

**Urgent Operating Advice report form
(GO/RT3350/1)**



Report form - completion and forwarding arrangements

This form must be used to initiate an Urgent Operating Advice when required by GO/RT3350. When completed, it must be sent to the Network Rail National Operations Centre for onward distribution to affected duty holders, and a copy to the head of delivery, Traffic Operation & Management unit, at the Rail Safety and Standards Board.

From (employing company, location address):		
Fax/voice phone no./ e-mail address:	Signed:	Date:
Print name and job title:		

Please distribute an Urgent Operating Advice in accordance with GO/RT3350.

1. **The advice is required because of** (*please delete as applicable*):
 - (a) high risk defect in equipment that is not covered by GE/RT8250 or GK/RT0106
 - (b) high risk operating incident or irregularity (including, or caused by, the misapplication or misunderstanding of operating rules, regulations or instructions)
2. **State briefly the facts that support your request for an Urgent Operating Advice under category (a) or (b) above.**

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3. **What action has been taken to prevent recurrence and severe consequences?**

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4. State the justification for an Urgent Operating Advice, including the factors considered in your assessment of the potential for recurrence and severe consequences if it did recur.

5. If it is believed necessary to change a Railway Group Standard (including GE/RT8000 Rule Book), please state subject matter and reference that needs reviewing.

6. Please provide guidance as to which group(s) of duty holders will find this Urgent Operating Advice of most relevance.

**THIS FORM TO BE SENT TO THE NETWORK RAIL NATIONAL OPERATIONS CENTRE
EMAIL (preferred): noc@networkrail.co.uk, or (if email unavailable) FAX: 020 7557 9060**

**A copy also to be sent to the head of delivery, Traffic Operations & Management unit,
Rail Safety & Standards Board
EMAIL (preferred): steve.roberts@rssb.co.uk, or FAX: 020 7557 9073**

ACKNOWLEDGEMENT From Network Rail NOC

To:

Urgent Operating Advice received

Unique number allocated:

Signed: Date: