

TRAIN OPERATIONS MANUAL

Planning the use of On-track Plant (OTP)

Procedure: TMC10

Issue: 5

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Date of Issue: June 2011

1 Purpose

- 1.1 The purpose of this procedure is to detail planning and operational control measures required to Validate safe operation of OTP.

NOTE Control measures for the use of OTP trailers and rail mounted attachments are detailed within TOM procedure TMC09.

2 Scope and Responsibilities

- 2.1 This procedure details the requirements/actions to be taken and control measures to be put in place when OTP are operated with Network Rail as the Duty Holder.
- 2.2 This procedure covers all OTP owned or hired by Network Rail.
- 2.3 Where OTP operations are to be undertaken with Network Rail as the Duty Holder, the director for the function concerned shall Validate that functional procedures are in place to Validate compliance with the requirements of this document.

3 References and Associated Documents

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| 3.1 | GE/RT8000 | Modular Rule Book |
| 3.2 | NR/L2/RMVP/0203 | Planning and Undertaking Lifting Operations using On-Track Plant |
| 3.3 | NR/L2/RMVP/0206 | Safe Use of Plant |
| 3.4 | NR/L2/RMVP/0207 | On/Off & Cross-tracking of On-track Plant (OTP) |

4 Definitions

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|-----|-------------------------------|--|
| 4.1 | On-Track Plant (OTP) | A Road-Rail Vehicle (RRV) or Rail Mounted Maintenance Machine (RMMM) also known as ' <i>in possession only</i> ' vehicles. |
| 4.2 | Machine Operator (OTP) | Person competent and authorised to operate a specific OTP |
| 4.3 | Machine Controller | Person trained and authorised to supervise the operation of OTP within possessions |
| 4.4 | Crane Controller | Person trained and authorised to supervise lifting (crane) operations undertaken by OTP. |

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5 Principles

- 5.1 The Engineering Supervisor (ES) holds overall responsibility for OTP movements within a worksite.
- 5.2 The OTP shall be accompanied by a Machine Controller as required by Rule Book Handbook 15.
- 5.3 Machine Controllers shall:
 - undertake checks of the OTP operator as detailed in Train Operations Manual Procedure TMC08 3
 - undertake a 'Machine Site Arrival Check' as detailed in Train Operations Manual Procedure TMC08
 - complete a 'Machine Controller's Check List' as detailed in Train Operations Manual Procedure TMC08

6 Possession Planning For OTP

- 6.1 Possession planning is to be carried out in accordance with the instructions contained in functional procedures. These shall include as a minimum:
 - Risk Assessments and Method Statements / Work Package Plans for the work
 - Competent persons are appointed for the work
 - A competent person to review the suitability of OTP selected
 - Site access arrangements are prepared and communicated, especially to suppliers
 - The selection of suitable On/Off tracking (Road Rail Access) points as detailed in NR/L2/RMVP/0207 (RRV) or machine specific instructions (RMMM)
 - Arrangements for placing trailers and attachments on-track and removing them at the end of the job
 - A lifting plan for all lifting operations
 - Isolation requirements for the OTP being used are detailed
 - Arrangements for adjacent lines that remain open to traffic
 - Sufficient provision of Machine Controllers with appropriate machine type qualifications for the activities planned
 - Emergency Off-tracking and recovery arrangements
 - Points and crossings, ESRs, gradients, limited clearances and signals (including block markers and shunt entry markers where provided) that shall be obeyed
 - Provision of emergency equipment
 - Site specific safety/briefing issues
 - Robust site communication arrangements
 - Emergency plans are prepared and updated
 - Engineering notice information is published and communicated correctly
 - Interface arrangements are adequately managed
 - Protection arrangements are properly assessed and arranged
 - Specific check that there are no conflicts in movements planned