

KEYPOINTS

**LEVEL CROSSING
ATTENDANT
(AOD LXA)**

Issue eight valid from June 2013

**CERTIFICATION REQUIRED: CURRENT SENTINEL CARD
ENDORSED WITH PTS, AOD (LXA) AND IWA OR
IWA/COSS COMPETENCIES**

Keypoint Cards have been produced for many of the track safety competencies, as a reminder of the main duties, rules and requirements.

Further copies are available from Willsons Group Services.

To obtain an order form, email:

denise@willsons.com

(phone 01636 702334 or fax 01636 701396)

LOCATIONS OF LEVEL CROSSINGS

The locations of manned, automatic, open and traincrew-operated level crossings are set out in Table A of the Sectional Appendix.

REASONS FOR APPOINTMENT

- Failures
- Engineering Work

ON ARRIVAL AT THE CROSSING

You must always:

- Contact the controlling signaller straight away using the telephone at the crossing. Only if the crossing telephone is not working or not provided may you then contact the signaller using a mobile telephone.
- Make sure you do not take local control until the signaller instructs you to do so.
- Stay at the crossing until local control is given up and the signaller has given you permission to leave or another **COMPETENT** attendant has taken over from you.

LOCAL CONTROL OF A CROSSING WITHIN A POSSESSION

After the possession has been granted, the PICOP will issue you with your instructions in relation to engineering trains and on-track machines.

If the crossing is located within an ES worksite, the ES will issue you with instructions in relation to the movement of engineering trains and on-track machines.

ROAD LIGHTS

If the barriers have failed in the raised position and the road traffic signals are not working, the signaller must not authorise a train to pass over the crossing until there is an attendant at the crossing.

If the red road lights continue to operate whilst the barriers are raised and there are no trains approaching, the crossing attendant **MUST NOT** give road traffic permission to cross over the level crossing.

GIVING A MESSAGE

You must always:

- State your name.
- Give your job title and employer.
- State that you are the Level Crossing Attendant... (give name and location of level crossing).
- Give your telephone contact number as necessary.
- Repeat back messages and instructions to check they have been correctly understood.

EQUIPMENT REQUIRED

- Red Flags (2 for placing on the track plus one for use in emergency)
- Red lamps (2 for placing either side of the crossing)
- Green flag
- Occurrence Book & Pen
- Instruction Booklet/Sheet
- Hand lamp (capable of showing a red and a green light)

- 222 key (or regional variation)
- 6 mm Allen Key
- Sub Master Key (regional)

OPERATIONAL INSTRUCTION LEAFLET

The operational instruction leaflet is either at the crossing or at the controlling signal box and describes operational procedures and instructions for the crossing. **Make certain you familiarise yourself with their contents prior to your use of the crossing controls.**

ADDITIONAL EQUIPMENT

It is a requirement when attending A.H.B.C Crossings that a Red Flag by day or a Red Lamp by night be maintained on the track, on each approach to the crossing, so as to be visible to each approaching train. This means placing them in the 6 foot on a double line and in the 4 foot on a single line when the crossing is on local control, and the barriers are raised to allow road traffic to cross. It is permissible to use a PLB instead of the red flag or light, where these are available.

TYPES OF LEVEL CROSSING

| | |
|------|---|
| AHBC | Automatic Half-Barrier Crossing |
| ABCL | Automatic Barrier Crossing Locally Monitored |
| AOCL | Automatic Open Crossing Locally Monitored |
| CCTV | Barrier Crossing with Closed Circuit Television |
| RC | Remotely Controlled Crossing with Barriers |
| TMO | Train-Crew Operated |
| R/G | Crossing with Red and Green Warning Lights |

AHB CROSSING

Taking local control

The signaller will tell you when to take local control - don't even open the door of the local control unit until instructed to do so. When instructed move the switch away from "auto".

After local control has been taken:

The signaller will instruct the driver of each train to approach the crossing at caution and not to pass over the crossing until the attendant has displayed a green handsignal.

The signaller must tell you of the approach of a train in enough time for you to close the road to road traffic, but you must remain alert for approach of trains at all times.

When the signaller informs you of an approaching train you must:

- Close the crossing to road traffic before the train approaches.
- Remove the red flag or lamp.
- When you have done this and are satisfied that the road is closed show a green handsignal to the driver of the train. Note: if there is a signal nearby make sure that the driver has passed this, or has been authorised to pass it, before showing the green handsignal.

AFTER THE TRAIN HAS PASSED

Unless the signaller has advised you of the approach of another train you should replace the red flag or lamp and then raise the barriers as soon as the train has passed over the level crossing complete with tail lamp attached.



Automatic half-barrier level crossing

Local control no longer necessary

- The signaller will tell you when local control is no longer necessary.
- You should then lower the barriers.
- Place the local control switch to “auto”.
- Close and lock the door of the local control unit.
- Make sure that the barriers raise automatically.
- Tell the signaller.
- Don't leave until the signaller tells you that you can.

CCTV & RC CROSSINGS

Taking local control

The signaller will tell you when to take local control - don't even open the door of the local control unit until instructed to do so. When instructed move the switch away from "auto".

When the crossing is under local control you will be advised by the signaller of each approaching train.

You must then:

- Lower the barriers.
- Inform the signaller that the barriers are lowered and the crossing is clear.

The signaller will instruct you to authorise the train driver to proceed over the crossing by showing a green handsignal, when you are sure it is safe to do so, if:

- The movement is in a direction for which there is no signal, or
- The movement (in either direction) is on a line under possession, or
- The movement is a wrong direction movement.

CCTV & RC CROSSINGS

You must:

- Tell the signaller when the train has passed clear of the crossing
- Get the signaller's permission before you raise the barriers.

Note: If you are appointed because the signaller is unable to obtain a satisfactory view of the crossing but all other crossing equipment is working normally (e.g. a CCTV fault). You should also tell the signaller that the train has passed clear of the crossing complete with tail lamp.

Local control no longer required

The signaller will tell you when local control is no longer required.

- You should ensure that the barriers are lowered.
- Turn the switch to "remote".
- Close and lock the door of the local control unit.
- Tell the signaller and get permission before you go.

AOCL & ABCL CROSSINGS

During darkness if you are appointed at the crossing you must arrange for a red light to be shown on each road approach to stop road traffic using the crossing when a train is required to pass over it. A red light is not necessary if the road is already closed to traffic.

Exception

You do not need to carry out the above instructions at an ABCL if:

- the barriers have failed in the lowered position, and
- the lights on the barriers are lit.



EFFECTIVE SAFETY CRITICAL COMMUNICATION

ABC of safe communication

A – Accurate

B – Brief

C – Clear

You must always:

- Use the phonetic alphabet to give signal/OLE post information and to clarify names and locations that are difficult to pronounce or which may not be correctly recognised.

MAKE SURE YOUR MESSAGE IS UNDERSTOOD

To make sure your message is understood:

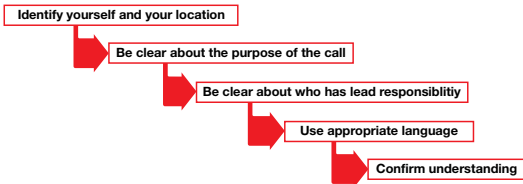
You must always speak:

- With the mouthpiece close to your mouth (but not too close).
- Directly into the mouthpiece.
- Slightly slower than normal, with a natural rhythm.
- At the same volume as you would in normal conversation.

You must always:

- Use clear sentences.
- Use normal railway words and phrases found in the rules, regulations and instructions.
- Use the phonetic alphabet – to check your message is understood correctly.
- Try to avoid hesitation sounds (for example, 'um' or 'er') and slurring one word into another.
- If the other person responds or speaks in an accent or dialect which is unfamiliar, take time to make sure your message is understood and that you understand his or her message.

COMMUNICATION PROTOCOL



PHONETIC ALPHABET

Phonetic alphabet

Be sure to pronounce numbers one digit at a time. For example, '1702' would be pronounced 'one-seven-zero-two'. Always be sure to say 'zero' for the figure '0' and not 'nought' or 'O'.

Exceptions are as follows:

- When you refer to times weights and measurements e.g. time 1317 hours should be stated as thirteen seventeen hours

| | | | | | |
|--------------------|----------------------|---------------------|--------------------|--------------------|---------------------|
| A Alpha | B Bravo | C Charlie | D Delta | E Echo | F Foxtrot |
| G Golf | H Hotel | I India | J Juliet | K Kilo | L Lima |
| M Mike | N November | O Oscar | P Papa | Q Quebec | R Romeo |
| S Sierra | T Tango | U Uniform | V Victor | W Whisky | X X-ray |
| Y Yankee | Z Zulu | | | | |

PHRASES TO USE

Phrases to use when using a radio or telephone

| Phrase | Meaning |
|------------------------------|--|
| 'This is an emergency call.' | This message conveys information which requires immediate action to prevent death, serious injury or damage. |
| 'Repeat back.' | Repeat all of the message back to me |
| 'Correction.' | I have made a mistake and will now correct the word or phrase just said |

Phrases to use when using a radio and only one person can be heard at a time

| Phrase | Meaning |
|---------|---|
| 'Over.' | I have finished my message and am expecting a reply. |
| 'Out.' | I have finished my message and I do not expect a reply. |

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Safety Central - The site is your one-stop shop of safety information, advice, resources and useful contacts, designed to promote consistency and best practice across the whole rail industry.

<http://safety.networkrail.co.uk/>

There are two ways to report safety concerns. Your first step should be to tell your supervisor or sponsor. If this isn't possible, you can contact CIRAS - the railway's confidential reporting service - www.ciras.org.uk

The purpose of this Keypoint Card is to act as a reminder only. If you are unsure about any issue relating to the information given here, you must refer to the appropriate module of the Rule Book GE/RT 8000 Series.

In supplying this document, Network Rail makes no warranties, express or implied, that compliance with all or any documents it issues is sufficient on its own to check safe systems of work or operation.

Users are reminded of their own duties under health and safety legislation.

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