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Level 2

Competence and Training in Lookout Operated Warning Systems

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Issue record

Issue	Date	Comments
1	September 2011	New issue

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and it's contractors if applicable from 3 December 2011.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 3 (Option Selection) to continue to comply with the issue of any relevant Network Rail standards current when GRIP Stage 3 was completed and not to comply with requirements contained herein, unless stipulated otherwise in the scope of this standard.

Reference documentation

NR/CS/CTM/001	Competence Management
NR/L2/CTM/202	Quality Assurance in Training and Assessment
NR/L2/OHS/018	Supplier requirements for the approval of medical assessments and drug and alcohol and screening and certification
NR/L2/OHS/00124	Competence Specific Medical Fitness Requirements.
NR/L1/OHS/051	Drugs and Alcohol Policy
NR/L2/CTM/021	Competence and Training in Track Safety
GE/RT8000	The Rule Book and Handbooks
NR/L2/OHS/019	Safety of People Working on or near the line
NR/L2/OHS/050	Sentinel Scheme Rules
NR/SP/OHS/501	Track Warning Systems
SI 2006/599	Railway and Other Guided Transport Systems Regulations 2006
NR/L3/MTC/SE0206	Introduction and Management of Lookout Operated Warning System (LOWS) Equipment
NR/L3/MTC/SE0207	Use of Lookout Operated Warning System (LOWS) Equipment

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1 Purpose

This standard sets out the minimum requirements for the training and assessment of personnel who operate, or control the operation of Lookout Operated Warning Systems (LOWS) equipment on the Network Rail managed infrastructure.

Additionally this document sets out the minimum requirements for those who train and/or assess the operation or control of the operation of Lookout Operated Warning Systems (LOWS) equipment on the Network Rail managed infrastructure.

It defines the processes to be implemented and the standards to be achieved to confirm that individuals who are required to operate, or control the operation, or who train and/or assess others in the operation and/or the control of the operation of Lookout Operated Warning System (LOWS) equipment are competent.

2 Scope

The standard applies to any individuals who are required to operate, or control the operation of and/or who train and/or assess others in the operation or control of Lookout Operated Warning System (LOWS) equipment.

3 Definitions

Assessor

An individual approved to undertake assessments of persons against the requirements of specific competence standards.

Assessment

The gathering and judgement of evidence to 'prove' or 'determine' an individuals competence as required by a competence standard. This includes evidence to confirm the individual has the necessary knowledge and has performed the activity to the standard set out in the performance statements in each competence unit.

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.

Certificate

A document that confirms specific competence has been demonstrated by an individual against the requirements of a competence standard. Certification in the context of this standard means a Sentinel Card.

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, to undertake activities in accordance with agreed standards, rules and procedures.

In the context of this standard it also includes the consistent achievement of an identified standard of performance under defined normal, abnormal, and emergency situations.

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Competence Management System (CMS)

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

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

Competence standard

A statement of activities that an individual shall be able to do and how well, in order to achieve the intended outcome of activities.

- the range of circumstances in which the ability would have to be demonstrated;
- the knowledge required to complete the activities;
- the types of evidence needed to confirm that performance is consistent and sustained; **and**
- how this shall be assessed.

On or Near the Line

As defined in GE/RT8000 The Rule Book.

Trainer

An individual approved by Network Rail to deliver specific training events .

Verification

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

Verifier

An individual who is competent and authorised to review the assessment process and checks the completed assessment decisions against specific competence standards.

Work experience books

A small pocket-sized work-experience booklet containing specific competences. Designed to record evidence of when, where and how the duty an individual performed. For the purposes of the competence contained within this standard the appropriate track safety work experience book shall be used to record work experience evidence.

3.1 LOWS competence definitions

LOWS Lookout

An individual certified as competent to operate a specified type of LOWS equipment.

The specified types of equipment in relation to this standard include the approved equipment manufactured by the following companies.

- Zöllner (Z);
- Schweizer (S).

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LOWS Controller

An individual certified as competent to set up and control the warning units of a specified type of LOWS equipment.

The specified types of equipment in relation to this standard include the approved equipment manufactured by the following companies.

- Zöllner (Z);
- Schweizer (S).

4 Requirements

4.1 Deployment

Employers shall not allow any individual to operate, or control the operation of LOWS equipment of any type until that individual has attended and successfully completed the approved Network Rail Lookout Operated Warning Systems training.

4.2 Medical fitness

Any individual required to operate, or control the operation of LOWS equipment shall be able to demonstrate medical fitness in accordance with:

- [NR/L2/OHS/00124](#): Competence specific medical fitness requirements;
- [NR/L1/OHS/051](#): Drugs and Alcohol Policy.

4.3 Minimum age

Individuals requiring to hold any LOWS competence shall be a minimum age of 18.

4.4 Suitability.

Employers shall have systems in place to confirm that individuals who undertake the following duties are suitable:

- LOWS Lookout (Z);
- LOWS Lookout (S);
- LOWS Controller (Z);
- LOWS Controller (S).

Employers shall have systems in place to determine whether or not an individual is suitable and shall take account and include the following:

When assessing the suitability, employers shall have in place a documented and validated process for assessing the behavioural characteristics of any individual required to carry out these duties. In doing this employers shall take account of the following:

- the necessity for such individuals to hold the relevant associated Track Safety competence;
- the necessity for such individuals to confirm compliance with GE/RT8000 the Rule Book/Handbooks;
- the necessity for such individuals to undertake clear and verbal communications with others, including persons working within the safe system of work;

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- the responsibilities imposed by GE/RT8000 on individuals required to protect themselves or others working on or near the line;
- the necessity for such individuals to respond to changed circumstances or emergencies which could jeopardise the protection arrangements.

Individuals selected for LOWS training shall also demonstrate the following characteristics as described in **4.4.1 - 4.4.6**.

4.4.1 Personal Safety

Can demonstrate safety at all times both in routine situations and when under pressure. Shall challenge where instructions are contrary to safety arrangements or where they observe others behaving unsafely.

4.4.2 Work collaboratively with team members

Individuals selected for training shall be supportive to others, helpful and co-operative, able to get on with a range of different people, willing to share the team's workload and act as a mentor if required.

4.4.3 Motivated to learn new skills

Individuals selected for training shall be enthusiastic and once able to complete a task, they shall be proactive in getting it done, e.g. in preparing the tools and moving onto each stage of the task without having to be prompted.

4.4.4 Works diligently and to the required standards and procedures

Individuals selected for training shall be proactive in getting work done, (e.g. in preparing the tools and moving onto each stage of the task without having to be prompted). They shall show attention to detail when completing work tasks and that all tasks are completed in the prescribed order. They shall be capable of working in accordance with the rules and relevant standards and in the time guidelines set by team or safety leaders but without the need for constant supervision. They shall not be prone to taking short cuts to get the job done.

4.4.5 Concentration: remains alert and focussed.

Individuals selected for training shall be able to maintain a high standard of safety awareness by remaining alert and vigilant. They shall be able to monitor their situation continuously and concentrate on specific activities

4.4.6 Communicate clearly with work colleagues

Individuals selected for training shall be able to communicate clearly, concisely and accurately such that both they and others are fully aware of what is going on in the team and how things need to be performed.

Individuals shall also be able to challenge instructions if feel that they are unsafe within the safe system of work.

4.5 Assessment.

Following completion of the relevant training individuals shall be assessed against the requirements of the relevant competence units contained in **Appendix B** of this standard. Network Rail have developed assessment methodology to enable these assessments to be completed. Persons administering these assessments shall use this assessment methodology.

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5 Certification.

5.1 Issue of certification.

Certification for all competences as listed in **Appendix B** shall have a maximum validity of 24 months from the date of completion of initial assessment.

Where an assessment is completed less than 8 weeks before the expiry date of an existing certificate it is permitted to use that expiry date as the starting point of the new record.

The training organisation shall provide the delegate with appropriate certification to demonstrate they hold the competence.

5.2 Withdrawal of certification

Certification shall be withdrawn or suspended if:

- the competence is not used within 28 days of the initial training;
- the competence is used on less than 10 occasions within 3 months of initial training;
- the holder has not used the competence at least once every 3 month period;
- the conduct of the holder gives cause to suspect lack of competence in use of the equipment;
- the holder is unable to meet medical fitness requirements;
- if the individual is suspected to have caused or contributed to an incident or accident.

Competence shall only be restored when competence or medical assessment has shown that the individual concerned complies with the requirements of this standard.

5.3 Transferability of certification

Where an individual is sponsored by more than one Sentinel authorised site, the competence held by the individual is transferable between sponsors. However proof of prior experience shall be provided by the individual as a guide to the level of competence held. As minimum this includes the appropriate LOWS work experience records as appropriate and a valid certificate of competence endorsed with the relevant LOWS competence.

5.4 Certification expiry

If an individual's certification expires prior to the completion re-certification event the individual shall apply the 8 week rule. When the '8 week rule' is applied the individual shall:

- not continue to use their competence for that specific role;
- undertake the relevant re-certification activities as set out in **Appendix C** within the time limit of 8 weeks of the certification expiry.

Where an individual does not complete the re-certification activities of the specific competence within the 8 week period initial training shall be attended.