NIR-Online (Version 3.0.4) – Quick Start Guide

Author: Simon Perkin, last updated 16.02.2023

☆ New in version 3.0.2 to v3.0.4

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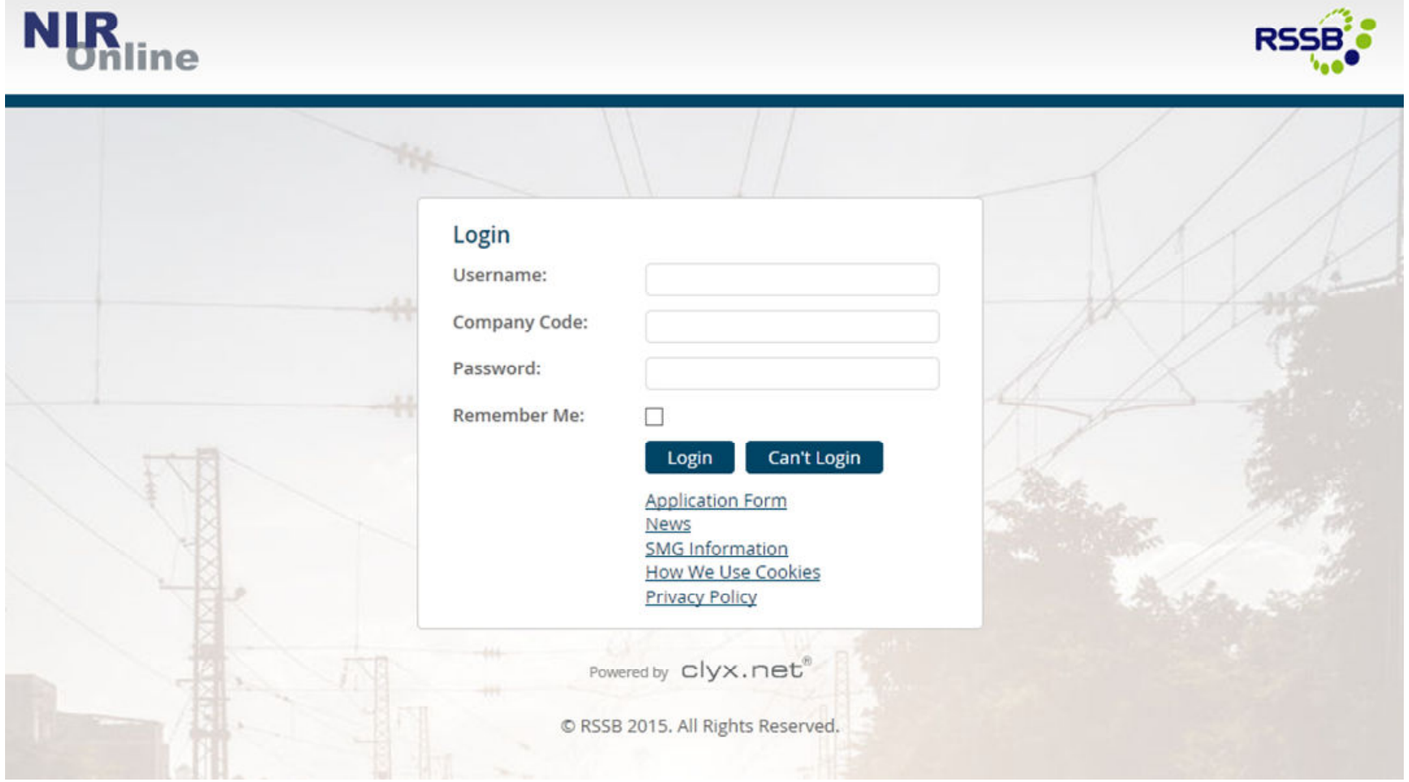


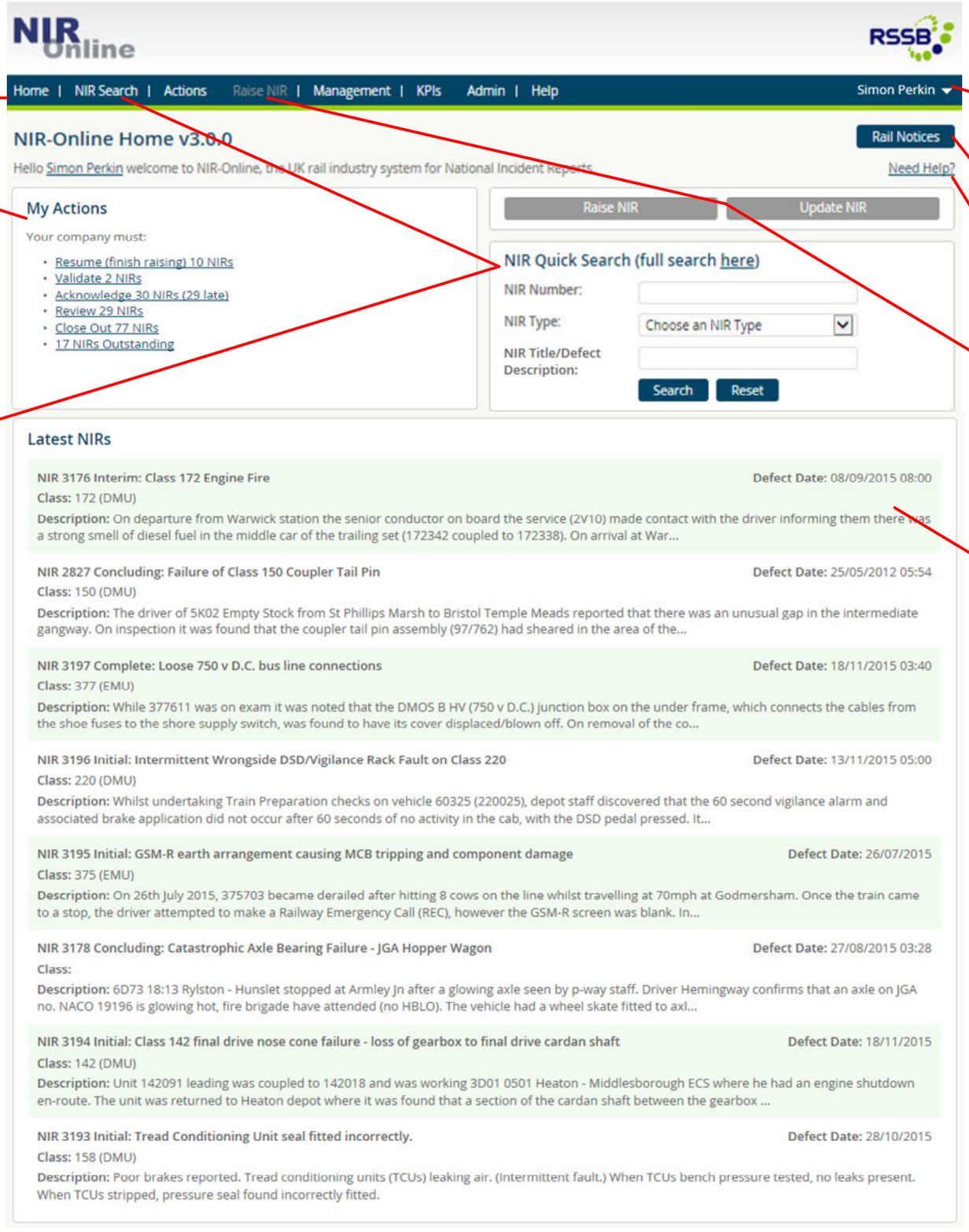
Home

The main menu is always accessible and provides access to all of the main features.

The ‘My Actions’ panel indicates the actions that are associated with your company. It includes actions that are not necessarily yours to complete, but are shown for information. Your user role within NIR-Online determines what you are permitted to do.

The quick search feature is good for doing simple searches where you probably know the NIR number or wish to search by keyword.

Use the ‘NIR Search’ menu item for more detailed search options.



This shows the logged in user and provides access to clyx.net, the clyx helpdesk and the logout feature.

Rail Notices can be accessed using this button if you have access to it.

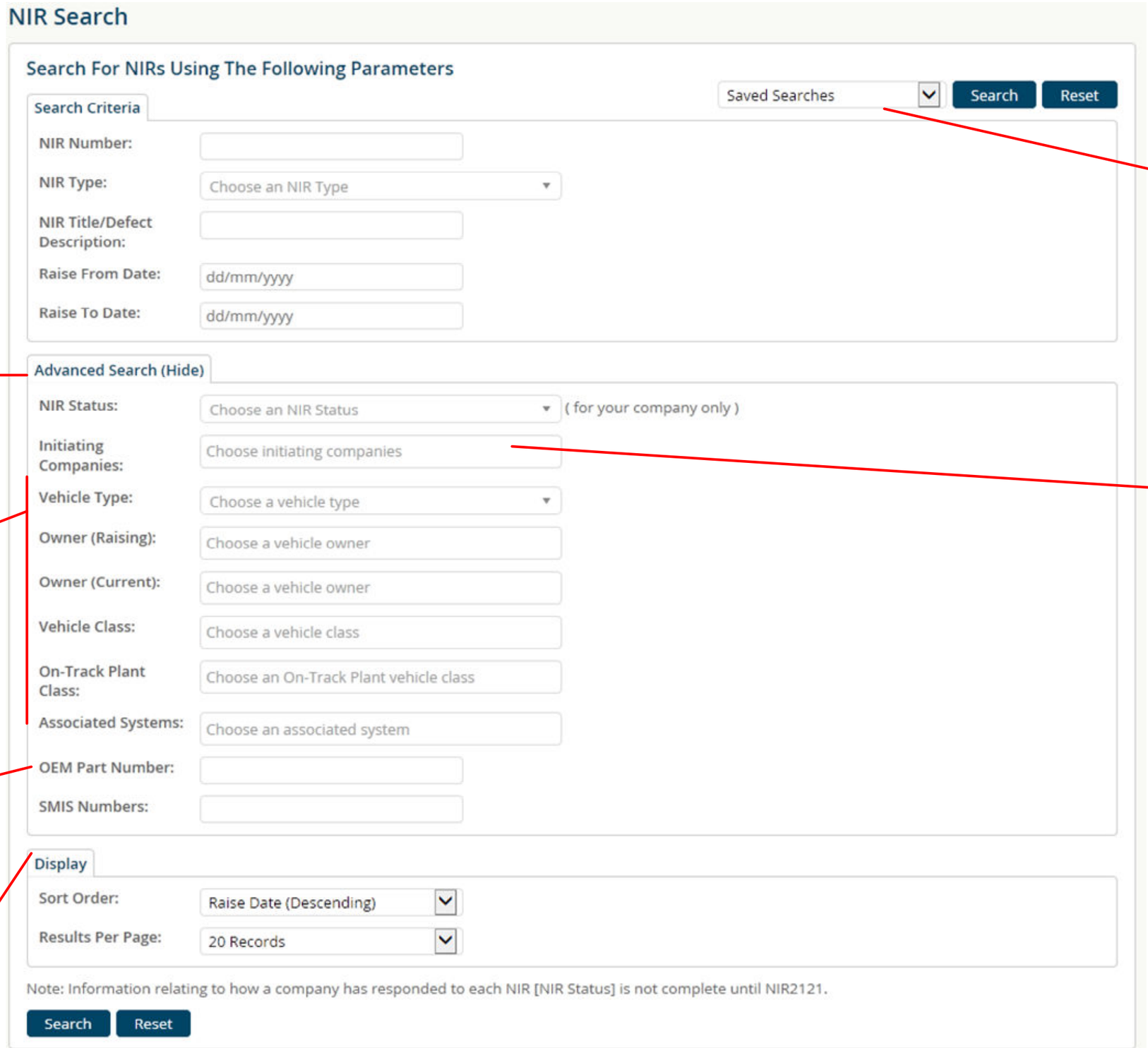
Most pages have context sensitive help. Click this link to read the help.

Users authorised to raise new NIRs or update existing NIRs (initial or interim) can do so either via the main menu or using these buttons.

The most recently raised NIRs are presented here. Click a record in the list to view the NIR in more detail. Throughout NIR-Online the search results are shown in a consistent format to improve usability.

NIR Search

This page provides you with a wide variety of search options for finding NIRs. Each search property is logically ANDed so the more search parameters you use the fewer search results should be expected (or none).



The advanced search parameters are not shown by default (click tab title to expand and collapse).

All of these parameters are multi-select, find as you type. Simply select as many entries from each list as you require.

It is possible to search by OEM part number.
Note: that there will be no data for any NIR raised prior to v3.0.3.

Use these options if you wish to sort the results in a non-default manner or wish to change the paging setting.

If you have previously saved a standard search, you can pre-load the search form using the 'saved searches' drop list.

No dates can be saved and you can still modify the search further, as required.

If you select certain vehicle types, you are provided with further additional search parameters.

NIR Search Results

This page presents the corresponding search results.

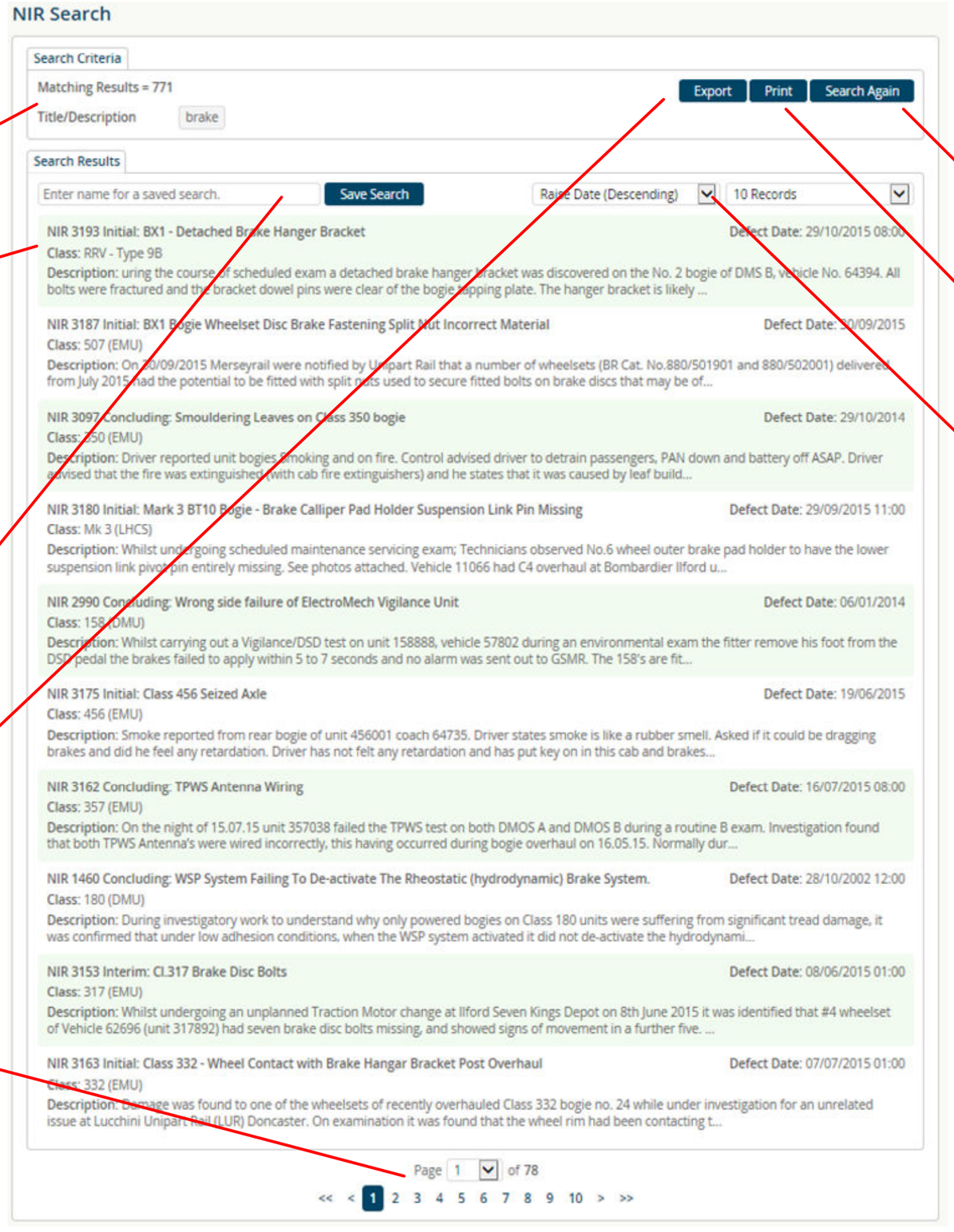
The number of matching results along with the search properties used in the search are displayed at the top of the page.

Click a record in the list to view the NIR in more detail. Throughout NIR-Online the search results are shown in a consistent format to improve usability.

If this is a search you are likely to use frequently, consider saving it for the future. Simply give the search a sensible name that you will remember and click the 'Save Search' button.

The search results can be exported as CSV data for analysis, sorting and filtering using MS Excel for example.

The number of pages along with paging controls are displayed at the bottom of the search results page.



This button takes you back to the search results page retaining your search parameters.

Click this button to view a printable version of all the corresponding search results.

The sort order and paging count can also be changed on this page.

View NIR - Detail

This is the default NIR detail view. The NIR number is prominently displayed.

If the NIR has multiple issues (e.g. Initial, interim, concluding), you can switch between them using the drop list.

The different parts of the NIR can be accessed using the tabs across the top. Some of the tabs include the quantity of associated records (e.g. 3 photos).

The OEM part number is shown. Where no data exists (pre v3.0.3), 'n/a' is displayed.

The following properties are in the context of your own company:
- when it was acknowledged (by whom)
- when it was last reviewed
- is it open or closed for your company

This button takes you back to your set of search results.

To generate a printable view of the NIR, use this feature.

To export the NIR data to CSV format, use this feature.

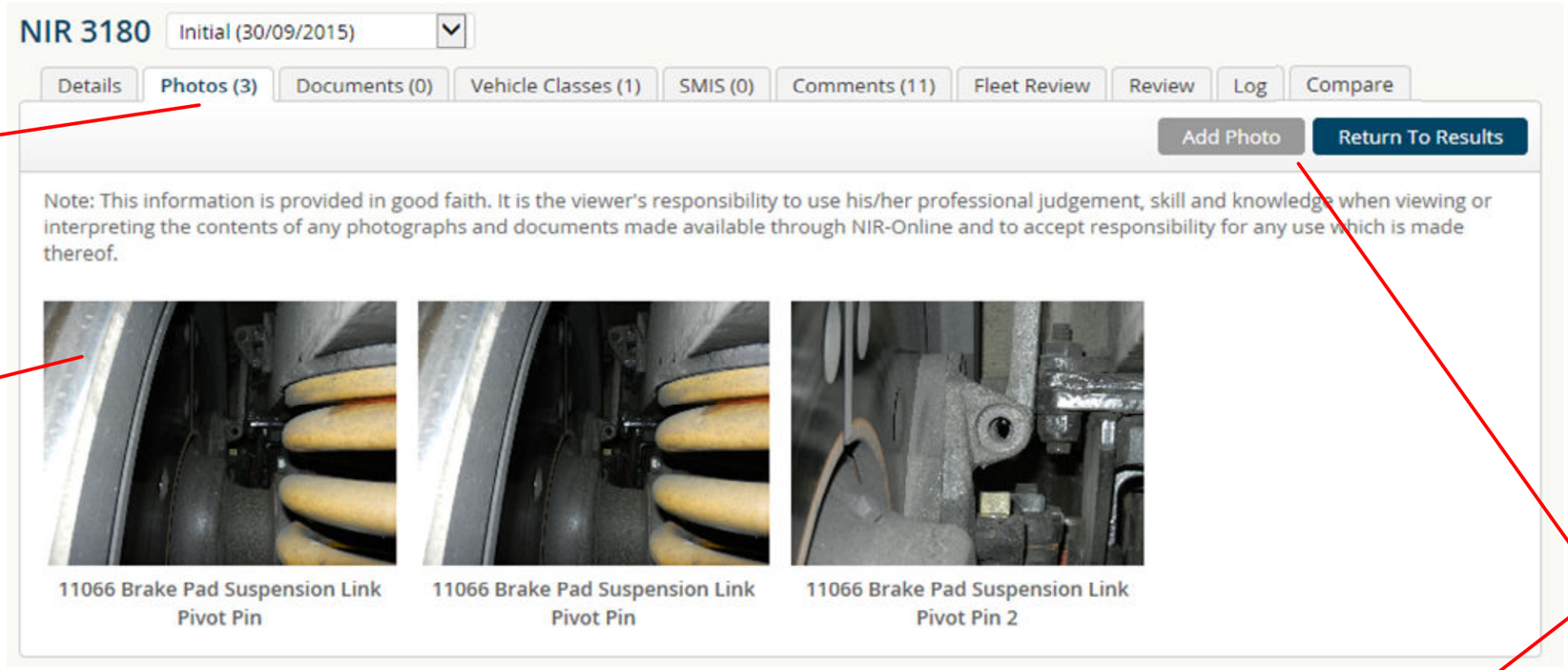
You can request a PDF copy of the NIR using this button. The email will be sent to the email address associated with your clyx.net / NIR-Online user account.

Other primary NIR-Online functions such as validate, acknowledge and review will be presented here at the appropriate process stage and to relevant users.

View NIR – Photos, Documents

This page displays any images associated with the NIR. The quantity of photos is indicated in the tab.

Click the image thumbnail to view a larger version of the image. From there further details about the image are displayed and you can also download the full-res image.



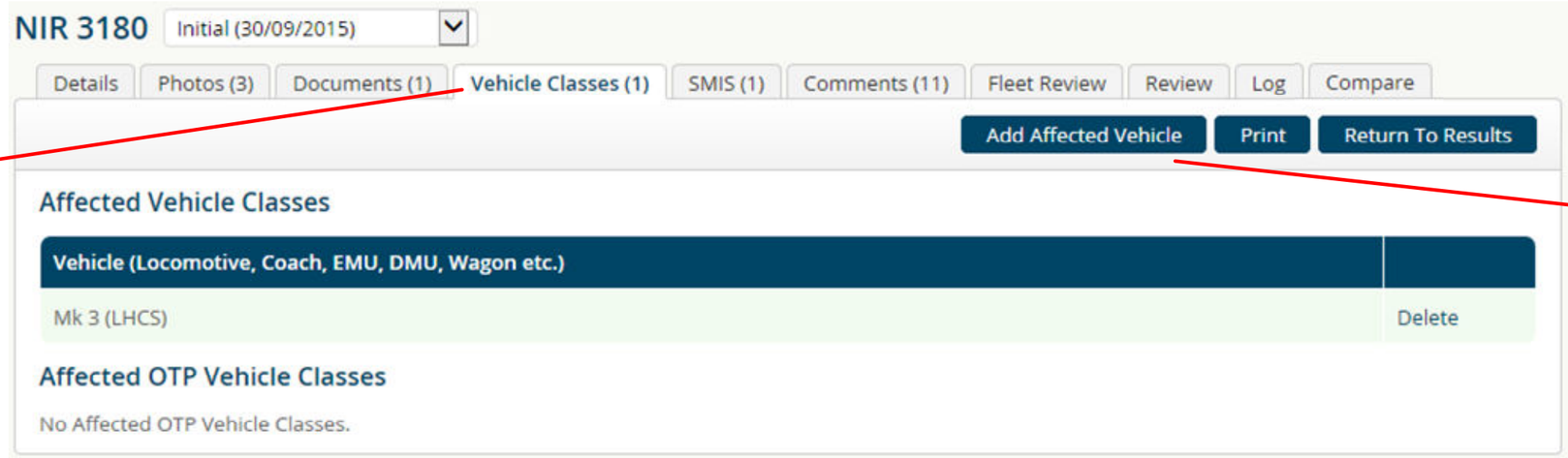
Certain users are able to add photos or documents to the NIR after it has been published using these buttons.

This page displays any documents associated with the NIR. The quantity of documents is indicated in the tab.

Click the document icon to view further details about the document. You can then open and view the document depending on the document type and your browser settings.

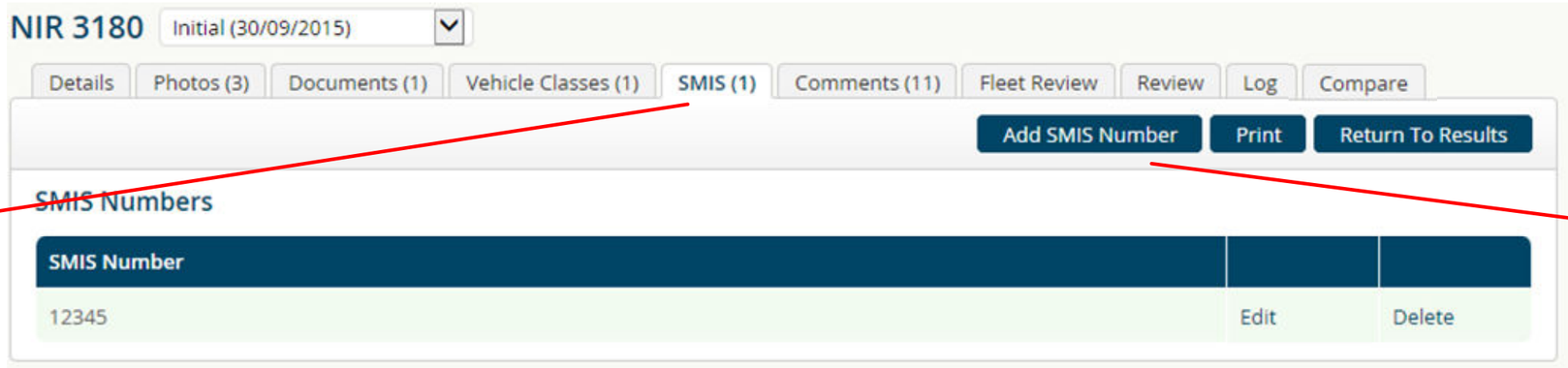
View NIR – Classes, SMIS and Comments

This page provides information about classes likely to be affected by the NIR. The quantity of classes is indicated in the tab.



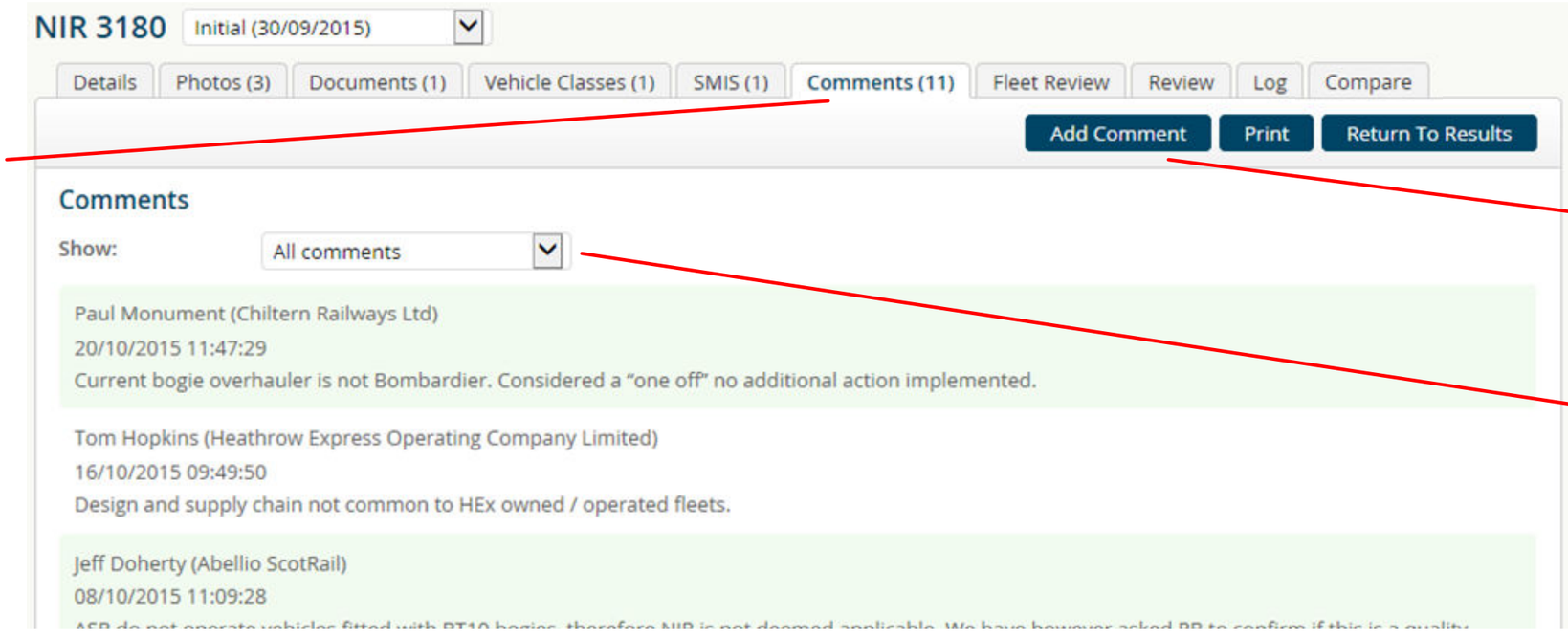
Certain users are able to indicate that additional classes are relevant to the NIR after it has been published using this button.

This page provides information about SMIS numbers known to be related to the NIR. The quantity of SMIS numbers is indicated in the tab.



Certain users are able to indicate that additional SMIS numbers are relevant to the NIR after it has been published using this button.

This page provides access to comments made by users in relation to the NIR. The quantity of comments is indicated in the tab. Comments may have been made so that they can only be viewed by users from Transport Undertakings.



Certain users are able to add comments to the NIR using this button.

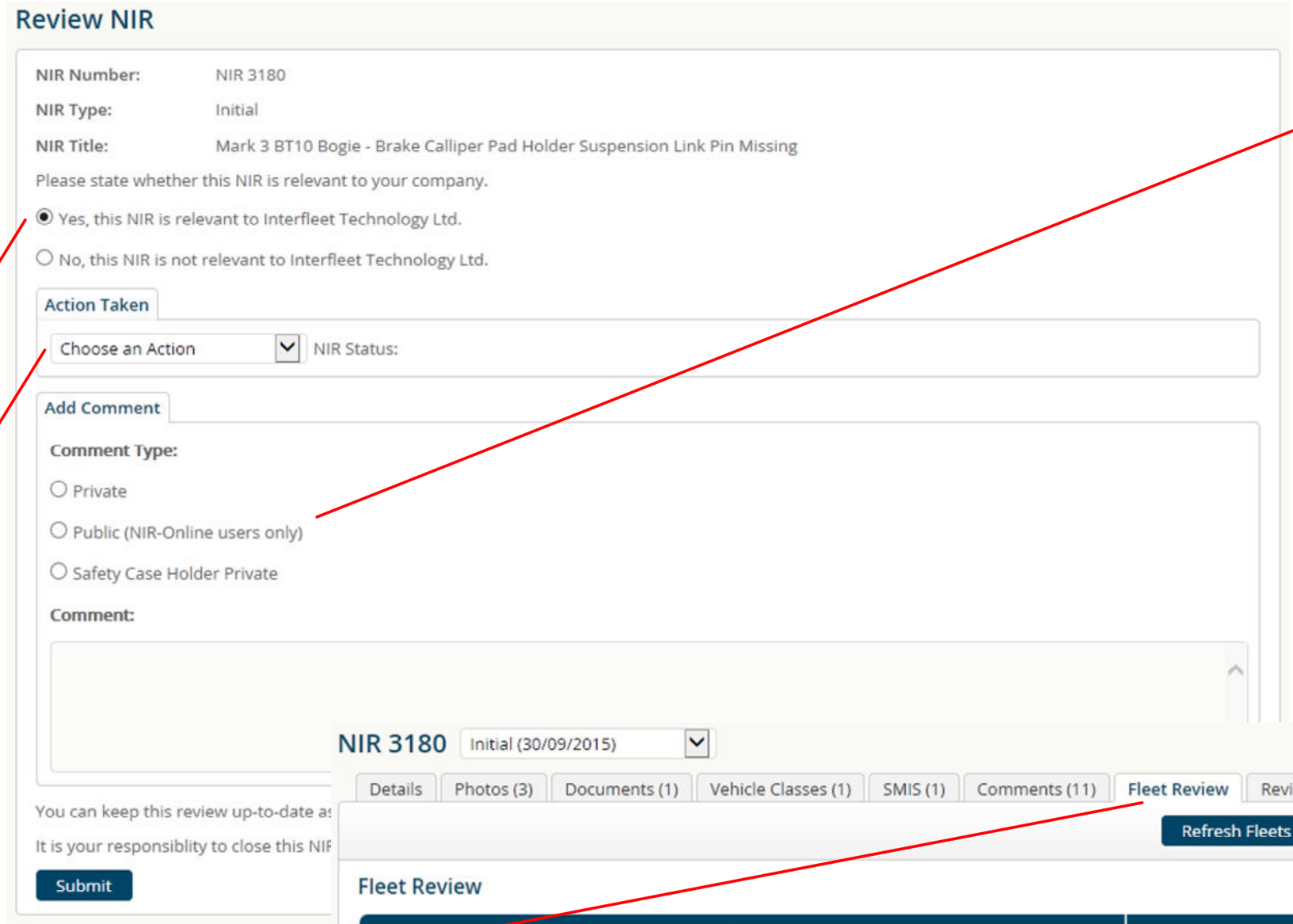
The comments can be filtered using this drop list.

View NIR – Review, Fleet Review

Transport Undertakings are mandated to review each NIR to determine whether it is applicable to their organisation. This is done via the ‘Review’ tab and there is also a ‘Review’ button available on the ‘Details’ tab.

For the review, you need to state whether the NIR is applicable to your organisation or not.

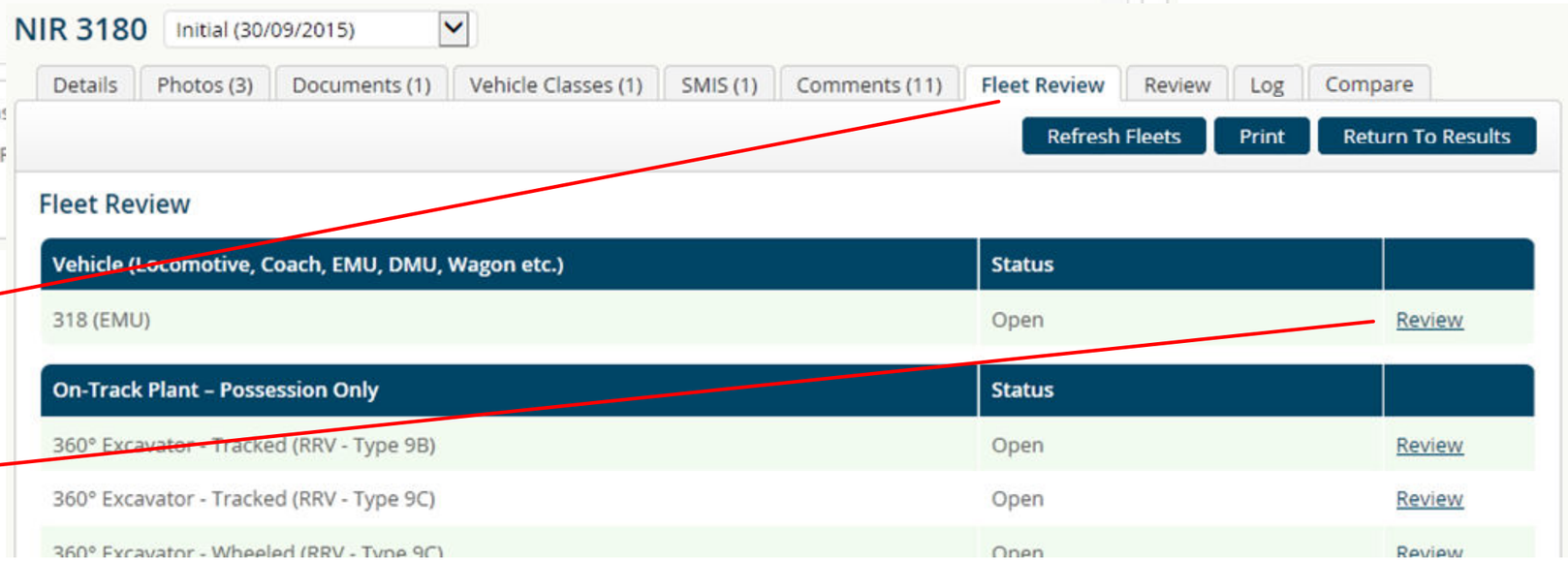
If so, you also need to state what action is being taken to mitigate the issues associated with the NIR. When those actions have been completed the NIR can be reviewed a final time and closed.



As part of each review, comments can also be added which will be presented via the ‘Comments’ tab.

An optional feature allows organisations to review each NIR at a class level, via the ‘Fleet Review’ tab. A company must first have defined the fleets that are relevant to them via the ‘Management’, ‘My Fleets’ feature.

Fleet review functions exactly the same as the main company level review, except they are optional and at a more granular level.



View NIR – Compare NIR Issues

This feature allows users to quickly and easily see the differences between consecutive issues of the same NIR.

This feature can only be used in conjunction with any NIR issue of type:
- Interim
- Concluding

Initial or complete NIR issues <u>cannot</u> be compared.

This is the NIR issue that you are currently looking at.

This is the previous issue of this NIR.

NIR 3056 Interim (16/07/2014)

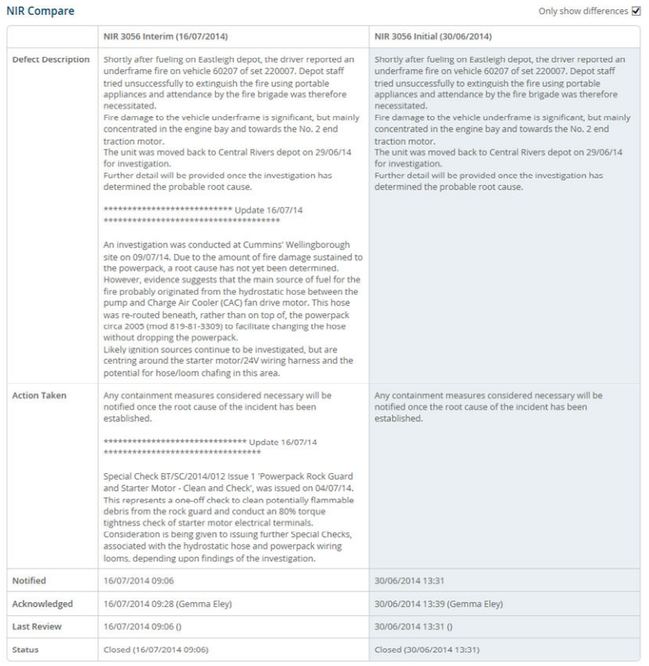
Details | Photos (0) | Documents (1) | Vehicle Classes (0) | SMIS (0) | Comments (20) | Fleet Review | Review History | Log | Compare

Return To Home

NIR Compare — Only show differences ☐

	NIR 3056 Interim (16/07/2014)	NIR 3056 Initial (30/06/2014)
Raised By	Stuart Rawlings (Fleet Engineer), CrossCountry	Stuart Rawlings (Fleet Engineer), CrossCountry
Defect Date	28 June 2014 00:55	28 June 2014 00:55
Vehicle Type	Vehicle (Locomotive, Coach, EMU, DMU, Wagon etc.)	Vehicle (Locomotive, Coach, EMU, DMU, Wagon etc.)
Vehicle Number	60207	60207
Vehicle Class	220 (DMU)	220 (DMU)
Vehicle Hirer	CrossCountry	CrossCountry
Vehicle Sub Hirer	CrossCountry	CrossCountry
Vehicle Owner	GATX International Ltd	GATX International Ltd
Vehicle Use	Empty stock movement / stabled	Empty stock movement / stabled
Restrictions Applied	Pending further investigation, no operating restrictions have been applied.	Pending further investigation, no operating restrictions have been applied.
Defect Systems	Diesel engine	Diesel engine
OEM Part Number	n/a	n/a
Vehicles Affected	n/a	n/a
Defect Description	Shortly after fueling on Eastleigh depot, the driver reported an underframe fire on vehicle 60207 of set 220007. Depot staff tried unsuccessfully to extinguish the fire using portable appliances and attendance by the fire brigade was therefore necessitated. Fire damage to the vehicle underframe is significant, but mainly concentrated in the engine bay and towards the No. 2 end traction motor. The unit was moved back to Central Rivers depot on 29/06/14 for investigation. Further detail will be provided once the investigation has determined the probable root cause. ********** Update 16/07/14 ********** An investigation was conducted at Cummins' Wellingborough site on 09/07/14. Due to the amount of fire damage sustained to the powerpack, a root cause has not yet been determined. However, evidence suggests that the main source of fuel for the fire probably originated from the hydrostatic hose between the pump and Charge Air Cooler (CAC) fan drive motor. This hose was re-routed beneath, rather than on top of, the powerpack circa 2005 (mod 819-81-3309) to facilitate changing the hose without dropping the powerpack. Likely ignition sources continue to be investigated, but are centring around the starter motor/24V wiring harness and the potential for hose/loom chafing in this area.	Shortly after fueling on Eastleigh depot, the driver reported an underframe fire on vehicle 60207 of set 220007. Depot staff tried unsuccessfully to extinguish the fire using portable appliances and attendance by the fire brigade was therefore necessitated. Fire damage to the vehicle underframe is significant, but mainly concentrated in the engine bay and towards the No. 2 end traction motor. The unit was moved back to Central Rivers depot on 29/06/14 for investigation. Further detail will be provided once the investigation has determined the probable root cause.
Geo Location	Eastleigh depot	Eastleigh depot
Root Cause	n/a	n/a
Action Taken	Any containment measures considered necessary will be notified once the root cause of the incident has been established. ********** Update 16/07/14 **********	Any containment measures considered necessary will be notified once the root cause of the incident has been established.

Tick this box to only show the parameters with different content when comparing the two NIR issues.



NIR Compare — Only show differences ☑

	NIR 3056 Interim (16/07/2014)	NIR 3056 Initial (30/06/2014)
Defect Description	Shortly after fueling on Eastleigh depot, the driver reported an underframe fire on vehicle 60207 of set 220007. Depot staff tried unsuccessfully to extinguish the fire using portable appliances and attendance by the fire brigade was therefore necessitated. Fire damage to the vehicle underframe is significant, but mainly concentrated in the engine bay and towards the No. 2 end traction motor. The unit was moved back to Central Rivers depot on 29/06/14 for investigation. Further detail will be provided once the investigation has determined the probable root cause. ********** Update 16/07/14 ********** An investigation was conducted at Cummins' Wellingborough site on 09/07/14. Due to the amount of fire damage sustained to the powerpack, a root cause has not yet been determined. However, evidence suggests that the main source of fuel for the fire probably originated from the hydrostatic hose between the pump and Charge Air Cooler (CAC) fan drive motor. This hose was re-routed beneath, rather than on top of, the powerpack circa 2005 (mod 819-81-3309) to facilitate changing the hose without dropping the powerpack. Likely ignition sources continue to be investigated, but are centring around the starter motor/24V wiring harness and the potential for hose/loom chafing in this area.	Shortly after fueling on Eastleigh depot, the driver reported an underframe fire on vehicle 60207 of set 220007. Depot staff tried unsuccessfully to extinguish the fire using portable appliances and attendance by the fire brigade was therefore necessitated. Fire damage to the vehicle underframe is significant, but mainly concentrated in the engine bay and towards the No. 2 end traction motor. The unit was moved back to Central Rivers depot on 29/06/14 for investigation. Further detail will be provided once the investigation has determined the probable root cause.
Action Taken	Any containment measures considered necessary will be notified once the root cause of the incident has been established. ********** Update 16/07/14 ********** Special Check BT/SC/2014/012 Issue 1 'Powerpack Rock Guard and Starter Motor - Clean and Check', was issued on 04/07/14. This represents a one-off check to clean potentially flammable debris from the rock guard and conduct an 80% torque tightness check of starter motor electrical terminals. Consideration is being given to issuing further Special Checks, associated with the hydrostatic hose and powerpack wiring looms, depending upon findings of the investigation.	Any containment measures considered necessary will be notified once the root cause of the incident has been established.
Notified	16/07/2014 09:06	30/06/2014 13:31
Acknowledged	16/07/2014 09:28 (Gemma Eley)	30/06/2014 13:39 (Gemma Eley)
Last Review	16/07/2014 09:06 ()	30/06/2014 13:31 ()
Status	Closed (16/07/2014 09:06)	Closed (30/06/2014 13:31)

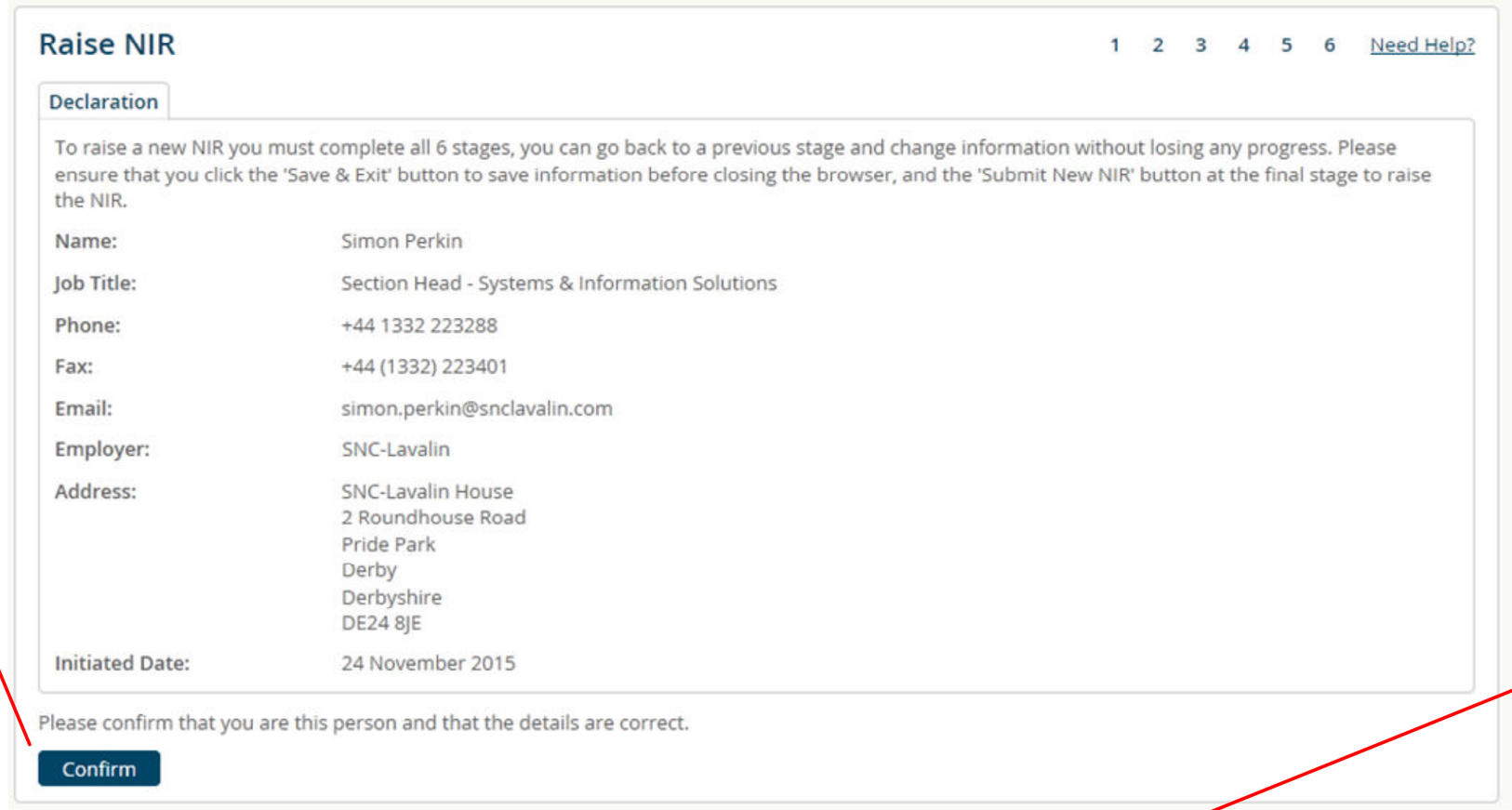
Parameters with different content when comparing the two NIR issues are highlighted.

Raise / Update NIR

The Raise / Update NIR process is broken down into a number of steps.

The first step is to confirm your identity. If any of these details are incorrect, please contact the clyx helpdesk to have them updated.

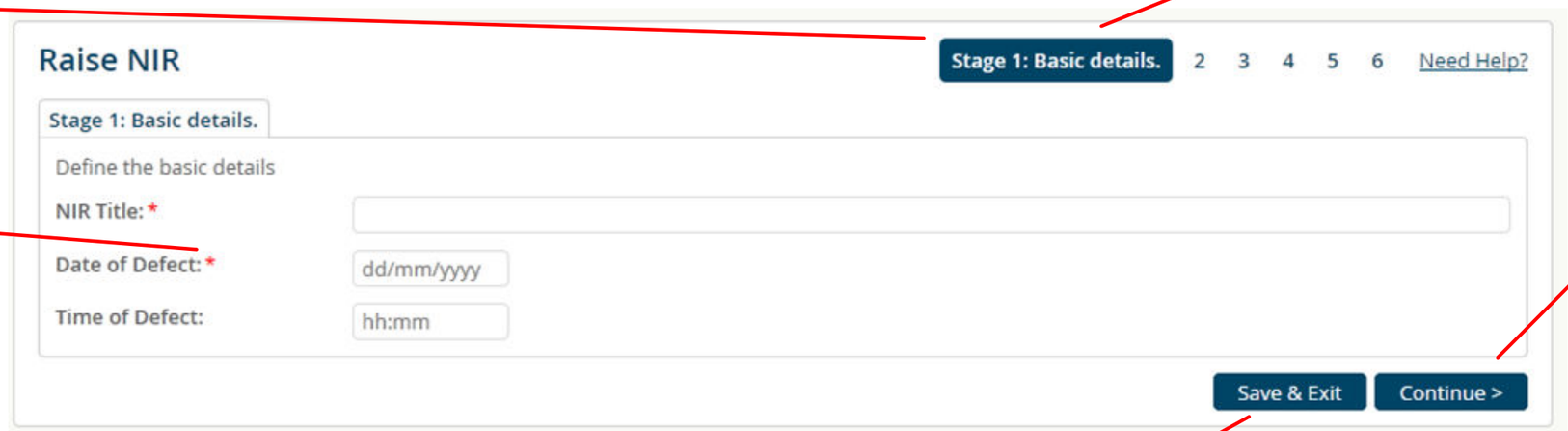
Assuming your details are correct, simply click the 'Confirm' button to enter the main part of the wizard process.



Your current progress within the raise NIR wizard is clearly shown.

Stage 1 is limited to basic information.

Mandatory fields are highlighted with a red asterisk (*).



When you have satisfactorily completed the wizard stage, click 'Continue'.

At any stage, if you wish to finish raising the NIR later, you must click the 'Save & Exit' button. The NIR can be resumed later using the 'Actions' menu or via the actions panel on the homepage.

Raise / Update NIR

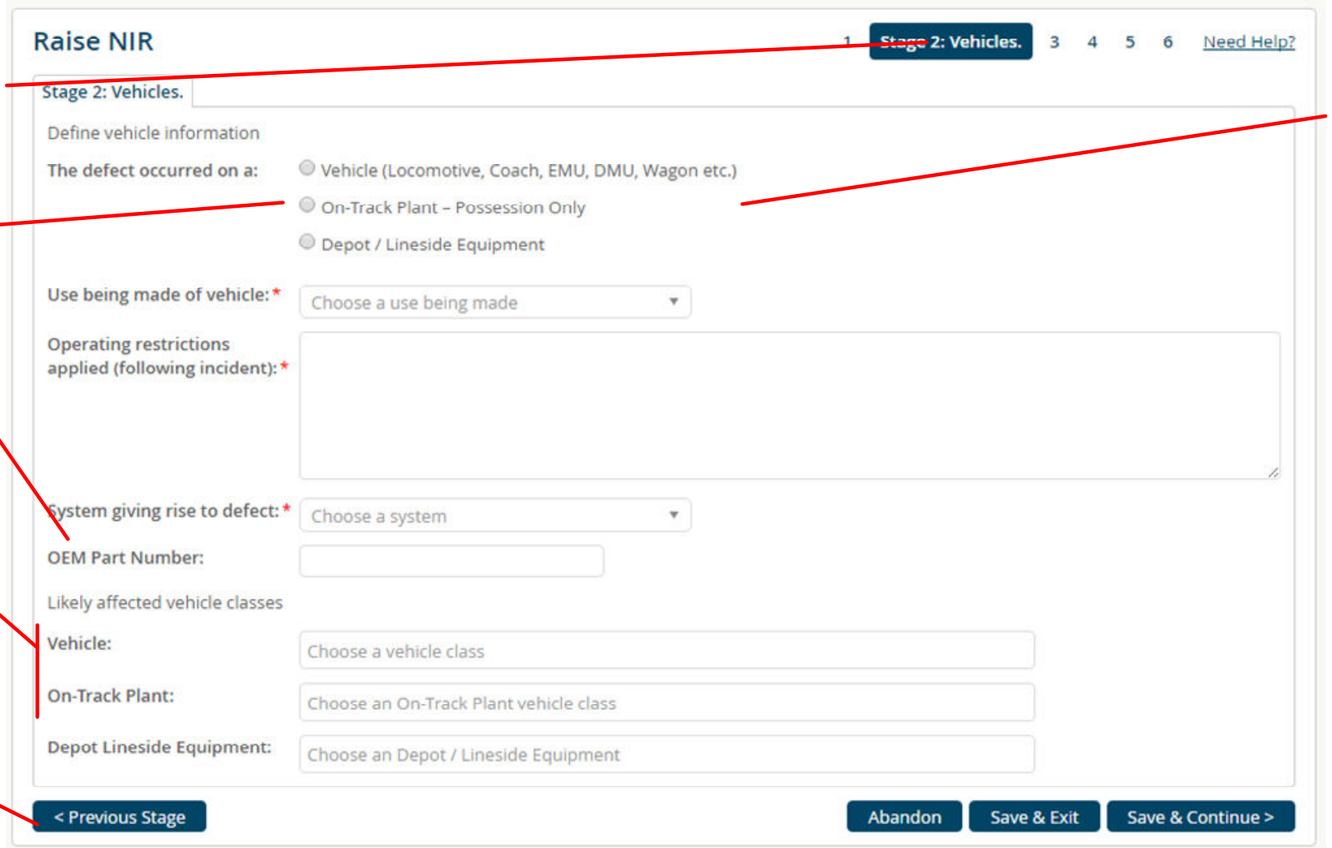
Stage 2 of the wizard is focussed on the vehicle or asset related to the NIR.

Select the type of vehicle and then enter the corresponding vehicle details.

It is possible to specify the OEM part number, if relevant.

These properties are multi-select, find as you type drop lists. You can add as many entries as you need to each field.

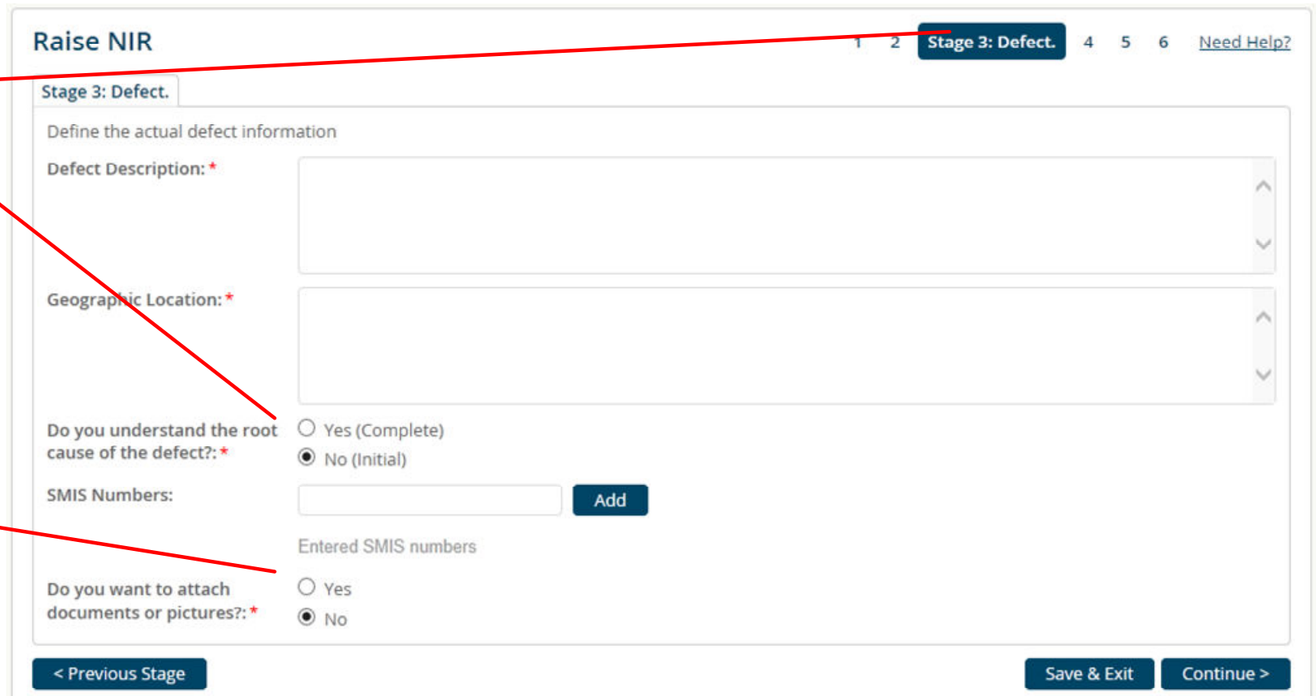
If you need to go back to the previous wizard stage, simply use the 'Previous Stage' button.



Stage 3 of the wizard relates to the actual defect.

If you know the root cause of the problem, state this here. If the root cause is known, the NIR will be type 'Complete', otherwise it will be type 'Initial'. If the root cause is known you will also need to state the root cause description.

If you wish to add documents or photos to the NIR, select 'Yes' otherwise you will be taken directly to Stage 5.



Guidance on asset type selection for on-track plant:
- Use "*Vehicle (Locomotive, Coach, EMU, DMU, Wagon etc.)*" for a defect directly affecting o**n-track plant that is permitted to run on the operational railway** (that is, outside a possession), for example a tamper. This allows the plant to be selected from the fleet database (rolling stock library).

- Use "*On-Track Plant - Possession Only*" for a defect directly affecting **on-track plant that is only permitted to operate within a possession**, for example a road-rail excavator. This allows the plant to be selected from a sub-set of the fleet database covering these vehicles only.

- Use "*Depot / Lineside Equipment*" where the defect occurred in an **attachment to the on-track plant** of either of the above types rather than the 'base equipment', for example a lifting beam. The equipment manufacturer and model / description fields should then be used to describe the attachment as fully as possible, to make it easy for other users to recognise.

With some on-track plant the definition of an attachment rather than the base equipment may not be clear, such as a road-rail machine with a bespoke manipulator (e.g. planting electrification masts). As a dedicated machine for this task, the manipulator would not be removable on-site, but equally may not form part of the machine as typically supplied by the contracting entity. In these situations, authors should use their discretion to consider which Vehicle Type best reflects the defect.

For example, the author may be aware that the modification only applies to machine(s) used by their company of a type more generally used within the industry, and thus is best served by being raised as "Depot / Lineside Equipment", since other users of the same type of machine will not be directly affected unless they are considering applying the modification.

← Raise NIR ←

→ Raise NIR →

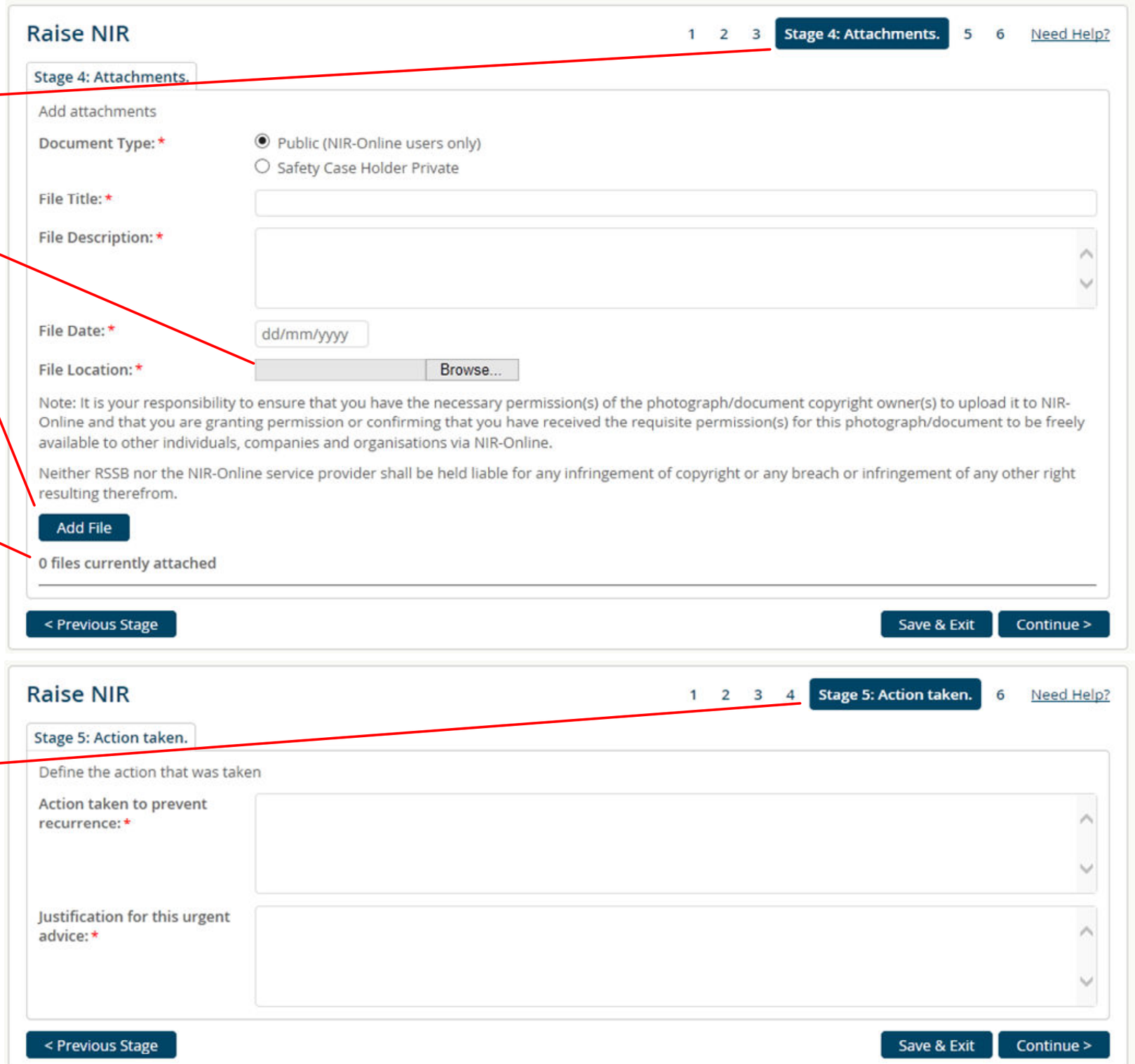
Raise / Update NIR

Stage 4 of the wizard relates to uploading relevant photos or documents to support the NIR.

Enter some basic details about the file being uploaded and then select it from your local network or local computer.

Once you have selected the file to upload, add it to the NIR using the 'Add File' button.

Multiple files can be associated with the NIR. A list of files will be presented in the list below.



Stage 5 of the wizard relates to actions taken already by your company in relation to the NIR.

Important

The final stage of the wizard process (stage 6) presents you with a read-only view of the NIR you have compiled.

At this point you can have the draft NIR emailed to you for review within your organisation prior to submitting.

Save & Email Draft

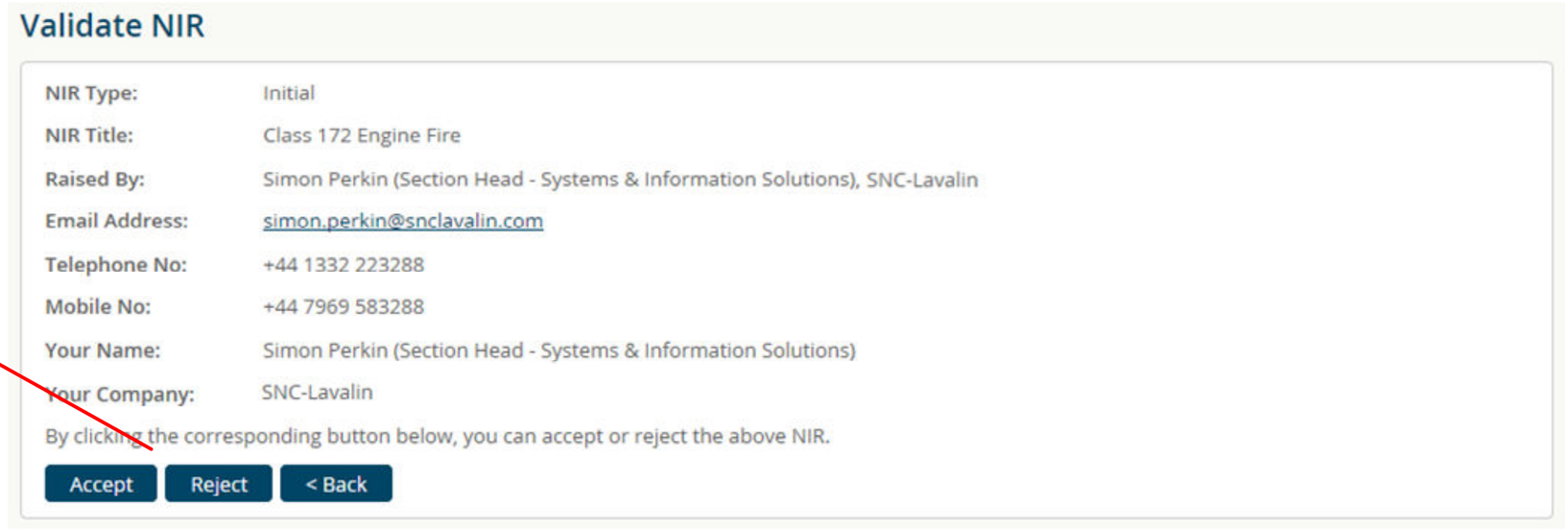
You can go back to any wizard stage to update details, as needed.

You must submit stage 6 to complete the raise / update NIR process.

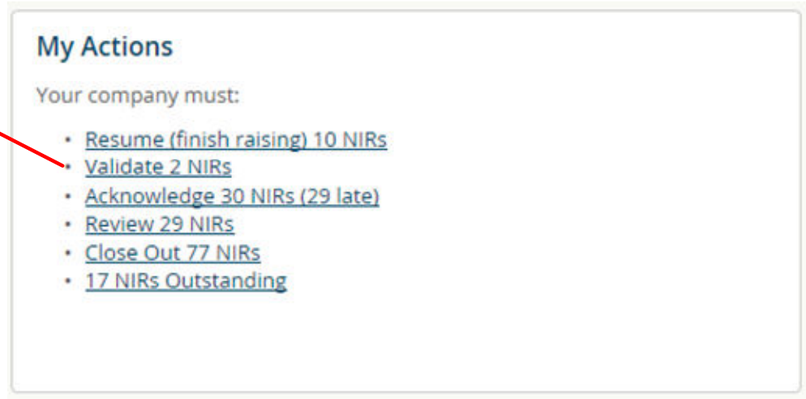
Validate NIR

This feature enables Network Rail National Operations Centre (NOC) users to validate new NIRs (initial or complete) prior to their publication.

Once the NOC user has reviewed the NIR, they can validate it by either accepting or rejecting the NIR.



NOC users are alerted to NIRs requiring validation by email. They can view the pending NIRs via:
- the actions list on the home page
- the validate feature via the actions menu

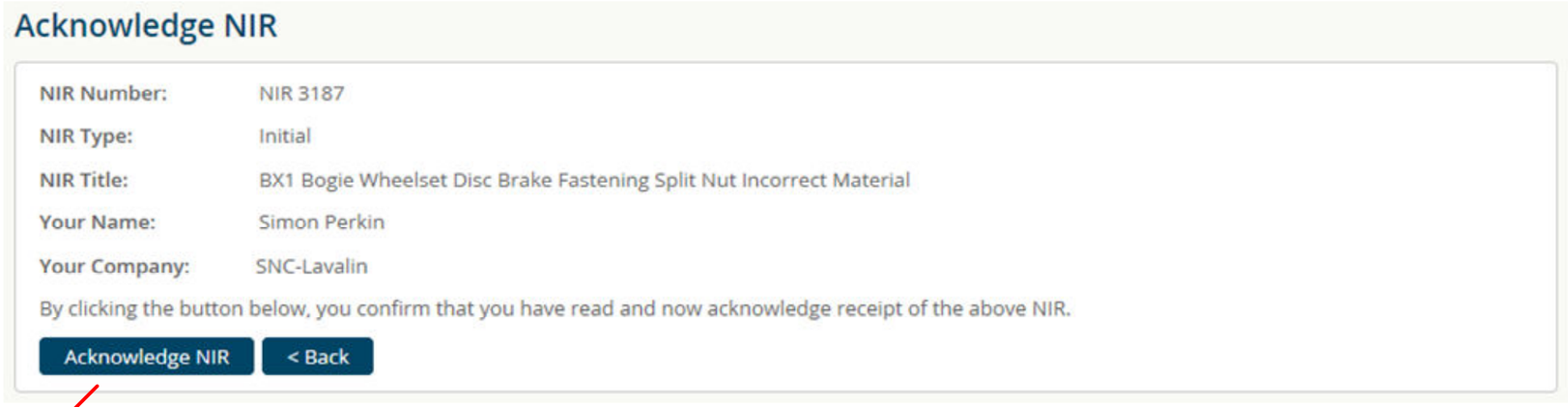


Acknowledge NIR

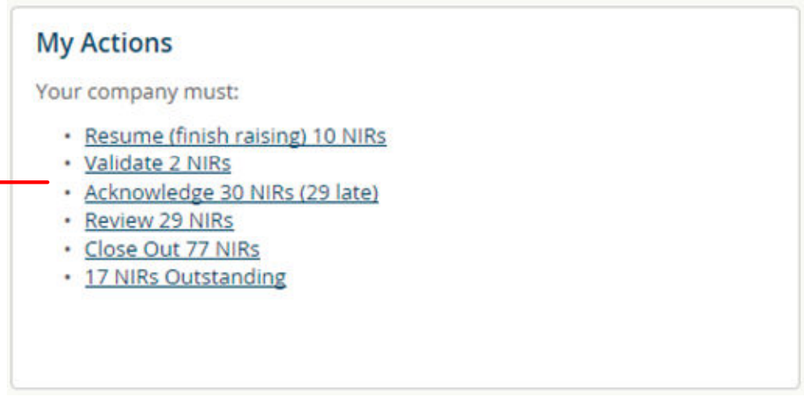
This feature enables key contact users to acknowledge receipt of new NIRs following their publication.

Companies either have 24 hours (Transport Undertakings) or 72 hours to acknowledge each NIR.

Once the key contact user has read the NIR, they can acknowledge it using the 'Acknowledge' function. There is no choice to make.



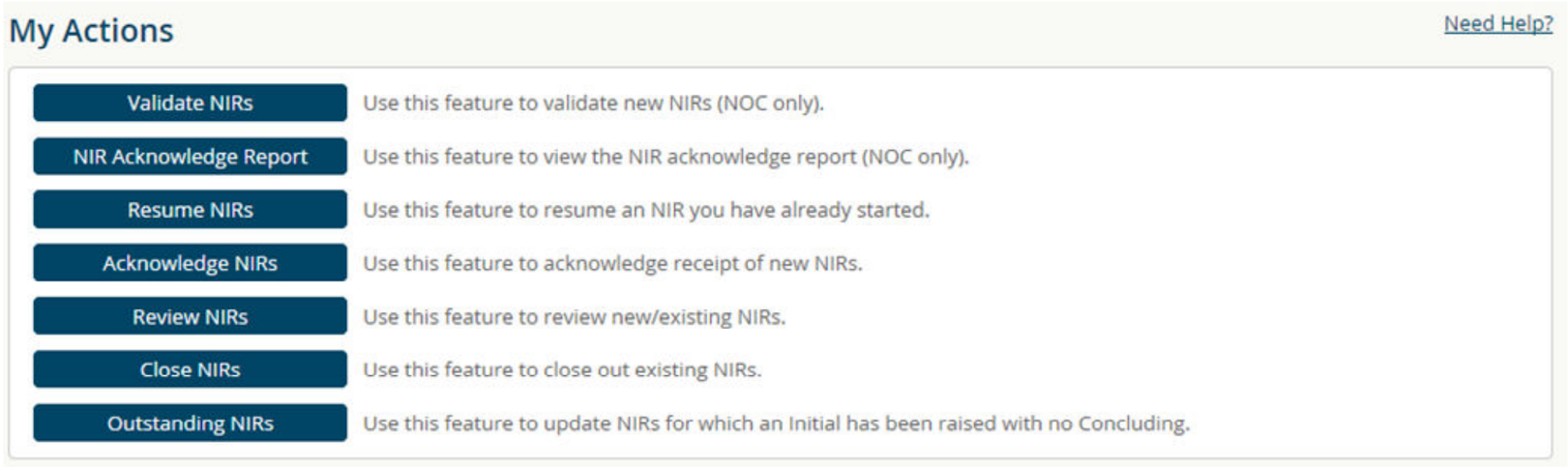
Key contact users are alerted to all published NIRs by email. They can view the pending NIRs via:
- the actions list on the home page
- the acknowledge feature via the actions menu



Actions

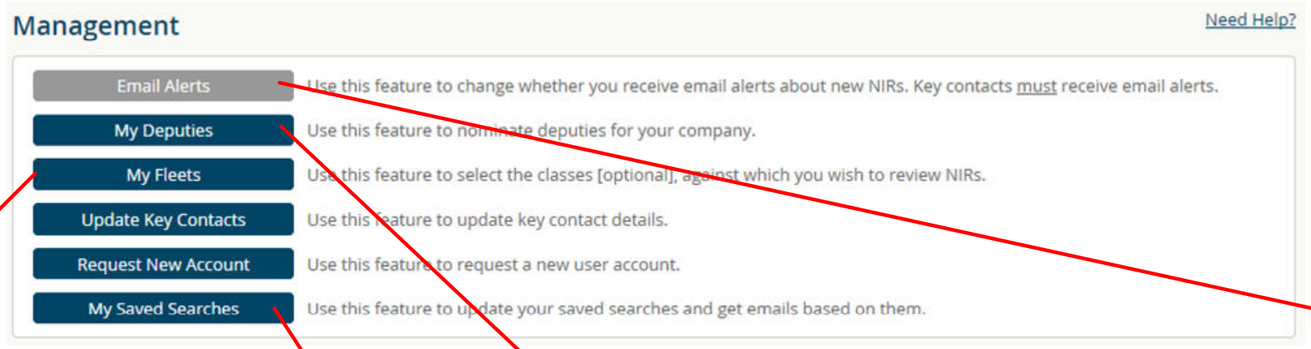
The actions list provides users with another way of getting to specific sets of activities.

Not all actions are available to all users.

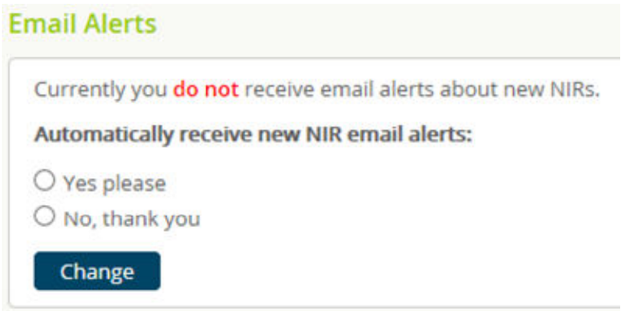


Users can also get to the same list of activities via the 'My Actions' panel on the home page.

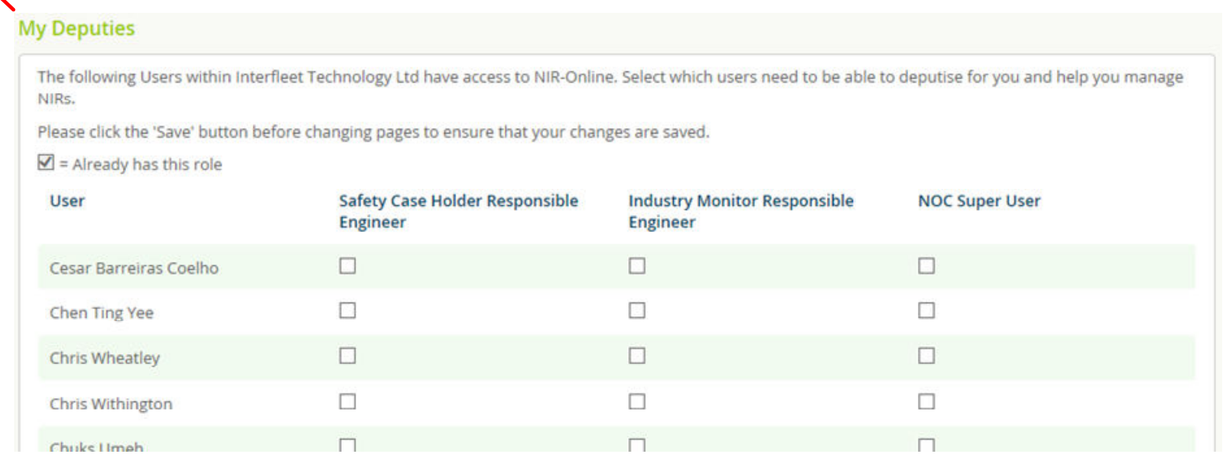
Management

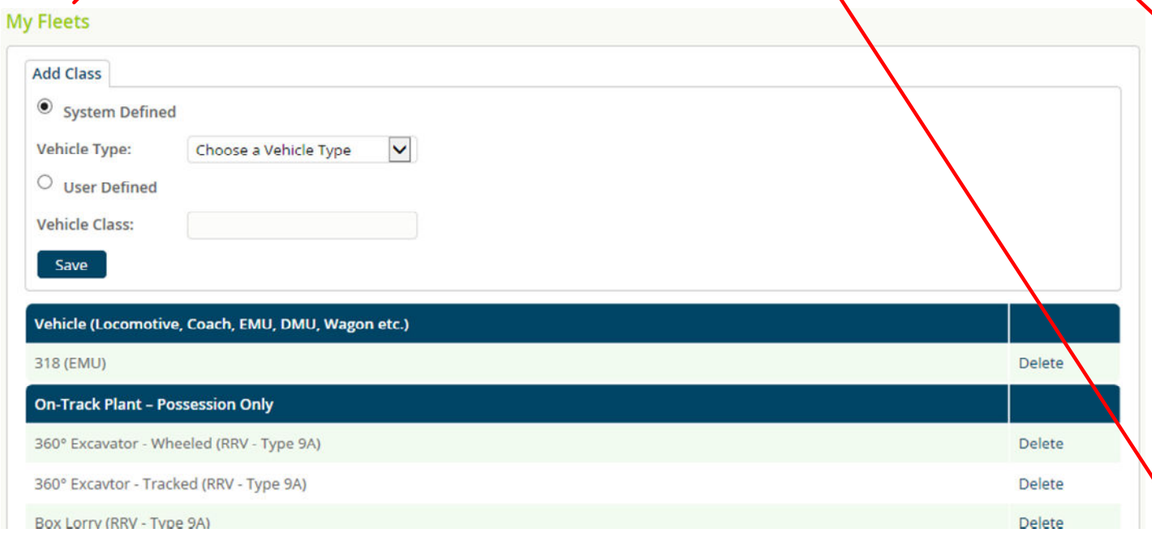


Users can choose whether to opt-in (or not) for email alerts when new NIRs are published. Key contacts do not have this choice and must receive them.

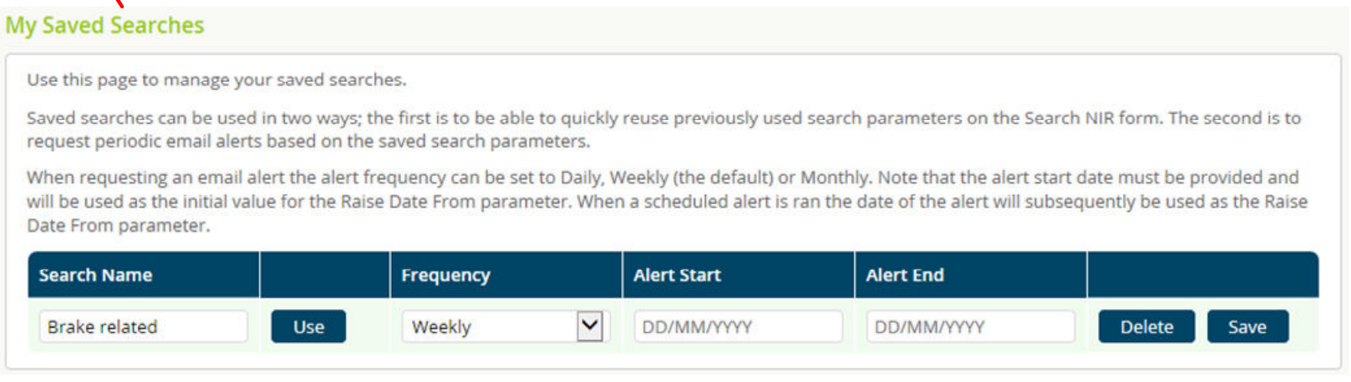


Responsible Engineer users (those able to raise NIRs) can nominate deputies to support them.





Responsible Engineer users (those able to raise NIRs) can manage the fleets relevant to their organisation. These are used in conjunction with the NIR fleet review feature.



All users can manage their previously saved searches using this feature. Each saved search can also be turned into an email alert, periodically highlighting when matching NIRs have been raised.

KPI Reports

A wide variety of reports are available within NIR-Online. Not all reports are available to all users.