

Ref	NR/SP/ELP/27180
Issue	I
Date	December 2004

Operation of Escalators And Escalator Trolleys (formerly RT/E/P/27180)

This temporary front sheet facilitates change to the new Network Rail Standards referencing nomenclature.

The Ref above will be formally allocated to this standard when it is next changed in the meantime the contents, date and issue number of this Network Rail Standard are UNCHANGED and with immediate effect it should be referred to as “(new ref) formerly (old ref)”.

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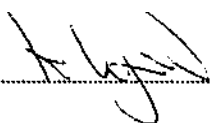
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Network Rail Company Procedure

Operating & Maintaining Escalator Trolleys at London Victoria (Formerly SP-PM-66)

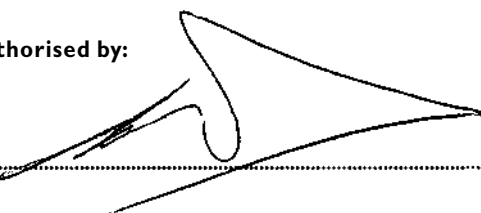
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Issue record

Issue	Date	Comments
I	4 December 2004	Formerly SP-PM-66, Issue 2, November 1987. Transcribed to current Network Rail format with no technical changes.

Implementation

The requirements of this document are mandatory and shall be implemented from the date of issue recorded in the Issue Record.

Compliance

The requirements of this document are mandatory upon Network Rail/ Contractors/ Lessees and shall be implemented from the date of issue recorded in the Issue Record.

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I Introduction

- I.1 This procedure has been prepared for the purpose of operating and maintaining escalator trolleys.
- I.2 The Area Manager/RM & EE shall ensure staff adhere to the procedure, arrange adequate training and ensure staff concerned have copies of all relevant documents.
- I.3 The Area Manager/RM & EE may also add additional procedures where this document does not cover specific local requirements.

2 Remarshalling

2.1 Use of Dummy Towing Trolley

- 2.1.1 The towing trolley has been designed to nest with Passenger Self Help Escalator Trolleys and will couple to the Standard BRUTE towing bracket which is fitted to most BR Tow Tractors.

2.2 Instructions for Use of Towing Trolley

- 2.2.1 The Towing Trolley should be coupled to a Standard BR Tow Tractor. The coupling pin on the Towing Trolley is spring loaded, this should be coupled to the Standard BRUTE towing bracket which is fitted to the tractor.
- 2.2.2 The rear wheels of the Towing Trolley should be in the fixed position (will not swivel) when being towed singularly.
- 2.2.3 The Towing Trolley should be towed to the collection point and before nesting Escalator Trolleys it should be positioned facing the direction of which the trolleys are to be towed.
- 2.2.4 The Escalator Trolleys should now be nested up to the Towing Trolley. The maximum number permissible is "15 trolleys".
- 2.2.5 The lock on the ratchet device should be released then the hook and strap can be fed through the centre of the trolley frames and attached to the rear trolley as shown on sketch.
- 2.2.6 The ratchet should be re-engaged and the handle turned until the towing strap is pulled tight.
- 2.2.7 The locks on the rear wheels of the Towing Trolley will be released by means of an automatic release system operated when tightening the towing strap.
- 2.2.8 The brake release handle of the rear trolley should be held in the down position by means of an elasticated strap.
- 2.2.9 The nested trolleys are now ready for towing.

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2.2.10 The tractor driver may generally tow trolleys without assistance but an assistant walking at the rear of the nested trolleys will be required when going over uneven ground conditions and in congested areas.

2.3 Nesting Trolleys at Various Locations,

Trolleys will be nested at various locations on the station as directed by the Station Supervisor. Trolley bays for storage are marked on the Station Layout in the attached Appendix.

2.4 Movement of Trolleys to meet Passenger Requirements

When trolleys need to be transferred to meet passenger demand this will be co-ordinated by the supervisor responsible.

2.5 Movement of Trolleys between Floor Levels,

Trolleys may be transferred from platform to raft level and vice versa by lift or escalator. The lift is located on Platform 13/14 and trolleys must be accompanied, no member of the public shall ride when the lift is used for this purpose.

When using the escalator no more than 5 trolleys may be transferred on the escalator at any one time.

During this movement, the top and bottom of the escalator must be manned to prevent passengers from using the escalator and in order that the emergency stop may be easily operated if necessary.

3 Withdrawal from Service

3.1 Operating Staff

Operating staff shall consult their supervisor regarding any trolley with a noticeable defect, i.e. brakes not functioning, luggage retaining bar not functioning, any damage, trolley unclean. In practice, trolleys shall be inspected regularly by Maintenance Staff, but it may happen that trolleys go missing and return, also damage could occur and trolleys could become unclean between inspection periods due to accidents such as collision of platform trucks or tractors etc, and excessive spillage of liquids such as milk shakes, or due to pigeon droppings.

3.2 Operating Supervisor

The supervisor shall arrange for trolleys with defects to be taken to the trolley maintenance workshop if he considers the condition warrants immediate attention.

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3.3 Maintenance Staff

Maintenance staff shall withdraw trolleys from service each week day for planned maintenance and cleaning, as identified by the monitoring system.

4 Inspection Intervals

- 4.1 Maintenance staff shall visually inspect all trolleys on a weekly basis. Each trolley shall be inspected in accordance with Clause 4.2. The fleet of trolleys is split into 5 groups, colour coded Red, Blue, Yellow, Green and Orange. The colour code is marked on the instruction label at the rear of the trolley basket together with the fleet number. Each day the inspector shall inspect designated colour coded trolleys, e.g. Red for Mondays, Blue for Tuesdays until all trolleys have been inspected during the week.
- 4.2 To ensure safe trolley operations on the escalators, critical items shall be inspected as follows:
 - a) Visually check for signs of frame distortion.
 - b) Visually check for missing components.
 - c) Visually check instruction notice plate for signs of damage.
 - d) Visually check for signs of damage to rubber step locating strips.
 - e) Check brake functions correctly. Ensure wheels rotate freely when handle is depressed and that wheels are held when handle is released.
 - f) Check steering functions correctly. Ensure front caster swivels freely.
 - g) Check that wheels run true.
 - h) Check that the front folding guard operates correctly.
 - i) Check that the luggage retaining strap is in good order and instruction plates are attached.
- 4.3 Maintenance staff shall register inspection using a portable data logger which captures coded information from a unit fitted onto the trolley. This information will be passed to a system control computer, which shall also return information via data logger to indicate the times of planned maintenance. The data logger will signal to the maintenance staff during data capture when a trolley is due for planned maintenance.
- 4.4 Trolleys removed for planned maintenance shall be maintained within the day and put back into service for the following day. Separate manufacturer's user instructions shall be consulted to operate the monitoring system.