

## Reference Material

# Proposed Operating Diagrams - Frequently Asked Questions

*This document is published as reference material. The content described might be of assistance to individuals and organisations performing work on Transport for NSW Rail Assets.*

*This document clarifies the submission and approval process for operating diagrams.*

Authorised by: Lead Electrical Engineer, Asset Standards Authority

Published: 25 February 2015

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## Proposed Operating Diagrams – Frequently Asked Questions

### **Why do I need to submit proposed operating diagrams?**

Sydney Trains as a Network Operator has responsibilities to meet the requirements of the Electricity Supply (Safety and Network Management) Regulation 2008 for the reliability and safe operation of the electrical distribution networks.

Operating diagrams are part of the controlled documentation that records the configuration of the electrical distribution system. The operating diagrams are critical safety documentation.

Proposed operating diagrams are part of configuration management process to ensure that proposed changes are technically suitable, maintainable and satisfy safety and operating requirements.

### **Who are the signatories required for approval?**

The signatories required are documented in ASA technical note TN 003: 2013 which is located on the ASA website at the following [link](#).

The responsibilities of each of the approvers are detailed in the technical note.

### **How do I circulate the diagrams for signature?**

Depending on the complexity and number of diagrams, it is acceptable to email the diagrams for signature. However, the diagrams are required to be legible and signatories have the right to refuse to approve a diagram which is not legible.

Please refer to ASA technical note for the required order of signatures.

### **What is the format to be used for proposed operating diagrams?**

Proposed operating diagrams are required to be presented in a format suitable to be used directly for the preparation of Electrical Operating Diagram Advice of Alteration.

In particular the following should be consistent with the existing operating diagrams:

- amount of detail consistent with similar diagrams
- equipment symbols and naming conventions
- layout and general conventions
- line styles and colours
- clouding to identify the proposed change
- title block in accordance with the RailCorp CAD manual

Information that is considered relevant to enable the approvers to understand the proposed changes should be provided on a separate accompanying document. This would typically include the project scope, construction notes, non-electrical operating restrictions.

**The proposed operating diagrams have a lot of corrections marked by the signatories. Do I have to produce a new revision of the drawing?**

When the diagrams have only minor corrections then the diagram does not have to be revised.

Where there are numerous corrections and/or major corrections to the drawings then a new revision is required and is to be circulated for signature. The Lead Electrical Engineer, ASA will advise if this is required.

**If an existing approved diagram requires modifications what should I do?**

When an existing approved proposed operating diagram is required to be changed, then a new revision of the diagram is required to be prepared and all signatories will be required to review and sign.

The clouding on the diagram should reflect the changes to the electrical network and associated operating information. The purpose of the clouding is to show all the electrical network changes and not just the changes between drawing revisions.

**What do I do with the approved diagrams?**

When the proposed operating diagrams have the complete set of signatures required they are required to be sent to the Sydney Trains Electrical Operating Diagram Section for publishing on the relevant website. This is a mandatory requirement.

It is also the responsibility of the project manager to advise Sydney Trains Electrical Operating Diagram Section when the proposed changes have been implemented. This will facilitate the removal of the proposed operating diagrams from the website.