

Guidance

G1331

Standby Duties

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1 Purpose

The purpose of this Guidance is to outline the responsibilities of an escalator competent person when providing support to, station works, etc. These services may include:

- escalator anchoring
- removal of the escalator from passenger service
- return of the escalator to passenger service

Provision of these services is referred to as Standby duties.

2 Scope

This Guidance applies to standby duties carried out by Lifts, Escalators & Pumps staff.

3 Guidance

3.1 Standby Duties

3.1.1 When providing standby duties, the Site Person in Charge (SPC) on arrival on site will:

3.1.1.1 Meet with the Site Manager/Supervisor to discuss and agree what services are required e.g., what movements are going to take place and what assets require anchoring for scaffolding to be erected.

3.1.1.2 Make certain that all personnel are aware of all work being undertaken in the escalator environment.

3.1.1.3 Undertake a site briefing as required to make sure the relevant staff clearly understand the task requirements.

3.1.1.4 Make certain that everybody is aware of the involvement of Lifts, Escalators & Pumps staff.

3.1.1.5 Make themselves the Permit Holder and if necessary cancel any other existing permits.

NOTE: For assets that do not require anchoring the standby engineer should agree with the existing permit holders that they be included on their permit as a member of their work party. In this instance the Standby Engineer will be briefed by the existing SPC. Alternatively, the Standby Engineer may take a permit covering their own work group.

3.1.2 Information regarding the machine status shall be recorded on F2300, Shift Report Form.

3.1.3 Escalator Anchoring shall be carried out in accordance with W2517, Anchoring an Escalator.

NOTE: For escalators where the use of Anchor pins/Anchor clips is the designated method, due to the possible misalignment of anchoring positions the sling or ratchet lashing method can be used as a suitable alternative.