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[NR/L3/NDS/305](#) Issue 2

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- RAIL DELIVERY TRAIN BRIEFING CONFIRMATION SHEET [NR/L3/NDS/305/F011](#)

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Letter of instruction

Information for users

The following document:

NR/L3/NDS/305 Issue 2

has had changes made to it, most recently, with effect from **13 February 2014**.

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/210	Issue 4	Expired 13 February 2015	Proceed to letter ►
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Level 3

Rail Delivery and Recovery

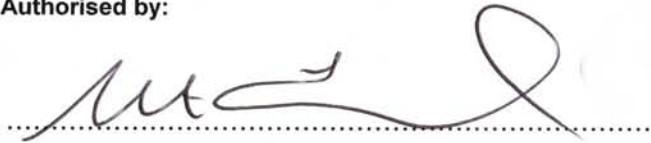
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Issue record

Issue	Date	Comments
1	04/09/2010	First Issue
2	04/12/2010	Second Issue

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 04/12/2010.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

NR/L2/NDS/202	Engineering Access and NDS Supplied Resource Planning
NR/L3 NDS/302	Planning of Engineering Access and NDS Supplied Resource for Work Deliverers
GE/RT8000	Modular Rule book
NR/L3/INI/CP0044	Work Package Planning Process
NR/L3/OCS/043	National Control Instructions
NR/L3/NDS/305/F011	F011 Rail Delivery Train Briefing Confirmation Sheet
NR/L2/NDS/205/F009	RDT/LWRT Site Report Form
NR/L2/NDS/205/F010	Rail Putler Train Site report Form
NR/L2/OHS/019	Safety of People Working on or Near the Line
NDS/FLT/LP/059	Loading Manual for Infrastructure Traffic

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1 Purpose

The purpose of this Company Standard is to detail to Network Rail staff and applicable support services contractors the responsibilities of delivery and collecting requirements associated with Network Rail rail delivery systems planning timescales.

This Company Standard will also standardise the methodology associated with planning delivering and collecting rail by Network Rail, rail delivery systems. It will mandate planning time scales and responsibilities in the process for the planning delivering and collecting rail with the Network Rail rail delivery systems.

2 Scope

This Company Standard is applicable to all Network Rail staff and applicable support services contractors that plan work and deliver requirements associated delivering and collecting rail by the Network Rail rail delivery.

3 Roles and responsibilities

The Person in Charge of Possessions (PICOP)

The Network Rail Signaller

The Engineering Supervisor (ES)

The above roles should refer to the Rule Book GE/RT8000 for their responsibilities.

4 Definitions

Worksite	Between the Engineering Supervisors and Marker Boards
Rail Recipient	The Delivery Unit receiving the rail.
NDS	Network Rail National Delivery Service
WPP	Work Package Plan
SSMS	Site Specific Method Statement (IMM's only)
NRDC	Network Rail Delivery Contractor
RDT	Rail Delivery Train
LWRT	Long Welded Rail Train
RPT	Rail Putler Train

5 Method of Authorising Start of Work and Completion of Work

5.1

The Rail Delivery COSS shall sign in with the site ES. The ES shall brief the COSS on any other activities that are taking place within the work site which may affect the rail delivery operation.

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5.2

The COSS shall check that the planned safe system of work is in place and the delivery team has been briefed.

5.3

The RDT, LWRT or Rail Putler Train Supervisor shall authorise the setting up of the RDT, LWRT or Rail Putler Train equipment. Where the LWRT is being used the Supervisor shall arrange for the locomotive to be detached. The Rail Recipient shall be responsible for supplying a lookout (Watch Person). The Watch Person is located in the LWRT Stabling Vehicle when the train is unloading / loading. The LWRT Supervisor shall brief the Watch Person on their duties and safety responsibilities i.e. checking the line ahead is safe for the movement of the LWRT, how and when to operate the emergency brake and warning horn, how to operate the back-to back radio and the protocol to be used.

5.4

The RDT, LWRT or Rail Putler Train Supervisor shall control the movements of the RDT or Rail Putler Train under the ES's authority whilst the rail is being unloaded in accordance with, Rule Book Module T11, Movements of Engineering trains and Rule Book Module T9, Loading and Unloading Rail Vehicles During Engineering Work. The RDT or Rail Putler Train Supervisor shall agree with the ES on any propelling movements within the work site. Such movements shall be carried out in accordance with Rule Book Module(s); T11 Section 5, SS2 Section 4.8 and TW1, Preparation and Movement of Trains. Any propelling movements are to be kept to a minimum.

5.5

On completion of the work the RDT, LWRT or Rail Putler Train COSS shall inform the ES that the rail delivery has been completed, the RDT, LWRT or Rail Putler Train has been load examined and is fit to depart site. Where the LWRT is being used the LWRT Supervisor shall arrange with the ES for the locomotive to be re-attached to the LWRT.