Network Rail

OLE A.C. ELECTRICAL ISOLATIONS LEVEL B (AUTHORISED PERSON)

Issue two valid from December 2007

CERTIFICATION REQUIRED: CURRENT SENTINEL ELECTRIFICATION CARD ENDORSED WITH AUTHORISED PERSON COMPETENCES

EQUIPMENT

- Switching key
- Tags
- Caution notices
- Live-line testers
- Earths as needed

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**)

APPOINTMENT OF AUTHORISED PERSON (LEVEL B)

As an Authorised Person (Level B), you may be appointed to carry out several tasks:

- Operating line-side switches
- Testing the OLE
- Erecting and removing earths
- Removing objects from the OLE
- Using live-line measuring devices

OPERATING A LINE-SIDE SWITCH/ISOLATOR

Ensure you have:

- Been issued with a STED form by the Level A person (NP) before carrying out any switching, testing and earthing duties
- Sufficient tags
- Sufficient caution notices
- Appropriate switch/isolator key(s)

When you arrive on site, check:

- the structure number
- the switch/isolator number
- that the structure to rail bond is intact
- the present position of the switch/isolator

To prepare the switch/isolator:

- Unlock the lock-off box
- Select the appropriate key
- Use the key to unlock the associated switch/isolator lock
- Remove the locking bar

You are now ready to contact the ECO.

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

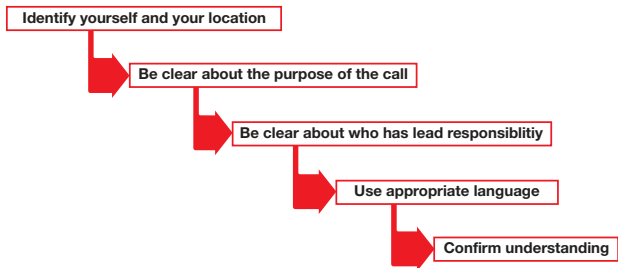**To make sure your message is understood:**

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 ensure 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

Identify yourself and your location

Be clear about the purpose of the call

Be clear about who has lead responsiblitiy

Use appropriate language

Confirm understanding

PHONETIC ALPHABET

Phonectic 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

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

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.
'Speak slower.'	Reduce the speed at which you are speaking.
'Say again from...' (from the point in the message at which you could no longer understand what was being said).	I want you to repeat back to me all or part of your message from...
'Repeat the message back to me.'	Repeat back to me all of my message exactly as I have just said it.

Radio – One direction at a time

Phrase	Meaning
'State your message.'	I understand that you want to speak to me and I am now waiting to receive your message.
'Correction.'	I have made a mistake and will now correct the word or phrase I have just spoken.
'Disregard.'	Consider my last message as not sent or not applicable.
'Negative.'	No, not correct, or permission not granted.
'Over.'	I have finished my message and am expecting a reply.
'Out.'	I have finished my message and I do not expect a reply.

EFFECTIVE SITE SAFETY BRIEFINGS

Five Key Steps

1. Plan the briefing
2. Know your audience
3. Use a strong delivery style
4. Ask good open questions
5. Be a leader

TELEPHONE TECHNIQUES – HOW TO DEAL WITH:

A caller who is rambling

- Stop the conversation – BE ASSERTIVE
- Remind the caller of the purpose of the call
- Clarify if uncertain
- Confirm information received
- Listen to what is being said

A person who is not following the correct protocols

- Stop the conversation – BE ASSERTIVE
- Remind the caller of the correct protocols
- Continue the conversation in a professional way using correct protocols

Duty/activity	Information required
Operate switch/isolator	Location, switch/isolator no. and position
Test OLE	Location and line(s)
Erect Earths	Location, line and whether single (S) or duplicate (D)
Remove objects	Line and location
Live-line tools (other than above)	Where required, additional Keypoint Cards will be issued

When carrying out your duties, you should use safety critical communication techniques for all your communications. For example, when operating a switch, you should use the following style of communication:

AP	"Hello control. This is . . . " (give your name and your company, for example, Mr Roberts from Network Rail) "I am standing by to operate switch number . . . " (give the switch number, for example, 47/6)
ECO	"OK, Mr Roberts. Can you operate switch 47/6 to the OPEN position?"
AP	"I confirm that I will operate switch 47/6 to the OPEN position . . . Stand by."

Put down your mobile phone and operate the switch. Look up and check visually that the blade has moved to the correct position.

Pick up your phone and proceed:

AP	"Hello Control. Switch 47/6 is now in the OPEN position."
ECO	"Confirming switch 47/6 is now in the OPEN position. Thank you. That completes switching."

AFTER ENDING THE CALL

- Attach a tag to the switch/isolator key and place it in the lock-off box
- Lock the lock-off box
- Attach a caution notice to the lock, and attach the lock to the end hole in the locking bar: secure the lock
- Check all locks for security before you leave the site
- When operating a normally open switch/isolator, remove the warning notice and place it in the lock-off box.
- When the switch/isolator is to be placed in the alternative-feed or earth position, you will need to operate the rocker cam arm

TESTING THE OLE

- When you arrive on site, check the tester with its own proving unit, if the tester does not have a proving unit then check it on live equipment to prove that the tester is working correctly
  - This check of your test equipment—on live OLE— should be carried out ONLY where it is practical and safe to do so
  - Ensure that the tester never goes above the lowermost wire
- When instructed to do so by the Nominated Person
  - Use the tester to check if the OLE is dead
  - Confirm to the NP that the equipment is showing 'dead'
- Stow the tester correctly after use

ERECTING EARTHS

At all times, ensure you are clear of any open running line(s). Always be sure to have sufficient space around you to avoid danger. Take care with underfoot conditions.

Erecting Short (Orange) Earths

- Erect the earth end first
- Erect the line (live) end last
- Inform the NP when all earths have been erected
- When removing an earth, always remove the line (live) end first

Installing Long (Blue) Earths

- These earths must be kept in a secure area
- Their use must be justified
- The appropriate manager or supervisor must authorise their use
- They must only be applied after all short earths have been applied
- Where you are installing two or more long earths in close proximity, you must apply all G-clamp ends (earth ends) before you attempt to apply the line (live) ends
- Check that the G-clamp end of each earth carries the mandatory warning notice
- Applying these earths is a one-person operation (ideally, the NP should carry out the task)

REMOVING OBJECT(S) FROM THE OLE

- When you arrive on site, report your arrival to the ECO

- Request permission to attempt to remove the object(s)

- If required, ask the ECO to switch off the OLE on the line(s) concerned

- When the object or objects have been removed:
  - Inform the ECO
  - If there has been any damage to the OLE, give full details to the ECO

- If it is not possible to remove the object(s):
  - Inform the ECO.
  - If there has been any damage to the OLE, give full details to the ECO

USING LIVE-LINE TOOLS AND LIVE-LINE MEASURING DEVICES

- All test equipment is subject to periodic test and calibration: therefore, before using any item of test equipment, you should check that its test and calibration are in-date

- Check visually that the equipment has not been damaged

- Make sure that it is clean and fit for use.

- If there is a cable attached, check its sheath or outer wrapping: there should be no signs of fraying or other damage

- Make sure that clamps are free of rust and operate correctly.

- Ensure that you use the equipment only for the purpose for which it was built

- Ensure that you use the equipment in strict accordance with the manufacturer's guidelines and all other relevant rules and standards

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 ensure safe systems of
work or operation.
Users are reminded of their own duties under health and
safety legislation.