Network Rail Standards
including:

Standard Engineering Drawings
Civil Engineering Standard Designs and Details - SDD

user guide
an introduction to using key facilities of the on-line system
version 2
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### Starting a search

**Hint:** If you don't know the exact publishing details, always use a wildcard: an asterisk (*) to replace a string of characters or words.

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<th>Click on relevant item for more information</th>
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<td>‘I know the Document/Drawing Title or part of it’</td>
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<td>19</td>
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<tr>
<td>‘Just browsing’</td>
<td>20</td>
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</tbody>
</table>
Find your way around

Logout Always exit here to avoid delays at next login.

Contacts Who to contact for operational and technical advice.

Advanced Search Use this or a more specific information search. See from p.11

Help Guides Quick access to this guide for use online or to print a hard copy

Feedback Online questionnaire

FAQ List of Frequently Asked Questions

Favourites Access your stored Favourite searches See p.21
Simple when you know how

**Simple search** Searches simultaneously across Document Title, Document Number and Full Text fields. It will automatically search Standards, the Drawings sections and the Historic module (NOTE you will only be able to view the Historic pdfs if you subscribe to this module).

All documents found containing the search words in the title, number or text will be returned.

The most relevant documents will be displayed first in the results list returned.

**Hint 1:** Use this Search field if you know the exact document number or title and want to check all subscribed modules.

**Hint 2:** If you don't know the exact publishing details, always use the asterisk wildcard * to replace a string of characters or words.

**Hint 3:** If you type in several words with spaces between them, Simple Search returns all documents containing instances of all the words.

**Hint 4:** If you want to find the exact phrase, place the words between quote marks e.g “catalogue of permanent”. Better still, use the Advanced Search. You must include relevant stop words Such as:- of, and, it. You cannot use the * wildcard in phrase searching.

**Hint 5:** To save time typing, highlight relevant text to copy by dragging using the ‘left’ mouse button. Then you can ‘copy and paste’ information into relevant search fields utilising the ‘right’ mouse button.
About the Find & Look In fields

**Load previous search fields** Use this field to select previously saved search parameters. [See p. 23]

**Document Title** Use this field if you know either the exact title or a phrase used in the title. [See p. 12]

**Document Number** Use this field if you know some or all of the document number. [See p. 11]

**Text** Use this field to search for documents containing several specific words.
Qualify use by selecting also:

- **all of the Words** – gives any document containing all the words
- **the exact phrase** – returns only documents containing the exact phrase
- **at least one of the words** – returns any document containing at least one of the words

[See p. 14]

**Favourites** Use this field to search particular saved groups. Use in conjunction with the other Look-In fields to restrict the search. [See p. 18]

**Clear fields** Resets and clears all the Advanced Search fields to their default setting.

**Look In fields**

The default is search of all the **Network Rail Standards**

To select **Historic Standards** (separate subscription) and/or **Drawings** click relevant buttons.

Network Rail Standards searches can be restricted to just those new this issue by clicking the **New** button. This does not apply to the drawings. [See p. 16]
**About the Limit To fields**

**Year & Month Range** You can narrow your search to a range of dates.

**Hint**: If you leave the Find fields blank, a search will return all the publications matching all the Limit To fields selected here.

You can narrow your search to a single, several or any combination of:

- **Subject Group**
- **Information Type**
- **Document Type**

You can use these 3 in any combination. The boxes above each selection list will identify the individual topics selected from each list. See p. 17.
### Understanding Search Results 1

**What do the fields mean?**

Tick respective boxes from the results list, to save to a **Favourites group** See p. 21

Click here for Document Information. Includes pdf size to assess downloading time

Click Page, Next, Last to see more results

**Number of documents found**

- **S** = Current Standard
- **H** = Historical (available via subscription only)
- **SE** = Standard Engineering Drawing
- **CP** = Civils SDD PDF version
- **CC** = Civils SDD CAD version

These 3 columns identify the categories to which each Standard relates

**Sorting** Click any column heading to sort information into ascending/descending order for the column selected. An Arrow head appears showing the sort direction

---

**Search Results**

<table>
<thead>
<tr>
<th>Save To Favo?</th>
<th>Document No.</th>
<th>Document Title</th>
<th>Class</th>
<th>Subject Type</th>
<th>Info. Type</th>
<th>Doc. Type</th>
<th>Doc. Info.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>BRS-GM 701/2</td>
<td>Lifting Barrier Mk2 Thrust Washer</td>
<td>H</td>
<td>Mechanical &amp; Electrical Level Crossing</td>
<td>Drawing</td>
<td>Drawing</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>BRS-SC 10</td>
<td>Stretcher Concrete for Signal Wheel Crank Frame Legs</td>
<td>SE</td>
<td>Signalling Structure Mechanical Signal Connections</td>
<td>Drawing</td>
<td>Drawing</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>BRS-GM 52599</td>
<td>Parts Schedule Mechanical backdrive external to 4” on RRS for full depth 50V</td>
<td>SE</td>
<td>Mechanical &amp; Electrical Point Layouts</td>
<td>Drawing</td>
<td>Drawing</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>BRS-GM 2495</td>
<td>Detector Rod (Short)</td>
<td>SE</td>
<td>Mechanical &amp; Electrical Point Fittings</td>
<td>Drawing</td>
<td>Drawing</td>
<td></td>
</tr>
</tbody>
</table>

Documents: 1 to 10 of 5433 * Pages: 1 2 3 4 5 6 7 8 9 10 [next] [last] Total pages: 309

See p. 21
## What do the fields mean?

Understanding Search Results 2

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Description</th>
<th>Issue Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRS-SM 2469/1</td>
<td>Connection Red Jaw End to 1 1/4&quot; Screwed End, 67 Devonport, 67 LH Offset</td>
<td>SC</td>
<td>Mechanical &amp; Electrical Point Fittings, Drawing, Drawing</td>
</tr>
<tr>
<td>E10/008/14/1</td>
<td>Road Remote Control Systems - Miscellaneous Data</td>
<td>SC</td>
<td>Western Region E10/008 Interlocking Circuits, Drawing, Drawing</td>
</tr>
<tr>
<td>BRS-ST 100/2/50</td>
<td>Mechanism to Column G.A. Schedule Lifting Barrier (Auto) Hl: 11 B</td>
<td>SC</td>
<td>Mechanical &amp; Electrical Level Crossing, Drawing, Drawing</td>
</tr>
<tr>
<td>E10/008/9/38</td>
<td>Capacitor Time Delay (2)</td>
<td>SC</td>
<td>Western Region E10/008 Interlocking Circuits, Drawing, Drawing</td>
</tr>
<tr>
<td>EHQ/P6/0/7/032</td>
<td>Procedure for the Installation of Standard Type Neutral Sections</td>
<td>SC</td>
<td>Electrification and Plant, BRB Document, Document</td>
</tr>
<tr>
<td>BRS-SM 854/1</td>
<td>Apparatus Case Large Door RH for Yale Lock for Door Assy., RH with Yale Lock</td>
<td>SC</td>
<td>Mechanical &amp; Electrical Apparatus Cases &amp; Relocatable Buildings, Drawing, Drawing</td>
</tr>
<tr>
<td>BRS-SM 571/12</td>
<td>Swing Nose Crossing R.H. Support Channel for Drive Lock Mechanism</td>
<td>SC</td>
<td>Mechanical &amp; Electrical Point Fittings, Drawing, Drawing</td>
</tr>
</tbody>
</table>

### View pdf
Click on individual document number or title to view and print PDF.

### Confirmation of the Search parameters selected
Click here to save all ticked results to a Favourites Group  See p.21

### Document number followed by the Issue level in parentheses. The document number is shown in both RT and NR formats where relevant.

### Hint:
If the NR number is shown first, the RT number has now been replaced. If the RT number is shown first, the NR number shown on the ‘dust sheet’ does not come into force until up-issued.
Using Advanced Search

Example 1

**Search example:** Searching for ‘NR/SP/SIG/10660’ Model Clauses for Specifying Civil Engineering Works

**Hint 1:** Precise information gives precise search results. Do check your numbering is correct. Use the Asterisk wildcard (*) to replace characters.

**Hint 2:** The number is always a minimum of 3 characters long. E.g. 8 = 008, 18 = 018

**Hint 3:** Be consistent, only use one number format when searching.

**Use any of the following formats:**

- NR/SP/SIG/10660
- nrspsig10660
- Nr sp sig 10660
- *sig10660

Use **Document Number** field. Type in as much of the complete number to make it unique. Use the wildcard * to replace a number of characters.

See p.9 for an explanation of the Search Results columns.
Using Advanced Search

Example 1

**Search example:** Searching for ‘Track Design Handbook’

Use any of the following formats:
- track design handbook
- track design hand*
- tr* des* han*

Use **Document Title** field. Type in any words of the title. Use in conjunction with the wildcard * to replace a number of characters or words.

**Hint 1:** Precise information gives precise search results. Do check your spelling of words is correct. Use the Asterisk wildcard (*) to replace characters or words.

**Hint 2:** Spaces between words or numbers will be treated as 'AND'.

See p.9 for an explanation of the Search Results columns.
Using Advanced Search

Example 2

**Search example**: Searching for ‘Track Design Handbook’

key in `track des*`

This example shows that a less precise title search identifies a larger selection of possible titles.

See p.9 for an explanation of the Search Results columns.
Using Advanced Search

Example 3

1. Key in **rail head damage** in the Advanced Search Text field.
2. Select the **exact phrase** button.
3. Before pressing the Search button, highlight the text and use the right mouse button to **Copy** the text.

Three standards are identified in relevance ranking order containing the phrase.

Select the first pdf by clicking on the **Document Number** or **Title**.

Next page
Using Advanced Search
Example 3

4 Use the find button and right click the mouse in the **Find What** field to paste in the phrase text from 1

5 Click Find

The first instance of the phrase is highlighted.
Repeat the **Find** as required
Using Advanced Search

Example 4

'I know the document is new to Network Rail Standards

Click the New button.

Hint: The ‘New’ button function is only applicable to Standards, not Drawings or Civil Engineering Standard Designs.

If the FIND fields are left blank, a search will return all the standards that are “New this Issue”

To narrow the scope of the search, use this in conjunction with information entered into the fields:

• Document Number
• Document Title
• Text

Using Main Menu

What’s New ▼ News ▼ Faqs
New and Re-issued
Superseded or Withdrawn
Recent Deletes
Out for Consultation

New and Re-issued
Superseded or Withdrawn
Recent Deletes
Out for Consultation

This provides access to a pdf which gives links to All new and up-issued Standards this issue
Using Advanced Search

Example 5

‘I want a specific Subject Group, Information type, Document type’

1 Using the **LIMIT TO** fields.

Hold the Shift key and use the mouse to select one or a number of categories from any of:-
- Subject Group
- Information Type
- Document Type

Those categories selected will appear in the boxes below each list.

If the **FIND** fields are left empty, a Search will return all the titles in the categories selected. See below.

This example shows the results of selecting Information Type = **Guidance Notes**
I want to search my Favourites groups

Using Advanced Search
Example 6

1. Tick Favourites box in the LOOK IN fields

2. Select the Favourite folder or group to search

3. Qualify the search by using the FIND fields and/or the following LOOK IN boxes:
   - Network Rail Standards
   - Historic Standards
   - Standard Engineering Drawings
   - Civil Engineering Standard Designs & Details
‘Access Standards by Document Type and Usage’

1. Click on Guide to Contents
2. Click on Standards Menu
3. Click on Network Rail Standards
4. Click on relevant entry
5. List of Standards displayed. Click on individual entries to view a specific Standard.
These examples show how to access other information sources providing key information on Company Standards:

- Briefing Report
- Catalogues

Click on these links to display the contents of each catalogue.

Index of Network Rail Documents Relating to Signalling Equipment:

- RT/LS/CAT003 Part 1 - Mechanical and Electrical Drawings
- RT/LS/CAT004 Part 2 - Signalling Structure Drawings
- RT/LS/CAT005 Part 3 - Typical Circuits
- RT/LS/CAT006 Part 4 - Equipment and Systems Specifications* (Issue 10 Aug 2004) Click to View
- RT/LS/CAT007 - Direct Maintenance Supplementary Instruction Catalogue (Issue 11 Aug 2008) Click to View

*The standards shown in this catalogue are for reference purposes only, they may not reflect today’s requirements nor Network Rail’s future asset strategy.
Saving selected search results

1. Following any search, tick documents to be saved.

2. Click Save to Favourites

3. The following dialogue box is displayed.

To create a new folder, click on the Create Folder button. To create a group click on Create Group. To add results to an existing group click on Add To Group. To rename or delete an item, select the item and click Rename or Delete.

You have 5 documents waiting to be added to a group, select a group and then click Add To Group to add these documents to that group. You can create new groups and folders before choosing a group to add these documents to.

If you navigate away from this page without selecting a group then your document selection will be lost.

4. Choose Create Folder or Create Group
Saving selected search results

Select Create Folder

5 Prompt displayed to enter Folder name. Key in name.

The Folder can now be viewed under the Favourites tree heading

6 A Group must be created to save a Favourites list

The Group can now be viewed under the created folder

7 Click on Add to Group

8 Content of Favourites accessed via main menu bar

Click on Favourites name to view the Contents of the group.
Saving selected Advanced Search criteria

If you frequently use the same Search criteria to perform a search, you can save these criteria for future use without having to fill in the detailed search fields each time. This feature also allows you to save the search with a specific name that is personalised and meaningful to your organisation.

Once you are happy with the results of a specific search, key in an appropriate name to store the search parameters and press the Save Search button.

The next time you want to run the report, access the Advanced Search screen and select the appropriate saved search from the drop-down list.

When the search is highlighted, click on Load and the relevant search fields will be automatically populated. To delete the search, highlight the name from the drop down list and click Delete Search.
Summary features of Acrobat

- Graphics select tool. Drag across graphic to be copied and use right mouse to copy. NOTE: Disabled on Company Standards.
- Zoom Out - applies to whole document.
- Zoom In - applies to whole document.
- Zoom In Tool - Click and drag across the area to be expanded.
- Copy highlighted text or graphics.
- Page navigation.
- Go to previous screen view (Acts like a browser 'Back' tool).
- Text select tool. Drag across text to be copied and use right mouse button to copy selected text or select all on page. NOTE: This feature is disabled on Company Standards.
- Hand Tool - Click on the document to move from page to page.
- Find a word or term in the document. The first instance is highlighted.
- Click here to print document.
- Click here to save file to local disk.

About PDFs and Acrobat Reader

- Select to change view size on screen.
- Current Page.
- Page Layout.

Hint: All documents on Company Standards are PDFs (Portable Document Format) and are viewed using Adobe Acrobat reader. We recommend version 5 or higher to view the documents.
1. Use the simple Search field to search Document title, Document Number and full text fields simultaneously.

2. If you know the document number or part of it, or the document title - use the relevant Advanced Search fields to get the most focused search results.

3. Cut & paste. You can cut & paste information into the search fields using the mouse without having to type.

4. If you are not completely sure of the Standards or Drawing title you need, use the Standards or Drawings menus available from the Guide to Contents drop-down button. These give you alternative methods for finding Standards & Drawings.

5. Not sure whether a Standard you are looking for has been superseded or withdrawn as it doesn’t appear in the search results list? (NOTE You can only do this properly if you subscribe to the Standards Historic module).
   a. Try searching for the number using the Text field of the Advanced Search with the Historic module ticked (This search will identify every reference to the Standard in every document.)
   b. From the results list sort the Document number list into numeric order by clicking on the Column title. An upwards or downwards arrow will appear as shown:-

   c. View the pdf of the latest Standards Catalogue referenced, RT/LS/CAT001 (Note this won’t always be the “current” issue.)

   d. Using the pdf Search (Find) field, key in the Document Number you are looking for. Look for the entry in the Documents archived in the last 14 months section to identify the replacement Standard or action.
If you get no search results:

• Have you typed the name correctly? If you are not sure of a spelling, use the * wildcard to substitute for doubtful letters.

• Have you highlighted a Subject Group, Information Type or Document Type in the “Limit To” fields? Deselect by using the “Clear Fields” button and search the Full Document Set.

• Have you got the “new” button selected? Deselect

• Have you got the Favourites box ticked? If so Clear Fields.

• If searching for a specific Document Number, have you got the format right have you typed the numbers correctly?

• Are you being too specific? Try fewer words and use the * wildcard.

• Try using a similar name or number plus the * wildcard.

• Try using Simple search instead of Advanced search.

If you get too many search results:

• Be more specific - add relevant words or numbers separated by spaces.

• Restrict your search by using the Advanced search date field.

• Use the Document Number or Document Name fields on the Advanced search screen.