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Date:	04 June 2011
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Level 2

On site management of on-track plant (formerly NR/L3/RVE/0167)

CHANGE OF NUMBER

This temporary front sheet facilitates a change of standard number.

The reference above will be formally allocated to this standard when it is next changed. In the meantime the contents, date and issue number of this Network Rail Standard are UNCHANGED.

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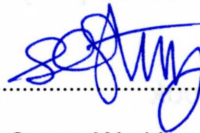
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Level 3

On site management of on track plant

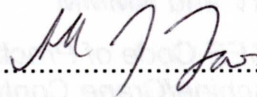
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Issue record

Issue	Date	Comments
1.0	26 August 2008	First issue – replaces NR/PRC/MTC/ME0007 and reviewed for Phase 2A / Engineering reorganisation responsibility change

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail from 26 August 2008.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

GC/RT8000	<i>Rule Book</i>
NR/OP/TM/Contents	<i>Train Operations Manual Contents</i>
NR/OP/TM/C08	<i>Machine Site Arrival Check (RRV and RMMM)</i>
TM/M002	<i>M&EE Code of Practice 0014 – Trailers and Attachments with RRV and RMMM</i>
TM/M003	<i>M&EE Code of Practice 0016 – RRV & RMMM Machine/Crane Controller Checklists</i>
NR/OP/TM/R11	<i>Planning and Executing Lifting Operations (M&EE CoP 0011)</i>
NR/OP/TM/R08	<i>Tandem Lifting with two Road Rail Cranes (M&EE CoP 0008)</i>
NR/OP/TM/R07	<i>On-Off Tracking Road Rail Machines (M&EE CoP 0007)</i>
GO/RT3252	<i>Signals Passed at Danger</i>
NR/L3/MTC/PL0006	<i>Planning for the Use of On Track Plant</i>
NR/L3/RVE/0168	<i>Initial response to incidents involving On Track Plant</i>
NR/L3/RVE/0169	<i>Monitoring of On Track Plant operations</i>
NR/L3/MTC/SE0116	<i>Work Activity Risk Management</i>
NR/SEF/TOM/C08	<i>Machine controller check list RRV/RMMM</i>
NR/SMF/OTP/001	<i>Machine utilisation form</i>

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Supply

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1 Purpose

This Standard Maintenance Procedure meets the requirements of the Train Operations Manual.

This Procedure defines the standard process, roles and responsibilities for the control on site of On Track Plant (OTP).

2 Scope

The Procedure applies to the control of all OTP by the maintenance function.

This procedure does not apply to the control of Tampers, Stone Blowers, Ballast Regulators or other On-track Machines (OTM), which are covered by other procedures.

SMP applies to:	Infrastructure Maintenance	Operational Property	Overhead Line Condition Renewals	Contractors
	✓	✓	✓	

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3 Roles and responsibilities

RACI DET AILS	KEY CONTROL ACTIVITY	CC	LC	RPSE	PRPE			PICOP	ES	COSS	SM(T)	control	MC	CC	TL	MO
		Commercial Coordinator	Logistics Coordinator	Rail Plant Support Engineer	Principal Rail Plant Engineer	HQ Sourcing Manager	Team Leader	Person in Charge of Possession	Engineering Supervisor	Controller of Site Safety	Section Manager (Track)	Route Fault Control Manager Organisation	Machine Controller	Crane Controller	Tandem Lifter	Machine Operator
Process Task																
5	X								A	R			R	R	R	R
6.1	X								I				A, R	R	R	C
6.2	X								I	I		I	A, R	R	R	
6.3	X												A, R	R	R	C
7.1	X								A				R			I
7.2.1	X												A, R			I
7.2.2	X												A	R		I
7.3	X												A, R			I
7.4	X								A				R			I
7.5	X												A, R			R
7.6	X								A, R		I	I				
7.7	X												A, R			R
8.1	X							I	I				A, R			
8.2	X							A, R	C	C			C			
8.3	X							A, R	C	C			C			
9.1	X								A				R	R	R	
9.2.1	X								I				A, R			C
9.2.2	X												A			R
9.3.1	X												A	R		I
9.3.2	X												A		R	I
9.4	X								A				R	R	R	R
9.5	X								I	I			A	R	R	I
9.6	X								A, R				R			R
10									A	R		R	R	R	R	R
11.1	X							A, R					R			
11.2		I	I					A, R								
11.3			A, R	C	I											
11.4				R	A, R	I										
11.5		A, R				I										
11.6				I	I	A, R										

end RACI

Table 1 – RACI

NOTE The key controls listed above are subject to monitoring in accordance with NR/L3/RVE/0169; Monitoring of On Track Plant operations.

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RACI is a means of linking process steps to roles as follows:

- R – Responsible: the individual(s) who perform an activity – responsible for action/implementation – although usually only one, Rs can be shared
- A – Accountable: the individual who is ultimately accountable including yes/no decision and power of veto – only one ‘A’ can be assigned
- C – Consulted: the individual(s) to be consulted prior to a final decision being made or action taken – two-way communication.
- I – Informed: the individual(s) who need to be informed after a decision is made or action is taken – one-way communication.

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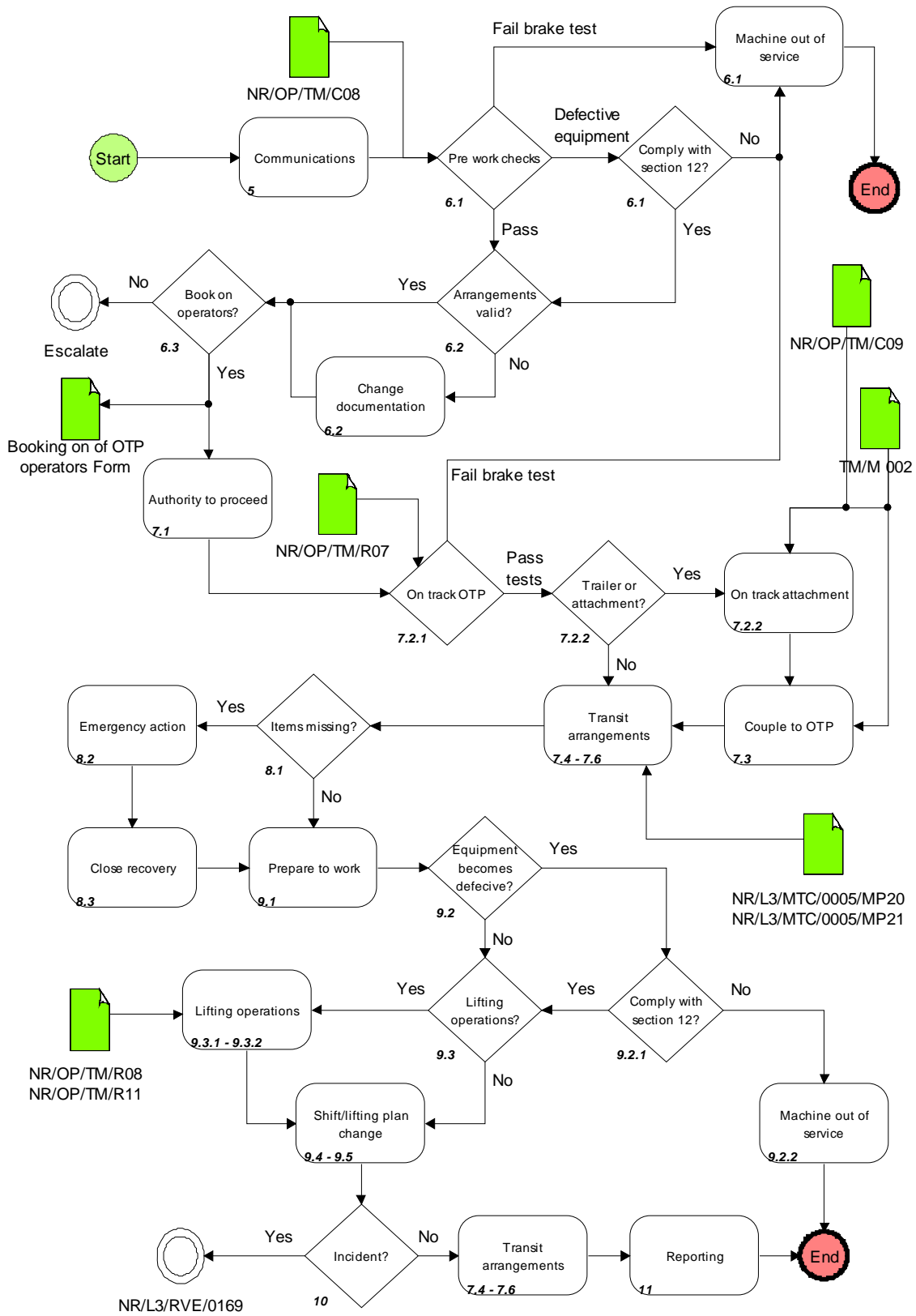


Figure 1 – Flow chart

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4 Definitions and abbreviations

4.1 Definitions

Access Point

The agreed location where personnel and an RRV or RMMM will enter Network Rail property prior to be on-tracked. Approved access points are:

- a) Level Crossing
- b) Yard where the road surface is level with rail top
- c) Proprietary approved (for the Road-Rail Machine to be on/off tracked) Track Access System
- d) Consolidated ballast to at least the underside of the rail head
- e) Secured timbers level with the rail head

Crane Controller

Crane Controller, a person competent in controlling lifting operations and may be the same person as the MC

Egress Point

The agreed location where personnel and an RRV or RMMM will be off-tracked and removed from Network Rail property. Criteria for construction are the same as for Access Points

Emergency equipment

Equipment used in an emergency to protect the line, including flags, detonators, track circuit operating clip, hand lamp

In Service

An RRV or RMMM is in service from the time that it commences to be on-tracked until the time that it has been off-tracked or removed from the track and stabled securely

Machine Controller

Person who has been formerly trained and is deemed competent to control OTP

Machine Operator

Person who has been formally trained and is deemed competent to operate OTP

Nearest Suitable Location

The nearest location to the RRV or RMMM with defective on-train equipment where it can be off-tracked

Risk Control Sheet

A summary of the key hazards and controls identified within the generic WARAs in a standard format. The detail includes the person/role responsible for implementing the controls. The format is defined within the Standard Maintenance Procedure NR/L3/MTC/SE0116; Work Activity Risk Management

Work Activity Risk Assessment

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A written document in a standard format which identifies and quantifies the risks associated with a maintenance activity, taking into account the hazards involved. (The hazards vary depending on the type of infrastructure and the plant used to complete the activity). WARAs have been produced generically for a full range of maintenance tasks including routine (regularly repeated) tasks and non-routine (seldom performed) tasks in accordance with Company Standards

Rail Mounted Maintenance Machine

A machine with three or more wheels which can only operate on the track and is delivered to site by some other means of transport

Road Rail Vehicle

Vehicle capable of operating on both road and railway and has two sets of wheels. A set of pneumatic tyres for road work and a set of steel wheels for running on track. When operating steel wheels on steel rails it is regarded as an engineering train

Stabling point

A location adjacent to the track where an RMMM or RRV may be temporarily stored securely prior to either removal from Network Rail property or on-tracking

Team Leader

The person on site responsible for and in charge of the technical content of the work. A representative of the Work Originator

Out of Service

An RRV is out of service when it has been off-tracked and stabled. An RMMM is out of service when it is removed from the track

Working mode

Using attachments, working from elevated platforms and carrying out lifting operations, but not transiting loads either on trailers or on the OTP itself, or undertaking visual track inspections

4.2 Abbreviations

CC	Crane Controller.
ES	Engineering Supervisor
MC	Machine Controller.
MO	Machine Operator. Person who operates OTP.
OTM	On Track Machines
OTP	On Track Plant (collective term for RRV and RMMM)
PICOP	Person in Charge Of Possession
PON	Periodic Operating Notice
RCS	Risk Control Sheet.
RMMM	Rail Mounted Maintenance Machine
RRV	Road Rail Vehicle

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TL	Tandem Lift
WARA	Work Activity Risk Assessment
WO	Work Originator
WON	Weekly Operating Notice

5 Communications

The method of communication between the Machine Controller, Crane Controller, Tandem Lifter (MC/CC/TL) and Machine Operator (MO) shall be as per GE/RT8000 and detailed in the Method Statement and shall be briefed to all staff involved in the activity.

The MC/CC/TL shall test the communication method prior to any work commencing and undertake a re-test if a change in conditions that could affect the method of communication occurs.

6 Pre-work checks

This section details the actions to be undertaken prior to any OTP being on-tracked.

6.1 Requirement for OTP

The MC/CC/TL shall undertake a Machine Site Arrival Check prior to the vehicle and any associated trailer or rail mounted attachments with three (3) or more wheels, being on-tracked. This check will take place at either the stabling point or access point

The MC shall undertake suitable and sufficient checks to ascertain that:

- The correct machine type, and associated trailer and/or attachments have been provided for the work being undertaken
- The trailer and/or attachments are compatible with the vehicle with which they are to be used
- A copy of the current Engineering Acceptance Certificate is available
- A copy of the relevant "certificate of thorough examination" on machines capable of lifting loads or persons is available
- A copy of the relevant "certificate of thorough examination" for any lifting accessories used with the machine
- A copy of the Pre-Delivery Inspection (PDI) is available
- Loose lifting tackle is certificated and in acceptable condition
- The vehicle and associated trailer and/or attachments are in an acceptable condition
- The machine is free from defects by checking that all equipment listed in section 12 of this document is able to perform its safety function before the machine can enter service. The only exceptions are where a particular item of equipment is not required to be used during the period that the machine will be in service or the piece of equipment is not fitted to the machine.
- Maintenance records are available

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- A complete set of emergency equipment, including where necessary spill kit and fire extinguisher, appropriate to the vehicle type.

The MC/CC/TL shall witness a satisfactory brake test as per the OTP type.

In the event of the brake test not being completed satisfactorily, the MC/CC/TL shall put the machine out of service.

The MC/CC/TL shall record the results of the checks/tests on the MC Checklist form in NR/OP/TM/C08.

If any equipment is found to be defective then the OTP may only enter service in accordance with Section **12** of this document.

The MC/CC/TL shall inform the ES of any OTP which cannot be relied upon to operate Hydro Pneumatic points present on the site.

6.2 Requirement for MC/CC/TL

A MC/CC/TL must hold a valid National MC/CC/TL Sentinel Competency Card, Secure Counterpart and Logbook for the activity being undertaken with the machine type being used.

Before commencement of the work the MC/CC/TL shall confirm that the risk assessments and method statements are valid prior to them on-tracking the machine under their control. This shall be achieved by taking such action as is necessary dependant upon whether any recent work has taken place that may have affected the planned work and any late changes to the work to be undertaken in the possession, and may require checks that the risks and controls associated with:

- the route from delivery point to access point to on-tracking point,
- the on-tracking point,
- the route from the on-tracking point to the worksite, and
- at the worksite

are still valid.

The MC/CC/TL shall check that emergency equipment is available to provide compliance with Module OTP of GE/RT8000 Rule Book.

Where it is proven that the supplied documentation is no longer valid, the MC/CC/TL shall inform the ES and/or COSS.

The ES shall manage the change to arrangements in accordance with company procedures and through local on call arrangements.

6.3 Booking on of OTP operators

The MC shall check that OTP operators are fit for duty and in possession of all necessary information and equipment before operating the OTP.

The MC shall check that OTP operators, prior to undertaking duties:

- are fit for duty
- are not under the influence of drugs or alcohol
- are in possession of Personal Protective Equipment (PPE)

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- have had sufficient rest since their previous turn of duty
- are in possession of a valid sentinel card
- are in possession of a competency certificate for the machine being operated and any attachments / work modes being used

The check is to be recorded on the Booking on of OTP operators form reference NR/SEF/TOM/C08. On completion, the MC/CC/TL shall inform the ES of the outcome.

The booking on / off point for operators is the point where the operator reports for duty prior to driving a machine. This will normally be either the site access point, or another defined location.

The MC/CC/TL will brief the operator of the OTP on possession safety and operational requirements prior to access to a worksite and will also brief on any changes to those arrangements during the course of the possession. The briefing is to be recorded on the Booking on of OTP operators form reference NR/SEF/TOM/C08 (*this form is duplicated in Train Operations Manual section TM/M003*).

The briefing shall include but not limited to:

- possession limits and position of marker boards
- protection of adjacent lines
- electrical isolation arrangements
- method of working, lifting plans etc.
- machine controller activities
- hazards specific to machine/plant operation and travel, including route setting for S&C
- low adhesion sites
- emergency equipment
- communications arrangements
- emergency procedures including first aid arrangements
- speed restrictions
- any other pertinent issues including WON/PON and GO/RT3350 advices
- railhead conditions
- gradient
- cant
- other train and machine movements.
- any relevant control measures
- arrangements for level crossings
- movement of OTP without a MC
- where multiple OTP are to be controlled by a single MC/CC/TL

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When booking off, the MC with the MO shall check that any machine and attachments to be left on NR Infrastructure are in a safe condition and correctly secured.

7 Access, egress & transit arrangements

This section deals with:

- transit from the access point to the on-tracking point
- on-tracking the machine(s) and transiting to the worksite
- transiting from the site of work to the off-tracking point, and
- transit to the egress or the stabling point

7.1 Authority to proceed

The MC/CC/TL shall only gain access to the track with the machine under their control at their nominated access point and on-tracking (s) and the nominated on-tracking point (on a running line) after the ES has given authority to do so. If the access and on-tracking is within a siding and after the requirements of the relevant Modules of GE/RT8000 have been met.

7.2 Access and on and off tracking

7.2.1 OTP

Prior to departing the access/stabling point, the MC/CC/TL shall check that the risks identified for the route to the on or off tracking point are still valid. Where there are discrepancies, the MC/CC/TL shall check that the risks are re-evaluated and any additional controls are implemented prior to authorising the machine to set off.

The MC/CC/TL shall escort the machine from the access/stabling point to the on or off tracking point.

Each MC/CC/TL shall check the on or off tracking point complies with the NR/OP/TM/R07 for RRV's and vehicle acceptance limitations for OTP and if all is correct and then authorise the MO working under their control to on or off track their machine and associated trailer/rail mounted attachment(s), checking that the machine:

- is on or off tracked in accordance with the instructions applicable to the machine involved, and
- is not placed in an un-braked condition on track.

Where the on-tracking point is unsuitable the OTP shall not be on or off tracked until a compliant on-tracking point can be established.

The MC/CC/TL shall check that a travel brake and parking brake test is carried out both prior to authorising the vehicle to on track and prior to authorising the vehicle to depart from the authorised on-tracking point. Additionally, a travel and parking brake test shall be carried out whenever:

- Brake Continuity has been affected for any reason

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- On-tracking has taken place
- A new operator has taken control of the OTP
- Coupling/Un-coupling has taken place
- Poor Railhead Conditions exist
- Freezing Temperatures and/or Frost/Snow is present

The brake test shall be undertaken in accordance with the requirements of the OTP Module of the Rule Book, Local Procedures, the Method Statement and Manufacturers' Instructions.

7.2.2 Trailers and attachments

Whenever an OTP trailer or attachment is placed on the track a test of the brakes is to be carried out in accordance with TM/M002. Wherever this is achieved by a lifting operation it shall be under the control of a CC.

7.3 Coupling and un-coupling

The MC/CC/TL shall check that coupling is undertaken in accordance with TM/M002.

7.4 General transit arrangements

The provisions of Risk Control Sheet (RCS) NR/L3/MTC/0005/MP20; General transit of OTP apply to this activity.

The MC/CC/TL shall authorise the MO to move off in accordance with the GE/RT8000 Rule Book and provide the necessary instructions and guidance to enable the transit to be undertaken in accordance with the Method Statement.

The MC/CC/TL shall escort the machine in accordance with the Method Statement observing and managing any hazards that arise unless the Method Statement has special arrangements for the transiting.

The MC/CC/TL shall check that the correct route is set prior to traversing S&C.

The MC/CC/TL shall instruct and observe that the MO checks that the correct route is set.

The MC/CC/TL shall obtain from the ES approval to undertake the move prior to traversing the S&C and instruct the MO to undertake the movement at no more than walking pace.

Where transit is undertaken with an MC present go to clause **7.6** otherwise go to clause **7.5**.

7.5 Special arrangements - transit without MC present

Even though the MC is not present with the OTP whilst it is transiting, the OTP is still operating under the MCs authority and as such the operator shall be fully briefed by the MC. The MC authorising the transit will not be the same MC who will meet the OTP at the end of its transit move. Prior to the OTP commencing its movement, the MC authorising the movement is accountable for the operation. Once the OTP commences the movement, the accountability transfers to the MC at the termination point of the movement authority.

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The provisions of RCS NR/L3/MTC/0005/MP21; Transit of OTP without machine controller apply to this activity.

The MC giving authority to commence the transit movement shall:

- fill in his part of the shift changeover section of form NR/SEF/TOM/C08 and endorse it with "MACHINE CONDITION AS PER INITIAL CHECK" and pass the form to the operator, and
- inform the MC at the termination point when the OTP commences its movement.

The operator shall transit in accordance with the instructions given by the MC and as detailed in the method statement.

Where the operator is transiting under normal signalling control and becomes aware of a signalling irregularity, then the operator shall immediately stop, contact the signaller explaining the irregularity and obey any instructions given by the signaller.

Upon arrival at the end of transit location the operator shall report to the MC and pass to him the form NR/SEF/TOM/C08.

The MC shall undertake the machine checks required for shift changeover and then fill in the relevant section of the form NR/SEF/TOM/C08.

7.6 Checking track integrity at the on/off tracking point

The ES shall check that prior to departing from the on or off tracking point that track components have not been damaged and that track geometry and track stability have not been affected as a result of the on/off tracking of the OTP.

Where the ES determines that these have been adversely affected, then the worksite shall not be given up until any necessary remedial work has been undertaken.

Where the Critical Rail Temperature (CRT) has been affected, for example by disturbing ballast or removing ballast shoulders, then the ES shall inform control and the local Section Manager (Track) (SM(T)).

7.7 Passing level crossings, signals and work-site marker boards

The MC/CC/TL shall not authorise any machine under their control to pass a worksite marker board unless in accordance with Module OTP of GE/RT8000 Rule Book.

8 Items carried on the machine/trailer

The MC/CC/TL shall know exactly what is being carried on the machine under their control and that they are correctly loaded and secured in accordance with the Method Statement prior to authorising any movement.

Where necessary they shall compile an inventory of all plant, tools, equipment and personnel on the machine, and its associated trailer if present. The MC/CC/TL shall update any inventory as necessary during transit if alterations are made to what is carried on the machine or its trailer.

The MC/CC/TL shall check that all plant, materials, tools, equipment and personnel loaded onto the machine are present and correct upon arrival at any destination.

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The MC/CC/TL shall check that all scrap, plant, materials, tools and equipment loaded onto the machine are off loaded and removed from the lineside in accordance with company policy.

At shift changeover, the incoming MC/CC/TL shall be fully briefed by the outgoing MC/CC/TL as to what plant, tools, equipment and personnel are on the machine, and its associated trailer if present

8.1 Items missing from machine

Where items are missing, the MC/CC/TL shall inform the ES and PICOP immediately of what is missing, any adverse affect the missing item(s) could have on train/vehicle movements, and the route taken.

8.2 Emergency action

The PICOP shall agree with the MC/CC/TL and ES what action shall be taken and by whom to recover the missing item(s), and whether any other controls need to be implemented to protect trains, personnel, OTP and other rail mounted vehicles whilst the missing items are located.

The PICOP shall check that the ES and MC/CC/TL understand their respective roles and responsibilities whilst the missing item(s) are recovered.

8.3 Closing recovery of missing items

The PICOP shall be informed when the missing items have been located, and again, if necessary, when they have been removed from the track.

The PICOP shall check that any contingency controls implemented during the recovery are withdrawn.

9 Working arrangements

This section deals with the procedure to be adopted whilst the OTP is working.

9.1 Prepare to work

The MC/CC/TL shall be in control of the activities of the machine at all times and check that the MO works in accordance with the Method Statement, any restrictions imposed and the Engineering Acceptance Certificate and or Product Acceptance Certificate for attachments and the machine's operating instructions.

The MC/CC/TL shall instruct the operator to undertake any movements in working mode at no more than walking pace.

9.2 Equipment becoming defective

If any item of OTP Equipment listed in Section 12 is found to be defective while OTP is in service, the MC/CC/TL in charge shall advise the ES immediately and carry out the appropriate action as listed in Section 11 of this document where necessary.

The MC/CC/TL shall record on the OTP utilisation form (reference NR/SMF/OTP/001) any failures of the OTP using the standard failure codes provided on the form.

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9.2.1 MC/CC/TL responsibilities

When the MO or MC/CC/TL identifies a defect the MC/CC/TL shall assess the risk and, if necessary seek guidance from the on-call team, before allowing the machine to enter or continue in service.

When an item of equipment becomes defective whilst the machine is in service the MC/CC/TL shall eliminate the risk by checking that the defective equipment is repaired or replaced. Where this is not possible, the MC/CC/TL shall only allow the machine to remain in service when suitable control measures have been applied. The specific requirements defined in Section 12 of this document shall be complied with.

9.2.2 Machine operator responsibilities

The MO shall:

- report the defect to the MC/CC/TL immediately, and
- enter the defect in the machine's logbook, and
- inform their local manager as soon as possible.

The MO shall take the machine out of service if instructed by the MC/CC/TL or their local manager.

If the machine is to remain in service with a defective item of equipment, the MO shall check that any control measure required by the MC/CC/TL is applied correctly.

9.3 Lifting operations

9.3.1 Lifting with one machine

When the machine under the MC/CC/TL control undertakes lifting operations, a person holding Crane Controller competency shall direct those operations. Those operations shall be in accordance with the method statement/lifting plan and in accordance with the requirements of NR/OP/TM/R11.

9.3.2 Tandem lifting

When tandem lifting with two machines is required, a person holding Tandem Lift competency shall direct those operations. The operation shall be executed in accordance with the method statement/lifting plan and in accordance with the requirements of NR/OP/TM/R08.

9.4 Shift changeover

Where shift changeovers occur during the possession the outgoing MC/CC/TL is responsible for briefing the ES and the new MC/CC/TL. Shift changeover shall be recorded on the form NR/SEF/TOM/C08.

9.5 Change of lifting plan

Where it is necessary to change a lifting plan, this shall be carried out by the CC/TL or other competent person.

Where it is proven that the supplied lifting plan is no longer valid, the CC/TL shall inform the ES and/or COSS.

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The ES shall manage the change to arrangements in accordance with company procedures and through local on call arrangements.

9.6 Completion of work

Upon completion of the work any transit and off tracking shall be carried out in accordance with section 7.

10 Incident management

Should OTP be involved in an incident refer to NR/L3/RVE/0168; Initial response to incidents involving On Track Plant (e.g. collision, derailment, fire, speeding or pass a signal at danger without authority defined by GO/RT3252 'Signals Passed at Danger').

11 Reporting

This section deals with performance and contractual reporting, not the reporting of works as either complete or incomplete for use at the Plan – Do – Review (PDR) meetings which is dealt with in a separate procedure.

Periodic performance reporting of OTP is an important means of checking the performance of the Suppliers of OTP. Reports are required from both the Suppliers and the Delivery Unit to obtain cohesive data and to gender a feeling of trust between both organisations.

The following information is a non exhaustive list of the type of information required:

- *Number of shifts by type i.e. core, semi perm or spot*
- *Number of failures and reason for failure*
- *Core machine utilisation against 40hour/week*
- *Core machine usage on job*
- *Costs*

11.1 Provision of site information

At the off tracking point, each MC shall complete:

- in the case of contractors staff, their timesheet,
- in the case of Network Rail staff, the OTP utilisation form (reference NR/SMF/OTP/001)

and provide a copy to the person in charge of the technical content of the work (Team Leader).

11.2 Provision of utilisation information

The Team Leader shall provide a copy of all the information from the MCs to the Logistics Co-ordinator (LC) and Commercial Coordinator (CC) on the Wednesday of each week.

For commercial information process, go to clause 11.5.

For performance information process, go to clause 11.3.

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11.3 Provision of performance information

The LC shall collate the performance data supplied by the Team Leaders into a Delivery Unit report and consult with the Rail Plant Support Engineer (RPSE) regarding trend analysis and other performance issues.

The LC shall provide collated period information to the Principal Rail Plant Engineer (PRPE) by day 9 each period.

11.4 Provision of national performance information

The PRPE shall collate the period performance information supplied by the LC into a national report by day 15 each period.

11.5 Provision of commercial information

The CC shall collate the commercial information received from the Team Leaders. This information shall to be provided to HQ Sourcing Manager by day 9 of the following period using the forms provided for the purpose.

The CC shall provide a weekly flash report for the delivery unit using the template below on each Friday:

Route	Delivery Unit	Midweek	Weekend	Failures
LNE	East Mids	10	10	NR1 Derby 02/03 Sup 1 Luton

Failure codes are as per the contract documents.

11.6 Provision of national commercial information

HQ Sourcing Manager shall collate the period commercial information supplied by the CC into a national report by day 15 each period.

The provisions of section 8 shall apply where OTP is used to transport items or people.

12 Action to be taken in the event of defective on-train equipment

The MC shall record in the defect log book and for contracted labour on the operators timesheet and on the OTP Report Log (reference NR/SMF/OTP/001) the details of the equipment becoming defective.

12.1 Brake systems

If the brake system is found to be defective when a RRV or RMMM is in service, the vehicle must be taken out of service at the nearest suitable location.

If the vehicle has to be moved to the first suitable location to be off-tracked, the secondary braking system must be operative, and the speed must not exceed 3 mph (walking pace). If both braking systems are defective the vehicle must be towed to the nearest suitable location using the emergency tow bar.

Brake related incidents fall into two basic categories:

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- defective brakes (or allegation of poor brake).
- dragging brakes

When notification of such an incident is received, the actions in the following sections, relating to each category of incident, shall be taken.

12.1.1 Defective brake systems

Where an allegation has been made of OTP having defective or poor brakes the OTP shall be immediately checked by a technically competent person at very slow speed to check whether the brakes are working at all, with necessary precautions to prevent a runaway. Once this is confirmed, the OTP shall be moved to level track and tested in accordance with its maintenance plan prior to recommencing any work.

Where an allegation of poor brake has been made against OTP whilst towing, the towing OTP and other OTPs in the consist shall be tested together, preferably without touching any intermediate connections and couplings.

Any allegation of poor brake shall be recorded in the OTP log book (together with track and weather condition and any action taken on site).

Any OTP that is confirmed to have defective brakes shall be removed from service until repaired. The Suppliers' control centre shall be advised.

12.1.2 Dragging brake systems

If OTP is noticed with a suspect dragging brake the movement shall be stopped immediately and the cause found.

Before returning the OTP to use the operator shall examine the wheels for signs of damage, especially wheel flats and signs of overheating. The limits of acceptable tread damage will be specified by the OTP manufacturer. If the operator is in any doubt concerning the wheel condition the OTP shall be examined by a technically competent person.

Any incident of dragging brake shall be recorded in the OTP log book (together with any action taken on site)

Where damage has been found on the rail wheels (normally significant flats) this must be reported to the ES or PICOP to arrange inspection of the railway line (as shown in Rule Book).

12.2 Windscreen

In the event of damage to the windscreen or a defective windscreen wiper, the vehicle may remain in service subject to agreement between the operator and the person in charge of the machine that the operator's vision is not impaired.

If the defect is such that machine operator's vision is impaired, the vehicle must be taken out of service at the nearest suitable location.

12.3 Cab heating/cooling equipment

In the event of defective cab heating/cooling equipment, the vehicle may remain in service subject to agreement between the operator and the person in charge that the operator's personal health and/or performance is not impaired.

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12.4 Lights

If the defect is such that no headlight or tail light can be shown, the vehicle must be taken out of service at the nearest suitable location.

12.5 Locked wheels

If wheels become locked and cannot be released, the vehicle must be taken out of service at the nearest suitable location. If it is necessary to move the vehicle to enable it to be taken out of service, the permission of the ES must be obtained.

12.6 On-train emergency equipment

If on-train emergency equipment requires to be replaced, the person in charge must arrange for this to be done as soon as possible.

12.7 Rated Capacity Indicator

In the event of the Rated Capacity Indicator (RCI formerly Automatic Safe Load Indicator (ASLI)) becoming defective, no further work must be undertaken, and the vehicle must be taken out of service at the nearest suitable location.

12.8 Speedometer

If a speedometer (where fitted) becomes defective, the vehicle must be limited to operation at a maximum speed of walking pace.

12.9 Warning horn

In the event of a warning horn becoming defective, and in the absence of alternative means of providing audible warning, the vehicle must be taken out of service at the first suitable location.

12.10 Wheel flats

If wheel flats develop while OTP is in service, the person in charge must consult with the ES to determine whether it is safe for the vehicle to continue in service, and whether any restrictions, such as a reduction in speed, should apply. If it is not considered safe to continue in service, the vehicle must be taken out of service at the first suitable location.

Standards Briefing Note



Ref: NR/L3/RVE/0167	Issue: 1	Publication Date: 26/082008	Compliance Date: 26/082008
Title: On site management of on track plant			
Standard Owner: Head of Rail Vehicle Engineering			
Non-Compliance rep (NRNC): Senior Rail Plant Engineer (Possession only plant)			

<p>Purpose: This Level 3 procedure meets the requirements of the Train Operations Manual.</p> <p>This Procedure defines the standard process, roles and responsibilities for the control on site of On Track Plant (OTP).</p>	<p>The following teams require awareness briefing:</p> <p>Executive Management Group <input type="checkbox"/></p> <p>Commercial Property <input type="checkbox"/></p> <p>Contracts and Procurement <input checked="" type="checkbox"/></p> <p>Strategic Change <input type="checkbox"/></p> <p>CTRL <input type="checkbox"/></p> <p>Engineering</p> <p>Asset Management <input type="checkbox"/></p> <p>Civil Engineering <input checked="" type="checkbox"/></p> <p>E&P Engineering <input checked="" type="checkbox"/></p> <p>Enhancements Engineering <input type="checkbox"/></p> <p>Ergonomics <input type="checkbox"/></p> <p>Future Railway Programme <input type="checkbox"/></p> <p>Ops Principles & Standards <input type="checkbox"/></p> <p>Rail Vehicle Engineering <input checked="" type="checkbox"/></p> <p>Railway Systems <input type="checkbox"/></p> <p>Telecoms Engineering <input type="checkbox"/></p> <p>Track Engineering <input checked="" type="checkbox"/></p> <p>Signal Engineering <input checked="" type="checkbox"/></p> <p>Finance <input type="checkbox"/></p> <p>Funding <input type="checkbox"/></p> <p>Govt & Corp Affairs <input type="checkbox"/></p> <p>Human Resources <input type="checkbox"/></p> <p>Information Management <input type="checkbox"/></p> <p>Infrastructure Investment</p> <p>Crossrail <input type="checkbox"/></p> <p>Track <input type="checkbox"/></p> <p>Programme Management <input type="checkbox"/></p> <p>Contracts & Procurement <input type="checkbox"/></p> <p>HSQE <input type="checkbox"/></p> <p>Sig. Power & Comms <input type="checkbox"/></p> <p>WCRM <input type="checkbox"/></p> <p>Construction <input type="checkbox"/></p> <p>FTN/GSM-R <input type="checkbox"/></p> <p>Thameslink <input type="checkbox"/></p> <p>Enhancements <input type="checkbox"/></p> <p>Infrastructure Maintenance</p> <p>Maintenance Areas <input checked="" type="checkbox"/></p> <p>Operational Property <input checked="" type="checkbox"/></p> <p>Overhead Condition Renewals <input checked="" type="checkbox"/></p> <p>Legal Services <input type="checkbox"/></p> <p>National Delivery Service <input checked="" type="checkbox"/></p> <p>Network Development <input type="checkbox"/></p> <p>Operations & Customer Services <input type="checkbox"/></p> <p>Planning & Regulation <input type="checkbox"/></p> <p>Safety and Compliance <input type="checkbox"/></p> <p>Westwood <input type="checkbox"/></p>				
<p>Scope: The Procedure applies to the control of all OTP by the maintenance function.</p> <p>This procedure does not apply to the control of Tampers, Stone Blowers, Ballast Regulators or other On-track Machines (OTM), which are covered by other procedures.</p>					
<p>What's New/Changed: Reviewed for reorganisation and responsibilities transferred to new posts. Process remains the same, ownership transfers to Rail Vehicle Engineer and reference changed accordingly. Replaces NR/PRC/MTC/ME0007.</p>					
<p>Affected documents:</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><i>Reference</i></th> <th style="text-align: left;"><i>Impact</i></th> </tr> </thead> <tbody> <tr> <td>NR/PRC/MTC/ME0007</td> <td>Withdrawn</td> </tr> </tbody> </table>	<i>Reference</i>	<i>Impact</i>	NR/PRC/MTC/ME0007	Withdrawn	
<i>Reference</i>	<i>Impact</i>				
NR/PRC/MTC/ME0007	Withdrawn				
<p>Implementation requirements:</p> <p><i>The following posts have specific responsibilities within this standard and shall receive technical briefing as part of the Implementation Programme:</i></p> <p>Rail Plant Support Engineer</p> <p>Commercial Coordinator</p> <p>Logistics Coordinator</p> <p>Principal Rail Plant Engineer</p> <p>HQ Sourcing Manager</p> <p>Section Manager (Track)</p> <p>Route Fault Control Manager Organisation</p>					
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