

Ref:	NR/L2/OCS/002
Issue:	6
Date:	05 March 2011
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Level 2

Driving Cab Passes

Endorsement and Authorisation

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Issue record

Issue	Date	Comments
1	January 1995	Original document
2	August 2003	Major revision
3	August 2004	Amended to reflect organisational change
4	July 2006	Amended to reflect SAF 5 reorganisation and include provision for issuing cab passes to non PTS holders (including signallers)
5	September 2009	Amended to simplify arrangements and incorporate mandatory security requirements specified by Department for Transport Instruction RSI 2/07
6	March 2011	Amended to reflect organisational change. Change of standard ownership from OPS to OCS. GO/RT3251 and ref to 04/137/TNC removed.

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 05 March 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

RSI 2/07	Department for Transport Security Instruction
Variation 1	Department for Transport Security Instruction
GE/RT8000	Rule Book

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Ref:	NR/L2/OCS/002
Issue:	6
Date:	05 March 2011
Compliance date:	05 March 2011

Contents

1 Purpose	4
2 Scope	4
3 Roles and responsibilities	4
4 Definitions (optional)	6
5 Driving Cab Access Conditions	7
6 Eligibility Criteria	9
7 Types of Cab Pass	10
8 Validity and Scope of Cab Passes	11
9 Driving Cab Discipline	11
10 Unauthorised Access and Misuse of Cab Access Facilities	12
11 Cab Pass Application Process	13
12 Monitoring and Records	14
13 Production and Approval of Ancillary Documents	15

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1. Purpose

To define the circumstances and arrangements under which Network Rail employees and the employees of its contractors can access the driving cabs of trains operated on Network Rail managed infrastructure.

To enable Network Rail to meet its cab access control obligations under Department for Transport security instructions and the obligations towards train operator duty holders who are responsible for the safety critical driving cab environment.

2 Scope

The requirements of this standard apply to the control of access by all Network Rail employees and the employees of contractors directly engaged by Network Rail who need access to the driving cabs of any trains operated on Network Rail managed infrastructure.

For the purposes of this standard Network Rail managed infrastructure excludes all high speed infrastructure managed by Network Rail on the route between St. Pancras International and the boundary points with the conventional domestic network, DB Schenke infrastructure and the Eurotunnel concession at Dagenham Dock Junctions, Ebbsfleet, Ashford, Dollands Moor, and Cheriton.

3 Roles and Responsibilities

3.1 Director Operations & Customer Services

Define and establish arrangements for controlling access by Network rail employees and its contractors to driving cabs by implementing processes to issue Network Rail driving cab passes, brief employees and contractors on the requirements of driving cab discipline, monitor operation of the cab access control arrangements, and maintain records of issued cab passes and the findings from monitoring.

3.2 Operations Risk Control Specialist

Maintain one or more cab pass issuing offices to receive and process applications for Network Rail cab passes.

Scrutinise cab pass applications to establish that they are valid and the applicants meet the eligibility criteria defined in this standard.

Certify valid cab pass applications and schedules of declared posts on behalf of the Director Operations & Customer Services.

Devise and maintain processes for producing and issuing driving cab passes, briefing employees and contractors on the requirements of driving cab discipline, monitoring of the cab access control arrangements, keeping records of issued passes and findings from monitoring, and appointing nominated deputies to discharge the responsibilities of the Operations Risk Control Specialist concerning cab access.

3.3 Operations Principles & Standards Manager

Approve the format and content of ancillary documents not included within this standard that support the cab access control arrangements.

Ref:	NR/L2/OCS/002
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3.4 Functional Directors

In circumstances where they wish to simplify the issuing process, arrange for the identification of roles and posts within their function requiring regular unsupervised cab access as an essential facility for performing their duties and make a declaration of those roles and posts to the Operations Risk Control Specialist.

3.5 Local Operations Manager

Control the use of signaller cab passes, where issued, to meet the provisions of this standard and arrange for the briefing of eligible signallers on the requirements of driving cab discipline published in this standard.

3.6 Authorising Senior Managers

Before signing a driving cab pass application, check that employees or contractors seeking unsupervised cab access meet the eligibility criteria defined in this standard.

3.7 Driving Cab Pass Applicants

Complete a cab pass application form and arrange for the application to be signed by an Authorising Senior Manager.

Submit application to the cab pass issuing office together with a passport style digital image of the applicant and any supporting documentation required by this standard or requested by the issuing office.

3.8 Driving Cab Pass Holder

Only attempt to gain unsupervised access to a driving cab when in possession of a valid cab issue or when undertaking emergency duties defined in this standard.

Show the pass to the driver of the train and request the driver's permission before entering the driving cab on an unsupervised basis.

Produce the pass for inspection when requested or demanded by:

- the train driver;
- an employee of the train operator;
- a Department for Transport, RAIB Inspector, police officer;
- a Network Rail employee with cab pass monitoring or incident investigation responsibilities;
- a Network Rail Authorising Senior Manager;
- or the cab pass holders line manager.

When in the driving cab unsupervised, conduct themselves in accordance with the requirements for driving cab discipline published in this standard and refrain from any activity or use of equipment that could distract the driver from driving duties

Surrender the driving cab pass to the issuing office when either it reaches its expiry date, the holder no longer meets the conditions under which the pass was originally issued, or when requested by the issuing office.