

## Advice on TfL Engineering's Infrastructure Protection Process to Outside Parties

Following the initial contact and review of information provided, the TfL Initial Contact Engineer will decide whether the proposed or actual works may pose a risk to TfL's services, its customers, staff, assets and infrastructure and will require the involvement of TfL Engineering's Infrastructure Protection; if so, the process will be need to be put in place.

The outline process generally (but is not limited to) is:

1. TfL Engineering (TfLE) will issue a Record of Commercial Details (RoCD) form to the Outside Party which will need to be completed and returned to TfLE. This form commits the Outside Party to paying for initial start-up costs which will enable the TfLE Engineer to actively start working on the job and to compile an estimate of TfL costs.
2. The Outside Party (you) will be requested to supply as much detail of the proposed works as possible, including but not limited to:
  - Scope of works
  - Programme
  - Outline Method Statement/s
  - Job specifications
3. The documentation received (see point 2 above) will be reviewed and discussed with the Outside Party and an estimate will be compiled of TfL costs.
4. TfLE agrees the estimate with the Outside Party
5. TfLE Engineer reviews the proposed works in detail and advises the Outside Party on points of concern with regard on how best to reduce or remove the risk, from their activities and works to TfL Operations, its customers, staff, infrastructure and assets, then:
  - a. Reviews Conceptual design Statements (if required)
  - b. Reviews detailed risk assessments
  - c. Reviews detailed method statements. When satisfactory the TFLE engineer will either issue a letter of no further comment if the works are on the Outside Party's own land or sign as approved, a Method Statement if the works are on TfL land or in TfL airspace, or if there is a legal requirement.
  - d. Submits track and/or station or other access requests if required
  - e. Accompanies Outside Parties when undertaking Condition Surveys (pre-work, intermediate and post-works)
  - f. Attend on site if deemed necessary to monitor that works are being undertaken in accordance with method statements (see point c).

TfLE will generally invoice the Outside Party every 4-8 weeks using published rates.

Please also note that the following timescales will generally be required to be adhered to:

- o Conceptual Design Statements (if there is to be a new TfL asset, an existing TfL asset is likely to be affected, monitoring of TfL structures or assets are required or there is a calculation design element that will require addressing) – as early as possible but **at least 10 weeks in advance**, longer if it is a larger or more complex job.
- o Risk Assessments & Method Statements (RAMS) – **minimum of 6 weeks from the date that complete and detailed site-specific RAMS are issued to DLR.**
- o Track & Station Access – **minimum of 6 weeks from the date that complete and detailed site-specific RAMS are issued to DLR.** However, access will not be booked until the RAMS have been formally accepted by the TfL OPE.
- o Notice for a Track Possession – seek confirmation from TfL Initial Contact Engineer.

Contact details on following page.

## Advice on TfL Engineering's Infrastructure Protection Process to Outside Parties

---

The relevant TfLE Infrastructure Protection - Outside Parties contact details:

### Initial Contact

#### **Mansoor Omar**

Infrastructure Protection Engineer

[MansoorOmar@tfl.gov.uk](mailto:MansoorOmar@tfl.gov.uk)

07925 352 082

### Secondary Contacts

#### **Sonny Kombo**

Infrastructure Protection Engineer

[SonnyKombo@tfl.gov.uk](mailto:SonnyKombo@tfl.gov.uk)

#### **Aden Daher**

Infrastructure Protection Engineer

[Aden.daher@tfl.gov.uk](mailto:Aden.daher@tfl.gov.uk)

**NB: Unless directed differently by one of the above persons, please ensure the initial contact is with the named person and if they are not available, with the relevant secondary contact.**