Position NR Designated Project Engineer

Date 05/12/22

Accepted by:

Signature



Name ~~David~~ Anne Clark

Position GTR Representative

Date 25/07/23

Accepted by:

Signature



Name David Baker

Position NR Building Senior Asset Eng.

Date 20/072023

Accepted by:

Signature

Name Kevin Ling

Position NR Asset & Performance Manager - Telecoms

Date

Contents

| | |
|---|----|
| Abbreviations..... | 5 |
| 1. Introduction and Purpose | 6 |
| 1.1 Assure the Operator that: | 6 |
| 1.2 Agree with the Operator: | 6 |
| 1.3 Clearly establish with the Maintainer/Maintenance Manager:..... | 7 |
| 2. Assets Entering into Service and Transferred into Maintenance | 7 |
| 2.1 Section A – Structural/Civils | 8 |
| 2.2 Section B – Building Fabric Assets | 9 |
| 2.3 Section C – MEP Systems | 9 |
| 2.4 Section D – Lifts..... | 10 |
| 2.5 Entry-into-Service & Handover Deliverables | 11 |
| 3. Discipline Completion Packs | 11 |
| 3.1 DCP Structure | 11 |
| 3.2 Associated DCPs..... | 12 |
| 4. Construction Programme and Sequencing | 13 |
| 5. Technical Assurances | 13 |
| 5.1 Permanent Works Design..... | 14 |
| 5.2 Inspection and Testing | 14 |
| 5.2.1 Site Inspections for EIS | 15 |
| 5.2.2 Site Inspections for Hand Back | 17 |
| 5.3 Technical Acceptance of Assets..... | 17 |
| 5.4 Engineering Approval/Acceptance | 18 |
| 5.5 Readiness for Hand Back | 18 |
| 5.6 Deviation from Requirements | 19 |
| 5.7 Outstanding Works | 19 |
| 5.8 Decommissioning of Operational Assets | 19 |
| 6. Operational Dependencies | 20 |
| 6.1 Management of Operational Requirements..... | 20 |
| 6.2 Training Needs & Analysis | 21 |

| | |
|---|-----------|
| 6.3 Pedestrian Movements..... | 21 |
| 6.4 Fire Strategies..... | 22 |
| 6.5 Wayfinding..... | 22 |
| 6.6 Operational Safety Risks/Risk Assessments..... | 23 |
| 6.7 Emergency Plan..... | 23 |
| 6.8 Crowd Control..... | 23 |
| 6.9 Test Train..... | 24 |
| 6.10 Common Safety Method Risk Evaluation and Assessment (CSM-RA) Assessment Body (AsBo) deliverables..... | 24 |
| 7. Maintenance Agreements..... | 24 |
| 7.1 Maintenance..... | 24 |
| 7.2 Maintenance Documentation..... | 25 |
| 7.3 Maintenance Safety Risks/Risk Assessments..... | 26 |
| 7.4 Other Regulatory Requirements..... | 26 |
| 7.5 Consent to Operate..... | 26 |
| 8. AMP Certificates..... | 26 |
| 9. Health & Safety File..... | 27 |
| 10. Appendix i – AMP005 & AMP006 Certificates..... | 28 |
| 11. Appendix ii – Form X template..... | 29 |
| 12. Appendix iii – SC3 – CTO Template..... | 30 |
| 13. Appendix iv – GSP AMP Certificates..... | 31 |

Disclaimer

In issuing this document for its stated purpose, The Project makes no warranty, express or implied, that compliance with all or any documents it issues is sufficient on its own to ensure safe system of work or operation. Users are reminded of their own duties under health and safety legislation.

All references made within this document were considered correct at time of approval.

Control

This document shall be deemed uncontrolled once printed

Version History

| Issue | Date | Amendments and summary of changes |
|-------|----------------|--|
| 1.0 | September 2022 | Issued for Approval |
| 2.0 | October 2022 | Issued for Approval – New EIS Date Updated |

Abbreviations

| Abbreviation | Description |
|------------------|---|
| BTP | British Transport Police |
| CDM | Construction Design and Management |
| CIS | Customer Information Services |
| CTO | Consent to Operate |
| CRE | Contractors Responsible Engineer |
| DfT | Department for Transport |
| DOWL | Defects & Outstanding Works List |
| DPE | Designated Project Engineer |
| eB | Enterprise Bridge (Project Document Management System) |
| EIS | Entry into Service |
| FoC | Fright Operating Company |
| Form C | Certificate of Design and Check. Old version of Form 005 |
| Form E | Certificate of Fitness to be Taken into Use. Old version of Form 005 |
| Form 02 | F002 - Statement of Design Intent |
| Form 03 | F003 - Certificate of Design and Check |
| Form 04 | F004 - Architectural and Layout Acceptance |
| Form 05 | F005 - Certificate of Fitness to be Taken into Use |
| Form X | Acceptance of Systems Integration |
| GAL | Gatwick Airport Limited |
| GRG | Gatwick Review Group |
| GRIP | Governance of Rail Investment Process |
| GTR | Govia Thameslink Rail |
| GWR | Great Western Railway |
| HV | High Voltage |
| ITP | Inspection & Test Plan |
| LV | Low Voltage |
| MEP&F | Mechanical, Electrical, Public Health & Fire Systems |
| NR | Network Rail |
| O&M | Operation and maintenance (manual) |
| OMP | Operational Migration Plan |
| OHLE | Overhead Line Equipment |
| PCF | Partial Completion Form |
| PM | Project Manager |
| PWC | Principle Works Contractor |
| PTI | Passenger Transportation Interchange (GAL Parlance) Passenger Train Interface (Railway Parlance) |

| Abbreviation | Description |
|--------------|---------------------------------|
| RAM | Route Asset Maintainer |
| RRD | Route Required Documents |
| RSSB | Rail Safety and Standards Board |
| SAB | Station Accommodation Block |
| sfo | Station Facility Operator |
| ToC | Train Operating Company |
| VA | Voice Alarm |
| VSS | Video Surveillance System |

1. Introduction and Purpose

It is proposed that the station configuration at Gatwick Station, comprising primarily the operational use of the new Station Accommodation Building, is allowed to Enter into Service (EIS) and be handed over to the maintainer as from Start of Traffic to public on 23 November 2022.

The purpose of this document is to identify and record the specific technical, operational and maintenance activities and arrangements required to bring this configuration stage of the Gatwick Station Project safely and effectively into service, and achieve full transfer of these assets into maintenance acceptance – Asset Handover. Therefore, the project shall.

1.1 Assure the Operator that:

- Construction, inspection, test and commissioning are complete
- All systems that are part of the stage scope are installed & commissioned in accordance with the standards
- The operational station requirements of the station have been delivered in accordance with GTR expectations via regular GRG meetings.

1.2 Agree with the Operator:

- The required assurance documentation to be provided by GSP, including how this is approved and accepted by GSP prior to issue it to GTR

- The time line for GSP to provide the required documentation to GTR for familiarisation and identify where union consultation is required.

1.3 Clearly establish with the Maintainer/Maintenance

Manager:

- Maintenance arrangements on a system-by-system basis, to ensure continuing functioning of the station post EIS
- Demonstrate compliance with the Railway and Other Guided Systems (ROGS) regulations
- Satisfy the requirements of the Asset Management Plan Standard (NR/L3/MTC/089) at a “Stage” level by defining the detailed scope of assets and ownership/maintenance responsibilities in this configuration.

Please note that this document has been produced following the EIS, AMP and Hand Back strategies provided for GSP, 142637-NWR-00000-ZZ-STR-MPM-500084, 142637-NWR-00000-ZZ-AMP-MPM-500038 and 142637-NWR-00000-ZZ-STR-MPM-500086 respectively.

2. Assets Entering into Service and Transferred into Maintenance

The assets delivered within the scope of this configuration stage for the new Station Accommodation Block are divided as follows:

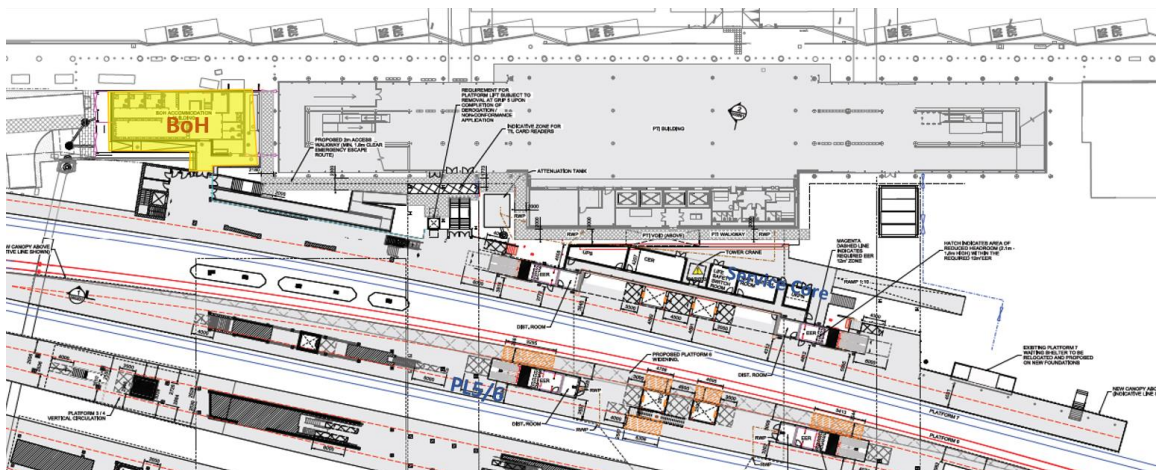
- Permanent structural support; including piles and pile caps associated with the Station Accommodation Block building
- Internal and external architectural finishes; including building envelope associated with the Station Accommodation Block building
- Permanent M&E system installations within the Station Accommodation Block building, lighting and power, VSS and Fire system,
- Single 8 persons lift.

It is important to note that prior to Day 1 of this new configuration, there will be a series of permanent assets that will be brought into service at its final

configuration, and temporary/permanent installations, such as the new Mess Room and OBS Office.

All these station configuration changes will be managed through the EIS readiness and assurance processes, and tracked through the EIS RoadMap. Therefore, approved Forms 005s will be required for each asset. Likewise, there will be a series of changes to the station in the form of temporary installations as part of the enabling works. All these temporary installations i.e. hoardings etc, shall also follow the EIS process.

The sketch below illustrates the area to be handed over and covered under this report, according to the spatial breakdown.



Below is a detailed summary by package and/or system of the assets that are to be entered into service and handed over to the maintainer on this station configuration.

2.1 Section A – Structural/Civils

This section refers to the permanent and temporary Civil/Structural elements providing support to the new Station Accommodation Block Accommodation Building. These elements include:

- Piling, pile caps and ground slabs
- Permanent Civil/Structural elements
- Drainage channels and waterproofing
- Associated walls/plinths/box-outs

2.2 Section B – Building Fabric Assets

The building and fabric aspects included in this configuration for the Station Accommodation Block building are primarily:

- Internal finishes: i.e., wall, flooring, ceilings, doors, windows, furniture, etc.
- External finishes: i.e., external cladding, external doors, hand rails, etc.

2.3 Section C – MEP Systems

This section lists all permanent and temporary MEP installations that will be in place upon Station Accommodation Block handover, including:

- Electrical
 - Small Power
 - Lighting Control
 - Earthing and Bonding
 - Lightning Protection
 - Low Voltage Distribution
 - EACS.
- Mechanical
 - Heating & Cooling
 - Ventilation System (Supply & Extract)
 - Above Ground Drainage
 - Domestic Water System
- Telecoms
 - VSS
 - PAVA
 - SDN Data Outlet: Temporary arrangements to be in place while the permanent installation is fully commissioned. AMP005 – Maintenance Agreement Responsibilities form to be agreed prior to works completion (*).
- Fire
 - Local Fire Detection Loop

- Local Fire Smoke Damper Panel/Loop
- Lift VESDA
- Fire Alarm Panel and Network. Temporary arrangements to be in place while the permanent installation is fully commissioned. AMP005 – Maintenance Agreement Responsibilities form to be agreed prior to works completion (*).

2.4 Section D – Lifts

This section lists all permanent and temporary MEP installations that will be in place on Day 1 of this stage configuration, including:

- A single 8 person/630kg Lift located in the Staff Accommodation Block - this lift will be a “hybrid MRL”; where, although the winding machine will be located within the lift shaft, the controller and maintenance controls will be located within a separate Lift Equipment Room (LER) adjacent to the lift shaft.

(*) The power supply is from the existing switch room located on Platform 1/2; and telecoms supply for the new Station Accommodation Building comes from the CER room located in the service core (back of Platform 7). These will still be under the project control; thus a process is being developed which enables the maintainer to safely access this area in a controlled manner as required. An AMP005 certificate (Agree Maintenance Responsibilities) and AMP006 (Temporary Support Arrangements) shall be in place prior to the asset/s being handed back to the HoA/maintainer. Please refer to Appendix (i) for a copy of the AMP005 and AMP006 forms required for Station Accommodation Block Accommodation Building MEP installations.

All buildings within the station required for operational use will continue with live station detection.

Any asset that has been out of service as part of the Stage 1 configuration will be inspected to confirm is safe to be brought back into service. Any remedial work required will be captured in the relevant Form 005.

2.5 Entry-into-Service & Handover Deliverables

The deliverables required to demonstrate that the technical, operational, and maintenance requirements for this station configuration will be managed specifically through identified EIS (T-) and Handover Readiness (T-) control meetings/inspections, as well as referenced documents, so that they can be tracked and managed up to the Entry into Service or Handover date.

Engineering deliverables are identified within this document in the form of Form 03s, Form 04s, Form 05s, Form G, Form X and CTOs. All these deliverables are tracked under a controlled EIS Readiness Tracker and reported weekly for handover readiness progress.

All relevant assurance deliverables for asset handover will be captured through the Discipline Completion Packs (DCPs) as described in the Asset Management Plan Strategy 142637-NWR-00000-ZZ-AMP-MPM-500038.

3. Discipline Completion Packs

3.1 DCP Structure

The DCPs generated for the Station Accommodation Block Accommodation Building contain all associated technical and quality assurance for this location. Typical documentation provided within a DCP is as follows:

- Associated AMP Certificates
- Associated Design Approval
- Assurance files related to the DCP transfer area that will be identified via title, in accordance with the naming convention as agreed with the designer and project document number
- O&Ms which relate to the DCP transfer area
- Redlines/As-Builts related to the DCP transfer area
- Asset register, which will identify PPM data related to the DCP transfer area
- Inspection report
- Form 05 completion certificate where applicable

Below is a screenshot of the typical DCP structure, highlighting the various deliverables or products contained within:



Please note that all items recorded on the AMP016 certificates will be closed out prior to the Acceptance of the “Final certificate” NR/L2/MTC/089/AMP017, which is issued after the 1-year defects liability period.

The review and approval process for the DCP is explained in section 6 of this document.

3.2 Associated DCPs

The list of DCPs that have been produced for the Station Accommodation Building are:

| No | Supply Point | Location | Discipline | DCP ID | eB Number |
|----|---------------|---------------|---------------|---------------------|--|
| 1 | Pl/2 | Back Of House | Electrical | DCP-NR-Pl1/2-ELE-01 | 142637-NWR-02400-ZZ-REP-ELE-000001 |
| 2 | Back of House | Back Of House | Fire | DCP-NR-BOH-FR | 142637-NWR-02400-ZZ-REP-ESS-000001 |
| 3 | Back of House | Back Of House | Mechanical | DCP-NR-BOH-EME | 142637-NWR-02400-ZZ-REP-EME-000001 |
| 4 | Back of House | Back Of House | Public Health | DCP-NR-BOH-EPH | 142637-NWR-02400-ZZ-REP-ERV-000001 |
| 5 | Back of House | Back Of House | Lift | DCP-NR-BOH-LIFT | 142637-NWR-02400-ZZ-REP-EMF-000001 |

| | | | | | |
|----|--------------|---------------|------------------------|-------------------|--|
| 23 | Service Core | Back Of House | Telecoms | DCP-NR-SC-ETL-01 | 142637-NWR-02400-ZZ-REP-ETL-000001 |
| 25 | N/A | Back Of House | Civils | DCP-NR-BOH-CIV | 142637-NWR-02400-ZZ-REP-ECV-000001 |
| 26 | N/A | Back Of House | Structural | DCP-NR-BOH-ST | 142637-NWR-02400-ZZ-REP-EST-000001 |
| 27 | N/A | Back Of House | Architectural internal | DCP-NR-BOH-AR | 142637-NWR-02400-ZZ-REP-EAR-000001 |
| 28 | N/A | Back Of House | Architectural external | DCP-NR-BOH-AR-EXT | 142637-NWR-02400-ZZ-REP-EAR-000002 |

Each DCP will be submitted to the relevant HoA for review and acceptance as confirmation that the relevant assurance documentation and the maintenance agreements are in place:

DCP (Discipline Completion Pack) Document Acceptance

| DCP ID | Discipline | Discipline HoA | Asset Owner | Asset Engineer | Project Interface (DSE) | Project Interface (Network Rail) | eB Number | Planned Issue Dates | Planned Sign off Dates |
|-------------------|-----------------------|----------------|-------------|-----------------|-------------------------|----------------------------------|------------------------------------|---------------------|------------------------|
| DCP-NR-SC-ELE-01 | Electrical | Buildings | David Baker | Chris Hammer | Karo Agbure | Catriona Taylor / Louiza Provins | 142637-NWR-02400-ZZ-REP-ELE-000001 | 23/11/2022 | TBC |
| DCP-NR-BOH-FR-01 | Fire | Buildings | David Baker | Chris Hammer | Karo Agbure | Catriona Taylor / Louiza Provins | 142637-NWR-02400-ZZ-REP-ESS-000001 | 23/11/2022 | TBC |
| DCP-NR-BOH-EME | Mechanical | Buildings | David Baker | Chris Hammer | Karo Agbure | Catriona Taylor / Louiza Provins | 142637-NWR-02400-ZZ-REP-EME-000001 | 23/11/2022 | TBC |
| DCP-NR-BOH-EPH | Public Health | Telecoms | David Baker | Chris Hammer | Karo Agbure | Catriona Taylor / Louiza Provins | 142637-NWR-02400-ZZ-REP-ERV-000001 | 23/11/2022 | TBC |
| DCP-NR-SC-ETL-01 | Telecoms | Telecoms | Kevin Ling | Kevin Ling | Karo Agbure | Catriona Taylor / Louiza Provins | 142637-NWR-02400-ZZ-REP-ETL-000001 | 23/11/2022 | TBC |
| DCP-NR-BOH-LIFT | Lifts | Lifts | Michael Fox | Michael Fox | Nikesh Bhandari | Catriona Taylor / Louiza Provins | 142637-NWR-02400-ZZ-REP-EMF-000001 | 18/11/2022 | 23/11/2022 |
| DCP-NR-BOH-CIV | Civils | Civils | David Baker | Russell Lockett | Nikesh Bhandari | Catriona Taylor / Louiza Provins | 142637-NWR-02400-ZZ-REP-ECV-000001 | 14/06/2022 | 22/06/2022 |
| DCP-NR-BOH-ST | Structures | Structures | David Baker | Russell Lockett | Nikesh Bhandari | Catriona Taylor / Louiza Provins | 142637-NWR-02400-ZZ-REP-EST-000001 | 14/06/2022 | 22/06/2022 |
| DCP-NR-BOH-AR | Internal Architecture | Architecture | David Baker | Russell Lockett | Nikesh Bhandari | Catriona Taylor / Louiza Provins | 142637-NWR-02400-ZZ-REP-EAR-000001 | 18/11/2022 | 23/11/2022 |
| DCP-NR-BOH-AR-EXT | External Architecture | Architecture | David Baker | Russell Lockett | Nikesh Bhandari | Catriona Taylor / Louiza Provins | 142637-NWR-02400-ZZ-REP-EAR-000002 | 18/11/2022 | 23/11/2022 |

4. Construction Programme and Sequencing

All references for programme and sequencing details for the installation, testing and commissioning stages related to the submission report should be made to the Gatwick Station Project Programme provided by Costain.

5. Technical Assurances

All technical assurances are governed by the following Network Rail Standards, as well as the Project Engineering Management Plan:

- NR/L2/INI/02009 Engineering Management for Projects
- NR/L2/CIV/003 Technical Approval of Design, Construction and Maintenance of Civil Engineering Infrastructure
- N420-NRT-PLN-EG-000001 Engineering Management Plan.

5.1 Permanent Works Design

The approved Form 03 design check certificates associated with the permanent assets for the new station configuration for Station Accommodation Block are listed within the table below, and are included within the relevant DCP for this stage.

| Package/Discipline | eB Number | Deliverable's title |
|-----------------------------|--|--|
| Architecture | 142637-COT-02400-ZZ-FO4-EAR-252002 | Form 4 BoH Building |
| Structures (COT MANCHESTER) | 142637-COT-02400-ZZ-FO3-EST-552001 | Form 3 Structures BOH (Manchester) |
| Civils (COT MANCHESTER) | 142637-COT-02400-ZZ-FO3-ECV-552001 | Form 003 - Back of House Car Park Civils works for lighting, fencing & earth retention |
| Structures (TSP) | 142637-COT-02000-ZZ-FO3-EST-453008 | Form 003 Modifications to P7 VC Link and Upper Forecourt for BoH Works |
| Structures (TSP) | 142637-COT-02400-ZZ-FO3-EST-252001 | Form 3 Back of House Accommodation - Hostile Vehicle Mitigation |
| Drainage | 142637-COT-00000-ZZ-FO3-EHW-250001 | F001/002/003 BoH Carpark/Highways |
| Electrical | 142637-COT-02400-ZZ-FO3-ELE-352001 | Form 3 BOH BUILDING |
| Electrical - Fire | 142637-COT-02400-ZZ-FO3-ELE-352004 | Form 3 BOH BUILDING - FIRE |
| Mechanical | 142637-COT-02400-ZZ-FO3-EME-350009 | Form 3 BOH - MECHANICAL SERVICES |
| Public Health | 142637-COT-02400-ZZ-FO3-EPH-350003 | Form 3 BOH - PUBLIC HEALTH SERVICES |
| Telecoms | 142637-COT-02400-ZZ-FO3-ETL-350014 | Form 3 BOH BUILDING - TELECOMS |

5.2 Inspection and Testing

All Inspection and Testing will be carried out by Costain Ltd.'s sub-contractors, with surveillance by Costain's staff in accordance with their approved Quality Plan 142637-COT-00000-ZZ-PLN-QAS-00001.

Inspection and Test Plans (ITPs) define the tests and inspections to be carried out prior to the assets entering into service, including all necessary factory acceptance tests, material approvals and various other certificates to be produced as evidence of compliance.

The Subcontractor and their supply chain of any tier engaged in manufacturing/fabrication, construction, installation, commissioning and testing, or any other service connected with the works, will maintain ITPs

appropriate for the service they provide and will be accepted by the Costain Package Manager and Head of Quality.

Whilst 'self-certification' represents a fundamental principle that will be used, Costain will identify upon receipt and acceptance of the Subcontractor's ITPs those activities which are required to be checked and/or witnessed by Costain, Consultant, Client Representative and/or third parties. Mandatory interventions will be defined as 'Hold Points', other interventions may include activities such as 'Witness Points' and 'Review Points'.

In addition to this, the Project will also carry out targeted inspections of the works and Quality Audits of contractor's procedures to ensure compliance with their quality plan.

Where the works are carried out by the Operator on behalf of the Project, the technical assurance regime will be that in use by the Operator. However, we do not foresee any works to be carried out by GTR.

5.2.1 Site Inspections for EIS

Please note that the readiness for EIS will follow three interlinked inspection processes, as part of the commitment by GSP to progressively assure works in accordance with the delivery programme.

The first process will follow the ITPs for each asset/discipline. At this level, hold points for client inspection prior to works commencing on site will be identified in the Quality Risk Review. This will also record what stage of the install will require self-assured witness/review points. At this level the Network Rail DPE will be reviewing the agreed hold points from the ITP and, where applicable, these can be referred to the relevant Head of Assets, along with the associated CRE for Form 05 approval. In this sequence the Head of Assets will be able to see the approval process of the elements being EIS in line with the delivery programme.

The second inspection is the Pre-EIS Inspection, this will be a formal inspection run by the GSP EIS team and usually attended by the Costain

delivery team, NR Scheme PM, GAL, Head of Asset and GTR. The Stage EIS pre inspection will be scheduled between T-6 and T-4. At this point, works are deemed to be near completion, allowing the parties to raise any issues that could be mitigated/solved prior to the final EIS. Any issues raised will be recorded and managed through the COWL process.

The third process will be the joint inspection as the final EIS Inspection, this should be scheduled once Costain declares that works in the relevant area/asset/system have been completed and have submitted the relevant assurance documentation. This inspection will be run by the GSP EIS team, along with the Costain delivery team, NR, GAL, the Head of Asset and GTR, as well as any other interface party; and will be scheduled at T-1. It is the project aspiration to achieve full works completion with all relevant T&C certs and assurance documentation approved by the DPE and handed over to the EIS team.

Once all parties have confirmed that the area/asset/system has been completed and any outstanding issues have been recorded in the COWL list, the Costain CRE will sign off the Form 05, assuring the installation has met all requirements for the area/asset/system to be entered into operational service.

The number and scope of inspections is arranged by DSE and published on an inspection schedule, which will be reviewed and coordinated through the EIS (T-) review meetings.

The inspection schedule is a live document, which will be managed through eB. The initial schedule of inspections should be produced no later than T-8. Additional inspections may be required throughout the project, which can be scheduled and run by the EIS team. i.e. Unions inspections, etc.

Prior to informal inspections, DSE shall notify attendees with a meeting invite no later than 2 weeks prior to the inspection. For formal inspections, a Notification of Inspection shall be issued; this shall be a minimum of 2 weeks prior to the inspection. An attendance sheet should also be completed for all formal inspections. Following the inspection, the EIS team shall produce an EIS Inspection Report.

Prior to sign off of the Consent to Operate (CTO) form (refer to item 9 of this document), and opening of the station to the public in the new configuration, representatives of the Head of Assets, the Station Manager, GAL and GTR will be invited to inspect the works progressively, with formal CTO Inspections planned for November 2022 (date to be confirmed).

5.2.2 Site Inspections for Hand Back

Upon confirmation from Costain that works have been completed for a given discipline i.e., Civils, and following the progressive assurance principle, the relevant assurance documentation will be compiled through the DCP. Each document will be presented to the Head of Asset for acceptance and will be reviewed during the specific DCP inspection. This inspection will therefore focus on readiness of deliverables required for asset ownership and maintenance transfer.

It DSE's intention to achieve full acceptance of the DCPs for Civils and Structural assets by the HoA prior to the final inspection for hand back

5.3 Technical Acceptance of Assets

Once installation of each asset group has been completed by the Construction Delivery team, inspections will take place by the NR Project Engineers to assure construction against approved design, leading to sign off of a Form 05 Certificate - Fitness to be Taken into Use. In the Form 05 the Construction CRE confirms that the works:

- Have been built in accordance with the design (with the exception of any outstanding items which are listed and attached to the Form 05)
- Allow safe passage of trains (N/A in this instance)
- Allow safe passage of road traffic (N/A in this instance)
- Allow safe passage of pedestrians
- Allow safe station platform operation
- Do not impact the safety of neighbours
- Do not impact the safety of the public

The list of Form 05s (including Form Es) associated with this station configuration against their relevant design Form 03s (including Form C) are listed below and contained within the relevant DCPs.

| Package/Discipline | Form 005 Title | eB Number |
|---------------------------------|---|------------------------------------|
| Civils | Gatwick Station – Back of House Civils and Structures | 142637-COT-02400-ZZ-FO5-EMF-000001 |
| Structural | Gatwick Station – Back of House Civils and Structures | 142637-COT-02400-ZZ-FO5-EMF-000001 |
| Architectural internal | Gatwick Station – Station Accommodation Block Architectural Internal Finishes | 142637-COT-02400-ZZ-FO5-EAR-000001 |
| Architectural external envelope | Gatwick Station – Station Accommodation Architectural External Envelope | 142637-COT-02400-ZZ-FO5-EAR-000002 |
| Lift | Form 05 – Station Accommodation Block Lift | 142637-COT-02400-ZZ-FO5-EMF-000002 |
| Electrical | Form 05 – Station Accommodation Block Electrical | 142637-COT-02400-ZZ-FO5-ELE-000001 |
| Fire | Form 05 – Station Accommodation Block Fire | 142637-COT-02400-ZZ-FO5-ESS-000001 |
| Mechanical | Form 05 – Station Accommodation Block Mechanical | 142637-COT-02400-ZZ-FO5-EME-000001 |
| Public Health | Form 05 – Station Accommodation Block Public Health | 142637-COT-02400-ZZ-FO5-EPH-000001 |
| Telecoms | Form 05 – Station Accommodation Block telecoms | 142637-COT-02400-ZZ-FO5-ETL-000001 |

5.4 Engineering Approval/Acceptance

Upon satisfactory completion of all technical assurance requirements for the stage assets, a Form X Declaration of System Completeness and Fitness of Works to Enter into Service will be issued. The Form X is to be signed off by the CEM first as confirmation that all relevant Form 05s have been approved by the required CREs. This will include all permanent and temporary installation items. The project DPE completes the technical EIS approval by signing the Form X declaration upon receipt of all CRE approved permanent/temporary Form 05s/Form Es. The GSP NR PM shall sign to confirm the engineering process has been followed & achieved. The Form X template is attached in Appendix (ii).

5.5 Readiness for Hand Back

Readiness for hand back will be monitored on the weekly basis, measuring planned vs actual progress of the preparation and submission of the hand back deliverables. The table below is an example of the items monitored.

| Deliverable | Weighting | Measure | % this week | % last week |
|---------------------------------------|-----------|---|-------------|---------------|
| Design Accepted | 10% | No. of Form 3s required / No of Form 3s signed | 100% | 100% |
| O&M % Completion (inc Asset Register) | 15% | No. of required BoH 'chapters' / No received | 0% | 0% |
| Assurance Files | 10% | No. of assurance files | 29% | 29% |
| Redlines | 10% | | 29% | 29% |
| HoA Inspections | 15% | No. of required inspections / No of inspections held | 33% | 33% |
| Form 05 Approved | 10% | Number of Form 5s required / Number of Form 5s signed | 33% | 33% |
| H&S File | 10% | TBC | 0% | 0% |
| Engineering Validation | 10% | Assurance Deliverables approved by NR Engineering | 27.5% | 27.5% |
| DCP Issued | 5% | DCP Issued | 33% | 33% |
| DCP Accepted | 5% | DCP Accepted | 33% | 33% |
| Overall | 100% | N/A | 31.75% | 31.75% |

5.6 Deviation from Requirements

Deviations from requirements associated with this application for EIS are managed through the Nonconformance Report (NCR) process and are contained within the live register managed by GSP Quality team.

5.7 Outstanding Works

All works associated with the assets to allow safe operational functionality in this configuration will be completed. An Outstanding Works List will be prepared and made available following inspections and prior to the assets entering into service. This will be reviewed and amended as necessary in the final Inspections to generate a final COWL.

There will be no outstanding items that have a material effect on the operation of the functional systems at EIS. Any critical ("red") items will have been demonstrated closed prior to signing the CTO for that stage. T-2 daily meetings will take place on site to go through the outstanding works to ensure all outstanding items are correctly identified and agreed measures to close off.

5.8 Decommissioning of Operational Assets

All Assets that are being removed/installed will be registered on the Project Asset Schedule by the Project Maintenance Manager. They will then upload the assets to Atrium/OPAS/Ellipse (as applicable) to ensure assets are

formally recorded and to facilitate maintenance and fault reporting (see section 7 of this document).

Where possible, assets that are decommissioned through this EIS stage will be offered to the Head of Asset/Representative for their maintenance activities. These assets, by mutual agreement between the Project and the Head of Asset/Representative, shall be collected by the Route at the time of decommissioning or stored safely for future collection. Other decommissioned assets shall be safely removed from the site as per the project waste disposal plan.

6. Operational Dependencies

6.1 Management of Operational Requirements

All the relevant GS23 operational readiness requirements are being tracked through the bi-weekly migration meetings to ensure they are complete prior to EIS, and agreed with GTR. This process is managed through the NR Operation Readiness Manager.

Evidence that GTR are agreed that all 'GS23' elements have been achieved will be via their sign-off of the CTO – Consent to Operate.

Find below a snapshot of the readiness log for GS23 deliverables set up for the Station Accommodation Block:

| GS23 Deliverable | Comment/Status | Owner |
|-----------------------------|---|----------|
| Wayfinding Schedule | Not required for BoH, agreed with GTR | - |
| Pedflow Analysis | Not required for BoH, agreed with GTR | - |
| Rail Systems | Not required for BoH, agreed with GTR | - |
| Operational Assets Schedule | Being produced as part of O&M creation; maintainers to be allocated | MD/CT |
| Maintenance/Handover Plan | O&Ms being produced as part of DCP creation | MD |
| Telecoms Migration | Actions require closing from previously held sessions | JD |
| Cleaning Plan | GTR confirmed cleaning to be undertaken by GTR in the areas handed over as part of SC3 (External car park area remains the responsibility of the project until handed over) | - |
| Goods-in/Waste-away Plan | Same arrangement as currently (temporary ramp) | - |
| Security Plan | Review with GTR Security Manager (21/09/2022); session arranged with BTP and Thameslink police 12/10/2022 | DS |
| Training Plan | Plan for training of systems is already ongoing. Plans to be formalised and recorded on DSE template. | JD/MD |
| Staff Familiarisation | Plan to be produced and carried out | CC |
| Communications Plan | Plan to be produced and carried out (planned COP 16/09/2022) | CC |
| Accessibility Statement | Not required for BoH; evidence being reviewed to confirm regulations and standards have been met (Form 4). To be reviewed by GTR accessibility team | AC |
| Fire Strategy | Interim Fire strategy not required; route being provided off the back from BoH. To be agreed with Affinity (JO) | FF |
| | SD arranging liaison with Fire Brigade representative to take place to confirm requirements and to discuss PIBS/FABS | SD |
| GTR Resource Plan | Not required for BoH, agreed with GTR | |
| Control Room Acceptance | Process for formal handover of control room following the 2 week dual running period to be formalised | MD/CT/DS |
| GTR IT Migration | Confirmation of IT Migration timelines and requirements align with operational transfer | CC |

6.2 Training Needs & Analysis

Day 1 of this stage will see a major operational change taking place, with the opening into operation of the new Station Accommodation Building, that could increase the workload of the operation station team. Therefore, as part of the EIS process a Training and Familiarisation (T&F) session will be scheduled prior to EIS no later than T-1 for all the relevant parties, typically Network Rail, GTR, GAL.

Any relevant operational notices will be issued if required.

6.3 Pedestrian Movements

There is no requirement for pedestrian movement associated with this configuration.

6.4 Fire Strategies

All works shall contribute to fulfilling the requirements established by the approved GSP GRIP 5 Fire Strategy Report [142637-COT-00000-ZZ-REP-EMG-450300](#) and the [142637-COT-00000-ZZ-STR-DEL-000001](#) - SC3 Interim Fire Strategy, as this defines the fire safety precautions agreed with the Operator to be implemented through the station design and through EIS.

All fire strategies or fire safety submissions mandated by the Station Operator's standards shall be submitted to the Station Operator for their approval or to inform the update of the Operator's fire safety risk assessment(s) that require to be in place and acted upon prior to entry into service.

Fire drawings will be updated and submitted to the station prior to handover with time to brief members of the station team of any changes, particularly fire alarm panels, call points, smoke and heat detectors.

6.5 Wayfinding

The wayfinding scheme for this configuration is designed to ensure satisfactory signage is in place for the entire operational station area – supply of the design is tracked through the GS23 T- meeting process.

The wayfinding scheme will consist of new permanent signage throughout the Station Accommodation Block building and additional temporary signage where required in the station. Inspection and sign-off of the signage arrangement will be undertaken prior to EIS being achieved.

A joint walk-through, with GAL/TOCs to review the design/location of station wayfinding signage will be undertaken prior to the Entry into Service, to inform any operational changes that may be required for this configuration. The Project will complete a detailed review of the signage upon installation, with spot-checks being undertaken on the Consent to Operate inspection in November (date to be confirmed)

A post-EIS review of the signage will also be undertaken following the EIS inspection to ensure it functions in the live operational environment.

6.6 Operational Safety Risks/Risk Assessments

Any Operational Risk Assessments that need to be reviewed and produced for the assets which become operational during this configuration will be included within the 'GS23' process.

Only those risk assessments where there is a direct impact on the operation of the railway system or station, such as works not undertaken behind hoarding lines or during engineering hours, shall be included. All other construction risk assessments are undertaken by the project in line with current project standards and legislation.

6.7 Emergency Plan

Emergency Plan arrangements will be updated prior to entry into service; they will be developed and approved following the formal comments raised through the 'GS23' meetings. Proposed evacuation routes and assembly/muster points were presented to all Stakeholders at the Gatwick Review Group (GRG) at T-12 for agreement.

Grip 5 Interim Fire Strategy Report [142637-COT-00000-ZZ-REP-EMG-450300](#) and the [142637-COT-00000-ZZ-STR-DEL-000001](#) - SC3 Interim Fire Strategy, have been produced to form part of the Operational Authorisation process, to be signed-off by all parties prior to T-4. The delivery of the full Emergency Plan document is the responsibility of GTR; however, the Project needs to ensure that the document is briefed to the Station and Airport teams in a timely manner to fulfil their responsibilities. Timescales for delivery of agreed information will be agreed as part of the respective stage consultation

6.8 Crowd Control

There are no changes required to the crowd control at this stage in the station. This will be confirmed following the formal comments raised through the GS23. Proposed Project staff resources will be presented to all Stakeholders at the Gatwick Review Group (GRG) at T-12 for agreement and form part of the GS23 Operational Authorisation process, to be signed-off by all parties prior to T-4.

The delivery of the Crowd Control documents is the responsibility of GTR; however, the project needs to ensure that they are available to provide all information required by the station and airport teams to allow them to fulfil their responsibilities. Timescales for delivery of agreed information will be agreed as part of the respective stage consultation.

6.9 Test Train

There is no requirement for test train associated with this EIS.

6.10 Common Safety Method Risk Evaluation and Assessment (CSM-RA) Assessment Body (AsBo) deliverables

Following assessment by SRP, it has been determined that some elements of the Project will require an authorisation for placing into service under the Railways (Interoperability) Regulations 2011, as well as determined that the project is considered significant under the Common Safety Method on Risk Evaluation and Assessment.

For this stage it has been agreed that the project will follow the Network Rail EIS process and standards. It shall not require any SARs or interim Statement of Verification to be provided by NCB.

7. Maintenance Agreements

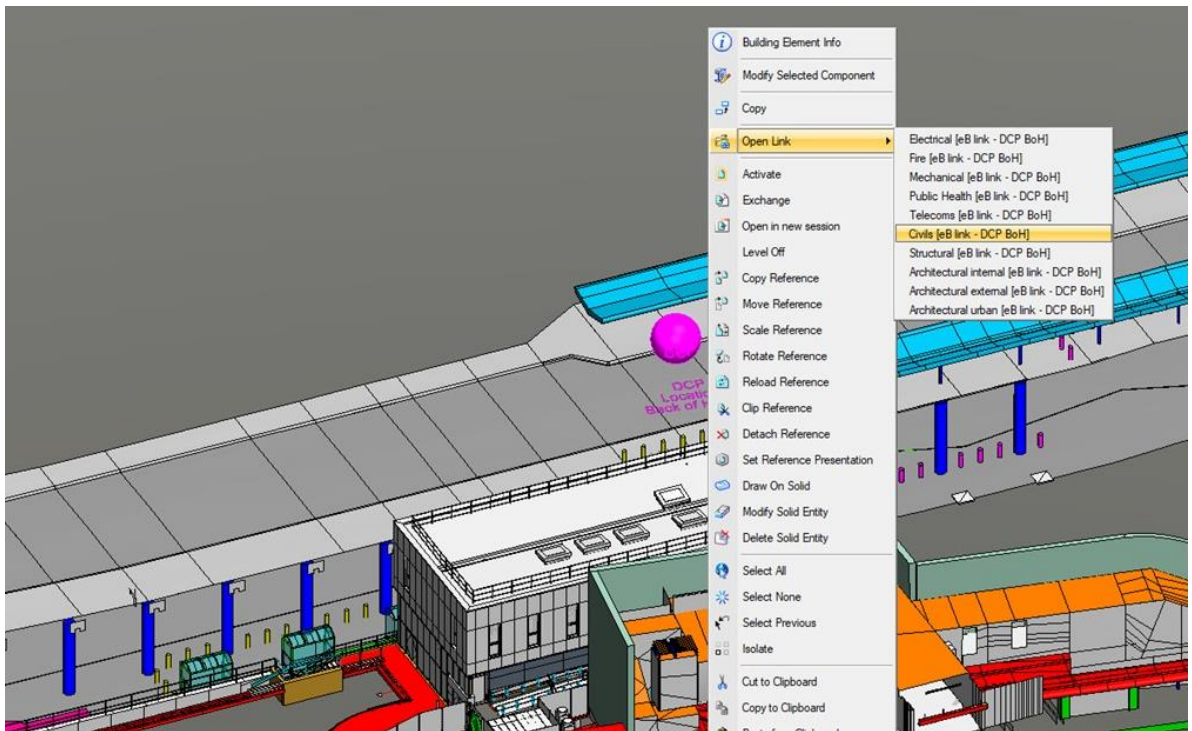
7.1 Maintenance

It is the intention at this stage that the new Station Accommodation Block building will be handed over by the Project to Network Rail for maintenance once EIS/CTO is complete. Refer to Appendix iii for CTO template. At this stage, the maintenance arrangement for permanent assets outside the Station Accommodation Block will continue as per Stage 1 agreements. Maintenance of the new temporary assets will be carried out by the PC.

7.2 Maintenance Documentation

Maintenance documentation related to this new configuration, mainly the new Station Accommodation building, will be described/included within the O&M section in the DCPs.

All DCPs will be accessible from the BIM Model. As shown in the screenshot below, beside the Station Accommodation Block building in the 3D model, a DCP icon has been created, which by right-clicking on it, the user will gain access to the list of DCPs generated for the given zone.



7.3 Maintenance Safety Risks/Risk Assessments

There are no residual risks identified through this configuration that will impact Network Rail or Third-party Maintenance Staff.

Please note that upon completion of Station Accommodation Block, this area will be transferred to the maintainer; however, the BoH Main LV supplies come from the new life safety and essential switchboard ESWB/SC/LV/01 and Main Switchboard - MSWB/SC/LV/01 within the new service core (Back of Platform 7) and this area will still be under the project control and therefore the project will still be responsible for the maintenance of the LV supply to the Station Accommodation Block.

Maintenance of Railway Systems assets are not covered by the scope of this submission.

7.4 Other Regulatory Requirements

There are no other regulatory requirements that are identified as required at this EIS stage.

7.5 Consent to Operate

Once all the activities detailed within this application have been carried out to the satisfaction of the NR Project DPE, GAL Project Interface Manager and GTR Project Interface Manager, with evidence that all Form 05s and Form X have been signed off, the final acceptance of the works for EIS shall be acknowledged by signature of the Consent to Operate certificate. This sign off will be contingent on agreement with the DPE, GAL, Head of Asset and TOCs that the new configuration is safe and that the critical (Red) COWL items are closed, assurance accepted and issued to the TOC, along with the record of T&F.

8. AMP Certificates

As indicated in the Asset Management Plan Strategy for Gatwick Station Project 142637-NWR-00000-ZZ-AMP-MPM-500038, the list of AMP certificates required to be accepted/signed off to successfully achieve the

transfer into maintenance of the new Station Accommodation Building are shown below and included in Appendix iv.

AMP Certificates

| AMP CERT | Description | Discipline HoA | Project Manager | Agreed by: Data Manager | Agreed/Authorised by: Maintenance Engineer | Authorised by: Asset Owner | Received by: Interface Coordinator |
|----------|--|----------------------|-------------------------------------|-----------------------------------|--|--------------------------------------|--|
| AMP012 | Notification of Asset Change. | Buildings & Telecoms | Catriona Taylor / Louiza Provins | Chris Garner | David Clark | | Laura Feehan |
| AMP005 | Agree Maintenance Responsibility | Buildings & Telecoms | Catriona Taylor / Louiza Provins | | David Clark | | Laura Feehan |
| AMP006 | Temporary Support Arrangements | Buildings | Catriona Taylor / Louiza Provins | | David Clark | | Laura Feehan |
| AMP014 | Construction Completion Certificate | Buildings | Catriona Taylor / Louiza Provins | | TBC | TBC | Laura Feehan |
| AMP015 | Taking Over Certificate | Buildings | Catriona Taylor / Louiza Provins | | David Clark | David Baker | Laura Feehan |
| AMP016 | Defect and Snag Identification and Completion Certificate | Buildings | Catriona Taylor / Louiza Provins | | David Clark | David Baker | Laura Feehan |
| AMP015 | Taking Over Certificate | Telecoms | Catriona Taylor / Louiza Provins | | David Clark | Kevin Ling | Laura Feehan |
| AMP016 | Defect and Snag Identification and Completion Certificate (Telecoms) | Telecoms | Catriona Taylor / Louiza Provins | | David Clark | Kevin Ling | Laura Feehan |
| AMP015 | Taking Over Certificate (Internal Lift) | Internal Lift | Catriona Taylor / Louiza Provins | | David Clark | Michael Fox | Laura Feehan |
| AMP016 | Defect and Snag Identification and Completion Certificate (Internal Lift) | Internal Lift | Catriona Taylor / Louiza Provins | | David Clark | Michael Fox | Laura Feehan |

9. Health & Safety File

A health and safety file will be produced to cover the Station Accommodation Building. The documentation agreed in the memorandum of agreement or QF703 will be uploaded into eB and submitted to NRG for acceptance. A H&S file matrix has been created to facilitate searching/accessing the eB links containing the relevant evidence.

10. Appendix i – AMP005 & AMP006 Certificates

Agree Maintenance Responsibilities


Ref: NR/L2/MTC/089/AMP005

Issue: 2

Date: 01/12/2018

| | | | |
|----------------------|-------------------------|---------------------------|--------|
| Project Name: | Gatwick Station Project | Project Oracle ID: | 142637 |
|----------------------|-------------------------|---------------------------|--------|

| Temporary transfer of maintenance to Project | | | | | | | |
|---|---------------|-------------|------------|--|------------|---------|---|
| Construction Stage | Transfer From | Transfer To | Date From | Time From | Date To | Time To | Allocation of Maintenance Responsibilities (Include extent of assets) |
| Stage 2 SC3 | GTR | GSP | 09/11/2022 | 08:00 | 01/05/2023 | 08:00 | Upon completion of Station Accommodation Block, this area will be transferred to the maintainer; however, the BoH Main LV supplies come from the new life safety and essential switchboard ESWB/SC/LV/01 and Main Switchboard - MSWB/SC/LV/01 within the new service core (Back of Platform 7) and this area will still be under the project control and therefore the project will still be responsible for the maintenance of the LV supply to the Station Accommodation Block Block. |
| | | | | | | | |
| | | | | | | | |
| Access arrangements for Maintainer during works | | | | There will be no requirement for Maintenance Access arrangement within the Station Accommodation Block as this will be under the full control of GTR and their maintainer. Maintainer access to the service core area will need to be arranged with the project when required. | | | |
| Maintainer responsibilities upon introduction into operational use | | | | On introduction into operational Use of the Station Accommodation Block, the maintainer shall take responsibility of the maintenance of the LV distribution within the Station Accommodation Block which consist of Powerpact 4 - 12 way 3 phase Style D 400/630A MCCB Panelboard (PB/BOH/0/NE) which Supply all the Distribution boards and services within the buidling. | | | |

| Action | Role | Name | Signature | Date |
|------------|-----------------|-----------------|---|----------|
| Created by | Project Manager | Catriona Taylor |  | 26/10/22 |

Agree Maintenance Responsibilities

Ref: NR/L2/MTC/089/AMP005

Issue: 2

Date: 01/12/2018

| | | | | |
|-------------|------------------------|--------------|---|------------|
| Agreed by | Maintenance Manager | Lloyd Keane |  | 19/07/2023 |
| Received by | Interface Co-ordinator | Laura Feehan |  | 27/10/2022 |

Insert additional lines for authorisations if multiple people exist for roles



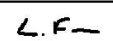
Temporary Support Arrangements

Ref: NR/L2/MTC/089/AMP006

Issue: 3

Date: 01/12/2018

| Project Name: | GATWICK STATION PROJECT | Project Oracle ID: | 142637 | | | |
|--|--|----------------------------------|------------|------------|--------------|----------------|
| <i>This might include on-call technical support, disconnections and reconnections, and technical assistance for new and novel equipment post commissioning for an agreed period of time.</i> | | | | | | |
| Discipline | Details of Support to be Provided | Provider (Project/Maintainer) | Date From | Date To | By Whom | Funding Source |
| LV Supply Station Accommodation Building | LV supplies come from the new life safety and essential switchboard ESWB/SC/LV/01 and Main Switchboard - MSWB/SC/LV/01 within the new service core (Back of Platform 7) under project control, any isolations to be facilitated by the project | GSP / EMICO | 09/11/2022 | 01/05/2023 | EMICO | N/A |
| Fire Alarm Station Accommodation Building | New fire alarm panel and its network loop will be under the control of the maintainer once all migration of existing loop has been completed, any isolations to the fire alarm system to be facilitated by the maintainer and project | Maintainer | 09/11/2022 | 01/05/2023 | Maintainer | N/A |
| Telecoms Central Equipment | All new All new central system components are located within the new Service Core CER. Keys to the CER will be held in a digilock key box along with a key log that will be completed by a member of the project team whenever the rack needs to be accessed. Any Person that needs to carry out any work in the CER must complete a Logging register which will be kept in the station control room. Photos of Before and After of the Node cabinet to be taken | GSP/Fourways | 09/11/2022 | 01/05/2023 | GSP/Fourways | N/A |
| | | | | | | |

| Action | Role | Name | Signature | Date |
|-------------|------------------------|-----------------|---|------------|
| Created by | Project Manager | Catriona Taylor |  | 26/10/22 |
| Agreed by | Maintenance Manager | Lloyd Keane |  | 19/07/2023 |
| Agreed by | Sponsor* | | | |
| Received by | Interface Co-ordinator | Laura Feehan |  | 27/10/2022 |

**Sponsor agreement needed only if additional funding is required*

Insert additional lines for authorisations if multiple people exist for roles

11. Appendix ii – Form X template

| |
|----------------------------|
| Investment Projects |
| Management |

| Document Reference Number | | | | | | | |
|---------------------------|-----------------|----------|-------|-----------------|---------------|-------------------|---------|
| Project Code | Originator Code | Location | Level | Discipline Code | Document Type | Sequential Number | Version |
| 142637 | NWR | 02400 | ZZ | FOX | MPM | 000001 | 01 |

FORM X : DECLARATION OF SYSTEM COMPLETENESS AND FITNESS OF WORKS TO PERMIT ENTRY INTO SERVICE

| | | | |
|---|----------------------------|---------------------------------|-----------------------------|
| Title of Scheme or Maintenance Works: Gatwick Station Project – Station Accommodation Building | | | |
| Location: Gatwick Station | | | |
| ELR VTB3 | Mileage 26m 47ch | OS grid ref: TQ287413 | Structure No. N/A |

Section 1 : Declaration of asset completeness

Section 1A : Description of the System (Entry Into Service configuration)

The operational configuration for this EIS phase integrates the design submitted to date to ensure that the New Station Accommodation Building at Gatwick Station have been built to achieve functionality define by design documents (as well as associated support structures and systems) therefore can be opened to allow the Train Operator Company (TOC) to operate the site.

Section 1B : Confirmation of asset completion

The assets listed below are required to allow Entry Into Service for this station configuration. They have been delivered in accordance with Network Rail standard NR/SP/CIV/003 *Technical approval of Design, Construction and Maintenance of Civil Engineering Infrastructure* and the methodologies defined in the Engineering Management Plan and have been certified as fit to be taken into use. The Form 005 Certificates of Fitness to be Taken into Use are listed below by discipline.

- Form 005 for Station Accommodation Building EIS

| Discipline | Asset | Form 05 Document Number |
|-----------------------------------|--|--|
| Civil | Back of House Civils and Structures | 142637-COT-02400-ZZ-FO5-EMF-000001 |
| Architectural and building | Architectural internal Gatwick Station – Station Accommodation Block Architectural Internal Finishes | 142637-COT-02400-ZZ-FO5-EAR-000001 |
| | Architectural external finishes | 142637-COT-02400-ZZ-FO5-EAR-000002 |
| Mechanical | Mechanical Installation | 142637-COT-02400-ZZ-FO5-EME-000001 |
| Electrical | Electrical Installation | 142637-COT-02400-ZZ-FO5-ELE-000001 |
| Telecoms | Telecom Installation | 142637-COT-02400-ZZ-FO5-ETL-000001 |
| Fire | Fire Installation | 142637-COT-02400-ZZ-FO5-ESS-000001 |

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| |
|----------------------------|
| Investment Projects |
| Management |

| Document Reference Number | | | | | | | |
|---------------------------|-----------------|----------|-------|-----------------|---------------|-------------------|---------|
| Project Code | Originator Code | Location | Level | Discipline Code | Document Type | Sequential Number | Version |
| 142637 | NWR | 02400 | ZZ | FOX | MPM | 000001 | 01 |

FORM X : DECLARATION OF SYSTEM COMPLETENESS AND FITNESS OF WORKS TO PERMIT ENTRY INTO SERVICE

| | | |
|----------------------|----------------------------|--|
| Public Health | Public Health Installation | 142637-COT-02400-ZZ-FO5-EPH-000001 |
| Lift | Sab Internal Lift | 142637-COT-02400-ZZ-FO5-EMF-000002 |

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| |
|----------------------------|
| Investment Projects |
| Management |

| Document Reference Number | | | | | | | |
|---------------------------|-----------------|----------|-------|-----------------|---------------|-------------------|---------|
| Project Code | Originator Code | Location | Level | Discipline Code | Document Type | Sequential Number | Version |
| 142637 | NWR | 02400 | ZZ | FOX | MPM | 000001 | 01 |

FORM X : DECLARATION OF SYSTEM COMPLETENESS AND FITNESS OF WORKS TO PERMIT ENTRY INTO SERVICE

Section 2 : CEM Approval

All Form 005 certificates listed in Section 1B have been signed off by the competent CRE, therefore the assets can be taken into use

| | | |
|--|------------------|------|
| Contractor's Engineering Manager (Signature) | CEM (Print name) | Date |
|--|------------------|------|

CEM Comments

If No comments write 'NO COMMENT' do not leave blank

Section 3 : Network Rail Acceptance

| | | |
|---|------------------|------|
| Designated Project Engineer (Signature) | DPE (Print name) | Date |
|---|------------------|------|

DPE Comments

If No comments write 'NO COMMENT' do not leave blank

| | | |
|-----------------------------|--------------------|------|
| Project Manager (Signature) | NR PM (Print name) | Date |
|-----------------------------|--------------------|------|

PM Comments

If No comments write 'NO COMMENT' do not leave blank

12. Appendix iii – SC3 – CTO Template

| |
|----------------------------|
| Investment Projects |
| Strategy |

| Document Reference Number | | | | | | | |
|---------------------------|-----------------|----------|-------|-----------------|---------------|-------------------|---------|
| Project Code | Originator Code | Location | Level | Discipline Code | Document Type | Sequential Number | Version |
| 142637 | NWR | 02400 | ZZ | CER | MPM | 000001 | 1.0 |

| Operator | Project |
|---------------------|--------------------------------|
| Network Rail | Gatwick Station Project |

Consent Record to Operate:
Gatwick Station Configuration – New Station Accommodation Building

1. Declaration of Maintenance Provision

I confirm the Asset(s) meet(s) full operational requirements and the Project has in place all necessary maintenance provisions and, for National Rail works, the relevant station change notice. Please refer to Defects register for outstanding works.

Signed _____ Print Name _____ Date _____

NR Project Manager

2. Declaration of technical completeness appropriate to Entry into Service

I confirm that as far as can be reasonably ascertained from the assurance evidence submitted that these works have been designed, constructed and installed in accordance with relevant ORR Principles and relevant NR standards apart from the exceptions detailed on the 'defects and outstanding works list.

Signed _____ Print Name _____ Date _____

NR Designated Project Engineer

3. Declaration Acceptance into use

I confirm the Asset(s) meet(s) full operational requirements and that the appropriate amount of operational staff training (if required) has taken place to allow safe operation of the asset listed above. Please refer to Defecst register for outstanding works.

Signed _____ Print Name _____ Date _____

TOC Interface Manager (or Representative)

13. Appendix iv – GSP AMP Certificates

Notification of Asset Change

Ref: NR/L2/MTC/089/AMP012

Issue: 3

Date: 01/12/2018

| Project Name: | Gatwick Station Project | Project Oracle ID: | 142637 | |
|--|--|--|--|--|
| Date work is due to commence on site | 20/06/2022 | | | |
| Construction Stage (include EAI Project & Stage ID ref. no.) (if applicable) | Description of Scope of Works (Asset data to be appended to this form if agreed. Multiple submissions will be required if asset data is to be submitted in stages) | Proposed Date Asset Changes are Effective From | Proposed Time Asset Changes are Effective From | |
| Stage 2 SC3 | <p><u>New Station Accommodation Block:</u> Highlighting: Unisex locker room, Entrance lobby & corridors, Multi-faith room, Cleaner stores, IT room, Plant and store rooms, Mess room, Quiet mess room, Office, Device charging room, Control room, offices and meeting rooms, Service riser, first aid room, Toilets, WCs, PTI Upper forecourt link, Plant rooms and Lift motor rooms. Breakdown of MEPFT services installed in the locations above as described below:</p> | 09/11/2022 | 09:00 | |
| Stage 2 SC3 | <p><u>LV Supply.</u> The LV supply to the new Gatwick Station Accommodation building is from the new life safety and essential switchboard ESWB/SC/LV/01 and Main Switchboard - MSWB/SC/LV/01 within the new service core area</p> | 09/11/2022 | 09:00 | |

Notification of Asset Change

Ref: NR/L2/MTC/089/AMP012

Issue: 3

Date: 01/12/2018

| Project Name: | Gatwick Station Project | Project Oracle ID: | 142637 | |
|---|---|---|---|--|
| Date work is due to commence on site | | 20/06/2022 | | |
| Construction Stage (include EAI Project & Stage ID ref. no.) (if applicable) | Description of Scope of Works (Asset data to be appended to this form if agreed. Multiple submissions will be required if asset data is to be submitted in stages) | Proposed Date Asset Changes are Effective From | Proposed Time Asset Changes are Effective From | |
| Stage 2 SC3 | <p>LV Distribution. The LV distribution for the new Gatwick Station Accommodation building is via an Powerpact 4 - 12 way 3 phase Style D 400/630A MCCB Panel board (PB/BOH/0/NE) Located with the Switchroom RM-BOH-10-13. Distribution boards & services supplied from PB/BOH/0/NE Will include DB/BOH/0/LTG/NE & DB/BOH/0/PWR/NE - Lighting and Small Power Distribution Board DB/BOH/DC/IMMUNE/PLTM - DC Immune distribution board. DB/BOH/0/MECH/NE - Mechanical Distribution Board BoH Lift Supply DB/BOH/0/LIFT/NE - Lift Distribution Board DB/BOH/1/LTG/NE & DB/BOH/1/PWR/NE - Lighting and Small Power Distribution Board DB/BOH/DC/IMMUNE/CONC - DC Immune distribution board</p> | 09/11/2022 | 09:00 | |
| Stage 2 SC3 | <p>Lighting control The Lighting Control for the new Gatwick Station Accommodation building is via DALI Delmatic bus wire system and the head end PC providing the graphical user interface</p> | 09/11/2022 | 09:00 | |

Notification of Asset Change

Ref: NR/L2/MTC/089/AMP012

Issue: 3

Date: 01/12/2018

| | | | | |
|---|---|---|---|--|
| Project Name: | Gatwick Station Project | Project Oracle ID: | 142637 | |
| Date work is due to commence on site | | 20/06/2022 | | |
| Construction Stage (include EAI Project & Stage ID ref. no.) (if applicable) | Description of Scope of Works (Asset data to be appended to this form if agreed. Multiple submissions will be required if asset data is to be submitted in stages) | Proposed Date Asset Changes are Effective From | Proposed Time Asset Changes are Effective From | |
| Stage 2 SC3 | <u>Earthing</u> The Earth bar LV/EB/BOH/01 for the new Gatwick Station Accommodation building is supplied via 1c x 70mm ² PVC/LSOH, G/Y cable derived from the existing earth bar in the VC link switchroom D0/07 | 09/11/2022 | 09:00 | |
| Stage 2 SC3 | <u>Main Fire Control Panel</u> A new Advanced Electronics MxPro 5 8 loop fire control panel has been provided within the Station Control Room of the new Gatwick Station Accommodation building. All Fire Alarm devices for the Station Accommodation building will be connected to the new loops 6 & 7 | 09/11/2022 | 09:00 | |
| Stage 2 SC3 | <u>Damper Control Panel</u> A new Advanced Electronics MxPro5 Damper Control panel located in the platform level plant room. of the new Gatwick Station Accommodation building | 09/11/2022 | 09:00 | |
| Stage 2 SC3 | <u>Air Handling Unit</u> A new Air Handling Unit for supply and extract ventilation for the new Gatwick Station Accommodation building. | 09/11/2022 | 09:00 | |

Notification of Asset Change

Ref: NR/L2/MTC/089/AMP012

Issue: 3

Date: 01/12/2018

| Project Name: | Gatwick Station Project | Project Oracle ID: | 142637 | |
|--|--|--|--|--|
| Date work is due to commence on site | | 20/06/2022 | | |
| Construction Stage (include EAI Project & Stage ID ref. no.) (if applicable) | Description of Scope of Works (Asset data to be appended to this form if agreed. Multiple submissions will be required if asset data is to be submitted in stages) | Proposed Date Asset Changes are Effective From | Proposed Time Asset Changes are Effective From | |
| Stage 2 SC3 | <p><u>Extract Fans</u> A new extract fan EF-01 installed in the external wall of the Lift Motor Room at platform level for the new Gatwick Station Accommodation building. A new extract fan EF-02 installed in the new Gatwick Station Accommodation building to Unisex WCs, Cleaners' Store and Unisex Part M WC.</p> | 09/11/2022 | 09:00 | |
| Stage 2 SC3 | <p><u>Fire Dampers</u> Fire Dampers installed on supply and extract ducts passing through the fire rated walls in the new Gatwick Station Accommodation building as indicated on layout drawings.</p> | 09/11/2022 | 09:00 | |
| Stage 2 SC3 | <p><u>Electric Panel Heaters</u> Electric Panel Heaters installed in multiple areas in the new Gatwick Station Accommodation building as indicated on layout drawings.</p> | 09/11/2022 | 09:00 | |
| Stage 2 SC3 | <p><u>Comfort/Process Cooling and Heating</u> Comfort/Process Cooling and Heating installed in multiple rooms within the new Gatwick Station Accommodation building as indicated on layout drawings.</p> | 09/11/2022 | 09:00 | |

Notification of Asset Change

Ref: NR/L2/MTC/089/AMP012

Issue: 3

Date: 01/12/2018

| | | | | |
|---|--|---|---|--|
| Project Name: | Gatwick Station Project | Project Oracle ID: | 142637 | |
| Date work is due to commence on site | | 20/06/2022 | | |
| Construction Stage (include EAI Project & Stage ID ref. no.) (if applicable) | Description of Scope of Works (Asset data to be appended to this form if agreed. Multiple submissions will be required if asset data is to be submitted in stages) | Proposed Date Asset Changes are Effective From | Proposed Time Asset Changes are Effective From | |
| Stage 2 SC3 | <u>Cold Water Supply</u> Cold Water Supply to the new Gatwick Station Accommodation building from an existing supply to Station Entrance building as indicated on layout drawings. | 09/11/2022 | 09:00 | |
| Stage 2 SC3 | <u>Hot Water Supply</u> All Hot Water Supply to the new Gatwick Station Accommodation building are served via direct instantaneous electric water heaters in multiple locations as indicated on layout drawings. | 09/11/2022 | 09:00 | |
| Stage 2 SC3 | <u>Above Ground Drainage</u> All new sanitaryware located within toilet and shower rooms, kitchen and cleaners sinks and foot wash facilities in the new Gatwick Station Accommodation building is served by a PVC soil and waste pipe system above Ground Drainage from the below ground connection points in multiple locations as indicated on layout drawings. | 09/11/2022 | 09:00 | |
| Stage 2 SC3 | <u>Surface Water Drainage</u> A Rainwater pipework system installed within new Gatwick Station Accommodation building between roof outlets and an attenuation tank as indicated on layout drawings. | 09/11/2022 | 09:00 | |

Notification of Asset Change

Ref: NR/L2/MTC/089/AMP012

Issue: 3

Date: 01/12/2018

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|---|--|---|---|--|
| Project Name: | Gatwick Station Project | Project Oracle ID: | 142637 | |
| Date work is due to commence on site | | 20/06/2022 | | |
| Construction Stage (include EAI Project & Stage ID ref. no.) (if applicable) | Description of Scope of Works (Asset data to be appended to this form if agreed. Multiple submissions will be required if asset data is to be submitted in stages) | Proposed Date Asset Changes are Effective From | Proposed Time Asset Changes are Effective From | |
| Stage 2 SC3 | <p><u>PAVA System</u> A new Public Address / Voice Alarm (PAVA) Operator control installed in the Station Control Room within new Gatwick Station Accommodation building consisting of 2no PAVA microphones capable of announcing to all areas of the station. PAVA Speakers are also installed in multiple locations as indicated on layout drawings.</p> | 09/11/2022 | 09:00 | |
| Stage 2 SC3 | <p><u>Video Surveillance System (VSS) System</u> A new Video Surveillance System (VSS) Operator control installed in the Station Control Room within new Gatwick Station Accommodation building consisting of 27" HD monitors for camera views and to provide access to the BVMS Operator client with control via USB connected CCTV operator keyboard, a standard keyboard and mouse. CCTV cameras are also installed in multiple locations as indicated on layout drawings.</p> | 09/11/2022 | 09:00 | |
| Stage 2 SC3 | <p><u>Customer Information System (CIS) System</u> A Customer Information System (CIS) Display installed in the Mess Room and Lobby within the new Gatwick Station Accommodation building.</p> | 09/11/2022 | 09:00 | |




Notification of Asset Change

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Issue: 3

Date: 01/12/2018

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| Stage 2 SC3 | <u>Electronic Access Control System (EACS)</u> An Electronic Access Control System (EACS) with appropriate ancillaries as detailed within the asset schedule installed the new Gatwick Station Accommodation building in multiple locations as indicated on layout drawings. | 09/11/2022 | 09:00 | |
| Stage 2 SC3 | <u>Station Data Network (SDN) and Server Cabinets</u> A new Node 4 comprising of 2 cabinets has been installed in the Telecoms room in the new Gatwick Station Accommodation building as indicated on layout drawings. | 09/11/2022 | 09:00 | |

| | | | | |
|---------------------|---|-----------------|---|-------------|
| Declaration: | [Discipline] Maintenance Engineer: All agreed deliverables have been supplied, as documented in NR/L2/MTC/089/AMP008, before work commences on site. | | | |
| Action | Role | Name | Signature | Date |
| Created by | Project Manager | Catriona Taylor |  | 26/10/22 |
| Agreed by | Data Manager | C Garner |  | 13/10/2022 |
| Agreed by | [Buildings] Maintenance Engineer | Lloyd Keane |  | 19/07/2023 |

Notification of Asset Change

Ref: NR/L2/MTC/089/AMP012

Issue: 3

Date: 01/12/2018

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|---|---|---------------------------|---|---|
| Project Name: | Gatwick Station Project | Project Oracle ID: | 142637 | |
| Date work is due to commence on site | 20/06/2022 | | | |
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| Agreed by | [Lifts] Maintenance Engineer | | | |
| Agreed by | [Telecoms] Maintenance Engineer | | | |
| Received by | Interface Co-ordinator | L Feehan | <i>L.F.</i> | 27/10/2022 |

Insert additional lines for authorisations if multiple people exist for roles

Taking over Certificate

Ref: NR/L2/MTC/089/AMP015

Issue: 4



Date: 05/09/2020

| | | | |
|----------------------|-------------------------|---------------------------|--------|
| Project Name: | Gatwick Station Project | Project Oracle ID: | 142637 |
| Spec UID: | | Route: | |

Note: This template contains the minimum requirements to comply with NR/L2/MTC/089, however further detail may be added to suit the requirements of an individual project and/or business area

| | |
|---------------------|---|
| Declaration: | The deliverables listed below have been provided and the site is ready for taking over. (Evidence is attached to this form) |
|---------------------|---|

| | Deliverables | Evidence | Checklist (√ or N/a) |
|----|---|---|-------------------------|
| a) | Asset data as supplied with NR/L2/MTC/089/AMP012 has been agreed and approved | NR/L2/MTC/089/AMP012 completed and authorised by the Data Manager and [Discipline] Maintenance Engineer | |
| b) | NR/L2/MTC/089/AMP008 AMP deliverables have been provided for taking over | NR/L2/MTC/089/AMP008 AMP deliverables received and agreed | |
| c) | Core deliverables have been delivered or risk assessment process completed, as mandated by NR/L2/HAM/02201, and any mitigations implemented | NR/L2/MTC/089/AMP016 authorised by the relevant [Discipline] Maintenance Engineers to confirm core deliverables have been delivered or a deferred renewal risk assessments has been agreed. | |
| d) | Defects identified have been rectified or planned and mitigated with an approved Variation | NR/L2/MTC/089/AMP016 authorised by the relevant [Discipline] Maintenance Engineers to confirm defects have been rectified or a Local Certificate of Authorisation of Variation has been agreed. | |
| e) | Snags have been identified and planned dates agreed | NR/L2/MTC/089/AMP016 populated with snags and planned dates agreed | |

| Action | Role | Name | Signature | Date |
|---------------|----------------------------------|-------------|---|------------|
| Proposed by | Project Manager | | | |
| Authorised by | [Buildings] Maintenance Engineer | Lloyd Keane |  | 19/07/2023 |
| Authorised by | [Buildings] Asset Owner | Lloyd Keane |  | 19/07/2023 |
| Received by | Interface Co-ordinator | | | |

Defect and Snag Identification and Completion Certificate

Ref: NR/L2/MTC/089/AMP016







Issue: 4

Date: 05/09/2020

| | | | |
|----------------------|-------------------------|---------------------------|--------|
| Project Name: | Gatwick Station Project | Project Oracle ID: | 142637 |
| Spec UID: | | Route: | |

Note: This template contains the minimum requirements to comply with NR/L2/MTC/089, however further detail may be added to suit the requirements of an individual project and/or business area

| Where no defects, non-delivered core deliverable or snags are identified complete as confirmation | | | | | | | | | | |
|---|------------------------|----------|-----|---------------------------|-------------------------|---|--------------|------------|--------------------------------------|------|
| Outstanding Core deliverable (C), Defect (D) or Snag (S) | Deficiency Description | Location | | | | Action Required (include required finish date where applicable) | Planned Date | Discipline | Completed - Project Works Contractor | |
| | | ELR | TID | Start Location (MMM.YYYY) | End Location (MMM.YYYY) | | | | Signature | Date |
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| Action | Role | Name | All deficiencies identified | | Defects rectified and core deliverables delivered | | Snags rectified | |
|-------------|----------------------------------|-------------|--|------------|---|------------|---|------------|
| | | | Signature | Date | Signature | Date | Signature | Date |
| Proposed by | Project Manager | | | | | | | |
| Agreed by | [Buildings] Maintenance Engineer | Lloyd Keane |  | 19/07/2023 |  | 19/07/2023 |  | 19/07/2023 |
| Agreed by | [Buildings] Asset Owner | Lloyd Keane |  | 19/07/2023 |  | 19/07/2023 |  | 19/07/2023 |
| Received by | Interface Co-ordinator | | | | | | | |

Taking over Certificate

Ref: NR/L2/MTC/089/AMP015

Issue: 4

Date: 05/09/2020

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| Action | Role | Name | Signature | Date |
|---------------|---------------------------------|------|-----------|------|
| Proposed by | Project Manager | | | |
| Authorised by | [Telecoms] Maintenance Engineer | | | |
| Authorised by | [Telecoms] Asset Owner | | | |
| Received by | Interface Co-ordinator | | | |

Defect and Snag Identification and Completion Certificate

Ref: NR/L2/MTC/089/AMP016

Issue: 4

Date: 05/09/2020

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| Action | Role | Name | All deficiencies identified | | Defects rectified and core deliverables delivered | | Snags rectified | |
|-------------|---------------------------------|------|-----------------------------|------|---|------|-----------------|------|
| | | | Signature | Date | Signature | Date | Signature | Date |
| Proposed by | Project Manager | | | | | | | |
| Agreed by | [Telecoms] Maintenance Engineer | | | | | | | |
| Agreed by | [Telecoms] Asset Owner | | | | | | | |
| Received by | Interface Co-ordinator | | | | | | | |

Taking over Certificate

Ref: NR/L2/MTC/089/AMP015

Issue: 4

Date: 05/09/2020

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| Action | Role | Name | Signature | Date |
|---------------|------------------------------|------|-----------|------|
| Proposed by | Project Manager | | | |
| Authorised by | [Lifts] Maintenance Engineer | | | |
| Authorised by | [Lifts] Asset Owner | | | |
| Received by | Interface Co-ordinator | | | |

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| Action | Role | Name | All deficiencies identified | | Defects rectified and core deliverables delivered | | Snags rectified | |
|-------------|------------------------------|------|-----------------------------|------|---|------|-----------------|------|
| | | | Signature | Date | Signature | Date | Signature | Date |
| Proposed by | Project Manager | | | | | | | |
| Agreed by | [Lifts] Maintenance Engineer | | | | | | | |
| Agreed by | [Lifts] Asset Owner | | | | | | | |
| Received by | Interface Co-ordinator | | | | | | | |

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Author: DSE Limited
Date: October 2022
Version: 02

