



**RPA0005**

Issue 1

August 2017

**Good Practice  
Guide for On-Track  
Plant Operations  
Scheme (POS)  
Representative  
Competence**

**Rail Plant Association Ltd**

## Document revision history

Issue	Date	Reason for change
1	Aug 2017	First issue

## Background

A sub-group of the Rail Plant Association have looked at On-track Plant Operations Scheme (POS) Representative Competence requirements. The Rail Plant Association recommends this document as good practice for the industry

Rail Plant Association Ltd documents are produced for the benefit of membership who wishes to follow the good practice on any railway infrastructure. Where an infrastructure manager has mandated their own comparable requirements, the more onerous requirements should be followed as a minimum for work on their managed infrastructure.

The Rail Plant Association Ltd makes no warranties, express or implied, that compliance with this document is sufficient on its own to ensure safe systems of work or operation. Users are reminded of their own duties under health and safety legislation

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## Sign off

The Rail Plant Association Ltd agreed and signed off this document on 02 August 2017 and published on 11 August 2017

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## Purpose

This Good Practice Guide gives the minimum requirements for On-track Plant Operations Scheme (POS) Representative Competence.

## Scope

This Good Practice Guide applies for the selection, training, mentoring, assessment and development of competence for POS Representatives.

## Definitions

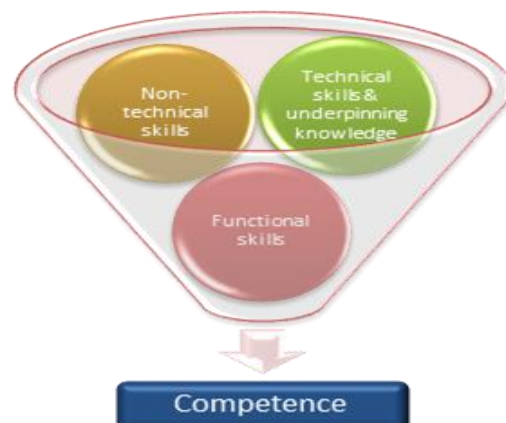
<b>On-Track Plant, (OTP)</b>	Machines with rail wheels capable of running on railway track, limited by their engineering acceptance to running within a possession only. For the purposes of this document they are split into three main groups: demountable machines, road-rail vehicles (RRVs), and trailers.
<b>POS</b>	On-Track Plant Operations Scheme
<b>POS Provider</b>	An organisation certified by Network Rail to conduct On-Track Plant Operations on Network Rail Managed Infrastructure and Network Rail Projects
<b>POS Representative (POS Rep)</b>	Person appointed by the POS Provider to have overall responsibility on site for Plant operations and safety arrangements.
<b>Principal Contractor (PCL)</b>	Corporate entities licensed by Network Rail as capable to discharge the duties of Principal Contractor in accordance with regulation 14(2) of The Construction Design and Management Regulations (CDM) 2007 and the additional requirements of NR. (i.e. the contractor responsible for the overall health and safety management of a site or sites on F10 Notifiable Projects).
<b>Machine Controller (MC)</b>	The competent person who controls the safe operation of on-track plant
<b>Crane Controller (CC)</b>	The competent person who controls the safe operation of on-track plant including lifting operations.
<b>Mentor/Workplace Support</b>	'a suitably experienced person, who is capable, willing and able to provide guidance to another, to provide professional development and make it as effective as possible'

## 1. Management Arrangements

### 1.1 Selection of POS Representative

- 1.1.1 Suitable personnel should be identified by the POS Provider to undertake POS representative duties.
- 1.1.2 Existing POS Representatives should be assessed against the requirements of this good practice guide
- 1.1.3 New staff joining the organisation with directly transferable skills, experience and competencies e.g. acting as a POS Representative, for another company, should be assessed against the requirements of this good practice guide.
- 1.1.4 Selected Individuals should undergo a Personality Profile Analysis as a means of Psychometric Testing to ensure suitable as a POS representative.
- 1.1.5 There are 3 areas to consider when selecting individuals to undertake POS Representative duties as recommended by the RSSB NTS model:

- Non-technical skills - this describes the skills that underpin the technical skills required to carry out a role.
- Technical skills – this describes the skills required to carry out the role including underpinning knowledge.
- Functional skills - describe the other skills required such as literacy, numeracy and IT skills.



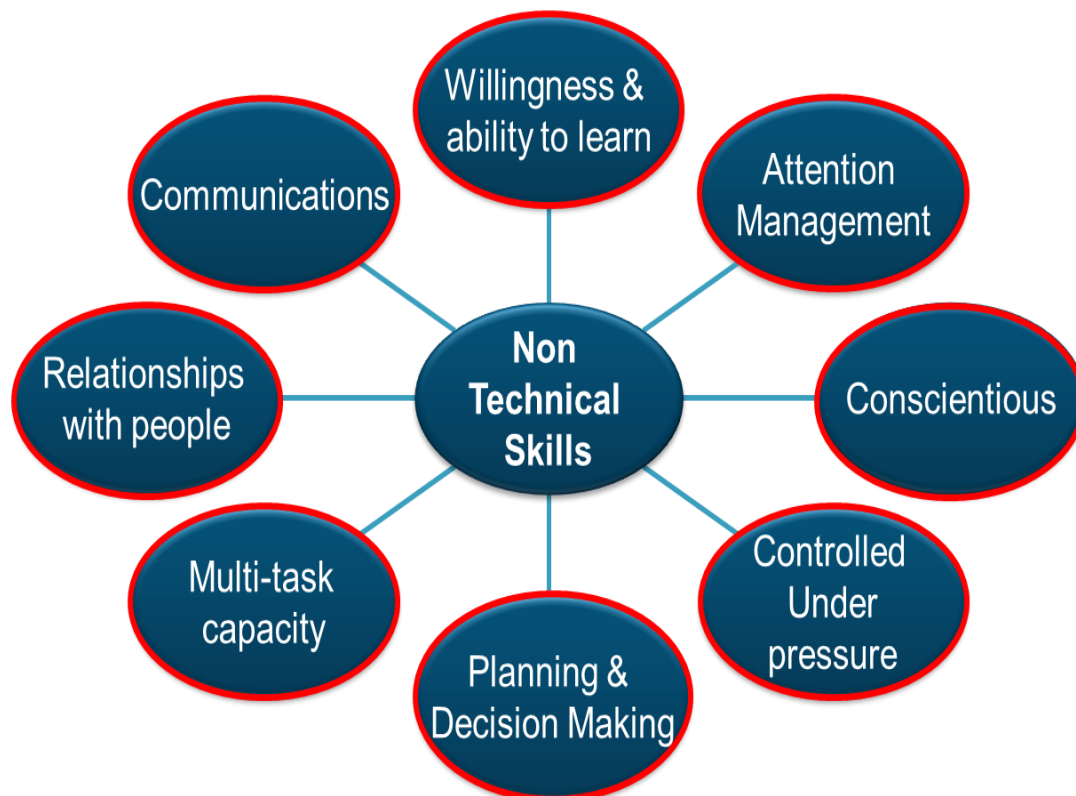
1.1.6 Non-technical skills (NTS) are generic skills that underpin and enhance technical tasks. A technical task requires a practical understanding of the relevant techniques, procedures, roles and responsibilities, all of which are formally assessed to ensure the person can carry out the safety-critical task. But apart from that specialist, technical knowledge, safety-critical staff will also draw on a range of NTS to carry out a task.

These include the ability to take in information, focus, take decisions, and communicate with others. NTS play a vital role in safety by helping people to anticipate, identify and mitigate errors.

Further guidance can be found on the RSSB website.

Typical NTS for a POS Representative is shown in Table 1

An NTS explanation is shown in Table 2.



**Table 1 NTS for a POS Representative**

	<b>NTS Category</b>	<b>NTS Skill</b>
1	Situational awareness	Attention to detail Overall awareness Maintain concentration Retain information Anticipation of risk
2	Consciousness	Systematic and thorough approach Checking Positive attitude towards rules and procedures
3	Communication	Listening (people not stimuli) Clarity Assertiveness Sharing information
4	Decision making and action	Effective decisions Timely decisions Diagnosing and solving problems
5	Cooperation and working with others	Considering others' needs Supporting others Treating others with respect Dealing with conflict / aggressive behaviour
6	Workload Management	Multi-tasking and selective actions Prioritising Calm under pressure
7	Self-Management	Motivation Confidence and imitative Maintain and develop skills and knowledge Prepared and organised

**Table 2 Non-technical skills**

## 1.2 **Minimum competency and pre-requisites**

1.2.1 Minimum pre-requisites for POS Representative should include:

- a) Directly employed either full time or zero hours and Sentinel Primary Sponsored by the POS provider.
- b) Minimum of 3 years OTP operational experience e.g.
  - Current or expired Machine/Crane Controller.
  - OTP Supervisors, Lead or Foreman OTP Operator.
- c) Valid Sentinel Track Safety Card.
- d) Be able to communicate clearly with other personnel on site.
- e) Knowledge and understanding of the NR/Plant/0200 Infrastructure Plant Manual and M&EE Codes of Practice.

1.2.2 Additional desirable competencies for POS Representative are;

- a) Sentinel Lift Planner
- b) Appointed Person
- c) ALO Planner / Coordinator
- d) Competent Machine/Crane Controller/Banksman
- e) IOSH Managing Safety or equivalent

## 1.3 **POS Representative Trainer/Assessor**

1.3.1 The POS Representative Trainer-Assessor should be deemed competent and authorised by the POS Provider to undertake training and assessments against the requirements of this good practice guide.

1.3.2 POS Representative Trainer/Assessor should meet the following professional competency following requirements:



- a) Hold one of the following Training Qualifications:
  - i. City and Guilds 7300 series
  - ii. Relevant CPCS Instructor Qualifications
  - iii. Army/Fire/Navy/Air Force Service Instructor Qualifications (each syllabus for these would be reviewed and approved as fit for purpose)
  - iv. Bespoke Train the Trainer courses (each syllabus for these would be reviewed and approved as fit for purpose)
  - v. Preparing to Teach in the Lifelong Learning Sector PTTLs
  - vi. Approved Train the Trainer course by NSAR
- b) Hold one of the following Assessment Qualifications:
  - i. A1 assessor award
  - ii. Level 3 award in Assessing Competence in the Work Environment

1.3.3 The POS Representative Trainer/Assessor should undergo internal verification as detailed within the organisations Competency Management System (CMS).

## 1.4 **POS Representative Training**

1.4.1 POS Representative training should consist of the following elements:

- a) Key principles for the introduction of the On Track Plant Operations Scheme (POS).
- b) Roles, responsibilities and duties of the POS Representative.
- c) NR/Plant/0200 Infrastructure Plant Manual and M&EE COPs.
- d) GE/RT8000 Handbook 15.
- e) Understanding of planning of OTP operations.
- f) Understanding of Lifting Operations and duty charts.
- g) Relationship of the POS Representative with the Machine/Crane Controller and machine operator.
- h) Authorities and interface with the Machine/Crane Controller.
- i) Movement of OTP
- j) POS-PCL Interaction
- k) Communication protocols applicable to OTP operations
- l) On and Off tracking arrangement
- m) ALO arrangements during OTP operations
- n) Consequence of attachment loads
- o) Human Factors
- p) Civils mobile Plant Operations and Operator Competence.
- q) POS Provider systems procedures and forms (RPA 002 Good Practice Guide for POS site documentation)
- r) On Track Plant emergency arrangements (M&EE COP0019 & COP0027).
- s) Accident and Incident reporting
- t) Consequence of not getting it right
- u) Breaches of POS rules

1.4.2 Initial training should be supplemented by a structured, recorded mentoring process where necessary.

1.4.3 The POS Representative Trainer/Assessor should ensure at the end of the initial training course, that the delegates provide evidence that they have met the relevant learning objectives:

- 1.4.4 On successful completion of the POS Representative training course the candidate should be issued with or have access to;
- a) A copy of the RPA OTP Handbook (defined in RPA 0002 Good Practice Guide for On-Track Plant Operations Scheme (POS) Site Documentation.)
  - b) POS Rep armlet
  - c) Anemometer
  - d) Smart phone with Sentinel app

## 1.5 **Mentoring/Workplace Support**

- 1.5.1 After successful completion of the initial POS Representative course, individuals should be mentored for a minimum of one shift within 3 months of initial course. The number of mentored shifts should be determined by the trainer/assessor until the individual is deemed competent.
- 1.5.2 The mentor should hold full POS Representative certification and record all mentoring shifts are detailed within the organisations Competency Management System (CMS).

## 1.6 **Assessment Strategy**

- 1.6.1 The Initial Assessment should take place preferably after the candidate has completed at least one mentor shift
- 1.6.2 The initial assessment should be completed on site, a simulation assessment is permissible if the simulation replicates actual site activity.
- 1.6.3 POS Representatives are to be assessed by a suitably competent POS Assessor at a maximum period of 48 months
- 1.6.4 The POS Representative assessment record, (Underpinning Knowledge Testing) should be completed during post mentoring initial assessment and full re-certification.

Note: Extension of competency certification beyond the prescribed timescales and frequency due to extenuating circumstances may be granted by the POS Provider; such approval should be recorded in writing in the POS Representative's Portfolio and endorsed on the ATW card.

## 1.7 **Competence Certificates**

1.7.1 The POS Provider should issue an Authority To Work (ATW) Card to indicate that the individual is competent to act as a POS Representative.

1.7.2 The Authority to Work Card should have the following details as a minimum;

- a) Name
- b) Company ID Number
- c) Designation e.g. POS Rep
- d) Photo ID of Individual
- e) Authorisation By
- f) Date of Issue
- g) Date of Expiry
- h) Company Contact Details

## 1.8 **References**

- a) NR/PLANT/0200 Infrastructure Plant Manual
- b) M&EE Codes of Practice

## 1.9 **Forms**

1.9.1 Below is a suggested list of forms to be used for the training mentoring and assessment of a POS representative

- POS Representative Training Record
- POS Representative Portfolio
- POS Representative Mentoring Record
- POS Representative Assessment Plan
- POS Representative Training Module