



10. POS Rep Assurance Report Form

POS Supervisor Name:	Location:	Date:	Job Details:

Complete all parts of this form and ensure the completed form is returned to the Line Manager

	Assurance Checks	Yes/no/N/A	Comments / Action Taken
1	Pre-Start		
1.1	Are all OTP documents in place i.e. Plant pack with OTP Plan, Lift plan[s], MC/CC Checklist (F015)?		
1.2	Are the MC/CC's and OTP from approved supplier listing?		
1.3	Are all permits present e.g. ALO permit to work. Permit to dig/isolations and cover the work location?		
1.4	If ALO works, is there an ALO Coordinator ON-SITE and ALO Planner, ALO Responsible Manager on call identified?		
1.5	Have the MC/CC/M-Ops checked each other's competencies and are they correct as the plan.		
1.6	Are all OTP, attachments, trailers and any other Plant as identified in the plan? Are all Plant, attachments or lifting accessories fit-for-purpose and all documents such as EACs present? Do the log-books indicate all are free from safety critical defects?		
1.7	Is Duplex communication available, in use and working correctly?		
1.8	Have all been briefed on Induction, SSoW present i.e. WPP, Task briefs, SSoW pack, exclusion zones?		
1.9	Have you briefed all MOs, MC/CCs and slingers on the content of the OTP and Lift Plan[s]?		
1.10	Have the MC/CC/M-Ops been briefed on WPP, Task Brief and Lift Plan?		
1.11	Can the MC/CC/M-Operators demonstrate a clear understanding of the work, the hazards and the control measures?		
1.12	Have the MC/CC/M-Ops raised any concerns over the work and lift plans?		
1.13	Has the MC/CC checked the machines supplied are as per the WPP/ lift plan?		
1.14	Are the MC/CC/M-Ops complying with the instructions/briefs? State the activities/tasks witnessed		

1.15	Has the Machine/Crane Controller Checklist' COP001/F015 forms completed prior to work starting?		
1.16	Have all Movement Limiting Devices been checked and operate as expected? Are keys available to lock once set?		
1.17	Has a functionality test been completed and if any defects, the engineer or on call engineer contacted to repair?		
1.18	As a brake test been completed after on-tracking		
2	RRAP's and/or Crossover Points		
2.1	Is the Plant access point segregated from pedestrian access?		
2.2	Permanent, Semi-permanent or Temporary RRAP(s) in a good condition, and of an approved type?		
2.3	Is the RRAP located at a point where the track cant and gradient is equal to or less than that specified on the machine's Engineering Acceptance Certificate?		
2.4	Is the RRAP secure and fixed down?		
2.5	Is there adequate clearance for on and off tracking?		
2.6	Is the infrastructure adequately protected?		
3	RRAP to Site of Work		
3.1	Is send and receive in operation? If YES answer questions 3.2, 3.3 & 3.4		
3.2	If in operation is send and receive being managed safely as per section 5. Movements without a MC (Send & Receive) Arrangements.		
3.3	Have all Hazards en-route been identified?		
3.4	Have appropriate control measures been identified and implemented?		
4	Ancillary Plant and Equipment		
4.1	Is RRV equipped with Service Brake?		
4.2	Are trailers equipped with Service Brake?		
4.3	If YES to 1.4.1 & 1.4.3, Is service brake in use? Mandated from 31/03/2014		
4.4	Is there any Demountable machines (RMMM's) e.g. EGO4, Fastclipper, Threaders in use?		
4.5	Is there a documented RMMM SSW in place?		

5		Lifting	
5.1	Has the CC ensured that the operator has completed all necessary pre-work checks and declared the machine fit to work?		
5.2	Is the RCI working correctly – Blue external indicator on (Red/White if fitted)? Auditor to check		
5.3	Are MEWP's in use? If YES is it in the Lift Plan?		
5.4	Is there a documented MEWP SSW including Emergency recovery		
5.5	Is there a Lift/Plant Planner on site or on-call identified?		
6		The Lift Plan	
6.1	Has the Lift Plan been compiled by an approved Lift Planner?		
6.2	Is the lift plan weather protected and legible throughout?		
6.3	Are the correct machine and serial numbers identified?		
6.4	Is the Lift & Slings Index included?		
6.5	Have all relevant hazards been identified?		
6.6	Have appropriate control measures been implemented?		
6.7	Does the lift plan identify hazards for all stages? <ul style="list-style-type: none"> • Lift and carry road • Lift and carry Rail • Static Lifts 		
6.8	Is there any tandem lifting planned and are the machines compliant to M&EE COP008 requirements?		
6.9	Does the CC have Tandem lift competence?		
6.10	Does the RCI have Tandem lift mode? If YES is it in use (RCI Light may blink 2 sec on 2 sec off on certain machines)		
7		Pre-Lift Briefing	
7.1	Has the CC ensured that the lift is documented in the lift plan?		

7.2	<p>Has the CC briefed the M-Ops on?</p> <ul style="list-style-type: none"> • The weight of the load • Maximum radius • The machine duty required • The machine configuration required • The maximum cant • Lifting up or down cant • The Steepest gradient 		
7.3	<p>If lifting accessories are planned for use, do they have</p> <ul style="list-style-type: none"> • unique ID number. • tare weight and WLL/SWL displayed. • Thorough Examination Cert in date. • safety catches fitted (FIBC) (where required)? 		
7.4	<p>Are the correct attachments/lifting accessories being used as detailed in the lift plan?</p>		
8	During Lifting		
8.1	<p>Are the CC and M-Ops aware of the process of dealing with an unplanned lift?</p>		
8.2	<p>Are the CC and M-Ops ensuring that the 10m exclusion zone is being observed and those associated with the task and within 10m are not endangered by machine or load?</p>		
8.3	<p>Are test lifts being carried out?</p>		
8.4	<p>Are the CC and M-Ops ensuring that they are working within the stated load capacity for the designated duty?</p>		
8.5	<p>Is MEWP basket SWL being adhered to? (Personal + Materials)</p>		
9	Plant and Personnel Segregation Pre-Arrival and Arrival		
9.1	<p>Were personnel given clear directions to the Site Compound and Access Points (if appropriate), and who to report to on arrival?</p>		
9.2	<p>On arrival, were staff advised of the names of the site supervisors on shift at Site Access and the means of contacting them?</p>		
9.3	<p>Were staff advised of the location of trains and their movements?</p>		
9.4	<p>Were staff advised of the designated walking route to and on site?</p>		
9.5	<p>Were staff advised of the exclusion zones around plant?</p>		

9.6	Were staff advised of hazards such as tunnels, viaducts, embankments, cuttings, restricted cesses and gradients?		
9.7	Was a large scale layout of the site on display noting walking routes and hazards?		
9.8	Was the above layout or other diagrams used to aid during briefing?		
10	Moving around Site Compounds and on Site		
10.1	Are plant/vehicles and personnel effectively segregated in the site compound and on route to site with barriers?		
10.2	Is parking effectively controlled/enforced by a parking warden?		
10.3	Are the designated walking routes identified on site and adhered to?		
10.4	Are the exclusion zones around operating plant being enforced?		
11	OTP Delivery & Collection		
11.1	Is the OTP Delivery & Collection being managed as per section 8 Plant Delivery/Collection Assessment		
11.2	Is there a Haulage Delivery/Collection Site Hazard Identification sheet available on site?		
11.3	Has a competent site representative been nominated to receive/collect OTP to/from site?		
11.4	Is there evidence that plant is being checked against the plan when received by the competent representative?		



MC/CC Briefing Record			
<i>Each MC/CC is to complete a MC/CC Checklist Form F015 for the item of OTP they are controlling</i>			
MC/CC will be briefed by the POS Rep and by signing below, they accept the briefing as follows: Acceptance means 'I have received the POS Rep briefing of the On-Track Plant Work Plan and associated Lift Planning and agree in principle, to the planned operations for my responsible plant, miscellaneous equipment and loads'.			

SHIFT No.		START TIME:		FINISH TIME:	
MC/CC Name:	Plant No:	Phone No:	Signature:		
MC/CC Name:	Plant No:	Phone No:	Signature:		
MC/CC Name:	Plant No:	Phone No:	Signature:		
MC/CC Name:	Plant No:	Phone No:	Signature:		
MC/CC Name:	Plant No:	Phone No:	Signature:		
MC/CC Name:	Plant No:	Phone No:	Signature:		
MC/CC Name:	Plant No:	Phone No:	Signature:		
MC/CC Name:	Plant No:	Phone No:	Signature:		
MC/CC Name:	Plant No:	Phone No:	Signature:		
MC/CC Name:	Plant No:	Phone No:	Signature:		



Core Activity Timings

Time (e.g.01.00hrs)	Activity	Notes - Details
	Took Possession	
	OTP on-tracked & brake tested	
	Started activity	
	Delay to plan Start/Finish	
	All work complete	
	RRV off tracked	
	On-Track and Construction Plant secured and protected from vandals?	

All Work Completed

POS Rep Name:	Date & Time:	Signature:

See Overleaf for checklist if an accident or incident

Accident/Incident/Breakdown Checklist

Reference COP0019 & COP0027 for guidance

When taking photos always reference the photo to the last 4 digits of the camera image ID, if a close up photo has been taken, take a second photo to give perspective to the close up.

Accident	Yes/no	Comments / Action Taken
Inform Control on (Company No.) re date, time and details of accident		
Fatality (Contact Assurance Director)		
Major		
Minor		
Make the safe site and priority is the preservation of life:		
Preserve evidence, gather details of witnesses		
Assess the situation and summon help as required		
Identify access points for emergency services		
Derailment/Collision	Yes/no	Comments / Action Taken
Inform Control on (Company No.) re date, time and details of derailment/collision		
Damage of the Infrastructure?		
Damage of the OTP?		
Brake test completed?		
Brakes impaired?		
Arrange support through control as required		
Points Run Through	Yes/no	Comments / Action Taken
Contact control and request support to repair the damage and inform ES?		
For Cause A&D	Yes/no	Comments / Action Taken
Is there a reason for concern of anyone involved in an accident or incident that may be due to Alcohol or Drugs?		
Contact Control on (Company No.)		
Ensure those who are under suspicion remain on site and safe		

