1 PURPOSE

1.1 All Controllers shall

- respond to incidents involving Engineering Work as they are reported
- work with other functions to deliver a timely response by relevant personnel
- determine the full details and effects of the incident and
- maintain the safety of the operational railway.

2 REFERENCE DOCUMENTATION

•	Rule Book	RT8000/T3 Possession of the line for Engineering work
•	NR/L2/NDS/202	Engineering access & NDS supplied resource planning
•	NR/L3/NDS/302	Planning of engineering access & NDS supplied resources for work deliverers
•	NR/L3/NDS/303	Project Management Manual – Delivering Work in Possessions

3 PLANNED ENGINEERING WORK

3.1 General

- The Engineering work planning process in detail is beyond the scope of these instructions and full information can be found within standards detailed above.
- Due process for engineering work planning involves representatives of the Train Planning, Commercial, National Delivery Service, Operations & Customer Services, Asset Management departments and the various Infrastructure Maintenance and Renewals Organisations.
- The process includes Passenger and Freight Train Operators in the production of the plan. Train Operators are responsible for providing replacement bus services.
- Proposals for engineering work are then gradually firmed up into concrete plans. The final combined plans of work appear in the Weekly Operating Notice (WON).
- Further alterations to the published plans are issued by NDS outbased planning as stated within the planning and delivery standards.
- Route Control involvement only becomes necessary when engineering work is required to be undertaken at very short notice and / or emergency speed restrictions have to be enforced. If planned engineering work does not go according to plan, the Asset Management Control Centre (AMCC) will advise the relevant Route Control of any impacts to the operational railway.
- Late notice alterations (e.g. on the night of the possession) such as requests for extension or reduction of possession limits, alterations to isolations etc. will only be considered in exceptional circumstances and referred to the Network Rail Route Control by the PICOP. Route Control will liaise, and agree, with the PICOP on any changes. The PICOP will advise the Asset Management Control Centre (AMCC) of any agreed changes.

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- No such changes other than cancellations will be permitted if there will be a significant adverse effect on train working or a major change to the conditions that train crews encounter in relation to their work. Safety considerations must be paramount.

3.2 Critical Possessions

- The following criteria are among those used in determining critical possessions:

  a) Imported safety risks resulting from contingency working, TBW / SLW etc.
  b) Prompt start time essential.
  c) The work can only be completed within a finite period of time (example a replacement bridge).
  d) Where an overrun of a possession is likely to have a significant impact on train services.
  e) Consideration of reprogramming into the planning process and associated costs.
  f) Plant and resources costs (crane or other specialised equipment hire etc.).
  g) The implications of introducing contingency working i.e. TBW / SLW etc. and whether degraded working is practicable.
  h) Imposition of a speed restriction or failure to remove a speed restriction if a late start curtails the work content.

- To assist in the decision making process as to whether the possession can be delayed. The NDS outbased planning Team/PICOP will advise the AMCC on possessions where, an agreed, delayed start is to occur or subsequent issues require changes, to the possession work. These changes will be progressed from the PICOP to the AMCC, who will then inform the Route Control.

- NDS outbased planning should have consulted with their customers explaining the arrangements agreed, obtaining a customer sign off to the plan. Similarly for any trains running beyond the agreed benchmark of lateness, the location where the train will be terminated should be agreed. The customer agreement to the plan must then be communicated short to the relevant interested parties.

3.3 Delays to the Start of the Possession

- Where late running services will conflict with Possessions a decision has to be made concerning the late running train(s). In the case of critical possessions the PICOP, once he / she has established from the Signaller that a right time possession will not take place, will contact AMCC to advise of a potential late start. The AMCC will then contact the Route Control to establish what action will be taken and agree the contingency arrangements. i.e. acceptable delay to the possession, diversionary route to be applied, point of termination etc. in all but exceptional circumstances the possession must not be delayed more than 10 minutes. The Route Control will liaise with TOC/FOC's affected and implement the agreed contingency arrangements. The Route Control shall advise the AMCC, who will in turn liaise with the PICOP.

- In the event agreement cannot be reached the issue should be escalated via the on-call procedures.

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3.4 Progress of Engineering Work

- The times for an Engineering Possession are agreed in advance. They are rigid and should not be regarded in any way as being negotiable or flexible (except that a possession can be granted early by a Signaller once the last train of the service has passed). Over-runs can and do occur, if it is found that Engineering work cannot be completed within the planned possession time, this section details the procedure that must be followed.
- Advice on progress of engineering work requires to be communicated by exception from the work deliverer to the PICOP, who in turn will inform the AMCC. The AMCC will then inform the relevant Route Control in order that timely consultation and decision making can be effected in the event of contingency arrangements being necessary.
- The AMCC must escalate the problem via the on call process taking care to involve the Possession Delivery Manager and relevant Infrastructure Maintenance Delivery Manager as appropriate.
- Where the possession is identified as Critical under the delivering work within the Red, Amber, Green (RAG) possession procedure the PICOP must update the AMCC at regular intervals. Should work exceed the tolerances in the planned programme of work the AMCC will then advise the relevant Route Control and request a conference call ensuring all interested parties are represented to agree an outcome in the best interests of Network Rail and its customers.
- Signalling staff or out based staff becoming aware of any delay or problem will pass this information to Route Control who will arrange for on-call staff to be advised if necessary.
- Where work is running behind schedule it may be desirable to curtail the work activity in order to facilitate a timely finish to the possession. Where this is considered necessary, the Network Rail Control are responsible for advising the relevant on-call personnel in order that discussion can take place.
- The Network Rail Control will liaise with the PICOP and the Control staff in order to establish the following:

  a) Can the possession still be given up at the booked time, even though the work will not be completed?
  b) If the answer to a) is yes, then what would be the effect of not completing the planned work (e.g. TSRs etc.)?
  c) How long would the over-run last for?
  d) How many and which train services will be affected?
- If the answer to a) is yes, then, after considering b), c) and d), the Network Rail Control will inform the On-Call staff of the situation and will arrange a telephone conference with the relevant stakeholders. They will decide whether or not to allow the possession to over-run. The Network Rail Control will record full details in the Control Log.
- If the answer to a) is no and train services will be affected, then the Network Rail Control will arrange a telephone conference with the relevant stakeholders. If the over-run is sufficiently serious the Network Rail Control will call out the on call staff to manage the incident.

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