



Supplier Assurance
The Quadrant
3rd Floor, Caldecotte
Elder Gate
Milton Keynes
MK9 1EN

5th December 2013

Dear Principal Contractor Licence Holder,

Alignment of Audits

Over the last few months there has been various communications from Network Rail, Achilles and the RISQS Board, advising you of the forthcoming changes to the audit regime.

In order to meet the objective set out last year of reducing the number of audits through the supply chain, all management system audits will be carried out by Achilles, on behalf of the RISQS Board and Network Rail; the protocols for the audits can be found on the Link-up Engage portal.

As of the 6th January 2014 the following new schemes / modules will be live, and will become a mandatory requirement of the revised Network Rail Principal Contractor Scheme (a DRAFT of the new scheme is attached):

- **RISQS Industry Minimum Requirements Module (IMR)** (which replaces Network Rail NR/L2/CPR/302 Core Requirements)
- **Sentinel Scheme Rules**
- **Safe Systems of Work Planning**

All Principal Contractor Licence holders will be required to undertake the above audits before 31st December 2014.

Attached is a process map to assist you in deciding when and how you can meet this requirement and maintain assurance during the transition period. The covering email advises you when your current PC Assurance File expires, any updated assurance files must be complete with back and sent on disc or memory stick to the above address by recorded delivery.

Aligning all the above new audits with your current product code and annual audit will provide the best reduction of audit days.

If you have any queries in respect of this or wish to discuss further, please email the Assurance team at licencesubmission@networkrail.co.uk, in the subject title please put "Organisation Name and Audit Alignment" an Assurance Specialist or I will ring you back to discuss your individual requirements and help you come to the best conclusion.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'G Scott'.

Gillian Scott
Assurance Manager