

Ref:	NR/L2/ELP/27032
Issue:	1
Date:	06 06 2015
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Level 2

Management of incidents involving damage to the OLE

Endorsement and Authorisation

Endorsed by:



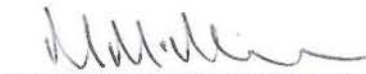
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User information

This Network Rail standard contains colour-coding according to the following Red–Amber–Green classification.

Red requirements – *No variations, could stop the railway*

- **Red requirements shall** always be complied with and achieved.
- Red requirements shall be presented in a red box **with the word “shall” or expressed as a direct instruction**.
- Accountability for the efficacy of red requirements lies with the Professional Head/Standard Owner.
- Red requirements are monitored for compliance.
- Corrective actions shall be enforced if variations are discovered through functional checks (e.g. engineering verification visits, audit or Operations Self-Assurance).

Amber requirements – *Controlled variations, approved risk analysis and mitigation*

- **Amber requirements shall** be complied with unless variation has been approved in advance.
- Amber requirements shall be presented with an amber sidebar **and with the word “shall” or expressed as a direct instruction**.
- Accountability for the efficacy of these requirements lies with the Professional Head/Standard Owner, or their nominated Delegated Authority.
- Amber requirements are monitored for compliance.
- Variations **may** be permitted. Variations are approved by the Standard Owner or through existing Delegated Authority arrangements.
- Corrective actions shall be enforced if **non-approved** variations are discovered through functional checks (e.g. engineering verification visits, audit or Operations Self-Assurance).

Green – *Guidance*

- Guidance is based on good practice. Guidance represents supporting information to help achieve **Red** and **Amber** requirements.
- Guidance shall be presented with a dotted green sidebar **and with the word “should” (usually in notes) or as a direct instruction**.
- Guidance is **not mandatory** and is not monitored for compliance.
- Alternative solutions may be used. Alternative solutions do not need to be formally approved.
- Decisions made by a competent person to use alternative solutions should be backed up by appropriate evidence or documentation.

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Issue record

Issue	Date	Comments
1	June 2015	Replaces guidance document NR/GN/ELP/00003

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 01 06 2016.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

GE/RT8000	Railway Group Standard – Rule Book - Modules AC
GO/RT3118	Railway Group Standard - Incident Response Planning and Management
GO/GN3518	Railway Group Guidance - Incident Response Planning and Management
NR/L2/OCS/250	Network Rail National Emergency Plan
NR/L2/CTM/014	Competence and Training in Overhead Line Engineering
NR/L3/ELP/27237	Overhead Line Work Instructions
NR/SP/ELP/29987	Working on or about 25 kV A.C. Electrified Lines
NR/L3/MTC/RCS0216	Task Risk Control Sheets
	OLE10 – Rapid Response to Damaged OLE
	OLE16 – Use of Powered Tirfor and Dynafor
	OLE18 – OLE Lifting Activities
	MP09 – Use of MEWPs
NR/L3/ELP/27237	NR/OLE F06 - Make safe and recover a disabled pantograph (Class 390)
Generic lift plans	EPF/OLE/008 – Routine Lift Plan - Pullzall Hoist
	EPF/OLE/009 – Sample Lift Plan - Dewirement Response
Standard Forms	EPF/OLE/016 - Component reuse guidance
	EPF/OLE/017 - Timeline Recovery Plan
	EPF/OLE/018 - OLE Damage Assessment
	EPF/OLE/019 – Key Role Checklist

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Ref:	NR/L2/ELP/27032
Issue:	1
Date:	06 06 2015
Compliance date:	01 06 2016

Contents

1 Purpose	7
2 Scope	7
3 Roles and responsibilities	7
4 Abbreviations	11
5 Initial actions when called to an incident (before arriving at site)	12
6 Safety Management	12
6.1 Protection of the line	12
6.2 Formalising the Isolation	12
6.3 Making the OLE Safe	13
7 Communications & Co-ordination	13
7.1 Site Management & Support	13
7.2 On site support for the OLE Team	14
8 Assessment of OLE Damage	14
8.1 Damage Extent & Geographic Area	14
8.2 Structures From/To	14
8.3 Assessment of Damage at Each Structure	14
8.4 Wires Down & Wires Affected	14
8.5 Assessment of Head-Spans & MIR Arrangements	15
8.6 Stranded Trains & Debris	15
8.7 Re-use of Damaged Equipment	15
8.8 Preservation of Evidence	15
8.9 Strategic Deployment of resources	16
9 Damage Repair Options	16
9.1 Optioneering/Discussions with Route Control	17
9.2 Coasting	18
10 Train Recovery/Passenger Welfare	18
11 Assessment of Required Resources	19
11.1 OLE Staff Resources	19
11.2 Access Plant	21
11.3 Lifting Plant	21
11.4 Lifting Plans	22
11.5 Materials & Spares	22
11.6 Welfare Priorities	23

Ref:	NR/L2/ELP/27032
Issue:	1
Date:	06 06 2015
Compliance date:	01 06 2016

12 Production of OLE Recovery Plan	24
13 Safe System of Work	24
14 Regular Updates & Communication	25
15 Complete the Reconstruction of the OLE	25
15.1 Allocate/Deploy Staff & Activities	25
15.2 Construction & Registration of OLE from Design Records	26
15.3 Rebuilding of the OLE Equipment	26
16 Confirm OLE Fit for Operational Use	29
16.1 Pan Through	29
16.2 Monitoring	30
16.3 Full Line Speed	30
16.4 Recovery for none OLE Assets	30
17 Post Incident Review	31
17.1 Follow Up Actions	31

Ref:	NR/L2/ELP/27032
Issue:	1
Date:	06 06 2015
Compliance date:	01 06 2016

1 Purpose

This procedure mandates the response by Network Rail staff when damaged overhead line equipment (OLE) has to be restored following an incident. This includes:

- Route Operations and Control staff
- Maintenance recovery teams
- Route asset management teams

It is intended principally for those cases where the severity of damage requires the appointment of a Rail Incident Officer (RIO) on site in accordance with NR/L2/OCS/250 - Network Rail National Emergency Plan.

2 Scope

This standard applies to the restoration of 25 kV a.c. overhead line equipment:

- On Network Rail controlled infrastructure and at the interfaces with infrastructure not controlled by Network Rail, for example, interfaces with Train Operating Company depots;
- By restoration teams competent to the requirements of NR/L2/CTM/014 – Competence and Training in Overhead Line Engineering.

It also defines the hand back into operational service process and the investigation of root cause process post incident.

Note: It does not define the Route emergency preparedness arrangements – for this detail please refer to the National / Route strategy document and local first response plans.

3 Roles and responsibilities

The key on-site roles and their main responsibilities are shown in the table below.

	Rail Incident Officer (RIO)	Asset Recovery Manager (ARM)	OLE Incident Manager	OLE Team Leaders
Typical Staff	LOM/MOM	IMDM / IME or E&PME	OLE Section Manager	OLE Team Leader
Main Responsibilities	<p>Establish site meetings.</p> <p>Co-ordinate all rail activities on site.</p> <p>Liaise with Operations Control / TOC and agree response priorities and actions.</p>	<p>Discuss response options and agree recovery plan.</p> <p>Act as SPOC for communications.</p> <p>Monitor the adequacy of site safety arrangements.</p> <p>Manage site support arrangements.</p>	<p>Manage electrical safety.</p> <p>Manage technical recovery.</p> <p>Collate damage assessment.</p> <p>Produce and manage OLE recovery plan.</p>	<p>Damage assessment and feedback.</p> <p>Lead individual response teams.</p> <p>Confirm individual assets are fit / not fit for operational service.</p>

Note: Some of the roles above may be performed by a single individual if the person is suitably competent and the size / complexity of the incident warrants this approach. Alternately the roles may need more than one person for a complex / lengthy incident.

Ref:	NR/L2/ELP/27032
Issue:	1
Date:	06 06 2015
Compliance date:	01 06 2016

In addition to the on-site roles OLE technical teams are required to provide support.
The roles and responsibilities also include the following:-

Rail Incident Officer

The Rail Incident Officer will be appointed initially upon advice of a serious OLE incident by Route Operations Control. This person will undertake the incident management on behalf of operations. The Rail Incident Officer (RIO) shall be the lead rail person, co-ordinating all rail activities on site. The nominated RIO shall (non-exhaustive list):

- a) Lead the rail response in accordance with the incident response plan unless circumstances require departure from it.
- b) Establish regular liaison with Route Control and the signaller.
- c) Establish structured regular rail industry site meetings providing liaison and co-ordination at a frequency and times agreed with those involved and share information updates promptly.
- d) Hold formal meetings as required with representatives of organisations involved.
- e) Take overall responsibility for on-site decision making on rail issues, the production and application of agreed actions and plans for the restoration of normal working (or an agreed method of working which may involve partial restoration of normal arrangements) as quickly as possible.
- f) Consider the appointment of specialists and undertake the responsibilities of any not appointed.
- g) Liaise with Route Control to arrange a check of the signaller and other rail staff in safety critical positions involved in the incident, whether on or off site, to check they are fit to continue, or take up subsequent, duty.
- h) Direct the actions of other rail organisations, including the owners and operators of wagons, vehicles and locomotives involved, their agents and specialists, and infrastructure organisations and contractors.
- i) Estimate the extent and possible duration of the blockage
- j) Identify any possible clearance difficulties.
- k) Carry a card identifying competence as a RIO.
- l) Have a checklist detailing the actions which shall be taken when an incident occurs.
- m) Record minutes of meetings held and decisions made.

ARM (Sometimes called MMIC or EIC)

The ARM will normally be a Senior Manager IMDM / IME or preferably an E&PME who will be appointed to facilitate the recovery progress between the worksite and Route Operations Control. The ARM will be located on site and shall be responsible for:

- a) Establishing lines of communications from site and acting as a Single Point of Contact for all enquires to allow the OLE response team to focus on recovery operations.
- b) Signing off the agreed recovery plan to restore the network to agreed operational service including the necessary plant and resources.
- c) Making the tentative recovery plan more definitive and monitoring the safe progression of work against the specified milestones on the plan in conjunction with the OLE response team.
- d) Manage all other related site activities, such as portable site offices, resource plan, welfare facilities, refreshments etc.
- e) Secure the resources required to meet the recovery plan, including mobilising additional support where necessary, the provision of suitable access and lifting equipment, a competent lift plan specialist to produce an incident specific lift plan and appropriate technical support resources.
- f) Update and attend incident telephone conferences with progress against the recovery plan.
- g) Manage liaisons with agencies involved with the supply of additional services to site.

Ref:	NR/L2/ELP/27032
Issue:	1
Date:	06 06 2015
Compliance date:	01 06 2016

- h) Monitor the compliance with safety standards and appoint a site safety manager if considered necessary.
- i) Establish a rendezvous point for additional resources / access equipment etc. as necessary.

OLE Incident Manager

The OLE Incident Manager shall be an OLE Section Manager or experienced OLE Team Leader. This person shall be competent to OLE11 as defined in NR/L2/CTM/014 and will report directly to the ARM. This person shall be responsible for the technical recovery of the OLE. Typically this will involve:-

- a) Establish site electrical safety and co-ordinate the on-site OLE response staff.
- b) Provide the initial technical assessment of the incident.
- c) Set up and review the initial SSOW, set up & maintain any subsequent SSOW making sure that it is briefed to all staff directly involved in the recovery plan. It is most likely that possession management will be carried out by others. It is recommended that the OLE Incident Manager delegates COSS responsibilities as soon as practicable so that he can focus on the OLE technical issues.
- d) Identify the possible train operation options through the incident worksite including coasting, BTET etc.
- e) Develop the initial recovery plan to restore the network to partial and full operation including the necessary plant and resources.
- f) Organise the damage assessment on site by directing OLE response teams, collate the summary damage report including the damage at each registration location (and associated span). Complete material request forms and collate the information and update the ARM on the damage position/materials required.
- g) Request the necessary repair materials, tools & equipment to be made available on site. Including the required access and lifting equipment. (Careful consideration shall be given to any stressed OLE equipment that is reinstated).
- h) Produce a draft OLE incident recovery plan for the ARM and check that work can be done safely without infringing safety clearance. Identify the location of live equipment within the worksite.
- i) Confirm the isolation requirements necessary to the Nominated Person.
- j) Identify resource requirements, such as OLE staff, Specialist support staff e.g. lift planners/crane controllers, materials, access and lifting equipment, access plant and portable plant etc.
- k) Provide regular progress reports to the ARM. Gather evidence relating to the cause of the incident and establish the preservation of evidence at a location agreed with the RIO

Note: The RIO may appoint evidence co-ordinators to assist in this aspect.

- l) Arrange for the damage to be recorded via photographic / video media.
- m) Tag failed / damaged components with source information such as track identification, structure number, location information etc. and place in a bag to preserve.
- n) Manage the initial assessment as to the incident causation.
- o) Attend agreed review meetings with the ARM as required on site.

OLE Team Leader(s)

The OLE Team Leader(s) shall be competent to NR/L2/CTM/014 and shall support the OLE Incident manager. They are responsible for leading individual OLE repair team(s). This includes:

- a) Assessing electrical safety and making sure that their teams work safely.

Ref:	NR/L2/ELP/27032
Issue:	1
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Compliance date:	01 06 2016

- b) Performing OLE damage assessment and feeding back to the OLE Incident manager.
- c) Responsible for the quality of the reconstruction work done.
- d) Checking that the OLE is set up in accordance with the technical requirements provided. (Heights and staggers etc.)
- e) Confirming that affected OLE assets are fit / not fit for operational service.

OLE Technical support staff

It is important that the repaired OLE equipment is installed to a compliant configuration; otherwise there is a risk of a second dewirement. OLE technical staff perform the following role:

- a) Provide technical information on the as built infrastructure.
- b) Provide advice on temporary construction arrangements / design parameters
- c) Escalate to Route support team / designer if further technical advice is required

Site Safety Manager (SSM)

The SSM (if appointed by the ARM) will support the ARM in monitoring the overall safety of all personnel on site during the incident. This will involve all aspects of safety and welfare and will require co-operation of other departments who may have their own safety responsibilities. The SSM shall:

- a) Set up access control to & from the site.
- b) Record details of all personnel accessing the site.
- c) Undertake an initial (pre-COSS) safety brief of all staff accessing the site or liaise with the COSS.
- d) Control the vehicle access and parking arrangements on the site in accordance with any rendezvous arrangements.

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