

On Train Data Recorder (OTDR) operating requirements	Ref:	NR/L3/NSC/313/SP-3.02
	Issue:	1
	Date:	05 December 2015
	Compliance date:	01 April 2016

1 Purpose	1
2 Scope	1
3 Definitions	1
4 Roles and Responsibilities	2
5 Procedure	2
6 Records	8

1 Purpose

To provide a common approach to the extraction, validation, analysis and storage of data from data recorders where fitted to units worked by Network Rail OTM crew. Evidence is used to support driving and OTM performance monitoring, training and investigations.

2 Scope

This module applies to:

- all Network Rail staff involved in the assessment and monitoring of OTM crew; and
- those involved in incident and accident investigation.

3 Definitions

Term	Explanation
OTDR	Equipment provided on a train to record data about the operation of its controls and performance in response to those controls and other train control systems
OTM driver	Includes maintenance depot driver/driver operator and any Manager who has current driving competency employed by Network Rail
ORR	Office of Rail and Road
RAIB	Rail Accident Investigation Branch
DSF	Data Storage Facility. A hard drive storage facility on the Network Rail computer system used for the storage of OTDR information
Data download	The removal of data from the data recorder onto a data retrieval card (Down load card) or lap top

On Train Data Recorder (OTDR) operating requirements	Ref:	NR/L3/NSC/313/SP-3.02
	Issue:	1
	Date:	05 December 2015
	Compliance date:	01 April 2016

	computer
Data interrogation/int interpretation	The loading of data from the card into a computer system and subsequent reading of the information provided within the download to determine competence or specific actions which result in an incident
MDD	Maintenance Depot Driver
PIN	Personal identification number

4 Roles and Responsibilities

4.1 Operations Team Leaders

Operations Team Leaders (OTLs) shall familiarise themselves with the requirements of this module.

4.2 Operations Standards Manager

The Operations Standards Manager shall familiarise themselves with the requirements of this module.

5 Procedure

5.1 Use of data

Information from data recorders shall be used to provide information to:

- monitor the performance and assess the competence of OTM drivers;
- assist in the identification of causes, sequence of events etc. during accident and incident investigations;
- investigate a technical fault on an OTM unit where appropriate and practicable;
- training purposes; and
- provide supporting evidence, during the autumn period, of OTM driver's reports of poor adhesion at locations where Network Rail has reported 'wet rail syndrome'.

Information from data recorders may also be used to provide information for the purpose of performance monitoring of OTM units.

5.2 Serious incidents

In the event of serious incidents, data shall be made available to outside bodies such as the British Transport Police, ORR or RAIB if requested.

NOTE Seek guidance from the Operations Standards Manager on this matter if data is requested.

5.3 Data for performance monitoring, competence assessment and incident investigation

Data may be downloaded and interrogated/interpreted for the following purposes:

On Train Data Recorder (OTDR) operating requirements	Ref:	NR/L3/NSC/313/SP-3.02
	Issue:	1
	Date:	05 December 2015
	Compliance date:	01 April 2016

- a) monitoring driver competence and performance at a minimum frequency as specified in NR/L3/NSC/313/SP-1.08 This information is required to be used in conjunction with the evidence gathered through other methods (observation, Q&A, simulation, unannounced monitoring etc.) when making judgments on the overall competence of OTM drivers;
- b) additional monitoring of OTM drivers as per the agreed drivers Development Plan for the driver in accordance with NR/L3/NSC/313/SP-1.09. This may form all or part of an unannounced assessment procedure within the development plan;
- c) assisting in establishing the Immediate, underlying and root causes of any accident or incident, see NR/L3/NSC/313/SP-2.06;
- d) to corroborate any reports of speeding, see NR/L3/NSC/313/SP-3.01;
- e) within driver training as detailed in NR/L3/NSC/313/SP-1.06; and
- f) in accordance with NR/L3/NSC/313/SP-2.03 during autumn to identify locations where slides have occurred when the driver reports poor rail but Network Rail report "wet rail syndrome" has been identified.

5.4 Competence of staff

5.4.1 Manager training

All managers who have been trained and have operated OTDR systems prior to 18/07/2007 do not require further training and assessment specified in this module. They will continue to be assessed as part of their on-going competence assessment procedure.

Any existing managers who perform operational on call duties, have not received training and have not performed any OTDR downloads shall be trained in accordance with the following requirements:

- a) managers entering a grade post 18/07/2007 that requires them to perform Bronze Operational on call shall be trained, as a minimum, in downloading information from the OTDR onto a data retrieval card; and
- b) managers entering a grade post 18/07/2007 that requires them to download and interrogate/interpret OTDR data shall be trained as specified in 5.3.2.

NOTE All operational team leaders should be trained in accordance with 5.3.1b).

5.4.2 ODTR training

Operations Team Leaders shall liaise with the Operation Training Manager to arrange the OTDR training. Training shall be arranged and completed in line with the training needs analysis produced for the manager concerned.

Full download and interrogation/interpretation training shall consist of:

- a) two days consecutive classroom training including all relevant OTDR systems to include;
 - 1) data download – downloading of the data onto a data storage card from the unit's OTDR;