

TRAIN OPERATIONS MANUAL

OTP Machine/Crane Controller Checklist

NR/L3/NDS/047/TMC08

Issue: 8

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Date of Issue: 3rd December 2011

1 Purpose

This Standard details the minimum requirements and format of the Machine and Crane Controller checklist. This checklist has been produced to provide a common format and requirement recognisable to all Machine and Crane Controllers carrying out their duties on Network Rail managed infrastructure.

NOTE This standard has been re-issued with two reference numbers, NR/L3/NDS/047/TMC08 and NR/L3/NDS/048/TMM003. The content and the form (F013 OTP Machine/Crane Controller Checklist) are the same whichever process is being followed: NR/L3/NDS/047 or NR/L3/NDS/048.

2 Scope

This Standard applies to all activities involving OTP on Network Rail managed infrastructure.

3 Definitions

Plant Operator Licence holder (POL) - For the purposes of this document, means the organisation holding a Network Rail Plant Operators Licence who is responsible for operation of items of OTP in possessions.

On-track plant (OTP)

RMMMs and RRVs when in rail mode, and their trailing loads

NOTE For the purposes of this standard they are split into three main groups: rail mounted maintenance machines (RMMMs); road-rail vehicles (RRVs); and their trailers & attachments.

Rail Mounted Maintenance Machine (RMMM) - A vehicle that can travel on rail under its own power system. Such vehicles are not allowed to operate, work or travel outside possessions. Rail in this definition refers to permanent rails intended for use by normal rail vehicles.

Road-Rail Vehicle (RRV) - A vehicle that can travel on the road under its own power and also travel on rail by virtue of a rail wheel guidance system under its own power system. Such vehicles are not allowed to operate, work or travel on rail outside possessions.

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4 Checklist

The Machine (Crane) Controller shall confirm that the OTP /trailer(s)/ attachment(s) delivered are as ordered (as detailed on form F013 OTP Machine/Crane Controller Checklist).

The Machine (Crane) Controller shall undertake checks on the OTP, trailer(s) and/or rail mounted attachments (with three or more rail wheels) in accordance with form F013 OTP Machine/Crane Controller Checklist, prior to being on-tracked.

The Machine (Crane) Controller shall check that OTP, trailer(s) and/or rail mounted attachments (with three or more rail wheels) has had a functional brake test completed as required by procedure NR/L3/NDS/047/TMC09 after being on-tracked.

Machine Controllers shall complete Part A of Form F013 OTP Machine/Crane Controller Checklist and Crane Controllers shall complete both Part A and Part B.

Completed checklists shall be subject to audit and shall be retained for a period of two years unless associated with an accident in which case this would be six years (in accordance with the requirements of NR/L3/INV/02226).

Checklists shall be retained for audit purpose by the POL holder.

5 Procedure

The Machine (Crane) Controller shall check that brake testing of the OTP and trailer(s)/attachment(s) is carried out as per the mandated requirements.

It is the Machine (Crane) Controller's responsibility to verify compliance with these arrangements using the Machine (Crane) Controller checklist (F013 OTP Machine/Crane Controller Checklist), and to pass the completed checklist to any relieving Machine (Crane) Controller. When the Machine Operator is relieved the Machine (Crane) Controller shall complete a new checklist when briefing the Operator concerned. When the activities covered by the Machine (Crane) Controller checklist are complete and the rail plant off-tracked, the checklist shall be sent to the relevant functional Manager.

The relevant functional manager shall verify that these arrangements are briefed to all employees involved with OTP operation and records are maintained for a period of 6 years for audit purposes.