



Memorandum of Understanding

The Management of Tramway Guidance (RSP2) & Associated Supporting Guidance Documents

This Memorandum of Understanding is between the Office of Rail Regulation (ORR) and UKTram.

1. The ORR wishes to ensure that the document RSP2 'Railway Safety Publication 2 - Guidance on Tramways' (referred to as 'Guidance' in this document) is updated and reviewed to advise on current 'Best Practice' & 'Industry Standards' across the full range of activities undertaken by 'UK Tramways'. The requirement is to ensure that the 'Guidance' notes is kept under review and updated as needed.

ORR considers that this process is best achieved by UKTram taking the lead responsibility for reviewing, drafting and re-issuing replacement 'Guidance' drawing upon the latest edition of the 'Guidance' Document.

2. UKTram will take the lead role for reviewing the 'Guidance', drafting and issuing replacement 'Guidance' and keeping it under review once the current revisions are completed by ORR. UKTram would like to ensure that the published 'Guidance' should maintain the statement of "Following the Guidance is not compulsory and you are free to take other action. But if you do follow the Guidance you will normally be doing enough to comply with the law. Railway Inspectors seek to secure compliance with the law and may refer to the Guidance as good practice." as stated in the current edition of RSP2 (the current 'Guidance'). Therefore in order that it can endorse this statement ORR will have the final decision in the event of any disagreement on drafting and all changes, amendments and alterations.
3. To undertake the work on the 'Guidance' UKTram will establish a 'Guidance & Standards Working Group'. The Chair of this Group will automatically hold a position on the UKTram board and will be voted as chair of the group by the group's members. The Guidance & Standards Working Group will at least comprise the following members.
 - Group Chairman & Vice Chairman – Elected by the group members.
 - A Representative appointed by ORR
 - The Chairman of the Light Rail Engineers Group (LREG)

The Guidance & Standards Working Group will incorporate the current UKTram Working Groups as Sub-Groups and will be responsible for the management of their activities.

4. The Guidance & Standards Working Group role would be as follows:
 - Agree the Structure of Revised Documentation
 - Agree a Project Plan, including timescales and responsibilities for reviewing the 'Guidance', drafting and issuing replacement 'Guidance'.

- Monitor and Manage delivery of the Plan.
 - Resolve all issues of content and drafting of the 'Guidance'
5. The Guidance & Standards Working Group will meet at least quarterly with other sub working groups meeting between these meetings and all work and progress will be reported back to the quarterly meetings.
 6. Any replacement of the Guidance will be made openly available as currently done by ORR, though UKTram may wish to keep some supplementary Guidance available to only its members.
 7. The ORR and UKTram will review this Memorandum of Understanding after one year of its initiation and at three yearly intervals thereafter.

Date of Understanding:

Signed on behalf of ORR:



Print Name: **DAVID KEAY**

Position: **HM DEPUTY CHIEF INSPECTOR**

Signed on behalf of UKTram:



Print Name: **COLIN ROBEY**

Position: **MANAGING DIRECTOR**