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NR/L2/CTM/028 Issue 2

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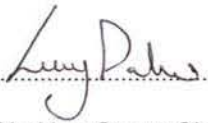
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Level 2

Competence and Training in OLE Construction Engineering

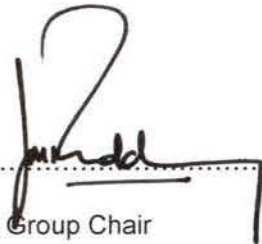
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Issue record

Issue	Date	Comments
1	March 2009	New Issue
2	June 2010	2 nd Issue minor amendment

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its Contractors where applicable by 1st July 2010.

Summary

This specification defines the requirements for the training and assessment of persons undertaking OLE construction engineering activities on Network Rail Managed infrastructure. The specification complements the requirements of company standard NR/SP/CTM/001 Competence Management.

Implementation

The provisions of this specification shall be implemented from 1st July 2010 for all OLE Construction engineering activities under renewal, or enhancement projects that may affect the operational safety of Network Rail Managed infrastructure.

Reference documentation

NR/CS/CTM/001	Competence Management.
NR/L2/CTM/202	Quality Assurance in Training and Assessment
NR/L2/CTM/021	Competence and Training in Track Safety
NR/SP/OHS/018	Safety requirements for track medical and alcohol and drugs screening and certification.

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1 Purpose

This specification sets out the minimum requirements for the assessment of personnel who undertake OLE construction, renewals, enhancement and/or modification project activities on Network Rail managed infrastructure. It defines the processes to be implemented and the standards that are to be achieved to confirm that personnel undertaking these activities are competent to perform their tasks.

2 Scope

The specification applies to all personnel who undertake OLE construction, renewal, enhancement and/or modification activities on Network Rail managed infrastructure. This standard covers all OLE equipment types and systems.

3 Definitions

Access

Where an individual has access to overhead line equipment for the purpose of undertaking OLE construction, renewal, enhancement and/or modification activities on Network Rail managed infrastructure.

Assessor

An individual who has been trained in assessment techniques and methods and has occupational experience and current knowledge of Railway Group Standards and Network Rail and/or company standard applicable to the activity and competence standard.

Assessment

The gathering and judging of evidence to determine an individual's competence as required by a competence standard.

Authority to Work

A document that details the work activities that an individual is authorised to undertake. It includes the details of the individual's competence and details of any restrictions that apply to the way the individual works e.g. the requirement for supervision.

Competence

The ability to undertake responsibilities and to perform activities to a recognised standard on a regular basis. A combination of practical thinking skills, experience and knowledge and includes a willingness to undertake activities in accordance with agreed standards, rules and procedures.

In the context of this specification it also includes the consistent achievement of an identified standard of performance under defined normal, abnormal, and emergency situations; the ability to undertake activities to arrange for suitable measures to be put in place aimed at achieving the safety of any individual who might be affected by the work; and an appropriate level of fitness.

Certificate

A document that confirms that specific competence has been demonstrated by an individual against the requirements of a competence standard.

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Competence Management System (CMS)

A suitably resourced, logical and integrated cycle of activities within an organisation used to assure competence of those who may, through lack of competence, have an adverse impact on the:

- safe operation and maintenance of Network Rail managed infrastructure;
- occupational health and safety of workers on or about the Network Rail managed infrastructure;
- safety of other persons affected by their actions or inactions;
- performance of Network Rail's business.

Competence profile

A description of the competences that apply to a specific job role or post. The Competence Profile is used to determine the training and assessment requirements for the person occupying the post.

Competence standard

A statement of:

- what an individual is able to do and how well, in order to achieve the intended outcome of work;
- the range of circumstances in which the ability shall have to be demonstrated;
- the knowledge needed to complete the work;
- the types of evidence required to confirm that performance is consistent and can be sustained;
- how this would be assessed

Mentoring period

A period of time between the satisfactory completion of training where the individual is able to undertake the work under supervision of a mentor. This period is used to enable the individual to practice the competence and gather evidence ready for assessment.

Overhead Line Equipment (OLE)

The arrangement of wires suspended over the railway line for supplying electricity to electric trains, together with the associated fittings, insulators and other attachments by means of which the wires are suspended or registered in position plus the feeders, isolators, jumpers, return conductors and bonding.

Person in scope

An individual whose current or future role involves completing tasks associated with OLE construction, renewal or enhancement tasks.

Persons new to OLE construction engineering

An individual who has not previously undertaken work involving OLE construction, renewal or enhancement tasks. It includes individuals that may already be working in, or have worked in, the rail industry before, but in another role, not related to OLE construction engineering. New to OLE construction engineering is not related to grade but to previous experience as described above.

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Trainer

An individual who is approved by Network Rail to deliver one or more named training events.

Safety Critical Work

Activities carried out in the railway industry that may affect the health and safety of individuals on the transport system and that may have a real time impact on the operational railway.

Verification

A process by which the quality of assessment decisions and the supporting process are independently assured.

Verifier

An individual who assures the completed assessment decisions.

4 Requirements

4.1 Deployment

Employers shall not deploy any person new to OLE construction engineering on any tasks associated with OLE construction, renewal, enhancement and/or modification engineering activities that have a direct impact on the integrity of the OLE, until that person has attended and successfully completed an OLE construction induction training event approved by Network Rail.

Additionally people who are not new to OLE construction engineering shall only be deployed on tasks associated with OLE construction engineering activities provided that person has attended and successfully completed appropriate training or has been assessed as competent to complete the work. Where a person has been trained they are able to undertake the work but shall be subject to an appropriate level of supervision.

4.2 Work on or near the line

Where a person is required to work on or near the line they shall hold the relevant track safety competence as defined in NR/L2/CTM021 Competence and Training in Track Safety.

In addition, persons shall be able to demonstrate medical fitness and be screened for alcohol and drugs in accordance with Network Rail Specification NR/SP/OHS/018: Safety requirements for track safety medical and alcohol screening and certification.

4.3 Training

Subject to the minimum requirements in **4.1** and **4.2** employers shall have systems in place to identify specific training needs for each person in scope.

The following steps shall be used and documented to identify and satisfy specific training needs:

- a) identify deployment requirements for the person concerned. Take account of specific types of equipment that the person shall be required to work on and the type of activities the person shall be required to undertake;

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- b) establish the current competence of the person with relation to deployment requirements;
- c) establish what development is required and therefore which training is appropriate to match the deployment needs;
- d) agree development plan with the person and in which order the training should take place;
- e) arrange training;
- f) person completes relevant training.

4.4 Mentoring

Following the successful completion of training, each person shall undertake a period of workplace experience. The person's employer shall appoint a mentor who shall be responsible for supporting the workplace experience. Employers shall be responsible for confirming that appropriate supervision is maintained during the period of mentoring.

Each employer shall provide a workplace experience book to record what work the person has completed during the workplace experience.

4.5 Assessment

Following successful completion of the relevant training and mentoring the person shall be assessed against the requirements of the relevant units or elements associated with the competence contained in Appendix B of this specification.

4.6 Delivery of training

Individuals delivering formalised training event shall be approved by Network Rail in accordance with the requirements of NR/L2/CTM/202 Quality Assurance in Training and Assessment.

Individuals supporting individuals new to OLE construction duties, in workplace learning and development activities, shall as a minimum retain the competence and show suitable knowledge and experience of completing the activity.

Trainers shall only use training plans and assessment materials approved by Network Rail to deliver any formalised training event.

4.7 Completion of assessment

Where competences are recorded on the NCCA database assessors shall be approved by Network Rail or its agents. For all other competences assessors shall be approved in accordance with the employing organisation's competence management system. In both cases assessors shall be approved prior to undertaking assessments against the competence standards detailed in this specification. Assessors shall plan and complete assessments.

Employers shall have in place verification procedures to confirm that at least 10% of completed assessments are verified.

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4.8 Maintaining competence

Employers shall have systems in place to assure the continued competence of persons undertaking OLE construction engineering activities. These systems shall consist as a minimum of:

- a) an assessment of project specific competence at the commencement of each new project;
- b) the use of a work experience book to record work experience;
- c) the implementation of a review or re-assessment regime as defined in 6.2

5 Application

5.1 Competence standards

Based on a functional analysis competence standards have been developed that are suitable to control the risks associated with the competent performance of personnel who are undertaking OLE construction engineering activities on Network Rail managed infrastructure. These competence standards are contained in Appendix B of this specification.

5.2 Competence profiles

The competence standards are applicable to the type of job roles associated with teams undertaking construction, renewal, enhancement and/or modification activities.

Specific competence profiles shall be developed for each role and shall take account of equipment specific needs in a particular geographic location.

Competence standards should be selected on the basis of the person's job role and responsibility. An example of competence profiles for OLE construction engineering competence requirements has been developed to aid this process (See Appendix B, section 1).

5.3 Training needs

Training modules associated with OLE construction engineering shall be designed by individual companies to meet the requirements set out in Appendix B. Brief details of the required content of these modules are contained in Appendix A of this specification.

Persons in scope who are new to OLE construction engineering shall as a minimum meet with the requirements of OLEC 1 'Access OLE construction site' regardless of the job role the person is undertaking, unless they are accompanied by an individual holding the OLEC competence.

5.4 Project specific endorsements

Where a person has been assessed as competent for one type of activity or on one equipment type in a group of similar types and is required to demonstrate competence on other activity or equipment types, endorsements shall be added to the certificate as shown in the examples below:

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Case 1:

Assessed as competent against “OLEC 3: Construct, Renewal and Enhancement of OLE in line with Design Drawings and Specifications” of main steelwork. The certificate issued shall show competence to:

Construct, renew, enhance and modify OLE in line with design drawings and specifications inc:

- Installation of main steelwork (Mk3)

Case 2:

The person receives and successfully completes training for a different type of OLE construction activity. A new certificate shall be issued showing competence to:

Construct, renew, enhance and modify OLE in line with design drawings and specifications inc:

- Installation of main steelwork (Mk3)
- Installation of earthing and bonding (Mk3, GEFF)

6 Assessment strategy

The strategy to be applied to assessment takes account of a number of factors:

- whether or not the person is new to the job role;
- what training and experience a person has had;
- what different types of activity the person is required to complete;
- what are the different types of equipment the person is required to work on;
- the project specific information relating to the equipment or work to be undertaken;
- the practicality of gathering observed evidence;
- the risks from incompetent performance.

6.1 Initial assessment

The following approach shall be used:

Case 1

Where the work is new to the person's area of responsibility they shall:

- receive the relevant training and complete end of training assessments;
- complete a period of work experience, under supervision, against objectives set at the end of the training and record the details in their work experience book. During the mentoring period, the mentor shall confirm that both their own safety and the safety of the person are being maintained at all times in accordance with the relevant instructions or rules;
- be assessed against the requirements laid down in the relevant units or elements associated with the competence;

If the person is competent the person completing the assessment shall issue a certificate of competence (See Project Specific Endorsements).

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If the person is not yet competent;

- the line manager shall agree and implement a development action plan;
- the person may continue workplace experience under supervision;
- on completion of development action plan the person shall be re-assessed for the specific competence.

Case 2

Where the person has been previously trained and been undertaking the work for more than 1 year they shall be assessed for the specific competence against the relevant units or elements as detailed in Appendix B of this specification using the following as the primary source of evidence:

- detailed questioning/standard knowledge tests;
- performance report from the line manager to confirm satisfactory and safe performance across the range of work detailed in the competence standard.

If the person is competent the person completing the assessment shall issue certificate of competence.

If the person is not yet competent they shall be dealt with as described in Case 1.

6.2 Maintaining Competence

Employers shall have systems in place to confirm the continued competence of persons undertaking OLE construction engineering activities for the duration of each project. These systems shall consist as a minimum of:

- a) an initial assessment of competency for the works undertaken for each project;
- b) the implementation of a re-assessment regime that confirms project-specific competency, at least every 2 years. This as a minimum shall include:
 - the work completed by the person meets the performance statements detailed in the relevant competence units or elements associated with the competence held;
 - the person has the knowledge defined in the relevant competence standard;
 - any incidents, accidents and/or near misses as a result of the person undertaking the activity have been suitably recorded and reviewed and any mitigating actions have been completed.

Where continued competence cannot be confirmed through the review/re-assessment regime, arrangements shall be made for the competence to be withdrawn. The responsible manager shall develop a plan to restore the person's competence which may include retraining and/or further mentoring and re-assessment.

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Appendix A - OLE Training Framework

Training shall be a mix of, formalised training events, on-site development activities and knowledge enhancement exercises where necessary to meet the minimum criteria of each competence:

Where an individual requires training to meet these requirements against the competence units, they shall be trained and assessed as a minimum against the criteria listed below:

OLEC 1: Access OLE construction sites

This module is aimed to train persons who are new to OLE and whose work involves accessing an OLE construction site and accompanying others. The aim of the module is to provide the familiarisation and basic underpinning knowledge of the OLE system, its components and the working methods associated with construction, renewal, enhancement and modification of OLE assets

OLEC 2: Undertake basic OLE construction activities under direction

This module is aimed to train persons whose work involves the construction, renewal, enhancement and modification of the OLE and whose duties require them to undertake construction activities under direction. The aim of the module is to develop the person's ability to carry out basic OLE construction and installation activities including working at height and the safe use of a variety of hand tools.

OLEC 3: Construct, renew, enhance and modify OLE in accordance with design drawings and specifications

This module is aimed to train persons whose work involves the construction, renewal, enhancement and modification of the OLE and its associated components. The aim of the module is to develop the person's ability to carry out construction, renewal enhancement and modification activities in accordance with design drawings and specifications of the OLE.

In addition individuals shall be required to attend project specific training to enhance their knowledge on particular pieces of equipment or system types.

OLEC 4: Control and supervise OLE construction, renewal, enhancement and modification activities in line with specifications

This module is aimed to train persons whose work involves the supervision and control of construction, renewal, enhancement and modification activities on OLE infrastructure. The aim of the module is to develop the person's supervisory management skills in relation to OLE construction activities in which the individual is competent.

OLEC 5: Confirm the OLE is safe for operational purposes between construction activities

This module is aimed to train persons whose work involves taking and relinquishing responsibility for OLE between construction, renewal, enhancement and modification activities. The aim of the module is to develop the person's ability to recognise the operational condition and capacity of the OLE between these activities including confirming that the OLE is mechanically and electrically secure and compliant with all requirements.

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Appendix B - Competence Units

This appendix contains the detailed competence units that shall be used to assess the competence of personnel who are responsible for OLE construction activities.

1 Competence profiles

The following profiles have been included as a guide to employers as to the likely application of the competence framework to various generic job roles.

Ref Number	Competence Unit	Team Assistant	Team Member	Team Leader	Supervisor	Technician / Senior Technician
OLEC 1	Access OLE Construction Sites	Core	Core	Core	Core	Core
OLEC 2	Undertake Basic OLE Construction Activities under Direction	Core (endorsed for project tasks)	Core (endorsed for project tasks)	Core	Core	Optional
OLEC 3	Construct, renew enhance and modify OLE in Accordance with Design Drawings and Specifications		Core (endorsed for project tasks)	Core (endorsed for project tasks)	Core (endorsed for project tasks)	
OLEC 4	Control and Supervise OLE Construction, Renewal and Enhancement Activities in Line with Specifications			Working Towards	Core	
OLEC 5	Confirm the OLE is safe for operational purposes between construction activities			Working Towards	Core	Core

NOTE1 the guidance held within the table above may not be sequential, and is dependant on geographical and/or contractual requirements.

2 Evidence requirements

Sufficient evidence shall be collected to enable competence to be assessed against all the performance statements and knowledge and understanding requirements for each element. Evidence shall be sufficient to demonstrate that the person is capable of consistent competent performance.

2.1 Performance evidence

The standards of competence in the appendices specify the form and quantity of performance evidence which shall be presented for each element.

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There are two types of performance evidence:

- evidence of the way the person carried out the activities – evidence of the process involved in demonstrating competence. This takes the form of observation, authenticated work experience book entries, or performance reports;
- products of the person's work – items that the person produces or works on or documents produced as part of the activity. The evidence may be in the form of the product itself, or may be a records or photographs generated as part of the work.

2.2 Knowledge evidence

The knowledge evidence section of the element specifies the knowledge and understanding necessary for competent performance.

2.3 Knowledge requirements that is common to all competence units

Candidates shall have relevant knowledge and understanding of:

The current health and safety legislation, regulations and safe working practices and procedures that includes:

- relevant sections of the Health and Safety at Work etc Act;
- Railways and Other Guided System Regulation (ROGS);
- Electricity at Work Regulations;
- COSHH;
- relevant sections of the Transport and Works Act;
- track access restrictions;
- the Rule Book;
- NR/L2/ELP/29987 Working on or about 25kV AC Electrified Lines;
- Working at Height;
- Provision use of work equipment Regulations (PUWER);
- Lifting operations and lifting equipment Regulations (LOLER);
- personal protective equipment Regulations (PPE);
- Manual Handling Regulations;
- First aid at Work Regulations;
- Construction (Design and Management) Regulations (CDM).

2.4 Assessment decisions

Initial assessment decisions shall only be made following the generation of evidence from the person's normal workplace.

Assessment decisions of "competent" shall only be made when:

- all the required performance and knowledge evidence, as defined in the relevant competence units or elements, has been provided;

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- the evidence has been confirmed as accurate, current and attributable to the person concerned;

NOTE2: project specific endorsements may be added to a competence certificates following successful completion of training.

3 Monitoring process

Activities associated with specific competence shall be practiced wherever reasonably practicable to maintain the competence. Entries shall be made in the relevant work experience book when these activities have been undertaken to prove the competence has been practiced.

Where an activity is completed on a regular basis the work experience book shall be completed once every 2 weeks.

Where a competence has not been practiced within a 2 year period from the last entry, the guidance as detailed in **6.1** of this specification shall apply

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OLEC 1: Access Overhead Lines Construction Sites

1 Purpose

The purpose of this competence unit is to define the requirements for persons required to access overhead line construction sites safely and effectively

2 Scope

This competence unit applies in all circumstances where any person is required to access overhead line construction sites safely and effectively and in line with requirements

The level and extent of responsibility shall include their own safety and that of others who they accompany. The person shall be expected to refer to others for authorisation when required, be responsible for the implementation of instructions, and work within set procedures and specifications. The person's actions shall not compromise the safety of others

This competence unit shall be used to assess the competence of people accessing overhead line construction sites in line with relevant processes and procedures.

3 Competence unit

This competence unit comprises one element.

Element 1 Access OLE Construction Sites

This element is concerned with the safe access of OLE construction sites in line with process and procedures.

To prove competence in this unit, the person shall be able to demonstrate their ability to access OLE construction sites safely and effectively in line with process and procedures. The person shall also have to show that they can follow recording, reporting and escalation procedures.

4 Assessment

4.1 Initial assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered of the person accessing OLE construction sites safely and effectively in line with procedures and processes.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence shall be from detailed questioning supported by performance reports from the person's supervisor.

4.2 Re-Assessment

Re-assessment shall be completed at least once every 2 years in accordance with the requirements set out in **6.2**.

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5 Knowledge evidence this is common to the whole unit

You shall have knowledge and understanding of:

- 1 how the construction activity may affect the safe operation of the railway;
- 2 how the OLE is designed to function under normal operating conditions;
- 3 what procedures need to be followed, to confirm operational and personal safety is maintained during the work;
- 4 how to avoid personal injury during the work;
- 5 what each of the component parts contribute to the overall operation of the OLE system;
- 6 what terminology and methods are used to identify OLE and describe operational status of the equipment;
- 7 what the limits of your responsibility and authority are;
- 8 reporting lines and escalation procedures;
- 9 industry protocols relating to communication of important safety information.

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Unit OLE 1: Access OLE Construction Sites	
Element 1: Access OLE Construction Sites.	
Performance Statements <i>You shall be able to:</i> - work safely at all times, complying with health and safety and other relevant regulations and guidelines. - follow the relevant instructions in line with safe access procedure. - carry out activities within the limits of your personal authority. - report any instances where activities cannot be fully met or where there are safety issues outside the planned schedule. - complete relevant records accurately and pass them on to the appropriate person. - accompany an individual or individuals without OLEC competency. - follow recording and reporting procedures	Knowledge statements <i>You shall have knowledge and understanding of:</i> - the specific requirements of safety issues surrounding construction site access including: - Working Plant and equipment - Electrified Lines - Hazards associated with OLE Systems - Awareness of working at height and how they can differ at each site of work. - the technical terminology associated with construction sites and how that applies to the safe access to the site. - the documentation associated with OLE construction sites - recording, reporting and escalation procedures - what the limits of your responsibility and authority are
Scope of Competence - Access requirements including: - receiving safety briefings; - personal safety; - accompanying individuals without OLEC competence - The types of Documentation that applies to access requirements - Follow directions from competent personnel - Identification of hazards including (but not limited to) - electrified lines; - limited clearances; - working plant and equipment. - Types of personal protective equipment inc (but not limited to): - hard hats; - high visibility clothing; - approved safety footwear; - gloves/goggles. - Recording, reporting and escalation procedures inc - Emergency Procedures - Standard reporting procedures associated with projects	Performance Evidence Requirements Performance evidence shall be collected through differing types of evidence, of the person completing all relevant tasks associated with the performance statements. <i>NOTE: Performance evidence methodology may include the use of:</i> - Authenticated work experience book entries - Performance reports - Observation - Relevant activity records

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