

Production and Management of Electrification **Isolation** Documents

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Synopsis

This document defines the requirements for the production and management of **isolation** documents for all electrified lines.

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Part A

Issue Record

This document will be updated when necessary by distribution of a complete replacement.

Amended or additional parts of revised pages will be marked by a vertical black line in the adjacent margin.

Issue	Date	Comments
One	April 2000	This document supersedes GM/RT1006

Responsibilities

Railway Group Standards are mandatory on all members of the Railway Group * and apply to all relevant activities that fall into the scope of each individual's Railway Safety Case. If any of those activities are performed by a contractor, the contractor's obligation in respect of Railway Group Standards is determined by the terms of the contract between the respective parties. Where a contractor is a duty holder of a Railway Safety Case then Railway Group Standards apply directly to the activities described in the Safety Case.

* The Railway Group comprises Railtrack and the duty holders of the Railway Safety Cases accepted by Railtrack.

Compliance

The provisions in this document are to be complied with from 3 June 2000.

Health and Safety Responsibilities

In issuing this document, Railtrack PLC makes no warranties, express or implied, that compliance with all or any documents published by the Safety & Standards Directorate is sufficient on its own to ensure safe systems of work or operation. Each user is reminded of its own responsibilities to ensure health and safety at work and its individual duties under health and safety legislation.

Supply

Controlled and uncontrolled copies of this document may be obtained from the Industry Safety Liaison Dept, Safety and Standards Directorate, Railtrack PLC, Railtrack House, DP01, Euston Square, London, NW1 2EE.

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Part B

1 Purpose

The purpose of this document is to state the requirements for **isolation** documents to ensure that they are correct, properly produced and validated before use, as part of the implementation of safe systems of work.

2 Scope

The overall scope of Railway Group Standards is as specified in Appendix A of [GA/RT6001](#).

Specifically the contents of this document set the principles to be applied for all electrified lines, to the process of production and management of **isolation** documents.

3 Definitions

Isolation Documents

A particular suite of documents, produced specifically for the management and implementation of electrical safety, including diagrams and instructions and containing all the operational information and instructions concerning electrification fixed equipment and such relevant information concerning signalling, track and other infrastructure as is necessary.

Electrical Control Room (ECR)

The location of the apparatus for the remote control of the equipment associated with the electric traction system, and the staff who operate it.

4 Production

4.1

The infrastructure controller shall ensure that **Isolation Documents** are produced, revised and controlled for all electrified lines.

4.2

The format, symbols, nomenclature, etc., of the **Isolation Documents** shall be standard for all electrified lines so far as is reasonably practicable. The infrastructure controller shall take the lead in sharing best practice with all interfacing infrastructure controllers, or other organisations, to facilitate this standardisation.

4.3

Isolation Documents shall make reference to other neighbouring power supply systems which have to be taken into account when working on electrified lines. Such power supply systems shall include, but not be limited to:

- infeeds to electric traction systems;
- overhead electrical transmission and distribution lines running parallel to, or crossing, electric traction systems;
- other electric traction systems;
- dual electric traction systems; and
- electric traction change-over arrangements.

4.4

Identification references on **Isolation Documents** shall be unique within the area controlled by an ECR, and additionally at the interfaces with abutting control areas, in the following aspects:

- section and feeder references;
- electrical switching location designations;
- structure number prefix letters; and
- diagram and instruction sheet numbering.

The infrastructure controller shall ensure that these identification references are allocated.

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4.5

The infrastructure controller shall ensure that a validation procedure is used for **Isolation** Documents which shall, as a minimum, contain the following elements:

- verification of format;
- verification against installed infrastructure;
- authorisation; and
- formalised feedback on safety aspects.

5 Management

5.1

Issuing of **Isolation** Documents shall be in accordance with a documented control procedure.

5.2

Procedures shall exist which ensure that any modifications to the infrastructure, which affect the details contained in the **Isolation** Documents, shall not be implemented until the modified details are also incorporated in the **Isolation** Documents.

5.3

Where alteration to the documentation is not possible or reasonable in the time available, alterations of an urgent or temporary nature to the **Isolation** Documents shall be covered by written instructions or overlays. All recipients of the **Isolation** Documents shall be advised of any such alterations. This type of amendment shall be subject to validation as detailed in clause 4.5. Alterations to the documentation carried out by these means shall be made permanent as soon as is reasonably practicable.

5.4

Formal written procedures shall exist for modifying **Isolation** Documents when it is found that the documentation does not reflect the actual state of the infrastructure.

5.5

The infrastructure controller shall ensure that a formal procedure exists for the communication in writing, by the users of the **Isolation** Documents, of safety queries relating to the **Isolation** Documents and for recording the resultant action taken.

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Railway Group Standard

GL/RT1252

Issue One

Date April 2000

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References

[GA/RT6001](#) Railway Group Standards Change Procedures

The Catalogue of Railway Group Standards (or Railway Group Standards CD ROM) should be consulted for the current issue number and status of the documents that are published by the Safety & Standards Directorate.