



READYPOWER

ENGINEERING LTD

NUMBER ONE FOR PLANT HIRE
OPERATED AND SELF DRIVE HIRE

Date: 14th July 2010

OTP RULES REFRESHER BRIEF

On & Off Tracking and Travelling of OTP

This briefing has been written to remind the target audience of the rules in place surrounding on and off tracking and the considerations that must be taken when performing this activity.

Background:

There have been several instances of OTP runaways in recent years where track conditions amongst other factors were the root cause. Since December 2009 Network Rail have mandated that any high ride OTP that is fitted with an LUL upgrade and emergency stop button is upgraded with axle interlocks which prevent the machine from being placed in a free wheel position. The relevance of the emergency stop button was that in 2008 a MEWP ran away after the M/C panicked and subsequently pushed the stop button. This killed the power to the engine and made it impossible for the operator to raise or lower the rail axles.

Factors to consider:

1. Is the access point prepared?

There are 5 types of prepared access point:

- Consolidated ballast to just below rail head height
- Proprietary access ramp systems which fit in the cess, 4 foot and 6 foot, this will include rail head protectors for on-tracking metal tracked OTP e.g. Bulldozers
- Secured timbers in the cess, 4 foot and 6 foot. These cannot be loose and as well as being tied or banded together must be fixed against the rail or sleepers to prevent them from moving during on-tracking
- A level crossing
- A concrete pad or slab track formation as may be found in a yard or operational rail depot

Any other type of Road Rail Access Point or RRAP other than listed above is not classed as "prepared" and does not meet Network Rail's requirements for a suitable RRAP. Instructions to on-track at unprepared access points must be dealt with under the worksafe procedure and if possible resolved with the staff on site pro-actively.

2. Before you place the OTP on the track, have you performed a brake test of the OTP when on its road wheels/tracks? You should not attempt to on-track a machine without assuring yourself that the brakes are functioning

correctly. Defects must be reported to the Machine controller and to the company on-call manager.

3. Before you place the OTP on the track, do you know what the track cant and gradient are at the access point? If you have been told, how does this relate to the Special Limitations stated in the Engineering Acceptance certificate? You have to make sure that the OTP can actually on-track at the access point you are planning on using. Just because the excuse is given "well this is where we always get on track" it doesn't mean that the access point is suitable for the OTP being used on the night. For example some OTP cannot be on-tracked at access points where the track cant exceeded 50mm.
4. Immediately after you have set the OTP in rail mode, you must perform the on-line brake test to ensure that the OTP brakes are functioning correctly when on line. Defects must be reported to the Machine controller and to the company on-call manager.
5. Prior to travelling the OTP to the worksite you must know about the track conditions not only at the access point but throughout the route you are expected to travel. Typical information you will need to know to judge braking distances and braking performance are:
 - What are the gradients and cants to be expected?
 - Weather conditions – will it be icy during the shift or is it raining?
 - Track contamination – leave fall area or oil/grease on the track which may be known if you are using sidings
 - Are you towing or propelling a load and if so how heavy is it? This will significantly increase your braking distance and reduce your ability to stop where needed.
 - If towing/propelling, will the load be un-braked (hydraulic park brakes) or service braked?

Using all the above factors you can then drive to the conditions and take into account any increased stopping distances.

Remember to ask for the above information in order to decide if the on and off tracking process and travelling can be completed safely. Concerns or worries should be discussed with your machine controller and the Readypower on-call manager under the worksafe procedure, with a view to actively resolving the issue on the night jointly with the customer on site.

Having received this briefing, please complete the acknowledgement for overleaf and return to the address listed.

Andy Young
SHEQ Director

BRIEFING ACKNOWLEDGEMENT

I confirm that I have received and understood the OTP Rules Refresher brief on On & Off Tracking and Travelling of OTP dated 14/07/10.

Person Receiving Briefing

Name	Signature

Please return this sheet to Angela Sol, Compliance Administrator and send to:

By Post: 52-56 Longshot Lane
Western Industrial Estate
Bracknell
BERKS
RG12 1RL

By Fax: 0871 504 3201

By Email: angelas@readypower.co.uk

Alternatively submit with the next timesheet if you have worked for Readypower within 2 weeks of receiving this briefing.