| **Source Design Records Assurance and Correlation** | **All fields shall be completed** |
| --- | --- |
| **Engineering Job Number**  |       |
| **Job Title** |       |
| **Master Records Request** |
| 1 | **Signal design engineer / designer** | Name: |       | RIW ID |       |
| Company: |       | Position:  |       |
| Email:       | Phone: |       |
| 2 | **Network Details** | Line/Location:       | Km:       |
| 3 | **Nominated As-built Drawing Records required to be booked out from DMS** | Circuit Book / Drawings |  | <Insert Drawing name/number.> | <Insert comment if not required> |
| Signal Plan |  | <Insert Drawing name/number.> | <Insert comment if not required> |
| Control Tables |  | <Insert Drawing name/number.> | <Insert comment if not required> |
| Bonding Plan |  | <Insert Drawing name/number.> | <Insert comment if not required> |
| Drivers Diagram |  | <Insert Drawing name/number.> | <Insert comment if not required> |
| Detailed Site Survey |  | <Insert Drawing name/number.> | <Insert comment if not required> |
| <Insert other Drawings> |  | <Insert Drawing name/number.> | <Insert comment if not required> |
| 4 | **Nominated As-built Data Records required to be booked out from DMS** | CBI Data |  | <Insert Drawing name/number.> | <Insert comment if not required> |
| LX Predictor Data |  | <Insert Drawing name/number.> | <Insert comment if not required> |
| LX Monitor Data |  | <Insert Drawing name/number.> | <Insert comment if not required> |
| Axle Counter Data |  | <Insert Drawing name/number.> | <Insert comment if not required> |
| Telemetry Data |  | <Insert Drawing name/number.> | <Insert comment if not required> |
| Phoenix Maps |  | <Insert Drawing name/number.> | <Insert comment if not required> |
| <Insert other Data> |  | <Insert Drawing name/number.> | <Insert comment if not required> |
| **Master Records Correlation** |
| 5 | **Correlation copy set of documents produced** | YES [ ]  |  | Date issued: |       |  |  |
| 6 | **Desk Top Correlation** | The signal design engineer/designer shall undertake the following checks: |
| Check all recent jobs updated and recorded |  | <Insert comment if discrepancy> |
| Check that no outstanding Certified Commissioning Copies to update |  | <Insert comment if discrepancy> |
| Check with signal maintenance engineer that no outstanding updates |  | <Insert comment if discrepancy> |
| Confirm with signal maintenance engineer that no known discrepancies |  | <Insert comment if discrepancy> |
| Check no works currently being designed |  | <Insert comment if discrepancy> |
| Complete [ ]  | No Discrepancies found [ ]  | Date completed: |       |  |  |
| 7 | **Desk Top Correlation Discrepancies Found** | <Insert details of discrepancies found...> |  |
| 8 | **Site Correlation Required** | A Site Correlation is required  |
| Equipment Check [ ]  | Wire and Null Count [ ]  | Wire Hand Trace [ ]  | Book Out and Bell Test [ ]  | Planned date: |       |
|       |       |  |       |
| Name | Position | Signature | Date |
| 9 | **Site Correlation Performed** | Equipment Check [ ]  | Wire and Null Count [ ]  | Wire Hand Trace [ ]  | Book Out and Bell Test [ ]  |  |  |
| 10 | **Site Correlation**  | Complete [ ]  | No Discrepancies found [ ]  |  | Discrepancies found as below [ ]  |  |
|       |       |  |       |
| Name | Position | Signature | Date |
| 11 | **Site correlation discrepancies found** | <Insert details of discrepancies found...> | <Insert details of corrective action...> |  |
| 12 | **Site correlation discrepancies found but do not affect the proposed design activity** | <Insert details of discrepancies found...> |  |
| 13 | **Source Design Documents Confirmed as Correct for undertaking the signalling design** | Complete [ ]  | Date completed |       | Name:       | Signature |  |
| **Source Design Records Assurance and Correlation Complete** |
| 14 | **Endorsed after technical review by signal design manager for the project:** | Review completed: |
|       |       |  |       |
| Name | Position | Signature | Date |