

Category 2 Standard

S-RS-0002 Competence requirements for fleet safety critical tasks

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1 Purpose

- 1.1 The purpose of this standard is to define the competence requirements for any individual carrying out the safety critical tasks of:
- a) offering a train into service on the London Underground network including following daily train checks and after maintenance or repair;
 - b) shunting over London Underground's infrastructure at Hammersmith Depot; and
 - c) operating the signalling control system at Hainault Depot.
- 1.2 It also aims to set out the controls needed to ensure that workers do not carry out safety critical work if they are, or could become, so fatigued that health and safety could be significantly affected.

2 Scope

- 2.1 This standard applies to any individual who carries out one or more of the tasks listed in 1.1 above.
- 2.2 The competence requirements apply to any individual employed within London Underground, or their suppliers, who carries out this task.
- 2.3 The activities listed in 1.1 constitute 'Safety Critical Work' as defined by the Railways and Other Guided Transport Systems (Safety) Regulations (ROGS) 2006 in Regulation 23, and covered in Category 1 standard 1-548.

3 Requirements

- 3.1 All staff and contractors who carry out safety critical work shall be assessed as being competent and fit to carry out that work.
- 3.2 Competence shall be demonstrated by the successful completion of assessments; direct observation of task performance and practical skills. Clear and auditable records demonstrating such assessments shall be retained.
- 3.3 All training and assessments shall be undertaken by competent staff and in training establishments which meet the requirements of LU's Category 1 standard 1-503.
- 3.4 Members of staff and contractors who hold safety critical licences shall carry them on their person at all times. Staff and contractors shall, on request, show all licences to those with authority and shall report the loss of licence before booking on for duty.
- 3.5 Duty managers and team leaders shall be satisfied that staff are properly licensed to carry out the specific safety critical tasks. Moreover, they shall ensure that contractors are properly certificated before allowing them to carry out safety critical tasks.
- 3.6 All assessments shall be entered onto one system. Hard-copy records of the training undertaken to validate the safety critical licence shall also be retained. Generally, emergency access to records shall be possible within one hour of an incident, with more detailed records available within 24 hours.



- 3.7 Employees are responsible for ensuring that their own safety critical licence is valid before carrying out a safety critical task.
- 3.8 The employing manager is responsible for ensuring that licences and their supporting assessments are maintained up to date.
- 3.9 Working time limits for safety critical workers within the scope of this standard have been established for each depot in accordance with Category 2 standard MR-S-HS-0001. Any exceedances of the limits must be properly authorised in line with the agreed procedure for each depot.
- 3.10 All safety critical licence holders shall perform the activity covered at least once in any ninety-day period and more frequently if required by local arrangements or by the assessment requirements of the licence. If they have not practised the activity for more than 90 days then the following arrangements shall apply.
- a) Between 90 and 120 days – the member of staff will be interviewed by a relevant manager or trainer who has held a licence for this task in the past to ensure that they can undertake this activity.
 - b) Between 120 and 364 days - staff will receive a competency assurance assessment and will be trained in any areas of weakness.
 - c) 365 days and beyond - licence shall be revoked and staff will be referred to the training department for re-training.
- 3.11 For the activities Offering any Train into Service (OTIS) following any level of maintenance carried out in a depot and Offering any Train Fit for Service (OTFFS) following a specified level of maintenance carried out in a depot, for which competence is defined in this standard, the competent person is the person responsible for overseeing the work done and stating that the train is safe to operate on the railway. The activity may not involve the competent person carrying out any maintenance or repair work personally but the level of supervision and/or the ability to check the work done must be such that the competent person is assured that the train is safe to operate.
- 3.12 For the activities Offering any Train Back into Service (OTBIS) following casualty or running repair and Preparing Trains For Service (PTfS), i.e. daily checks prior to service, the person carrying out the work is responsible for declaring the train fit for service within the limitations of the scope of the work performed.

4 Offering any train into service (OTIS) following any level of maintenance carried out in a depot

- 4.1 The requirements for those who are deemed competent to say that any train is fit for service after maintenance in a depot, no matter what work has been carried out, are shown in the following table. Because of the wide range of possible maintenance work that could be carried out, this activity requires a high level of understanding of train repair and maintenance and the differences between different types of train.
- 4.2 This licence also includes the function of offering a train as fit to be moved on the railway not in passenger service, e.g. to move a defective train from a siding to depot.
- 4.3 Those who are required to certify modified or repaired trains as fit to move on the railway for non-passenger operation may need different technical knowledge than those certified for OTIS for passenger trains. For example, knowledge of the modification and repair and the risks it presents to the railway would be required in addition to the more general knowledge of the risks that rolling stock presents to the operating railway that is in the normal OTIS certification.
- 4.4 Those who are required to offer trains as safe for shunting over LU's infrastructure at Hammersmith Depot need technical knowledge of the train movements required.

Requirement	Information
Operational Knowledge	• LU Rule Books as well as Depot Rule Book
Technical Knowledge	• Knowledge of functional tests, especially train preparation for stocks concerned • Knowledge of procedures for certifying trains fit for service such as checking not on 'stopped car' list, checking signed off maintenance, checking "no priority one outstanding" jobs, not overdue for maintenance • Knowledge of defective in service instructions • Knowledge of MACS. • knowledge of train movements
Track Competent (Depot)	
ELLIPSE training	
Safety & Security Orientation	
Oral Communication	
Written Communication	
Experience	• Supervised experience of working on rolling stock concerned until certificate of competence is received • Supervised experience of 'OTIS' procedures until certificate of competence received • Routine monitoring by supervisor
Medical Fitness Medical Examination	As stated in Category 1 standard 1-602