

Guidance Document

G0419 Management of Protection Providers

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MAYOR OF LONDON

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1 Purpose

- 1.1 The purpose of this guidance document is to set out the requirements for licensing protection providers and individual protection staff.

2 Scope

- 2.1 This guidance document applies to London Underground (LU) and external protection providers.
- 2.2 The requirements apply to any individual employed within LU or their suppliers who carry out protection activities.
- 2.3 This activity constitutes 'Safety Critical Work' as defined by The Railways and Other Guided Transport Systems (Safety) Regulations 2006 (as amended).

3 Guidance

3.1 Approval of protection providers

- 3.1.1 New companies that want to supply protection staff to work on LU infrastructure will need to register their interest with LU. The Protection Implementation Manager will arrange a meeting with the company to discuss their business needs.
- 3.1.2 The company will have to provide LU with its procedures and controls for managing protection staff. The company must be compliant and accredited to ISO 9001 and ISO 18001. This information must be presented to LU along with information detailing the benefits for both LU and the company applying to become a protection provider.
- 3.1.3 If the information provided is satisfactory, LU will conduct an initial registration audit, if successful the company will be allowed to register as a provisional protection supplier for six months.
- 3.1.4 Once registered, the company will be subject to both planned and random audits to provide assurance to LU that protection staff are fully supported by comprehensive systems and controls and a competent management team that fully understand the requirements as detailed within the LU Rule Books, Quality, Environmental, Safety and Health (QUENSH) Conditions and any other relevant documents, standards and legislation.
- 3.1.5 LU will carry out re-licensing, surveillance, progression and post incident audits to seek assurance that systems and controls are being maintained. Company safety performance will be continuously monitored and kept under review.

3.2 Licensing process for protection disciplines

- 3.2.1 All protection disciplines initially require two site assessments observed by an assessor who holds a recognised assessors qualification, using current checklists; the assessments must be registered and verified by LU.
- 3.2.2 Safety Critical Licensed (SCL) protection staff are to be reassessed every three years to maintain their authority to work. This will require one site assessment observed by an approved assessor using the current checklist. The assessment must be carried out following LU's procedures.