

Letter of instruction

Information for users

The following document:

NR/L3/MTC/EP0152
Issue 5

has had changes made to it, most recently, with effect from **11 December 2013**.

Instructions for use

It is essential that you first read and understand each letter of instruction pertaining to the standard before proceeding to use the standard. You must then apply the requirements of each letter to the standard.

NR/BS/LI/291	Issue 1	Expired September 2014	Proceed to letter ►
NR/L3/MTC/EP0152	Issue 5	03 December 2011	Proceed to standard ►

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Issue:	5
Date:	03 December 2011
Compliance date:	01 March 2014

Level 3

Working on or adjacent to conductor rail

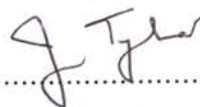
Endorsement and Authorisation

Endorsed by:



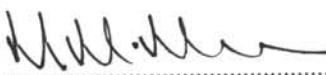
Phil Bancroft, Technical Lead

Authorised by:



pp Justin Page, Steering Group Chair

Accepted for issue by:



Mick McManus, National Standards Manager

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Published and Issued by Network Rail, Kings Place, 90 York Way, London. N1 9AG.



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User information

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

Red requirements – *No deviations, 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 deviations are discovered through functional checks (e.g. engineering verification visits, audit or Operations Self-Assurance).

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

- **Amber requirements shall** be complied with unless deviation 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.
- Deviations **may** be permitted. Deviations are approved by the Standard Owner or through existing Delegated Authority arrangements.
- Corrective actions shall be enforced if **non-approved** deviations 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
1.0	18/12/06	First Issue
2.0	09/03/07	Updated to reflect the relaxation of the isolation requirement when not working on the running rail adjacent to the conductor rail.
3.0	01/06/08	Phase 2A / Engineering reorganisation responsibility change
4.0	06/03/09	Letter of Instruction NR/BS/LI/133 incorporated Review of Standard Job Numbers Clarification following NRRP SMIS Reference QSE/2008/AUG/1305
5.0	03/12/11	Reference to Risk Control Sheets updated Amended to enable the Team Leader to risk assess the tasks to be undertaken in the vicinity of conductor rails. Amended to include Investment Projects and Asset Management (Delivery) requirements.

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 01 March 2014.

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/L3/MTC/RCS0216/GA20	<i>Working on dc lines levels 1 to 4</i>
NR/WI/ELP/3091	<i>DC Electrified Lines Instructions</i>
NR/WI/ELP/27051	<i>DC Electrified Lines Instructions – Liverpool</i>
NR/WI/ELP/27052	<i>DC Electrified Lines Instructions – Northern City Line</i>
NR/SP/ELP/21060	<i>Issue of Safety Documentation for work on 650/750V DC Apparatus</i>
GE/RT8000-DC	<i>DC Module – DC Electrified Lines Instructions</i>
NR/L2/INI/CP0047	<i>Application Of The Construction Design And Management Regulations to Network Rail Construction Works</i>

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NR/L3/INI/CP0044

*Work Package Planning Process
(NR/L3/MPI/CP0044)*

*Construction (Design and Management) Regulations 2007
Electricity at Work Regulations 1989*

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1 Purpose

This standard details the process for planning safe access and safe working arrangements for Network Rail staff and/or contractors working on or adjacent to conductor rail(s).

2 Scope

This standard applies to all Network Rail and contractor staff including planning teams and line managers/supervisors when planning/preparing to perform any work from any discipline in an area that includes third/fourth rail systems.

The standard applies to both routine and non routine work including reactive maintenance and/or fault finding in infrastructure areas with third/fourth rail systems.

It does not include work inside DC substations which is subject to the requirements of NR/SP/ELP/21060.

It does not include activities associated with taking isolations NR/WI/ELP/3091, NR/WI/ELP/27051 or NR/WI/ELP/27052.

This standard does not directly deal with the risk of fouling open lines or live conductor rails on open lines by plant, equipment or materials.

NOTE Planners/Managers/Contractors should take account of all these risks associated with working on railway infrastructure when planning tasks on infrastructure which is in the vicinity of live conductor rail equipment.

3 Roles and responsibilities

A flowchart of the process is shown in figure 1.

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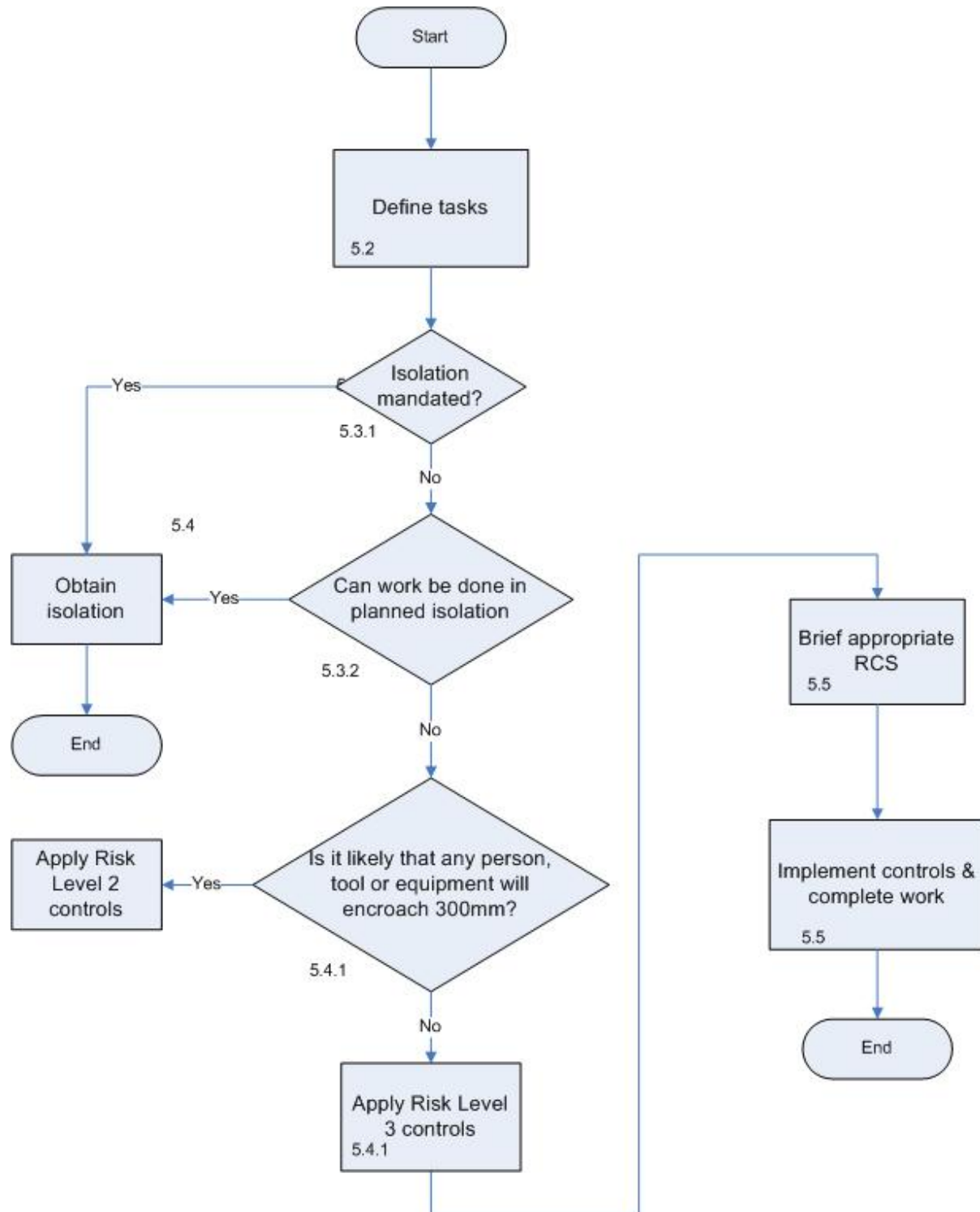


Figure 1 – Flowchart

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RACI DETAILS	KEY CONTROL ACTIVITY	Resources				
		Line Manager	CDM Co-ordinator	Delivery Unit Workforce Health, Safety and Environment Advisor	Team Leader / Contractor Site Manager	Team
Process Task						
5.1		R, A		C		
5.2		R, A	R, A			
5.3		R, A				
5.4					R, A	
5.4.1					R, A	
5.4.2					R, A	
5.5					R, A	I
end RACI						

Table 1 – RACI

4 Definitions

4.1 Abbreviations

RCS	Risk Control Sheet
LM	Line Manager
DC	Direct Current
CDM-CRep	Construction (Design and Management) Co-ordinator Representative (NR)

4.2 Definitions

Term	Definition
CDM-Co-ordinator Rep (CDM-C Rep)	Required on all notifiable projects covered by the CDM Regulations 2007. CDM-C Rep has primary responsibility to advise the Client of Health and Safety risk management matters and make sure that a competent Principal Contractor is appointed to deliver the works.
Competent person	Person who has been briefed on the process for recalling insulated tools for inspection, has sufficient knowledge to decide whether or not the tool is fit for purpose until the next inspection and can record the results and arrange for the register to be updated.
Conductor rail	Positive and negative rails and any component such as bond lugs, side ramps and hook switches used as contact systems for traction purposes.