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NR/L3/NSC/313/SP-3.06 Issue 1

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## 1 Purpose

This module enables Network Rail to confirm that systems are in place to:

a) communicate information and supply of equipment to OTM crew;

b) check that OTM crew comply with the Network Rail drugs and alcohol policy when booking on for duty.

## 2 Scope

This module specifies the processes on:

a) how OTM crew book on and off duty;

b) the communication of essential safety and operating information;

*NOTE This is to confirm effective and timely communication of relevant information.*

c) the supply and availability of relevant publications and personal equipment.

It also provides guidelines for the structuring of compliance assessments to confirm that all SOP's conform to Network Rail procedures and Group standards.

This module applies to all Network Rail locations where OTM crew book on for duty, including Maintenance Depots. It applies to all managers who have responsibility for these locations.

## 3 Definition

| Term | Explanation |
|---|---|
| OTM crew | Persons employed in the capacity of a OTM Driver, OTM Operator or Maintenance Depot Driver/Depot Operator. |
| WON | Weekly Operating Notice |
| PON | Periodical Operating Notice |
| SCWID Card | Safety Critical Work Identification Card (or Driver license) |



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| | |
|---|---|
| Competent person | For the purpose of this procedure, any Manager or Supervisor who has been trained and briefed in this procedure and associated SP's as per references. |
| Local manager | Line manager of safety critical staff concerned |
| S.O.P. | Signing On Point, Location or Machine based. |
| M.D.D | Maintenance Depot Driver or Depot Operator |
| SPAD | Signal Passed at Danger |

## 4 Roles and responsibilities

### 4.1 Operations Team Leader

The Operations Team Leader shall confirm that a compliance assessment is carried out at each signing on point (SOP).

### 4.2 OTM Operator

The OTM Operator shall confirm when signing on for duty that they have read the relevant notices.

## 5 Procedure

### 5.1 Compliance assessments

Each Operations Team Leader shall confirm that a compliance assessment is carried out at each SOP and that the compliance assessment covers the key clauses of this procedure.

*NOTE Refer to NR/L3/NSC/313/SP-3.06/G1.*

### 5.2 Requirements for booking on duty and fitness for work

#### 5.2.1 General

Arrangements for booking on duty shall be sufficient to control the risk of safety critical staff taking duty when unfit to do so.

The arrangements shall provide either:

a) supervision which is sufficient to enable a judgement to be made on the individual's fitness for work; or

b) alternatives that have been recorded, subjected to a risk assessment, and which provide the equivalent or better control over the risks.

Anyone carrying out any part of this procedure shall be briefed on it and the Network Rail drugs and alcohol policy.

#### 5.2.2 Staff booking on without a SCWID card or driver license

Safety Critical Work Identification card's (SCWID) shall be issued to all safety critical staff. All drivers including maintenance depot drivers SCWID cards are incorporated into the Driver License (NR/L3/NSC/313/SP-1.12).



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Systems shall be in place to identify those responsible for issuing temporary SCWID cards or licenses. Follow NR/L3/NSC/313/SP-3.06/D1 if a member of staff books on duty without a SCWID or license.

### 5.2.3 Security

An appropriate system shall be in place to confirm that only authorised personnel can obtain access to the SOP.

This should include compliance to the TRANSEC identity card protocol.

*NOTE This is determined by the compliance assessment.*

### 5.2.4 Contingency plan

The compliance assessment shall detail the alternative plans in place in the event of the SOP becoming inaccessible and/or the failure of any relevant equipment.

### 5.2.5 Staff reporting for duty after absence of 28 days or more

Following periods of long illness, absence or extended leave, attention shall be given to:

a) route and traction knowledge, and the certification of the relevant records;

b) overdue assessments of competence and examinations of medical fitness;

c) the receipt of outstanding notices and publications; and

d) the need to brief staff on any safety related information.

Systems shall be in place to confirm that the local manager is notified prior to the date of resumption.

*NOTE This is to confirm that any action in relation to these requirements is taken to establish the competence of a member of staff prior to resuming normal duties.*

## 5.3 Communication of essential safety and operating information

### 5.3.1 SOP compliance assessment

The SOP compliance assessment shall detail how essential safety of the line information and all other relevant or legally required information is communicated.

For OTM crew, this includes:

a) late notices e.g. emergency speed restrictions, engineering work or adverse weather conditions;

*NOTE Late notices relate directly to safety of the line and issues of immediate importance.*

b) general notices e.g. instructions relating to operational safety, modifications to local arrangements, traction modifications;

c) health and safety information e.g. walking routes, location of the accident register and the health and safety policy statement.

### 5.3.2 Provision and description of notice cases

Notice display space shall allow sub-division by subject matter, and enable notices to be clearly displayed.



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