

**KEYPOINTS**

**POINTS OPERATOR  
(AOD PO)**

Issue six valid from June 2012

**CERTIFICATION REQUIRED: CURRENT SENTINEL CARD  
ENDORSED WITH PTS, AOD (PO) 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](mailto:denise@willsons.com)**

(phone **01636 702334** or fax **01636 701396**)

# REASONS FOR APPOINTMENT

## Simple Failure

**This is a failure that needs:**

- A single point end, **or**
- A single point end and co-acting trap point, **or**
- Both ends of a crossover

**to be set or secured (or both).**

## Complex failure

A failure which needs **more point ends to be set or secured (or both)** than a simple failure. It also includes all failures that affect:

- Switch diamonds, **or**
- Swing-nose crossings.

During a complex failure, the location affected may be split up into two or more areas. In this instance:

- There must be a Route Setting Agent for each area, **and**
- The Route Setting Agents and the Signaller must understand clearly which points each agent will be responsible for.

## **Staffing arrangements for points failures**

In a simple failure a Points Operator should work to the Signaller's instructions, but where a Points Operator is appointed (in a complex failure) the Points Operator should work to the Route Setting Agent's instructions.

## **TYPES OF POINT MOTOR**

Clamp lock / In-bearer Clamp lock – Electro-hydraulic  
Side winding (H.W. Style 63 HPSS) – Electro-mechanical  
Top winding (S.G.E. M3) – Electro-mechanical  
Air points / hydro-pneumatic – Compressed air

## **POINT END IDENTIFICATION PLATE**

A plate which:

- Is located on a sleeper at the points.
- Shows the point number, and
- Indicates the normal position of the closed switch blade.



## **APPOINTMENT OF POINTS OPERATOR(S)**

The person(s) appointed:

- Must be a qualified COSS or IWA.
- Must be competent to manually operate the type(s) of points concerned.
- Must be familiar with the location where the failure has occurred.

## **ON ARRIVAL AT THE SITE OF THE FAILURE**

### **You must always:**

- Immediately tell the controlling Signaller of your arrival.
- Ask the Signaller whether a Route Setting Agent is to be appointed.
- In the case of a simple failure advise the Signaller of your name and employer so they can enter the details in the train register.

### **You must always:**

- Take instructions only from the controlling Signaller or from a Route Setting Agent, if one is appointed (and NOT then the Signaller).
- Find out the type of failure (simple or complex) and what is required.
- Find out which points have failed.
- When instructed by the signaller inspect the points and tell the signaller which position they are in, whether they are damaged or obstructed and if the point motor is running continuously (if the motor is running you must not insert the point handle).

## **SAFETY OF PERSONNEL ATTENDING POINTS FAILURES**

### **You must always:**

- Make sure that trains have been stopped on the line involved before going 'On or Near the Line'.
- Find out whether any other lines remain open before going 'On or Near the Line'.
- Reach a clear understanding with the Signaller about what is to be done before going 'On or Near the Line'.

## **OPERATING POINTS MANUALLY**

**Before beginning manual operation of points, you must always**

- Carry out the Signaller or Route Setting Agent's instructions.
- Before inserting the point handle switch the power to the points off or check that this has been done.

**Unless the controlling Signaller advises otherwise, you must always:**

- Use a scotch and clip to secure facing points.
- Use a scotch to secure trailing points.

Scotches and Clips are normally kept in signal boxes or location cabinets or other secured containers at the trackside. However, on some occasions, you will be required to supply your own clips or scotches.

## **DEALING WITH COMPLEX FAILURES**

**You must always**

- Receive instructions from a Route Setting Agent.
- Report back to the Route Setting Agent as soon as the instructions have been carried out.
- Allow the Route Setting Agent to walk through the entire route to check that everything is correct, before the first train can be allowed to proceed over the portion of affected line.



## **REMOVAL OF CLIPS AND SCOTCHES**

In the case of a simple failure, the controlling Signaller:

- Will give the instructions to remove scotches and clips.
- Will give the instructions to restore power to the points.

In the case of a complex failure, the Route Setting Agent:

- Will give the instructions to remove scotches and clips.
- Will give the instructions to restore power to the points.

The controlling Signaller must be advised regarding:

- Duties of the Route Setting Agent in complex failures and the Points Operator in simple failures

and as soon as possible when:

- All scotches and clips have been removed.
- Power has been restored to the points.
- All persons have moved to a place of safety.

### **Before leaving the site, you must always:**

- Confirm with the Signaller or Route Setting Agent that the points operate correctly.



## EQUIPMENT

You need to know the local arrangements for the provision of equipment.

Examples of equipment that may be required:

- Pump /Point Motor Handles
- 222 Key
- Gloves
- Scotches
- Point Clips
- Air Point Keys
- Padlocks

## 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.
- Remember that if you are using numbers in your message, you must say them one at a time. For example, you would pronounce the sequence '1702' as 'one, seven, zero, two'.

# MAKE SURE YOUR MESSAGE IS UNDERSTOOD

To make sure your message is understood:

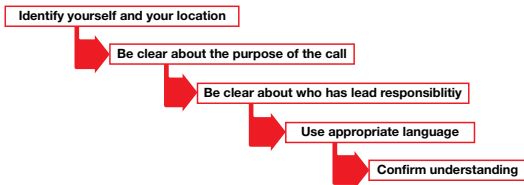
**You must always speak:**

- 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
- When you refer to Rule Book modules e.g. T12, you may use T12

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