

General

Storage of materials, equipment and other items on the operational railway is an essential aspect of the maintenance of the infrastructure. Without such facilities, urgent repairs will take longer to carry out, routine maintenance and renewal will be less efficient and increased manual handling to and from site may lead to greater risk to the operation of the railway and to staff safety.



iWithout compliance with appropriate regulation, storage on the operational railway may lead to unacceptable risk to safe movement of trains, safe movement of people, fire risk and risk to the reliability of the service.

Types of materials and equipment that can be stored

Generally, any items required for the maintenance or renewal of the infrastructure can be stored, providing they are stored in compliance with relevant rules and regulation.

Who can grant a storage licence?

The responsibility for granting (or declining) a storage licence rests with the London Underground (LU) lanlord manager, normally the Train Operation Manager (TOM) or Group Station Manager (GSM) for the area concerned.

Who can request a storage licence?

Requests for licenses must be submitted by authoised representatives of the organisation that requires the storage.

Why are licences necessary?

Uncontrolled storage poses a risk to the safe movement of trains, the safe movement of persons, of fire safety and reliability of the service.

Are there any other documents available for me to refer to?

Yes, they are:

- LU Rule Book Support Document OS No. LF14
- Standard I-472 Allocation of space on operational property
- Standard I-I 58 Track – Inspection and Maintenance (section 3.9)
- Contract QUENSH Conditions.

Where can I seek advice from with regard to granting a licence?

- CMO planning & performance manager
- Your departmental health & safety advisor
- Operational Standards Department

What do I do on receipt of an application for licence to store on LU premises?

You must check:

- that it has been submitted in advance of the storage requested, and in accordance with the required timescale, (i.e. 21 days before the commencement date, if it is a 'first time' application; 14 days before the expiry date of the existing storage licence, if it is an application for a renewal and an extension to a Fire Concession Forum exemption is required; 7 days before the expiry date of the existing storage licence, if it is an application for a renewal and there is no exemption involved)
- that all required information has been provided on the application form and that the requestor has provided evidence that a fire waiver has been obtained if required
- that the requestor has submitted a copy of the risk assessment, storage plan and storage methods applicable to the storage being requested.



For the Bakerloo, Victoria Metroplatan and Hammersmith & City line applications (for Lineside and Station pit only, not Stations or depots), check that it has been approved by the line TISM with an Ellipse WO number and date.



Always consider any operational reasons that may prevent the issue of a licence.

Can I refuse to grant a licence?

Yes, you can if:

- the application is late or does not contain all information required
- supporting evidence is not available
- you are aware of any operational reason why storage cannot be allowed.



Any decision not to grant a licence must be balanced against the effect of your decision on the safety of the infrastructure.

What should I do if I decide to grant a licence?

Return the application form to the requestor authorising the storage and arrange for the storage site to be kept under surveillance via your Planned General Inspection (PGI) programme.

What should I do if I decide to refuse to grant a licence?

Return the application form to the requestor advising the reason(s) for your decision within 14 days of receipt of the application.

What are my accountabilities after granting a licence?

Maintaining surveillance of the storage via your PGI programme and raising any unsatisfactory matters with the user. Revoking the licence should be considered in cases where there is gross non compliance with the storage requirements.

REMEMBER

The LU landlord manager granting the storage licence is accountable for making sure that the storage location is included in the appropriate PGI of the area within which the site is located in accordance with the relevant LU standard.

Granting of a storage licence



Guidance for LU staff

Operational Standards
Issue 1.3