

5. Movements without a MC (Send & Receive) Arrangements:

Location & Dates

Use of this Document:

This form is intended to be completed to enable the planning Movements without a MC processes described within GE/RT8000 Rule Book HB15 and the requirements set out within Network Rail Standard NR/L3/NDS/048/TMM005, (Train Operations Manual - Conditions for On Track Plant Travelling Without a Machine Controller)

Section A: General Information & Track Layout Detail

Travel alone operations planned by:			
Position.	Name.	Date.	Signature.
Commencement Mileage.	Termination Mileage.	Dates Covered.	Travel Distance.

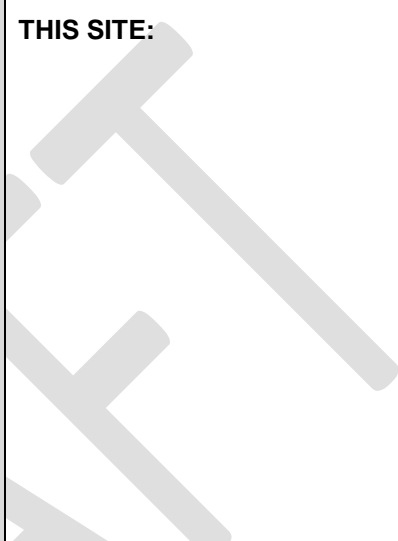
Level Crossings:-	Point Sets:-

Line, 1 - 8 from access-side	Lines Open/Blocked, Protection Arrangements (Line Blockage, Total Blockage)

Section B: Guidance Notes

- Details are shown in work package plans/method statements.
- Where risk assessment has determined that the travel movement can take place without a **MC**, the **OTP Operator**, (prior to the unaccompanied movement) shall be supplied with written instructions unless the movement is over such a short distance that the diagram and or written instructions will add no value to the briefing process
- The ES or PICOP has confirmed that no work activity has been authorised to take place on the portion of line required for the movement and that the line is clear for the movement of the OTP
- Movements without a MC may be undertaken by a Machine Controllers, (MC) **within a Blockage or Possession of a Siding work-site only**
- **‘Travelling’**: A movement of the OTP along a running line or siding. The OTP must remain within ‘structure gauge’ with all equipment safely stowed away; this includes anything attached to, or loaded onto, or carried by the OTP; and will remain within W6 gauge when an adjacent line is open. If these conditions cannot be met, the movement must be considered as **‘Working’**.
- The movement will not pass over any automatic level crossing, unless the crossing has been closed to road traffic.
- Where points are to be traversed in the movement, arrangements shall be in place and verified that the points have been set and will remain in the correct position for the intended movement
- Emergency protection of the line equipment shall be carried on the OTP
- The OTP must always display two white marker lights at the leading end and at least one red tail light at the rear. A working HEAD-LIGHT must be provided at the leading end of the movement whenever the OTP is ‘travelling’.
- When travel includes a slewing and extending capable RRV, it shall be assumed that the Machine can slew 360° at full radius; therefore slew locking & limiting stop devices on the Machines **MUST** always be used.
- Duplex Communications, Back to back radio or Mobile Phone communications (dependant on the distance to be travelled) **MUST** be provided between the OTP, Operator/s and a **‘Catching’ MC** located at the dispatch and termination locations
- A **“Catching” MC** will be at the termination point of the movement to meet the OTP. This point must be short of the location of the work to avoid conflict with other safe systems.
- Initial Dispatch and Catch brief shall be delivered by the Engineering Supervisor/Construction Manager/Technical Officer to both the **‘Dispatching’** and **‘Catching’ MC/s**, (This brief and movement authority may also be given by that person’s Agent as long as this is recorded in the engineering log
- The **‘Dispatching’ MC** at the commencement point shall confirm with the **Operator/s** that the **‘Catching’ MC** is located at the termination of movement authority and that radio communication has been established.
- The **Catching MC** at the termination of the movement is the only person who can initiate the travel movement/s. This point must be short of the location of the work to avoid conflict with other safe systems
- The **‘Catching’ MC** located at the termination of movement shall be clearly visible and displaying a Stop hand-signal to the OTP **Operator** upon its approach.
- NR/L3/NDS/047/TMC048/F015 ‘RRV and RMMM Machine/Crane Controller Checklists’ should be carried by the **Operator/s** to the termination of movement until the dispatching **MC** has re-joined the Machine/s OR may be annotated with “*dispatch & catch*” by the **‘Dispatching’ MC** and then the **‘Catching’ MC** can sign to take over control of the machine by completing the shift changeover section of that document

Section C: Risk Assessment and Control Measure Brief, to be briefed to the Dispatching and 'Catching' MC/s MC by the ES)	
Risk Assessment Factors:	Control Measure Requirements
Harassment / Intimidation / Instructions to “do the job and forget the plan” / “ do as you’re told” to by persons not competent in Machine Controlling,	Apply ‘work-safe procedure’, report facts of any incidents.
Adjacent Open Lines: (Will the machine/s EAC allow the proposed machine/s to ‘travel’ adjacent to open lines?) (Have transit gauge locking arrangements been identified and the transit envelope of all items of OTP including loads & load security been considered?) (Where immediately adjacent, has specific agreement with the Business Engineer, Contractors Engineering Manager been reached) (NOTE: Even where no adjacent lines are open; the machine, attachment and load MUST still remain within ‘Structure Gauge’ to enable this process to be considered) Structure Gauge = <i>“An outline drawing or specification, complete with application rules, defining a line in which structures are not permitted to intrude”</i> BUT:- Check transit route against proposed vehicle / attachment / load I.E. platform edges, OHLE within bridge arches etc.	Requirement: ALL machines, attachments and loads MUST fit within W6 Loading Gauge including possession vehicle exceedance; W6 route availability is to be confirmed with the Infrastructure Controller. Re-state the operational status of any adjacent open lines and justify allowance of this complexity into this process by statement of control measures:- THIS SITE:
Point sets: (Will the machine/s activate train operated points?) (Will the points remain set in the correct position for ALL intended machine traversing movements? (Normally, it is the MC who MUST <u>stop</u> the machine and check the points are correctly set for the intended movement and that the subsequent travel through the points must be at no more than walking pace. What is the planned alternative to prevent the possibility of point run-through?)	Requirement: State the location and orientation of points & crossings to be traversed and justify allowance of this complexity into this process by statement of control measures:- THIS SITE:

Section C: (Continued)	
Risk Assessment Factors:	Control Measure Requirements
<p>Level crossings: (Will the machine travel through any type of vehicle or pedestrian level crossing? Is it clear that the operator MUST have permission from the Catching MC and await signal from the barrier attendant in order to transit across an automatic level crossing? Is it clear that ALL crossings will only be crossed at walking pace?)</p>	<p>Requirement: ALL Automatic Level Crossings MUST be closed to traffic and have a barrier attendant to enable this process to be considered. State the location and operational status of ALL rail crossings to be traversed and justify allowance of this complexity into this process by statement of control measures:-</p>
	<p>THIS SITE:</p> 
<p>Communications: (Has the complete route had a radio communication integrity check, by test of the radio system chosen for this process?) (Is it possible to extend the communication distance by the positioning of briefed MCs along the route?) (NOTE: Radio communication MUST be maintained between the Operator and the Catching MC located at the termination of the movement)</p>	<p>Requirement: The Catching MC must pre-authorise each movement by radio from the movement termination point. State the communication method and test procedure:-</p>
	<p>THIS SITE:</p>

Section C: (Continued)

Site Specific Transit Plan: *(add site sketch if value added)*

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Section D: Pre-travel checklist, (to be completed by the 'Dispatching' MC):

Check: (Guidance)	Yes	No
1. Has the Machine/Crane Controller checklist been completed; And has an understanding been reached as to the management of that document? (i.e. MC 'change-over' or Stop and await Dispatching MC?)	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the OTP Engineering Acceptance/Conformance Letter Allow the proposed transit arrangement? The Machine, Attachment & Load MUST remain within the '**Structure Gauge**'.	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all transit locks engaged, and precautions taken to ensure that the Machine, attachments & secured load travel within the applicable structure gauge?	<input type="checkbox"/>	<input type="checkbox"/>
4. Where an immediately adjacent line is Open, will the machine, attachments & load remain secured and within W6 Gauge including possession vehicle exceedances? (In the event of no immediately adjacent line being open, tick YES)	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the OTP <u>carry</u> the complete set of equipment to carry out emergency protection arrangements? (Mandated by Rule Book): (10 detonators, 2 track circuit operating clips, two red flags, a hand-lamp able to show a Red aspect)	<input type="checkbox"/>	<input type="checkbox"/>
6. Has a planned separation distance/time been established between vehicles? (Minimum Distance = 100 METRES) (Agreed Distance = ____ m)	<input type="checkbox"/>	<input type="checkbox"/>
7. Has a planned maximum travel speed been set? (Maximum Speed = 20 MPH for multiple machine movements) (Check EAC) (Agreed Speed = ____ mph)	<input type="checkbox"/>	<input type="checkbox"/>
8. Do satisfactory arrangements exist for management of site risks such as point sets, level crossings?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do satisfactory arrangements exist if the machines need to stop or be met at any time during the journey? If temporarily stopping, machines must simultaneously Stop and remain stationary at planned separation distance whilst awaiting instruction to proceed. (Machines may only be 'met' by a competent MC)	<input type="checkbox"/>	<input type="checkbox"/>
10. Has the 'Catching' MC been nominated? Note: The Catching MC must be clearly visible and displaying a Stop hand-signal to the operator of the machine on approach. (Mandated by TMM005)	<input type="checkbox"/>	<input type="checkbox"/>
11. Have a satisfactory Radio or Mobile Phone communication system been tested with the termination point OR Will communication be tested prior to commencement of travel? (Mandated by TMM005)	<input type="checkbox"/>	<input type="checkbox"/>
12. The catching MC must verify that the materials that have been loaded on to the trailers and dispatched been re-counted and no loss has been incurred	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Each stage of the 'Pre-travel checklist' **MUST** be completed with a 'YES' to enable the travel alone Dispatch and Catch process to take place. ** (Structure Gauge = "An outline drawing or specification, complete with application rules, defining a line in which structures are not permitted to intrude" GC/RT5212) **

Section E: OTP and Personnel Detail, (to be completed by the 'Dispatching' MC with information from the **Machine/Crane Controller Checklist**):

Machine	Serial/Bogie Number	Host Machine, Attachment & Load Detail

Dispatching MC:

I have received the **Engineering Supervisor** to MC brief of the 'risk assessment' and 'site specific requirements'. I have completed the pre-travel checklist, (**Section-D**) and agree to the travel-alone Dispatch and Catch process for my responsible machines, attachments and loads.

Dispatching MCs Name	Signature	Time / Date

Additional personnel such as OTP Operators and the Catching MC:

I have witnessed completion of the pre-travel checklist, (**Section-D**) and have received the **Dispatching MC** brief of the risk assessment and site specific requirements.

Catching MCs Name	Role	Signature	Time / Date
	Catching MC		
Name	Role		
	Operator 1		
	Operator 2		