



SPOORNET

A division of Transnet limited

**TECHNICAL:
EVALUATION, ACQUISITION AND REVIEW
PROCEDURE**

**PROCEDURE FOR TESTING, COMMISSIONING
AND HANDING OVER OF SIGNALLING PROJECTS**

Author: Senior Engineer: Evaluation, B.M. Ostendorf
Acquisition & Review

Approved: Senior Manager: Infrastructure J.H.P. van Aardt
Maintenance

Authorised: Chief Engineer: Evaluation, Dr C. Dutton
Acquisition & Review

Date: March 2003

Circulation restricted to:
Unrestricted

© This document as a whole is protected by copyright. The information herein is the sole property of Transnet Ltd. It may not be used, disclosed or reproduced in part or in whole in any manner whatsoever, except with the written permission of and in a manner permitted by the proprietors.

1 INTRODUCTION

This document describes the procedure to be followed in the testing, commissioning and handing over of signalling changes or new works.

Where a project comprises work at several stations on a line, the stations will be tested, commissioned and handed over individually as they are completed.

2 DESCRIPTION OF PROCEDURE

The procedure is depicted in the flowchart in Appendix 1. The description in this section contains references to the process numbers and decision point numbers indicated in the flowchart.

2.1 Inspection of station:

When the contractor has completed construction and pre-testing and considers the station ready for acceptance testing, he submits a certificate which states that the station is ready for acceptance testing. The station is then inspected jointly by the project manager or technical officer, a suitably empowered representative from Infrastructure Maintenance and a representative from the contractor (process No. 2). All defects are listed in a snag list. At the end of the inspection the project manager decides whether or not acceptance testing can proceed (process No. 3). If the decision is negative, the process reverts to the construction stage (process No. 1).

All electrical installation must be completed before acceptance testing can start. Unfinished work on wiring (including the need to replace backboards) will result in the station being considered not ready for acceptance testing. Note that the fact that an occupation has been scheduled will not be allowed to pressurise the project manager into proceeding with acceptance tests if the station is considered not ready.

2.2 Commissioning of station:

After successful completion of the inspection, the project manager or his representative (usually the technical officer) will conduct a thorough series of commissioning tests (process No. 4). When he is satisfied that the signalling is safe and that all temporary connections (e.g. short-time bridges), crosses and blanking plates have been removed, he will commission the station by endorsing the trains register and issuing a test certificate (process No. 6). At this point the signalling is placed in full operation under control of the TCO.

Any non-critical faults picked up but not corrected during the tests are added to the snag list. Any critical fault which cannot be corrected during testing will result in termination of testing and reverting to the construction stage.

2.3 Handing over of station:

The handing over certificate will be signed by the project manager or his representative and the representative from Infrastructure Maintenance immediately after commissioning of the station (process No. 7). The snag list compiled during the inspection and updated during acceptance testing will be included in the handing over certificate as the list of outstanding items. At this point Infrastructure Maintenance takes over responsibility for the maintenance of the station, subject to clearance of the snag list.

2.4 Issuing of completion certificate for station:

The snag list must be cleared to the satisfaction of the project manager and the representative from Infrastructure Maintenance before the project manager can issue the completion certificate for the station (process No. 10).

The guarantee period starts when the completion certificate is issued.

2.5 Closure of project:

When completion certificates for all the stations (including control centres) in the project have been issued, the project manager will issue a completion certificate for the entire project (process No. 12). Settlement to the asset register will be initiated. In some cases settlement can be initiated when partial completion certificates are issued.

3 APPENDIX 1: FLOWCHART OF PROCEDURE

