1 PURPOSE

This procedure describes requirements and limitations to be applied before authorising On-track Plant (OTP) to travel without a Machine Controller (MC) in Network Rail engineering possessions. This includes requirements and guidance in relation to the risk assessment when required as part of the planning process.

NOTE 'In Network Rail engineering possessions' includes within a worksite.

2 SCOPE

This procedure applies to Network Rail and its contractors and suppliers who operate OTP in engineering possessions for the purpose of any maintenance, renewal, enhancements or construction activity.

3 Compliance

This procedure is mandatory and shall be briefed to all relevant staff and implemented by 3rd March 2012.

4 Conditions for travelling without a machine controller

Travelling movements of OTP without a MC may be undertaken where the route to be travelled over is not a sufficiently safe environment for the MC, and the OTP being used is not able to accommodate the MC.

NOTE The MC may only travel on the OTP where the engineering acceptance certificate provides for suitable accommodation.

OTP shall be allowed to travel within a possession in rail mode without the MC, as long as:

1. It has been shown to be safe by a risk assessment.
2. Details are shown in the method statement and work package plans.
3. The OTP Operator is competent to carry out the unaccompanied movement.
4. The ES or PICOP has confirmed that no work activity has been authorised to take place on the portion of line required for the movement and that the line is clear for the movement of the OTP
5. The movement shall not pass over any automatic level crossing, unless the crossing has been closed to road traffic.

NOTE Closed to road traffic means that the highway is closed under the New Roads and Street Work (NRSW) Act.

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6. The OTP, any attached vehicle and any load being carried, is within the standard structure gauge
7. Emergency equipment is carried on the OTP. This shall consist of:

- At least 10 detonators
- Two track circuit operating clips
- A red flag and a hand lamp (which must be able to show a red aspect)
- Any other equipment shown in the instructions for the OTP

8. Communications (e.g back to back radio) shall be provided between the OTP Operator and the MC located at the termination of the movement authority.
9. The OTP operator has been given full details about the movement and briefed as described in section 6, including where the movement shall be stopped.
10. A MC shall be located at the termination of movement authority before the dispatch takes place.
11. The MC at the termination (catch point) of the movement authority shall be clearly visible and displaying a stop hand signal to the OTP operator upon its approach.

5 Requirement to undertake a risk assessment and factors to be included

Before authorising an OTP to travel without a MC in engineering possessions on Network Rail Managed Infrastructure a risk assessment shall be undertaken as part of the planning process.

The risk assessment shall take into account the following items:

1. The route to be travelled over without a MC shall be assessed during the planning process to determine its complexity. The level of complexity may be influenced by a number of factors (e.g. adjacent lines, S&C, signalling, tunnels, stations, gradients).
2. Only non-complex routes shall be considered for travelling without a MC (i.e. the briefing required should be sufficiently simple that the OTP Operator is able to gain a clear understanding of what is required after the face to face briefing from the MC)
3. Where points are to be traversed in the movement, arrangements shall be in place to verify that the points have been set and will remain in the correct position for the intended movement.
4. If a load is being carried on a trailer:

- the dispatching MC shall confirm with the operator a complete inventory of the load and
- the MC at the termination point shall check the inventory and confirm that all the load has arrived.

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