

Briefing

Rule Book June 2011 Amendments

(Sourced from Network Rail Briefing)

Who needs the brief?

- IWA/COSS
- ES
- PICOP
- Machine Controllers, Crane Controllers & OTP & OTM Operators
- Persons Responsible for Loading
- Line Managers & Supervisors of the above

Rule Book June 2011 Amendments – affecting Maintenance

The following Slides provide a Technical Briefing with respect to the June 2011 Rule Book Amendments that will affect maintenance personnel where;

- There has been a change to the rule
- A rule has been removed
- A new rule has been created


This briefing does not describe any changes in the location of rules where this is the only change.

It briefly describe the contents of each new Handbook or Module being issued

Rule Book June 2011 Amendments – RSSB Briefing document

- Briefings should make use of the RSSB Briefing Document issued with all rule book updates which summarises changes made.
- Full details of the location of existing rules within the new Handbooks is contained within the RSSB Briefing Document.
- For effective briefing have all documents to hand
- These changes come into effect on Saturday the 4th of June 2011

Incorporates when issued
 Document issued into force 04/06/2011
 Replaces RSSB Rule Book, Iss 19 on 04/06/2011



RULE BOOK BRIEFING LEAFLET June 2011

Changes to modules

- GSM-R Global System for Mobile Communications - Railways (GSM-R)
- OTM Working of on-track machines (OTM)
- OTP On-track plant (OTP)
- PoSA Proceed-on-sight authority (PoSA)
- T3 Possession of the line for engineering work
- T4 Possession of a siding for engineering work
- T9 Loading and unloading rail vehicles during engineering work
- T11 Movement of engineering trains and on-track plant under T3 arrangements

Introduction of new handbooks

- HB11 Duties of the person in charge of the possession (PICOP)
- HB12 Duties of the engineering supervisor (ES)
- HB13 Duties of the person in charge of the siding possession (PICOS)
- HB14 Duties of the person in charge of loading and unloading rail vehicles during engineering work
- HB15 Duties of the machine controller (MC) and on-track plant operator

Modules affected in June 2011

Module	Effect	Becomes	Competence affected
AM	Re-issued	AM Issue 11	None in Maintenance
OTM	Re-issued	OTM Issue 04	Crane Controller. OTM Operator
OTP	Withdrawn	Handbook 15	Machine Controller, Crane Controller, OTP Operator
T3	Re-issued	T3 Issue 3 Handbook 11 Handbook 12	Signaller & Driver <u>ONLY</u> PICOP Engineering Supervisor
T4	Withdrawn	Handbook 13	IWA, COSS, ES, PICOP
T9	Withdrawn	Handbook 14	PICOP, ES & Loader
T11	Withdrawn	Handbook 11 Handbook 12	PICOP Engineering Supervisor

The New Handbooks are -

- Handbook 11: Duties of person in charge of the possession (PICOP)
- Handbook 12: Duties of the engineering supervisor (ES)
- Handbook 13: Duties of the person in charge of the siding possession (PICOS)
- Handbook 14: Duties of the person in charge of loading and unloading rail vehicles during engineering work
- Handbook 15: Duties of machine controller (MC) and on-track plant operator

There are ERTMS specific versions of handbooks 11 & 12 for ERTMS infrastructure areas

Note. Signallers still have a Module T3 and Signalling Regulations (TS1) covering the old T4 – but we now have handbooks

The re-issued modules are -

- AM Amendments Module (but no Maintenance impact)
- OTM: Working of on-track machines
- POSA Proceed On Sight Authority (Signalling Technicians
where equipment exists only)

Important Changes: T3 & T4 (1 of 2)

- The terms T3 and T4 no longer exist for us in maintenance
- The term is '**Possession**' for what used to be contained under T3 and has become Handbook 11 and Handbook 12
- The new term is '**Siding Possession**' for what used to be contained under T4 and has become Handbook 13
- There are new forms - RT3198 (PICOP form) and new RT3199 (ES form)
- PICOP & ES forms for conductor rail areas will be issued later under separate briefing (continue to use existing DA & DP)
- A separate form is required for EACH line being taken under **possession** (**each line is a separate possession** even where a number of lines may be taken at the same time)

Important Changes: T3 & T4 (2 of 2)

- There is a new requirement for the ES to record ALL train movements on a form (Engineering trains, OTM & OTP) existing forms can be used, **alternative form under development**
- Work Site Marker Boards (WSMBs) must be provided unless there are **NO** engineering trains, OTM or OTP within the possession.
- Dispensation for OTP's has been removed, so you now require WSMBs if OTP's are within the possession

Handbook 11 - Duties of Person in charge of the possession (PICOP)

- Handbook 11 is basically the PICOP rules that you were familiar with from the old T3 module extracted & put together in one location
- Some rules are no longer shown & have become the subject of Company Instructions or Training Courses, however we must continue to do what we previously did.
- You still communicate with the Signaller for possession arrangements and place detonator and PLB protection at 440 yards (unless standard distance is not available)
- You still authorise any ES to sign in and position marker boards
- You can authorise an IWA/COSS to work in “PICOP land”

Module T3 and Hand Book 11 planned amendments not coming into force

- Explanation of change:

Issuing of an authority number

Network Rail Signallers will not be required to issue an authority number as part of the process for granting a Possession of the running line

PICOPs working on Network Rail infrastructure will not receive an authority number as part of the process for taking a Possession of the running line

- Take into account the above on subsequent slides

Module T3 and Hand Book 11 planned amendments not coming into force

- Taking a Possession of a running line around a train

On Network Rail infrastructure it will only be permitted to take a possession of the running line around a train on a line signalled by the Track Circuit Block system

- This does not affect the arrangements for Axle Counter areas
- These Amendments are published in the WON

Handbook 11 - Duties of Person in charge of the possession (PICOP)

- A possession can be taken around a number of trains (pre-planned)
- A possession can be given up with ONE train in each possession (but not in a worksite).
- When you are ready to give up possession it is no longer necessary to communicate with the Signaller before protection is removed (you can remove it and then go through the handback process)
- The RT3198 form has been changed (see next slide)
- Any electronically generated forms should be amended to the new format – CRE areas DP form is unchanged at the moment see also slide 25

New PICOP form: non conductor rail routes

Possession Arrangements Form

RT3198

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Section 1 Possession details								
Name of PICOP			Signalbox					
Employer			Panel/workstation					
WON Item No (if applicable)			Phone number					
Line to be blocked			Possession limits (Mileage)	From				
			To					
Protecting signals to be kept at danger			Agreed location of detonator protection					
Possession to be taken around train standing at signal								
Train number								
At signal								
Section 2 Protection arrangements								
Detonator Protection	Placed	Withdrawn	Detonator Protection	Placed	Withdrawn			
FLB/kids beyond these signals/points	Time	Time	FLB/kids on approach to these signals/points	Time	Time			
	Date	Date		Date	Date			
	Time	Time		Time	Time			
	Date	Date		Date	Date			
	Time	Time		Time	Time			
Date	Date	Date	Date	Date				
Token issued	Time	Date	Token returned	Time	Date			
Points	Secured	Un-secured	SPRS	Operated	To normal			
Points to be secured	Time	Time	SPRS operated at these signals	Time	Time			
	Date	Date		Date	Date			
	Time	Time		Time	Time			
	Date	Date		Date	Date			
Section 3 Level crossing arrangements								
Level Crossing	#	Arranged	Withdrawn	Level Crossing	#	Arranged	Withdrawn	
		Time	Time			Time	Time	
		Date	Date			Date	Date	
		Time	Time			Time	Time	
		Date	Date			Date	Date	
In the # column enter -								
N	If there is normal working at the crossing		A	If an attendant is required throughout (at AHBC, CCTV or RC crossings)		E	If the road signals/signs/bills are switched off (at ABCL or ACCL crossings)	
W	If wrong direction movements must be cautioned (at crossings worked by the signaller/crossing keeper or those with white lights) or stop before crossing (at crossings with red/green lights)		C	If all movements must be cautioned (at crossings worked by the signaller/crossing keeper or where red/green lights have been switched off)		D	If an attendant is required some of the time (at AHBC, CCTV or RC crossings)	
Possession granted at:		Time	Date	Authority Number	Signaller's Initials			

RT3198

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Section 4 Record of work							
Work sites			Engineering Supervisors				
Site No.	Work site limits (Mileage)	Authority given	Work completed	Site No.	Name of ES (or rater)	Phone number	Start of duty
	Start	Time	Time				Time/Date
	End	Date	Date				Time/Date
	Start	Time	Time				Time/Date
	End	Date	Date				Time/Date
	Start	Time	Time				Time/Date
	End	Date	Date				Time/Date
	Start	Time	Time				Time/Date
	End	Date	Date				Time/Date
	Start	Time	Time				Time/Date
	End	Date	Date				Time/Date
	Start	Time	Time				Time/Date
	End	Date	Date				Time/Date
	Start	Time	Time				Time/Date
	End	Date	Date				Time/Date
Section 5 IWA/COSS using possession arrangements outside a work site							
Name of IWA/COSS	Phone number	Employer	Authority given at	Work completed at			
			Time/ Date	Time/Date			
			Time/ Date	Time/Date			
			Time/ Date	Time/Date			
			Time/ Date	Time/Date			
Section 6 Change of PICOP							
Name of new PICOP	Employer	Start of duty	Name of new PICOP	Employer	Start of duty		
		Time			Time		
		Date			Date		
		Time			Time		
		Date			Date		
		Time			Time		
		Date			Date		
		Time			Time		
		Date			Date		
Possession to be given up with train standing at signal			Train	Number	At signal	Number	
Possession given up at:		Time	Date				

Handbook 12 - Duties of the Engineering Supervisor

- Handbook 12 is basically the ES rules you were familiar with from the old T3 module extracted & put together in one location
- You must still sign in with the PICOP and erect Work Site Marker Boards (WSMBs)
- WSMBs must be provided unless there are **NO** engineering trains, OTM or OTP within the possession.
- Dispensation for OTP's has been removed, so you now require WSMBs if OTP's are within the possession
- You must still personally sign all IWA/COSS into & out of your worksite (a decision to apply for rule derogation is currently ongoing)
- The RT3199 has changed (see next slide)
- Any electronically generated forms should be amended to the new format – **CRE areas DA form is unchanged at the moment see also slide 25**

New ES form: non conductor rail routes

Engineering Supervisor's Certificate

RT3199

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This certificate is in addition to any required in connection with the isolation or re-energisation of the traction current. A separate certificate must be completed for each line affected by the work.

Section 1 Possession and work site details			
Name of ES			Employer
WON Item No.			Possession limits (mileage)
Line affected			Start
			End
Work site limits (mileage)	Start		End

Details of level crossings within the work site

Level Crossing	#	Arranged	Withdrawn	Level Crossing	#	Arranged	Withdrawn
		Time	Time			Time	Time
		Date	Date			Date	Date
		Time	Time			Time	Time
		Date	Date			Date	Date

In the # column enter -

N	If there is normal working at the crossing	A	If an attendant is required throughout (at AHBC, CCTV or RC crossings)	E	If the road signals/signals are switched off (at ABCL or AOCJ crossings)	Q	If an attendant is required some of the time (at AHBC, CCTV or RC crossings)
W	If wrong direction movements must be cautioned (at crossings worked by the signaller/crossing keeper or those with white lights) or stop before crossing (at crossings with red/green lights)			C	If all movements must be cautioned (at crossings worked by the signaller/crossing keeper or where red/green lights have been switched off)		

Authority given by PICOP to set up work site		Signature or name of PICOP		PICOP phone number		Work site set up PICOP advised	
Time						Time	
Date						Date	

PICOPs authority to allow work to start at:			
Time		Date	
			PICOPs initials

If you are also acting as COSS you must additionally complete an entry in Appendix A.

Section 2 Change of ES					
Name of new ES	Employer	Changeover at		PICOP advised at	
		Time		Time	
		Date		Date	
		Time		Time	
		Date		Date	
		Time		Time	
		Date		Date	
		Time		Time	
		Date		Date	

If you are also acting as COSS you must additionally complete an entry in Appendix A.

Section 3 Giving up the work site					
Signature of ES		Work completed, portion of line clear and safe for trains to pass		Certificate to be handed to PICOP or PICOP advised at	
	Time			Time	
	Date			Date	

Appendix A IWA/COSS details

Signature of IWA/COSS	Phone number (if necessary)	Employer	Authority to start work given to IWA/COSS		IWA/COSS confirms work completed or work site protection no longer needed	Signature of IWA/COSS
			Time	Time		
			Date	Date		
			Time	Time		
			Date	Date		
			Time	Time		
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			Time	Time		
			Date	Date		

Handbook 12 - Duties of the Engineering Supervisor

- Train speeds inside your worksite can **be up to 40 mph** but you can instruct lower speeds.
- **Remember** for Green Zones - train speeds within worksites is a maximum of 5 mph and for Red Zones – train speeds in darkness with Lookout protection the maximum is 20 mph.
- You must now record all train movements in the worksite (includes OTP, OTM, RMMM, RRV) – You must record the time you authorise each movement and the time you are told when a movement has been completed.
- The record must demonstrate that line is clear of trains when worksite is given up
- Recording form can be from any existing PICOP/ES packs or locally created pending standard form - **alternative form under development**

Handbook 13 - Duties of the person in charge of the siding possession

- Handbook 13 is basically the rules you were familiar with from old T4 module
- To act as the person in charge of siding possession (PICOS) you must hold the competence of IWA or COSS
- You still have to agree the siding possession and limits with the person who controls movement over the siding
- You still have to place protection equipment, scotch points etc. Except that where the points leading to the siding (could be two ends) are worked from a signal box or ground frame, you are no longer required to clip and scotch the points.

Handbook 14 - Duties of person in charge of loading and unloading work during engineering work

- Handbook 14 is basically the rules you were familiar with from the old T9 module
- Hand signals are still used to instruct train movements
- The maximum train speed during any movement is defined by the person in charge of loading (but may also involve agreement with ES)
- This handbook contains details of
 - When the instructions apply
 - Responsibilities of the person in charge of loading/unloading
 - Actions to warn staff before and during movement
- Refer also to NR/L2/CTM/022 – Specification for Competence and Training in Loading/Examining of Infrastructure Wagons (Loader competence)

Handbook 15 - Duties of machine controller (MC) and OTP Operator

- Handbook 15 is basically the rules you were familiar with from the old OTP module
- Running lines still have to be blocked by possessions before equipment is placed onto the track
- The list of equipment to be held by the Machine controller and Operator is no longer shown – this is considered to be covered by competence and training.
- Testing of brakes, horn and movement limiting devices and checking certificate of engineering acceptance is no longer shown – this is considered to be covered by competence and training.

Handbook 15 - Duties of machine controller (MC) and OTP Operator

- **OTP working must not foul an adjacent open line**
- OTP work that does **not** maintain sufficient clearance to an adjacent open line
 - details of an approved alternative to taking possession, siding possession or line blockage is no longer shown. Although no longer detailed in the rule book, where published in company instructions and detailed in Method Statements, approved alternative arrangements can continue to be used – *A Letter of Instruction is being produced against NR/L2/RMVP/0206 (Safe use of Plant) which will specify the requirements*
- Movement of OTP without a Machine controller
 - No change in the arrangements although the list of conditions and Operator instructions are no longer included - covered by competence, training and company instruction.

Handbook 15 - Duties of machine controller (MC) and OTP Operator

- It is **always** the responsibility of the MC to check before any movement is made over points to make sure that they are in the correct position for the movement.
- This also applies when using Catch & Despatch under Company Instruction in that the MC must make sure that the route is correctly set before giving permission for the unattended move to take place. However, the **Operator** has **responsibility** to also check that the points are set correctly for the move.
- Controlling crane operations (hand signals) – no longer part of the rule book and considered to be covered by crane controller (CC) training and LOLER Regulations.

OTM Module

- Principal Change
 - When an OTM is carrying out work **not** in a possession, an adjacent line can be fouled by that work as long as the adjacent line has first been blocked.
- Other notable amendments
 - Movement limiting devices, OTM with jibs, booms, conveyor belts, etc. whilst loading/unloading vehicles – no longer part of the rule book and covered by separate company instructions.
 - Controlling OTM (hand signals) – no longer part of the rule book and covered by crane controller (CC) training and LOLER Regulations.

Proceed On Sight Authority – POSA

- Rule Book module PoSA is new and is for any member of staff whose duties require them to identify and understand the meaning of the Proceed-on-Sight Authority signal.
- You will only need this module if you work in an area where PoSA signals are provided
- A PoSA is a signal aspect that can be associated with a stop signal. When it displays two flashing white lights at 45° this means:
 - The signal itself or the signalling equipment has failed.
 - The points are in the correct position for the train.
 - The driver is authorised to proceed at caution but must be prepared to stop short of any train, vehicle or obstruction.

Proceed On Sight Authority – POSA

Normal aspect of a PoSA associated with a main aspect



The normal aspect of a PoSA signal associated with a main aspect is unlit. This means obey the aspect that is displayed at that signal.

Proceed aspect of a PoSA associated with a main aspect



The proceed aspect of a PoSA signal is two flashing white lights at 45°.

Independent position-light signals



A PoSA aspect may also be given at an independent position-light signal.

Proceed On Sight Authority – POSA

- Use of the PoSA during repair, renewal, or maintenance work on signalling equipment – applies to signaller & signalling technician.
- Before starting work on any signalling equipment in accordance with module T1A, *Work on signalling equipment*, you must both agree which PoSA routes can be used during the work.
- You must both record the details on the Signal Engineering Work form (RT3187) of any PoSA routes that you have agreed can be operated during the work.

Other important changes to note (1)

- Taking a Possession – the rules have been amended to allow the industry to introduce changes that will make taking possessions more efficient.
- The PICOP Handbook 11, clause 4.3 states that when signal protection has been confirmed, & detonator protection is being placed, the PICOP may now authorise the ES to commence setting up worksites and undertake work relating to isolating, earthing and testing overhead line (OLE) and conductor rail (CRE)
- A corresponding clause is included within the ES Handbook 12 – clause 3.3.
- **These Rules are to enable future changes to procedures**
- **With respect to OLE areas, these clauses CAN be introduced**
- **With respect to CRE areas, these clauses must NOT be applied/invoked.**
 - **Introduction in CRE areas will follow after the delivery of additional briefings and changes in the associated standards, procedures and forms.**

Other important changes to note (2)

- In OLE areas, although worksites can be created when the possession protection is being placed, **NO work activity requiring isolation can start until the Form C has been issued** (do not - climb on rail wagons, on-track large mechanical plant, encroach within 9ft etc)
- The new RT3198 (PICOP form) now includes in the “Possession Granted detail” space to record the **Authority Number and Signallers initials** as part of the record of arrangements.
- The term “walking pace” has been replaced by reference to a maximum speed of 5 mph
- The activity of taking possession around a train is no longer restricted to track circuit block lines (TCB) where the planning arrangements confirm that lines other than TCB have suitable detection & block signalling arrangements in place.

Knowledge Test (1)

- What date do the rules change on? • 04th June 2011
- What are the new Handbooks numbers? • 11 -15
- Which handbooks do the PICOP & ES now refer to for their possession duties? • 11 for PICOP, 12 for ES
- Which handbook covers how to block sidings? • 13
- If there are 4 lines at site and **all** are being taken under possession how many possessions are taken – and how many RT3198 are completed? • 4 possessions and 4 forms
- In possessions/work sites – what are regarded as trains? • Any Engineers train, OTM, OTP

Knowledge Test (2)

- When do you now need work site marker boards in a possession?
- Who now has to record train movements in a worksite?
- Which train movements need to be recorded?
- When starting to give up a possession can you now remove protection before speaking with the Signaller?
- What is now the maximum speed inside an ES worksite?
- Can the ES specify a lower speed at all?
- At all times – unless there are **NO** trains at all
- The ES
- All of them
- Yes
- 40 mph
- Yes (5 mph for green zone etc)

Knowledge Test (3)

- When using OTP under Handbook 15 who is responsible for checking the correct position of points before a movement is made? • MC
- If moving OTP under “catch & dispatch” who is responsible for checking the points? • MC first, then EACH Operator
- The old term of movements at “walking pace” has gone – what is it now? • 5 mph
- When can OTP be put onto the track without a line blockage/possession? • Never
- When can you foul an adjacent line with OTP or OTM without a line blockage/possession? • Never