

MANAGED STATIONS MANUAL

Procedure: MS-18

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Issue: 4

Date: 02 June 2012

TRAIN DISPATCH MONITORING

1 SCOPE

This procedure applies to all Managed Station where third parties carry out train dispatch. (At stations where Network Rail perform train dispatch duties a competence assessment based process shall be in place and used to monitor employees and the dispatch methodology).

2 PURPOSE

To introduce an audit process to monitor Train Operating Company (TOC) compliance with the rules, regulations, instructions and guidelines relevant to the dispatch of trains.

3 COMPETENCIES AND TRAINING FOR MS-18

Risk Assessments carried out by Network Rail to determine the frequency of TOC Auditing – They shall be written by someone with either the IOSH / NEBOSH competency or equivalent risk assessment competence.

4 NETWORK RAIL RESPONSIBILITIES

R – Responsible for carrying out the task.

A – Accountable for seeing that the task is carried out

C – Consulted and provides input

I – Informed, no formal need for input

	General Manager	Station Manager	Shift Station Manager	TOC Station Manager	Route Safety Improvement Manager	Quarterly Safety Meeting Attendees
5.1 Dispatch Plans	A	R		C		
5.2 Assurance Check Frequency	I	A	R	I	I	I
5.3 Assurance Check Details	A	R	I	C		
5.4 Assurance Check Feedback	I	AR	I	I	I	I

TRAIN DISPATCH MONITORING

5 PROCEDURE

5.1 Dispatch Plans

At Managed Stations where a train operator carries out dispatch the following information is required from the TOC to complete the frequency risk assessment:

- dispatch plans;
- safe systems of work;
- risk assessments, defining Operational Requirements for the Dispatching of Trains from platforms;
- method statements;
- local instructions produced in connection with train dispatch for the specific location.

5.2 Assurance Check Frequency

Determine the frequency of completing assurance checks on TOC compliance by undertaking a risk assessment based on the train dispatch plans and risk assessments provided by the TOC. **Appendix A** provides a template for the risk assessment. The risk assessment shall be completed in line with the corporate Integrated Risk Management procedure.

5.3 Assurance Check Details

The Assurance Check shall be completed on **Appendix B** and include a review of:

- the risk assessment to determine whether it is in date and covers all dispatch locations, methods and equipment;
- the dispatch plans to determine whether they are current and cover all dispatch locations, methods and equipment;
- a 10% check of all competency records for TOC staff who undertake train dispatch;
- the monitoring arrangements introduced by the TOC and whether they are being adhered to;
- details of any accident investigations and resulting action plans / recommendations.

5.4 Assurance Check Feedback

Results of the assurance checks shall be reviewed locally and raised at the station quarterly safety meeting.