

Uncontrolled When Printed

Module T4

GE/RT8000/T4  
Rule Book

# Possession of a siding for engineering work

Issue 2

October 2006

**Comes into force 02 December 2006**



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<b>Issue</b>	<b>Date</b>	<b>Comments</b>	<b>Comes into force</b>
1	June 2003	Initial issue	06 December 2003
2	October 2006	Replaces issue 1	02 December 2006

You will need this module if you are:

- a person responsible for a siding
- a person in charge of a T4 possession
- a signaller or ground-frame operator.

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### Section

# 1

## Arranging the possession

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## 1

## Arranging the possession

*The people responsible: person responsible for the siding, person in charge of a T4 possession*

### 1.1 Agreeing the possession

When engineering work needs to be carried out in a siding and movements in the siding must be stopped or the siding is to be used for on-track plant purposes, a possession of that siding must be taken.

The person requiring the work and the person responsible for the siding must agree the following details in advance:

- whether a full or partial possession of the siding will be taken
- the date and time the possession will be taken and the date and time by which it must be given up
- the name of the person who will act as the person in charge (T4).

Whenever possible, possession will be taken of the whole of each affected siding.

### 1.2 Appointment of a person in charge of the T4 possession

A person must be appointed to be in charge of the possession and will be known as the person in charge (T4) and will have responsibility for:

- taking and supervising the possession
- recording the arrangements in writing.

If the T4 possession is being taken in association with an adjacent T3 possession, the person in charge (T4) may also be the PICOP for that T3 possession or the ES for an adjacent work site.

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If the T4 possession is immediately adjacent to a running line that is under T3 possession, no additional protection, as shown in section 2 of this module, will be required.

### 1.3 Telling the shunter

person  
responsible  
for the siding

Where a shunter is involved, you must make sure the shunter is told about the possession arrangements.

### 1.4 Recording the arrangements

person in  
charge  
(T4)

You must record in writing:

- which siding is affected
- the siding protection arrangements, and the identifiable protection where the possession is to prevent movements in the siding (see section 2.3)
- the date and time the possession is taken.

# 2

## Protecting the possession

*The people responsible: **person in charge (T4), signaller (if involved)***

References to the signaller include the ground-frame operator.

### 2.1 Closing the whole siding

Before you allow the work to start or on-track plant to be placed on the siding, you must:

- make sure **all** points leading to the siding are clipped and padlocked to prevent movements into the siding
- if the points are worked from a signal box or ground frame, ask the signaller to move the points to the required position and make sure you have the signaller's permission to clip and padlock them in that position.

You must keep the padlock key until you give up the possession.

If you are involved, you must:

- place all points leading to the siding in the required position
- place reminder appliances on the relevant levers
- give the person in charge (T4) permission to clip and padlock the points
- record in the Train Register, or other authorised document, the time the possession is taken.

**person in charge (T4)**

**signaller**

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### 2.2 Closing part of the siding

person in  
charge  
(T4)

To prevent movements towards the affected part of the siding, you must make sure:

- there are rail stops or similar approved devices across the rails (where necessary, at both ends of the work site)
- there is a possession limit board in the four-foot on the approach to the protective device.

### 2.3 Allowing work to start

person in  
charge  
(T4)

When the possession has been taken for on-track plant purposes, you may authorise each COSS to start work.

Where the possession has been taken to prevent movements in that siding, you must make sure that each COSS, IWA or DP places their identifiable protection **i** at the limits of the possession before you give permission for the work to start.

### 2.4 Siding leading to a T3 possession

person in  
charge  
(T4)

When the siding is being used to allow on-track plant to get into or out of an adjacent T3 possession, you must come to a clear understanding on how this is to be done with the engineering supervisor or PICOP as appropriate, and the signaller if involved.

Where points have been secured to protect the siding, you must make sure the points are again secured to protect the T4 possession once the movement of on-track plant has taken place.

### 2.5 Changing the person in charge (T4)

person in  
charge  
(T4)

You must not give up responsibility for the possession until another person in charge (T4) takes over your responsibility or the possession is given up.



Identifiable protection means an effective method that must be agreed with the person in charge (T4) and defined in a safe method of working for the possession.

## 3

## Giving up the possession

*The people responsible: **person in charge (T4), signaller (if involved), person responsible for the siding***

*References to the signaller include the ground-frame operator.*

### 3.1 Removing the siding protection

When **all** work is finished or the siding is no longer needed for on-track plant purposes, you must:

- make sure any on-track plant or equipment is clear of the siding
- make sure any identifiable protection is removed
- make sure all siding protection is removed
- tell the signaller (if involved) the time you removed the protection and gave up the possession
- record in writing the date and time you gave up the possession and tell the person responsible for the siding that the possession has been given up.

**person in  
charge  
(T4)**

### 3.2 Signaller's actions

If you have been involved, you must:

- remove reminder appliances from the relevant levers
- record in the Train Register or other authorised document the time the protection is removed and the possession is given up, as reported by the person in charge (T4).

**signaller**

### 3.3 Telling the shunter

Where a shunter is involved, you must make sure the shunter is told that the possession has been given up.

**person  
responsible  
for the  
siding**

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### The term

### Includes or means:

#### Ground frame

A control point containing levers or switches to allow points in running lines and sidings, and any associated signals, to be operated locally. This local operation is only possible when the signaller at the controlling signal box gives a release. Also includes a ground-switch panel.

#### Lever

Includes a switch, button or workstation control.

#### On-track plant

A road-rail vehicle (RRV) or rail mounted maintenance machine (RMMM) also known as 'in possession only' vehicles.

#### Protection

Ways of making sure that a line is protected. This includes keeping signals at danger, placing detonators on the line, using a track circuit operating clip and showing a hand danger signal.

#### Reminder appliance

A device or control used to remind the signaller that a particular lever, button or switch must not be operated at all, or used only under certain conditions.

#### Running line

A line as shown in Table A of the *Sectional Appendix* as a *passenger line* or as a *non-passenger line*.

#### Siding

A line on which vehicles are marshalled, stabled, loaded, unloaded or serviced clear of a running line.



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