

VOLUME 2
TO THE
ADVERTISING PARTNERING AGREEMENT
MADE BETWEEN
TRANSPORT TRADING LIMITED
AND
EXTERION MEDIA (UK) LIMITED

DATED
[7th] APRIL 2016

We confirm that this is the Volume 2 to the Advertising Partnering Agreement made between (1) Transport Trading Limited and (2) Exterion Media (UK) Limited dated [7] April 2016.

.....
[Redacted Signature] (Signature)

.....
7 April 2016 (Date)

Signed by [Redacted]

for and on behalf of

TRANSPORT TRADING LIMITED

[Redacted Signature] (Signature)

.....
7 April 2016 (Date)

Signed by [Redacted]

for and on behalf of

EXTERION MEDIA (UK) LIMITED

[Redacted]

Table of Contents

Section 1

Contents of Schedule 6 (The Requirements)

Section 2

Details of Mobilisation Activities

Section 3

Overview of Work-streams for Mobilisation Activities



SECTION 1

The Requirements

PART 1 – QUENSH

1. QUENSH Conditions Manual Contract Menu issued November 2014

PART 2 - WRM Procedures

1. WRM Procedure SOP PC2.1 R10 – Application to carry out works on the DLR
2. WRM Procedure SOP PC3.05 R6 – Duties and Responsibilities of Trackside
3. WRM Procedure SOP PC3.06 R4 – Worksite Protection
4. WRM Procedure SOP PC4.01 R6 – Working in Depots
5. WRM Procedure SOP PC4.02 R2 – Working on Stations

PART 3 - LOROL Safety Requirements

1. LOROL Safety Requirements

PART 4– Crossrail Specific Safety Requirements

1. MTR Station Access Requirements
2. MTR Statement and Site Access Authority Form
3. Medical Self Certification Form to be used for MTR operated stations on Crossrail network

Part 1 QUENSH

QUENSH Conditions Manual Contract Menu

F0780

Contract Menu

This Contract Menu must be used in conjunction with Category 1 Standard S1552 "Contract QUENSH Conditions"

Issue No: A16

Issue date: November 2014

Review date: November 2019

MAYOR OF LONDON

Contract Menu

Contract No: TBC _____

Contract Name Advertising Contract _____

Client: TBC _____

Supplier: TBC _____

Principal Contractor:

Yes

No

Guidance

The menu is a tool which is used by the Client to identify conditions that apply to specific contracts and communicate these conditions to the Supplier.

How to complete the menu

1. The Client evaluates the scope of work and enters 'Y' or 'N' in the 'Identified by the Client' column of the menu against each condition selected as applicable or not applicable to the Contract. In the 'Other documents / comments' column the Client can make references to other documents which are supplementary information which is available although not contained within the QUENSH manual but should be considered by the Supplier when they review the conditions. Copies of any additional documents identified in the menu shall be made available to the Supplier. All documents referenced in the Menu shall be current issue, unless otherwise advised. This column can also be used to communicate information (comments) to the Supplier which may be of use to the Supplier when reviewing the conditions.
2. The Client fills in 'Client menu (Invitation to Tender)' section on the last page of the menu and issues the menu as part of the ITT.
 - (1) The Supplier receives the ITT, evaluates the scope of work and, as a requirement of the tendering process, inserts 'Y' or 'N' in the 'Identified by the Supplier' column of the menu against each condition selected as being applicable. These selections may be different from those identified by the Client. Where the Supplier's selection differs from the Client's selection, a clear explanation of the reason for these differences shall be given by the Supplier. A reference to these explanations shall be put in the 'Reference to explanation' column on the menu.
 - (2) The Supplier representative signs and dates the 'Supplier menu (Tender)' on the last page of the menu and submits it with the tender, for consideration by the Client.
 - (3) Differences in the Client and Supplier menu selections will be discussed and resolved with the Client at subsequent tender review meetings. The agreed final version of the menu selections shall form a mandatory part of the Contract and shall be complied with by all Suppliers and their sub-contractors.
 - (4) The menu shall be subject to project version and document control.

Queries on the menu

Any queries in relation to the Contract QUENSH Conditions selected on the menu are to be referred to the Client representative, see contact details/address on last page of the menu.

Contract menu

Requirements in QUENSH

Applicable requirements identified by Client				Identified by Supplier	
Section	Topic	Other documents / Comments	Y / N	Agreed ? Y / N	Reference to explanation
4	Agreement of the applicable QUENSH contract conditions				
5	Supplier's selection of sub-contractors		Y		
6	Identification of Safety Critical Activities		Y		
7	Works Environmental Management		Y		
8	Emergency Plan		Y		
9	Method Statements		Y		
10	Health, Safety and Environment File		Y		
11	Pre-start health, safety and environment meeting		Y		
12	Supplier's site induction		Y		
13	Site Person in Charge		Y		
14	Staff requirements		Y		
14.1	Behaviours		Y		
14.1.1	Alcohol and drugs		Y		
14.1.2	Control of hours worked		Y		
14.2	Knowledge		Y		
14.2.1	English language		Y		
14.2.2	Access Card and Worksite Briefing		Y		
14.2.3	Visitors to sites		Y		
14.3	General competence		Y		
14.3.1	Evidencing competence of safety critical staff		Y		
14.3.2	Identification of safety critical staff		Y		
14.3.3	Competent external safety critical personnel		Y		
14.3.4	Training		Y		
14.3.5	Asset specific competence		Y		
14.4	Medical requirements		Y		
14.5	Identification of Suppliers staff		Y		
14.6	Clothing		Y		

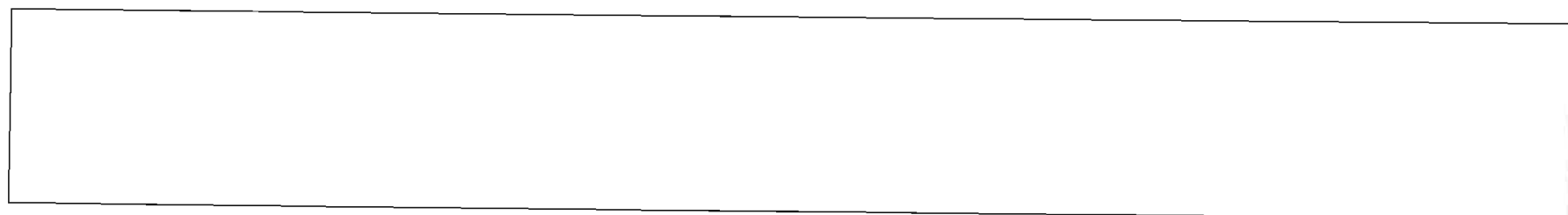
Applicable requirements identified by Client				Identified by Supplier	
Section	Topic	Other documents / Comments	Y / N	Agreed ? Y / N	Reference to explanation
15	Permits and licences		Y		
15.1	LU specific permits and licences		Y		
15.2	Permits, licences and certificates for Supplier's staff		Y		
16	The Principles of Access		Y		
16.1	Introduction		Y		
16.2	Access to Stations		Y		
16.3	Access to Track		Y		
16.4	Access to depots		Y		
17	Applying for Planned Access		Y		
17.1	Introduction		Y		
18	Applying for Generic Access		Y		
18.1	Constraints that apply to Generic Access		Y		
19	Access for fault repair		Y		
20	Operational Assurance		Y		
21	Closures and possessions		N		
21.1	Requirements for closures		N		
21.2	Requirements for possessions		N		
22	Controls at point of access		Y		
22.1	Publication of works		Y		
22.2	Checks at point of access		Y		
22.3	Signing-on with the Station Supervisor - The Station Visitors Record Sheet and Person in Charge Evacuation Register (PICER)		Y		
22.4	Track specific requirements		Y		
22.4.1	Protection Master		Y		
22.4.2	Possessions (Possession Master, Technical Officer, Cable Lineman, Signal Operator, etc.)		N		
23	Removal of supplier's personnel from LU Premises		Y		
24	Incidents		Y		
25	Notification of regulatory concern or action		Y		
26	Confidential Incident Reporting and Analysis System (CIRAS)		Y		
27	Monitoring		Y		
27.1	LU inspections		Y		

Applicable requirements identified by Client				Identified by Supplier	
Section	Topic	Other documents / Comments	Y / N	Agreed ? Y / N	Reference to explanation
27.2	Monitoring the supply chain		Y		
27.3	Health, safety and environmental audits, inspection and tours by the Supplier's personnel		Y		
27.4	Work location inspection and audit		Y		
27.5	Timescales for rectifying non-compliances		Y		
28	Radio transmitters and transceivers		Y		
29	Mobile phones		Y		
30	Knives		Y		
31	Site health, safety and environment committee		Y		
32	Site housekeeping and security		Y		
33	Accidental damage, obstruction or interference with assets		Y		
34	Delivery of materials		Y		
35	Conveyance of loads		Y		
35.1	Conveyance of loads on lifts and escalators		Y		
35.2	Conveyance of hazardous materials and substances		Y		
36	Asbestos (non asbestos removal projects)		Y		
37	Working in or near lifts and escalators		Y		
38	Work on or adjacent to utilities and High Voltage cables (buried services)		Y		
39	Working on or about the track		Y		
40	Access to electrical sub-stations, working equipment, relay and other secure rooms		Y		
41	Entering areas with gaseous fire suppression systems <i>[Note: On former metronet sites these have all gone check if the same is true for JNP]</i>		N		
42	Fire prevention		Y		
42.1	General requirements		Y		
42.2	Temporary fire points		Y		
42.3	Timber		Y		
42.4	Composites		Y		
42.5	Sheeting materials		Y		
42.6	Gas cylinders		Y		
42.6.1	Use of gas cylinders in below ground locations		Y		

Applicable requirements identified by Client				Identified by Supplier	
Section	Topic	Other documents / Comments	Y / N	Agreed ? Y / N	Reference to explanation
42.6.2	Storage of gas cylinders (above ground)		Y		
42.7	Flammable and highly flammable materials		Y		
42.7.1	Use of flammable and highly flammable materials below ground		Y		
42.7.2	Storage of flammable and highly flammable materials below ground		Y		
43	Hot work and fire hazards		Y		
43.1	Hot work		Y		
43.2	Reasonable notice of works		Y		
43.3	Precautions		Y		
43.3.1	Buildings, assets etc.		Y		
43.3.2	Gas cylinders		N		
43.3.3	Gas detection		N		
44	Storage		Y		
44.1	General requirements for storage		Y		
44.2	Trackside storage		Y		
44.3	Hazardous materials and substances		Y		
44.4	Allocation of space on operational property		Y		
45	Plant and equipment		Y		
46	Clearance approvals		Y		
47	Access equipment		Y		
48	Temporary works		Y		
49	Temporary fences and hoardings		Y		
50	Temporary lighting and power supplies		Y		
50.1	General requirements		Y		
50.2	Lighting in tunnels and shafts		Y		
51	Screening of lights and positioning		Y		
52	Environmental requirements		Y		
52.1	General environmental requirements		Y		
52.2	Environmental nuisance		Y		
52.3	Water		Y		
52.4	Waste management		Y		
52.5	Noise and vibration		Y		

Applicable requirements identified by Client				Identified by Supplier	
Section	Topic	Other documents / Comments	Y / N	Agreed ? Y / N	Reference to explanation
52.6	Archaeology, historical interest and listed buildings		Y		
52.7	Wildlife and Habitats		Y		
52.8	Resource Use		Y		
52.9	Pest control		Y		
52.10	Land and water pollution prevention		Y		
53	Quality requirements		Y		
53.1	Records		Y		
53.2	Retention period		N		
53.3	Availability of records for inspection		Y		
53.4	Statistical process control, audit and inspection procedures		Y		
53.5	General quality requirements		Y		
53.6	Quality Plan		Y		
53.7	Testing and inspection		Y		
53.8	Certification of conformity		Y		
53.9	Quarantine		Y		
53.10	Traceability		Y		
53.11	Maintenance and servicing		Y		
53.12	Design		Y		
53.13	Computer aided design		N		
53.14	Asset commissioning and handover		Y		

Other requirements / comments



Client/Supplier approval
Client Menu (Invitation to Tender)

Prepared by: _____ Signature : _____

Approved by
(the Client's
representative)
: _____ Signature : _____

Title: _____

Address: _____

Phone No: _____

Email: _____

Revision of this
menu: _____

Supplier Menu (Tender)

Approved by
(the
Supplier's): _____ Signature : _____

Title: _____

Address: _____

Phone No: _____

Email: _____

Revision of this
menu: _____

Contract Menu (Final Approval of Menu)

Evidence shall be recorded of any amendments to the Client's menu which were agreed in
establishing the Contract Menu.

Client's
representative
approval: _____ Signature: _____

Supplier's
representative
acceptance: _____ Signature: _____



Part 2 WRM Procedures



Procedure No: SOP PC 2.01

Application To Carry Out Work on the Docklands Light Railway

End User: Any persons involved in the planning, reviewing and approving of works on the DLR.

Version: 0.10

Document Approval

Custodian Name	Signature	Date
██████████		

Document Control & Distribution

Copy Owner Name	Date Issued	Copy Location	Control Reference
Document Master			



Table of Contents

1	Purpose	4
2	Application	4
3	Responsibilities	4
3.1	Person Responsible for Works Planning	4
3.2	Franchisee Possession Planning Manager	5
3.3	Franchisee Head of Engineering	6
3.4	DLRL Head of Engineering	6
3.5	DLRL Head of Projects	6
3.6	DLRL Head of Operations	6
4	Process	7
4.1	Planning of Works – Closures	7
	Not Less Than 13 Weeks in Advance of Works Commencement	7
4.2	Works Request and Method Statement Approval Process	7
	Not Less Than 5 Weeks in Advance of Works Commencement	7
	Between 5 Weeks (min) and 2 weeks in Advance of Works Commencement	8
	Not less than 2 Weeks in Advance of Works Commencement	9
	Not Less Than 1 Week in Advance of Works Commencement	10
	Not Less Than 1 Day in Advance of Works Commencement	10
5	Process for Late Applications (Late Notice Letters)	12
6	References	13
7	Appendices	13
	Appendix 7.1 Method Statement Proforma	14



Appendix 7.2 Method Statement Review Sheet 15
Appendix 7.3 Work Request Form WRM01 16
Appendix 7.4 Late Notice Letter Template 17

Rev	Date	Description
0.1	April 2013	Draft issue of DLR WoRM SOP PC 2.01
0.2	May 2013	Draft; Updated with comments
0.3	June 2013	Draft; Updated with comments
0.4	June 2013	Draft; Updated after review of Serco draft 2.01 and CGLR draft 2.01
0.5	July 2013	Draft; Issued for internal working group consultation
0.6	July 2013	DLR stakeholder Consultation draft
0.7	September 2013	DLR stakeholder Consultation draft
0.8	July 2014	Updated; Serco Consultation comments
0.9	July 2014	Updated after DLRL late letter review
0.10	February 2015	Updated after DLRL late letter review

Please Note: This document is available on request from the DLRL Document Manager.



1 Purpose

This procedure details the application and approvals processes for carrying out work on the DLR network, and the system for managing the application and approvals process.

An approved Work Request is required to carry out any works on the DLR network. This procedure covers the stages from the submittal of the initial request for work or a closure of the operational railway, through to the day prior to the works commencing.

This procedure outlines the planning steps required to ensure work on the DLR can be carried out safely and in a consistent manner. For the safety of all parties, failure to adhere to this procedure may result in work being cancelled or not approved and access to the DLR network being refused or rescinded.

2 Application

This procedure applies to any persons engaged to carry any out works that may affect the reliability, availability, maintainability or safety of the DLR network at any time during or outside operational hours.

Where any doubt exists as to the applicability of this procedure, then guidance should be sought from the DLRL Head of Engineering.

NOTE. The area of the DLR network South of Crossharbour Headshunt, and inclusive of Mudchute, Island Garden, Cutty Sark, Greenwich, Deptford Bridge, Elverson and Lewisham Stations is defined as the Lewisham Extension.

The Lewisham Extension is under the separate access control of City Greenwich Lewisham Railway Ltd (CGLR) during engineering hours, during the implementation of a possession and isolation, and during closures of the network.

Accordingly, notes contained within Red Boxes throughout this document highlight differences in duties and process between DLR and the Lewisham Extension and stipulate actions that are required to allow works to take place on CGLR infrastructure during closures and engineering hours possessions.

Any works that require access to both DLRL and CGLR infrastructure require separate approvals from both the DLRL Franchisee and CGLR.

3 Responsibilities

The responsibilities of personnel specific to this procedure are:

3.1 Person Responsible for Works Planning

The Person Responsible for Works Planning has overall responsibility for ensuring the work is safely planned and delivered, and will normally be a representative of DLRL, its Franchisee or its Concessionaire. The Person Responsible for Works Planning must ensure:



- All Closure and Possessions types are correctly requested as per DLR PC SOP 3.02.
- All Closure and Work Request submissions are made within the required timeframes specified in this procedure, using the correct forms.
- All Work Requests submittals are accompanied by a good quality Method Statement and Risk Assessment, and where required other supporting documentation such as a Control of Substances Hazardous to Health (COSHH) assessment.
- That where additional resources are identified as being required, a booking is made with the relevant Franchisee / CGLR Manager, e.g. where check certificates, etc. are required.
- The correct stakeholders for reviewing the documentation have been identified and to ensure all comments are closed out and signed as approved
- That for any late work request submissions, a Late Notice Letter has been sanctioned as defined under Section 5 of this procedure
- Their attendance at required Possession Planning Meetings
- For any closures an hourly programme is submitted as specified in this document
- The PICOW is provided with a copy of the approved Work Request and supporting documentation

3.2 Franchisee Possession Planning Manager

It is the responsibility of the Franchisee's Possession Planning Manager to:

- To facilitate all planned works access to the railway, including on the Lewisham Extension.
- To liaise with the CGLR Asset Operations Manager to facilitate works access on the Lewisham Extension
- To coordinate all contractors works to best overall benefit.
- To ensure all signed Work Request submittals are processed and returned in a timely manner.
- To liaise with the Person Responsible for Works Planning and internal departments to resolve conflicts arising from submitted Works Requests.
- To reduce where possible any potential impact on the operation of the railway.
- To ensure that the Person Responsible for Works Planning has organised all necessary Franchise staff, and that they are available to ensure access to DLR infrastructure is controlled.
- Maintain and make available a register of approved Work Request Forms.
- To ensure that the duty Control Room Technician and Infrastructure Access Controller have accurate and up to date records of all planned and approved works on the railway
- To receive all signed and approved Late Notice Letters. Where a Late Notice Letter is known to be pending all measures should be taken to ensure the provision of access for



the works. A Late Notice Letter does not infer an automatic approval of the Work Request Form.

- To monitor and report the status of late applications and Late Notice Letters.
- Chair and minute the weekly Possession Planning Meeting.

NOTE. The CGLR equivalent of the Franchisee Possession Planning Manager is the CGLR Asset Operations Manager. The CGLR Asset Operations Manager will attend the weekly Possession Planning Meeting to facilitate works access to the Lewisham Extension.

The CGLR equivalent of the Infrastructure Access Controller is the CGLR Duty Systems Technician.

3.3 Franchisee Head of Engineering

It is the responsibility of the Franchisee's Head of Engineering to:

- Sanction Late Notice Letters for Franchisee work
- Jointly sanction with the DLRL Head of Projects Late Notice Letters for DLR Limited work
- Jointly sanction with the CGLR Asset Operations Manager Late Notice letters for CGLR work to be carried out during operational hours

3.4 DLRL Head of Engineering

It is the responsibility of the DLRL Head of Engineering to:

- Jointly sanction with the DLRL Head of Projects Late Notice Letters for DLR Limited work
- Jointly sanction with the CGLR Asset Operations Manager Late Notice letters for CGLR work to be carried out during operational hours-

3.5 DLRL Head of Projects

- It is the responsibility of the DLRL Head of Projects to jointly sanction with the DLRL Head of Engineering and the Franchise Head of Engineering Late Notice Letters for DLR Limited work.

3.6 DLRL Head of Operations

- Where the planned closure impacts the DLR, the DLRL Operations Manager will consult with the Franchisee Operations Manager. Where the planned closure impacts CGLR, the DLRL Operations Manager will additionally consult with the CGLR Asset Operations Manager.
- The DLRL Operations Manager will inform the Person Responsible for Works Planning of any clash or other issue preventing the approval of the Closure application.



- Should the DLRL Operations Manager approve the Closure the Franchisee Possession Manager shall make a reservation in the Possession Planning Diary recording the application.

4 Process

4.1 Planning of Works – Closures

Not Less Than 13 Weeks in Advance of Works Commencement

For planned works requiring a Closure of the operational DLR network the Person Responsible for Works Planning shall request a Closure by submitting form WRM01 (Appendix 7.1) to the DLRL Operations Manager. The DLRL Operations Manager shall liaise with the Franchisee Possession Planning Manager to check that the proposed Closure does not conflict with any planned closures of adjacent networks or major events in the vicinity of the DLR network.

Note: Where the planned closure impacts CGLR, the DLRL Operations Manager will additionally consult with the CGLR Asset Operations Manager.

Within 2 weeks of the date of application for Closure the DLRL Operations Manager will inform the Person Responsible for Works Planning of any clash or other issue preventing the approval of the Closure application.

Should the DLRL Operations Manager approve the Closure the Franchisee Possession Manager shall make a reservation in the Possession Planning Diary recording the application.

DLR BCP-24 applies specifically to this process and should be read in conjunction with this procedure SOP 2.01.

4.2 Works Request and Method Statement Approval Process

Not Less Than 5 Weeks in Advance of Works Commencement

The Person Responsible for Works Planning shall complete and submit the Method Statement, its Method Statement Review Sheet (Parts 1 and 2 of Appendix 7.2), any supporting documents and the Works Request Form (Appendix 7.3) for the planned work.

The Person Responsible for Works Planning shall supply all relevant documentation to applicable stakeholders, copied to the Franchisee's Possession Planning Manager. Examples of documents to be submitted as part of a documentation pack include a Work Request, applicable change assurance forms (CAFs), Handover / Handback Strategy, Method Statements, Risk Assessments, Control of Substances Hazardous to Health (COSHH) assessment and Plant Approvals as applicable.



Note: For works to be carried out on the Lewisham Extension, the Person Responsible for Works Planning shall supply the Method Statement documentation pack to the CGLR Asset Operations Manager for review via the CGLR Office Manager at office@cglrail.co.uk.

Where CGLR plan works that may impact the wider DLR network, the CGLR Asset Operations Manager shall liaise with the Franchisee Possession Planning Manager and supply them the Method Statement documentation pack.

On receipt of the Work Request, the Franchisee Possession Planning Manager shall make a provisional booking for the work in the Possessions Diary, pending the outcome of the method statement review and approval process.

Where conflicts are identified between Work Requests, the Franchisee Possession Planner Manager shall liaise with the Person Responsible for Works Planning and internal departments to resolve conflicts. Where this cannot be achieved, the Franchisee Possession Planning Manager shall escalate this to the relevant heads of engineering and / or projects for resolution.

It is the Work Planner's responsibility to ensure that all documentation supplied is of a good quality and is within the timeframes specified. This is to ensure the required approvals are gained prior to 2 weeks in advance of the work, as described in the following section.

The Person Responsible for Works Planning shall ensure that where additional resources are identified as being required, a booking is made with the relevant Franchisee / CGLR Manager, e.g. where check certificates, etc. are required.

Between 5 Weeks (min) and 2 weeks in Advance of Works Commencement

It should be noted that document reviews and resubmissions are deemed to be within the timescales described in this document; in particular timescales are not reset by document rejection, resubmission or review delay. Once a Work Request has been submitted it is incumbent on all parties to liaise with best endeavours to ensure that the planned work date is not affected, even if it is apparent that available timescales will require a Late Letter.

Beginning at week 5, identified stakeholders shall review the documentation and issue any objections to the Person Responsible for Works Planning. Objections should be raised where there is a perceived risk of the supplied methodology resulting in:

- Unnecessary disruption or unplanned impairment of railway operation
- An unacceptable health and safety hazard
- The work not being in accordance with professional good practice.

Review of a Works Request, Method Statement and its supporting documents, and comments upon the same, should be completed by the reviewing stakeholders within five working days of the submission of the documents. It is incumbent on the Person Responsible for Works Planning to ensure that review periods are met, and to escalate delays where likely or occurring to DLRL for resolution.



It is incumbent on the Person Responsible for Works Planning to issue an updated version of any rejected documents as quickly as possible in order to maintain the approval and review timescales defined in this document.

The Person Responsible for Works Planning shall close out all review commentary on the Work Request, Method Statement and supporting documents to the satisfaction of the stakeholders identified on the Method Statement Review Sheet.

The Person Responsible for Works Planning shall submit the final approved Method Statement and other supporting documents to the Franchisee's Possession Planning Manager not later than 2 weeks in advance of the work.

On receipt of required approvals on the Method Statement Review Sheet, the Franchisee Possession Planner Manager shall ensure that the necessary Franchisee staff are available to ensure access to DLR infrastructure is controlled, e.g. for Check Certificate Approvals. When satisfied, the Possession Planning Manager shall approve the Work Request and confirm the work booking in the Possession Diary.

The Franchisee Possession Planning Manager shall return in a timely manner any approved Work Requests. The Franchisee Possession Planning Manager shall amend the Method Statement Review Sheet to indicate any check certificates required for the works.

The Possession Planning Manager shall then ensure that all approved Work Requests are recorded in an appropriate register.

Note: The same process applies for work on the Lewisham Extension; however the CGLR Asset Operations Manager will issue an approved Permit to Work to the Person Responsible for Works Planning, indicating any check certificates required for the works.

The Person Responsible for Works Planning shall attend the weekly Possessions Planning Meeting as required to confirm that there are no outstanding issues relating to the planned works (e.g. logistics, engineering vehicles, clashes are resolved, etc) and that all approvals are in place.

If for any reason the Work Request and approved supporting documentation is not submitted to the Franchisee Possession Planning Manager 2 weeks before the work start date then the Late Notice Letter process outlined in section 5 is to apply.

The Possessions Planning Manager shall ensure that the duty Control Room Technician and Infrastructure Access Controller have accurate and up to date records of all planned and approved works on the railway.

Not less than 2 Weeks in Advance of Works Commencement.

The Person Responsible for Works Planning shall continue to attend the weekly Franchisee Possessions Planning Meeting as required to confirm that there are no outstanding issues relating to the planned works, and that all approvals are in place.



Docklands Light Railway Ltd.

Working on the Railway Manual

For works within operational Closures the Person Responsible for Works Planning shall submit an hourly programme for works, including roles and responsibilities and contact details.

Not Less Than 1 Week in Advance of Works Commencement.

The Person Responsible for Works Planning must attend the Franchisee Possessions Planning meeting, identifying any last minute changes.

Not Less Than 1 Day in Advance of Works Commencement.

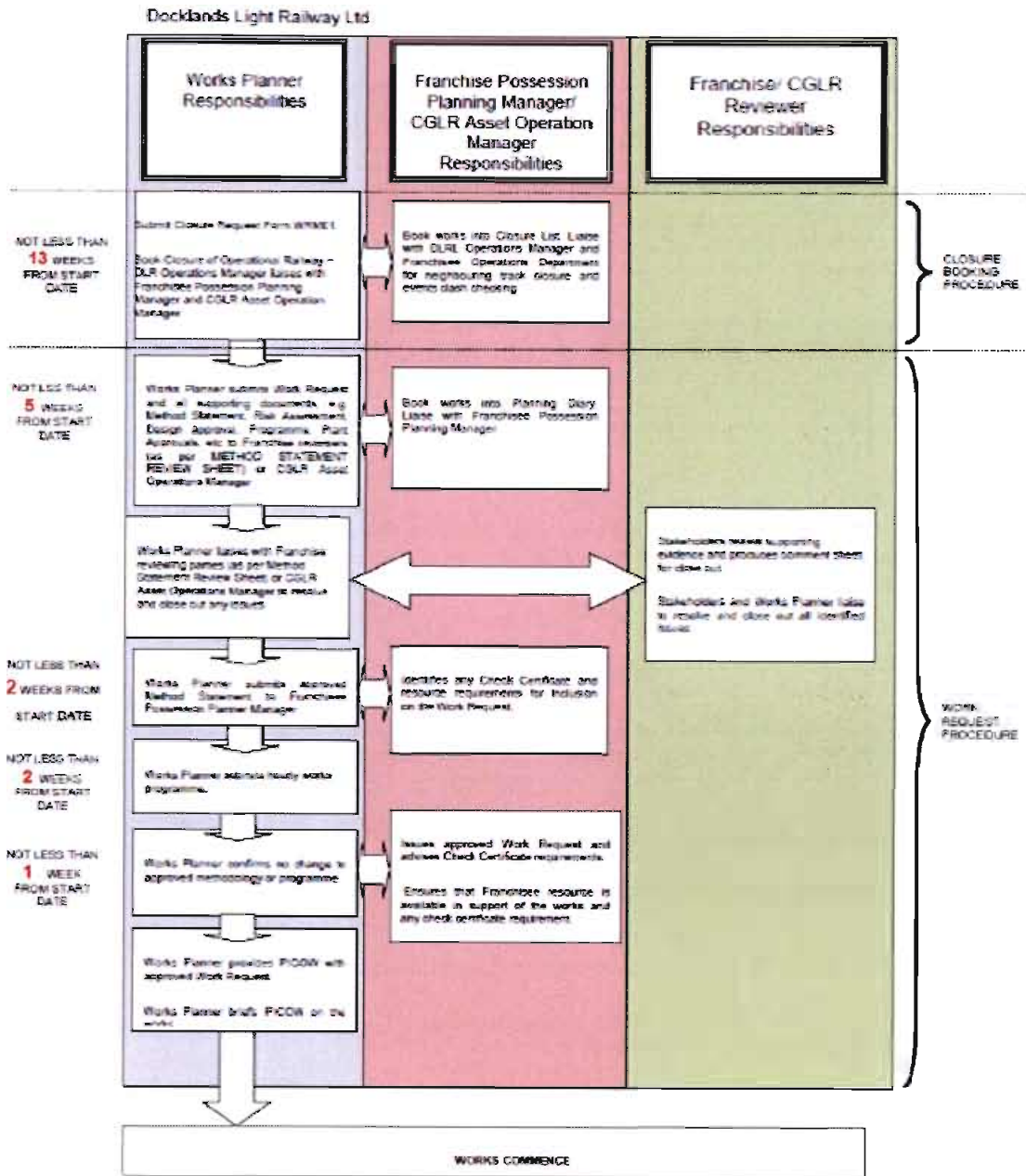
The Person Responsible for Works Planning shall ensure that the PICOW is provided with a copy of the approved Work Request and supporting documentation. In addition, the Person Responsible for Works Planning shall brief the PICOW on the content of the Method Statement and risk assessment.

This process is demonstrated by the flow chart below in Figure 1.



Docklands Light Railway Ltd.

Working on the Railway Manual



UNCONTROLLED WHEN PRINTED

Figure 1 – Process Diagram

5 Process for Late Applications (Late Notice Letters)

Where the required approvals have not been obtained and the final Work Request Form pack not submitted to the Franchisee's Possession Planning Manager within the 2 week timescale mandated by this process, then the late notice letter (late letter) process is to apply.

The Person Responsible for Works Planning shall provide an approved Late Letter to the Franchisee's Possession Planning Manager detailing the mitigating circumstances and explaining how the short notice works can be managed and communicated adequately. The Late Letter is to be approved as follows:

For DLR Limited (DLRL) work, the Late Letter is to be jointly sanctioned by the DLRL Head of Projects in consultation with the DLRL Head of Engineering, and the Franchisee's Head of Engineering.

For Franchisee works, the Late Letter is to be sanctioned by the Franchisee Head of Engineering only.

Where the required approvals have not been obtained and the final Work Request Form pack not submitted to the Franchisee's Possession Planning Manager within the 1 week timescale mandated by this process, then the late notice letter (late letter) is to be additionally sanctioned by the both the DLRL Director and the Franchisee Director. This additional level of approval applies to both DLR Limited and Franchisee works.

Note: Approvals for Late Letter applications for works during operational hours on the Lewisham Extension must additionally be sanctioned by the CGLR Asset Operations Manager.

Late Letter applications for works outside operational hours on the Lewisham Extension must be sanctioned by the CGLR Asset Operations Manager, but do not require sanctioning by either the DLRL Head of Projects or the Franchisee Head of Engineering.

Late letters are applicable to unique Work Request Forms only, and not to Method Statements.

A Late Letter proforma is included in Appendix 7.4.

An approved Late Letter allows the submission and review of a Work Request Form and supporting material which have not been submitted within mandated timescales.

An approved Late Letter does not relieve the applicant of their responsibilities or obligations with regard to any other approval.

An approved Late Letter is not an authority to work; only an approved Works Request Form permits the holder to perform works.



Docklands Light Railway Ltd.

Working on the Railway Manual

6 References

DLR BCP - 402 Possessions Planning in Operational Hours

DLRL SOP PC 3.02 - Types of Possession And Isolation

DLRL SOP PC 3.04 - Booking On Off Procedure for Worksite Establishment

DLRL SOP PC 3.12 - Asset Handover and Handback

DLRL SOP PC 3.24 - Check Certification

DLR 3rd Party Developer's Handbook

7 Appendices

Appendix 7.1 Method Statement Proforma

Appendix 7.2 Method Statement Review Sheet

Appendix 7.3 WRM01 Request for a Closure of the DLR

Appendix 7.4 Late Letter Proforma



Docklands Light Railway Ltd.

Working on the Railway Manual

Appendix 7.1 Method Statement Proforma



Docklands Light Railway Ltd.

Working on the Railway Manual

Appendix 7.2 Method Statement Review Sheet



Docklands Light Railway Ltd.

Working on the Railway Manual

Appendix 7.3 Work Request Form WRM01



Docklands Light Railway Ltd.

Working on the Railway Manual

Appendix 7.4 Late Notice Letter Template



DOCKLANDS LIGHT RAILWAY LTD.

WORKING ON THE RAILWAY MANUAL



Procedure No: SOP PC 3.05

Duties and Responsibilities of Trackside Workers

End User: Any persons wishing to carry out trackside works for any purpose on DLR

Version: 0.6

Document Custodian: DLRL Head of Engineering

Document Approval

Custodian Name	Signature	Date
[REDACTED]		

Document Control & Distribution

Copy Owner Name	Date Issued	Copy Location	Control Reference
Document Master			



Table of Contents

1	Purpose.....	3
2	Application.....	3
3	Responsibilities.....	3
3.1	Trackside Workers.....	3
3.2	Work Supervisor.....	4
3.3	Person In Charge Of Worksite (PICOW).....	5
3.4	Managing PICOW.....	6
3.5	Franchisee Infrastructure Access Controller.....	7
4	Conduct within the Worksite.....	8
4.1	Works Crossing the DLR/ CGLR Border.....	8
5	References.....	9

Rev	Date	Description
0.1	July 2013	Draft; First issue
0.2	August 2013	Draft; First issue
0.3	September 2013	Draft; Updated to comments
0.4	November 2013	Draft; Updated to comments
0.5	July 2014	Updated to Serco review comments
0.6	November 2014	Updated to Serco review comments

Please Note: This document is available on request from the DLRL Document Manager.



1 Purpose

On the DLR network on or near the railway is defined by the term "trackside", identified as any location within two metres of the running rails, and not separated from the running rail by an approved barrier.

The purpose of this procedure is to explain the responsibilities and duties of any persons working trackside on the DLR network as part of an authorised workgroup within an authorised worksite.

2 Application

This procedure applies to persons engaged to carry out works trackside on the DLR network whether during or outside operational hours. This includes DLR Limited, Franchisee or Concessionaire staff, their contractors and any relevant third parties.

NOTE. The area of the DLR network South of Crossharbour Headshunt, and inclusive of Mudchute, Island Garden, Cutty Sark, Greenwich, Deptford Bridge, Elverson and Lewisham Stations is defined as the Lewisham Extension.

The Lewisham Extension is under the separate access control of City Greenwich Lewisham Railway Ltd (CGLR) during engineering hours, during the implementation of a possession and isolation, and during closures of the network.

Accordingly, notes contained within Red Boxes throughout this document highlight differences in duties and process between DLR and the Lewisham Extension and stipulate actions that are required to allow works to take place on CGLR infrastructure during closures and engineering hours possessions.

Any works that require access to both DLRL and CGLR infrastructure require separate approvals from both the DLRL Franchisee and CGLR.

3 Responsibilities

3.1 Trackside Workers

Track side Workers must comply with the Transport and Works Act. Any Trackside Worker who is considered unfit for work for any reason will not be allowed to work or remain on DLRL property. If the Trackside Worker is assessed as being unfit for work due to alcohol or drugs then disciplinary procedures may be instigated against them.

Trackside Workers are responsible for their own safety and for the safety of others that might be affected by their acts or omissions. At all times Trackside Workers must take all necessary precautions to ensure the safety of themselves and others

Trackside Workers must have attended and successfully passed the DLR Track Awareness Course and hold a current licence before being allowed trackside.



Trackside Workers must carry the Track Awareness Course licence with them at all times when on DLRL infrastructure and produce it upon demand.

Trackside Workers must inform their PICOW or Work Supervisor if they are taking any medication which may affect their ability to work safely.

Trackside Workers must wear and use the correct railway compliant clothing and safety equipment for the task they are performing.

Trackside Workers must act on instruction from the PICOW at all times.

Trackside Workers must remain within the limits of their worksite unless authorised to leave by the PICOW.

Trackside Workers must immediately inform the PICOW or Work Supervisor in the event of any incident or situation that might compromise the safety of them, the workgroup, others or the DLR network.

Trackside Workers are responsible for signing the PICOW briefing sheet; they must fully understand the brief before signing.

3.2 Work Supervisor

The Works Supervisor is responsible for the implementation and control of the safe system of work laid out in the approved Method Statement for the works.

The Works Supervisor is responsible for leading a workgroup in undertaking specific task(s) within a Worksite established by the PICOW for the work, and is appointed as follows.

- When a contractor's work party is led by a PICOW who is not directly employed by the contractor and therefore not responsible for the work party's output, the contractor must appoint a suitable person in their employ to undertake the responsibility of Works Supervisor. The contractor's Works Supervisor is responsible for the co-ordination and output of the contractor's works and staff, and for directly liaising with the PICOW regarding the safe system of work and Worksite establishment.
- When a contractor's work party is led by a PICOW who does not have sufficient technical knowledge to act as Work Supervisor and verify that works are being undertaken in accordance with the method statement. The contractor must appoint a suitable person in their employ to undertake the responsibility of Works Supervisor. The contractor's Works Supervisor is responsible for the co-ordination and output of the contractor's works and staff, and for directly liaising with the PICOW regarding the safe system of work and Worksite establishment.

Work Supervisors must have attended and successfully passed the DLR Track Awareness Course and hold a current licence before being allowed trackside.

Work Supervisors must carry the Track Awareness Course licence with them at all times when on DLRL infrastructure and produce it upon demand.

Work Supervisors must comply with the Transport and Works Act. Any Works Supervisor who is considered unfit for work any reason will not be allowed to work or remain on DLRL property. If the Works Supervisor is assessed as being unfit for work due to alcohol or drugs then disciplinary procedures may be instigated against them.

Work Supervisors are responsible for their own safety and for the safety of others that might be affected by their acts or omissions. At all times Work Supervisors must take all necessary precautions to ensure the safety of themselves and others.



The Works Supervisor is responsible for receiving the PICOW briefing before commencing work, and signing the briefing sheet only if they fully understand the brief.

The Work Supervisor is responsible for ensuring the correct Personal Protective Equipment and correct licensing of themselves and the members of their workgroup in accordance with the tasks described in the approved Method Statement.

The Works Supervisor may perform works at the same time as executing their Works Supervisor duties

Where an individual is directly employed by a contractor and has the training and technical ability to perform both roles, that individual may act as both PICOW and Work Supervisor within a single Worksite. When acting as both PICOW and Work Supervisor the individual may not perform other work activities.

3.3 Person In Charge Of Worksite (PICOW)

The PICOW is responsible for the implementation and control of the worksite protection laid out in the approved Work Request Form for the works.

In order to be authorised by DLRL to establish and manage the implementation and control of a worksite protection, a PICOW must;

- Have attended and successfully passed the DLRL Track Awareness Course.
- Completed no less than ten shifts as a Trackside Worker or Works Supervisor on the DRL network.
- Have subsequently attended and successfully passed the DLRL PICOW Course.
- Must carry their PICOW/ Track Awareness licence with them at all times when on or about the system and produce it upon demand

PICOWs must comply with the Transport and Works Act. Any PICOW who is considered unfit for work any reason will not be allowed to work or remain on DLRL property. If the PICOW is assessed as being unfit for work due to alcohol or drugs then disciplinary procedures may be instigated against them.

PICOWs are responsible for their own safety and for the safety of others that might be affected by their acts or omissions. At all times PICOWs must take all necessary precautions to ensure the safety of themselves and others, including acting to address any perceived issues with the implementation of a safe system of work by themselves or others with their worksite.

The PICOW is responsible for booking on with the Franchisee Infrastructure Access Controller at the start of each work shift, and for providing their details to the Franchisee Infrastructure Access Controller.

The PICOW is responsible for ensuring that all members of the workgroup receive a comprehensive PICOW Briefing and that their full understanding of the briefing is confirmed by their signature on the PICOW Briefing Form prior to allowing any work to commence or anyone to go trackside.

The PICOW must record on the Authority To Work briefing list who, if anyone, has been appointed as a Work Supervisor



The PICOW is responsible for assessing each Trackside Worker and Work Supervisor within their workgroup as to their suitability and fitness for work. Anyone who is considered unfit for any reason will not be allowed to work or remain on DLRL property. If the PICOW assesses any person as being unfit for work due to alcohol or drugs then the PICOW will report that person to the DLRL Infrastructure Access Controller, and disciplinary procedures may be instigated against that person.

The PICOW is responsible for following the correct booking-on procedure with the Infrastructure Access Controller and obtaining the necessary protection equipment from the Infrastructure Access Controller: Electrical Tester and Prover Unit, radio, marker boards and Authority to Work trackside. See SOP 3 04

The PICOW is responsible for liaising directly with the Infrastructure Access Controller regarding the coordination of works and worksites across the possession.

The PICOW is responsible for conducting a radio handset functionality test by making contact with the CRT and confirming two way radio communications.

The PICOW is responsible for receiving radio permission from the CRT to implement the site protection arrangements.

The PICOW is responsible for proving that the conductor rail is isolated following the discharge of the traction power supply by utilising the Electrical Tester and Prover Unit.

The PICOW must place and remove Worksite marker Boards, and must not allow anyone else to move or relocate the Worksite Marker Boards at any time

Only when specifically licensed to do so, the PICOW is responsible for applying and removing Local Electrical Protection upon instruction from the Control room Technician.

The PICOW is responsible for ensuring the safe passage of engineering trains through the Worksite.

On completion of work the PICOW is responsible for ensuring the worksite is clear of all tools, personnel, plant and material. The PICOW is responsible for ensuring that all trolleys, rail mounted plant and any other materials are clear of track and securely stored.

Once the PICOW is satisfied the works have been satisfactorily completed and that all tools, personnel, trolleys, rail mounted plant and any other materials are clear of track or safely stored the PICOW is responsible for informing the Control Room Technician of Line Clear.

The PICOW is responsible for clearing all electrical and physical protection that they have placed from their worksite when advised to do so by the Control Room Technician.

NOTE. The CGLR equivalent of the Infrastructure Access Controller is the CGLR Duty Systems Technician.

Where an individual is directly employed by a contractor and has the training and technical ability to perform both roles, that individual may act as both PICOW and Work Supervisor within a single Worksite.

When acting as both PICOW and Work Supervisor the individual may not perform other work activities.

3.4 Managing PICOW



Where there is more than one work party activity at a particular location, a number of Worksites may overlap.

The Franchisee Possession Planning manager may then dictate that all of the work shall be included under one encompassing Worksite with one appointed Managing PICOW responsible for managing the encompassing Worksite, and the protection for the multiple workgroups. The Managing PICOW will liaising with the individual Worksite PICOWs regarding the establishment of their individual worksite protections.

The worksite protection for each separate worksite within the encompassing worksite remain the responsibility of the individual PICOWS for those worksites. The individual PICOWs are responsible for directly liaising with the Managing PICOW regarding the establishment of their individual worksite protection.

A Managing PICOW may not act as Worksite Supervisor, or perform any other works activities.

3.5 Franchisee Infrastructure Access Controller

At all times, the Infrastructure Access Controller shall act to maximise the use which may be made of any available works opportunity.

The Infrastructure Access Controller is responsible for the coordination of any alteration to a planned possessions/ isolation prior to the possession start time.

The Infrastructure Access Controller is responsible for booking on any party planning to work trackside on the DLR network.

The Infrastructure Access Controller is responsible for ensuring that anyone booking on for work has the appropriate authorisation, appears fit for duty and has the necessary Personal Protective Equipment to undertake the works.

The Infrastructure Access Controller is responsible for issuing Authority to Work to anyone booking on for work who has the appropriate authorisation, appears fit for duty, has the necessary Personal Protective Equipment to undertake the works.

The Infrastructure Access Controller is responsible for issuing appropriate trackside protective equipment. Electrical Tester and Prover Unit, radio, marker boards and Authority to Work trackside. See SOP 3.04

The Infrastructure Access Controller is responsible for effective coordination of multiple workgroups where they require to be established within the same area.

The Infrastructure Access Controller is responsible for ensuring that the implementation and supervision of worksites is in accordance the approved Method Statement for that worksite. The Infrastructure Access Controller will carry out periodic checks of worksites to make sure all possession protection is in place and activities are being carried out in a safe manner. A full report of each inspection where unsafe practices are observed shall be submitted to the Franchisee Possession Planning Manager.

The Infrastructure Access Controller facilitates the resolution of problems and difficulties relating to possessions and isolations.

The Infrastructure Access Controller is responsible for monitoring delays to engineering hours caused by third party works, recording full details and communicating this information as required.

The Infrastructure Access Controller is responsible for issuing copies of the Engineering Supplement and Closure List when requested.



The Infrastructure Access Controller is responsible for updating the possession information board with the current status.

The Infrastructure Access Controller will act as incident officer during any unexpected event during a possession and/ or isolation.

The Infrastructure Access Controller is responsible for issuing signed Frustrated Access Forms to any party denied access to the DLR Network for any reason for the purpose of carrying out works.

NOTE. The CGLR equivalent of the Infrastructure Access Controller is the CGLR Duty Systems Technician.

4 Conduct within the Worksite

A PICOW will remain on site at all times and ensure that work is conducted in a safe manner liaising with any appointed Work Supervisor or Managing PICOW. If the PICOW leaves the site then work must cease unless a relief PICOW has been appointed.

No Trackside Worker shall leave the worksite without the approval of the PICOW and then only by an agreed route. Upon return to the worksite, the Trackside Worker shall report immediately to the PICOW.

The Trackside Worker shall comply with all reasonable requirements of the PICOW and Worksite Supervisor.

If it is necessary to change PICOW during the course of the works, the following steps shall be followed:

- Identify a suitably licensed PICOW from within their workgroup to adopt the PICOW responsibilities or request a replacement PICOW to be provided by the Control Room Technician where appropriate.
- Conduct a handover between the PICOWs by briefing the replacement PICOW on the safe system of work and in turn briefing the workgroup on the change.
- Both PICOWs shall complete and jointly sign a PICOW handover sheet.
- Handover relevant documentation to the replacement PICOW.
- The replacement PICOW shall contact the Control Room Technician by radio and confirm the change of PICOW.
- The Control Room Technician shall inform the Infrastructure Access Controller and any Managing PICOW of any PICOW change which takes place.
- If no replacement PICOW can be allocated, the work activity must stop.

If there is a valid reason for the Work Supervisor to leave site the Work Supervisor shall obtain the agreement of the PICOW, who shall appoint a suitably qualified replacement Work Supervisor. The PICOW shall inform the replacement Work Supervisor of protection arrangements and worksite limits. If no replacement Work Supervisor can be allocated, the work activity must be stopped.

4.1 Works Crossing the DLR/ CGLR Border.



Where it is required to carry out works that cross the DLR/ CGLR border, the worksite shall be divided into two separate adjoining worksites. Four marker boards shall be placed in total with two marker boards separating the worksites placed back to back on the DLR/ CGLR border.

Separate PICOWs will be required for each worksite. The PICOW for the CGLR worksite must book on at Norman Road.

Although the worksite briefings may be identical, both PICOWs must brief their staff separately.

All rules governing a single worksite shall apply to each adjoining worksite.

Staff requiring to cross between the two worksites may do so only after gaining permission from their respective PICOW. They must contact and sign in with the PICOW of the other worksite as soon as they have crossed the worksite border. This process must be adhered to for each border crossing.

Both PICOWs must remain in position until both adjoining worksites are given up. To prevent unsupervised border crossing by trackside operatives, this applies even if all works are completed early in one of the worksites. The PICOW of the completed worksite may not leave site until the PICOW of the other worksite confirms works completion.

5 References

DLR SOP 2.01

DLR SOP 3.04





Procedure No: SOP PC 3.06

Worksite Protection

End User: Any persons involved in the planning or implementation of worksites on the DLR

Version: 0.4

Document Custodian: DLRL Head of Engineering

Document Approval

Custodian Name	Signature	Date
[REDACTED]		

Document Control & Distribution

Copy Owner Name	Date Issued	Copy Location	Control Reference
Document Master			



Table of Contents

PURPOSE & APPLICATION	4
1.1 Purpose.....	4
1.2 Application	4
2 RESPONSIBILITIES	4
2.1 Person Responsible for Works Planning	5
2.2 Franchisee Possession Planning Manager	5
2.3 Franchisee Infrastructure Access Controller	5
2.4 Franchisee Control Room Technician	5
2.5 Person in Charge of Worksite (PICOW).....	6
2.6 Franchisee Trackside Protection Assistant	6
3 PROCESS	7
3.1 Planning.....	7
3.2 Work Request Forms	7
3.3 Worksite Protection - General	7
3.4 Passage of Engineering Vehicles or Trains Through a Worksite	8
3.5 Signalling Protection	8
3.6 Local Electrical Protection.....	8
3.7 Issue of Equipment	9
3.8 Access Trackside.....	9
3.9 Placing Worksite Marker Boards	10
3.10 Placing Local Electrical Protection.....	10
3.11 Completion of Work	11
3.12 Removal of Local Electrical Protection	11
3.13 Removal of Worksite Marker Boards	12
3.14 Return of Worksite Protection Equipment.....	12
4 REFERENCES	12
5 APPENDICES.....	12



Rev	Date	Description
0.1	September 2013	Draft; First issue
0.2	December 2013	Draft; Updated to comments
0.3	January 2014	Draft; Updated to comments
0.3	July 2014	Draft; Updated to Serco review comments

Please Note: This document is available on request from the DLRL Document Manager.



PURPOSE & APPLICATION

1.1 Purpose

This procedure describes the process for the provision of worksite protection at worksites within a possession, isolation or closure.

1.2 Application

This procedure applies to all planned work within possessions isolations and/or closures, including work on the conductor rail and connected traction equipment.

This procedure does not apply to DLR Limited, Franchisee or Concessionaire staff, their contractors or any relevant third parties personnel engaged to carry out works in non-trackside areas on the DLR network whether during or outside operational hours.

NOTE. The area of the DLR network South of Crossharbour Headshunt, and inclusive of Mudchute, Island Garden, Cutty Sark, Greenwich, Deptford Bridge, Elverson and Lewisham Stations is defined as the Lewisham Extension.

The Lewisham Extension is under the separate access control of City Greenwich Lewisham Railway Ltd (CGLR) during engineering hours, during the implementation of a possession and isolation, and during closures of the network.

Accordingly, notes contained within Red Boxes throughout this document highlight differences in duties and process between DLR and the Lewisham Extension and stipulate actions that are required to allow works to take place on CGLR infrastructure during closures and engineering hours possessions.

Any works that require access to both DLRL and CGLR infrastructure require separate approvals from the DLRL Franchisee and CGLR.

2 RESPONSIBILITIES

The responsibilities listed below are specific to this procedure. Please see Section 3 of SOP PC 3.05 - Duties and Responsibilities of Trackside Workers for a comprehensive list of responsibilities.



2.1 Person Responsible for Works Planning

Responsible for the preparation and submission of Method Statements, Risk Assessments and Works Request Forms.

Responsible for liaising with the Franchisee Possession Planning Manager to detail the works methodology and the planned worksite limits, and to identify any requirement for worksite protection including Local Electrical Protection on the Works Request Form. (see DLR SOP PC 2.01)

2.2 Franchisee Possession Planning Manager

Responsible for reviewing the Work Request Form and identifying any requirements for worksite protection and arranging its implementation. These measures may include Signalling Protection, Physical Protection and Local Electrical Protection

Responsible for recording all worksite protection requirements on the Work Request Form over and above that normally required. See DLR SOP 3.04.

2.3 Franchisee Infrastructure Access Controller

Responsible for ensuring that the required safety equipment for worksite protection is available and issued to PICOWs, Work Supervisors and Franchisee Trackside Protection Assistants as required.

Responsible for issuing Live Line Testers and Provers to PICOWs, Work Supervisors and Franchisee Trackside Protection Assistants.

Responsible for maintaining records of all worksite protection equipment issued and returned.

NOTE. The CGLR equivalent of the Infrastructure Access Controller is the CGLR Duty Railway Operations Technician.

2.4 Franchisee Control Room Technician

Responsible for ensuring that any worksite implemented is within a specified authorised possession, isolation or closure.

Responsible for the implementation of any required Signalling Protection prior to the implementation of a possession.

Responsible for authorising PICOWs and/or Franchisee Track Protection Assistants to place worksite protection within a possession, and for recording the placement location and removal of such.

Responsible for authorising PICOWs and Work Supervisors to commence work within implemented possessions.



Responsible for liaison with PICOWS to permit the removal and reinstatement of marker boards to allow the passage of engineering vehicles and trains through a worksite.

Responsible for ensuring line clear prior to revenue service by receiving all PICOW's confirmations of completion of works within their worksites, i.e. that all personnel, plant, tools and materials are clear of track.

Responsible for ensuring that the PICOW has confirmed that all required check certificates have been completed prior to handing back line clear

Responsible for authorising PICOWs and/or Franchisee Track Protection Assistants to remove worksite protection within a possession.

Responsible for receiving PICOW's confirmation of Line Clear after the removal of all worksite protection.

2.5 Person in Charge of Worksite (PICOW)

Responsible for obtaining worksite protection equipment from the IAC.

Responsible for witnessing the correct functionality of any Live Line Testers and Provers issued to them by the Franchisee Infrastructure Access Controller.

Responsible for ensuring they place worksite protection only after receiving permission from the Franchisee Control Room Technician.

Responsible for ensuring that worksite protection is placed in accordance with the requirements of the approved Work Request Form, and at the correct locations within a possession.

If the PICOW is suitably trained and licensed they are responsible for the placement and removal of any required Local Electrical Protection. If they are not suitably licensed then the PICOW must witness the placing of Local Electrical Protection activities as carried out by the Franchisee Track Protection Assistant.

Responsible for ensuring work commences only after they receive permission from the Franchisee Control Room Technician.

Responsible for the removal and reinstatement of marker boards to allow the passage of engineering vehicles and trains through a worksite.

Responsible for informing the Franchisee Control Room Technician that all personnel, plant, tools and materials are line clear at hand back of the worksite.

Responsible for ensuring all worksite protection is removed upon completion of work.

Responsible for informing the Franchisee Control Room Technician that the worksite is Line Clear at hand back of the worksite.

2.6 Franchisee Trackside Protection Assistant



Responsible for the placement and removal of Local Electrical Protection as required by the Work request Form.

Any Local Electrical Protection activities carried out by the Trackside Protection Assistant shall be witnessed by the worksite PICOW and recorded on the Track Protection Form issued by the Franchisee Control Room Technician.

3 PROCESS

3.1 Planning

Before commencing any work other than emergency works a Method Statement, Risk Assessment and Work Request Form shall be prepared by the Person Responsible for Works Planning detailing the planned worksite limits (see DLR SOP PC 2.01) and identifying any requirements for worksite protection including Local Electrical Protection.

Where possible the Person Responsible for Works Planning shall identify any planned work involving the conductor rail or associated traction equipment (trackside or otherwise) such as isolators, cables etc and in such cases identify that Local Electrical Protection is required on the Method Statement Review Sheet.

The Person Responsible for Works Planning shall submit the Method Statement, Method Statement Review Sheet, Risk Assessment and Work Request Form to the relevant stakeholders as per the Method Statement Review Form (See DLR SOP PC 2.01).

3.2 Work Request Forms

On approval of the Method Statement and Risk Assessment by the Franchisee Asset Manager the Work Request Form shall be reviewed by the Franchisee Possession Planning Manager to determine what worksite protection is required and if a PICOW and/or Trackside Protection Assistant are to be allocated.

3.3 Worksite Protection - General

Possession worksites shall be marked at the limits by placing marker boards in the four-foot at either end of the worksite, or in the case of a moving worksite at both ends of the workgroup or engineering vehicle(s).

If mandated by the Franchisee Possession Planning Manager on the Work Request Form the PICOW shall ensure that additional protection measures are placed as required, e.g. chained timber baulks or derailment measures.

Marker boards are required without exception to define worksite limits whether or not Local Electrical Protection is required. Where this is impractical and the absence of marker boards must be specifically authorized by the Franchisee Possession Planning Manager on the Work Request Form.



Only the worksite PICOW shall place or remove marker boards or any other form of physical worksite protection. The PICOW may only place worksite protection after being authorised to do so by the Franchisee Control Room Technician. Marker boards must display a yellow aspect facing into the worksite and a red aspect facing out of the worksite. Marker boards shall be placed twenty five metres on either side of the worksite but not within fifty metres of any other possession or isolation limit. Where this placement is impractical any alteration to the normal placement of marker boards must be specifically authorized by the Franchisee Possession Planning Manager on the Work Request Form.

3.4 Passage of Engineering Vehicles or Trains Through a Worksite

Only the PICOW shall remove or replace marker boards or other physical worksite protection to allow the passage of engineering vehicles or other rail mounted equipment. The worksite PICOW must escort the engineering vehicle through the worksite at walking pace. The marker boards or other physical protection must be replaced immediately by the PICOW once the engineering vehicle or other rail mounted equipment has cleared the marker board position.

All work within a worksite shall be suspended prior to the removal of worksite protection and shall only re-commence once all protection has been replaced and the engineering vehicle or other rail mounted equipment has cleared the work site.

3.5 Signalling Protection

Signalling Protection for a worksite may be necessary in addition to any primary protection for the possession and isolation limits. The requirement for Signalling Protection will be assessed by the Franchisee Possession Planning Manager and is dependant on;

- The type of work planned to be carried out in a worksite
- Any other type of works being undertaken simultaneously in the vicinity of the planned worksite

Any requirement for Signalling Protection to a worksite will be recorded by the Franchisee Possession Planning Manager on the Work Request Form.

If required by the Work Request Form, Signalling protection shall be placed by the Franchisee Control Room Technician prior to the implementation of a worksite and prior to any permission to access the worksite being granted to a PICOW. The implementation of worksite Signalling Protection shall be recorded by the Franchisee Control Room Technician on the Possession Implementation Authority Form.

3.6 Local Electrical Protection

Local Electrical Protection for a worksite may be necessary in addition to any primary protection for the possession and isolation limits.



For any work on the conductor rail or associated traction equipment, or where there is any additional risk from the conductor rail or associated traction equipment, Local Electrical Protection will be required.

Where Local Electrical Protection is deemed necessary by the Franchisee Possession Planning Manager the specific requirements and location details of the Local Electrical Protection will be recorded on the Work Request Form and the Possession Planning Form (PPF).

3.7 Issue of Equipment

The Franchisee Infrastructure Access Controller shall issue to each PICOW (or Franchisee Track Protection Assistant if required by the Work Request Form):

- Sufficient numbers of marker boards
- Conductor rail Live Line Tester and Prover.
- If Local Electrical protection is required, a Short Circuit Device and sufficient numbers of Short Circuit Links.

The Franchisee Infrastructure Access Controller shall record the issue and return of all equipment.

NOTE. The CGLR equivalent of the Infrastructure Access Controller is the CGLR Duty Systems Technician.

3.8 Access Trackside

The PICOW shall attend the designated booking on point and book on his work party with the Franchisee Infrastructure Access Controller.

The PICOW is issued the appropriate worksite protection equipment by the Franchisee Infrastructure Access Controller.

On receiving his radio from the Franchisee Infrastructure Access Controller the PICOW carries out a radio function test by initially contacting the Franchisee Control Room Technician.

The Franchisee Control Room Technician shall check that the locations for any worksite protection, including Local Electrical Protection if required, are within the approved possession and isolation area.

When the possession and isolation has been implemented the Franchisee Control Room Technician shall call each PICOW to instruct the PICOWs and/or Trackside Protection Assistants to place worksite protection as detailed on their Work Request Forms, including Local Electrical Protection if required.

When contacted by the Franchisee Infrastructure Access Controller, if no requirement for Local Electrical Protection is stated on the approved Work Request Form then the PICOW shall carry out the requirements of Section 3.9, below.



When contacted by the Franchisee Control Room Technician, if any requirement for Local Electrical Protection is stated on the approved Work Request Form then the PICOW shall carry out the requirements of Sections 3.9 and 3.10, below.

NOTE. The CGLR equivalent of the Infrastructure Access Controller is the CGLR Duty Railway Operations Technician.

3.9 Placing Worksite Marker Boards

After receiving confirmation that the possession is in place from the Franchisee Control Room Technician and after receiving permission from the Franchisee Control Room Technician to go trackside, the PICOW shall establish that the conductor rail is dead on each track, using the voltage tester and prover unit.

If while testing to prove dead any section of conductor rail is found to be live the PICOW shall not allow any work to commence. The PICOW shall first make his way to a place of safety and then contact the Franchisee Control Room Technician, providing full details of the situation and then await further instructions from the Franchisee Control Room Technician.

After successfully testing the conductor rail dead, the PICOW shall place worksite marker boards in the four-foot of each track at the limits of the worksite in accordance with the details on the Work Request Form. Marker boards must display a yellow aspect facing into the worksite and a red aspect facing out of the worksite.

When all required worksite protection has been placed by the PICOW, the Franchisee Control Room Technician shall inform the PICOW of the call-back time, and confirm that work on the site can commence.

3.10 Placing Local Electrical Protection

The PICOW and/or Trackside Protection Assistant shall arrange to go trackside in accordance with DLR SOP PC 3.01.

After receiving confirmation that the possession is in place from the Franchisee Control Room Technician and after receiving permission from the Franchisee Control Room Technician to go trackside, the PICOW and/or Trackside Protection Assistant shall place their marker boards and then establish that the conductor rail is dead on each track, using the voltage tester and prover unit.

If while testing to prove dead any section of conductor rail is found to be live the PICOW and/or Trackside Protection Assistant shall not allow any work to commence and shall contact the Franchisee Control Room Technician, providing full details of the situation and then await further instructions from the Franchisee Control Room Technician.

After receiving permission from the Franchisee Control Room Technician the PICOW and/or Trackside Protection Assistant shall place Local Electrical Protection in accordance with the Work Request Form requirements as follows:



- Establish the conductor rail is dead using the Live Line Tester.
- Apply the Short Circuit Device
- Apply a Short Circuit Link adjacent to the Short Circuit Device
- Remove the Short Circuit Device.
- Repeat the process at all locations as stated on the Work Request Form.
- After placing Local Electrical protection, the PICOW and/or Trackside Protection Assistant shall confirm the number and location of Short Circuit Links with the Franchisee Control Room Technician.

The Franchisee Control Room Technician shall record the details of the Local Electrical Protection on the Possession and Isolation Authority Form.

If Local Electrical Protection is placed by a Trackside Protection Assistant, the PICOW must witness the testing of the conductor rail and the placing of all individual Short Circuit Links.

3.11 Completion of Work

Upon completion of work, and after checking to ensure all tools, personnel, plant and materials under the control of the PICOW are off-site and clear of the tracks. The PICOW shall check that works are completed as per the Work Request Form. They shall then confirm to the Franchisee Control Room Technician that all tools, personnel, plant and materials are line clear.

The PICOW/ Trackside Protection Assistant shall remove worksite protection. The PICOW shall confirm its removal to the Franchisee Control Room Technician.

3.12 Removal of Local Electrical Protection

Only when the Franchisee Control Room Technician has recorded the worksite status as Line Clear may the Franchisee Control Room Technician then authorise the PICOW/ Franchisee Trackside Protection Assistant to remove Local Electrical Protection and worksite protection.

The Franchisee Control Room Technician shall instruct the PICOW/ Trackside Protection Assistant to remove Local Electrical Protection. Worksite protection must remain in place until Local Electrical Protection has been removed.

After receiving instruction from the Franchisee Control Room Technician the PICOW/ Trackside Protection Assistant shall;

- Apply the Short Circuit Device.
- Remove the Short Circuit Link adjacent to the Short Circuit Device.
- Remove the Short Circuit Device.
- Repeat the process at all locations as stated on the Trackside Protection Form.



After removing Local Electrical Protection, the PICOW/Trackside Protection Assistant shall confirm with the Franchisee Control Room Technician the number and location of Short Circuit Links that have been removed.

The Franchisee Control Room Technician shall record the details of the removed Local Electrical Protection on the Possession and Isolation Authority Form.

If removal of Local Electrical Protection is by a Trackside Protection Assistant, the PICOW must witness the removal of all individual Short Circuit Links.

Worksite marker boards must remain in place until Local Electrical Protection has been removed.

3.13 Removal of Worksite Marker Boards

After all Short Circuit Links have been removed, the PICOW shall remove the worksite marker boards. Once all marker boards have been removed the PICOW shall inform the Franchisee Control Room Technician that the worksite is Line Clear.

3.14 Return of Worksite Protection Equipment

Once the PICOW has confirmed Line Clear with the Franchisee Control Room Technician all protection items are to be returned to the Franchisee Infrastructure Access Controller.

The Franchisee Infrastructure Access Controller shall record the return of all equipment and shall report damaged or mistreated equipment to the Franchisee Possession Planning Manager.

NOTE. The CGLR equivalent of the Infrastructure Access Controller is the CGLR Duty Railway Operations Technician.

4 REFERENCES

DLR SOP PC 2.01 – Application to carry out Works on DLR.

DLR SOP PC 3.01 – Implementation, Management and Supervision of Possessions and Isolations.

DLR SOP PC 3.04 – Booking On Off procedure for Worksite Establishment.

5 APPENDICES

None.





Procedure No: SOP PC 4.01

Working In Depots

End User: Any persons involved in the planning or carrying out of work in DLR depots.

Version: 0.6

Document Custodian: DLRL Head of Engineering

Document Approval

Custodian Name	Signature	Date

Document Control & Distribution

Copy Owner Name	Date Issued	Copy Location	Control Reference



Table of Contents

<u>1</u>	<u>PURPOSE AND APPLICATION</u>	<u>4</u>
1.1	Purpose	4
1.2	Application	4
<u>2</u>	<u>RESPONSIBILITIES</u>	<u>4</u>
2.1	Person Responsible for Works Planning	4
2.2	Franchisee Possession Planning Manager	4
2.3	Franchisee Infrastructure Access Controller	5
2.4	Franchisee Depot Manager	5
2.5	Franchisee Depot Controller	5
2.6	PICOW or Works Supervisor	5
2.6.1	<u>Work Supervisors must have the necessary supervisory skill and sufficient knowledge on the technical, health, safety and environmental aspects of the scope of work in order for them to discharge their duties</u>	<u>6</u>
<u>3</u>	<u>PROCESS</u>	<u>6</u>
3.1	General	6
3.2	Protection of Personnel Working on Trains and Vehicles	6
3.2.1	General	6
3.3	Protection of Personnel Working in the Depot	7
3.4	Training Requirements for Personnel Working in Depots	8
3.4.1	Classification of Depot Areas	8
Area 'B'		8
Area 'C'		8
3.4.2	Typical Depot Layout	9
Depot Track Certification		10
3.5	Access to Worksites	10
3.6	Access to Vehicles in Depot Sheds	10
	<u>Prior to accessing any depot shed or vehicle situated within any depot shed the nominated Works Supervisor or PICOW shall report to the Franchisee Depot Manager, and obtain permission to access the vehicle via Areas A, B and C as appropriate. See section 3.4.2</u>	<u>10</u>
3.7	Completion of Works	11

<u>4</u>	<u>REFERENCES</u>	<u>11</u>
<u>5</u>	<u>APPENDICES</u>	<u>11</u>
1	PURPOSE AND APPLICATION	3
2	RESPONSIBILITIES	3
3	PROCESS	6
4	REFERENCES	10
5	APPENDICES	10

Rev	Date	Description
0.1	February 2014	Draft, Issued for review
0.2	February 2014	Draft, incorporating comments
0.3	December 2014	Updated to comments
0.4	January 2015	Updated to include LUL type works areas
0.5	January 2015	Updated to comments
0.6	January 2015	Updated to comments

Please Note: This document is available on request from the DLRL Document Manager.



1 PURPOSE AND APPLICATION

1.1 Purpose

The purpose of this document is to detail safe working arrangements for those personnel involved in working within DLR depots.

1.2 Application

This procedure applies to:

- All DLRL, Franchisee and Concessionaire personnel.
- All Contractors personnel.

2 RESPONSIBILITIES

2.1 Person Responsible for Works Planning.

[FL1]

Responsible for consultation with the Franchisee Depot Manager when planned works may affect or interfere with the normal operation of the depot. Examples of such interference include but are not limited to activities which may affect,

- Availability of trains for service,
- Availability of trains for washing - including access to train wash plant.
- Rolling stock maintenance activities
- Availability of engineering vehicles for maintenance
- Rail access to /from the Depot and mainline
- Road traffic movements /pedestrian access to / from and within the Depot
- Power supplies, utilities, communications systems, welfare facilities serving the Depot

Responsible for ensuring that workers have received the relevant required access training needed to carry out works in DLR depots. See Section 3.4.

Responsible for the submission of Method Statements and Risk assessments for approval in accordance with DLR SOP PC 2.01.

2.2 Franchisee Possession Planning Manager.



Responsible for the assessment of all requests to carry out works in depots, and for making sure they comply with the requirements of this [FL3] procedure.

Responsible for approval or refusal of all Work Requests.

Responsible for the assessment of work requests to determine the most suitable access times.

Responsible for the review of work requests to ensure consideration of access constraints

2.3 Franchisee Infrastructure Access Controller

Responsible for booking on contractors wishing to access the depot(s) to work in accordance with SOP 3.04.

Responsible for coordinating any access requirements which have the potential to interface with normal depot operations and/or the public with the Franchisee Control Room Technician.

Responsible for checking that no operational conditions such as service failures have affected the ability of the works to be carried out safely.

Responsible for checking that all personnel booking on for work appear fit for duty.

2.4 Franchisee Depot Manager

Responsible for approving access any depot area or vehicle situated within any depot area.

The franchise Depot Manager is not responsible for approving access to the Poplar Control Centre or Beckton Control Centre.

2.5 Franchisee Depot Controller

Responsible for liaison with the Franchisee Infrastructure Access Controller to facilitate planned works in depot areas under the Franchise Depot Controller's control.

Responsible for liaison with personnel working in depot areas to facilitate planned works.

Responsible for liaison with PICOWs and Works Supervisors working in depot areas under the Franchise Depot Controller's control.

2.6 PICOW or Works Supervisor

Responsible for carrying out the works authorised by the approved Work Request.

Responsible for checking the fitness to work of their work group with particular emphasis on the requirements of the Transport at Works Act 1992.



Responsible for setting up a safe system of work for their work group based on the approved Risk Assessment and Method Statement⁽⁷⁾. The Method Statement must specifically describe the particular protection arrangements to be put in place for the works.

Responsible for ensuring that they, and any workers in their work group, have received the required levels of access training needed to carry out works in DLR depots.

- 2.6.1 Work Supervisors must have the necessary supervisory skill and sufficient knowledge on the technical, health, safety and environmental aspects of the scope of work in order for them to discharge their duties.

3 PROCESS

3.1 General

All personnel who require to work in depots must apply via the Work Request system. The work request system is managed by the Franchisee Possession Planning Manager and is described in SOP PC 2.01.

The Franchisee Possession Planning Manager uses the work request system to assess the requested access and ensure that any risks inherent to the planned work have been considered.

3.2 Protection of Personnel Working on Trains and Vehicles

3.2.1 General

Work on trains or vehicles must, as far as possible, be carried out in repair sheds or sidings specifically designated for that purpose. Additional safeguards must be used when it is necessary to examine or repair trains and vehicles at other locations.

Work on trains and vehicles (including those stabled next to running lines) must be carried out under protection rules and personnel must always assume that traction current is switched on.

Personnel who need to work on a train that is under the control of a Vehicle Operator must:

- tell the Vehicle Operator what is to be done;
- ensure the vehicle is properly secured.

Personnel must not work on any train or vehicle being used for instructional purposes without the prior permission of the Franchisee Depot Manager.



3.3 Protection of Personnel Working in the Depot;

The Franchisee Depot Manager must make sure that;

- only licensed personnel operate trains and rail vehicles;
- procedures for the movement of trains and rail vehicles are known and understood by all persons working in depots; and
- all personnel understand the visual indications of power supply status and know how to isolate the traction current supply in emergency.

Before moving their train or rail vehicle in a depot, the Vehicle Operator must inform the Franchisee Depot Controller.

Before the Franchisee Depot Controller gives the Vehicle Operator permission to move their train or rail vehicle, the Franchisee Depot Controller shall inform the Vehicle operator of;

- the route they will be taking;
- the track where their train or rail vehicle will be moved to;
- any personnel working on the track ahead; and
- any obstruction on the route.



3.4 Training Requirements for Personnel Working in Depots

3.4.1 Classification of Depot Areas

Area 'A'

General and common areas, including;

- Offices
- Car parks
- Pavements
- Access roads
- Fire assembly points

Area 'B'

- Maintenance sheds where there are no traction current rails at ground level.
- Raised platform within cleaning (PUG) areas or any road in the cleaning areas where traction is off.
- Authonsed walking routes.

Area 'C'

All track within depot limits, but not including within Area 'B'.

Area 'D'

- All other track outside depot limits is to be considered as running lines. SOP 3.05, "Duties and Responsibilities of Trackside Workers", applies.

A diagram of a typical depot showing the different areas is shown below.



3.4.2 Typical Depot Layout

DIAGRAM TO BE INSERTED



Depot Track Certification [10]

Minimum Training Area	Depot Induction	Non Trackside Briefing	Track Awareness Training	ATH Training
Area A	✓			
Area B	✓	✓		
Area C	✓	✓	✓	
Area D				✓

The track certification requirements shown in the table above do not apply when personnel are undertaking a recognised training course under supervision.

3.5 Access to Worksites

The nominated Works Supervisors or PICOWs must first book on with the Franchisee Infrastructure Access Controller in accordance with SOP 3.04.

The works supervisor or PICOW will present the following documentation as a minimum:

- Proof of [Competence] [11]
- Approved Work Request
- Approved Method Statement
- Approved Risk Assessment

Prior to authorising depot access the Franchisee Infrastructure Controller will check with the Franchisee Depot Controller that there are no current depot conditions that may affect the Works Supervisor or PICOW's ability to carry out the planned works.

Prior to accessing any depot area the Works Supervisor or PICOW must obtain permission from the Franchisee Depot Controller to walk via the authorised walking routes and crossing points.

When accessing any vehicle authorised walking routes and crossing points must be used at all times.

3.6 Access to Vehicles in Depot Sheds

Prior to accessing any depot shed or vehicle situated within any depot shed the nominated Works Supervisor or PICOW shall report to the Franchisee Depot

Manager, and obtain permission to access the vehicle via Areas A, B and C as appropriate. See section 3.4.2.

3.7 Completion of Works

On completion of each days works the Works Supervisor or PICOW must return the Authority To Work to the designated booking on point.

The Franchisee Infrastructure Access Controller will check that the Authority To Work has been signed off and that any check certificates have been completed.

Where operational equipment has been affected by the works the Franchisee Infrastructure Access Controller will confirm to the Franchisee Depot Manager, Franchisee Depot Controller and Franchisee Control Room Technician of the status of such equipment.

4 REFERENCES

DLR SOP PC 2.01 - Application to Carry Out Works on DLR

DLR SOP PC 3.04 - Booking On Off Procedure for Worksite Establishment

DLR SOP PC 3.05 - Duties and Responsibilities of Trackside Workers

5 APPENDICES

None.

None.





Procedure No: SOP PC 4.02

Working on Stations

End User; Any person involved with the planning or carrying out of works on DLR Stations

Version: 0.2

Document Custodian: DLRL Head of Engineering

Document Approval

Custodian Name	Signature	Date
████████		

Document Control & Distribution

Copy Owner Name	Date Issued	Copy Location	Control Reference
Document Master		Document Library	
Control Centre Manager		Control Centre	





Table of contents

1	PURPOSE AND APPLICATION	43
	Purpose	43
	Application	43
2	RESPONSIBILITIES	43
2.1	Works Planner	54
2.2	Franchisee Possession Planning Manager	54
2.3	Franchisee Infrastructure Access Controller	54
2.4	Franchisee Station Manager	54
2.4	Franchisee Control Room Technician	66
2.5	Works Supervisor or PICOWs	66
3	PROCESS	75
3.1	General	75
3.2	Works on Concourses	86
3.3	Works on Platforms - More Than 2 Metres from the Platform Edge	86
3.4	Works on Platforms- Within 2 Metres of the Platform Edge	87
3.5	Works on Other Station Areas	98
3.6	Management of Station Works	98
3.7	Training Requirements for Station Works	98
3.8	Access to Worksites	109
3.9	Completion of Works	109
4	References	10
5	Appendices	10



Docklands Light Railway Ltd.

Working On The Railway Manual



Rev	Date	Description
0.1	February 2014	Draft; Issued for review
0.2	February 2015	Draft; Issued for review

Please Note: This document is available on request from the DLRL Document Manager.





1 PURPOSE AND APPLICATION

Purpose

The purpose of this document is to detail safe working arrangements for those personnel involved in work on DLR stations

For the purposes of this procedure, work is defined as activities not directly related to the routine administration or normal operation of the railway.

Application

This procedure applies to:

- All DLR, Franchisee and Concessionaire personnel.
- All Contractor personnel.

This procedure does not apply to:

- Franchisee and Concessionaire staff carrying out routine duties in the normal operation of stations.

NOTE. The area of the DLR network between Cross Harbour Station and Lewisham Station and inclusive of those Stations is defined as the City Greenwich Lewisham Railway and is under the separate access control of CGLR.

Notes contained within Red Boxes throughout this document highlight differences in process between DLRL and CGLR and stipulate actions that are required to allow works to take place on CGLR infrastructure. Any works that require access to both DLRL and CGLR infrastructure require separate approvals from both DLRL and CGLR.

NOTE. The DLR interfaces with London Underground Limited (LUL) at Bank Station, Canning Town Station, Stratford Station and West Ham Station.

Where work is planned to be carried out on the platforms, concourses, tunnels or head shunts associated to these stations application must be made in consultation with the LUL General Station Manager (GSM) for the station in question.

2 RESPONSIBILITIES





The specific responsibilities applicable to this procedure are

2.1 Works Planner

- Responsible for ensuring that work requests, method statements and risk assessments are submitted in accordance with DLR SOP PC 2.01.
- Responsible for ensuring that workers have received the required levels of training needed to carry out works on DLR stations.
- Responsible for ensuring that staff and contractors involved in the planned works are made aware of their obligations under this procedure.
- Responsible for checking the competency of works supervisors for undertaking the works set out in the Method Statements and Work Requests.

2.2 Franchisee Possession Planning Manager.

- Responsible for the assessment of all requests to carry out works on stations and for making sure they comply with the requirements of this procedure
- Responsible for the approval or refusal of all work requests.
- Responsible for the assessment of work requests to determine the most suitable access times
- Responsible for reviewing work requests to ensure consideration of access constraints

2.3 Franchisee Infrastructure Access Controller

- Responsible for booking on contractors wishing to access DLR stations to carry out work.
- Responsible for coordinating any access requirements which have the potential to interface with operations and/or public with the Franchisee Station Manager.
- Responsible for checking that no operational conditions such as service failures have affected the ability of the works to be carried out safely.
- Responsible for checking that contractors and staff booking on for work appear fit for duty.

NOTE. The CGLR equivalent of the Infrastructure Access Controller is the CGLR Duty Railway Operations Technician.

2.4 Franchisee Station Supervisor.





- Responsible for coordinating any access requirements which have the potential to interface with operations and/or public with the Franchisee Infrastructure Access Controller.

2.4 Franchisee Control Room Technician

- Responsible for liaison with the Franchisee Infrastructure Access Controller when work needs to be carried out on operational equipment.
- Responsible for issuing keys to Works Supervisors or PICOWs holding an Authority to Work.

2.5 Works Supervisor or PICOWs

- Responsible for carrying out the works authorised by the approved Work Request
- Responsible for checking the fitness to work of their work group with particular emphasis on the requirements of the Transport at Works Act 1992.
- Responsible for setting up a safe system of work for their work group based on the approved Risk Assessment and Method Statement.

Work Supervisors must have the necessary supervisory skill and sufficient knowledge on the technical, health, safety and environmental aspects of the scope of work in order for them to discharge their duties.





3 PROCESS

3.1 General

All staff and contractors requiring to work on DLR stations must apply via the Work Request system. The work request system is managed by the Franchisee Possession Planning Manager and is described in SOP PC 2.01.

Stations are broken down into four areas

- Concourses
- Platform areas more than two metres from the platform edge
- Platform areas within two metres of the platform edge
- Other areas, including high level walkways, stairs, escalators and lifts

All works are subject to Risk Assessment with particular emphasis on the risk to members of the public, station staff and the operational railway. Work Requests which do not adequately address these risks in the associated Risk Assessment will not be approved.

Consideration must be given to the impact of works on operational and maintenance requirements. As a minimum, this must include consideration of the following:

- Typical passenger flows through the station at the time of the works
- Access and egress for passengers to equipment such as lifts or ticket machines
- The type of work being carried out and the protection required for the public and staff passing through the areas affected
- Lifts and escalators
 - Shall not be used to move plant and materials.
 - Lifts shall be treated as confined spaces. See DLR SOP PC 3.16.
 - Special consideration shall be given to the handback of lifts post works completion.

Risk assessments shall in particular address the potential for the build up of fumes or other chemicals in confined spaces that are to be left unstaffed or sealed for any period between the completion of the works and access by the public.



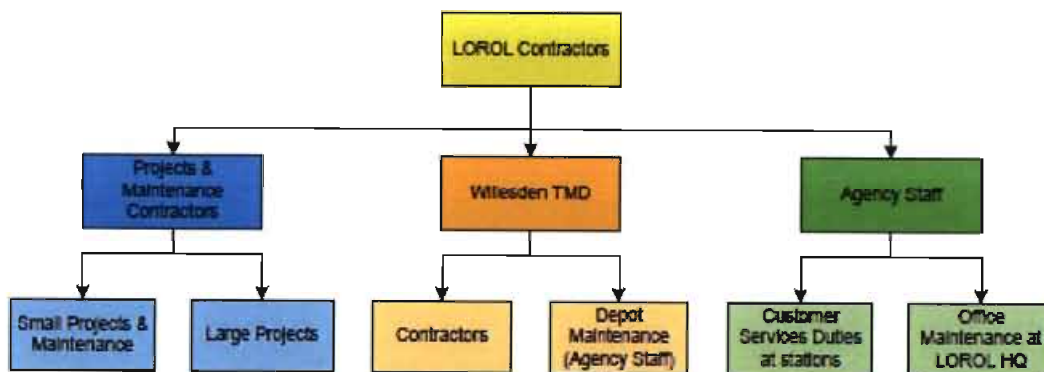
Appendix B	Medical Self-Certification Form
Appendix C	Method Statement Contents Checklist
Appendix D	Additional Requirements
Appendix E	Project Specific Briefing Checklist
Appendix F	Permit to Work Form
Appendix G	Work Specification Checklist
Appendix H	LOROL Infrastructure and Projects Site Safety and Environment Inspection Form
Appendix I	Management of Contractors flowchart process
Appendix J	Definitions

4. PURPOSE

- 4.1 The purpose of this standard is to document the procedure for management of the risks associated with Contractors performing work activities on LOROL managed Premises.
- 4.2 The standard includes measures and procedures applicable to pre-work planning, access to site, demonstration of the Contractor's ability to undertake the work in a safe and responsible manner and monitoring of the work being undertaken.
- 4.3 These measures are required to manage the risks arising from work undertaken by Contractors to LOROL's passengers, workforce and other members of the public affected by LOROL's activities and the risks to the environment.
- 4.4 The standard addresses LOROL's duty of care to Contractors through the provision of information on the risks likely to be encountered on LOROL managed Premises and how to manage them.
- 4.5 This Standard ensures:
- responsibilities concerning the management of contractors are well understood;
 - the whereabouts of any Contractor on LOROL managed Premises is known about and understood by all concerned;
 - the Contractor has demonstrated competence to carry out the work safely;
 - the works have been appraised to ensure that all risks associated with the work activity are understood and that suitable measures are established to ensure risks to safety are reduced to As Low As Reasonably Practicable;
 - the Local Manager is consulted on the works to be carried out;
 - monitoring of the Contractor is undertaken during the work activities.
- 4.6 Definitions applicable to this Standard are included in Appendix J.

5. SCOPE

- 5.1 This standard applies to the management of all work activities undertaken by Contractors on LOROL managed Premises, including Contractors employed directly by LOROL and those engaged by Network Rail, Transport for London, London Underground Ltd, neighbouring property owners or Tenants.

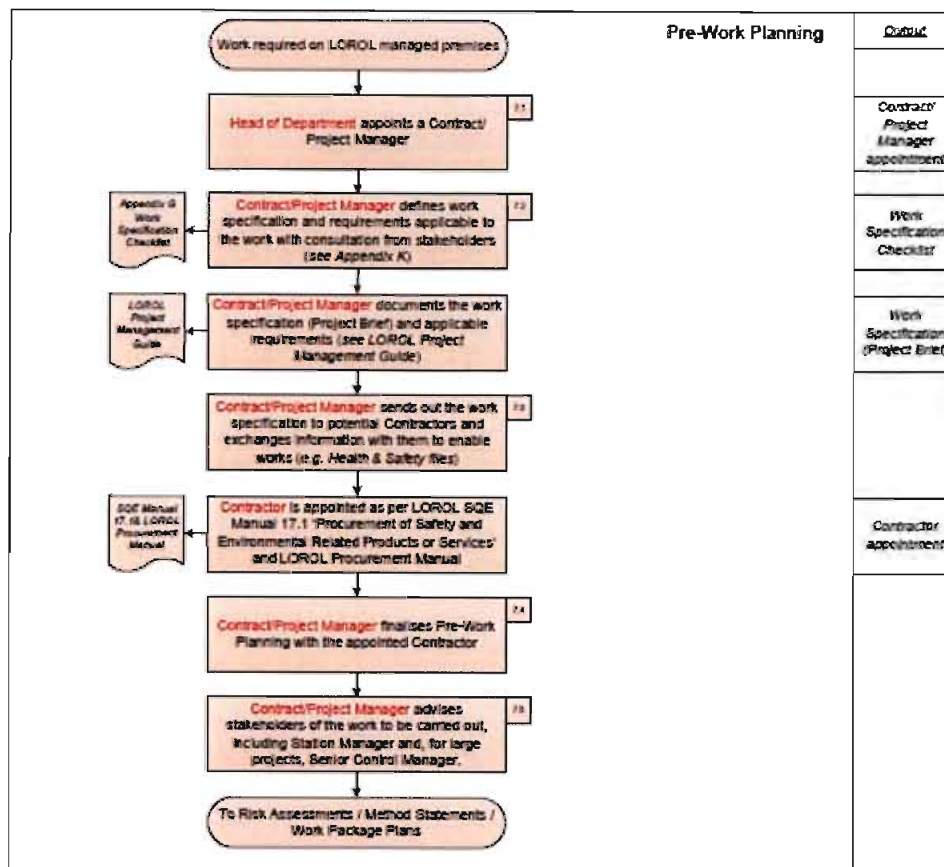


- 5.2 This Standard does not apply to:

- Contractors carrying out a work activity on LOROL operated trains. For these work activities the LOROL SQE department should be consulted on the arrangements for the management of Contractors undertaking on-train activities.
- Procurement, selection and qualification of Contractors. Requirements relating to these activities are set down in the following documents:
 - LOROL SQE Manual 17.1, 'Procurement of Safety or Environmental Related Products or Services';
 - LOROL Procurement Manual;
 - LOROL Project Management Guide.

7. PRE-WORK PLANNING

The flowchart process below outlines required activities during the planning stage for the works to be carried out by a Contractor on LOROL managed premises.



7.1 Appointment of a Contract/Project Manager

7.1.1 A Contract/Project Manager shall be appointed when a Contractor is to be employed for the undertaking of work activities on LOROL managed Premises. It is the responsibility of Heads of Department to appoint a Contract/Project Manager for all contractual activities, for which their department is responsible for commissioning.

7.2 Definition of the work to be carried out (Work Specification)

7.2.1 Contract/Project Manager shall prepare a specification for the work to be carried out using approved company documentation. Project Brief template is available as part of the LOROL Project Management Guide.

7.2.2 Once the work specification (Project Brief) has been documented, the Contract/Project Manager shall determine applicable requirements and measures needed to ensure that the work can be undertaken in a safe and environmentally responsible way (in consultation with the Local Manager and LOROL departments, if appropriate). This information will form the qualification criteria for the eventual chosen Contractor.

7.2.3 A Work Specification Checklist shall be used to determine the work specification and requirements applicable to the work to be undertaken (please see Appendix G).

7.3 Information to be supplied to or requested from potential Contractors

- 7.3.1 The Contract/Project Manager shall arrange for the following information to be supplied to or requested from potential Contractors, as part of the Invitation to Tender process:
- a) any safety and environment related requirements that must be complied with by the selected Contractor, as identified in Section 7.2.2;
 - b) any safety and environmental documentation identified in a) above that the potential Contractors need to have sight of (e.g. Station Health & Safety Files);
 - c) details of known hazards relating to work at the Premises concerned;
 - d) whether the Contractor intends to use any sub-Contractors for parts of or all of the work and, if so, how they are to be managed to ensure the provisions of this standard are complied with;
 - e) details of the site access requirements, as set out in Section 8.

7.4 Finalisation of pre-work planning with the chosen Contractor

- 7.4.1 The Contract/Project Manager shall formalise the following arrangements with the Contractor:
- a) site access to work on LOROL Premises (please see Section 8);
 - b) submission, review and acceptance of the Contractor's Method Statements (or Work Package Plans) and any supporting Risk Assessments (please see Section 9);
 - c) any required Permits To Work, if applicable (please see Section 10);
 - d) whether a pre-start meeting is required and, if so, its attendees (this must include the Local Manager and any sub-Contractors' representatives) and location (whether this is required to take place at the Premises, where work is to be undertaken);
 - e) advising the Contractor of a requirement to have a single Contractor's Person In Charge on site at all times while LOROL projects work activities are being undertaken at the designated Premises.

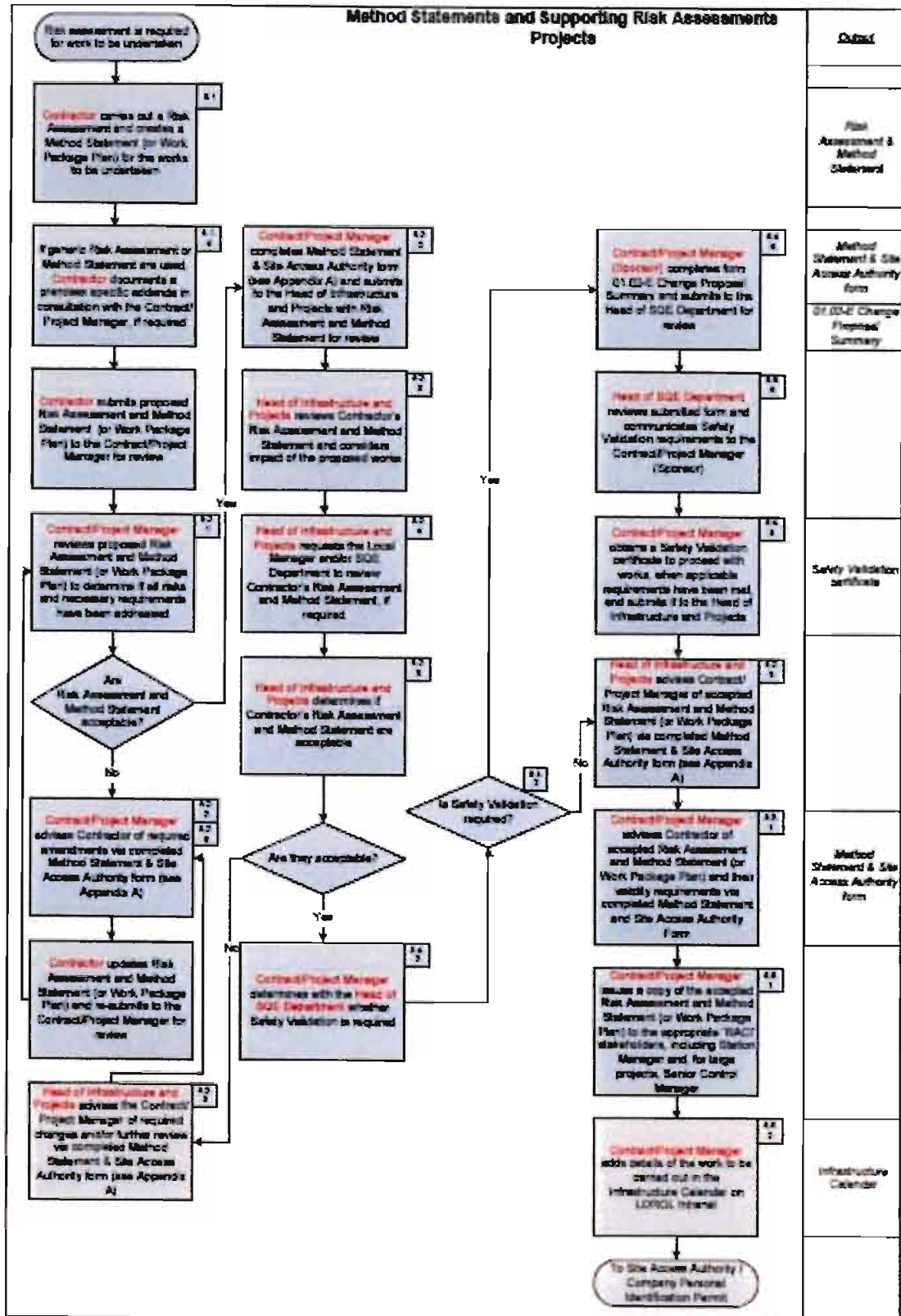
7.5 Advice to stakeholders

- 7.5.1 For projects other than at Willesden TMD - the Contract/Project Manager shall ensure that any neighbours or other stakeholders including Station Manager and, for large projects, Senior Control Manager, who will be affected by the work activities, are advised of the work details and dates. Further guidance on stakeholder management and communication is given in the LOROL Project Management Guide.
- 7.5.2 For projects at Willesden TMD – communications with stakeholders are identified at the pre-planning stage of the projects as well as during the weekly meeting between Transport for London and LOROL and then at daily meetings between LOROL and the Contractor, where appropriate.



8. METHOD STATEMENTS AND SUPPORTING RISK ASSESSMENTS

The flowchart process below outlines required activities relating to the acceptance of a Contractor's proposed Risk Assessment and Method Statement (or Work Package Plan) for the works to be carried out by a Contractor on LOROL managed premises (other than Willesden TMD).



8.1 Risk Assessment and Method Statement

- 8.1.1 Contract/Project Manager shall ensure that the Contractor carries out a suitable and sufficient Risk Assessment(s) is undertaken for the purpose of ensuring that:
- a) all risks and hazards relating to the proposed work activity are identified and assessed;
 - b) all exposed population groups are considered;
 - c) suitable control measures are identified for the purpose of ensuring that all identified risks are reduced to As Low As Is Reasonably Practicable;
 - d) significant environmental aspects associated with the works to be carried out by the contractor are identified and assessed
- 8.1.2 Contract/Project Manager shall ensure that the Contractor establishes safe methods of work for undertaking the required work activities, as determined by the supporting Risk Assessment, which must be documented in a Method Statement or Work Package Plan. A checklist of the requirements that should be considered by the Contract/Project Manager for their applicability for inclusion within the required Method Statement is available as Appendix C.
- 8.1.3 The complexity of the Risk Assessment and Method Statement should be proportional to the risk that the proposed work activity presents. If necessary, the Contract/Project Manager should seek advice from the Head of Infrastructure and Projects and/or SQE department.
- 8.1.4 For many work activities, particularly those of a routine nature, the Contractor may provide generic Risk Assessments and Method Statements. In these cases the Contract/Project Manager shall be satisfied that the Risk Assessment and Method Statement are relevant to the Premises, where the work is to be undertaken. If there is any doubt as to whether a generic Risk Assessment or Method Statement can be applied to particular Premises, the Contract/Project Manager shall consult with the Local Manager and Head of Infrastructure and Projects and, if necessary, the SQE department.
- 8.1.5 Generic Risk Assessments and Method Statements are permissible for a particular work activity; however, any site specific variances must be documented in an addendum to the generic Risk Assessment or Method Statement for each of the Premises, where the work activity is to be undertaken by the Contractor. These Premises specific addenda shall be agreed with the Local Manager and Head of Infrastructure and Projects.

8.2 Risk Assessment, Method Statement and Work Package Plan Acceptance – Projects and Work Activities to be Carried Out by Agency Staff at Stations and LOROL HQ

- 8.2.1 Contract/Project Manager shall review the Contractor's proposed Risk Assessment and Method Statement or Work Package Plan to ensure the requirements set out in Section 8.1 have been met.
- 8.2.2 If Contractor's proposed Risk Assessment and Method Statement or Work Package Plan do not meet all necessary requirements, the Contract/Project Manager shall advise the Contractor of the amendments that are required to be made to be fit for purpose – this shall be done by completing Parts 1-2 of the Method Statement and Site Access Authority form (please see Appendix A). If all necessary requirements for the proposed Risk Assessment and Method Statement or Work Package Plan have been met, the Contract/Project Manager shall complete Parts 1-3 of the Method Statement and Site Access Authority form and forward the completed form to the Head of Infrastructure and Projects (or delegated authority) along with the proposed Risk Assessment, Method Statement or Work Package Plan and any observations concerning the content of the reviewed documents.
- 8.2.3 On receipt of the documents, outlined in Section 8.2.2, from the Contract/Project Manager the Head of Infrastructure and Projects shall:
- a) review the documents to confirm they meet the requirements of Section 8.1; and
 - b) arrange for the documents to be passed to the Local Manager and/or SQE department for review, if the scope and scale of the proposed works demands it.
- 8.2.4 Where applicable, on completion of the Risk Assessment and Method Statement or Work Package Plan review, the Local Manager shall advise the Head of Infrastructure and Projects that either:
- a) documents are acceptable, or
 - b) documents require changes to be made together with details of the requested changes.
- 8.2.5 The Head of Infrastructure and Projects shall advise the Contract/Project Manager if the documents have been accepted or if further changes are required by completing Part 4 of the Method Statement and Site Access Authority form (please see Appendix A). If further changes are required, the Head of Infrastructure and Projects shall notify the Contract/Project Manager of the required changes and advise if the documentation will require a further review by the Head of Infrastructure and Projects, once re-submitted by the Contractor.

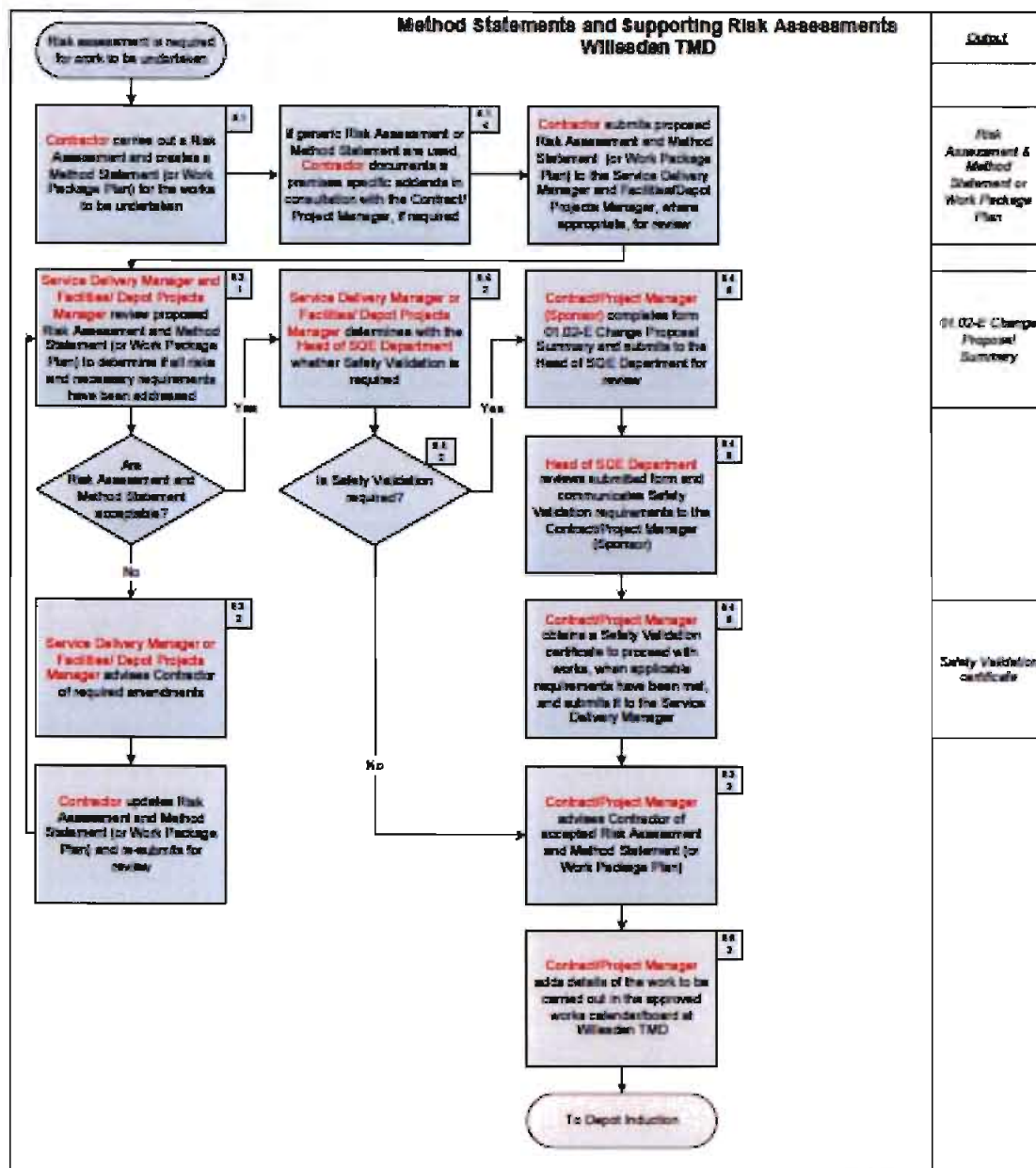
8.2.6 If further changes to the submitted documents are required or Method Statement has not been accepted, as per Section 8.2.5, the Contract/Project Manager shall advise the Contractor by issuing completed Parts 1-4 of the Method Statement and Site Access Authority form (please see Appendix A) to the Contractor specifying what further changes are required or why the Method Statement has not been accepted.

8.2.7 The Contract/Project Manager shall ensure that the Local Manager and Head of Infrastructure and Projects have a minimum of:

- a) five working days to review a Risk Assessment and Method Statement for a simple and low risk work activity that requires to be undertaken with some urgency;
- b) fifteen working days for a major work activity or a series of work activities that require to be undertaken at a single Premises at the same time.

8.3 Risk Assessment, Method Statement and Work Package Plan Acceptance – Willesden TMD

The flowchart process below outlines required activities relating to the acceptance of a Contractor's proposed Risk Assessment and Method Statement (or Work Package Plan) for the works to be carried out by a Contractor at Willesden TMD.



- 8.3.1 Service Delivery Manager (or delegated authority) shall review the Contractor's proposed Risk Assessment and Method Statement or Work Package Plan to ensure the requirements set out in Section 8.1 have been met. For works relating to the Willesden TMD facilities this task may be carried out by the Facilities/Depot Projects Manager.
- 8.3.2 If Contractor's proposed Risk Assessment and Method Statement or Work Package Plan do not meet all necessary requirements, the Service Delivery Manager (or, depending on the nature of the works to be carried out, the Facilities/Depot Projects Manager) shall advise the Contractor of the amendments that are required to be made to be fit for purpose.
- 8.3.3 If all necessary requirements for the proposed Risk Assessment and Method Statement or Work Package Plan have been met, the Service Delivery Manager (or delegated authority) shall advise the Contractor that:
- a) documents are acceptable, and
 - b) no work shall commence without prior depot induction for all Contractor personnel who are to work on site.

8.4 Safety Validation

- 8.4.1 Safety Validation is an internal LOROL process that shall provide assurance that any new risks and any potential increase in current risks introduced by the works to be carried out on LOROL managed premises have been identified, assessed and controlled so that these risks are reduced as low as reasonably practicable.
- 8.4.2 The requirements for Safety Validation of projects are identified:
- a) For all projects (other than at Willesden TMD) to be carried out by Contractors and the work activities to be carried out by agency staff - following projects review meetings undertaken by the LOROL's Project Management Office and the SQE Department.
 - b) For projects at Willesden TMD - following the pre-work planning between the Service Delivery Manager, Facilities/Depot Projects Manager, Contractor and the SQE Department, if applicable.
- 8.4.3 A Sponsor should be identified for all change proposals (normally a Director or senior manager of the department leading the change process), who is responsible for the implementation of the change proposal including addressing of the requirements to achieve safety validation.
- 8.4.4 There may be different and multiple Safety Validation requirements identified at different stages of projects, as they progress. Safety Validation requirement would normally be identified for:
- design and construction stage of works to be carried out; and/or
 - bringing change or asset into operational use.
- 8.4.5 The level and complexity of the Safety Validation process depends on the significance of the changes to be introduced in relation to their potential impact on safety. Depending on the nature of change, the following levels of Safety Validation are applied:
- | | |
|----------|---|
| Level 1: | Simple straightforward changes with no revision to SMS arrangements; |
| Level 2: | Changes that require amendments to the safety management system; |
| Level 3: | Changes, which have the potential to introduce significant risk and/or affect the safety arrangements of other transport operators; |
| Level 4: | Changes, which affect the Safety Quality and Environmental Department; |
| Level 5: | Major projects and changes, which affect the whole company or have the potential to affect the SMS in a significant way. |
- 8.4.6 Where Safety Validation is required, the Sponsor of the Safety Validation process of proposed change shall complete 01.02-E Change Proposal Summary form and submit it to the Head of SQE Department (or, depending on the Safety Validation level, to the Independent Assessor or the Safety Validation panel) for review to determine if all applicable requirements have been met. The submission shall include:
- a) Brief overview of the project and its stages (project description);
 - b) Summary of identified key operational risks and their mitigation measures to as low as reasonably practicable for:
 - Operation of the station;
 - Safety of customers and staff, and
 - Safety of other parties affected by the works to be carried out.
 - c) Safety disposition statement, and
 - d) Any other relevant supporting documentation (e.g. drawings).

The Sponsor shall allow sufficient time for review of the submitted documents in line with the complexity of the project and the amount of the submitted documents prior to the formal decision on Safety Validation.



- 8.4.7 A Safety Validation tracker is used for management of required actions by the Sponsor (in conjunction with the Contractor, where applicable) in order to obtain a Safety Validation. An issued Safety Validation Certificate may contain comments and additional requirements relating to the required actions identified in the Safety Validation tracker.
- 8.4.8 Safety Validation is completed when an authorised safety validation certificate (or a letter of authority issued by the Head of SQE Department for Level 1 Safety Validation) is issued to the Sponsor or the need for safety validation is withdrawn.
- 8.4.9 When Safety Validation is obtained, a copy of the authorised Safety Validation certificate shall be submitted to the Head of Infrastructure and Projects for review in addition to other documents outlined in section 8.2.2.
- 8.4.10 Further guidance on Safety Validation of LOROL projects can be found LOROL SQE Manual 1.02 Safety Management of Change.

8.5 Method Statement and Risk Assessment validity

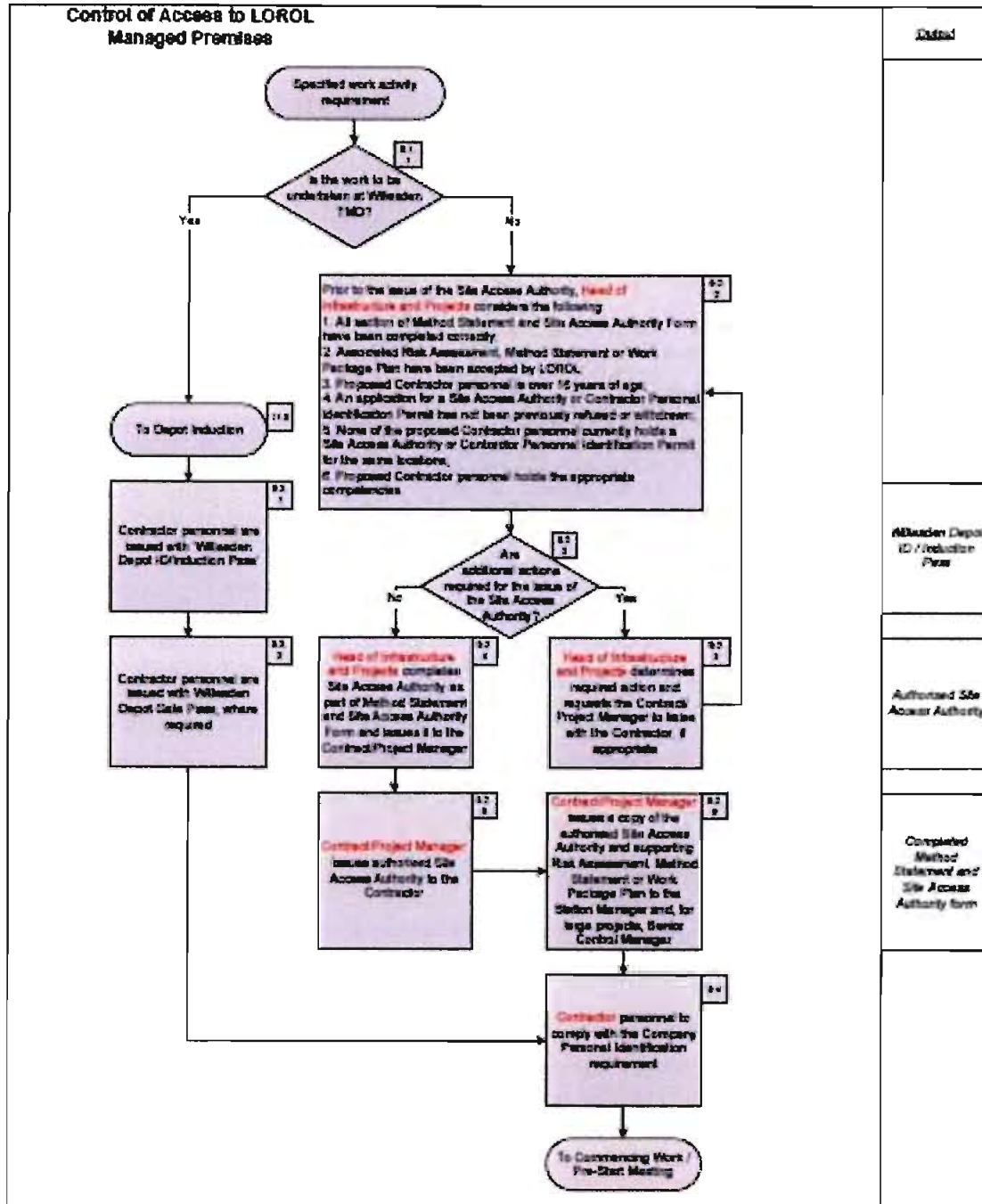
- 8.5.1 Upon issuing of the Method Statement and Site Access form to the Contractor (please see Appendix A), the Contract/Project Manager shall instruct the Contractor to notify the Contract/Project Manager of any changes to the accepted Method Statement (or Work Package Plan) and associated Risk Assessment(s).
- 8.5.2 Contractor must supply a summary of changes to the accepted Method Statement and Risk Assessment(s) to the Contract/Project Manager. Depending on the nature and scale of these changes, the Contract/Project Manager will decide whether:
- a) a full review of the Method Statement (or Work Package Plan) and Risk Assessment(s) as per Section 8.2.1 is required; or
 - b) changes are acceptable without a full review of the Method Statement (or Work Package Plan) and Risk Assessment(s).
- 8.5.3 Any accepted Method Statement, Work Package Plan or Risk Assessment shall be valid for no longer than 12 months from the date of their acceptance and no longer than the validity of a Site Access Authority issued to the Contractor based on the accepted Method Statement. Upon the expiration of the accepted Method Statement, Work Package Plan and Risk Assessment or issued Site Access Authority, the Contractor shall re-submit a Method Statement (or Work Package Plan) and associated Risk Assessment(s) to the Contract/Project Manager for assessment as per the requirements of Section 8.2.1.
- 8.5.4 Validity of risk assessments, method statements or work package plans for the works to be carried out at Willesden TMD is reviewed and confirmed at the regular contract review meeting with the Contractor, which, on large projects, normally take place every 4 weeks and on bespoke or smaller projects – every 3 months.

8.6 Stakeholders communication

- 8.6.1 Contract/Project Manager is responsible for ensuring that a copy of the accepted Method Statement and Risk Assessment and issued Site Access Authority (complete Method Statement and Site Access Authority form, please see Appendix A) is forwarded to the appropriate stakeholders identified at the pre-planning stage of the works to be carried out, as per project's resources plan and responsibility matrix 'RACI' (please see LOROL Project Management Guide for more details), including Station Manager and, for large projects, Senior Control Manager.
- 8.6.2 Contract/Project Manager is responsible for inclusion of the planned approved projects works (other than at Willesden TMD) into the Infrastructure Calendar on LOROL Intranet. The Infrastructure Calendar entry must contain a copy of the authorised Method Statement and Site Access Authority form issued for the works to be carried out, a brief description of works to be carried out, Contract/Project Manager, Contractor, Sponsor's details and any unusual conditions, if applicable.
- 8.6.3 Planned approved projects works at Willesden TMD are outlined at the depot works calendar/board including the contact details of the Contractor's Person in Charge.

9. CONTROL OF ACCESS TO LOROL MANAGED PREMISES

The flowchart process below outlines required activities relating to the issue and management of Contractor's access to LOROL managed premises following the acceptance of Contractor's Risk Assessment and Method Statement (or Work Package Plan) for the works to be carried out by a Contractor on LOROL managed premises.



9.1 Site Access Authority

9.1.1 No work activities on LOROL managed Premises must be undertaken by a Contractor without an authorised Site Access Authority. Depending on the nature of the work activities to be carried out by the Contractor, different conditions apply to the issue and management of the Site Access Authority, as follows:

- a) for work activities on LOROL Projects and work activities by agency staff carrying out customer service duties at stations (such as ticket office duties, gate line management, crowd control

duties, etc.) and work activities by agency staff at LOROL Headquarters (such as office maintenance, cleaning, etc.), please see Section 9.2;

b) for work activities at the Willesden Train Maintenance Depot, please see Section 9.3.

9.2 Site Access Authority - Work activities on LOROL Projects, work activities by agency staff carrying out customer service duties at stations and work activities by agency staff at LOROL Headquarters

9.2.1 Following the acceptance of the Contractor's proposed Risk Assessment and Method Statement (or Work Package Plan), Site Access Authority is issued by the Head of Infrastructure and Projects (or delegated authority) by completing the Site Access Authority section of the Method Statement and Site Access Authority form (please see Appendix A). Depending on the nature of the work to be carried out, the Head of Infrastructure and Projects may issue a Site Access Authority for:

- a) a single Premises or multiple Premises locations; and
- b) each individual of the Contractor's personnel that it is intended will be working on the Premises concerned or a group of named Contractor personnel.

9.2.2 In order to issue an authorised Site Access Authority (fully completed Method Statement and Site Access Authority form, please see Appendix A) to the Contract/Project Manager, the Head of Infrastructure and Projects (or delegated authority) shall be satisfied that:

- a) all sections of the Method Statement and Site Access Authority form have been completed correctly;
- b) associated Method Statements and supporting Risk Assessments have been internally validated by LOROL and confirmed in writing as being accepted in accordance with the requirements set out in Section 8 of this Standard;
- c) all proposed Contractor personnel are over 18 years of age unless a higher age is set for certain types of work (note: every person under 18 years of age must have a young person's Risk Assessment completed by their employer);
- d) an application for a Site Access Authority or Contractor Personal Identification Permit has not been previously refused or withdrawn;
- e) none of the proposed Contractor personnel currently holds a Site Access Authority or Contractor Personal Identification Permit for the same location(s);
- f) Contractor personnel hold the appropriate competencies to undertake the work concerned.

9.2.3 If additional requirements have been identified as a result of considerations outlined in Section 9.2.2, prior to the issue of an authorised Site Access Authority the Head of Infrastructure and Projects shall determine the required actions and shall request the Contract/Project Manager to liaise their completion with the Contractor, if appropriate.

9.2.4 If all applicable requirements have been met, the Head of Infrastructure and Projects shall issue the authorised Site Access Authority to the Contract/Project Manager.

9.2.5 Contract/Project Manager shall issue the authorised Site Access Authority to the Contractor following its receipt from the Head of Infrastructure and Projects.

9.2.6 Contract/Project Manager shall issue a copy of the authorised Site Access Authority and supporting Risk Assessment, Method Statement or Work Package Plan accepted by LOROL to the Station Manager of the station, where the work is to be undertaken, and, for large projects, to the Senior Control Manager.

9.3 Site Access Authority – Work activities at Willesden Train Maintenance Depot

9.3.1 Following the acceptance of the Contractor's Work Package Plan (and Method Statement or Risk Assessment), all Contractor personnel who are to work at Willesden TMD shall be issued a 'Willessden Depot ID/Induction Pass' following the Depot Induction. All contractor personnel must also meet the requirements of Section 9.4.

9.3.2 Gate passes will be issued to Contractor personnel by the LOROL Services team, where appropriate.

9.4 Company Personal Identification

9.4.1 In addition to the applicable requirements outlined in Sections 9.2, all Contractor personnel working on LOROL managed premises shall be in possession of their own Company Personal Identification, which is to be worn visibly at all times when on site and which shall include:

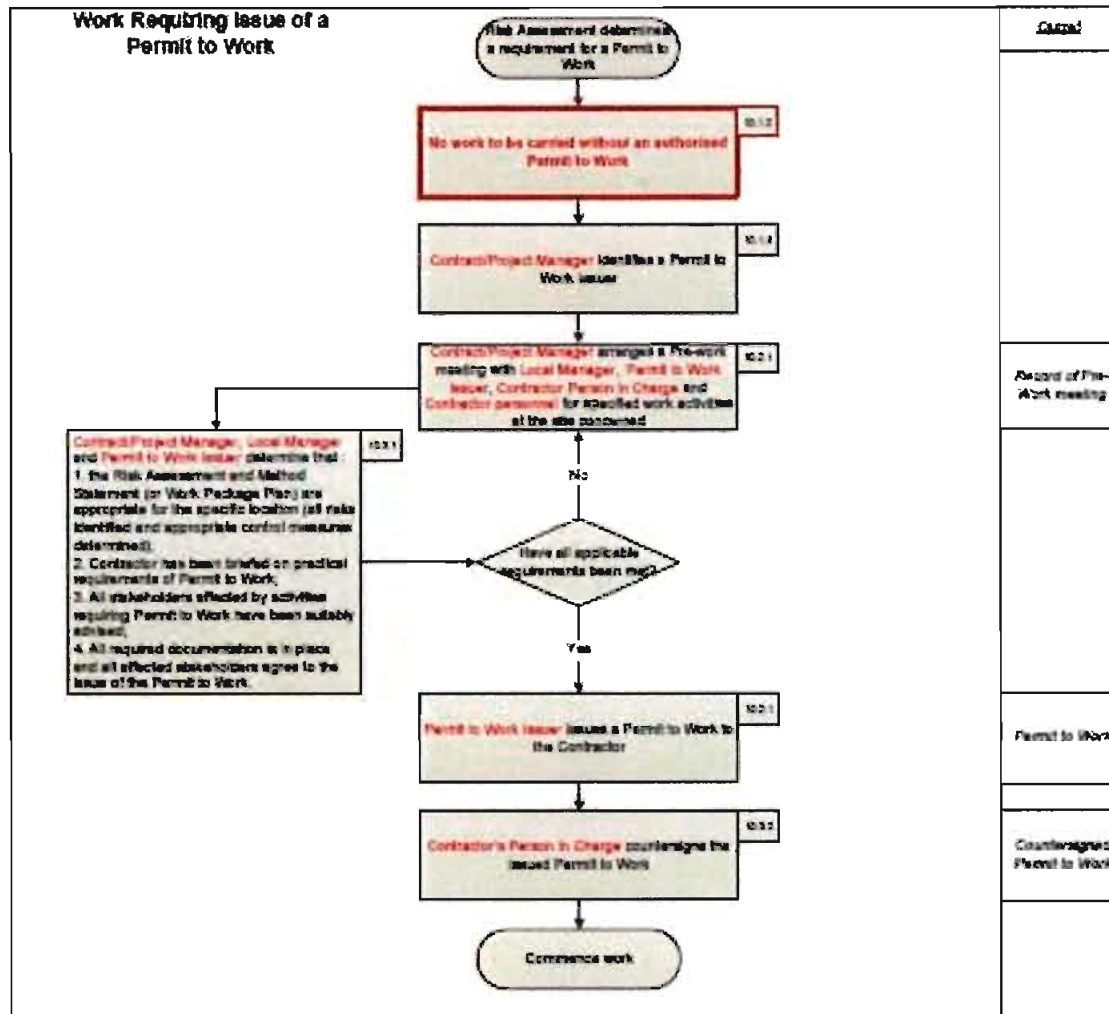
- a) Name and photo of the individual;
- b) Name of their employer;
- c) Expiry date.

10. WORK REQUIRING ISSUE OF A PERMIT TO WORK

Permit to work is required if the work to be carried out involves one or more of the following (the list below is non-exhaustive):

- Work at height (including on roofs);
- Work in confined spaces;
- Hot work (including welding, soldering or cutting using hot flame techniques);
- Isolation or modification of fire safety systems (including alarms);
- Work on or near live electrical equipment;
- Work involving interaction with asbestos;
- Work involving a risk of exposure to hazardous chemicals or microorganisms;

The flowchart process below outlines required activities relating to the issue of a Permit to Work following the acceptance of Contractor's Risk Assessment and Method Statement (or Work Package Plan) for the works to be carried out by a Contractor on LOROL managed premises.



10.1 Purpose

10.1.1 Some activities of a high risk nature will require the issue of a Permit to Work, where there is a mandatory requirement in occupational health and safety legislation.

10.1.2 Where the Risk Assessment process, set out in Section 8.1, identifies the requirement of a Permit to Work System to be introduced for a particular task, no work may be carried out by a Contractor unless authorised by a Permit to Work specific to the site and activity concerned.

10.1.3 A Permit to Work may only be issued when the issuer is satisfied that a suitable and sufficient assessment of the risks has been undertaken, appropriate control measures are determined and that all stakeholders likely to be affected are aware of and understand risk control measures.

10.1.4 A Permit to Work shall only be issued by an appointed person who has knowledge and experience of the risks and hazards associated with the proposed work activities, and the appropriate control measures to be put in place.

10.1.5 An example of Permit to Work Form is provided in Appendix F.

10.2 Pre-work meeting

10.2.1 A Permit to Work must only be issued by an appropriate and authorised individual after a pre-work meeting is held at the site concerned. This meeting shall be attended by the Local Manager, the issuer, the Contractor who will be responsible for monitoring compliance with the conditions specified on the Permit to Work and the personnel carrying out the specified tasks.

10.3 Issue of Permit to Work

10.3.1 Prior to the issue of the Permit to Work, the post holders identified in Section 10.2 must be satisfied that:

- a) the Risk Assessment and Method Statement (or Work Package Plan) are appropriate for the specific location, all local current risks have been identified and appropriate control measures determined;
- b) the Contractor has been briefed on the practical requirements of the Permit to Work;
- c) all stakeholders, whose work may be affected by the activities described on the Permit to Work, have been suitably advised;
- d) all required documentation is in place and all affected stakeholders agree to the Permit to Work being issued.

10.3.2 Permit to Work shall be countersigned by the Contractor's Person in Charge to demonstrate their understanding of the work involved and of the precautions required.



11. COMMENCING WORK

This section of the Standard contains flowchart processes, which outline required activities relating to the Contractor's induction training prior to commencing work by the Contractor.

11.1 Pre-Start Meeting and Checks

11.1.1 For work activities on LOROL Projects, the Contract/Project Manager shall meet the Contractor prior to work commencing in order to:

- a) check the Contractor's Person In Charge has the Site Access Authority s/he was issued with or, where Site Access Authorities were issued on an individual basis, that each member of Contractor's personnel is in possession of the Site Access Authority they were issued with;
- b) check the Contractor has a copy of the accepted Risk Assessment and Method Statement (or Work Package Plan) with them;
- c) check all Contractor personnel are visibly wearing their Personal Company Identification;
- d) undertake a visual check to establish whether the Contractor's staff are fit for work and do not appear to be under the influence of drugs and/or alcohol;
- e) if applicable, check that any Permits to Work are valid;
- f) if applicable, check any certificates of competence are valid;
- g) confirm the Contractor fully understands the nature of the work and the location, where the work is to be carried out; and
- h) agree frequency of inspections and monitoring of Contractor's activities.

11.1.2 For all major work activities, the Contract/Project Manager shall meet the Contractor and the Local Manager at the Premises, where the work is to be undertaken. For minor work activities or where the work is of a minor or routine nature and is to be carried out at more than one Premises, the Contract/Project Manager may meet the Contractor at a location remote to the Premises concerned.

11.1.3 If the Contract/Project Manager or the Local Manager is not satisfied with the documentation or information provided by the Contractor, the Project Specific Briefing (set out in Section 11.2) should not go ahead and the Contractor refused access. If so, the Contractor shall

- a) address the non-conformance(s) identified by the Contract/Project Manager or the Local Manager;
- b) update applicable Risk Assessment(s), Method Statement(s) or Work Package Plan(s), if required; and
- c) submit the updated Risk Assessment(s), Method Statement(s) or Work Package Plan(s) for review to the Contract/Project Manager as per the requirements of Section 8.

11.1.4 As the Local Manager delivers the Project Specific Briefing (set out in Section 11.2) for minor work activities (projects) or where the work is of a minor or routine nature and is to be carried out at more than one Premises, the Contract/Project Manager may request the Local Manager to carry out the requirements set out in Section 11.1.1, provided the Local Manager has the required information and knowledge about the work activity to enable the requirements of Section 11.1.1 to be met.

11.1.5 Contract/Project Manager is responsible for ensuring that a copy of the Pre-Start Meeting record is forwarded to all relevant stakeholders identified at the pre-planning stage of the works to be carried out, as per project's resources plan and responsibility matrix 'RACI'. Further guidance can be found in the LOROL Project Management Guide.

11.2 Project Specific Briefing

11.2.1 Contract/Project Manager shall ensure that no works are started on site before all Contractor personnel, who are to work on site, have received a Project Specific Briefing from the Local Manager or, for large projects, from the Contract/Project Manager (or their nominated representative) at the location, where work is to be carried out. Normally the briefing shall be received by the Contractor's Person in Charge, who shall then brief all Contractor personnel, who are to work on site. If any Contractor personnel were unable to be briefed due to an unforeseen absence, the Local Manager shall arrange with the Contractor's Person in Charge for their briefing at a later date.

11.2.2 The contents of the Project Specific Briefing are outlined in the Project Specific Briefing Checklist (please see Appendix E). This checklist can be used for the actual delivery of the Project Specific Briefing and for obtaining a signed acknowledgement from those who have received the briefing confirming that they have understood the contents. If this checklist is not used for obtaining signatures, the Local Manager or, for large projects, the Contract/Project Manager shall arrange a different means of collecting acknowledgement signatures - for example, the Visitor Book for the Premises concerned.



11.2.3 Where the Project Specific Briefing is to be delivered by a Local Manager's or Contract/Project Manager's nominated representative, the Local Manager and the Contract/Project Manager shall be satisfied that the nominated representative has the required experience and knowledge to give an effective briefing.

11.2.4 Where the work is to be undertaken at an unstaffed Premises, the Contract/Project Manager shall apply the provisions of Section 11.2 in full on the first occasion that the Contractor is to start work at the Premises concerned.

11.3 Local Induction

11.3.1 Contract/Project Manager shall arrange a Local Induction for all Contractors, who are to work at LOROL premises. The Local Induction shall be carried out by the Local Manager (or their nominated representative) in accordance with the provisions of the LOROL SQE Manual 10.05 'Requirements for Safety and Environmental Induction Training'.

11.4 Safety and Environmental Induction Training

11.4.1 Contract/Project Manager shall arrange a Safety and Environmental Induction Training for all agency staff who are to carry out customer services duties at LOROL stations. This induction training shall be carried out by the Local Manager (or nominated representative) in accordance with the LOROL SQE Manual 10.05 Requirements for Safety and Environmental Induction Training'.

11.5 Depot Inductions

11.5.1 All contractor personnel, who are to work at Willesden TMD, must receive a Depot Induction prior to the start of any work. Depot Inductions must only be performed by authorised LOROL Fleet Department Supervisors and Managers.

11.5.2 All contractor personnel who are to work at Willesden TMD shall be taken through Willesden Depot H&S Induction Presentation and site tour. All inducted contractor personnel must acknowledge the receipt of the Depot induction by signing QF/WD/017 form. The person delivering the Depot Induction will then complete QF/WD/017 form and pass the completed form to the Depot Co-ordinator.

11.5.3 Depot Coordinator shall record the details of the Depot Induction in the Depot Inductions Master List. Refresher Depot Inductions shall be arranged on a 2 yearly basis or earlier, if the contractor personnel's last visit to Willesden TMD took place more than 12 months from the next visit.

11.5.4 The Depot Co-ordinator will then issue a 'Willessden Depot Photo ID / Induction Pass' to the contractor personnel who are to work long-term at Willessden TMD or 'Non Photo Induction Pass' for short terms use. Contractor personnel shall be in possession of their Induction Pass at all times, while working at Willessden TMD.

11.6 Commencing Work – Specific Requirements

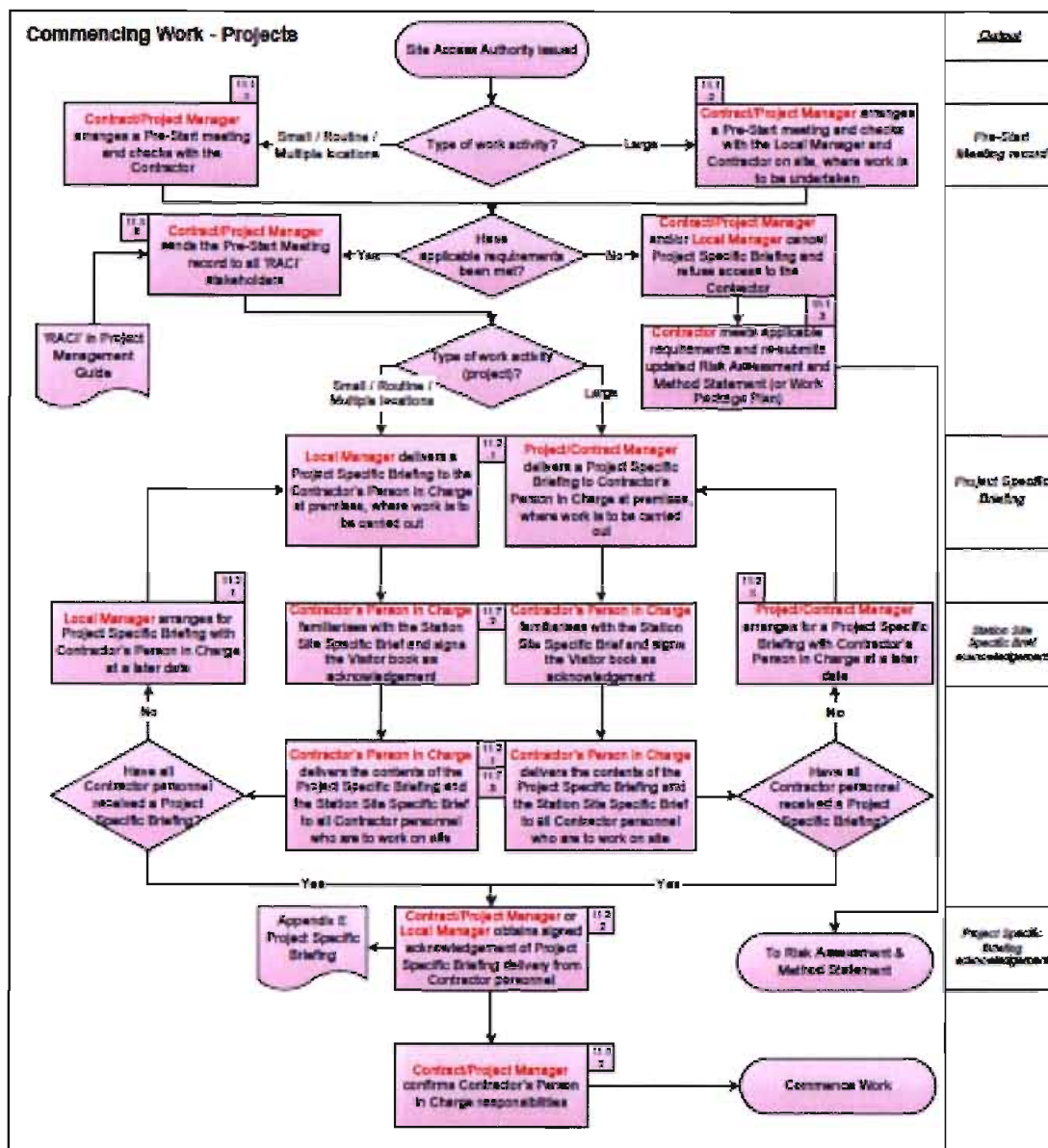
11.6.1 No work activities on LOROL managed Premises must be undertaken by a Contractor without an appropriate safety and environmental induction. Depending on the nature of the work activities to be carried out by the Contractor, different conditions apply to the Contractors prior to commencing work:

- a) for work activities to be carried out by a Contractor on LOROL Projects, please see Section 11.7;
- b) for work activities to be carried out by the agency staff at LOROL stations, please see Section 11.8;
- c) for work activities to be carried out by a Contractor (including agency staff) at the Willessden TMD, please see Section 11.9;
- d) for work activities to be carried out by the agency staff at Willessden TMD, please see Section 11.10;
- e) for work activities to be carried out by the agency staff at LOROL Headquarters, please see Section 11.11.

11.7 Specific Requirements for work activities to be carried out by a Contractor on LOROL Projects

The following flowchart process outlines required activities relating to the Pre-Start Meeting with the Contractor and the Contractor's induction training prior to commencing work by the Contractor.





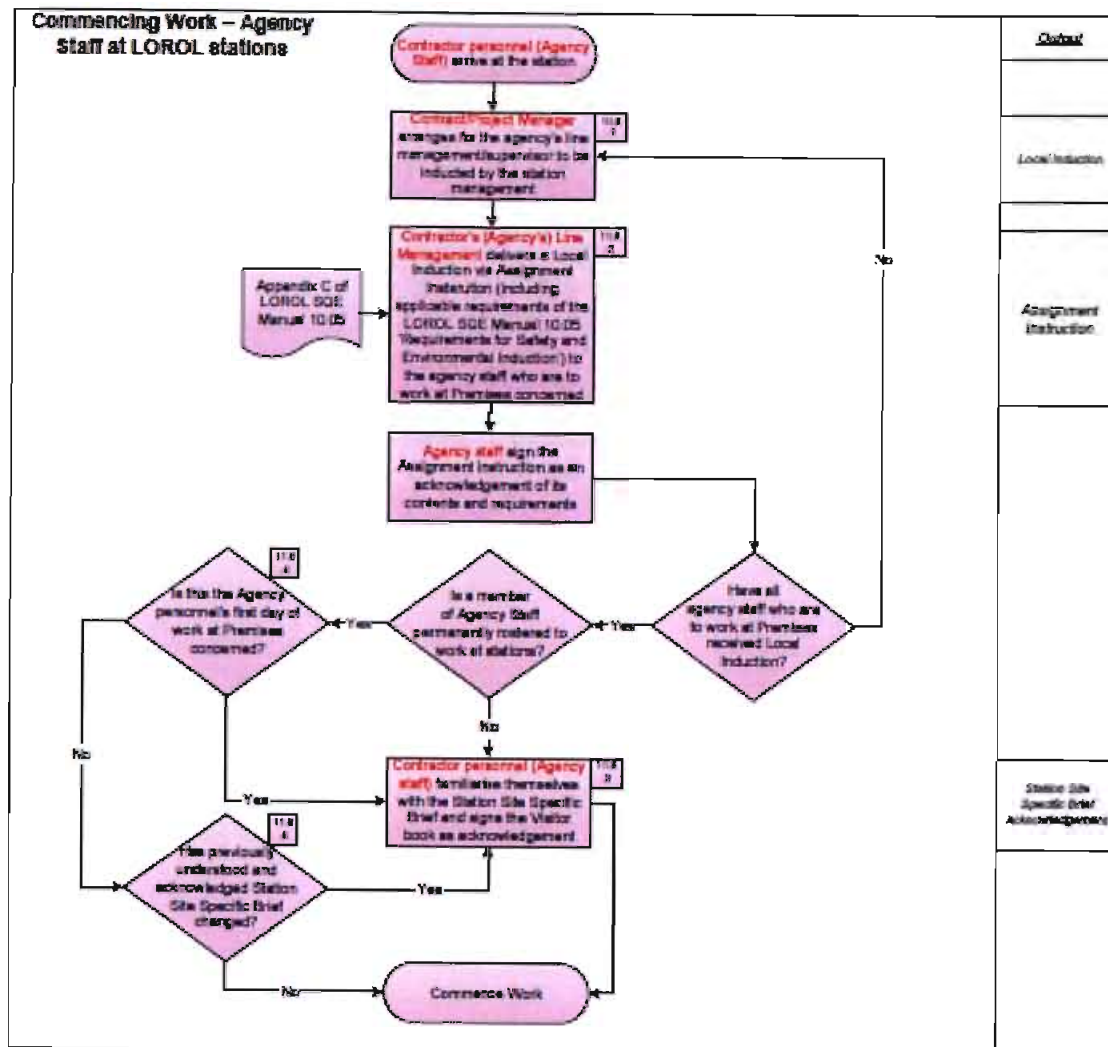
11.7.1 Contract/Project Manager shall arrange a Project Specific Briefing with the Local Manager for all Contractor personnel, who are to work on LOROL projects, as per the requirements of Section 11.2.

11.7.2 Prior to the start of any work at the station premises, the Contractor's Person in Charge must familiarise themselves with the Station Site Specific Brief and sign the Visitors Book as an acknowledgement of the Station Site Specific Brief contents.

11.7.3 The Contractor's Person in Charge must brief the contents of the Station Site Specific Brief to all Contractor personnel, who are to work at the Premises concerned.

11.8 Specific Requirements for work activities to be carried out by the agency staff at LOROL stations

The following flowchart process outlines required activities relating to the safety and environmental induction training of the Agency staff prior to commencing work at the stations by the Agency staff (customer services duties).

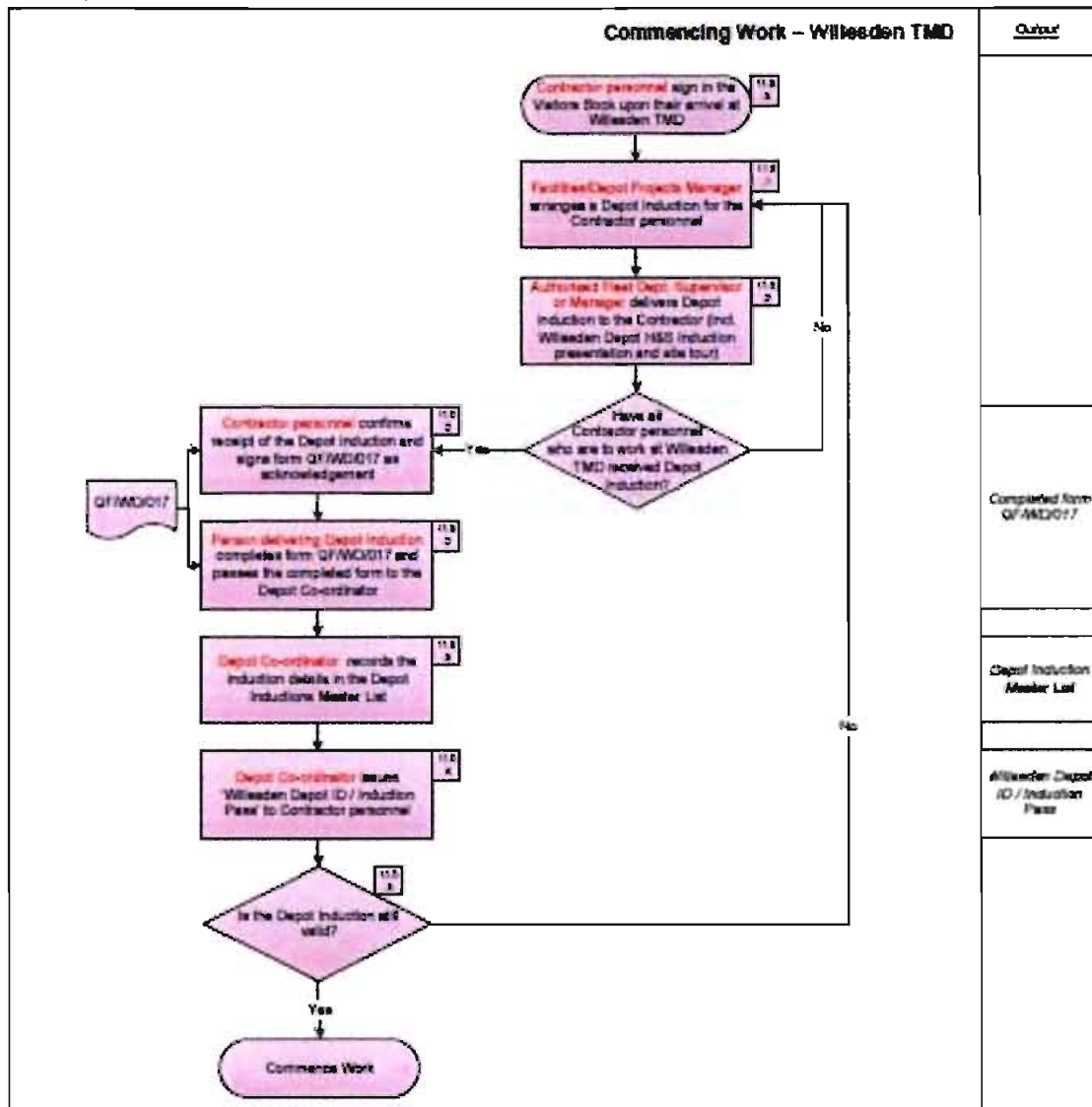


- 11.8.1 Contract/Project Manager with the LOROL station management shall arrange a Local Induction with the Agency's Person in Charge (agency's line management) who shall then deliver the induction to all agency staff who are to work at LOROL stations.
- 11.8.2 Agency's line management/supervisors shall deliver an Assignment Instruction to all agency personnel, who are to work at the station. The Assignment Instruction must include the contents outlined in Appendix C of the LOROL SQE Manual 10.05 'Requirements for Safety and Environmental Induction Training'). Every member of agency's staff who are to be permanently rostered to work at LOROL stations shall read the Assignment Instruction and sign it as an acknowledgement of its contents and requirements as they are appointed to a station location.
- 11.8.3 Prior to the start of any work at the station premises, the Contractor personnel (Agency staff) must familiarise themselves with the Station Site Specific Brief and sign the Visitors Book as an acknowledgement of the Station Site Specific Brief contents. This requirement is particularly important for agency staff who are to cover an ad hoc shift and are not permanently rostered to work at a LOROL station, as they would not normally receive an Assignment Instruction.
- 11.8.4 Agency staff, who are to be permanently rostered to work at stations, shall apply the requirements of section 11.8.3 on their first day of work at premises concerned and when there is a change to the Station Site Specific Brief they have previously understood and acknowledged.
- 11.9 Specific Requirements for work activities to be carried out by a Contractor (including agency staff) at the Willesden TMD
- 11.9.1 Contract/Project Manager shall arrange a Depot Induction for all Contractor personnel who are to work at Willesden TMD in accordance with section 11.5 of this Standard.

11.9.2 If appropriate, the Depot Induction may be delivered to the Contractor's Person in Charge, who will then deliver the contents of the Depot Induction to the Contractor personnel who are to work at the site.

11.9.3 All Contractor personnel working at Willesden TMD must sign in and out of premises via the Willesden TMD Visitors Book at the depot reception each time they work at the depot.

The following flowchart process outlines required activities relating to the safety and environmental induction training of the Contractor personnel (including agency staff) prior to commencing work at Willesden TMD.



11.10 Specific Requirements for work activities to be carried out by the agency staff at LOROL Headquarters

11.10.1 Contract/Project Manager shall arrange a Local Induction with the Local Manager for all agency staff working at LOROL Headquarters as per the requirements of the LOROL SQE Manual 10.05 'Requirements for Safety and Environmental Induction Training'.

11.10.2 Person delivering the Local Induction shall record the details of the induction using the Local Induction Checklist (please see Appendix B of the LOROL SQE Manual 10.05 'Requirements for Safety and Environmental Induction Training').

11.10.3 Depending on the nature of work, the Contract/Project Manager shall consult with the Head of SQE Department in order to identify any further induction training requirements.

11.11 Responsibilities of the Contractor's Person in Charge

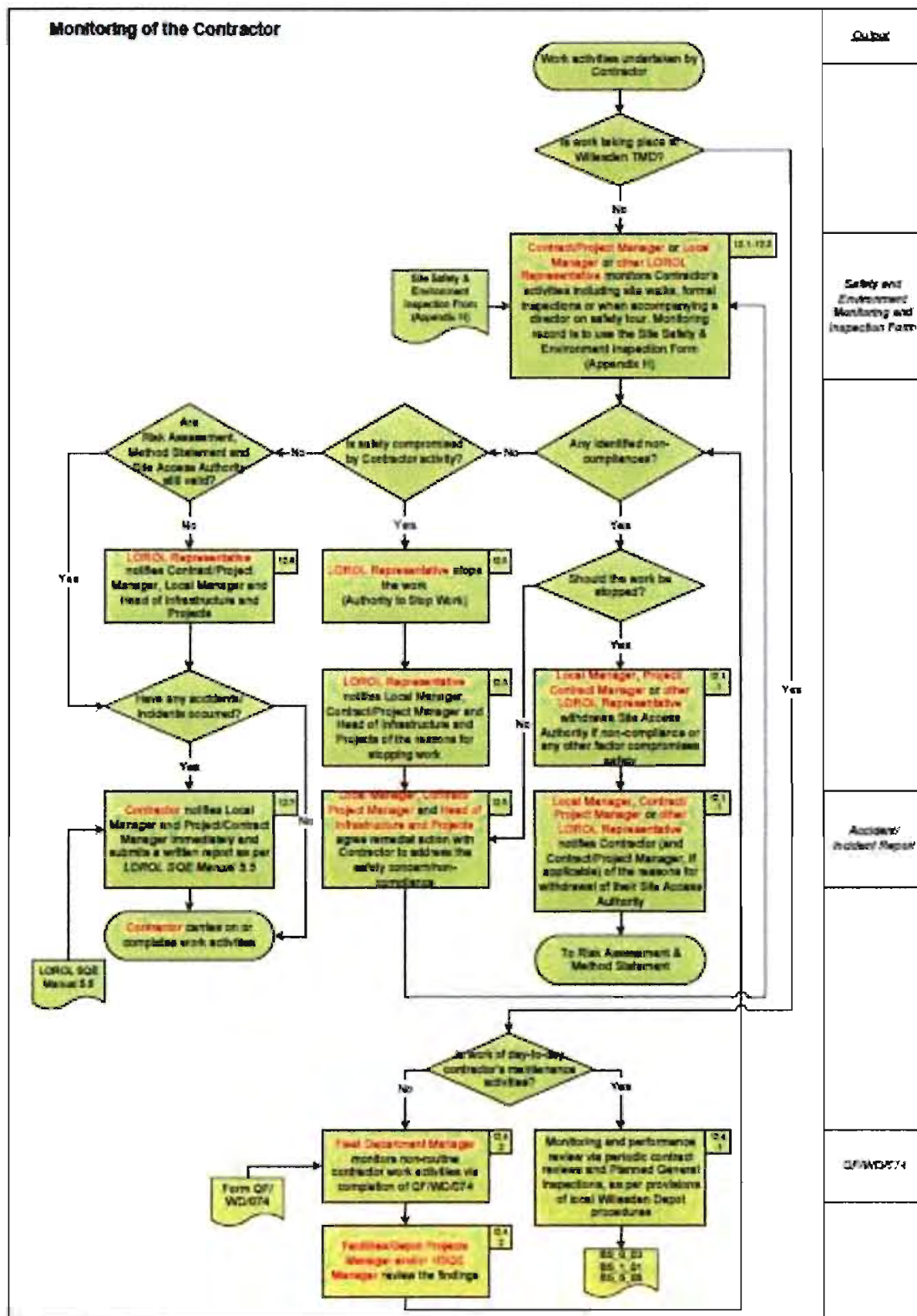


- 11.11.1 Where appointed, the Contractor's Person in Charge is responsible for the following at all times:
- a) retention of the Site Access Authority whilst work is being carried out on site, where a single Site Access Authority has been issued;
 - b) ensuring all personnel working on site are in possession of their allocated Site Access Authority, if individual Site Access Authorities have been issued;
 - c) ensuring all Contractor personnel's Company Personal Identification is visible;
 - d) ensuring all Contractor personnel have signed the Visitor's book and have read the Station Site Specific Brief;
 - e) ensuring all Contractor personnel are wearing the required Personal Protective Equipment;
 - f) ensuring the Method Statement (or Work Package Plan) is adhered to by all personnel at all times;
 - g) reporting of any accident or incident according to the instructions provided;
 - h) briefing visitors to the site of work on the requirements for ensuring their safety;
 - i) bringing to the attention of the Contract/Project Manager any changes to the Risk Assessment, Method Statement, Work Package Plan or Site Access Authority.



12. MONITORING OF THE CONTRACTOR

The flowchart process below outlines required activities relating to the monitoring of works undertaken by the Contractor at LOROL premises.



Output
Safety and Environment Monitoring and Inspection Form
Accident/ Incident Report
QF/WDC074

12.1 Monitoring by the Local Manager



12.1.1 The Local Manager shall monitor the work activities undertaken by the Contractor for the purpose of confirming Contractor's compliance to the accepted Method Statement (or Work Package Plan) and the agreed site access arrangements. The Local Manager shall notify the Contractor and the Contract/Project Manager of any identified non-compliances. Work should be stopped immediately, if necessary. If non-compliance is not rectified in an acceptable manner or within an acceptable timescale, the work must be aborted and the site made safe. The Local Manager shall withdraw the Site Access Authority in the event of non-compliance or any other factor that may compromise safety, and inform the Contractor of their reasons for doing so.

12.1.2 Forms of monitoring that the Local Manager can undertake include:

- a) a site walk through when visiting the Premises including daily 'Over to You' check completed by station staff to identify any hazards present in the station environment;
- b) a formal inspection of the site of work, when undertaking a planned inspection of the Premises, as per LOROL SQE Manual Standard 3.1, including Planned General Inspections of the station environment to ensure safe standards.;
- c) when accompanying a director undertaking a safety tour at the Premises, request the director concerned to visit the site of work;
- d) use of the LOROL Infrastructure and Projects Site Safety and Environment Inspection form (please see Appendix H).

12.2 Monitoring by the Contract/Project Manager

12.2.1 The Contract/Project Manager shall make visits to the Premises, where work they are responsible for commissioning of is being undertaken and shall apply the provisions of Section 12.1, when making such visits.

12.3 Monitoring by Other Personnel

12.3.1 Monitoring of Contractor activities, as per provisions of Section 12.1, shall also be undertaken by the following:

- a) Head of Infrastructure and Projects, responsible for ensuring infrastructure related activities undertaken on LOROL managed premises are undertaken safely and in compliance with LOROL's environmental policy;
- b) SQE Systems and Assurance Manager carrying out formal audits;
- c) Customer Services Project Manager's site audits and inspections;
- d) LOROL directors performing Safety and Environment Tours;
- e) LOROL management staff, as part of routine Premises visits;
- f) Contractor Monitoring Inspector, where appointed;
- g) TRANSEC;
- h) Inspectors of Her Majesty's Railway Inspectorate.

12.4 Monitoring at Willesden TMD

12.4.1 Monitoring and performance review of the day-to-day contractor's maintenance activities are specified under the respective ongoing periodic contract review meetings as well as assessed and observed under the general normal depot working arrangements as per Planned General Inspections. These monitoring arrangements are defined by the following Willesden TMD local procedures:

- a) BS_0_03 Department/Site Communication;
- b) BS_1_01 LOROL Management of Bombardier Train Services; and
- c) BS_5_05 Planned Inspections and Audits.

12.4.2 Monitoring of all other non-routine contractor work activities (e.g. train modifications and/or refurbishment programmes, depot plant and building project work, etc.) is carried out by the LOROL Fleet Department Manager by completing QF/WD/074 form, which must be submitted to the Willesden TMD Facilities/Depot Projects Manager and/or Willesden TMD HSQE Manager for review and action.

12.4.3 Findings related to the Contractor's activities at Willesden TMD are reviewed with the Contractor at the monthly Fleet meetings, which result in agreed actions and timescales for their closure. Where appropriate, the findings arising from monitoring of Contractor's activities shall be reported to LOROL HQ for action and inclusion into the Recommendations Tracker.

12.5 Authority to Stop Work

12.5.1 Any LOROL representative has the right to stop a Contractor from working, if they believe that the safety of persons either is or could be being compromised. In this case any person insisting that a Contractor should stop work must immediately contact the Local Manager, Head of Infrastructure and Projects and/or



Contract/Project Manager in order that remedial actions can be agreed with the Contractor to address the safety concern.

12.6 Continuing Validity of Documentation

12.6.1 If as a result of monitoring activities, it is determined that an accepted Risk Assessment, Method Statement or issued Site Access Authority is no longer valid, the person identifying the deficiency shall immediately notify the Contract/Project Manager. In Contract/Project Manager's absence, the Local Manager or the Head of Infrastructure and Projects shall be informed.

12.7 Accidents or Incidents

12.7.1 Contractors are required to notify the Local Manager or Contract/Project Manager of any accident or incident immediately, and submit a written report for the subsequent investigation. All such events shall be reported and investigated in accordance with LOROL SQE Manual Standard 5.5.

12.7.2 For accidents or incidents involving contractor personnel occurring at Willesden TMD, the responsible LOROL Team Leader shall ensure the details of the event are entered in the LOROL Accident Book on the same day as the event occurring. For these events the LOROL Shift Manager will complete an accident investigation form, which shall be passed to the LOROL Services Manager upon completion.

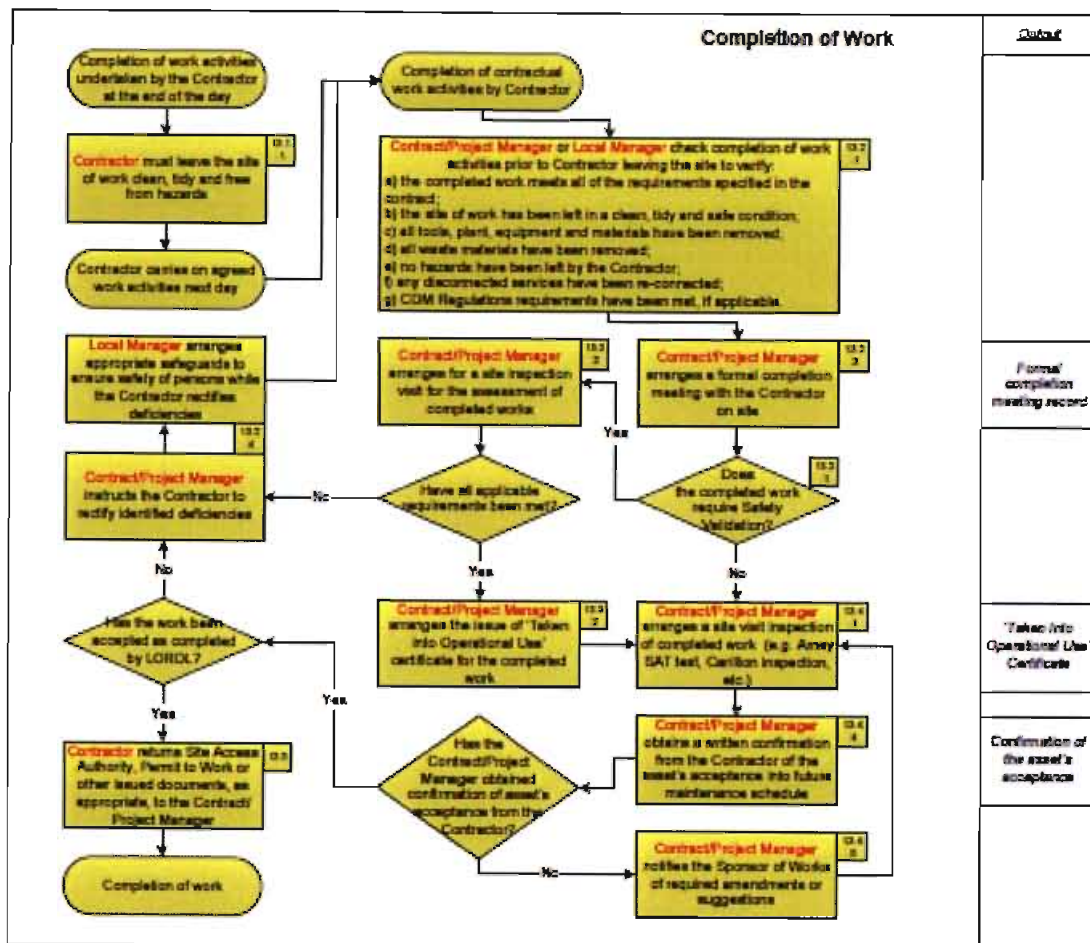
12.8 Additional Monitoring, Reporting and Management Arrangements

12.8.1 The nature of some work activities may require additional arrangements for monitoring, reporting and management of Contractor's activities and day-to-day issues, in particular, for routine activities carried out by agency staff (e.g. progress and update meetings with the Contractor and affected Third parties). It is the responsibility of the Contract/Project Manager to establish additional monitoring and management arrangements with the Contractor and other stakeholders, if required. These established arrangements and procedures must not contradict the provisions of this standard.



13. COMPLETION OF WORK

The flowchart process below outlines required activities relating to the completion of works undertaken by the Contractor at LOROL premises at the end of the day and full completion and handover of agreed works.



13.1 Completion of work at the end of the day

13.1.1 Upon the completion of the day's work, the Contractor is responsible for the site of work to be left clean, tidy and free from hazards. The Contract/Project Manager and Local Manager shall ensure the Contractor understands this requirement through:

- contents of the Method Statement (or Work Package Plan) (see Section 8.1);
- Project Specific Briefing arrangements (see Section 11.2);
- Contractor monitoring activities (see Section 12).

13.2 Completion of the contractual work activities

13.2.1 Work undertaken by Contractors shall only be accepted as completed if:

- the completed work meets all of the requirements specified in the contract;
- the site of work has been left in a clean, tidy and safe condition;
- all tools, plant, equipment and materials have been removed;
- all waste materials have been removed;
- no hazards have been left by the Contractor;
- any disconnected services have been re-connected;
- the CDM requirements for the completion of work have been met, where applicable. The Head of Safety, Quality and Environment shall provide further advice, if required.

13.2.2 Irrespective of whether the work activity took place at unstaffed Premises, the above checks shall be undertaken:

- by the Contract/Project Manager unless the Contract/Project Manager is satisfied that the nature of the work activity permits the Local Manager to undertake the required checks;

b) before the Contractor leaves site.

13.2.3 A formal completion meeting shall be held on site to check that all works are completed and issues resolved. When all issues are resolved the Contract/Project Manager and Contractor Person in Charge shall complete the Project Handover Form, which is available as part of the LOROL Project Management Guide.

13.2.4 If the Contract/Project Manager determines or is advised by the Local Manager that the work has not been completed to the required standard or hazards have been left by the Contractor on site, the Contract/Project Manager shall instruct the Contractor to rectify the identified deficiencies. In the meantime, the Local Manager shall arrange for appropriate safeguards to ensure that no person is put at risk from the outstanding hazards pending their correction.

13.3 Safety Validation

13.3.1 Completion of work activities undertaken by the Contractor on LOROL projects may require Safety Validation prior to the work being accepted by LOROL as completed.

13.3.2 If Safety Validation of completed work is required, the Contract/Project Manager and the Sponsor of the change process shall arrange the issue of a Safety Validation certificate 'Taken into Operational Use' for the completed works undertaken by the Contractor. The requirement for Safety Validation of bringing the change or asset into operational use is identified in Section 8.4 and the SQE Manual 1.02 Management of Safety Change.

13.4 Acceptance and handover of assets

13.4.1 Prior to LOROL's acceptance of new and changed assets issued by the Sponsor of Works (Network Rail, Transport for London or an internal/LOROL), the Contract/Project Manager shall arrange a site visit inspection (e.g. Amey SAT test, Carillion inspection, etc.) in order to verify all applicable requirements have been met. The Contract/Project Manager shall confirm the Contractor has provided Operating and Maintenance (O&M) Manuals and specific training associated with new assets, where applicable.

13.4.2 LOROL does not accept new and changed assets as completed unless LOROL's maintenance contractor and Network Rail Route agree to accept the asset.

13.4.3 If all applicable requirements have been met, the Contract/Project Manager shall obtain a written confirmation of acceptance of the asset by the Contractor for future maintenance and planned works.

13.4.5 Where the new or changed asset is not accepted by the Contractor, the Contract/Project Manager shall notify the Sponsor of Works of required amendments or suggestions.

13.4.6 At the end of the projects the following documentation is expected to be in place - detailed guidance on this stage of the projects is available in the LOROL Project Management Guide:

- 'Taken into Operational Use' Certificate;
- 'Taking Over' Certificate;
- Final Certificate.

13.5 Documentation

13.5.1 The Contract/Project Manager shall request the Contractor to return:

- a) the Site Access Authority where a single such document was issued;
- b) where Site Access Authorities were issued on an individual basis, all such issued documents;
- c) where applicable, Contractor Personal Identification Permits;
- d) where applicable, Permits To Work;
- e) where applicable, Willesden TMD ID Card and/or Induction Pass and/or gate pass;
- f) where applicable, bearer passes and other travel passes.



APPENDIX A – METHOD STATEMENT AND SITE ACCESS AUTHORITY FORM

(This Form shall be used in conjunction with LOROL SQE Manual Standard 18.1)

Project ref:

Part 1: Method Statement - General (to be completed by the Contract/Project Manager)

1. Contractor

1.1 Company Name:	
1.2 Company Address:	
1.3 Tel:	
1.4 Fax:	
1.5 Email:	
1.6 Employed by:	

2. LOROL Contract/Project Manager

2.1 Name:	
2.2 Tel:	
2.3 Email:	

3. Details of LOROL managed premises, where the work is to be carried out and for which access is required

3.1 Name of LOROL managed premises		
3.2 Location(s) on Premises to which access is required		
3.3 Dates access is required	Start:	End:
3.4 Times of day access is required		

4. Details of work to be carried out

--

Part 2: Method Statement Review (to be completed by the Contract/Project Manager)

5. Method Statement Reference/File Name/Version:

--

LOROL Contract/Project Manager Acceptance

The Method Statement/Project Management Plan/Work Package Plan submitted for the purposes of undertaking work, as defined in section 4, has been reviewed and Accepted/Not Accepted (delete as appropriate)

Name:	Date:
Designation:	Signature:

Notes/Reasons:



Part 3: Method Statement - Additional Considerations

(to be completed by the Contract/Project Manager, if Method Statement is accepted)

	Yes	No	N/A
Is the work to be carried out 'On or Near the Line'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the work to be carried out 'On the Lineside' or at a station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the work to be carried out near to the electrified lines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the work to be carried out to unstaffed Premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did generic Risk Assessment/Method Statement contain site specific addendum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the project details been added to the Infrastructure Calendar?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any Contractor's proposed personnel under 18?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has Contractor personnel completed Medical Self-Certification form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has any Contractor personnel answered 'Yes' on Medical Self-Certification form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is Safety Validation required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is Pre-start Meeting required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is Permit to Work required (see below to determine)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Permit to Work is required if the work to be carried out involves one or more of the following:

- a) Work at height (including on roofs);
- b) Work in confined spaces;
- c) Hot work including welding, soldering or cutting using hot flame techniques;
- d) Isolation of or modification to fire safety systems (including alarms);
- e) Work on or near live electrical equipment;
- f) Work involving interaction with asbestos;
- g) Work involving a risk of exposure to hazardous chemicals or microorganisms;
- h) Excavation and the digging of trenches.

Have any LOROL departments or employees been consulted with?

SQE Local Manager Other (please specify below)

Other:

Part 4: Method Statement - Acceptance

(to be completed by the Head of Infrastructure and Projects, if Method Statement is accepted by the Contract/Project Manager)

Does the proposed work impact on:	Yes	No
a. Local emergency plans?	<input type="checkbox"/>	<input type="checkbox"/>
b. Provision of local services, such as utility supplies, computer equipment and lighting?	<input type="checkbox"/>	<input type="checkbox"/>
c. Access and egress for members of the public and LOROL workforce?	<input type="checkbox"/>	<input type="checkbox"/>
d. Restrictions on platforms/walking routes width or length?	<input type="checkbox"/>	<input type="checkbox"/>
e. Restrictions on people flows/movements, particularly those of passengers?	<input type="checkbox"/>	<input type="checkbox"/>
f. Train dispatch equipment and associated procedures?	<input type="checkbox"/>	<input type="checkbox"/>
g. Effect or adequacy of proposed risk control measures?	<input type="checkbox"/>	<input type="checkbox"/>
h. Any other areas of normal day to day operation?	<input type="checkbox"/>	<input type="checkbox"/>
i. Has Safety Validation certificate been obtained (if required)?	<input type="checkbox"/>	<input type="checkbox"/>

The Method Statement/Project Management Plan/Work Package Plan submitted for the purposes of undertaking work, as defined in section 4, has been reviewed and Accepted/Not Accepted *(delete as appropriate)*



Name:	Date:
Designation:	Signature:
Notes/Reasons:	

Additional Actions	Yes	No
Are further changes to the proposed Method Statement or Risk Assessment required?	<input type="checkbox"/>	<input type="checkbox"/>

Part 5: <u>Site Access Authority – Considerations for Issue</u>	Yes	No	N/A
<i>(to be completed by the Head of Infrastructure and Projects, if Method Statement is accepted)</i>			
Have all sections of this form been completed correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have associated Method Statement and Risk Assessment(s) been accepted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all proposed Contractor personnel over 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the Contractor personnel hold appropriate competencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an application for a Site Access Authority or Contractor Personal Identification Permit been previously refused or withdrawn?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do any of proposed Contractor personnel currently hold a Site Access Authority or Contractor Personal Identification Permit for the same location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 6: <u>Environmental Management</u>	Yes	No	N/A
<i>(to be completed by the Head of Infrastructure and Projects, if Method Statement is accepted)</i>			
Has Contractor identified significant environmental aspects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the environmental arrangements proposed in the Method Statement comply with LOROL's Environmental Policy and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has Contractor identified waste management arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 7: <u>Permit to Work</u>	Yes	No	N/A
<i>(to be completed by the Head of Infrastructure and Projects, if Method Statement is accepted)</i>			
Has the details of work been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the location of work activity been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the tools and equipment to be used been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have precautions to be undertaken been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have required competencies been identified and confirmed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Site Access Authority

Ref:

This Site Access Authority is issued to the Contractor, as defined in section 1 for the works, as defined in section 4, to be carried out at the location(s), as defined in section 3.

Name of Contractor/subcontractor for whom authorities/permits required (also specify age if under 18):

Contractor Site Person in Charge	
Contractor Personnel	1. 2. 3. 4. 5.

Authorisation

Name:	Date:
Designation:	Signature:

Name:	Date:
Designation:	Signature:

Contractor Declaration

The following conditions apply:

Method statement validity: Please note - your Site Access Authority has been granted upon approval of your submitted Method Statement, as defined in section 5, for the works, as defined in section 4, to be carried out at the location(s), as defined in section 3. If you change the Method Statement accepted by LOROL, for which this Site Access Authority has been granted, you must notify the responsible LOROL Contract/Project Manager of the changes, who will confirm whether submitted changes are acceptable. Please note - failure to notify the responsible LOROL Contract/Project Manager of changes to the accepted Method Statement may result in withdrawal of this Site Access Authority.

Project specific briefing and Local Induction: Please note - no work must be carried out without prior project specific briefing and/or local induction carried out by the Contract/Project Manager or Local/Station Manager (or delegated authority).

Station Site Specific Brief: In addition, the Contractor must read the Station Site Specific Brief, which is located as the cover page in the Station's Visitors Book. The Contractor must sign in the Station's Visitors Book as an acknowledgement of the contents of the Station Site Specific Brief.

Company Personal Identification: Please note - this Site Access Authority is only valid with the Company Personal Identification, which must be worn visibly at all times when on site. The Company Personal identification must include the name of the individual and the employer, the individual's photo and the expiry date.

Personal Protective Equipment: Required Personal Protective Equipment must be worn at all times.

I acknowledge that issue by LOROL of the requested access authority/permit will be subject to adherence to the requirements set out by LOROL.

Name:	Date:
Designation:	Signature:

APPENDIX B – MEDICAL SELF CERTIFICATION FORM

(This Form shall be used in conjunction with LOROL SQE Manual Standard 18.1)

Project Ref:	
LOROL Contract/Project Manager:	
Contractor:	
Employee Name:	

#	Medical Self-Certification Statements	Yes*	No
1.	Do you have diabetes that requires insulin?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do you suffer from epilepsy or fits?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you ever had blackouts, recurrent dizziness or any condition, which may cause sudden collapse or incapacity?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Do you get discomfort or pain in the chest or shortness of breath on exercise (e.g. climbing a single flight of stairs)?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Do you have difficulty in moving rapidly over short distances, including on slopes, steps or rough ground?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Do you have difficulty in looking over either shoulder?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Do you have any difficulty with your eyesight? (problems needing glasses need not be included)	<input type="checkbox"/>	<input type="checkbox"/>
8.	Do you have any difficulty hearing normal conversation?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are you taking any medication that is giving you dizziness or drowsiness?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Have you used any drugs illegally within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Have you had any alcohol related illness during the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
12.	Have you ever been refused access to trackside work for any medical reasons?	<input type="checkbox"/>	<input type="checkbox"/>

** If you have answered 'Yes' to any questions above, please provide further details below:*

Signature:	Date:
------------	-------



APPENDIX C - METHOD STATEMENT CONTENTS CHECKLIST
(This Form shall be used in conjunction with LOROL SQE Manual Standard 18.1)

Project Reference	
Location & time of work to be carried out	
Details of work to be carried out	
Contractor	
Contractor Person in Charge	
LOROL Contract/Project Manager	

Method Statement Contents	YES	NO	N/A
Description and scope of planned work			
Name of Contractor and any sub-Contractors			
General description of work to be undertaken			
Location(s) of work			
Proposed start and end dates			
Hours of work			
Identified hazards associated with the work			
A statement of how the hazards have been identified			
A listing of significant hazards			
A listing of significant environmental aspects associated with work to be carried out			
A statement as to which risk assessments apply to the method statement			
LOROL/Network Rail Hazard Log visibility to Contractor			
Safety requirements that must be complied with			
Environmental requirements that must be complied with			
Unmanned Premises			
Site access and egress			
Reporting to LOROL Customer Services Control			
Impact upon operation of premises arising from work			
Site compound requirements and position			
Restricted clearances arising from work or storage activities			
Movement of equipment and materials on or about public areas			
Effect upon the maintenance of emergency exits from the premises			
Erection, use and dismantling of equipment for gaining height			
Temporary means of segregating site of work from operational areas			
Erection, management and impact of any temporary lighting			
Delivery/removal arrangements of plant, equipment, materials and waste			
Security of plant, equipment, materials and waste from vandalism/theft			
Security of site of work			
Road traffic management including loading/unloading of vehicles			
Protection of and from LOROL managed infrastructure			
Details of presence and location of any hidden buried services			
Use of approved buried cable locating equipment			
Identification of infrastructure assets susceptible to damage from work			
Critical services and systems that may be at risk from the work			
Sketch showing locations of services and vulnerable infrastructure assets			
Details of any authorities required such as Listed Building Consent			
Effect upon existing or required fire precautions arrangements			
Isolation/reconnection arrangements of fire/alarm/other systems			
Hot Work arrangements, if applicable			



Method Statement Contents	YES	NO	N/A
Permit To Work arrangements, if applicable			
Plant movements/routes			
Work methodology			
A statement of the order of work elements			
Project plan required showing sequence of separate tasks			
Details of safety requirements that must be complied			
Provision of supporting drawings or sketches			
Access/egress for personnel/plant equipment/materials/waste			
Handover arrangements from Contract/Project Manager to Contractor			
Authorities to start work			
Leaving site of work in safe, clean and tidy condition each day			
Contractor/Sub-Contractor personnel			
Supervisory arrangements on site			
Competencies of personnel required to operate plant/equipment			
Commitment to comply with LOROL Drugs & Alcohol Policy			
Management of working hours for Contractor personnel			
Handover arrangements			
Welfare and first aid arrangements including trained First Aiders			
Site access arrangements/authorities			
Personal company photo ID and named hi-vi clothing			
Personal Protective Equipment requirements to be adhered to			
Requirements in COSHH assessments to be adhered to			
Working at height			
Conduct of personnel on and about site			
Site Specific briefing arrangements and records for Contractor personnel			
Method Statement briefing arrangements and records			
Site specific briefing arrangements and records for visitors			
Site specific training requirements for Contractor personnel			
Plant and Equipment to be used			
Powered and non-powered plant requirements			
Access and egress arrangements for plant			
Powered and hand-operated tools			
Temporary lighting requirements			
Power supply requirements			
How is the Method Statement to all site visitors and personnel recorded			
Communication and liaison Arrangements			
Details of all key stakeholders involved/affected by work			
Advice to Contractor of LOROL points of contact			
Communication arrangements between key stakeholders			
Impact upon neighbours			
Environmental Protection Arrangements			
Housekeeping			
Waste disposal arrangements			
Noise and dust			
Storage of hazardous substances			
Pollution control			
Siting and security of skips			



Method Statement Contents	YES	NO	N/A
Hazards from moving trains and electrified lines			
Arrangements for working On Or Near The Line			
Arrangements for working On The Lineside			
Arrangements for working near electrified lines			
Handback Arrangements			
Completion criteria			
Site hand back arrangements			
Site protection arrangements when work cannot be completed			
Acceptance of responsibility for ensuring site is left safe, clean and tidy			
Emergency Arrangements			
Contact details for emergency services			
Out of hours Contractor/sub-Contractor details			
LOROL on call arrangements			
Required temporary changes to local emergency plans arising from work			
Contingency plans			
Arrangements for HSE accident and incident reporting			
Supporting Information			
Site plans			
Diagrams			
Installed equipment specifications			
Maintenance schedules			
Location of services			
Hydrants			
Isolation points			



APPENDIX D – ADDITIONAL REQUIREMENTS

(The following flowchart and additional requirements shall be used in conjunction with LOROL SQE Manual Standard 18.1)

1. **Work to be carried out 'On or Near the Line'**
 - 1.1 If work is to be carried out 'On or Near the Line', the Contract/Project Manager shall arrange for:
 - a) the appropriate provisions of *Rule Book (GE/RT8000) Module G1* to be applied in respect of the personal safety of the Contractor personnel; and
 - b) the appropriate provisions of *Rule Book (GE/RT8000) Modules T2, T3, T4, T6, T7 and/or T12* to be applied for provision of protection for the Contractor personnel that will be working On or Near the Line.These arrangements will necessitate consultation, co-operation and approval from Network Rail.
 - 1.2 The Contract/Project Manager shall instruct the Contractor to:
 - a) confirm the Contractor personnel, who will undertake the work, are in possession of a Personal Track Safety Certificate prior to the issue of the site access to Contractor; and
 - b) complete the Medical Self Certification Form for each Contractor personnel, who will undertake the work, without Personal Track Safety Certificate (please see Appendix B).
 - 1.3 Where the Contractor personnel, who will undertake the work, are not in possession of a Personal Track Safety Certificate, the Contract/Project Manager shall apply:
 - a) the medical fitness requirements of the *LOROL SQE Manual Standard 12.6*; and
 - b) the competence requirements of the *LOROL SQE Manual Standard 8.8*.
2. **Work to be carried out 'On the Lineside' or at a station, where it is not 'On or Near the Line'**
 - 2.1 If work is to be carried out 'On The Lineside' or at a station, but will not come within the definition of being 'On or Near the Line', the Contract/Project Manager shall arrange for:
 - a) the appropriate provisions of *Rule Book (GE/RT8000) Module G1* to be applied in respect of the personal safety of the Contractor personnel; and
 - b) complete the Medical Self Certification Form for each Contractor personnel, who will undertake the work, prior to the issue of the site access to the Contractor (please see Appendix B).
 - 2.2 If a Medical Self Certification Form completed by Contractor includes a 'Yes' answer to any question, the Contract/Project Manager shall:
 - a) advise the Head of Infrastructure and Projects (or delegated authority), as part of the application of the site access arrangements;
 - b) require the Contractor to provide evidence of successful completion of a medical for Personal Track Safety by the Contractor personnel, who will undertake the work, as per *LOROL SQE Manual Standard 12.6*.
3. **Work to be carried out near to electrified lines**
 - 3.1 In addition to the applicable requirements of the Appendix D Sections 1 or 2, if work is to be carried out near to electrified lines, the Contract/Project Manager shall arrange for:
 - a) the appropriate provisions of *Rule Book (GE/RT8000) Module AC and/or DC* to be applied in respect of the personal safety of the Contractor personnel; and
 - b) the appropriate provisions of a *Railway Group Standard GE/RT8024 Persons Working On or Near to AC Electrified Lines* to be applied.
4. **Work to be carried out at unstaffed Premises**
 - 4.1 If work is to be carried out at unstaffed Premises, the Contract/Project Manager shall:



- a) advise the Head of Infrastructure and Projects (or delegated authority) and the Local Manager of the work to be carried out;
 - b) advise the Contractor with regards to:
 - the contact details for Station Resource Controllers;
 - how to enter/leave the site safely;
 - whom to contact in the event of an accident or incident occurring;
 - the safety and environmental related information, as set out in Section 7.2.
 - c) instruct the Contractor to reflect within the Method Statement (please see Section 8) a requirement to:
 - contact Station Resource Controllers immediately on arrival at site on each day and to confirm the names of the persons that will be working on site that day;
 - contact Station Resource Controllers on completion of the day's work;
- 4.2 If work is to be carried out at unstaffed Premises, the Head of Infrastructure and Projects (or delegated authority) shall:
- a) inform Customer Services Control of the Contractor activities to be undertaken at the Premises concerned and of the arrangements to be applied by the Contractor for contacting Customer Services Control for advising of the details set out in Appendix D Section 4.1.c); and
 - b) advise the Customer Services Control of the details for verifying the Site Access Authority.



APPENDIX E – PROJECT SPECIFIC BRIEFING CHECKLIST
(This Form shall be used in conjunction with LOROL SQE Manual Standard 18.1)

Project ref:

Person delivering Project Specific Briefing

Name:	Location of Premises:
Designation:	Date:

PROJECT SPECIFIC BRIEFING ITEM	Briefed Applicable	Not Briefed Not Applicable
Introduction		
Name and designation of person giving briefing	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of Contractor/LOROL responsibilities/obligations	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of nature of work and location of work to be undertaken	<input type="checkbox"/>	<input type="checkbox"/>
Site access		
Arrangements for accessing/egressing the site of work	<input type="checkbox"/>	<input type="checkbox"/>
Access/egress routes not to be blocked/inhibited at any time	<input type="checkbox"/>	<input type="checkbox"/>
Where applicable to the Premises, use designated safe walking routes	<input type="checkbox"/>	<input type="checkbox"/>
Contractor's Person In Charge to be in possession of Site Access Authority	<input type="checkbox"/>	<input type="checkbox"/>
The need to sign the Visitor's Log Book at the start/end of each shift	<input type="checkbox"/>	<input type="checkbox"/>
Where applicable, Contractor's Personal Identification Permit worn/displayed	<input type="checkbox"/>	<input type="checkbox"/>
Company Personal Identification to be worn and displayed all times	<input type="checkbox"/>	<input type="checkbox"/>
Where applicable, Premises visitor's passes to be worn and displayed at all times	<input type="checkbox"/>	<input type="checkbox"/>
Contractor to apply own visitor's access arrangements to site as necessary	<input type="checkbox"/>	<input type="checkbox"/>
Personnel		
No person to be allowed onto Premises if under influence of Drugs/Alcohol	<input type="checkbox"/>	<input type="checkbox"/>
No alcohol to be brought onto the Premises	<input type="checkbox"/>	<input type="checkbox"/>
Personal Protective Equipment to be correctly worn at all times/in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Personal music players not to be used	<input type="checkbox"/>	<input type="checkbox"/>
Where required, certificates of competence to be carried	<input type="checkbox"/>	<input type="checkbox"/>
Track related hazards		
Details of train movements, stopping/non-stopping, direction, speed	<input type="checkbox"/>	<input type="checkbox"/>
No person to go onto track/On Or Near The Line unless authorised to do so	<input type="checkbox"/>	<input type="checkbox"/>
No person to attempt to recover item dropped/blown onto track	<input type="checkbox"/>	<input type="checkbox"/>
Non-stopping trains can cause turbulence. Secure plant/materials/equipment	<input type="checkbox"/>	<input type="checkbox"/>
No person to work within 3 metres of platform edge unless authorised to do so	<input type="checkbox"/>	<input type="checkbox"/>
No person or equipment to go within 2.75 metres of Overhead Line Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Protection arrangements where authorised to go On Or Near The Line	<input type="checkbox"/>	<input type="checkbox"/>
Protection arrangements where authorised to go within 2.75 metres of OLE	<input type="checkbox"/>	<input type="checkbox"/>
Where applicable, acknowledging warnings form the drivers of passing trains	<input type="checkbox"/>	<input type="checkbox"/>



Unmanned Premises

Reporting arrangements to LOROL Customer Services Control

Premises related hazards

Advice of and location of all known non-track related hazards

Agreed measures for controlling risk from identified hazards

Work equipment

All tools, plant and equipment to be maintained/fit for purpose/used correctly

All tools, plant and equipment to be correctly stored and secured when not in use

All tools, plant and equipment to be kept at least 2 metres from platform edges/lines

Correct tools, plant and equipment to be used at all times

Working practices

Site to be kept tidy

Availability of agreed Method Statement

Method Statement to be applied at all times

Agreed safety barriers/warning notices to be in place

Vehicle parking/unloading/loading arrangements in agreed manner

Work to be done in manner that puts no LOROL workforce/passengers at risk

Work to be done in manner that puts no Contractor personnel/visitors at risk

Site to be left clean/tidy/secure when work activities not taking place

To stop work if instructed by LOROL workforce at Premises or senior LOROL staff

Permit To Work

Issue of Permit To Work

Site security

Bring to the attention of LOROL workforce observed suspicious item/activity

Waste management

Removal and disposal in agreed manner

Removal on a regular/agreed basis

LOROL facilities not to be used without permission

Emergency Arrangements

First Aid availability and provision arrangements

Action in the event of discovering fire

Means of advice of emergency

Evacuation arrangements and location of assembly point

Accident/incident reporting arrangements including location of Accident Book

Completion of work

Arrangements for advising LOROL when work completed

Comments:



PROJECT SPECIFIC BRIEFING CONFIRMATION

Name (Printed)	Signature
<u>Person delivering Site Specific Briefing:</u>	
<u>Persons receiving Site Specific Briefing:</u> <i>I confirm that I have received a briefing in connection with carrying out Contractor related work activities at the above Premises and that I have understood the contents of the briefing that I have received.</i>	



APPENDIX F – PERMIT TO WORK FORM

(This Form shall be used in conjunction with LOROL SQE Manual Standard 18.1)

Permit to Work is required if the work to be carried out involves one or more of the following (the list below is non-exhaustive):

- a) *Work at height (including on roofs);*
- b) *Work in confined spaces;*
- c) *Hot work including welding, soldering or cutting using hot flame techniques;*
- d) *Isolation of or modification to fire safety systems (including alarms);*
- e) *Work on or near live electrical equipment;*
- f) *Work involving interaction with asbestos;*
- g) *Work involving a risk of exposure to hazardous chemicals or microorganisms;*
- h) *Excavation and the digging of trenches.*

This Permit to Work allows the Contractor Person in Charge named in Part 3 to carry out the work, as defined in Part 1 provided Parts 1-4 are fully completed. No work is authorised other than the work defined in Part 1, which may only take place within the dates and time frame defined in Part 4.

Part 1: Permit to Work Details

Permit to Work Reference	
Location of work to be carried out	
Details of work to be carried out	
Tools and equipment to be used	
Precautions to be taken	

Part 2: Contractor Details

Contractor	
Contractor Person in Charge	
Contract Number	
Project Reference	
LOROL Contract/Project Manager	

Part 3: Contractor Declaration

I verify that the location of work to be carried out, as defined in Part 1, has been examined and all safety precautions outlined in Part 1 have been taken.

Name:	Date:
Designation: (Contractor Person in Charge)	Signature:

Part 4: Permit to Work Authorisation

The location where the work is to be carried out, as defined in Part 1, has been examined, necessary precautions taken, and permission is granted for work.

Name:	Date:
Designation: (Site Manager)	Signature:

Permit to Work Start	Date:	Time:
Permit to Work Expiry	Date:	Time:

Part 5: Final Check Up/Completion of Work

I hereby declare that the work detailed above is complete, area is safe and secure



Name:	Date:
Designation: (Contractor Person in Charge)	Signature:

Name:	Date:
Designation: (Site Manager)	Signature:



APPENDIX G – WORK SPECIFICATION CHECKLIST

(The following checklist shall be used in conjunction with LOROL SQE Manual Standard 18.1)

Project	
Contract/Project Manager	
Date	
Purpose of this Checklist: a) Define and document Work Specification; b) Determine measures needed to ensure the work is delivered safely and environmentally responsibly; c) Consult with other LOROL departments, if appropriate; d) Issue work specification and associated HSE requirements to the Contractor.	

Part A. Work Specification Contents Applicability

Depending on the nature and scale of the work to be carried out, the work specification shall include the following details, as appropriate. This checklist is not exhaustive and the Contract/Project Manager should add any other details that might be relevant.

#	Considerations for inclusion into the work specification	Yes	No	Comments
1	What is the nature of the work to be carried out?			
2	What are the LOROL managed Premises and the exact location(s) on the Premises concerned, where the work is to be carried out? ¹			
3	Do or could the Construction, Design and Management (CDM) Regulations apply to the nature of the work?			
4	Are there any environmental hazards or issues to consider?			
5	Is the work to be carried out within the scope of being 'On or Near the Line'? (please see Appendix D)			
6	Is the work to be carried out within the scope of being 'On the Lineside' or at a station, where it is not 'On or Near the Line'? (please see Appendix D)			
7	Is the work to be carried out is within the proximity of overhead electrified lines and/or conductor rails? (please see Appendix D)			
8	Is the work to be carried out going to be at unstaffed Premises? (please see Appendix D)			
9	Is the work is to be carried out at locations, which passengers and/or the LOROL workforce has access to?			
	If so, will the work to be carried out impede on this access?			
	Will the safety of persons definitely or potentially affected by the proposed work?			

¹ If there is any discrepancy between the lease agreement for the Premises concerned and the understanding of what is LOROL managed Premises, the matter shall be referred to the Property Development Manager.

10	Are there any hazards from buried services?			
11	Is the isolation or disconnection of services (e.g. gas, electricity, or water) required?			
	If so, what impact will this have on the users of the premises? (TVM, info stems, retailers, etc. – must inform Control)			
12	Is any burning equipment required to be used during the work (e.g. oxyacetylene)?			
13	Are any chemical, flammable, explosive, corrosive or any other hazardous substances to be used during the work?			
14	Does a definite or possible presence of asbestos need to be considered?			
15	Is water or sand jet spray required to be used during the work?			
16	Is any mechanical plant required to be used during the work (e.g. generators, tow tractors or mobile platforms)?			
17	Are any road vehicles to be used in connection with the work?			
18	Is the work to be carried out at height?			
	If so, will scaffolding have to be erected? (Scaffolding 'Near the Line' requires a Network Rail form C)			
19	Is the work to be carried out in confined spaces?			
20	What are the effects on the general working environment (e.g. noise (especially at night, if applicable), dust and/or smell)?			
21	Is the work of a safety critical nature, as defined in The Railways and Other Guided Transport Systems (Safety) Regulations 2006?			
22	Does the Contractor competence need to be proved by means of demonstrating certification or registration to carry out designated tasks?			
23	Do any temporary buildings require to be erected during the work?			
24	Do any TRANSEC requirements apply?			
25	Are there any other site specific hazards not identified above?			



26	Does Control need to be notified of upcoming works?			
----	---	--	--	--

Part B. Work Specification Requirements

Once the work specification has been documented, the Contract/Project Manager shall determine measures needed to ensure that the work can be undertaken safely and environmentally responsibly. These measures shall include one or more of the following:

#	Do these requirements apply?	Yes	No	Comments
1	Technical Specifications for Interoperability			
2	Railway Group Standards			
3	Railway Safety Legislation			
4	Occupational Health and Safety Legislation			
5	Environmental Legislation			
6	LOROL health, safety and environmental policies?			
7	Standards in the LOROL SQE Manual?			
8	Restrictions on access to areas where Contractor is to undertake the work activity?			

Part C. Work Specification Consultation

In order to determine the requirements set out in Part B of this Checklist, the Contract/Project Manager should consult with the following, as appropriate (consider the shareholders matrix for projects – please see the LOROL Project Management Guide for more details):

#	Does the work specification require consultation with?	Yes	No	Comments
1	Safety, Quality & Environment department, in particular for: a) works of safety critical nature; b) application of the CDM Regulations; c) application of the Rule Book modules; d) application of the SQE Manual standards.			
2	Head of Infrastructure and Projects			
3	Local Manager			
4	Potential Contractors who are to be invited to tender for the work			

APPENDIX H – LOROL INFRASTRUCTURE AND PROJECTS SITE SAFETY AND ENVIRONMENT INSPECTION FORM

(This Form shall be used in conjunction with LOROL SQE Manual Standard 18.1)

Station		Project	
Date & Time		Visit by	
LOROL safety audit conducted by		Weather conditions	
Contractor Project Manager		LOROL Signature	
LOROL Contract /Project Manager		Contractor signature	

Issues/complaints/compliments/queries from station management/staff:

Date of next audit:

1.0 General Documentation	Pass	Fail	Comments
1.1 Have corrective actions from previous inspection been closed out?			
1.2 Have any accidents/incidents occurred? Have they been recorded and reported to LOROL, as required?			
1.3 Is the Health and Safety plan 1.8 valid and in date?			
1.4 Are the following forms displayed - H&SAWA poster, Certificate of insurance, Emergency Procedures, Access permit?			
1.5 Date of safety contractor's last inspection?	Date:		
1.6 Are statutory inspections being carried out?			
1.7 Are Task Briefings being recorded?			
1.8 How many Tool Box Talks have been carried out?	Number:		
1.9 Are requirements of the accepted Risk Assessment and Method Statement being complied with?			
1.10 Are accepted Risk Assessment and Method Statement and issued Site Access Authority still valid?			

2.0 Construction safety	Pass	Fail	Comments
2.1 Are ladders secured/tied or footed, tagged and dated?			
2.2 Is scaffolding secure with handrails? Are toeboards installed, tagged and dated (including temporary foot bridges)?			
2.3 Are permits to dig returned? And do they have them?			
2.4 Have buried surfaces been identified?			
2.5 Plan and equipment used correctly?			

3.0 Personnel	Pass	Fail	Comments
---------------	------	------	----------



3.1 Is Contractor's Person in Charge in possession of a single Site Access Authority listing names of all Contractor personnel or is each Contractor personnel in possession of individual Site Access Authority?			
3.2 Do Contractor personnel appear fit to be undertaking work and not appear under the influence of drugs and alcohol?			
3.3 Has a site supervisor signed in daily at the station?			
3.4 Do all Contractor personnel have Personal Company Identification?			
3.5 Does Risk Assessment and Method Statement state that personnel are PTS trained and is in date?			
3.6 Is appropriate PPE being worn?			

4.0 General Site issues	Pass	Fail	Comments
4.1 Welfare facilities when shared with LOROL?			
4.2 Toilets clean?			
4.3 Mess room clean and free from tools and clothing?			
4.4 Fire extinguishers accessible and in date?			
4.5 Are all safety signs and warning notices installed in agreed locations?			
4.6 Are LOROL assets (poster frames, benches, etc.) secure and correctly stores?			

5.0 Railway and Public Safety	Pass	Fail	Comments
5.1 Are passenger directional signs appropriate to current site works?			
5.2 Are the works being carried out without risk to the public with all passenger routes free from slips and tripping hazards?			
5.3 Are all railway operating equipment accessible (e.g. signallers phone)?			

6.0 Site conditions	Pass	Fail	Comments
6.1 Are approved access/egress routes being used?			
6.2 Are access routes and working areas free from obstructions, trailing leads and potential trip hazards?			
6.3 Have site and passenger areas adequate lighting?			
6.4 Excavations protected and shored, if required?			
6.5 Are fences and barriers securely fixed, undamaged and approved (min 2.5 m)?			
6.6 Is the site generally clean and tidy without debris behind fences and materials stacked?			
6.7 Are sharps or exposure to leptospirosis a risk?			
6.8 Are materials being stored as per agreed arrangements?			

7.0 Security	Pass	Fail	Comments



7.1 Is the site access controlled to prevent unauthorised access?			
7.2 Is site safety awareness notice at site entrance?			
7.3 Are chemicals and flammable substances adequately stored?			

8.0 Environmental	Pass	Fail	Comments
8.1 Is work being carried out according to the Project's environmental requirements and considerations?			
8.1 Is there a Site Waste Management Plan?			
8.2 Noise – Is there a Section 61 Notice in place?			
8.3 Dust and fumes – Are they properly controlled?			
8.4 Are rats an issue?			
8.5 Water course pollution – Are spill kits available?			
8.6 Is vandalism or graffiti site issues?			
8.7 Is litter or fly tipping site issues?			
8.8 Is knotweed present on site?			
8.9 Are protected species a site issue?			
8.10 Is the site electrical power source independent from the station?			

9.0 Current Activities	Task briefing no. and date	Signed	Comments
1			
2			
3			
4			
5			
6			

Recommendations			
Date:		Station Project:	
		Inspection by:	
Item No.	Deficiency identified	Timescale	Action taken by contractor to prevent re-occurrence

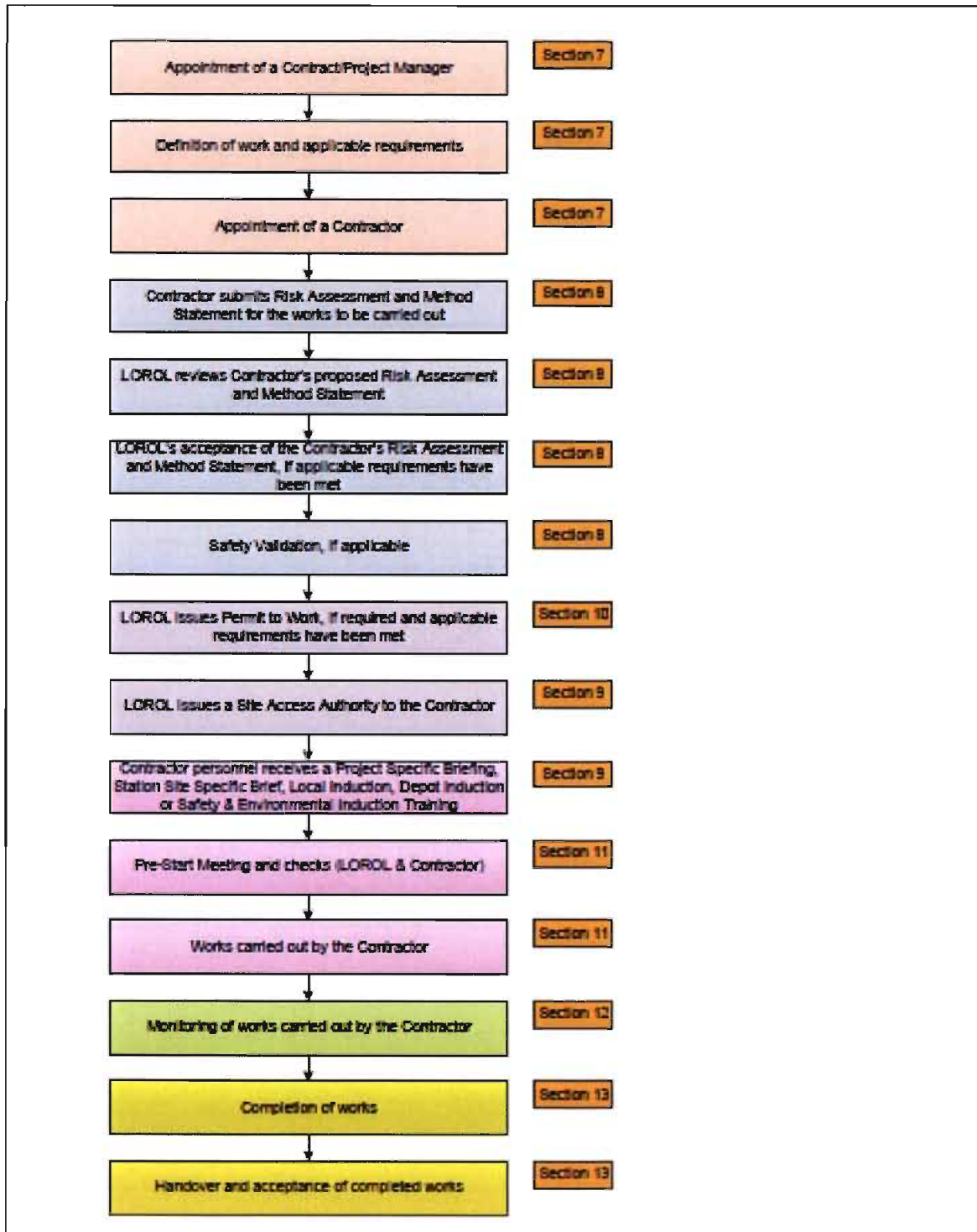


Additional Information:

Role of work			
Staff on site	Yes	No	Number of personnel
Site manger			
Network Rail and contractors			
Operatives			
LOROL numbers			
Total on site			
Signed by: LOROL Rail projects representative:	Distribution:		
	LOROL Contract/Project Manager:		
	LOROL Safety Department:		
	LOROL Safety Project Audit File:		
	Contractor's Representative:		
	Date:		



APPENDIX I – MANAGEMENT OF CONTRACTORS FLOWCHART PROCESS
(This process flowchart shall be used in conjunction with LOROL SQE Manual Standard 18.1)



APPENDIX J – DEFINITIONS

(These definitions shall be used in conjunction with LOROL SQE Manual Standard 18.1)

Confined space (as defined by The Confined Spaces Regulations 1997)

"confined space" means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk;

Where 'specified risk' means a risk of:

- (a) serious injury to any person at work arising from a fire or explosion;
- (b) without prejudice to paragraph (a):
 - (i) the loss of consciousness of any person at work arising from an increase in body temperature;
 - (ii) the loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen;
- (c) the drowning of any person at work arising from an increase in the level of a liquid; or
- (d) the asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to entrapment by a free flowing solid.'

Contract/Project Manager

The LOROL appointed manager responsible for:

- a) Pre-planning of the work activity;
- b) Supply of all required safety and environmental related information for working on LOROL managed premises to the Contractor (e.g. Station health & Safety Files);
- c) Contractor's submission of a Method Statement, Work Package Plan and Risk Assessment for acceptance by LOROL;
- d) Issue of the required Site Access Authorities from LOROL to the Contractor;
- e) Ensuring the Contractor does not start work without receiving a Project Specific Briefing or Local Induction;
- f) Taking remedial action if monitoring of the Contractor's work activities identifies a failure to comply with designated requirements.

Contractor

An approved company that undertakes the provision of a service or delivery of goods to Premises managed by LOROL under contract to LOROL, Network Rail, Transport for London or a Tenant. This includes all personnel and agents of Contractors, sub-Contractors and their personnel and agents and any other persons under the direction and control of the Contractor whilst on the Premises.

Contractor Monitoring Inspector

A competent person appointed by the Contract/Project Manager or Local Manager to carry out the Contractor monitoring activities set out in this Standard on their behalf.

Hot work (as defined by the HSE Guide HSG250 'Guidance on permit-to-work systems')

'Any type of work, which involves actual or potential sources of ignition and which is done in an area, where there may be a risk of fire or explosion, or which involves the emission of toxic fumes from the application of heat.'

Local Induction

The applicable requirements for local induction, as per LOROL SQE Manual Standard 10.5, 'Requirements for Safety Induction Training'.

Local Manager

A person specified as having direct responsibility for the safe day-to-day operation of Premises, where the work is to be carried out (e.g. Station Manager, Driver Manager, etc.). This definition includes the Local Manager's nominated competent representative.

Method Statement or Work Package Plan (WPP)

A written statement of intent setting out the details of the work to be undertaken and the means of safe and environmentally responsible carrying out of the work, taking account of the control measures



identified in the Risk Assessment. A generic Method Statement is acceptable, if the work activity is of a repetitive nature and the content remains applicable for the location, where the work is to be undertaken.

On or Near the Line (as defined in Rule Book (GE/RT8000) Module G1)

'You are On or Near the Line if you are:

- a) within 3 metres of the nearest rail of any line, or
- b) on the line itself.

You are not On Or Near the Line if you are on the other side of a permanent fence or structure, even if it is less than 3 metres from the nearest rail.

If you are on a station platform, the only situation where you will be considered as being On or Near the Line is when:

- a) you are within 1.25 metres of the platform edge, and
- b) you are carrying out engineering or technical work'.

On the Lineside (as defined in Rule Book (GE/RT8000) Module G1)

'You are On the Lineside if you are:

- a) within the area between the railway boundary fencing and the point that is called On Or Near The Line, and
- b) where you would be in the view of the driver of any approaching train or movement.

You are not On The Lineside if you are on a station platform.'

Permit to Work

A formal demonstration that a safe method of work has been formulated by competent persons for allowing named individuals to carry out a specified hazardous work activity at a defined location and within defined periods of time. A Permit to Work is to be issued only by an appointed person who has knowledge and experience of the risks and hazards associated with the hazardous work activity concerned and of the control measures that require to be put in place. Examples of Permits to Work include working in a confined space or on electrically operated equipment.

Personal Track Safety Certificate

A certificated level of competence in order to be able to carry out work activities On or Near the Line.

Premises

Includes the following:

- a station, for which LOROL is the infrastructure manager;
- Willesden Train Maintenance Depot (Willessden TMD);
- Overground House, 125 Finchley Road (LOROL Headquarters).

Risk Assessment

An assessment carried out by the Contractor or by the Contractor in conjunction with LOROL of all risks likely to be encountered relating to the work activity and the control measures to be implemented to minimise the risks. A generic Risk Assessment is acceptable, if the work activity is of a repetitive nature and the content remains applicable for the location, where the work is to be undertaken. Also includes any COSHH risk assessments that might be required.

Safety Validation

A process of ensuring that all risks associated with a change, definitely or potentially arising from the work activities to be carried out, are identified and are reduced to as low as reasonably practicable (ALARP) before the change can be implemented or becomes operational.

Site Access Authority

An authority permitting a Contractor access to the designated Premises in order to carry out a work activity that has been fully appraised against LOROL's requirements for ensuring the work can be undertaken safely.

Project Specific Briefing

A briefing given to the Contractor by the Contract/Project Manager or Local Manager (or delegated authority) before any work is carried out.



Tenant

A company or individual that manages or occupies Premises leased from LOROL.

Work at height (as defined by The Work at Height Regulations 2005)

"work at height" means:

- (a) work in any place, including a place at or below ground level;
- (b) obtaining access to or egress from such place while at work, except by a staircase in a permanent workplace, where, if measures required by these Regulations were not taken, a person could fall a distance liable to cause personal injury.'



APPENDIX A – METHOD STATEMENT AND SITE ACCESS AUTHORITY FORM
(This Form shall be used in conjunction with LOROL SQE Manual Standard 18.1)
Project ref:

Part 1: Method Statement - General *(to be completed by the Contract/Project Manager)*

- 1. Contractor 1.1
- Company Name:
- 1.2 Company
- Address:
- 1.3 Tel:
- 1.4 Fax:
- 1.5 Email:
- 1.6 Employed by:

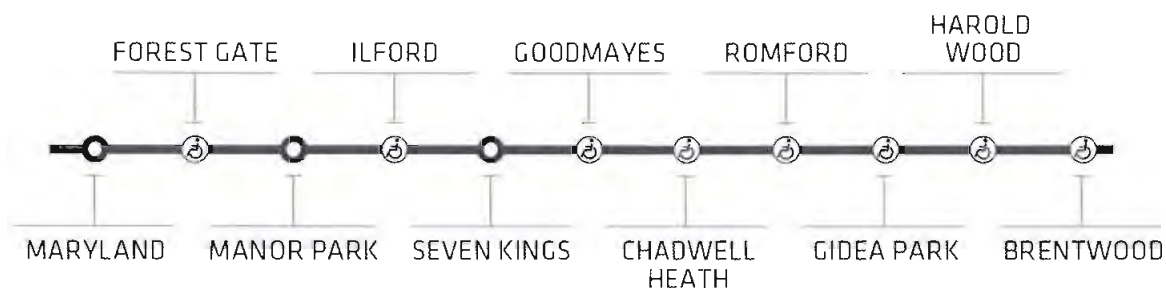


Part 4 Crossrail Specific Safety Requirements

MTR Station Access Guidance

Guidance for requesting access to MTR operated stations on TfL Rail

MTR require 5 working days to ensure your application is reviewed and processed.



Access to complete works

Access requests to complete works are submitted using the Method Statement & Site Access Authority Form. RAMS (Risk Assessments and Method Statements) need to be submitted along with this form. Applications should be emailed to MTR: [REDACTED]. Once approved MTR will issue an access card and a copy Method Statement & Site Access Authority Form signed by them. These are required on site to confirm your approved access.

Not all MTR stations are accessible 24 hours. If out of hours works are necessary and MTR staff are not present, MTR will have to arrange for Security Personnel to open the station and be present during works (there may be a cost associated with this). Advanced notice is required for out of hours work to enable MTR to book the security. Requests must be with MTR by midday on the Wednesday prior to planned weekend works.

RAMS submitted should be to a level which confirms the risks / activities identified in the Site Access Authority Form are mitigated to an acceptable level.

Large, complex or high risk works may require pre-start meetings with MTR H&S. For this reason it is advisable to contact MTR H&S well in advance to confirm if this is required.

Non Intrusive / Survey Access

To complete a survey which involves no physical works you require a Letter of Authority and each member of your party should carry a form of company identification. On arrival at the station you should advise the Station Manager of your presence. Again, if surveys are due to take place outside of station hours MTR need to be provided with advanced notice.

Advanced contact with the stations managers can be arranged through MTR.

Medical Self Cert Form

If you are planning to undertake high risk works or if your team has a vulnerable member, there is a medical self cert form which can be completed. This is a check list which is used by the contractor to confirm that appropriate controls are in place to manage those risks.

Useful Contacts

MTR Control Centre

020 7444 0224 / cec@mtrcrossrail.co.uk

MTR Customer Services

0845 606 0214 / icc.mtruk@interserve.co.uk

MTR Incident Helpline (reporting of accidents or near misses)

020 7444 0222 / dprm@mtrcrossrail.co.uk



MTR Work Access Requests

[REDACTED]

MTR H&S including submission of RAMS

[REDACTED]

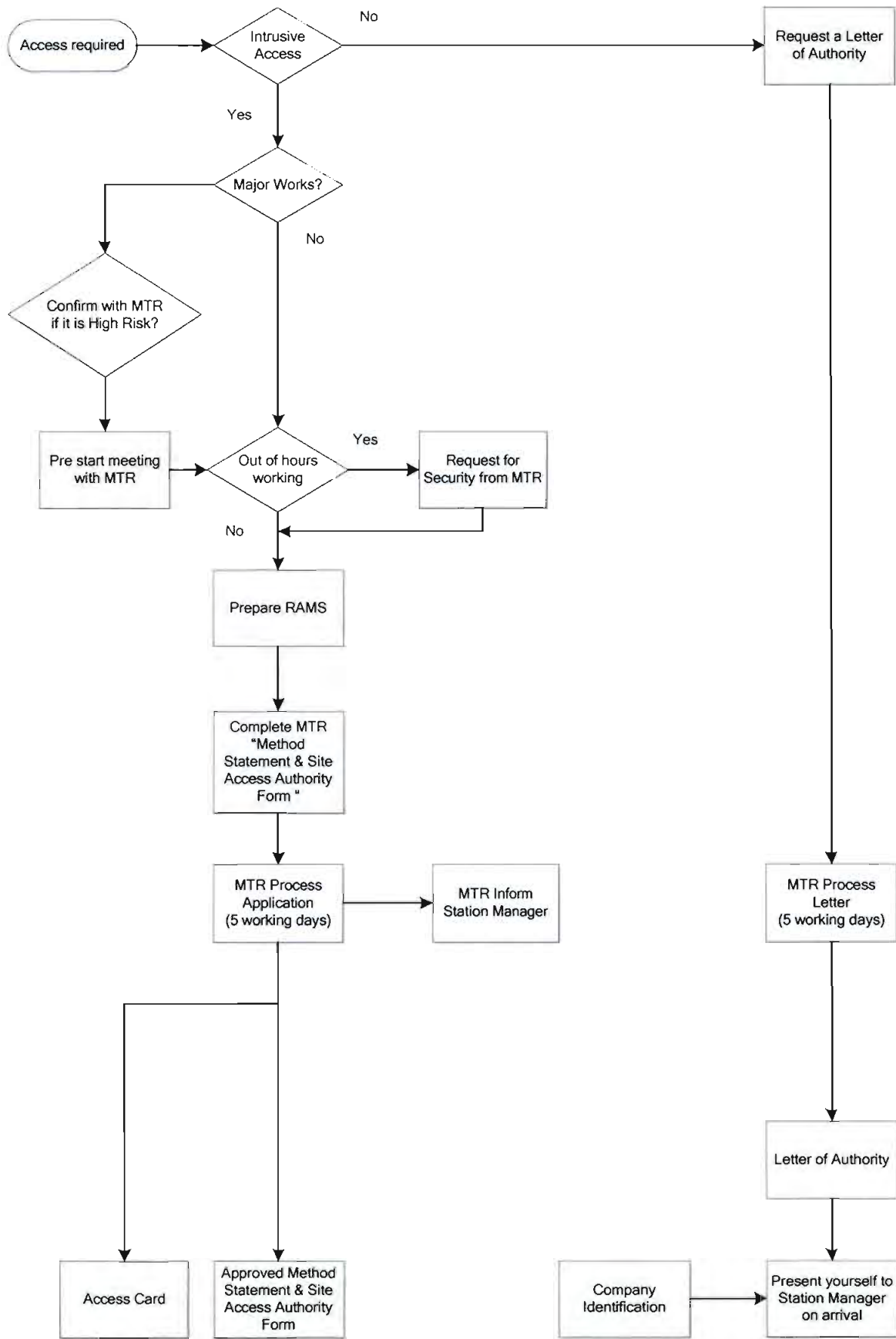
Non Intrusive Access Applications

[REDACTED]

Head of Stations [REDACTED]

[REDACTED]

[REDACTED]



MTR Operated Crossrail Stations - Method Statement & Site Access Authority Form



Method statement & site access authority form

Site Access Authority

Project Ref:

This Site Access Authority is issued to the Contractor, as defined in section 1 of this form, for the works, as defined in section 4, to be carried out at the location(s), as defined in section 3.

Name of Contractor/subcontractor for whom authorities/permits required (also specify age if under 18):

Contractor's Site Person in Charge	
Contractor Personnel	1. 2. 3. 4. 5.

Authorisation

Name:	Date:
Designation:	Signature:

Site Access Authority conditions

Method statement validity: Please note - your Site Access Authority has been granted upon approval of your submitted Method Statement, as defined in section 5 of this form, for the works, as defined in section 4, to be carried out at the location(s), as defined in section 3. If you change the Method Statement accepted by MTR Crossrail, for which this Site Access Authority has been granted, you must notify the responsible MTR Crossrail Contract/Project Manager of the changes, who will confirm whether submitted changes are acceptable. Please note - failure to notify the responsible MTR Crossrail Contract/Project Manager of changes to the accepted Method Statement may result in withdrawal of this Site Access Authority.

Project specific briefing and Local Induction: Please note - no work must be carried out without prior project specific briefing and/or local induction carried out by the Contract/Project Manager or Local/Station Manager (or delegated authority).

Station Site Specific Brief: In addition, the Contractor must read the Station Site Specific Brief, which is located as the cover page in the Station's Visitors Book. The Contractor must sign in the Station's Visitors Book as an acknowledgement of the contents of the Station Site Specific Brief.

Company Personal Identification: Please note - this Site Access Authority is only valid with the Company Personal Identification, which must be worn visibly at all times when on site. The Company Personal identification must include the name of the individual and the employer, the individual's photo and the expiry date.

Personal Protective Equipment: Required Personal Protective Equipment must be worn at all times.



Contractor Declaration

I acknowledge that issue by MTR Crossrail of the requested access authority/permit will be subject to adherence to the requirements set out by MTR Crossrail.

Name:	Date:
Designation:	Signature:

Part 1: Method Statement - General (to be completed by the Contract/Project Manager)

1. Contractor

1.1 Company Name:	
1.2 Company Address:	
1.3 Tel:	
1.4 Fax:	
1.5 Email:	
1.6 Employed by:	

2. MTR Crossrail Contract/Project Manager

2.1 Name:	
2.2 Tel:	
2.3 Email:	

3. Details of MTR Crossrail managed premises, where the work is to be carried out and for which access is required

3.1 Name of MTR Crossrail managed premises		
3.2 Location(s) on premises to which access is required		
3.3 Dates access is required	Start:	End:
3.4 Times of day access is required		

4. Details of work to be carried out

--

Part 2: Method Statement Review (to be completed by the Contract/Project Manager)

5. Method Statement Reference/File Name/Version:

--

MTR Crossrail Contract/Project Manager Acceptance

The Method Statement/Project Management Plan/Work Package Plan submitted for the purposes of undertaking work, as defined in section 4, has been reviewed and Accepted/Not Accepted (delete as appropriate)

Name:	Date:
Designation:	Signature:
Notes/Reasons:	

Part 3: Method Statement – Overview

Yes No N/A

(to be completed by the Contract/Project Manager, if Method Statement is accepted)

A. Additional Considerations

Is the work to be carried out 'On or Near the Line'?

Yes No N/A



Is the work to be carried out 'On the Lineside' or at a station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the work to be carried out near to the electrified lines?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the work to be carried outside of normal working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did generic Risk Assessment/Method Statement contain site specific addendum?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the project details been added to the Projects Calendar?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any Contractor's proposed personnel under 18?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has Contractor personnel completed Medical Self-Certification form?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has any Contractor personnel answered 'Yes' on Medical Self-Certification form?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is Safety Validation required?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is Pre-start Meeting required?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any MTR Crossrail departments or employees been consulted with (circle as appropriate)?				
SQE Local Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other: (please specify below)				

B. Environmental Management

Has Contractor identified significant environmental aspects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do the environmental arrangements proposed in the Method Statement comply with MTR Crossrail's Environmental Policy and procedures?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has Contractor identified waste management arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

C. Permit to Work

Is Permit to Work required (see below to determine)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Permit to Work is required if the work to be carried out involves one or more of the following:				
a) Work at height (including on roofs);				
b) Work in confined spaces;				
c) Hot work including welding, soldering or cutting using hot flame techniques;				
d) Isolation of or modification to fire safety systems (including alarms);				
e) Work on or near live electrical equipment;				
f) Work involving interaction with asbestos;				
g) Work involving is a risk of exposure to hazardous chemicals or microorganisms;				
h) Excavation and the digging of trenches.				
Has the details of work been identified?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the location of work activity been identified (e.g. public area or work site)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the tools and equipment to be used been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have precautions to be undertaken been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have required competencies been identified and confirmed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part 4: Method Statement - Acceptance

(to be completed by the Head of Property and Projects, if Method Statement is accepted by the Contract/Project Manager)

Does the proposed work impact on:		Yes	No
a. Local emergency plans?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Provision of local services, such as utility supplies, computer equipment and lighting?		<input type="checkbox"/>	<input type="checkbox"/>
c. Access and egress for the public and MTR Crossrail workforce?	<input type="checkbox"/>	<input type="checkbox"/>	
d. Restrictions on platforms/walking routes width or length?	<input type="checkbox"/>	<input type="checkbox"/>	
e. Restrictions on people flows/movements, particularly those of passengers?	<input type="checkbox"/>	<input type="checkbox"/>	



- f. Train dispatch equipment and associated procedures?
- g. Effect or adequacy of proposed risk control measures?
- h. Any other areas of normal day to day operation?
- i. Has Safety Validation certificate been obtained (if required)?

The Method Statement/Project Management Plan/Work Package Plan submitted for the purposes of undertaking work, as defined in section 4, has been reviewed and Accepted/Not Accepted (*delete as appropriate*)

Name:	Date:
Designation:	Signature:
Notes/Reasons:	

- | | | |
|---|--------------------------|--------------------------|
| Additional Actions | Yes | No |
| Are further changes to the proposed Method Statement or Risk Assessment required? | <input type="checkbox"/> | <input type="checkbox"/> |

Part 5: Site Access Authority – Considerations for Issue

(to be completed by the Head of Infrastructure and Projects, if Method Statement is accepted)

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| Have all sections of this form been completed correctly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have associated Method Statement and Risk Assessment(s) been accepted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all proposed Contractor personnel over 16 years of age? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the Contractor personnel hold appropriate competencies? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has an application for a Site Access Authority or Contractor Personal Identification Permit been previously refused or withdrawn? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do any of proposed Contractor personnel currently hold a Site Access Authority or Contractor Personal Identification Permit for the same location? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Medical Self Certification Form to be used for MTR operated stations on Crossrail network

Medical Self-Certification Form

Project Ref:

MTR Crossrail Contract/Project
Manager:

Contractor:

Employee Name:

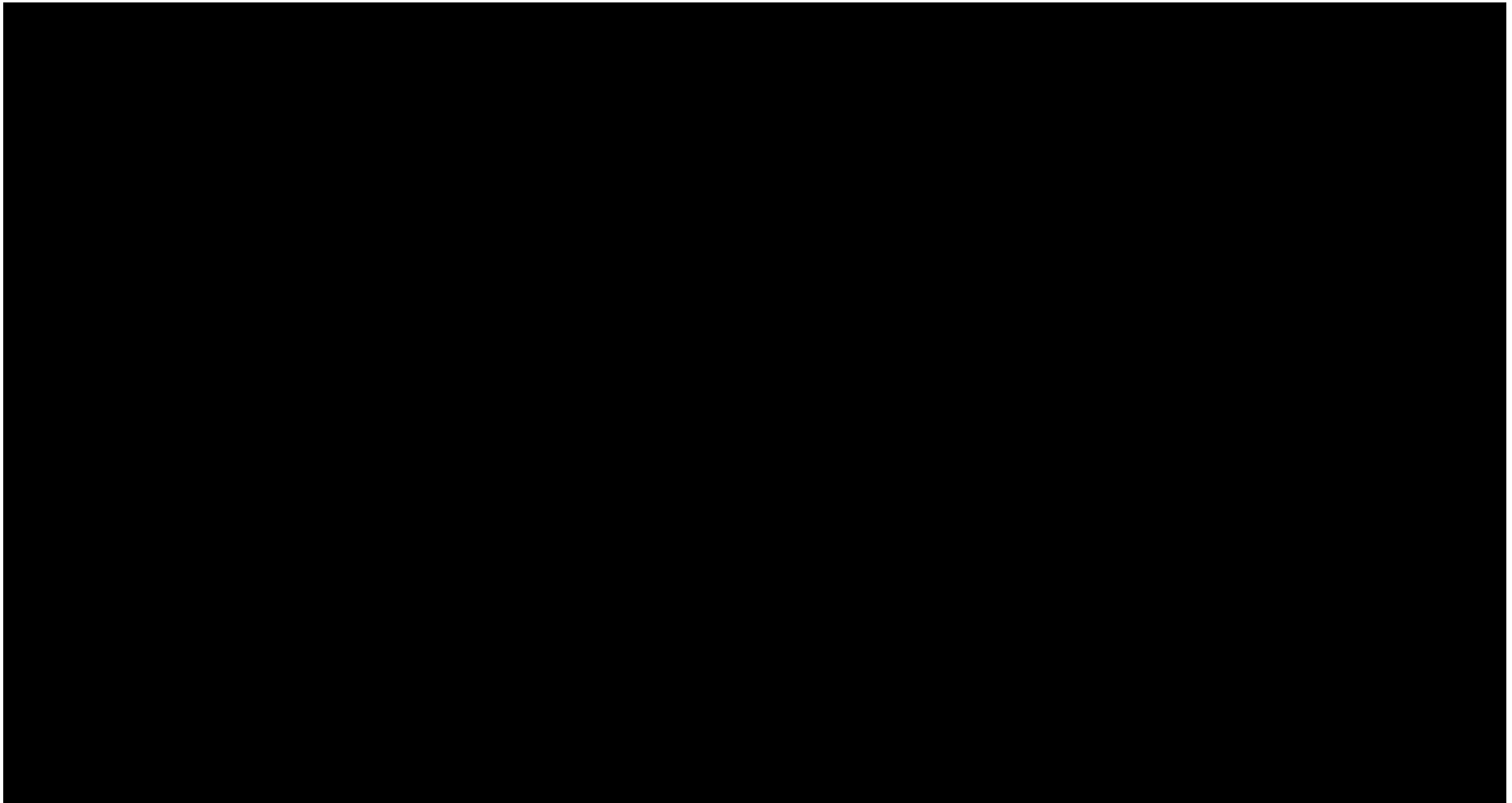
#	Medical Self-Certification Statements	Yes*	No
1.	Do you have diabetes that requires insulin?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do you suffer from epilepsy or fits?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you ever had blackouts, recurrent dizziness or any condition, which may cause sudden collapse or incapacity?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Do you get discomfort or pain in the chest or shortness of breath on exercise (e.g. climbing a single flight of stairs)?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Do you have difficulty in moving rapidly over short distances, including on slopes, steps or rough ground?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Do you have difficulty in looking over either shoulder?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Do you have any difficulty with your eyesight? (problems needing glasses need not be included)	<input type="checkbox"/>	<input type="checkbox"/>
8.	Do you have any difficulty hearing normal conversation?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are you taking any medication that is giving you dizziness or drowsiness?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Have you used any drugs illegally within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Have you had any alcohol related illness during the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
12.	Have you ever been refused access to trackside work for any medical reasons?	<input type="checkbox"/>	<input type="checkbox"/>

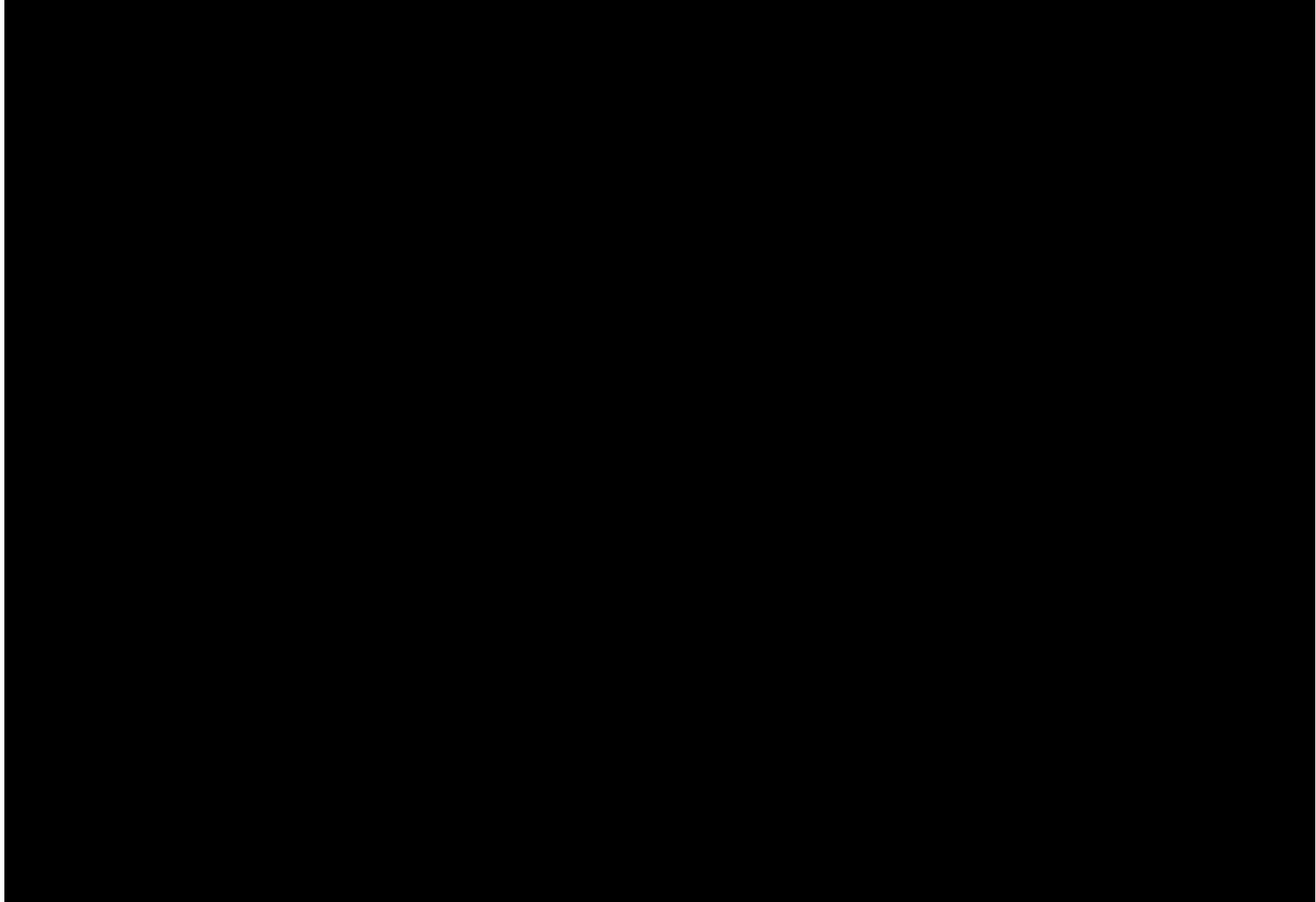
* If you have answered 'Yes' to any questions above, please provide further details below:



SECTION 2

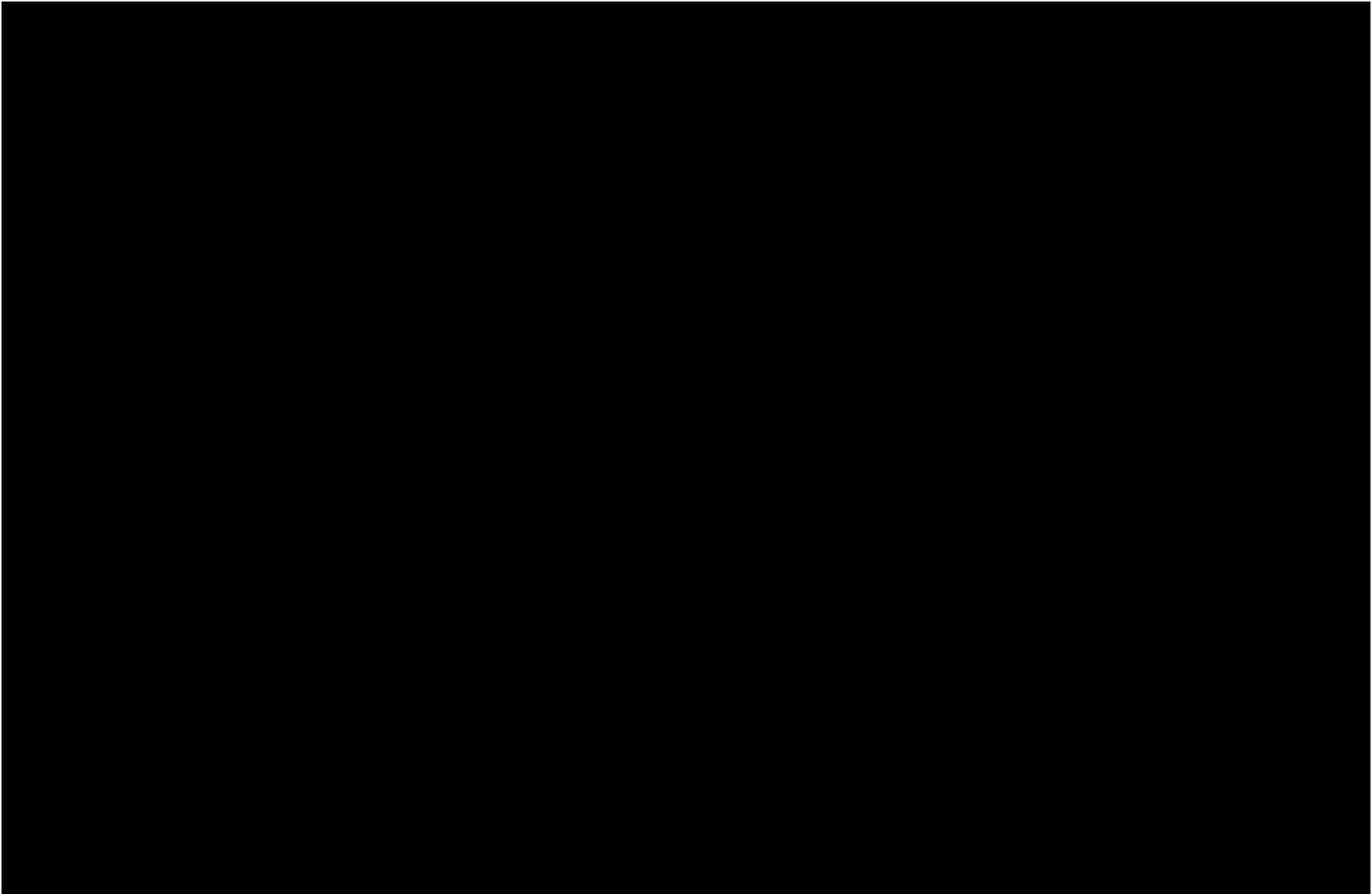
DETAILS OF MOBILISATION ACTIVITIES



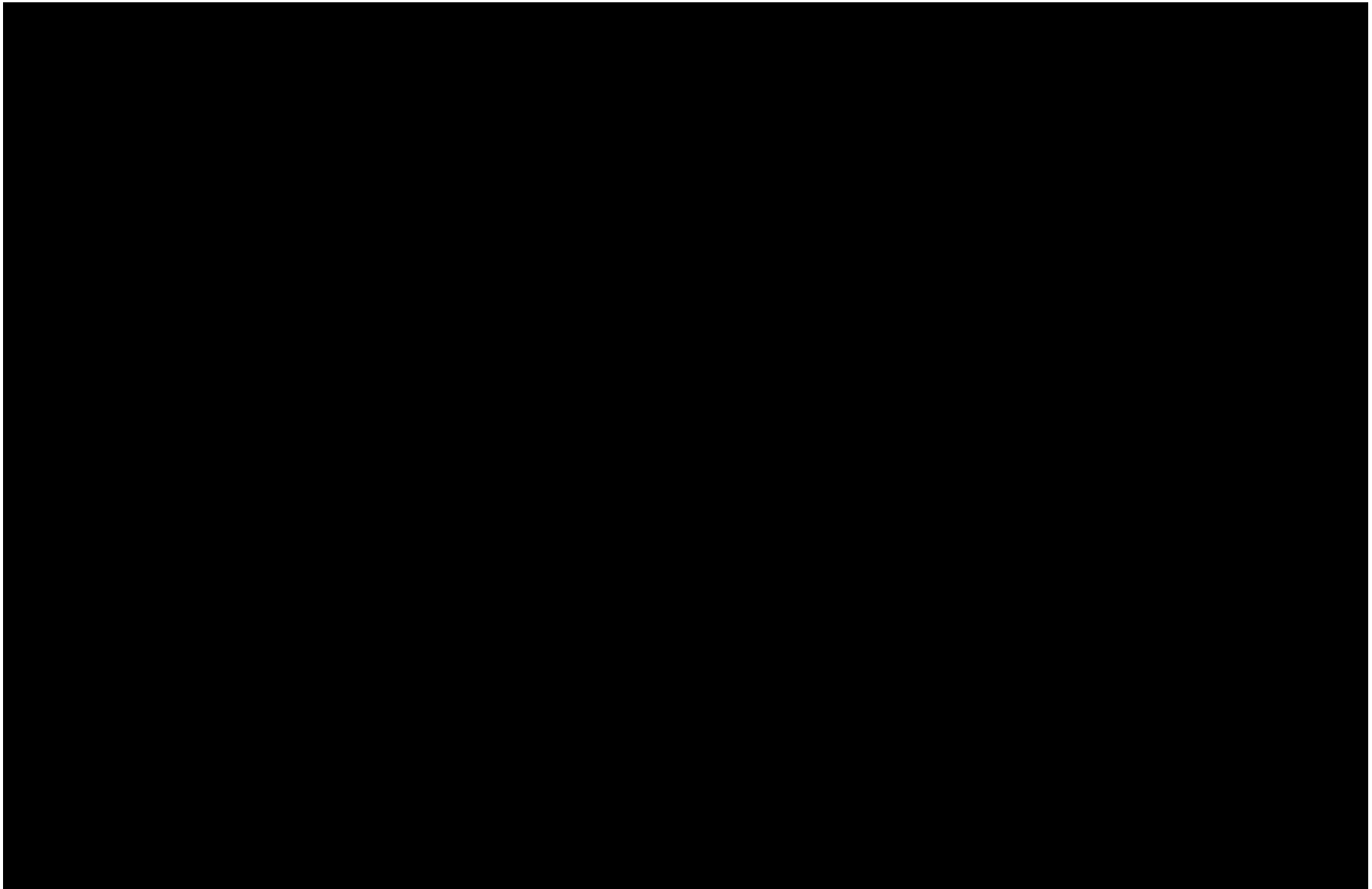


A vertical line of text, likely a page number or a reference marker, is visible on the left side of the page, partially obscured by the redaction.

██████████

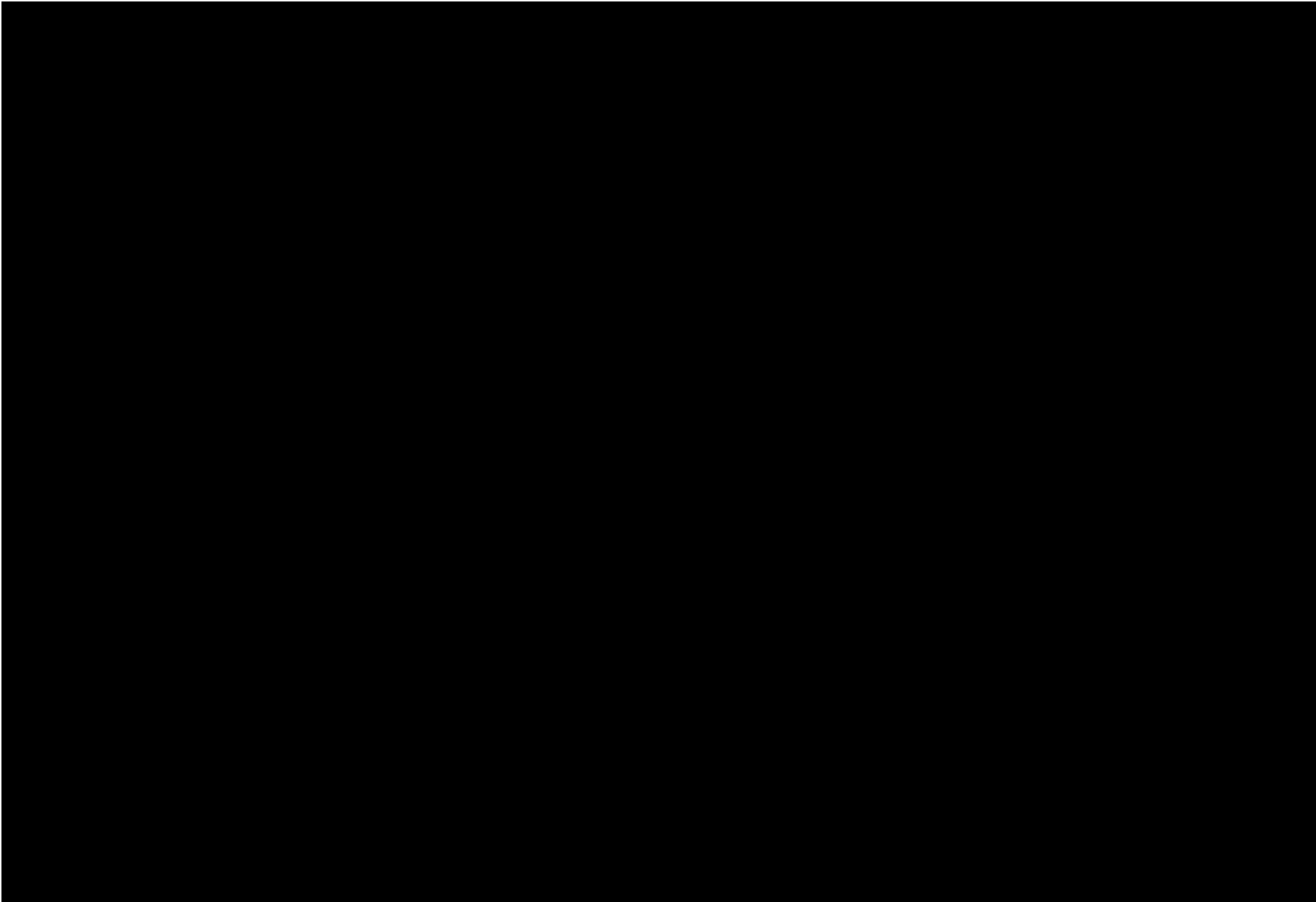


[REDACTED]

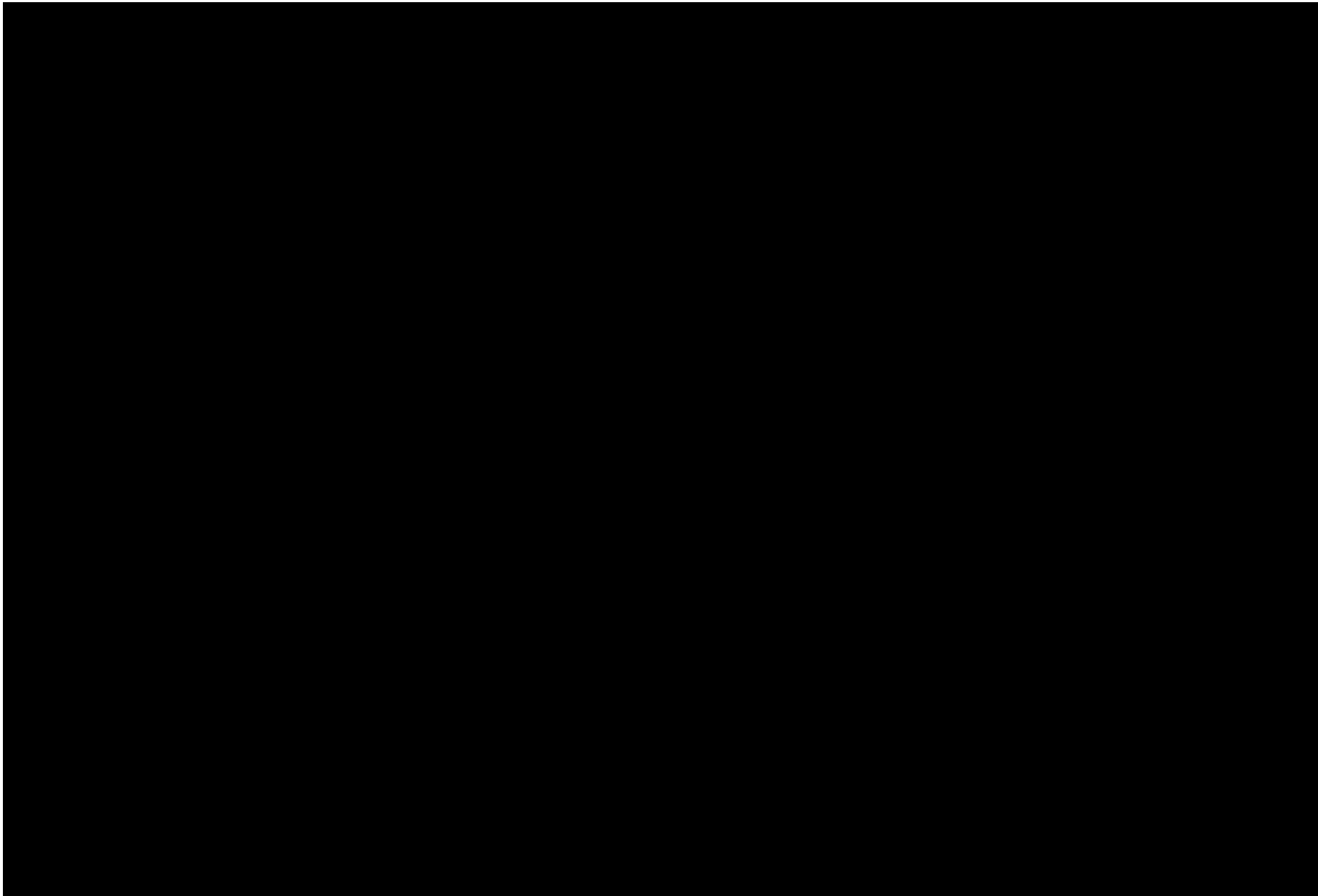


A vertical line is present on the left side of the page, extending from the top of the redacted area down to the bottom of the page.

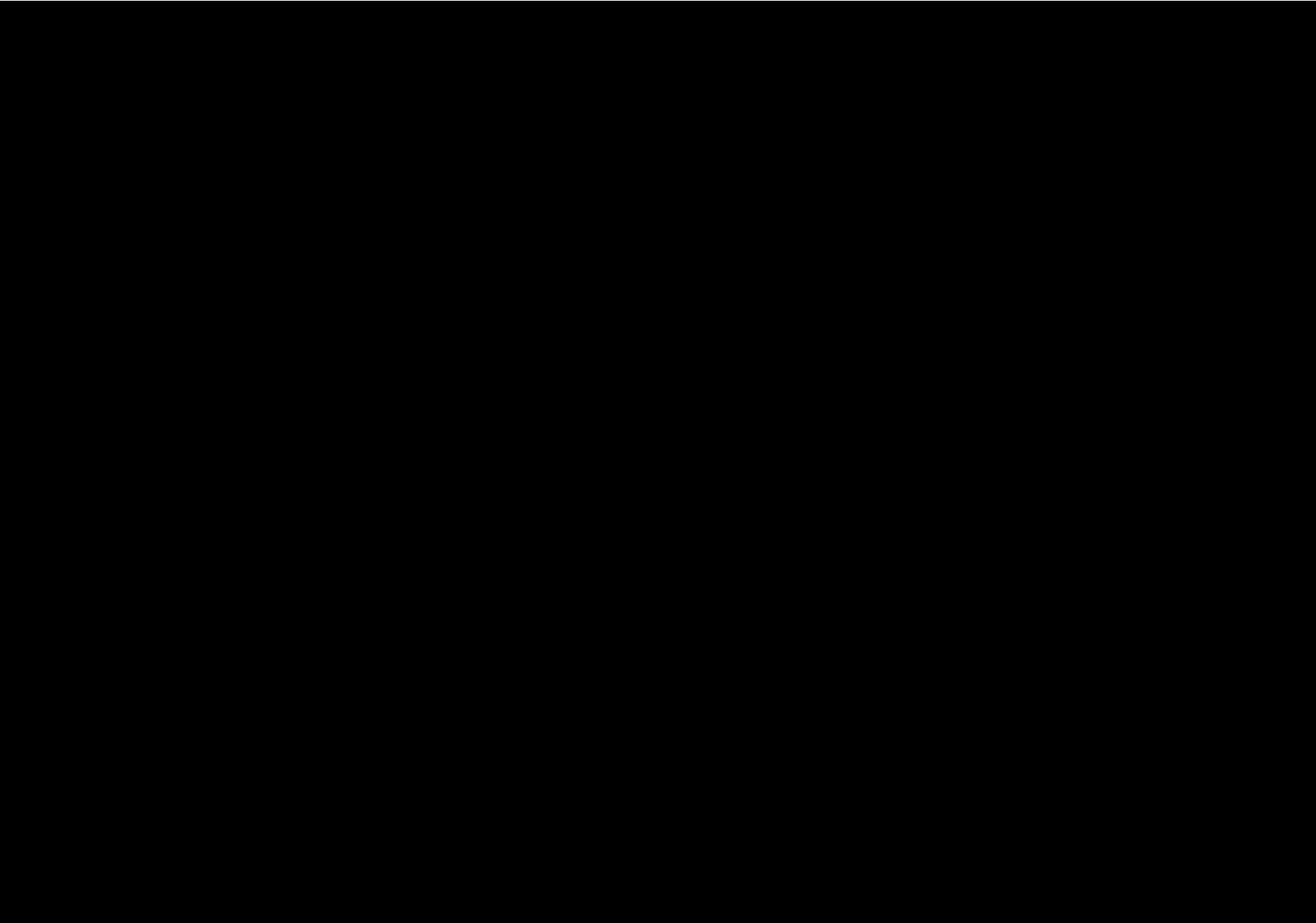
A small, solid black rectangular redaction is located at the bottom left corner of the page.



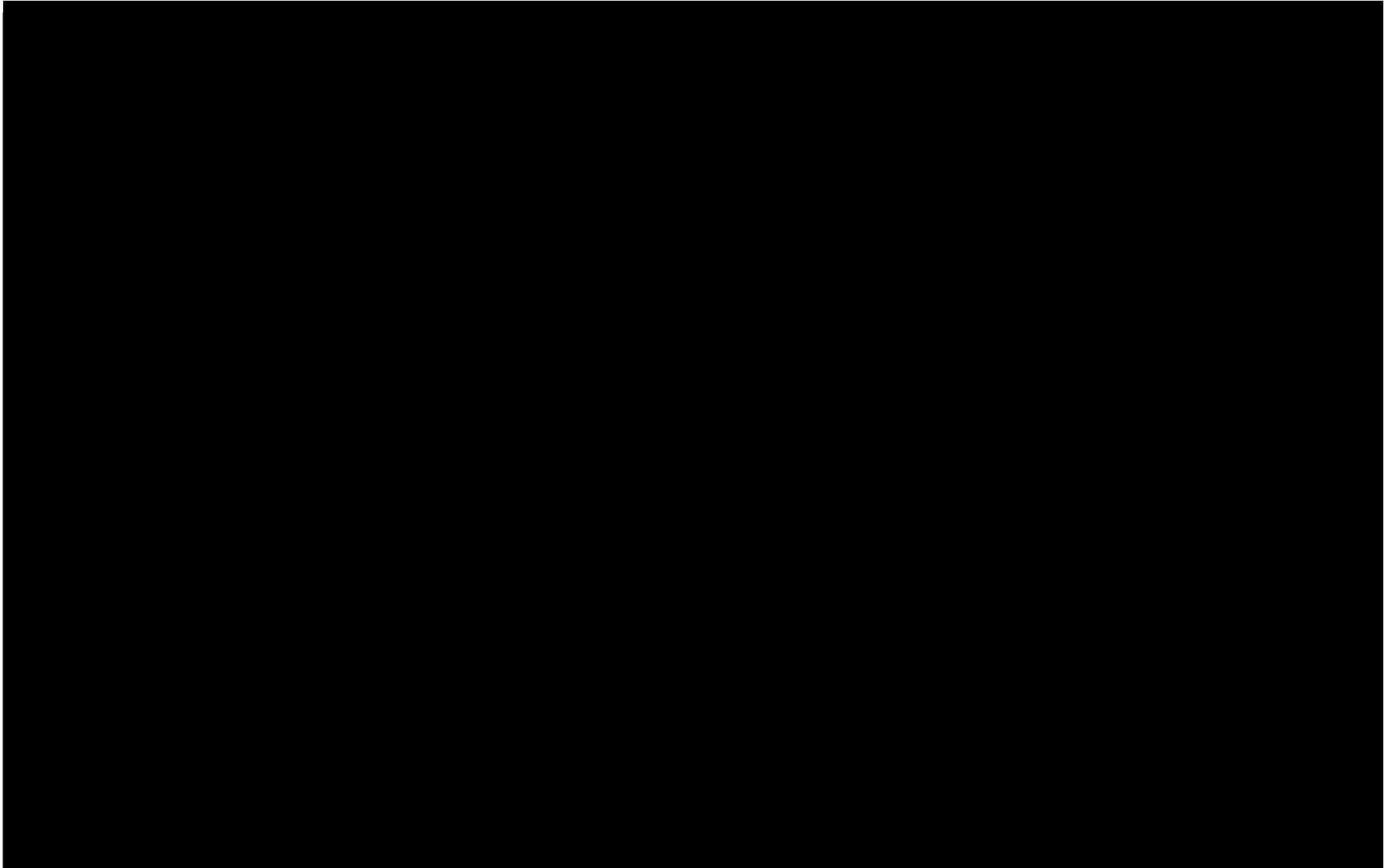
[REDACTED]



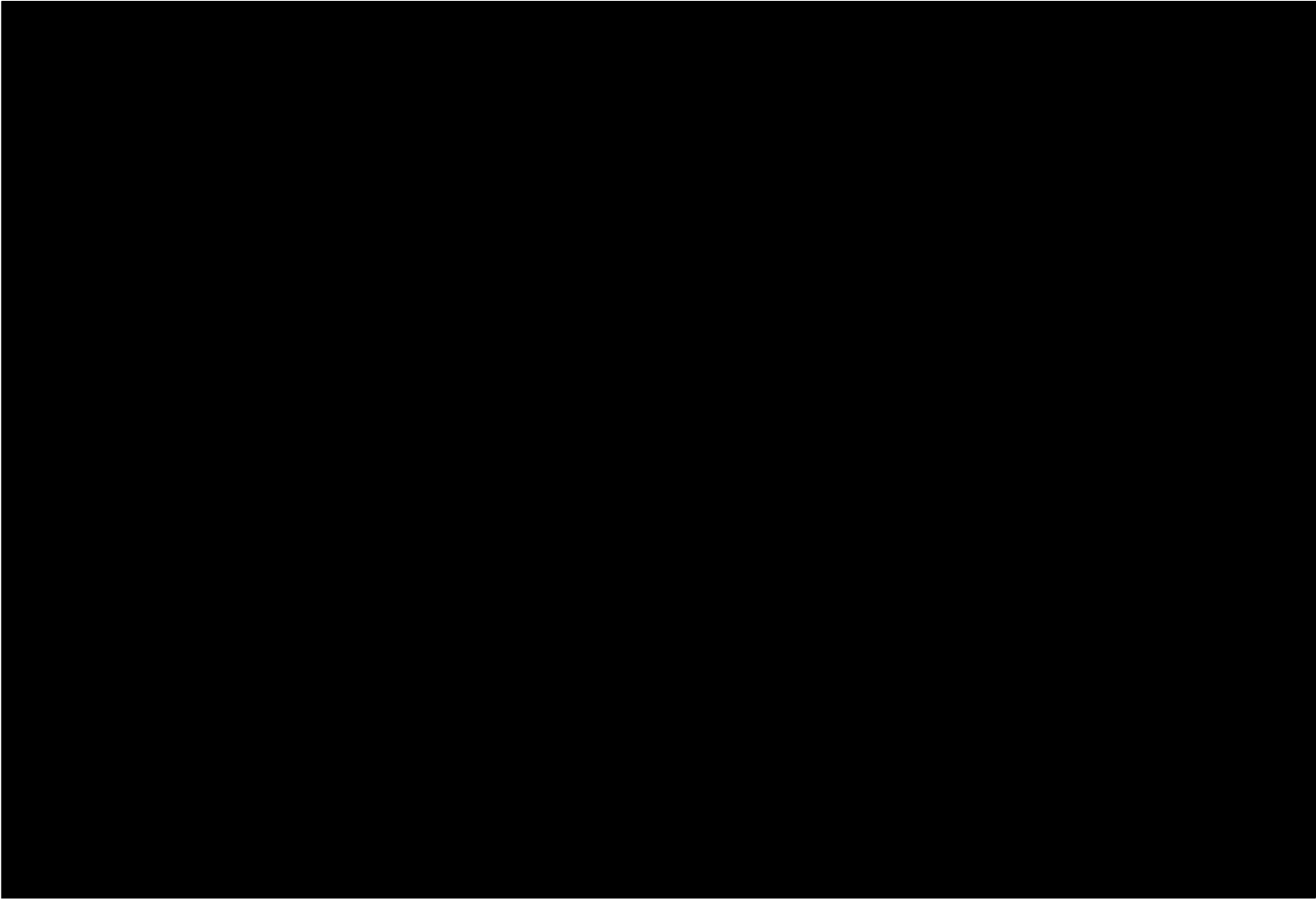
[REDACTED]



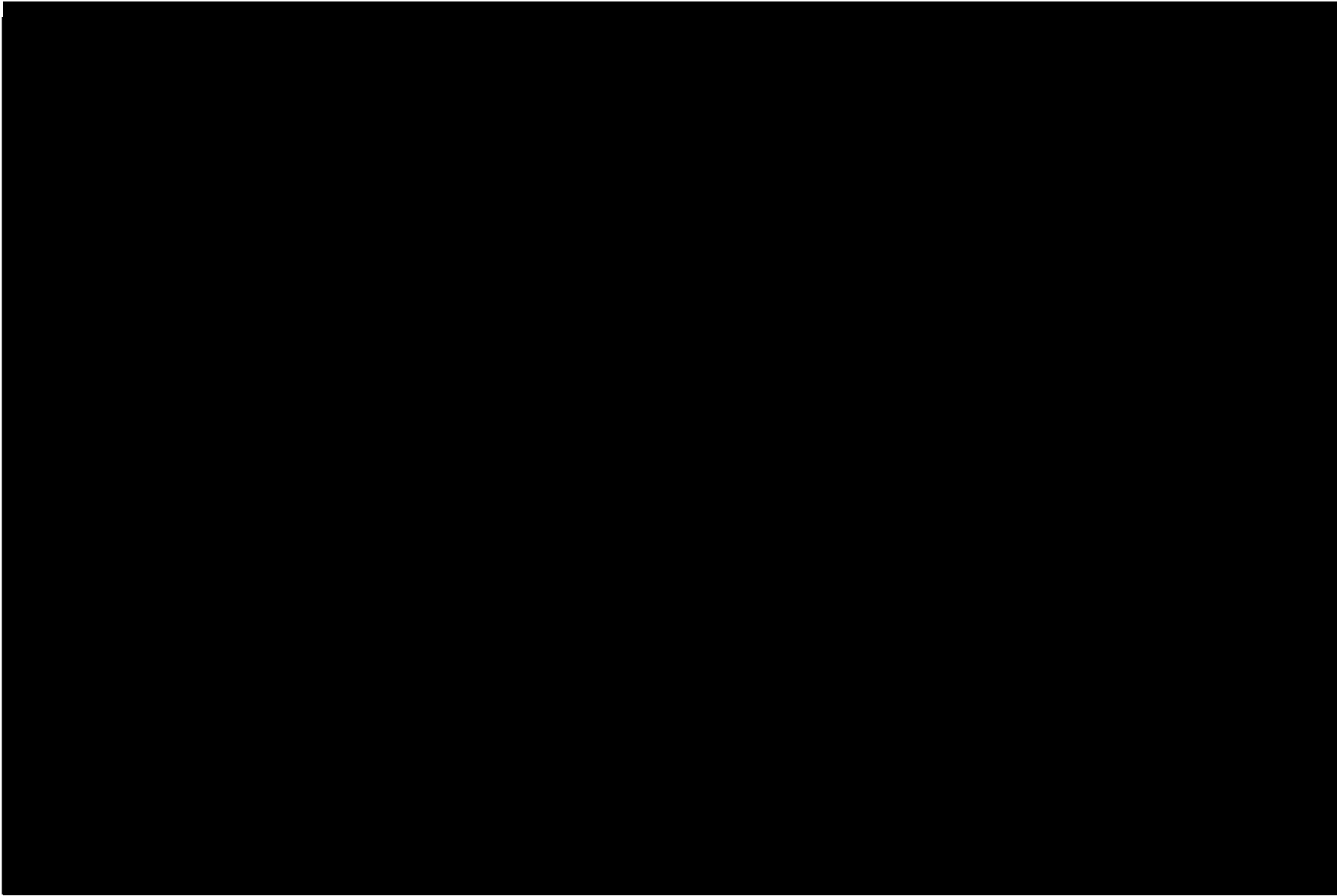
[REDACTED]



[REDACTED]



[Redacted]

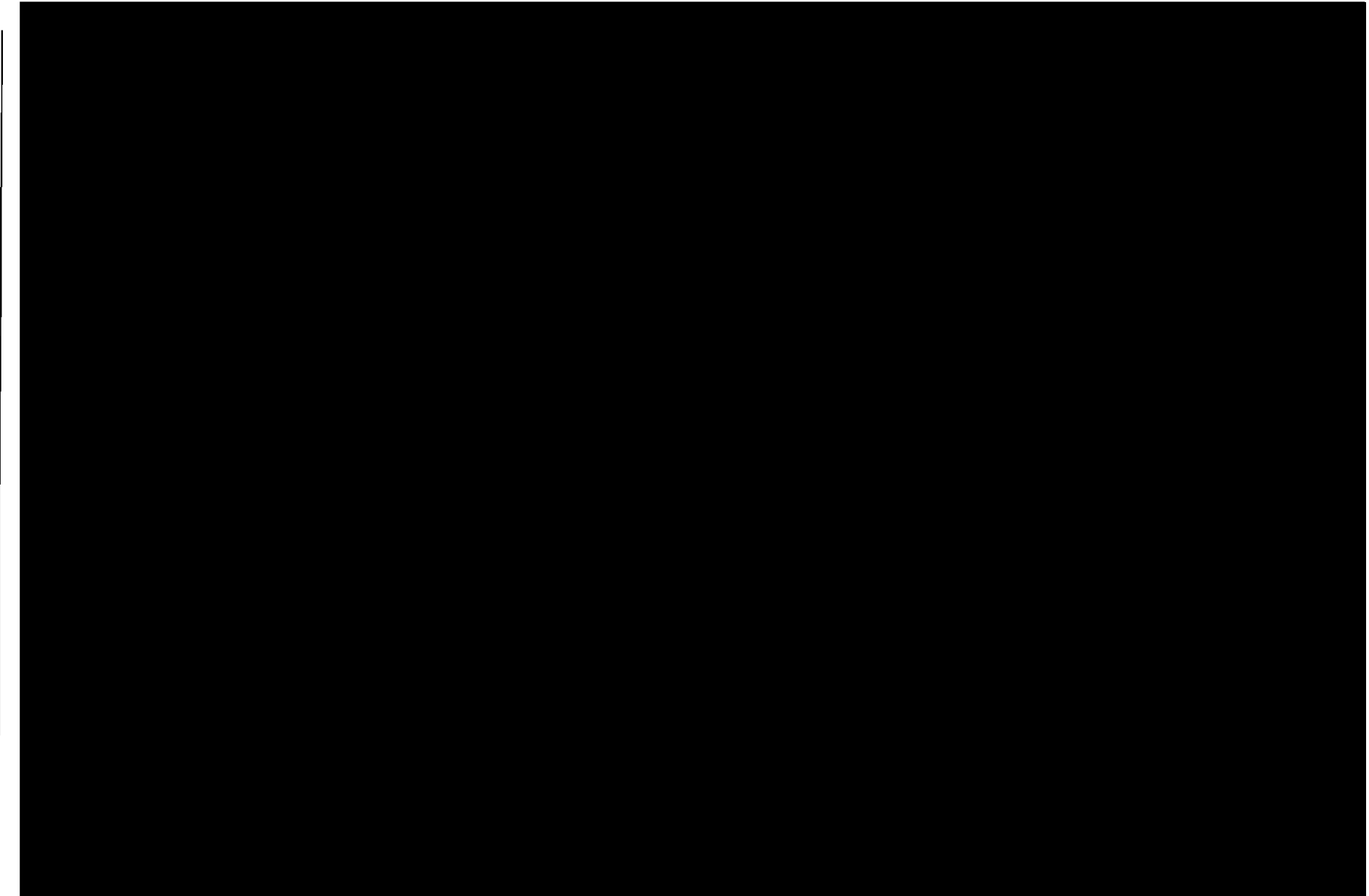


A thin vertical line is visible on the left side of the page, positioned to the left of the main redacted area.

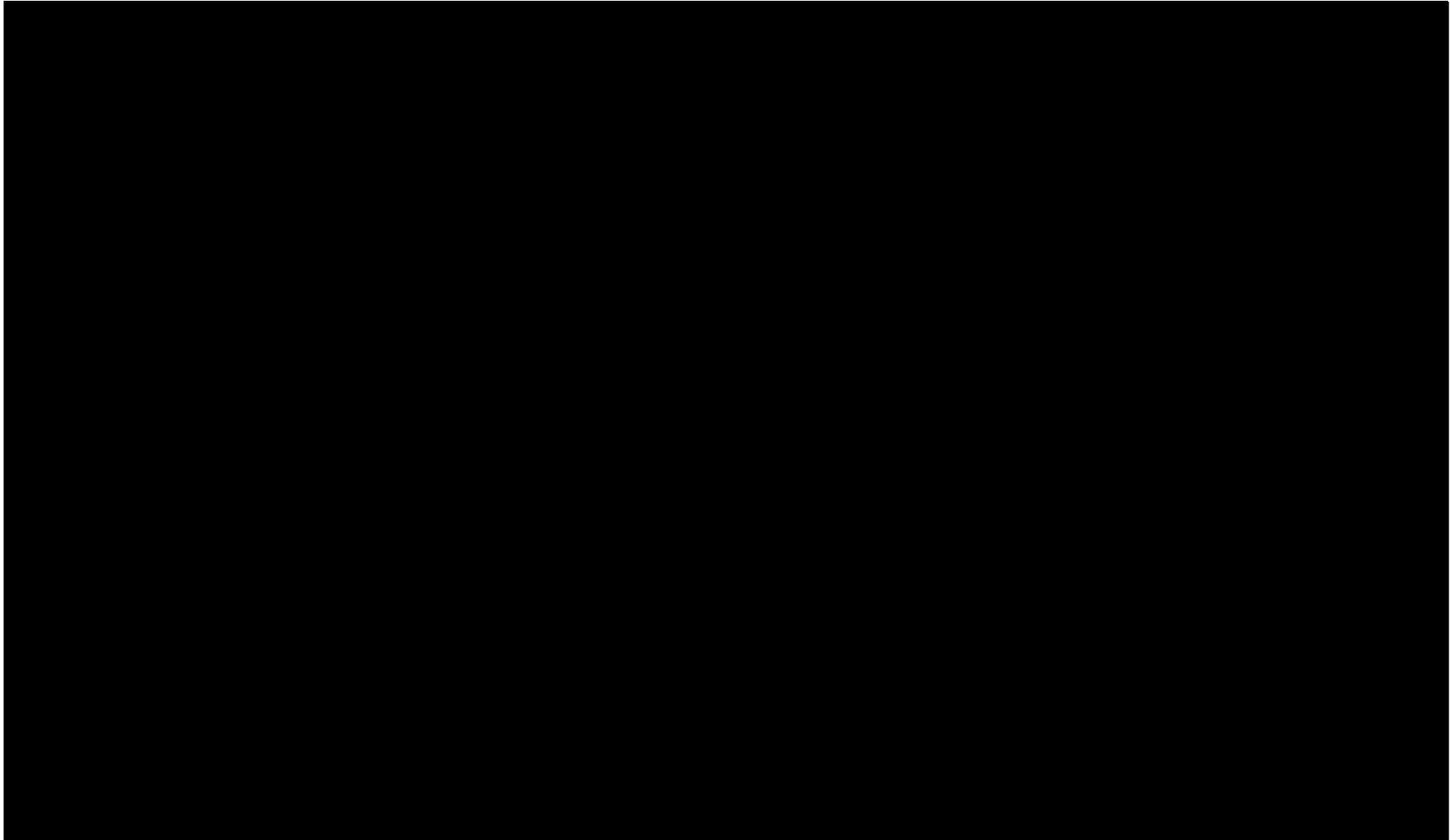
[Redacted]



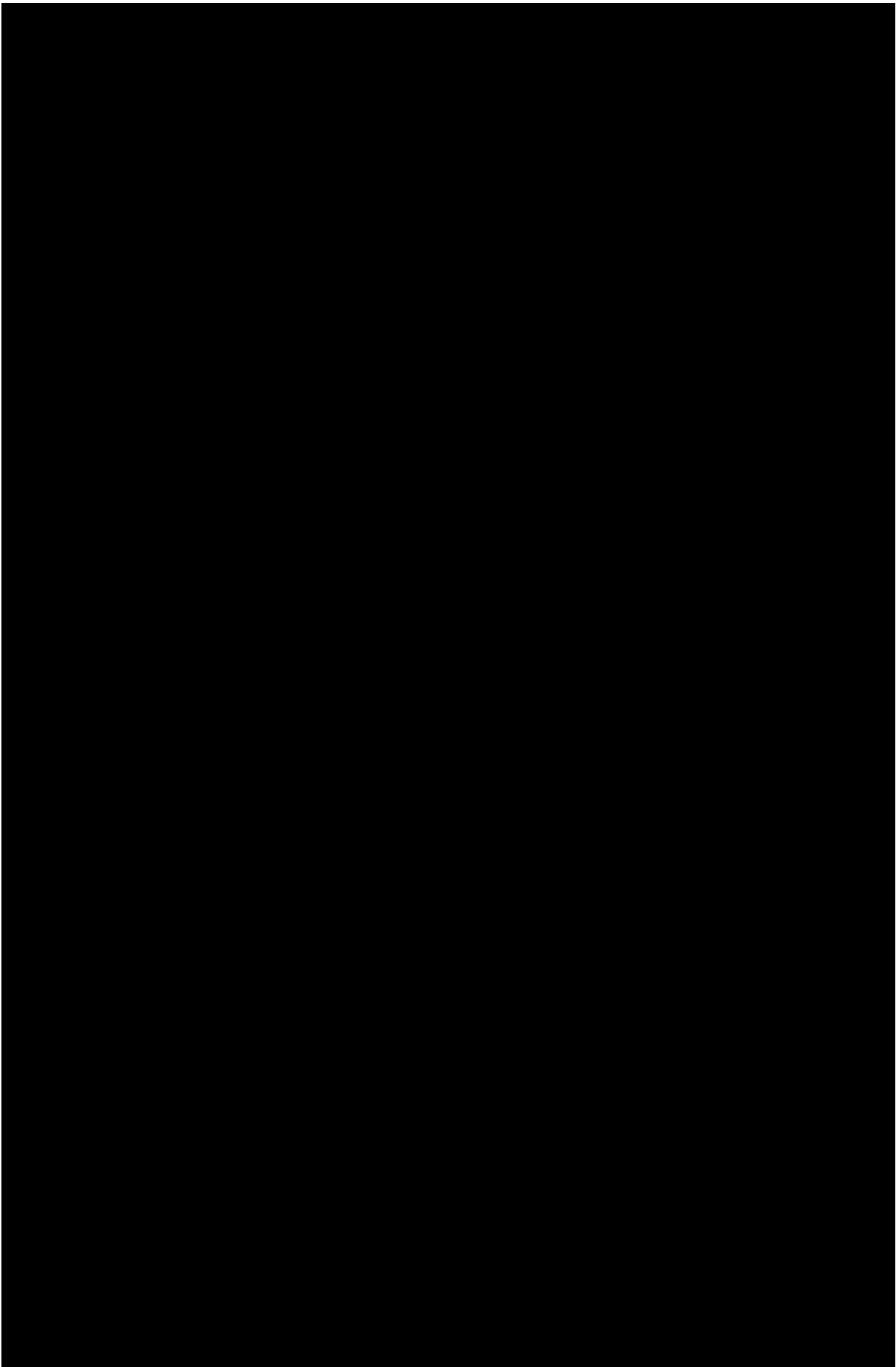
[REDACTED]

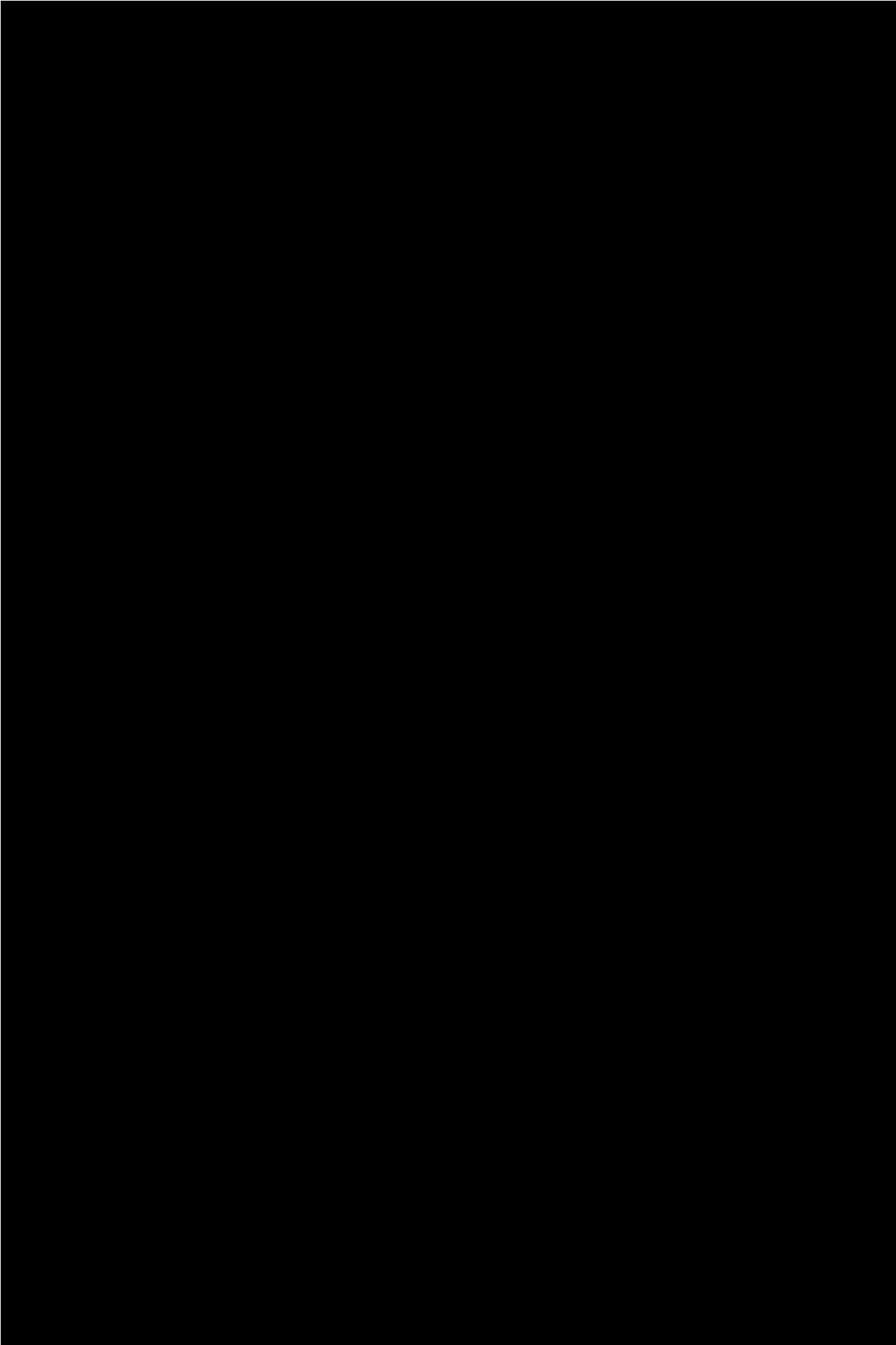


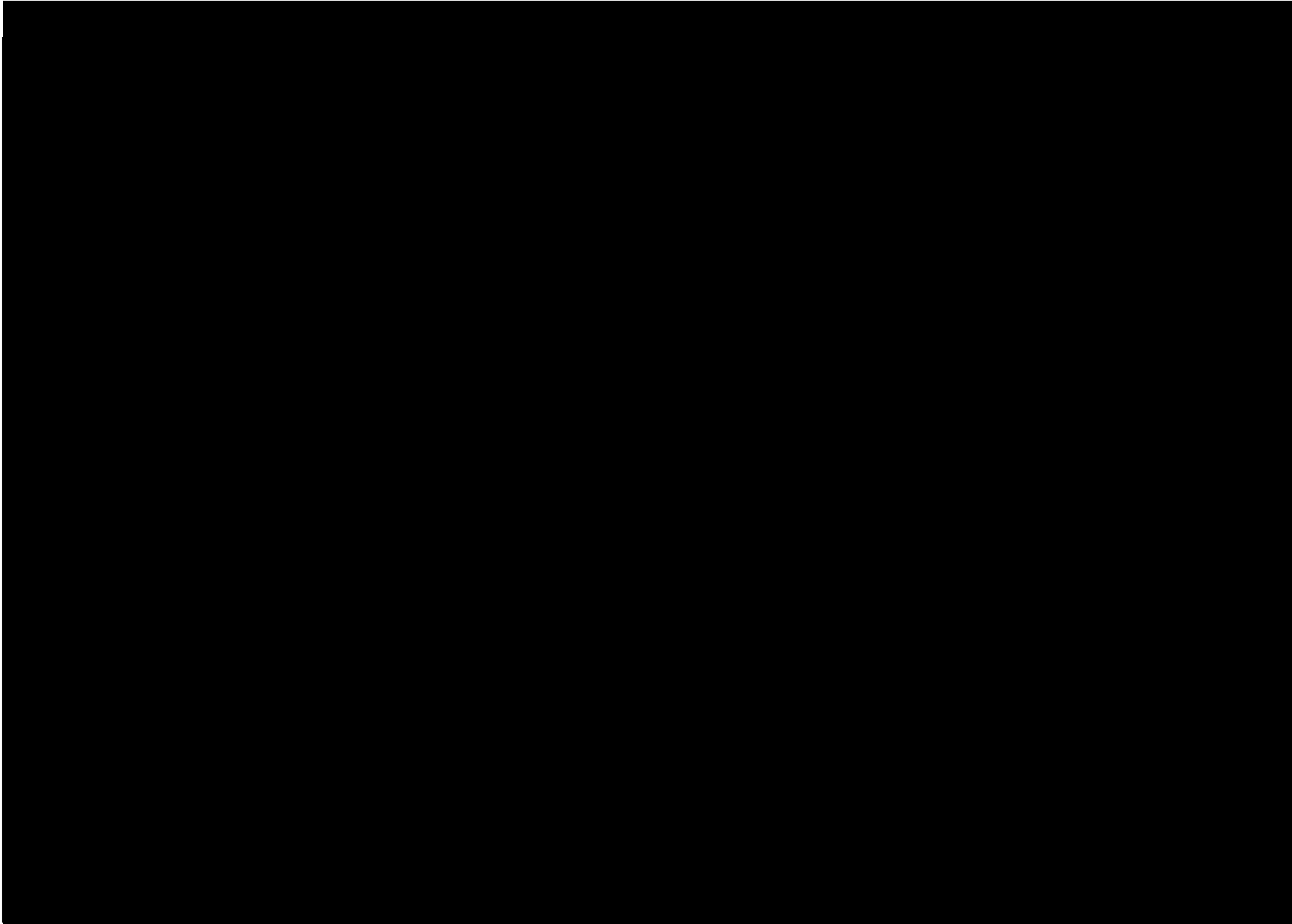
[REDACTED]



[REDACTED]

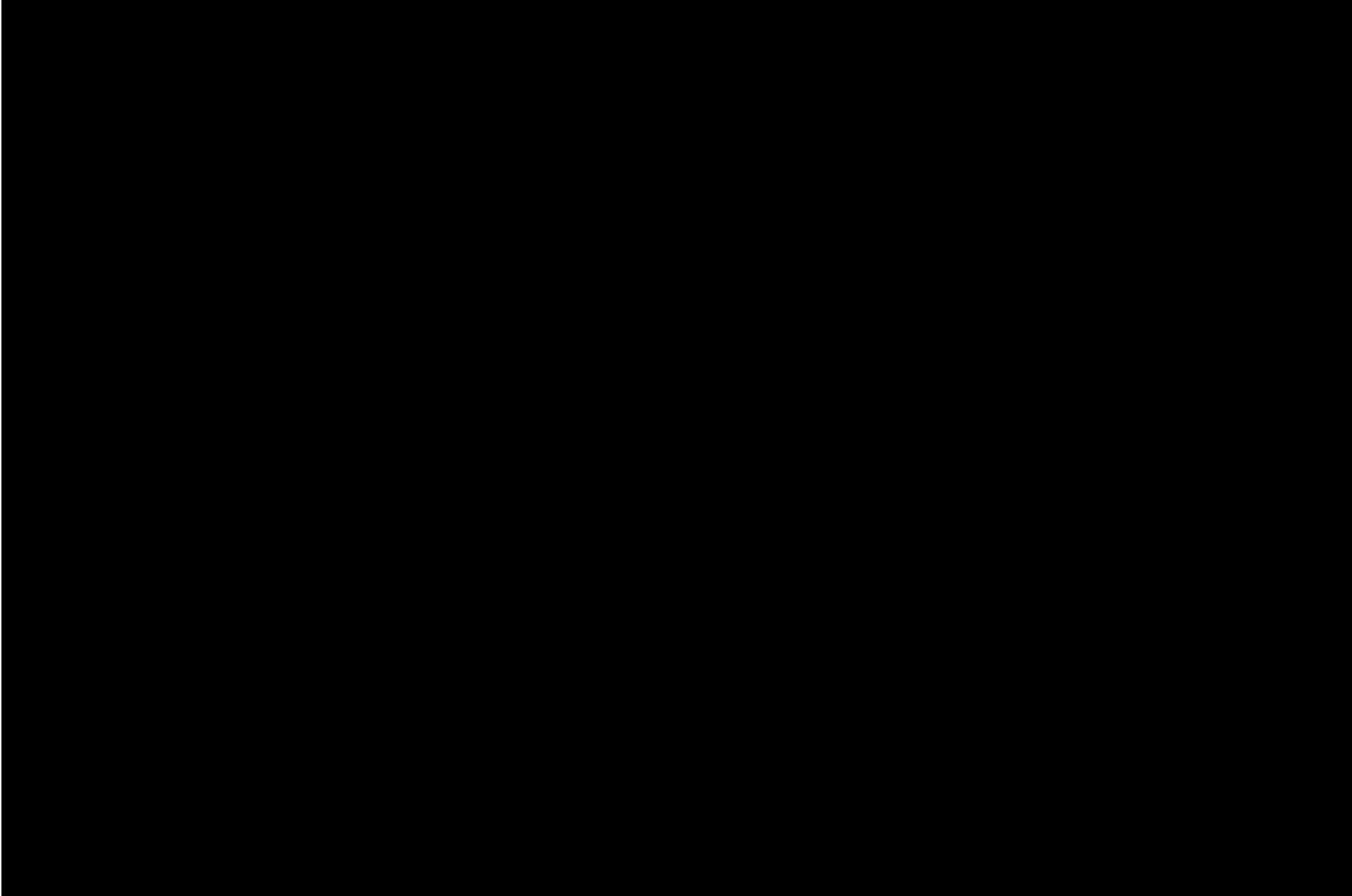






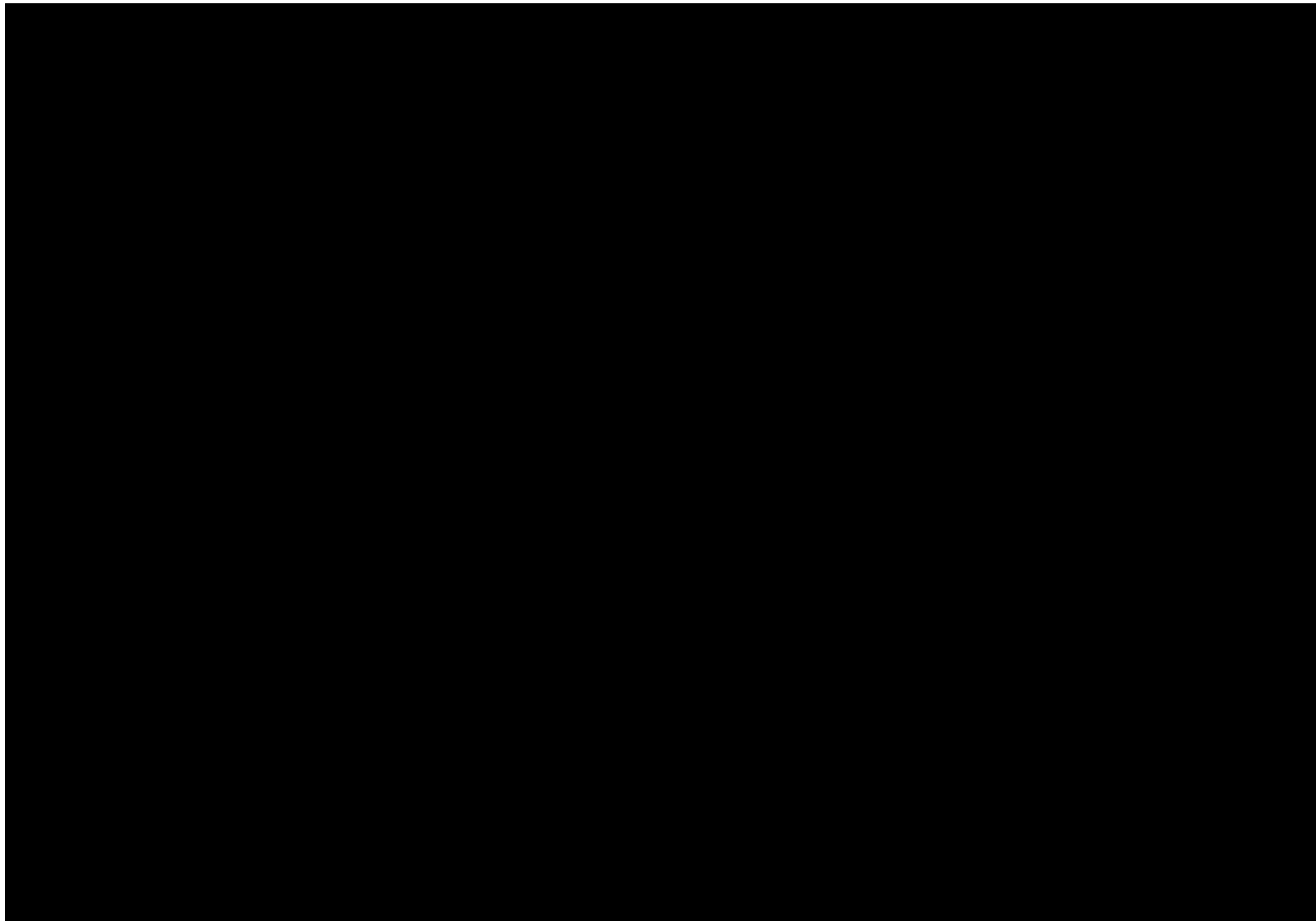
Vertical line of text on the left side of the page, possibly a page number or margin indicator.

Small black redacted area at the bottom left corner of the page.

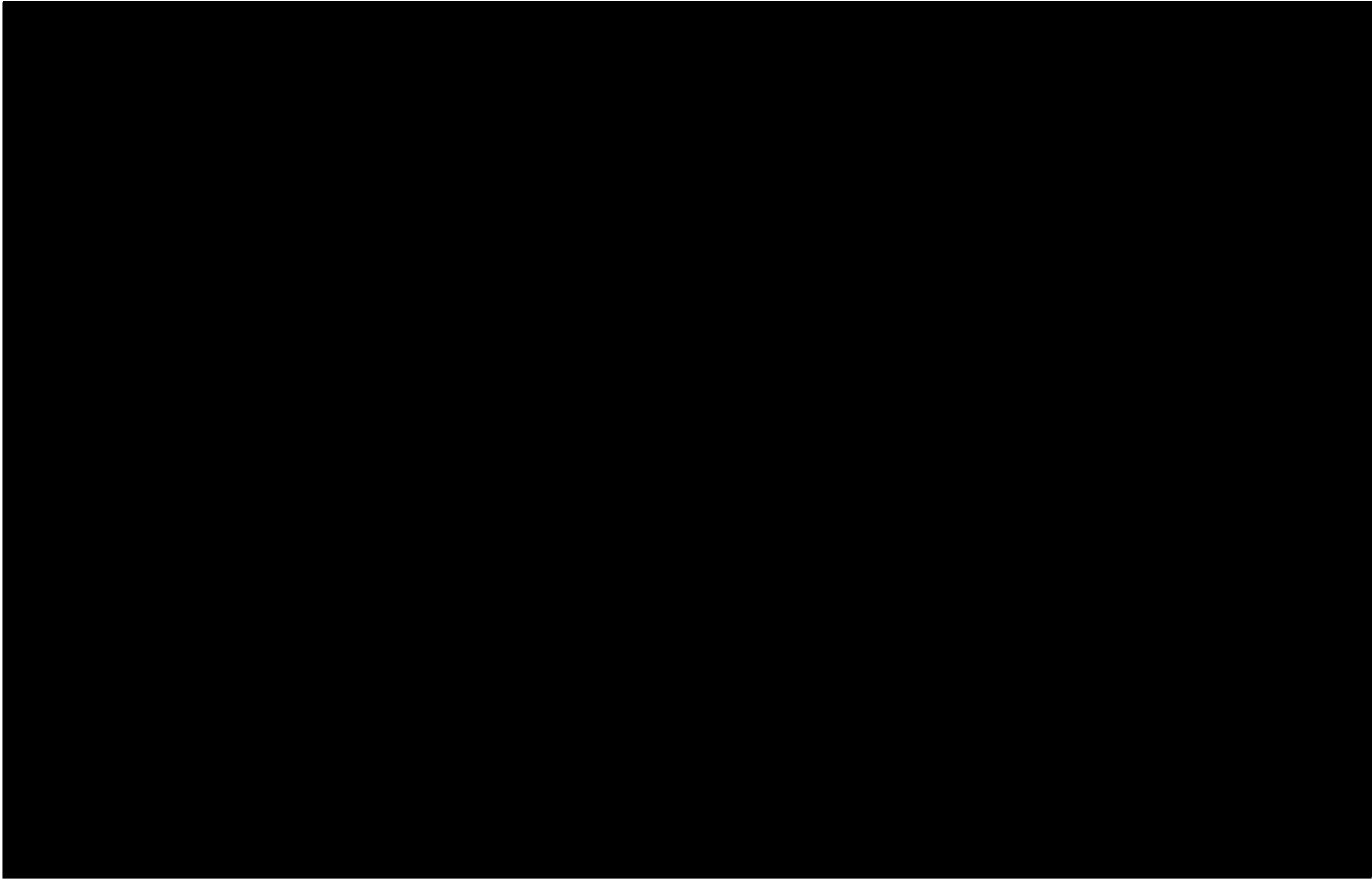


Vertical line on the left side of the page.

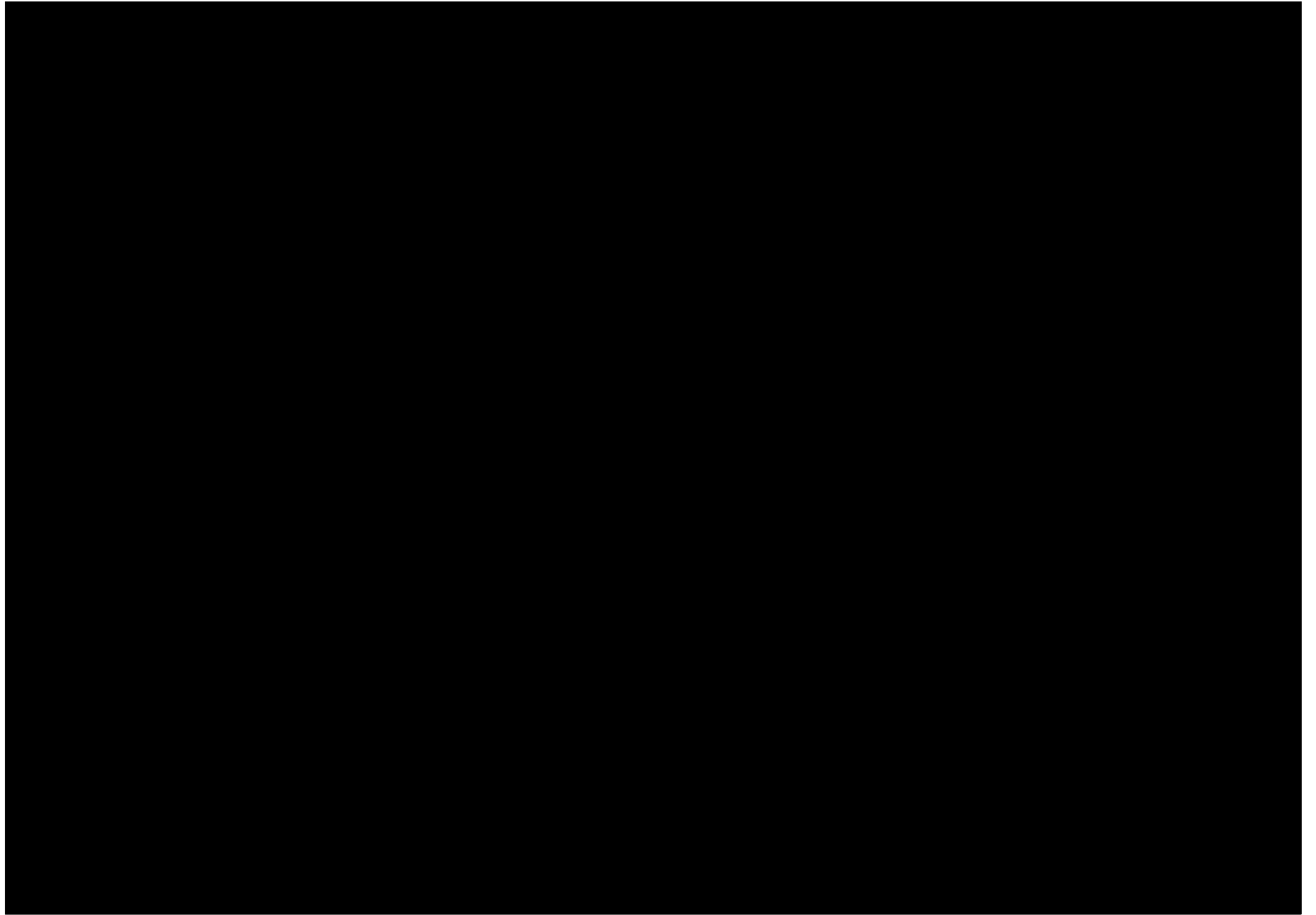
Small black redacted area at the bottom left corner.



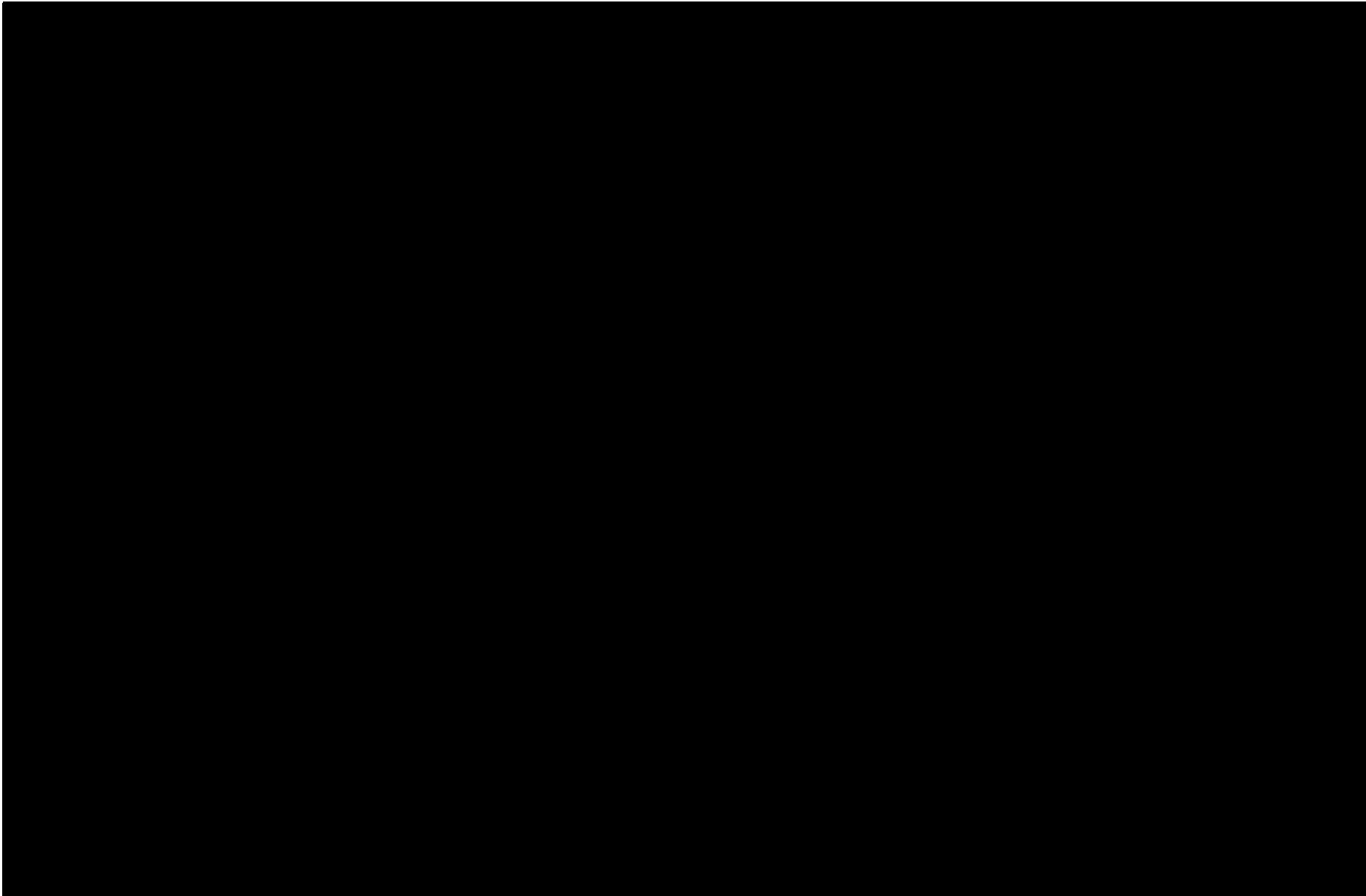
[REDACTED]



[REDACTED]



[REDACTED]



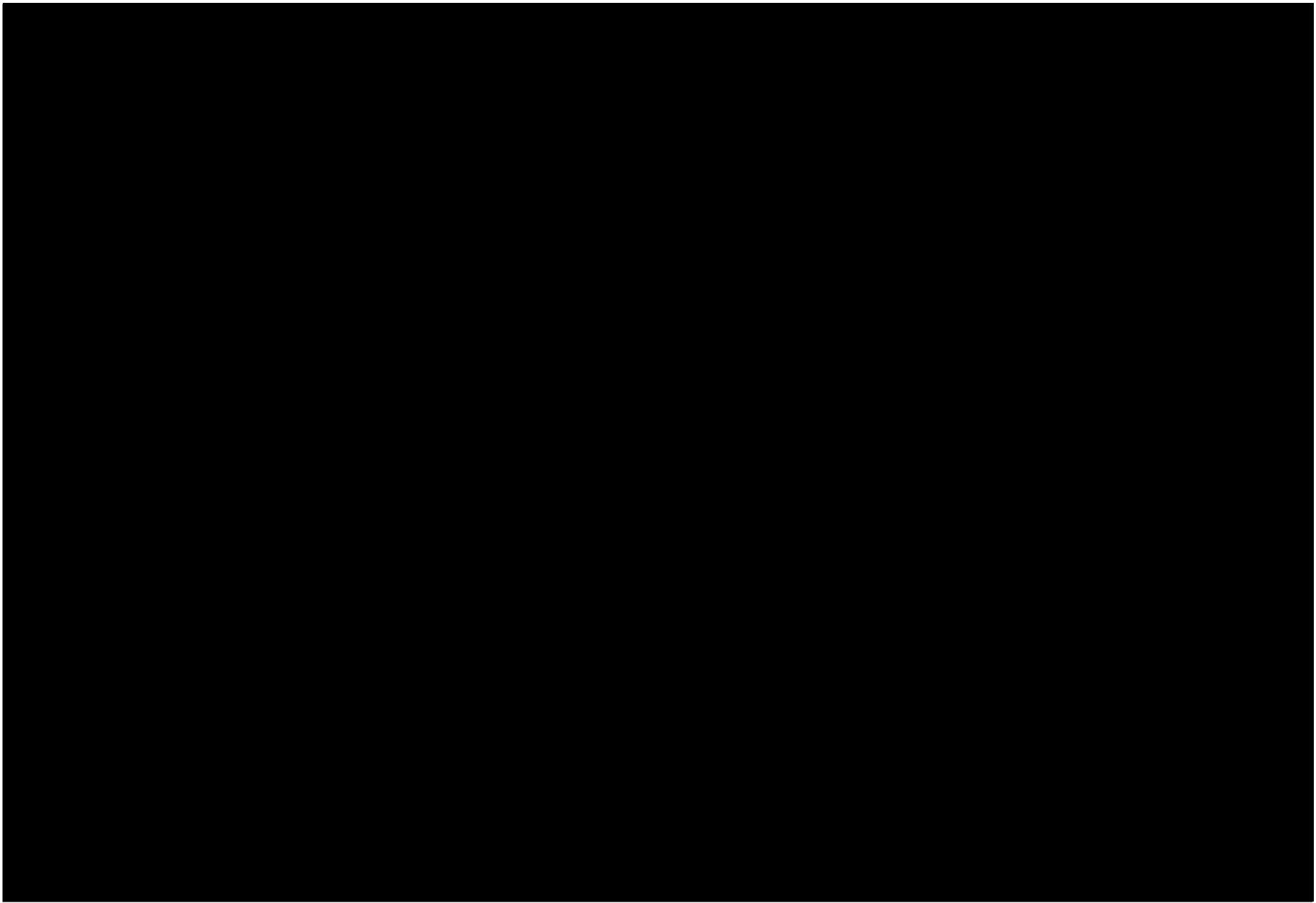
[REDACTED]



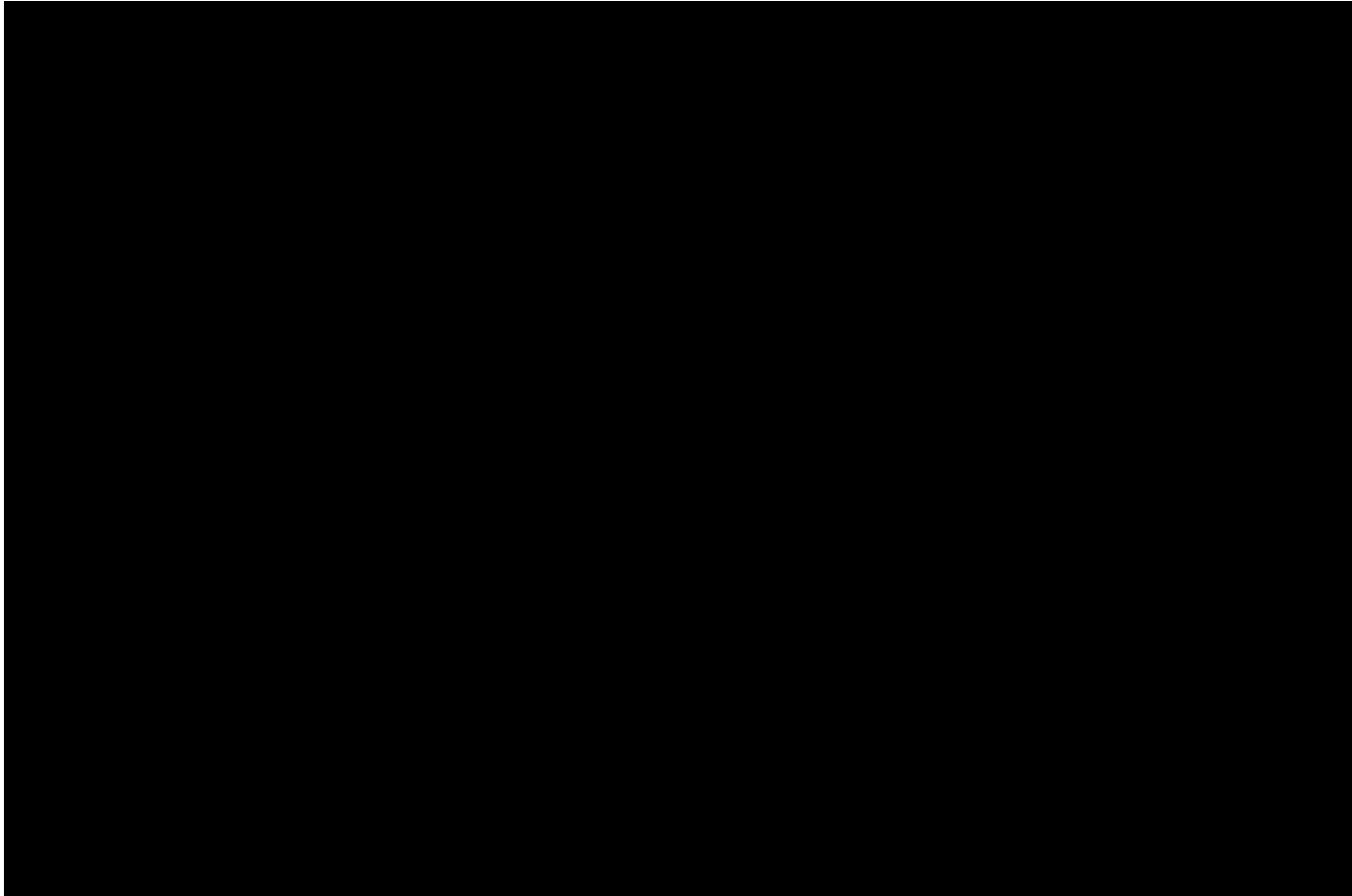
[REDACTED]



[REDACTED]



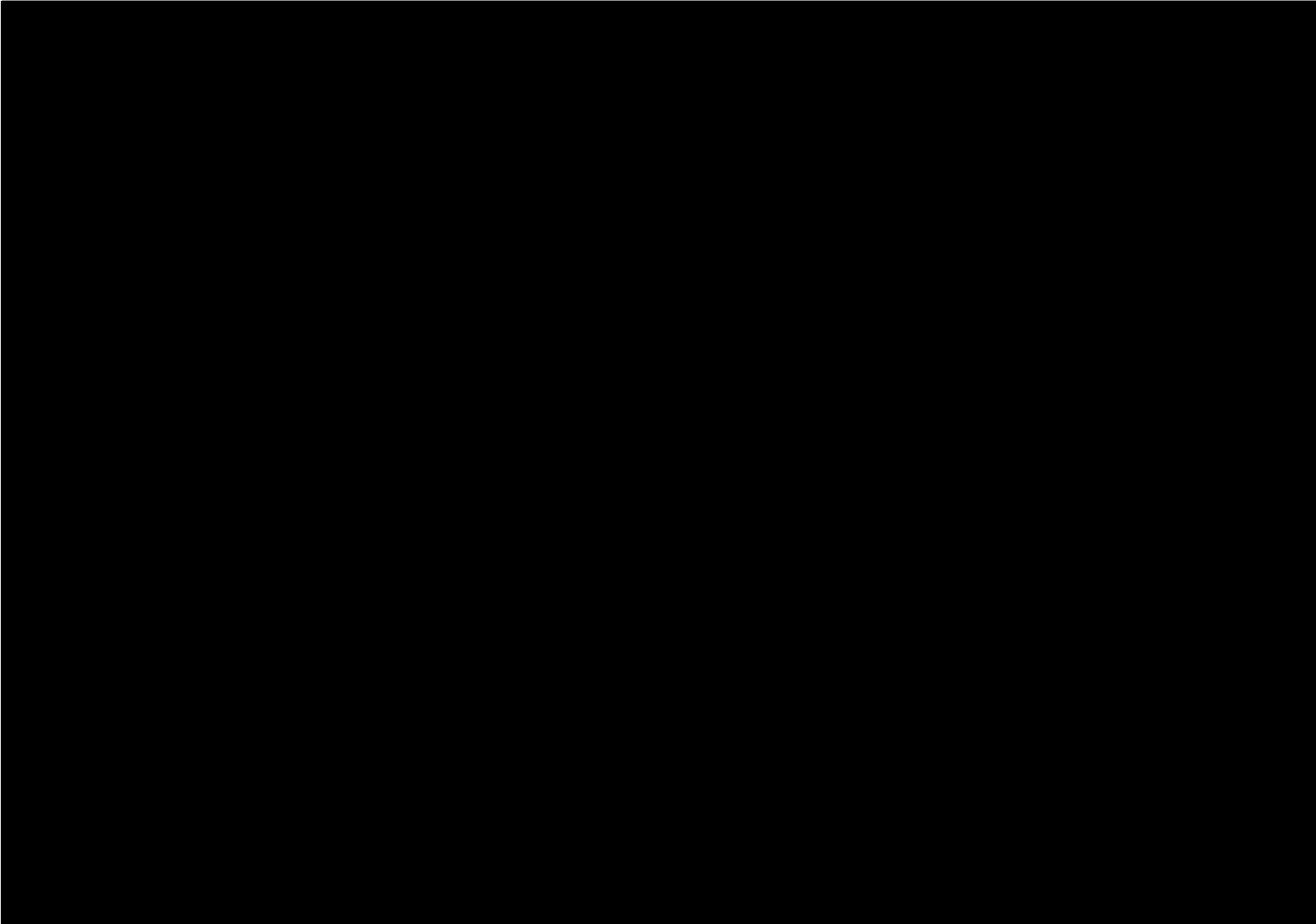
[REDACTED]



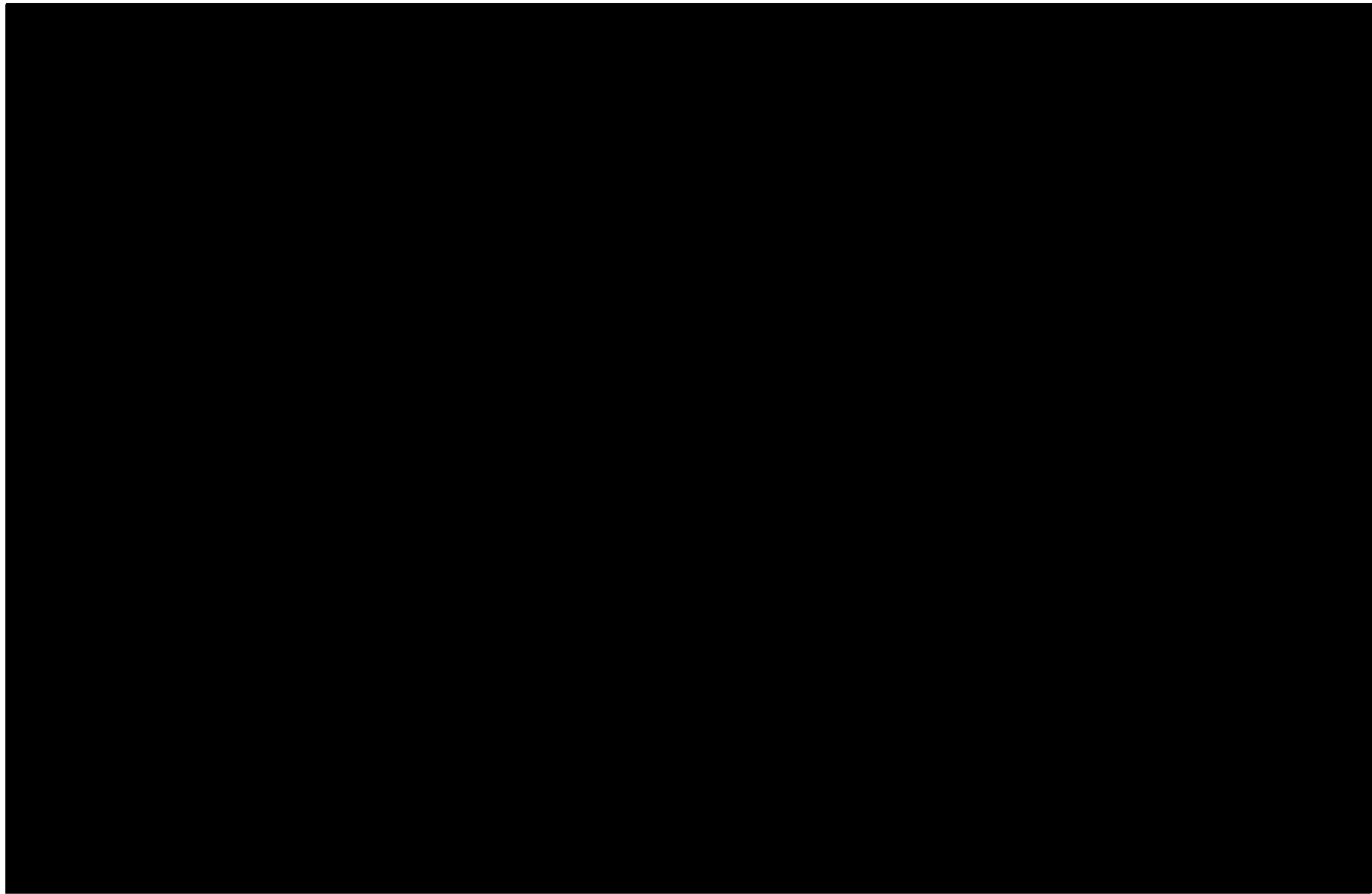
[REDACTED]



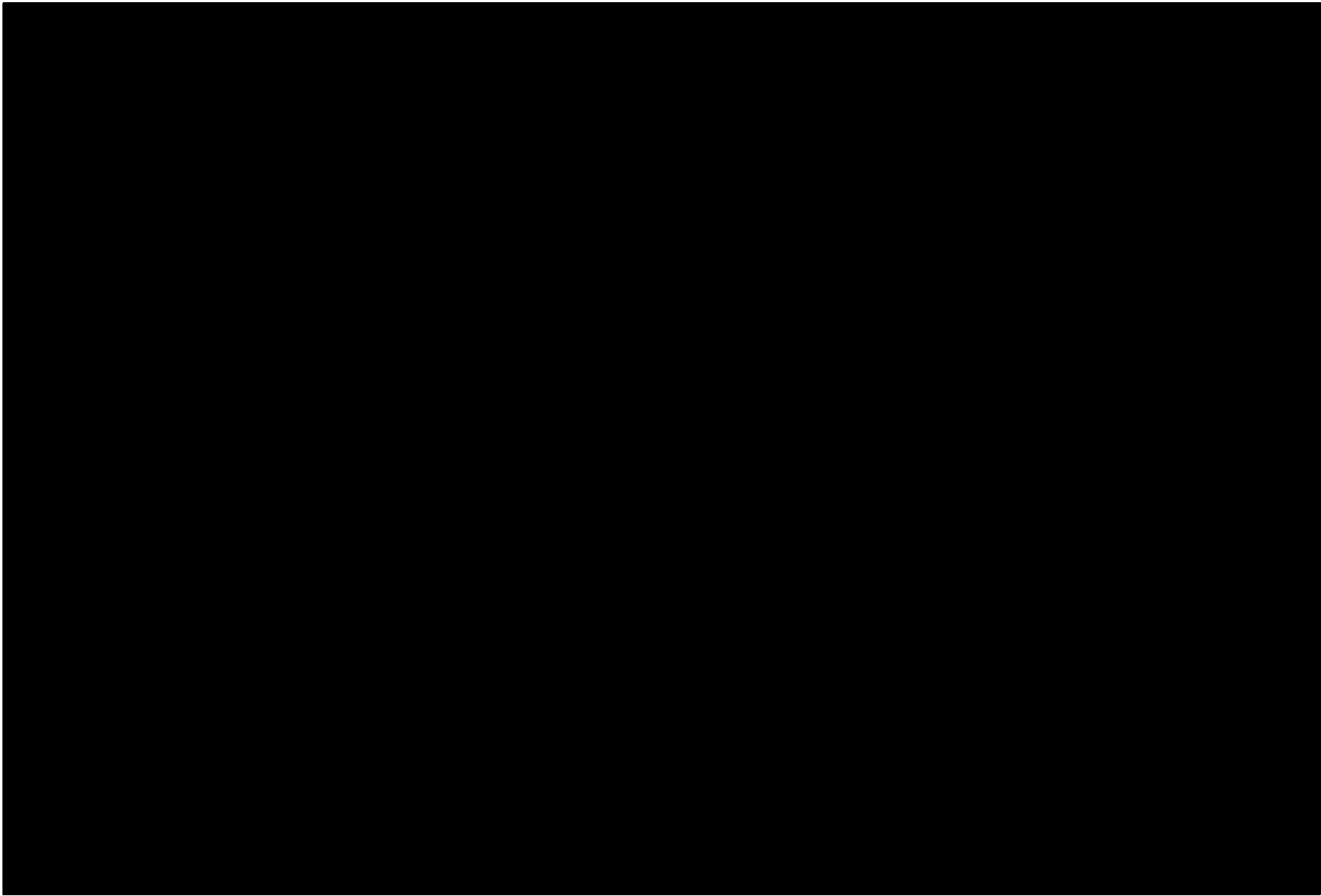
[REDACTED]

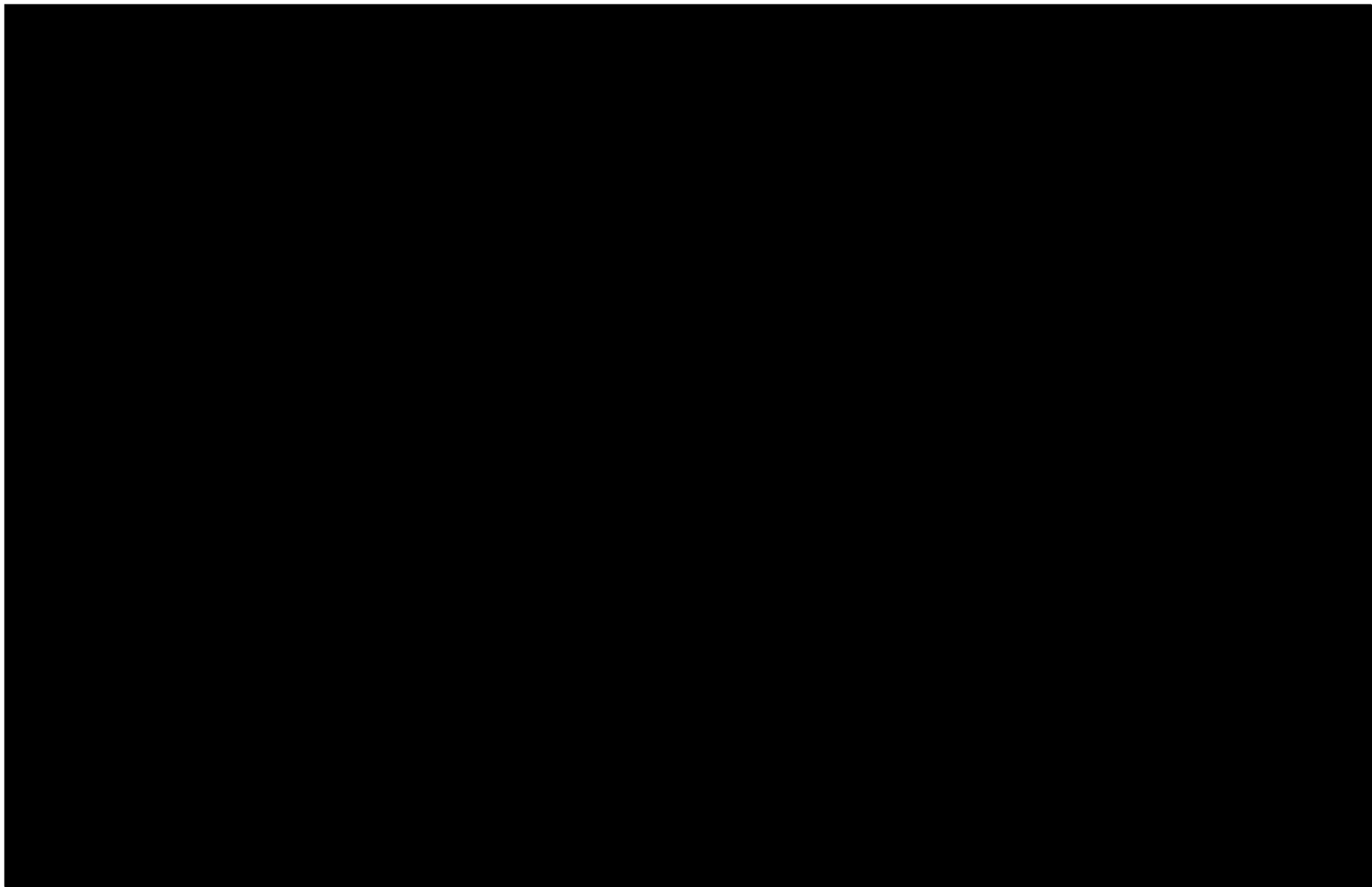


[REDACTED]

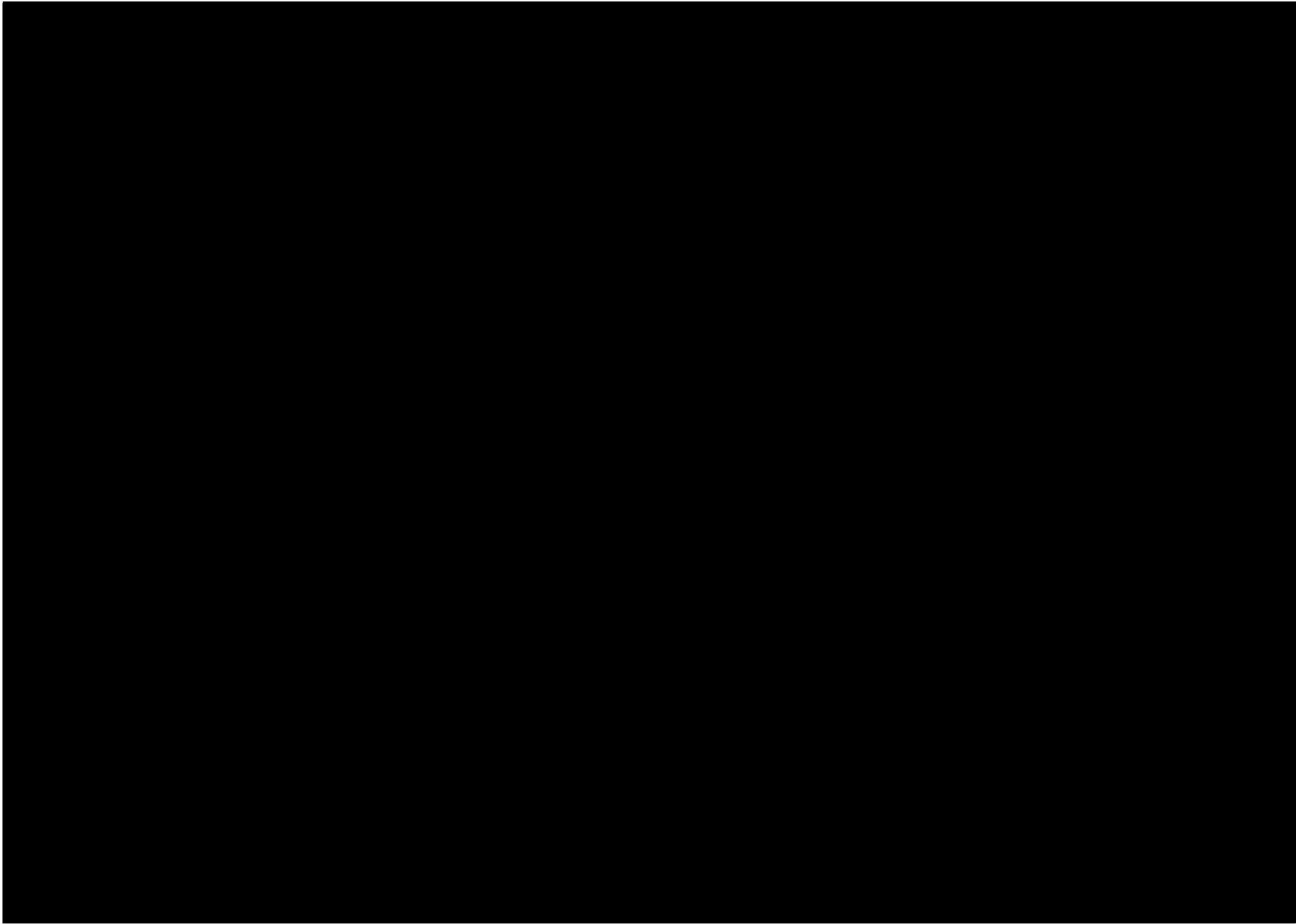


[REDACTED]

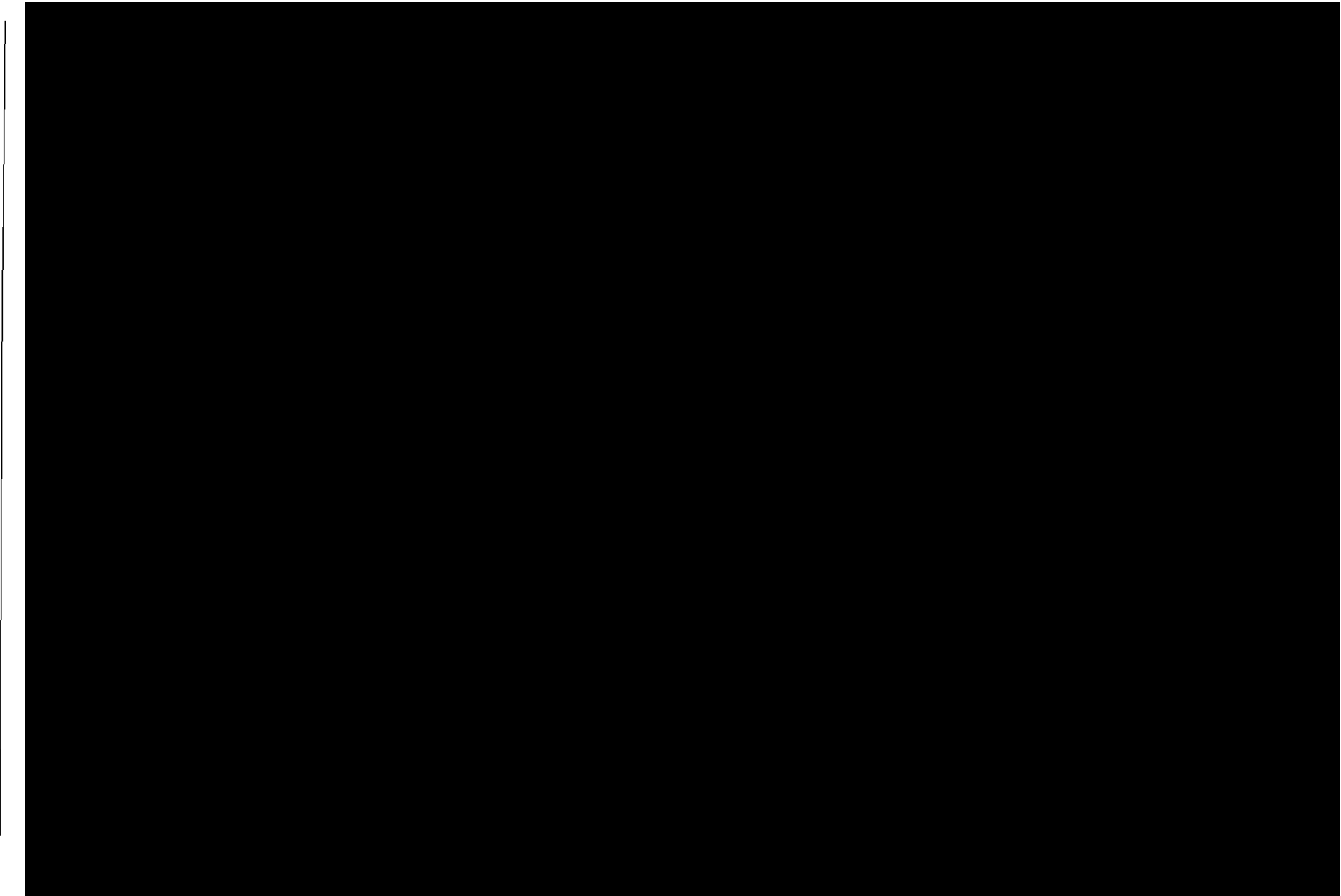




[REDACTED]

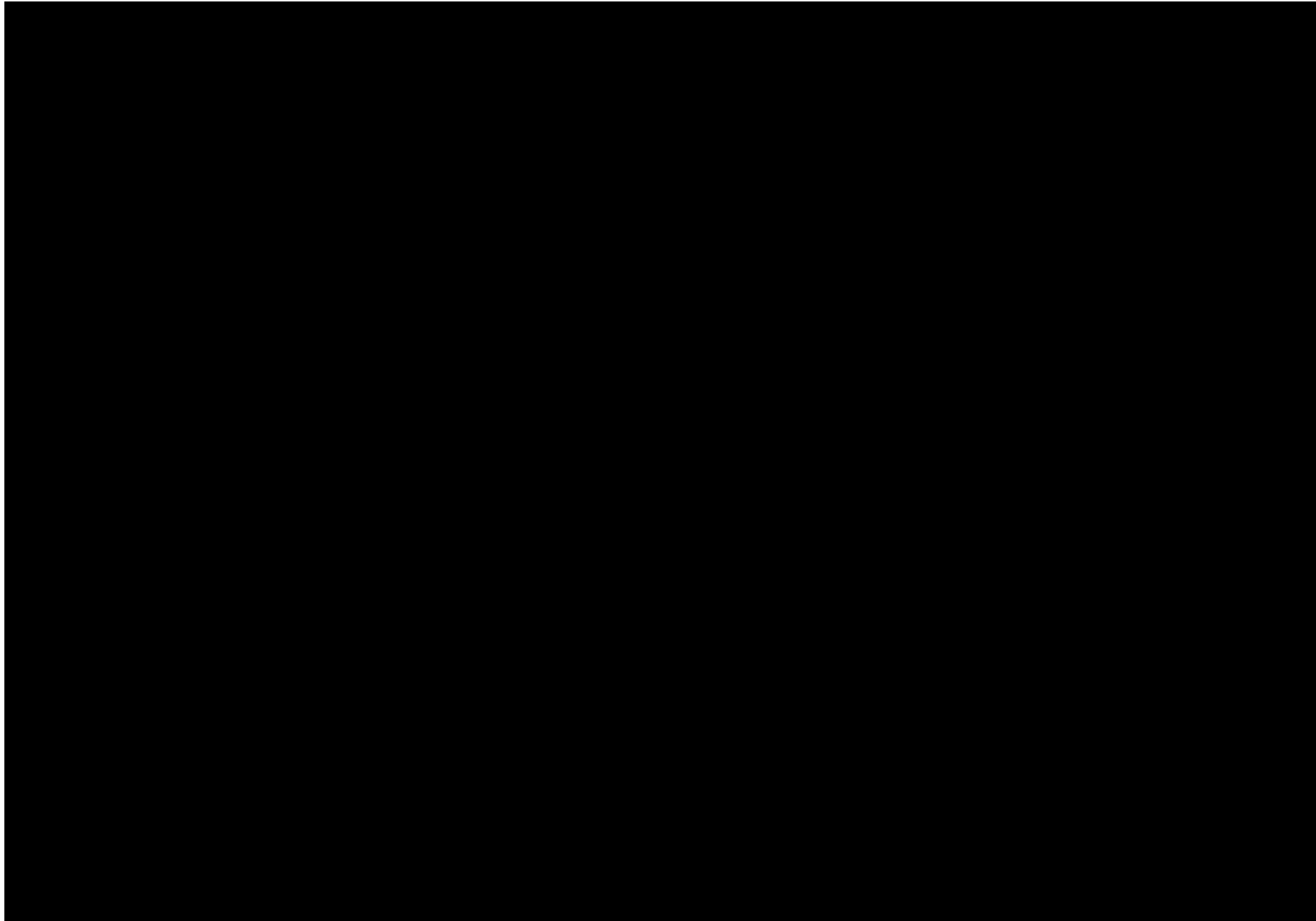


[REDACTED]

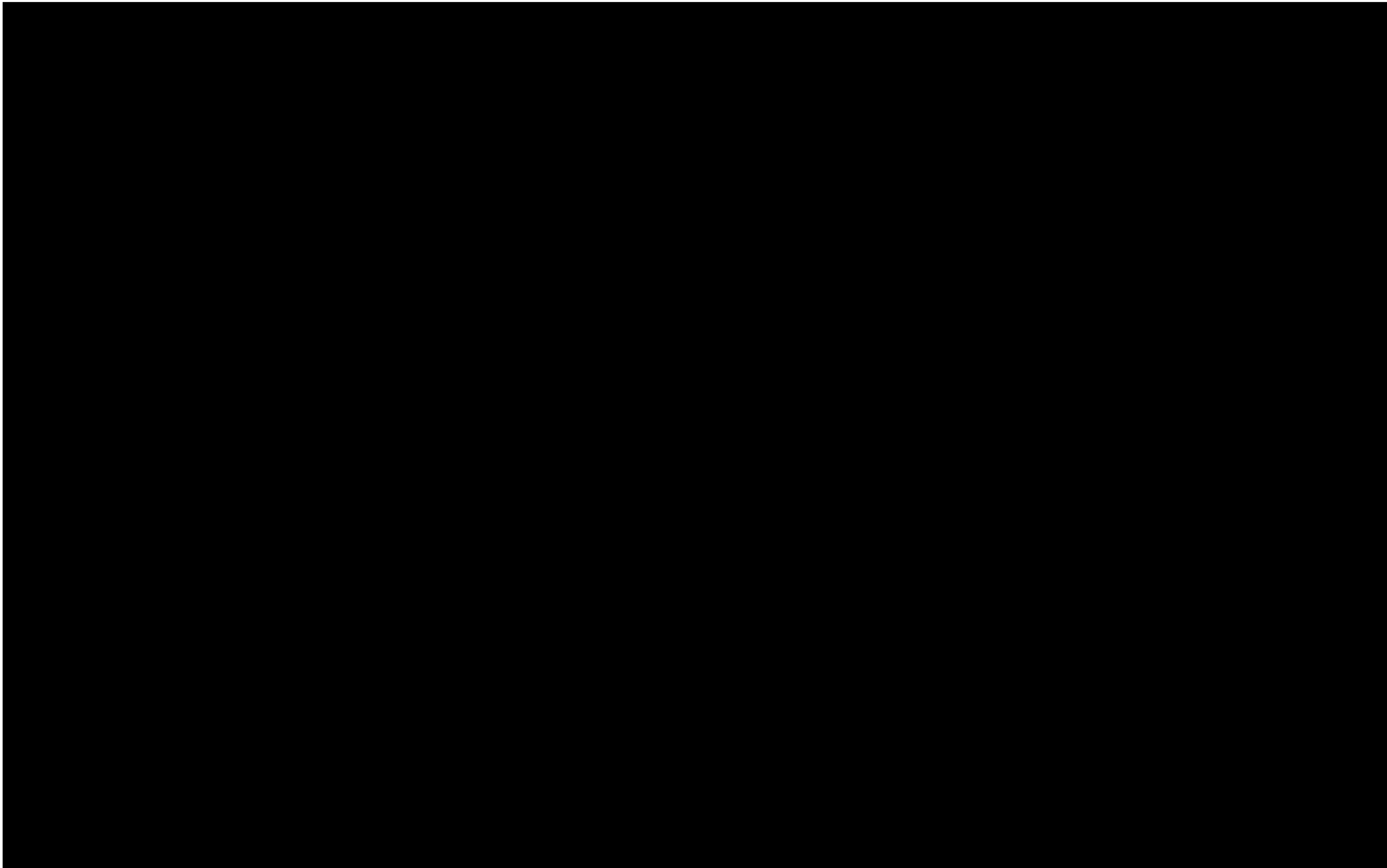


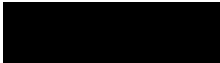
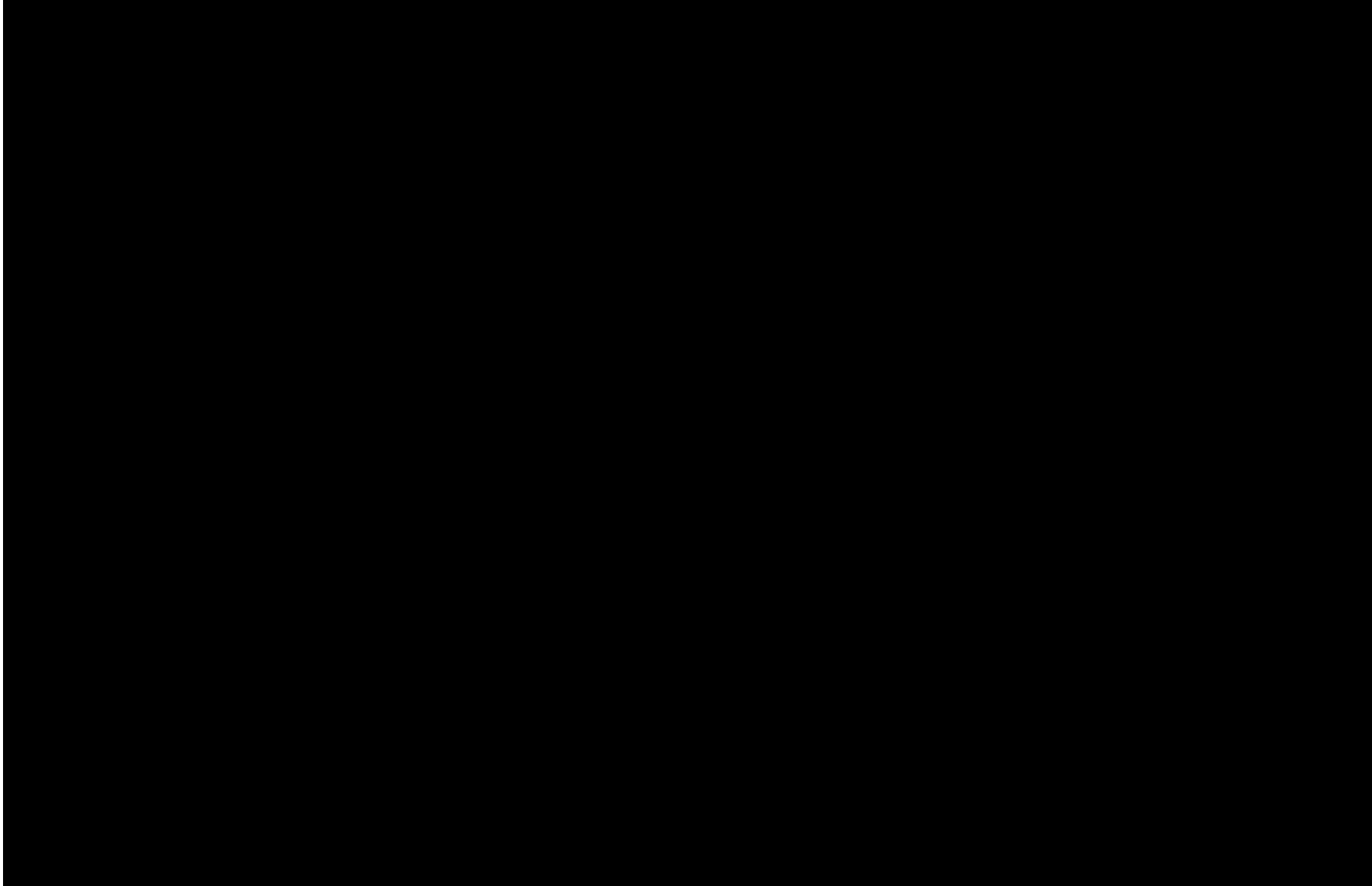
[REDACTED]

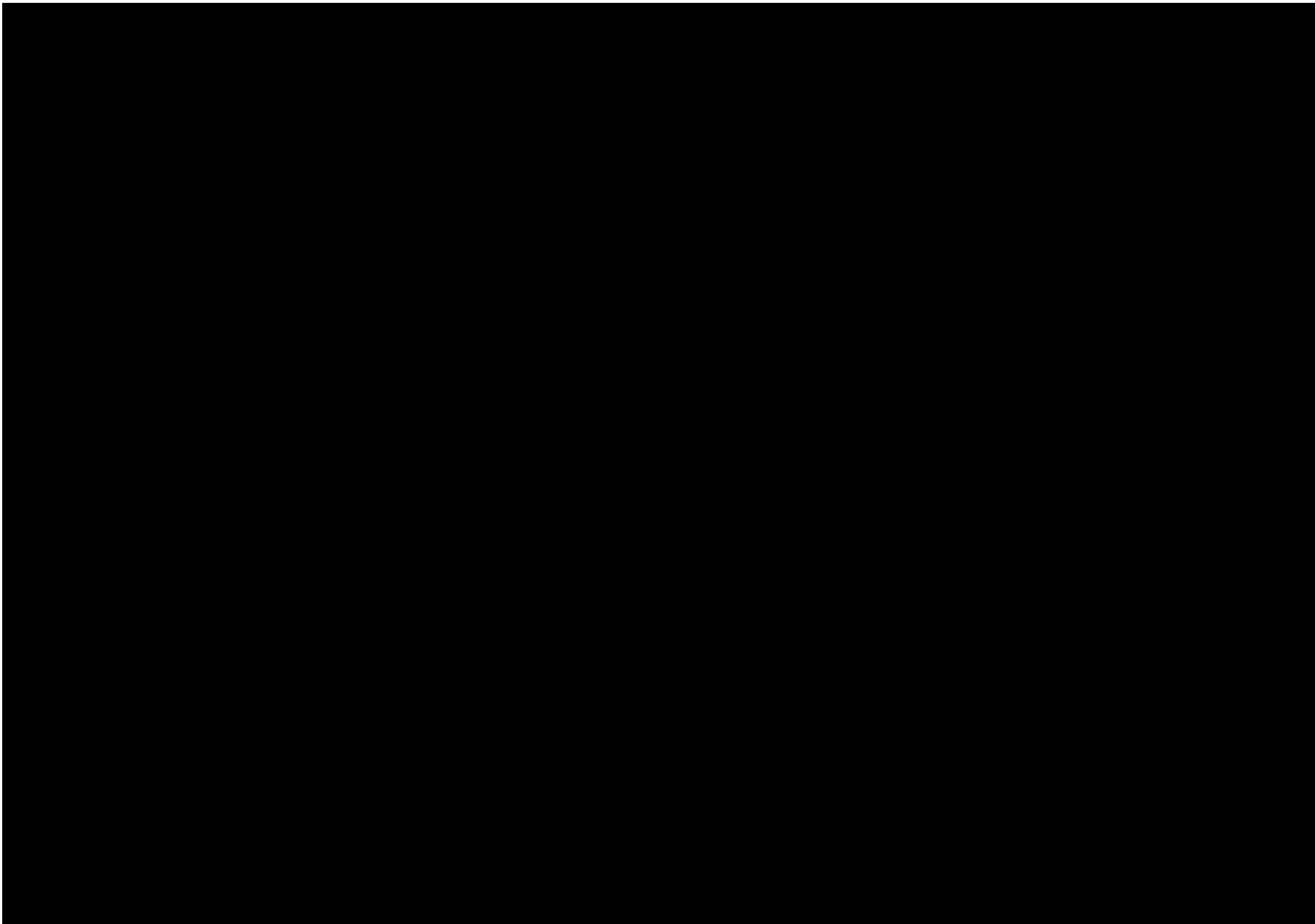


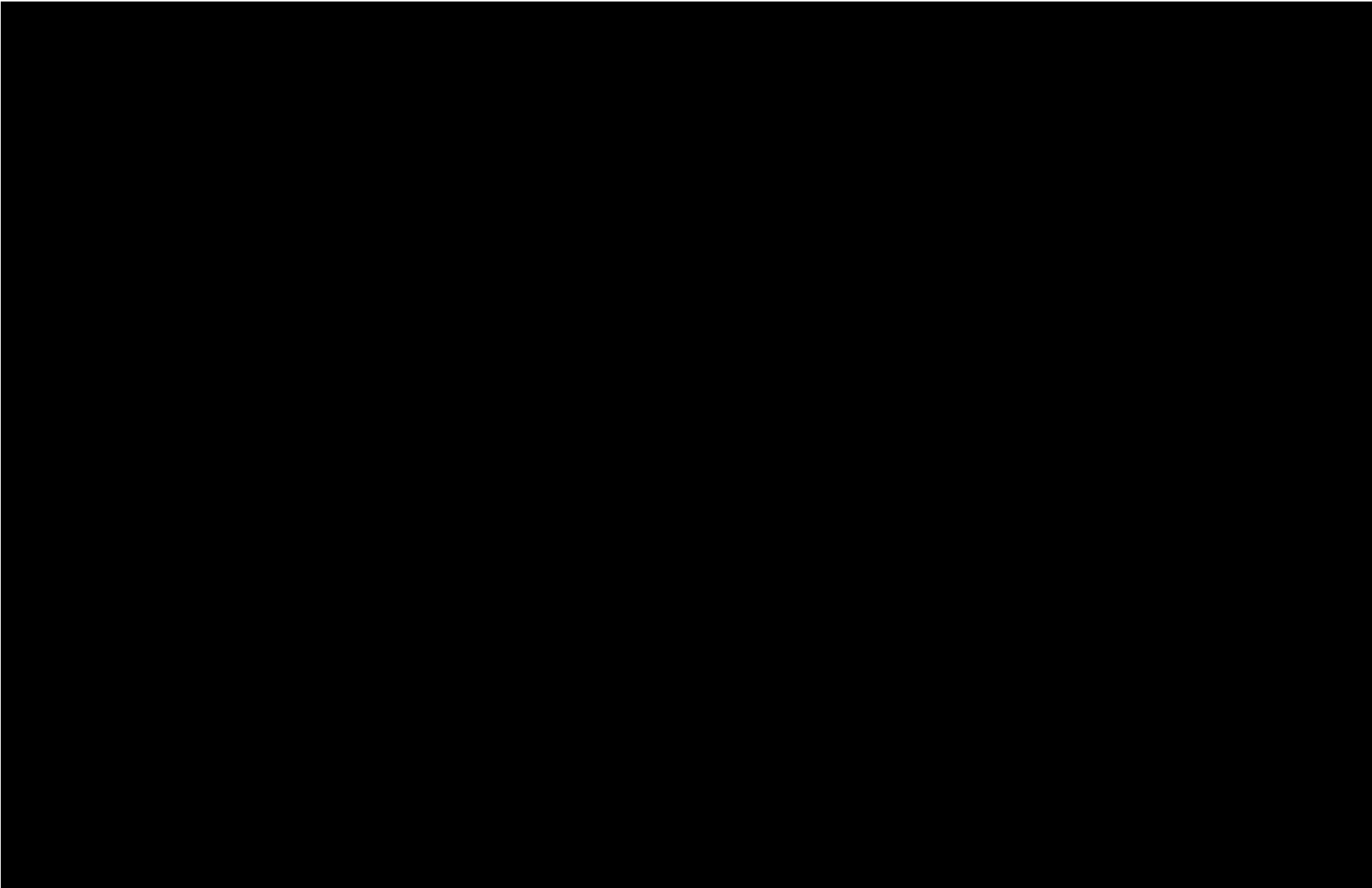




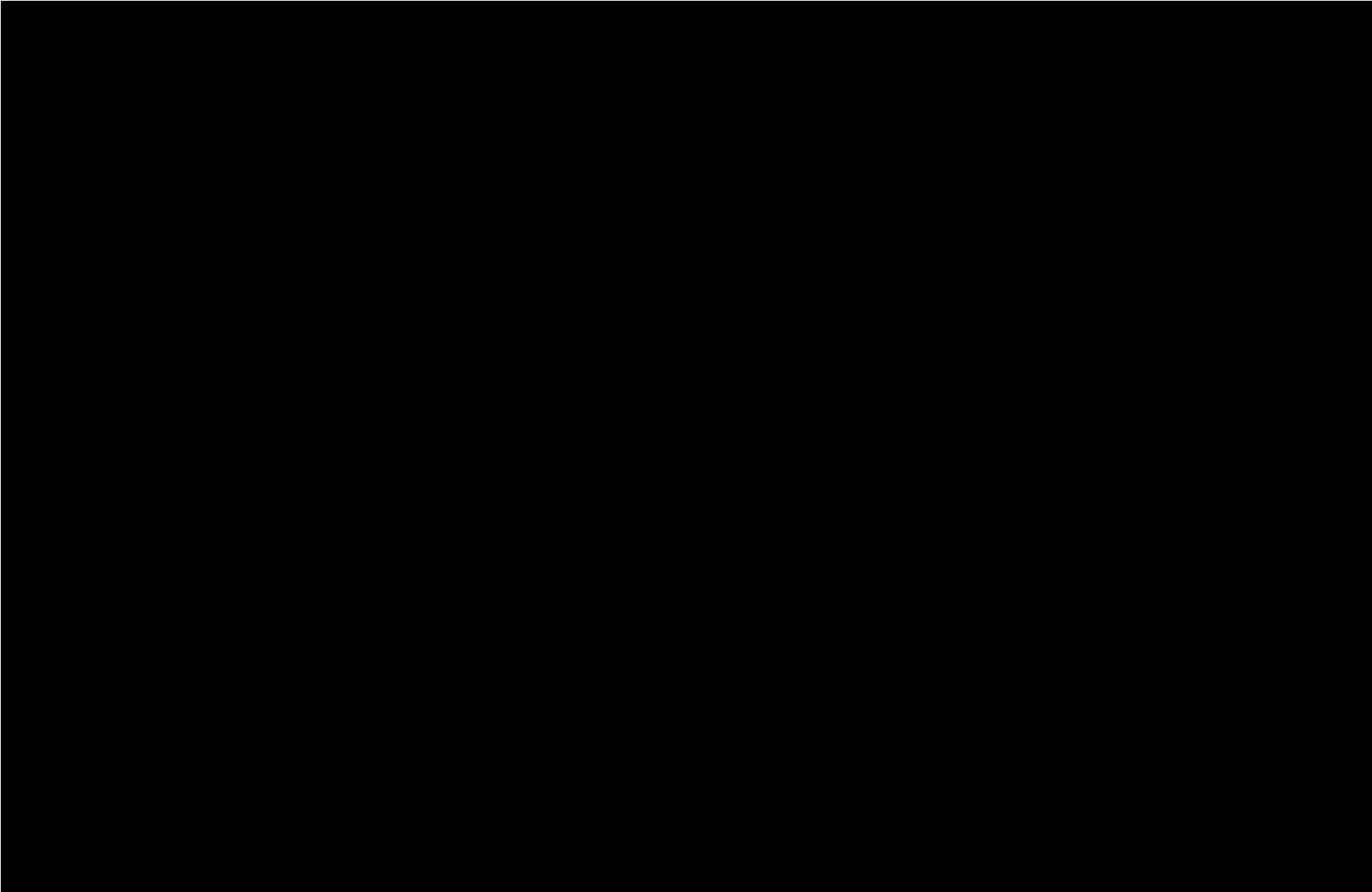




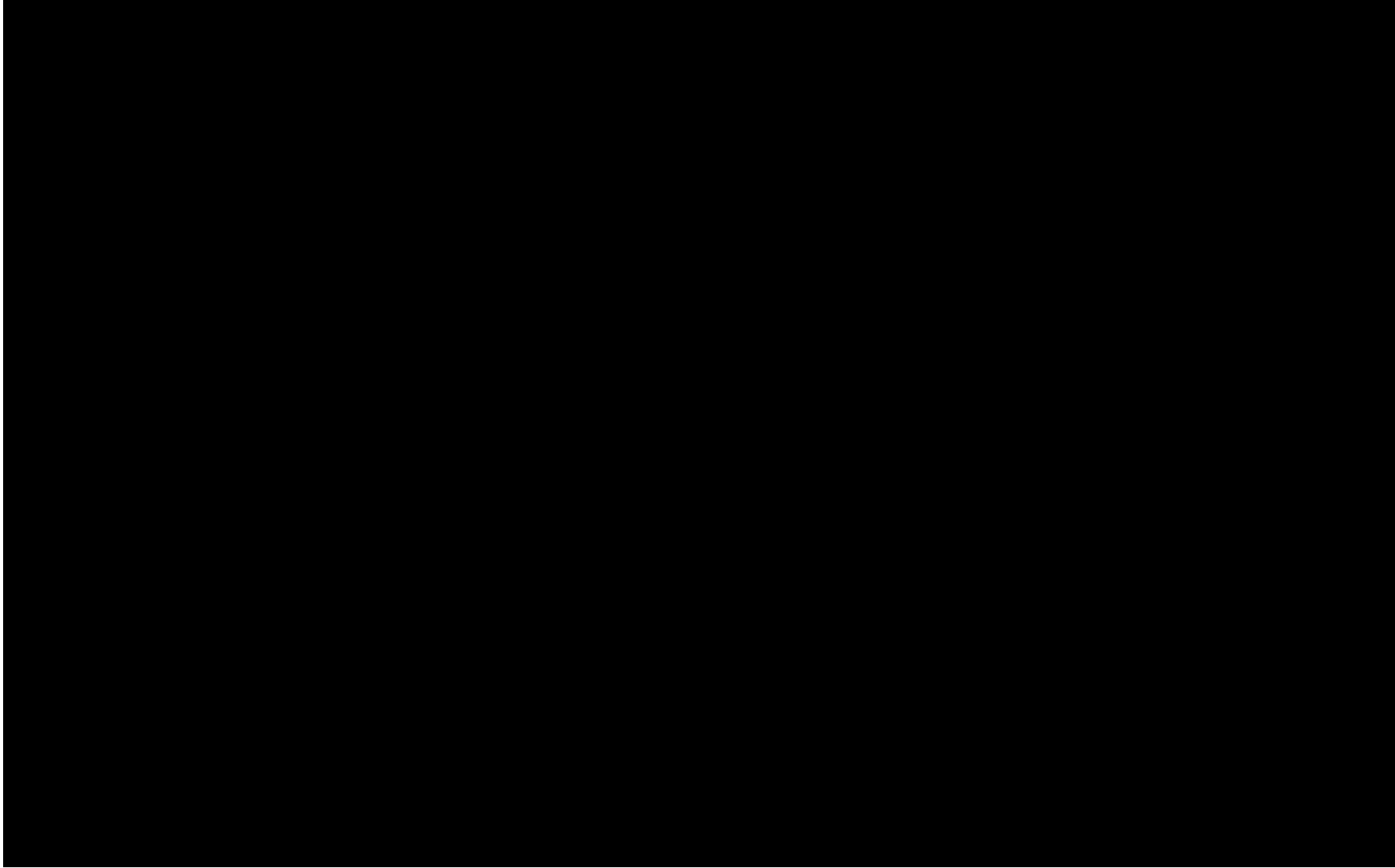




██████████

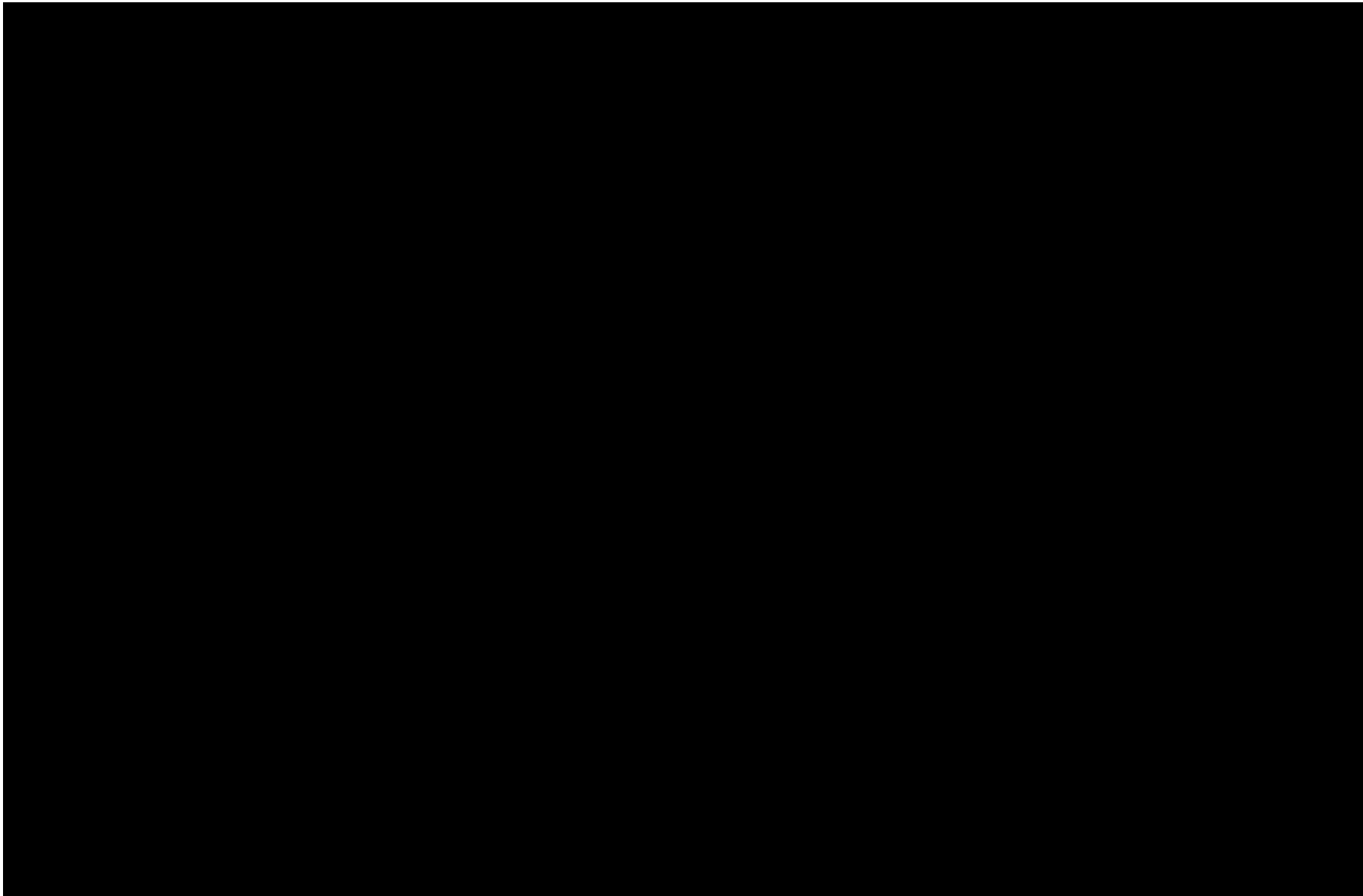


[REDACTED]



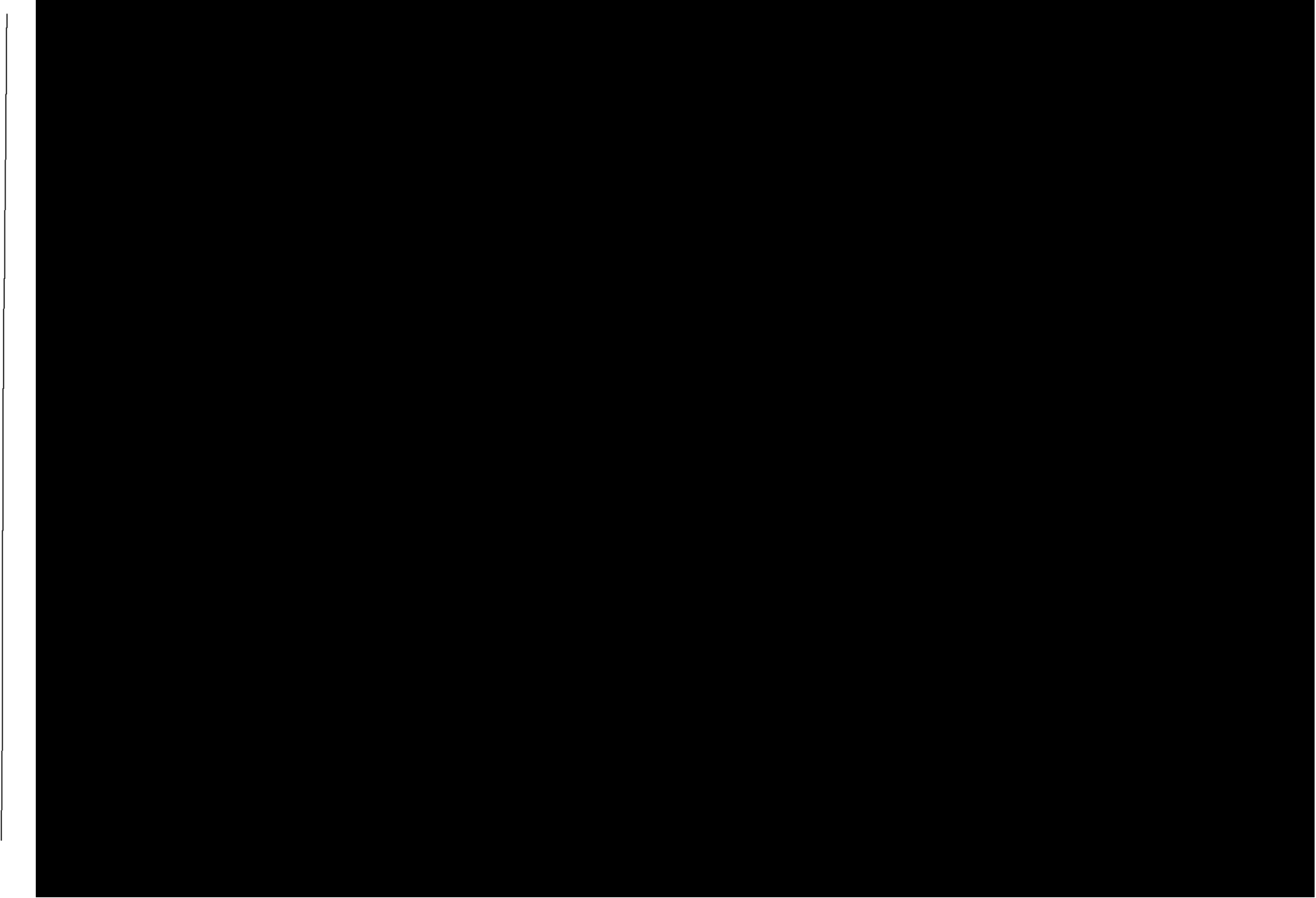
[REDACTED]

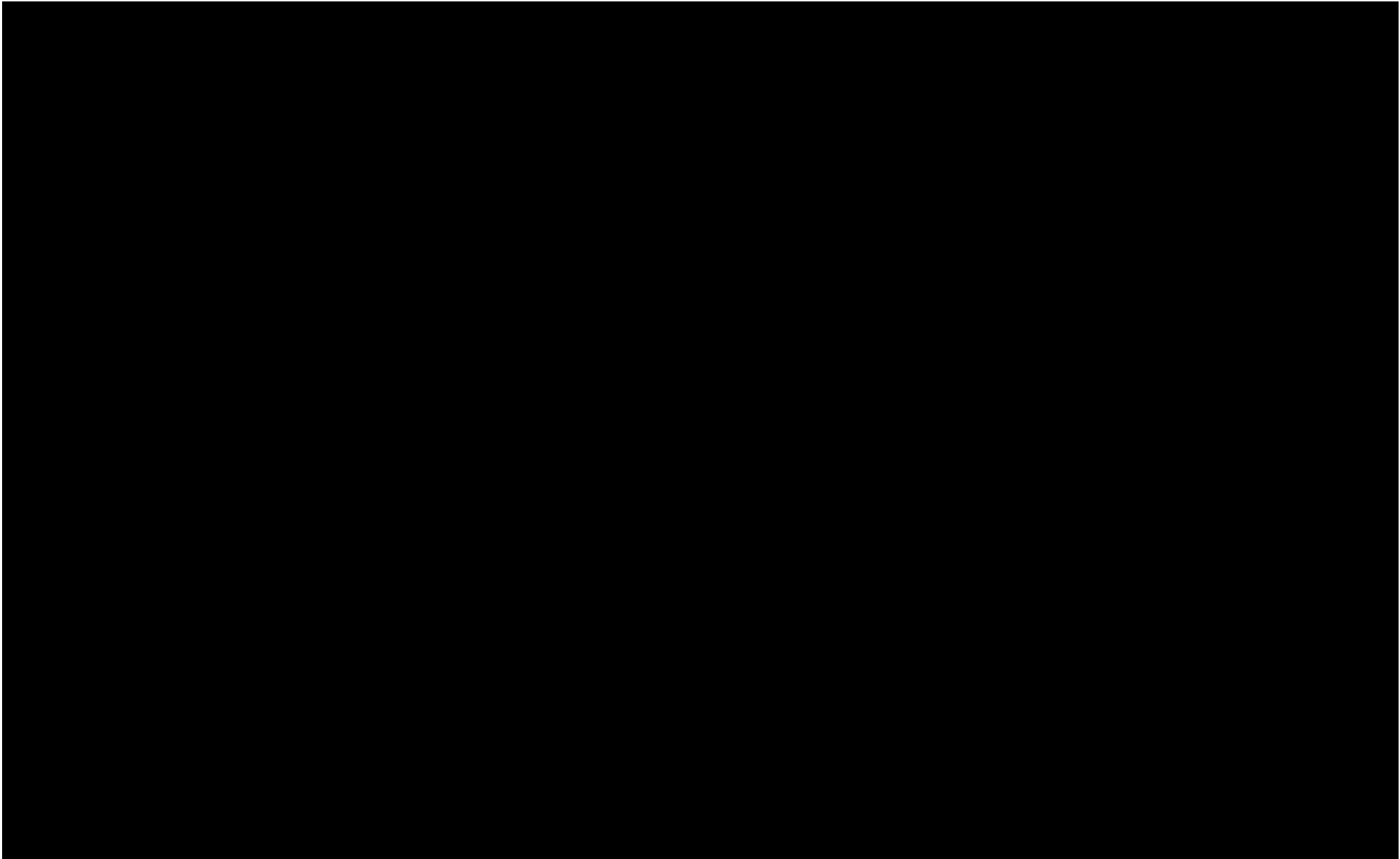




A thin vertical line is positioned to the left of the large black redaction, extending from the top edge of the redacted area down to the bottom edge of the redacted area.





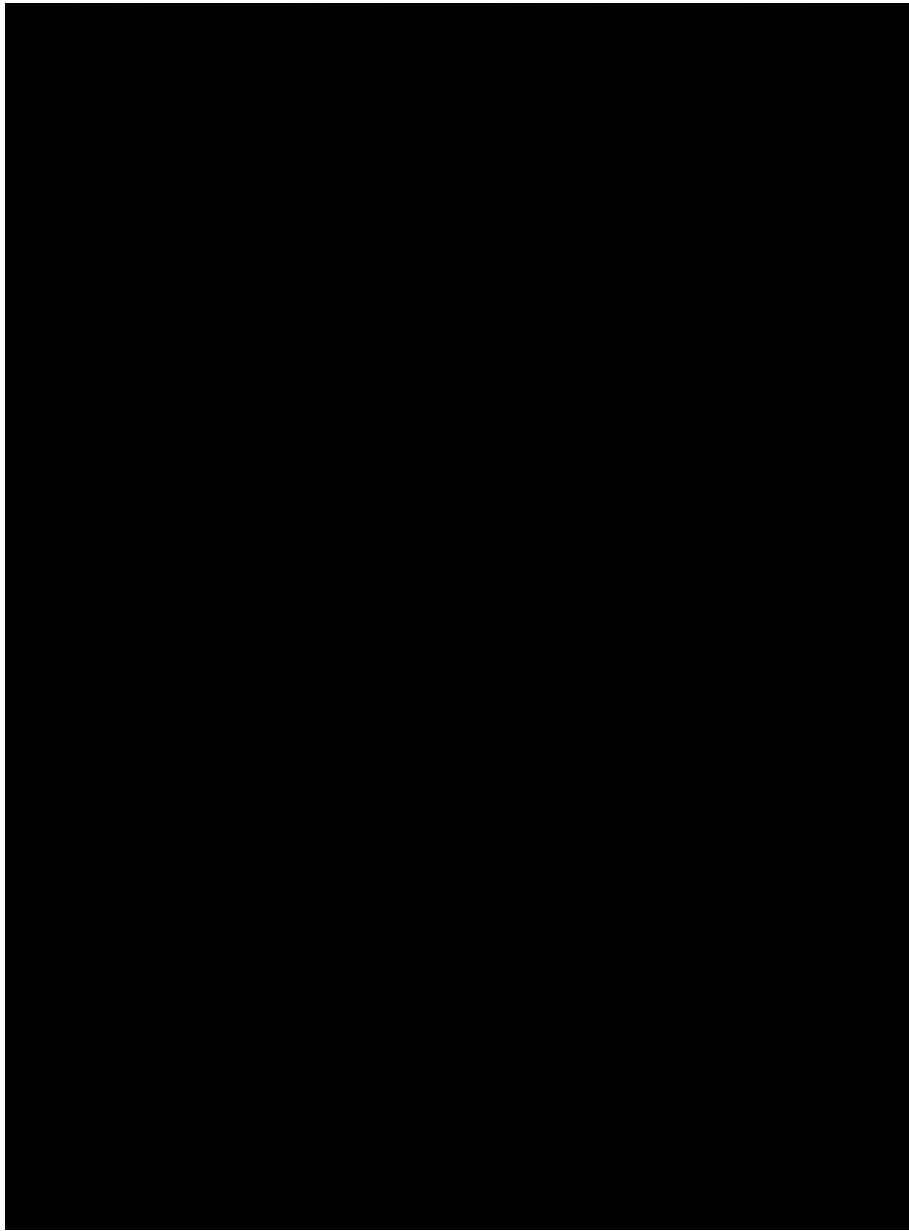


[REDACTED]



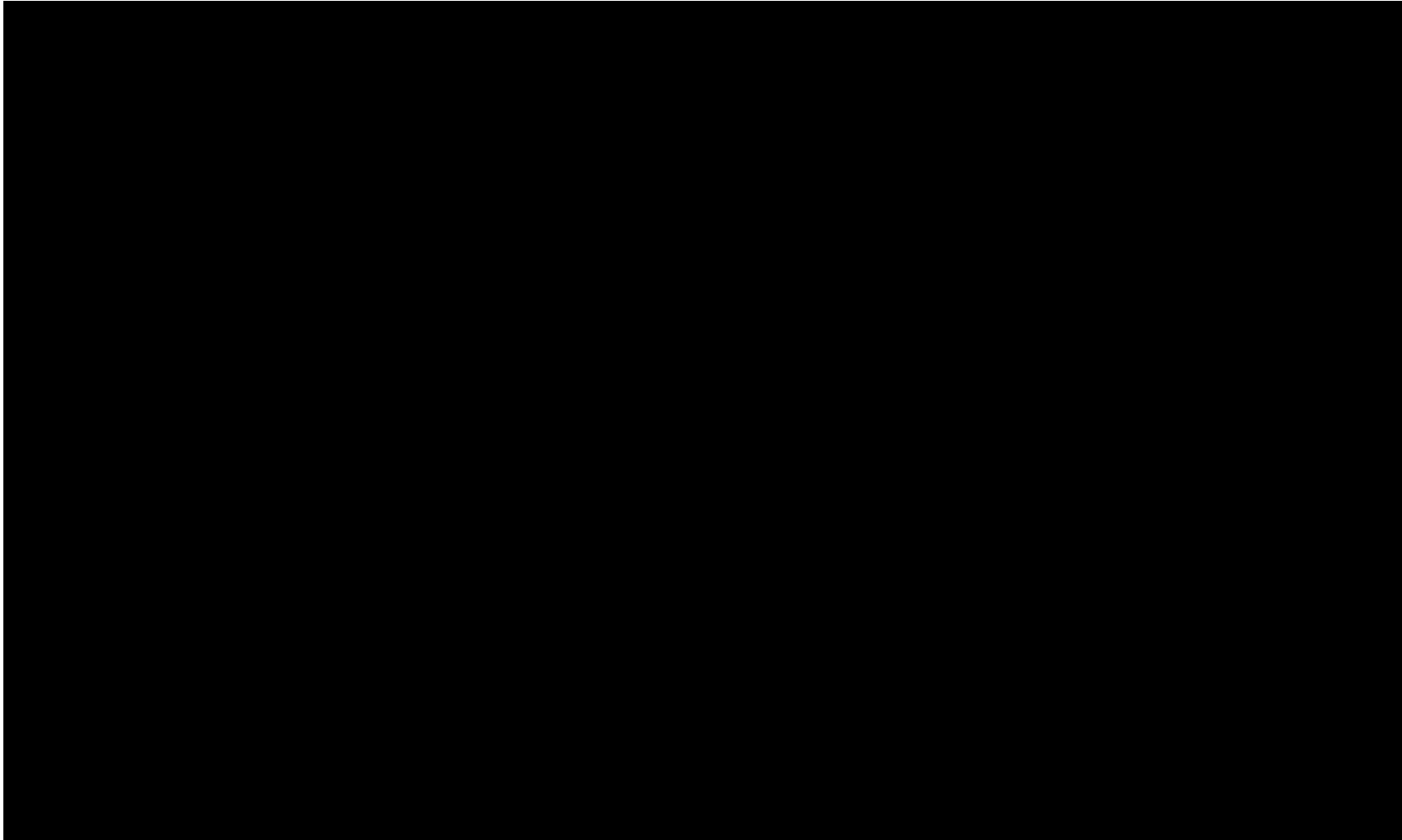
[REDACTED]

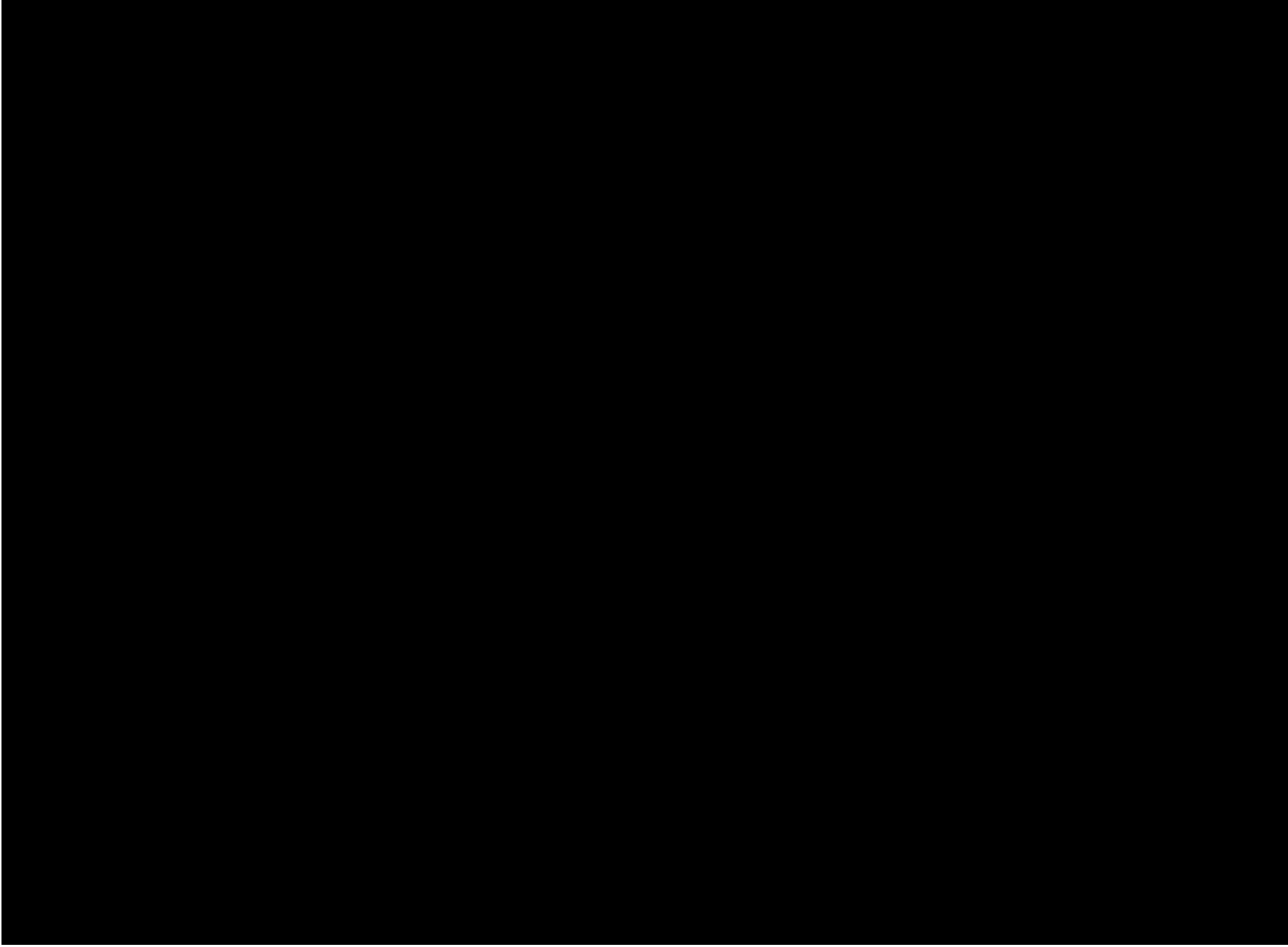
Key Participants



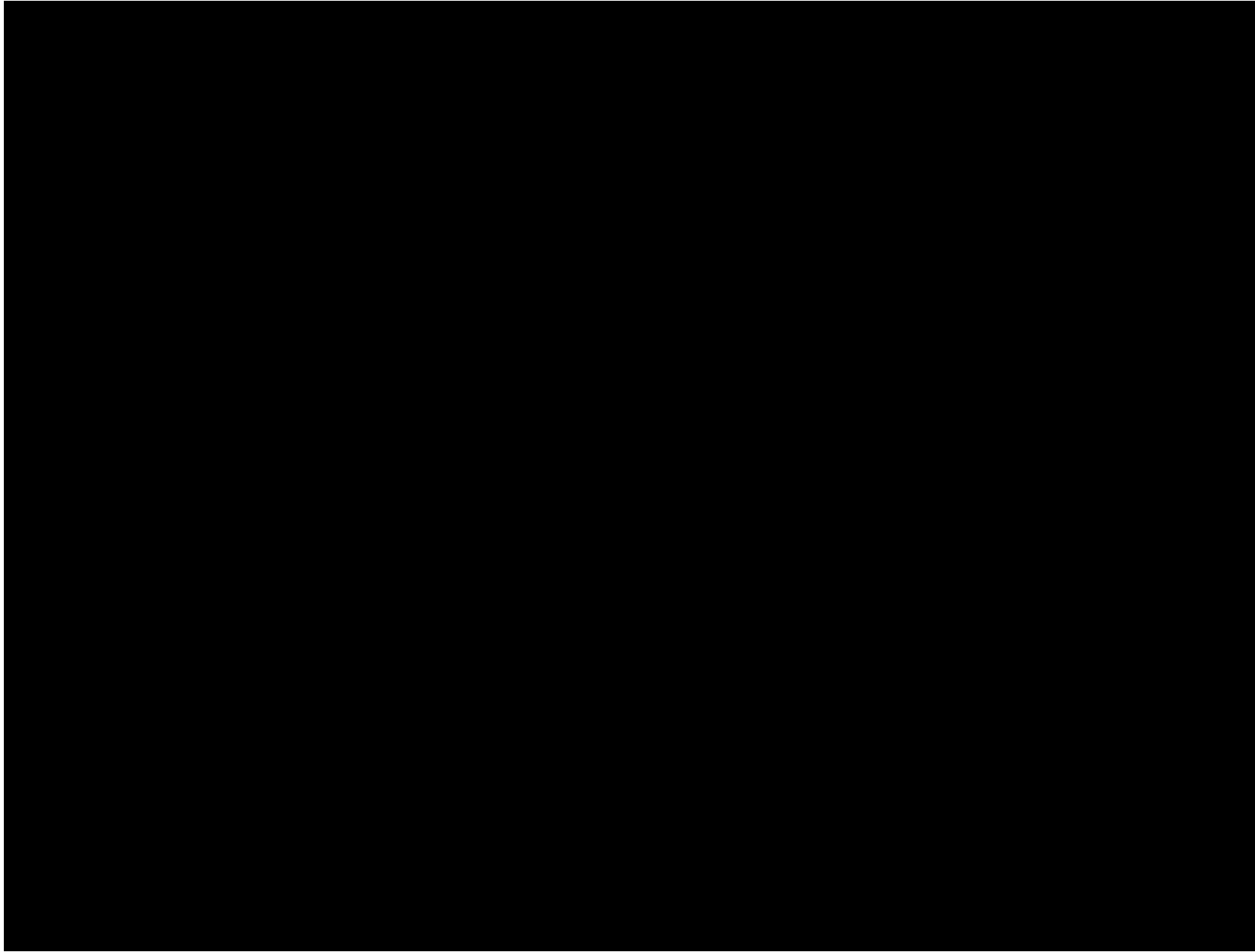
SECTION 3

OVERVIEW OF WORK-STREAMS FOR MOBILISATION ACTIVITIES

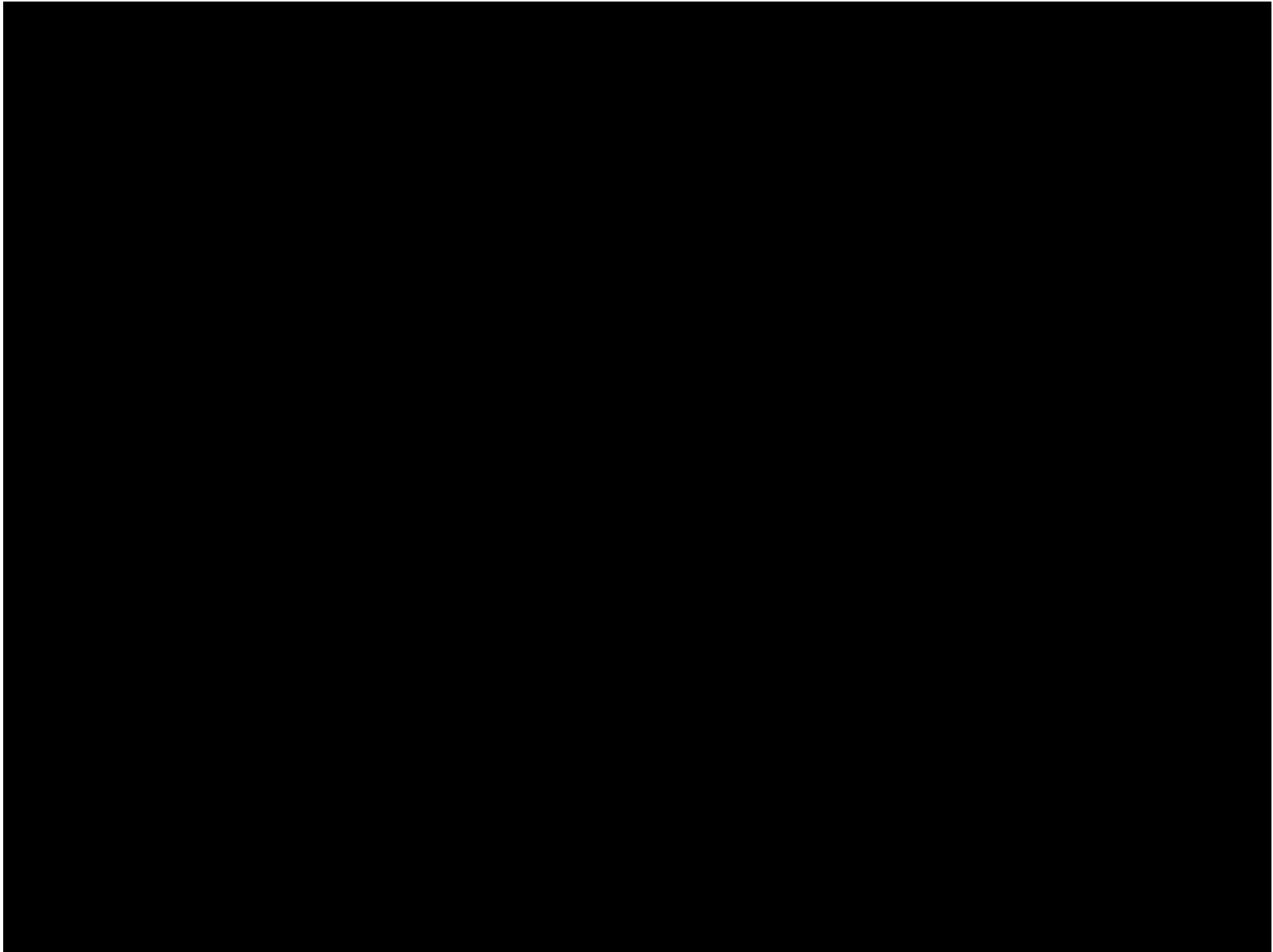




[REDACTED]

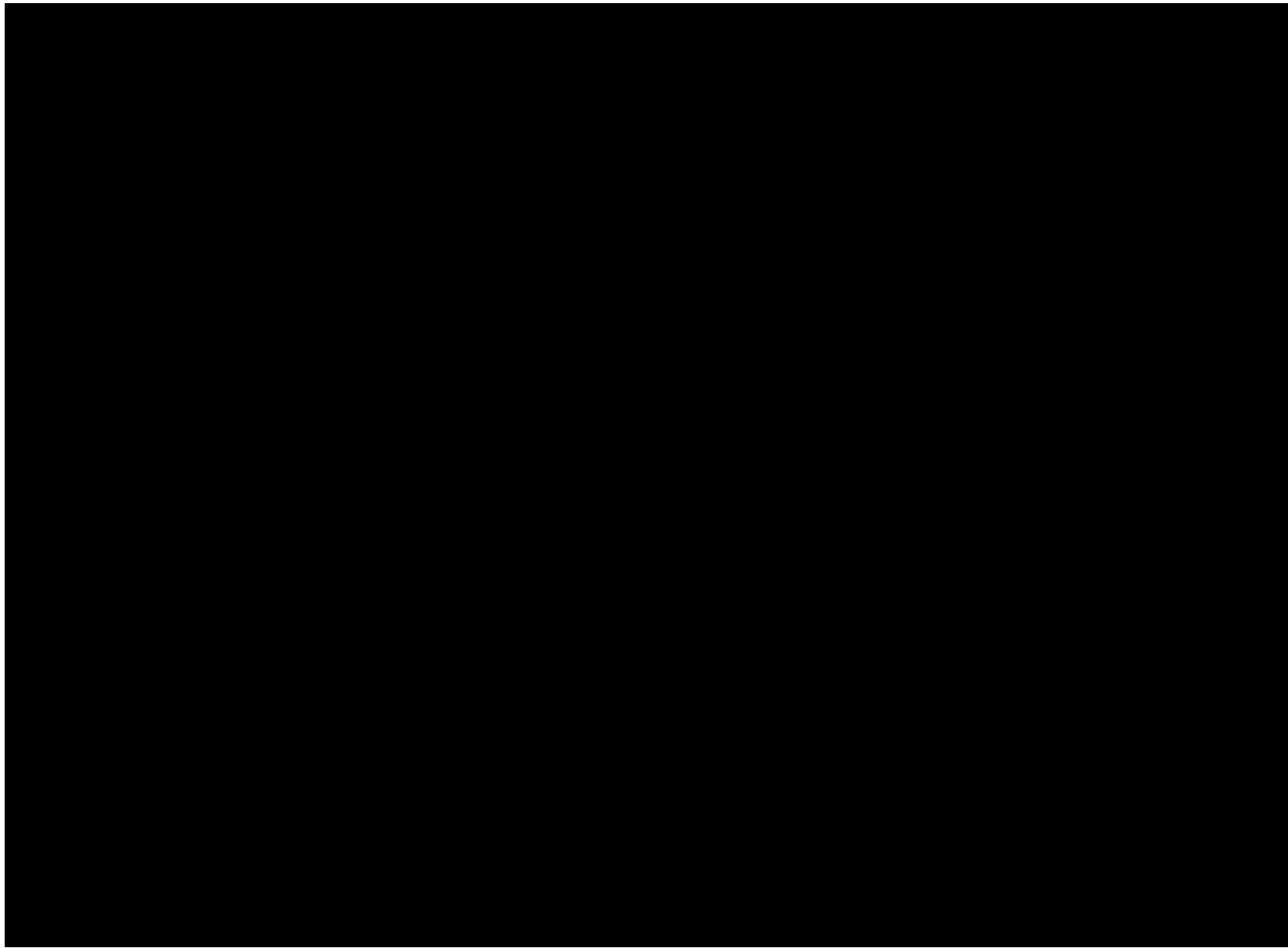


[REDACTED]

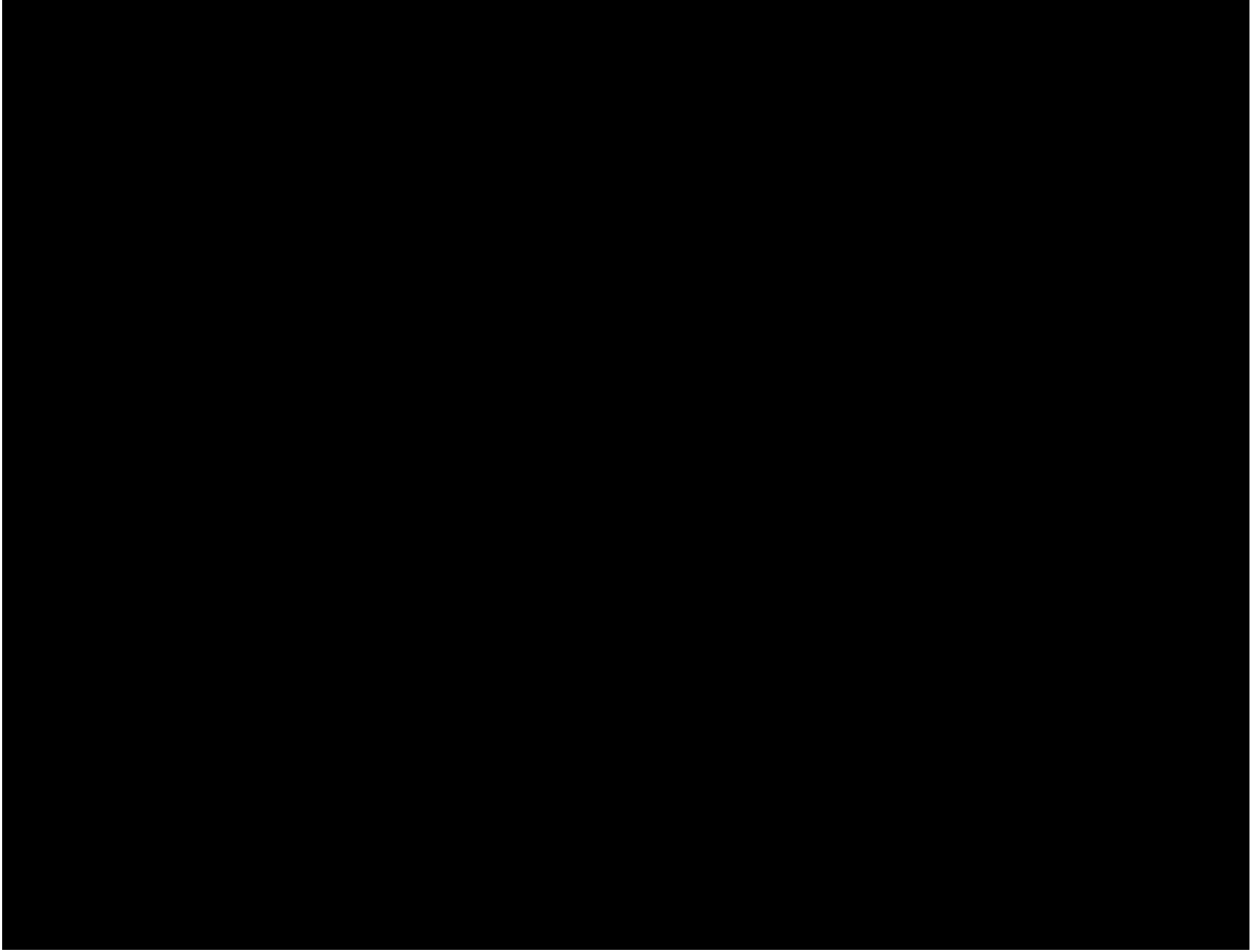


[REDACTED]





[Redacted]



[Redacted]

