

TRAIN OPERATIONS MANUAL

BOOKING ON AND OFF ARRANGEMENTS (OTP)

Procedure: TMC03

Issue: 5

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Date of Issue: June 2011

1 PURPOSE

- 1.1 This document covers the Booking on and off arrangements for OTP operators when they Drive/Operate machines within a possession.

2 SCOPE

- 2.1 These arrangements apply to all OTP operators working under Network Rail's Health and Safety Management System (H&SMS).

3 REFERENCES OR ASSOCIATED DOCUMENTS

- 3.1 GO/RT3350 Communication of Urgent Operating Advise.

4 DEFINITIONS

4.1 On-Track Plant (OTP)

A Road-Rail Vehicle (RRV) or Rail Mounted Maintenance Machine (RMMM) also known as '*in possession only*' vehicles

4.2 Machine Operator

Person Competent and authorised to operate specific OTP

4.3 Machine Controller

Person trained and authorised to supervise the operation of OTP

4.4 PON

Periodic Operating Notice.

4.5 WON

Weekly Operating Notice.

5 RESPONSIBILITIES

- 5.1 This document details responsibilities for the following staff:

- Machine Controller (6.2)
- Functional Line Managers (6.3)
- Engineering Supervisor (6.5)
- Machine Operator (6.6)
- HSEA Team(6.10)

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- 5.2 Where OTP operations are to be undertaken with Network Rail as the 'Duty Holder' the director for the function concerned shall arrange for functional procedures to be in place to comply with the requirements of this document.

6 PROCEDURE

- 6.1 OTP operators shall be fit for duty and in possession of all necessary information and equipment before operating OTP on Network Rail Managed Infrastructure.

- 6.2 The relevant function shall have arrangements in place for the Machine Controller to check that OTP Operators, prior to undertaking duties:
- are fit for duty
 - are not under the influence of drugs or alcohol
 - are in possession of Personal Protective Equipment
 - have had sufficient rest since their previous turn of duty
 - are in possession of a valid sentinel card
 - are in possession of a competency certificate for the machine being operated and any attachments / work modes being used

The check is to be recorded on the form in Appendix A, Procedure TM/C 8. On completion the Machine Controller shall inform the Engineering Supervisor of the outcome.

- 6.3 Functional line managers are responsible for:

- day-to-day management of OTP operators (if they are directly employed)
- planning and programming of the machines
- confirming compliance with all mandated safety arrangements
- co-ordinating with other parties related to the operation of OTP

- 6.4 The booking on / off point for Operators is the point where the operator reports for duty prior to driving a machine. This will normally be either the site access point, or a defined 'home station' location.

- 6.5 The Engineering Supervisor shall make arrangements for briefing of Operators of OTP (normally undertaken by the Machine Controller) on possession safety and operational requirements prior to access to a worksite and re-briefing on any changes to those arrangements during the course of the possession. The briefing is to be recorded on the form in Appendix A, Procedure TMC08.

The briefing shall include:

- possession limits and position of marker boards
- protection of adjacent lines
- electrical isolation arrangements