

1. PURPOSE

VolkerRail recognises the importance of protecting employees/others from any associated risks in relation to the operation of MFD jacking equipment and are committed to complying with all relevant legal duties and obligations.

This will be achieved by:

- Adherence to this procedure when required to operate MFD jacking equipment on the railway infrastructure.
- All relevant staff involved in re-railing operations must be briefed of the content of the re-railing plan by the VolkerRail Site Manager or his representative (person in charge).
- Providing appropriate information, instructions, supervision and training to employees where necessary.

2. SCOPE

The scope of this procedure applies to all employees within VolkerRail Ltd, particularly those with specified responsibility for the operation of MFD jacking equipment.

The MFD jacking equipment is being used for assisting with rolling stock derailments and has been designed to be able to lift all types of rolling stock.

3. REFERENCES (INPUTS)

- Health & Safety at Work Act 1974
- SAF26 Personal Protective Equipment
- PE326 Vehicular Plant and Crane Operations
- SAF30 Risk Assessment Manual
- BS EN 1494:2000+A1:2008 Mobile or movable jacks and associated lifting equipment
- TASKERS Programme for MFD Re-Railing operating and general maintenance awareness course

4. ABBREVIATIONS & DEFINITION OF TERMS

| | |
|--|---|
| Console Operator | <i>Person trained and certified competent to operate the MFD Jacking Equipment Console.</i> |
| Person In Charge (Lead Re-Railer) | <i>Person trained and certified competent to assume direct supervisory control of the MFD jacking equipment and competent to plan the re-railing procedure at the worksite.</i> |
| Programme for MFD Re-Railing operating and general maintenance awareness course | <i>Operation and Maintenance guidelines set out by the MFD jacking equipment Manufacturer.</i> |
| Rolling Stock | <i>Locomotives, Torpedoes and all types of runner wagons that are currently in use on the railway infrastructure.</i> |
| Rolling Stock Data Sheets | <i>Information on the type of rolling stock, associated weight and jacking points.</i> |
| Re-railing Plan | <i>A templated document that is used to document the re-railing activity, including the rolling stock to be re-railed, associated weights, site specific conditions, jacking equipment to be used, etc.</i> |
| Traffic Team Co-ordinator /Site Manager | <i>Responsible for checking the work pack and issuing of track permits on behalf of client.</i> |
| Volker Rail Site Manager (VRSM) | <i>Volker Rail representative who has overall managerial responsibility for the implementation of the procedure and safety of workforce.</i> |
| Work Party (WP) | <i>Persons trained and certified competent to work with the MFD jacking equipment</i> |
| Work Plan | <i>Pack of site specific information including (but not limited to) a re-railing plan, risk assessments, permits to work.</i> |

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5. ACTIONS (PROCESS)

5.1 Management Arrangements

5.1.1 VolkerRail Site Manager (VRSM)

The VRSM will:

- Ensure that the arrangements contained within this procedure are complied with.
- Be responsible for ensuring that this procedure is followed and that the equipment used is certified and fit for purpose.
- Establish the roles and responsibilities within the MFD jacking team for delivery of this procedure.

RESPONSIBILITY

VolkerRail Site Manager

5.1.2 The Person in Charge (PIC) / Lead Re-railer

The PIC will:

- Have control of re-railing operation and be responsible for ensuring there is a sufficient exclusion zones in place.
- Instructing the work party on how to set up the MFD equipment.
- Giving guidance/instruction on where to place packing.
- Identified as the only person that can give instruction to the control operator.

Person in Charge

5.1.3 The Work Party (WP)

The WP will:

- Be trained and certified competent to work with the MFD jacking equipment in a safe and efficient manner.
- The WP will take direct instruction from the PIC.

Site Manager

Person in Charge / Work Party

5.1.4 Console Operator (CO)

The CO will:

- Be trained and certified competent to operate the MFD Jacking Equipment Console in a safe and efficient manner.
- Operate under the direction of the PIC (at all times)

Site Manager

Person in Charge / Console Operator

5.2 Arrangements for Jacking Operation

- The MFD jacking equipment must be used by operatives who have completed the MFD Re-railing operation and general maintenance awareness course and been assessed as competent.
- Obtain relevant permits to work before work can commence.
- Permits will be obtained from the Traffic Team Co-ordinator/Site Manager.
- Check all equipment to ensure they are within test date and visually check there are no defects.
- Carry out full assessment of the de-railment site
- Complete a site specific re-railing plan.
- Set-up exclusion zones and rail traffic protection prior to the jacking operation commencing.

Person in Charge

Person in Charge

Person in Charge

Person in Charge

Person in Charge

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- Mobilise the jacking equipment under instruction from the Traffic Team Co-Ordinator/Site Manager. **Person in Charge**

- Ensure the jacking equipment arrives on site via the agreed access route and report to the relevant Plant/Satellite site Manager or traffic Co-ordinator for the site. **Person in Charge**

- Brief all staff on the re-railing plan, safe work procedure (RERAIL1-6) (Steelworks) and work pack. **Person in Charge**

- Ensure all required staff are in the exclusion zone. **Person in Charge / Control Operator / Work Party**

- Give instruction to commence with the planned work, following the steps listed in the relevant Safe Work Procedure (RERAIL1-6) at all times. **Person in Charge / Control Operator / Work Party**

5.3 Arrangements for Training

The Training and Competence team must arrange the necessary competence training and ensure that records are maintained.

The PIC of the de-railment has been through the training and assessment procedure and is deemed competent to take charge of the derailment.

All parties involved in the lifting operation using the MFD jacking equipment have received Re-railing Operation and General Maintenance Awareness Training carried out by Taskers training.

5.4 Maintenance of Records

| Record | Retained by | Retention period |
|---|-----------------------------------|------------------------------------|
| MDF jacking equipment test inspection | Administration Assistant - Metros | Duration of the project + 10 years |
| MDF jacking equipment record of use forms | Administration Assistant - Metros | Duration of the project + 10 years |
| Completed Re-railing plan | Administration Assistant - Metros | Duration of the project + 10 years |

5.5 Audit Requirements

The site manager shall carry out a yearly audit of the procedure and arrangements. This audit will include maintenance of records, training requirements, application of the procedure.

6. ASSOCIATED GUIDANCE & INFORMATION

- Steelworks rolling stock data sheets
- Steelworks re-railing safe working procedures (RERAIL1-6)

7. DOCUMENTATION (OUTPUTS)

- PE353F01 Re-railing plan
- PE353F02 MDF jacking equipment record of use form

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8. ISSUE RECORD

| Issue | Date | Comments |
|-------|------------|-----------|
| 1 | 03/10/2017 | New issue |

9. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

New issue.

10. BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the 'Record of Revisions' each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

This is determined using the 'RACI' principle. Those roles identified as 'Responsible' and 'Accountable' should receive a formal awareness briefing facilitated by the Document Owner.

| Discipline | Role | RACI | Type of briefing |
|-------------------|-----------------------------------|-------------|------------------|
| Delivery | Site Manager | Responsible | Detailed |
| Delivery | Technical Standards Manager | Informed | Awareness |
| Administration | Administration Assistant - Metros | Informed | Awareness |
| Engineering | Engineering Director | Informed | Awareness |
| Senior Management | HSQE Director | Informed | Awareness |
| HSQE | SQE Advisors / Manager | Informed | Awareness |
| HSQE | Senior HSQE Manager | Informed | Awareness |
| HSQE | Training and Competence Manager | Informed | Awareness |
| HSQE | IMS Coordinator | Informed | Awareness |

| Competence | RACI | Type of briefing |
|---|-------------|------------------|
| Lead Re-railer / person in charge | Accountable | Detailed |
| Re-railing team including console operator & work party | Accountable | Detailed |

11. IMS AUTHORISATION
Document owner approval:

Jack Pendle, Engineering Director, 03/10/2017

Approval for IMS:

Paula Roberts, IMS Coordinator, 03/10/2017

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