

Managing OTM incidents	Ref:	NR/L3/NSC/313/SP-3.04
	Issue:	1
	Date:	05 December 2015
	Compliance date:	01 April 2016

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1 Purpose

To provide guidance on the responsibilities of the Network Rail operations following an incident involving an OTM outside possessions and on depots requiring an investigation into any technical aspects of an OTM whilst managing OTM incidents

This module is in addition to the requirements of GE/RT8000 Rule Book and NR/L3/NSC/313/SP-2.05.

2 Scope

This module specifies the process to be followed:

- a) in the event of an incident involving an OTM outside possessions; and
- b) on depots requiring an investigation into any technical aspects of an OTM.

It applies to any incident involving a Network Rail OTM operating in service or on a maintenance depot.

NOTE NR/L3/NSC/313/SP-3.04/AA provides guidance on the roles of Network Rail personnel who might be involved in the incident.

3 Definition

Term	Explanation
PIVT	Post Incident Vehicle Test as defined by TI 0030.
On-track machine	Any rail-mounted machine meeting the requirements of GM/RT2400 and permitted by GO/RT3000 to be driven outside the limits of a possession.

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4 Roles and responsibilities

4.1 Director, NSC Technical Services

The Director, NSC Technical Services shall:

- a) confirm that resources are in place to implement this procedure;
- b) confirm that incidents are investigated;
- c) agree the remit and Lead Investigator for an investigation;
- d) confirm that statutory reporting (e.g. SMIS, RAIB) is carried out.

4.2 NSC 24/7 Duty Control Manager

The NSC 24/7 Duty Control Manager shall:

- a) lead the management of an incident;

NOTE This might involve liaison with regulatory and industry partners.

- b) arrange for on-call personnel to attend the incident;
- c) advise or arrange for the advice of an incident to be given to internal and interested 3rd parties as necessary.

4.3 Fleet Manager

The Fleet Manager shall:

- a) confirm that engineering investigations into an incident are carried out with appropriate liaison with Operational colleagues;
- b) initiate a Level 1 investigation into incidents that are classed as a 'High Risk Defect';
- c) confirm that incidents are recorded in the Fleet Defect database;
- d) liaise with the NSC 24/7 Duty Control Manager during an incident regarding movement of Traction and Rolling Stock;
- e) arrange an on-call engineer or engineering representative following an incident;
- f) initiate the Post Incident Vehicle Test (PIVT) process as required by Appendix 3 and TI0030.

4.4 Operations Team Leaders and Maintenance Team Leaders

Operations and Maintenance Team Leaders shall:

- a) confirm that any reports detailed within the Rule Book and Network Rail Safety Management System are completed and forwarded to NSC 24/7 Duty Control Manager;
- b) carry out investigations into an incident.

NOTE This might involve liaison with Operational and Engineering colleagues.