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1 Purpose

- 1.1 The purpose of this standard is to specify the arrangements for the management and operation of the Signalling Engineering Emergency on Call Roster, the escalation process and the appointment of suitably qualified signal engineers to the roster.

2. Scope

- 2.1 This standard applies to all LU owned infrastructure and signalling systems maintained by LU and the Wimbledon branch. It does not apply to Network Rail lines where LU is one of the train operating companies operating passenger services on Network Rail owned infrastructure.

3. Requirements

3.1 Category 1 Requirements

- 3.1.1 Category 1 Standard, S1199 "Signalling and Signalling Control – Operation and Maintenance" mandates the requirement to provide 24 hour cover with a competent and experienced technical manager and a means of escalation to a higher level of authority. The Standard also mandates the arrangements for Incident Management and the processes to be adopted for making Irregular adjustments to the signalling system.

3.2 Emergency on Call Roster

- 3.2.1 The roster shall comprise of two levels of on-call cover, Duty Signal Managers (DSMs) and Duty Senior Signal Engineers (DSSEs).
- 3.2.2 DSMs shall be appointed from LUs internal resource capability, of signal engineering staff preferably with wide ranging operational experience.

Note: Operational experience gained shall be construed in the widest sense and can include maintenance, design and new works (installation) activity as well as managerial competence. Design experience by itself would not ordinarily be considered sufficient. Candidates are more likely to be appointed from the supervisory grades of Signal Operations Manager, Duty Signal Incident Manager or Works Controller. Candidates shall have widely gained experience in signal engineering, excluding initial training.

- 3.2.3 DSSEs shall possess senior level signalling engineering experience and shall normally be appointed from the core group of DSMs after several years experience of covering the DSM level of the roster.
- 3.2.4 The Head of Signalling Engineering shall retain the right to appoint other candidates to the roster, if, in his or her consideration, the candidate has suitable technical and managerial skills and competencies to discharge their roles safely and effectively.

- 3.2.5 There shall be sufficient DSMs and DSSEs appointed to give 24 hour cover throughout the year, taking into account annual leave and sickness. In addition when devising rosters, due consideration shall be given the potential for fatigue of rostered individuals.
- 3.2.6 Individuals appointed to the roster shall provide cover for designated areas of the LU network and shall access the escalation arrangements in situations where they have limited experience of the systems involved.

Note: Individuals appointed to the Duty Senior Signal Engineers' roster will need to be capable of providing cover for the whole of the LU network.

- 3.2.7 The roster shall be configured in a manner that ensures that there are no regular occurrences of the same DSM and DSSE being on-call together.
- 3.2.8 The day to day management accountability of the roster shall reside with a technically competent person with experience of emergency on-call duties and be a jointly agreed by LU and APJNP management. Its administration may be delegated.

3.3 Licensing, Competence and Training Requirements

- 3.3.1 Those appointed as DSMs shall hold as a minimum, a current and valid Institution of Railway Signalling Engineers (IRSE) licence that permits the holder to return the signalling system to operational use.
- 3.3.2 Those appointed as DSSEs shall hold a valid and current IRSE licence that permits the holder to return the signalling system to operational use or have previously held a relevant licence for a minimum period of 5 years.
- 3.3.3 If a candidate has had a formal complaint registered against them under the IRSE Licensing Scheme, the nature of the complaint shall be reviewed by the Head of Signalling Engineering or his nominated representatives, and a decision made, and recorded, as to whether or not the candidate can be considered for appointment as a DSM or a DSSE.
- 3.3.4 Both DSMs and DSSEs shall have satisfied the requirements of Standard S2529, Appendix 7.12, Sections 4.2.2 and 4.2.3 to issue and where licences permit, receive Authority to Work Certificates.
- 3.3.5 Each candidate shall be able to demonstrate a significant degree of competence in at least one of any of LU's signalling systems, and preferably more than one system. These systems include: Legacy systems in use on conventionally driven lines; coded track circuit ATP protected lines, 'Transmission Based Train Control' systems (TBTC) and 'Distance to Go Radio'(DTGR) systems.
- 3.3.6 Candidates shall be expected to undertake training courses on systems that they are not familiar with, and such training shall be provided on systems that are new to the candidate.
- 3.3.7 Training requirements shall form part of an agreed development plan with specified timescales for completion and records of such shall be held by the individual and the individual's Employing Manager.

- 3.3.8 Following appointment to the roster at either level, candidates shall be mentored. See Section 3.7.
- 3.3.9 Regular knowledge sharing briefing meetings shall be held with DSMs, DSSEs and representatives of the Head of Signalling Engineering attending. The purpose of such meetings shall be to share knowledge, discuss recent events and incidents, and consider new approaches to incident management and any other related matters.

3.4 Appointment of DSSEs

- 3.4.1 Vacancies on the DSSEs roster shall be filled by nominations made by the Senior Signalling Engineers within LU or by DSSEs, from the core group of DSMs or other candidates who are considered to be appropriately qualified.
- 3.4.2 The nominations will be submitted to, and considered by a member of the DSSE roster and a nominated representative of the Head of Signalling Engineering.
- 3.4.3 Interviews shall be held. Those selected to attend an interview shall:
- a) be interviewed by Accrediting Managers made up of at least one member of the DSSEs roster and a representative of the Head of Signalling Engineering
 - b) present their log books, licensing and/or accreditation details for review
 - c) be presented with scenarios (from a wider range), each being an example of an incident where support may, or may not, be required at DSSE level. Those interviewing the candidate shall decide which scenarios to use, taking into account the candidate's professional background and experience
 - d) discuss and address each scenario with the interviewers
 - e) answer questions and discuss details to determine the candidates underpinning technical knowledge in those areas that the candidate can demonstrate competence including that of newer systems, decision making ability, behavioural attitudes, management of serious incidents, the role of external agencies and escalation to other senior managers etc.
 - f) answer and discuss situations where there is a need to consider matters that are outside the scope of normally accepted standards
 - g) not be subjected to questioning on technical matters of which they have no experience other than in terms of generic signalling principles.

Note: The Head of Signalling Engineering's nominated representatives will normally be the Lead Maintenance Asset Engineer (LU) and the Asset Engineer (AP JNP).