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Infrastructure Plant Manual

Module P521 – On-track plant operations scheme

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1 Purpose

The application of this module contributes to the control of the following risks:

- a. risk of runaway, uncontrolled movement and collisions by OTP with infrastructure, workforce or other vehicles
- b. risk of personal injury within a worksite: Slips, trips and falls, struck by OTP
- c. risk of implementing ineffective management control and supervision of on-track plant operations

2 Scope

This document defines the on-track plant operations scheme (POS) for the provision and operation of on-track plant (OTP) on Network Rail Managed Infrastructure (NRMI) and Network Rail Projects.

This document applies to organisations carrying out OTP operations on NRMI and Network Rail projects. The following are pre-requisites for compliance with the POS:

- a) safe use of plant for infrastructure work, as set out in this manual NR/PLANT/0200;
- b) product introduction and change, as set out in NR/L2/RSE/100/05;
- c) engineering acceptance, as set out in RIS-1530-PLT; and
- d) specific rules controlled through the Sentinel scheme.

Arrangements for the operation of on-track machines (OTM), portable and transportable plant, whether operating inside or outside of a possession, are outside the scope of the POS.

The Network Rail POS review panel act as the owners and administrators of the POS.

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3 The on-track plant operation scheme rules

OTP operations on NRMI and Network Rail projects shall be carried out by an approved POS provider.

POS providers are approved by the POS review panel.

To gain approval a POS provider shall demonstrate to the POS review panel that they have:

1. a fully documented management system and framework for the safe delivery of OTP operations;
2. a competence management system for assuring the competence and fitness of their employees and contracted staff involved in the operation, maintenance and supervision of OTP operations in accordance with the Sentinel scheme rules;
3. adequate processes to enable effective communication and co-ordination within all worksites;
4. an adequate number of POS representatives present on each site to act as the point of contact. POS representative shall be employees of the POS provider and not be engaged in any other concurrent safety critical duties on site;
5. arrangements in place for the proactive and reactive monitoring of their own performance and that of their suppliers;
6. arrangements in place to respond to emergencies while undertaking OTP operations;
7. title of ownership of operational OTP and have adequate and fully documented processes in place for the approval, acceptance, operation and maintenance of their OTP;
8. adequate arrangements in place for the selection and use of suitable suppliers, including safety critical goods, products or services. Suppliers used to provide OTP shall be Network Rail approved through the Railway Industry Safety Qualification Supplier (RISQS).;
9. adequate arrangements for the operational control, preparation, development, communication and implementation of the safe system of work for OTP operations; and
10. identified and maintained information relating to the scope of the OTP operations they undertake.

NOTE: In the above rules, the term adequate is a risk based assessment that determines suitable and sufficient means to eliminate risk involved in an operation, or to reduce the risk to an acceptable level if elimination is not possible.

Section 5 contains requirements and guidance on demonstrating compliance with the on-track plant operation scheme rules.

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4 POS provider's responsible roles

4.1 On-track plant operations

POS providers shall nominate a person to be responsible for OTP operations and the continued competence of all individuals involved with the work. The person fulfilling this role shall be:

- a) competent in managing the planning, operation and maintenance of OTP operations; and
- b) responsible for assigning competent OTP personnel including POS representatives.

4.2 On-track plant engineering

POS providers shall nominate a person to be responsible for OTP engineering and the continued competence of all individuals involved with the work. The person fulfilling this role shall:

- a) competent in the design, manufacture, maintenance and engineering change aspects of OTP engineering;
- b) have been trained in the use of the safety systems used on items of OTP that are owned directly by their employing company or might be used in OTP operations within the POS provider's scope of work; and
- c) be responsible for the product approval and engineering acceptance of OTP including engineering change.

If this role is sourced from an external organisation, the POS provider shall identify a person within their organisation to be responsible for liaising with the external organisation.

4.3 On-track plant operations scheme representative

POS providers shall nominate at least one POS representative on each site where OTP is being utilised. The person(s) fulfilling this role shall be:

- a) trained, and assessed as competent in the POS provider's management systems for delivery of the OTP plan and arrangements made by the POS provider;
- b) the single point of contact for the Safe Work Leader for OTP operations;
- c) assist in the planning of OTP operations and the documenting of these in the OTP plan; and
- d) an employee of the POS provider.

A POS representative shall not be engaged in, or be responsible for any other site safety critical duties except as a machine controller (MC) or crane controller (CC), when only a single item of OTP is in use and they hold the corresponding competence.

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5 Management system requirements

5.1 Plant operations scheme provider approval

POS providers shall comply with the requirements of NR/PLANT/0200 and have passed the assurance requirements for POS qualification described within the POS.

5.2 Organisation

POS providers should have a management system and framework for the safe delivery of OTP operations. They should have arrangements in place to:

- a) document the organisational structure to demonstrate it is adequate for OTP operations and planning;
- b) keep their organisational structure current;
- c) obtain the acceptance of responsibilities from all post holders;
- d) set up a means of communication with suppliers where key health, safety, quality, environmental or technical expertise is procured from outside the organisation;
- e) demonstrate their understanding of the roles and responsibilities of a principal contractor (PC) in relation to the POS provider; and
- f) risk assess, validate and brief out material changes to the management system. Proposed material changes should be notified to the POS administrator in sufficient time for review and approval prior to the material changes being implemented.

5.3 Training and information

POS providers should have documented operational and resource arrangements in place to demonstrate that all employees and supplier's staff have their rail related competencies maintained and developed in line with new requirements or technological change. They should demonstrate that adequate and appropriate training:

- a) is delivered to employees and supplier's staff working (or about to work) on OTP operations;
- b) is provided to employees and suppliers in respect of the management of health and safety requirements appropriate to the activities being undertaken;
- c) is available to the POS representative including an assessment of competence resulting in an Authority to Work to carry out the role; and

NOTE: Suitable arrangements for providing and signing off an Authority to Work should include the issue of an Authority to Work card detailing the specific assigned duties relating to OTP operations e.g. POS Representative.

- d) includes a framework that enables feedback on content and effectiveness of safety training and briefings.

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5.4 Communication and co-ordination

POS providers should demonstrate their processes for communication and co-ordination within possessions and worksites. These should be fully documented and include:

- a) a POS representative acting as the single point of contact during the course of OTP operations;
- b) accident and incident reporting arrangements, including directly reporting accidents or incidents to NIR-online;

NOTE: NR/PLANT/0200/module P100 contains further information on incident reporting.

- c) emergency and contingency planning arrangements;
- d) arrangements for assessing information on risks provided by the PC and from the POS provider's own site walk out and the incorporation of any resulting information into the OTP plan and the method statement;
- e) essential communication and liaison between all those involved in the work takes place as planned; and
- f) where the POS provider is also undertaking the role of the PC, the representatives of the POS provider and PC should be separate.

5.5 Monitoring of effectiveness of on-track plant planning

POS providers should demonstrate that they have arrangements in place for the proactive and reactive monitoring of their own performance and that of their suppliers. These arrangements should be fully documented and include:

- a) obtaining and collating their own and their supplier's monitoring data, e.g. site inspection reports, audits, accident reports, etc;
- b) analysing and reviewing performance data and other key performance indicators (KPIs), including OTP reliability and the identification of trends;
- c) conducting an annual management review of the POS provider's processes and arrangements;
- d) obtaining and reviewing the results of their supplier's Railway Industry Safety Qualification Scheme (RISQS) product codes and technical audits;
- e) reviewing and discussing supplier performance with their suppliers; and
- f) identifying and closing out corrective actions in a timely manner.

Refer to NR/PLANT/0200/module P101 for additional information on monitoring plant activities.