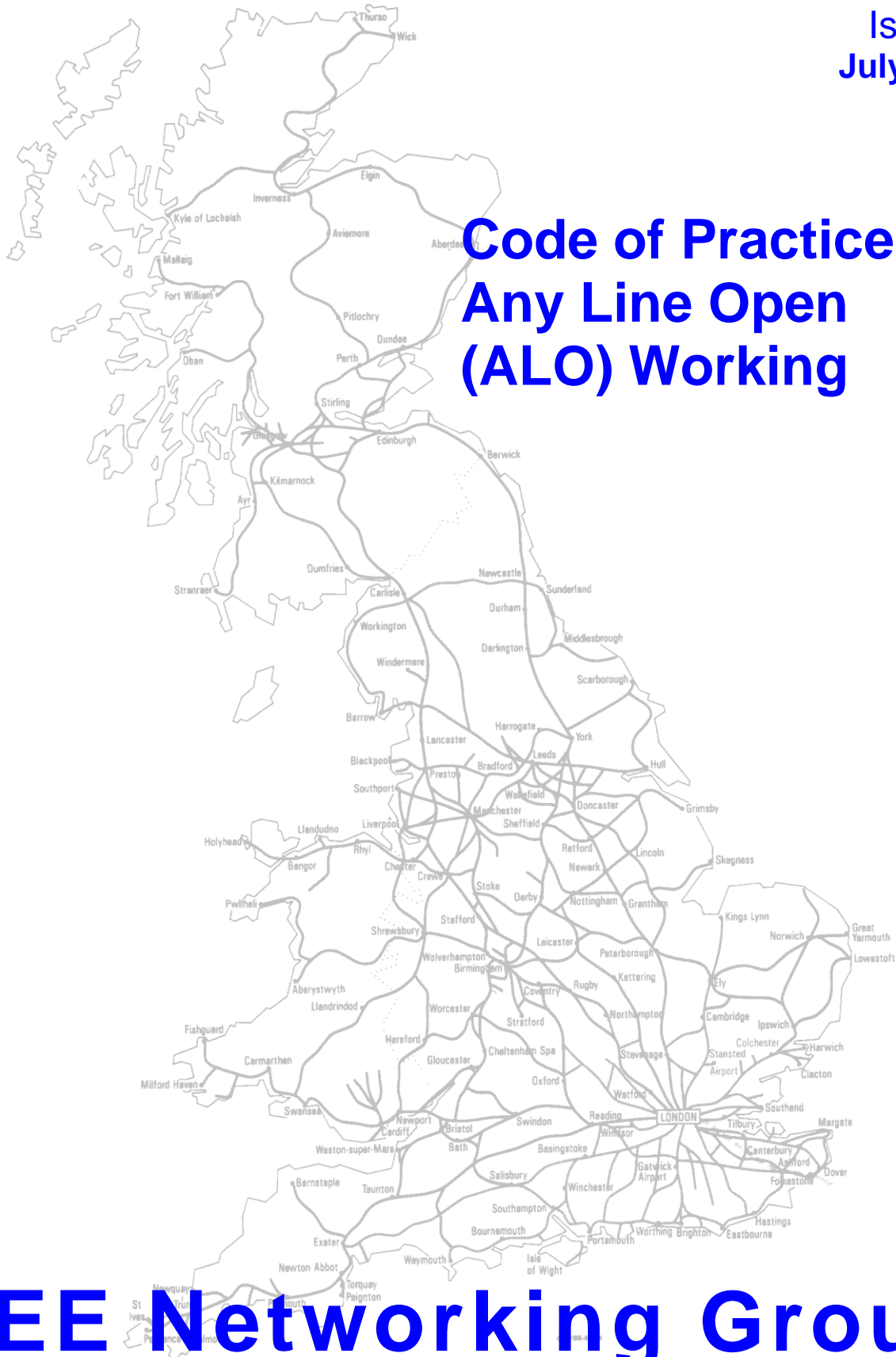


COP0032

Issue 1
July 2015



**Code of Practice for
Any Line Open
(ALO) Working**

M&EE Networking Group

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Document revision history

Issue	Date	Reason for change
1	June 15	First issue

Background

A sub-group of the M&EE Networking Group have looked at the arrangements for ALO Working on the rail infrastructure. The M&EE Networking Group recommend this COP as good practice for the industry.

M&EE COPs are produced for the benefit of any industry partner who wishes to follow the good practice on any railway infrastructure. Where an infrastructure manager has mandated their own comparable requirements, the more onerous requirements should be followed as a minimum for work on their managed infrastructure.

The M&EE Networking Group makes no warranties, express or implied, that compliance with this document 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.

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Sign off

The M&EE Networking Group agreed and signed off this Code of Practice on 22 July 2015 and published on 5 September 2015

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Purpose

This Code of Practice details the control systems to manage ALO working.

Scope

This Code of Practice is for any activities undertaken on the rail infrastructure where plant could foreseeably foul lines open to traffic.

It covers activities carried out by on track plant (OTP), civil construction plant and on track machines (OTM).

Working with any lines open to traffic should only be undertaken as a last resort in accordance with the principles of prevention included in the Health and Safety at work Act 1974.

This code of practice should also be used when there are activities undertaken outside the railway infrastructure boundary where there is the potential to foul lines open to traffic.

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Definitions

Any Line Open (ALO)	Any line that is open to traffic that is affected by the plant operation.
ALO Champion	A nominated person within an organisation who will lead on ALO matters.
ALO Responsible Manager	<p>An individual appointed within an organisation / project with sufficient knowledge and experience of the work methodology and ALO Working in order to review, challenge and amend where necessary all ALO Working within the given area / project.</p> <p>The Responsible Manager must also have suitable knowledge of the ALO change control process and be able to authorise on site changes if necessary.</p>
ALO Co-ordinator	An individual appointed within an organisation / project (during the planning process) who has detailed knowledge and experience to undertake site coordination duties for all ALO Working within the work plan.
ALO Virtual Panel	GB mainline rail community of industry experts who will make review situations presented to them and make recommendations on the possible ALO control requirements.
ALO Working	Where any railway lines open to traffic could foreseeably be fouled by any plant, or the loads associated with them. This includes delivery and retrieval activities.
Controller of the machine	The person responsible for directing the machine, e.g. Machine Controller; Crane Controller; Banksman.
Foreseeably Foul	The test of foreseeability of fouling an open line is that the plant (and associated load) at its maximum reach cannot reach the fouling point of the open line even in the event of human error but not taking into account deliberate acts.
Foul	Any incursions by plant, or its load, into the combined maximal kinematic envelope of all vehicles that may operate on a line open to traffic (infringing the fouling point).

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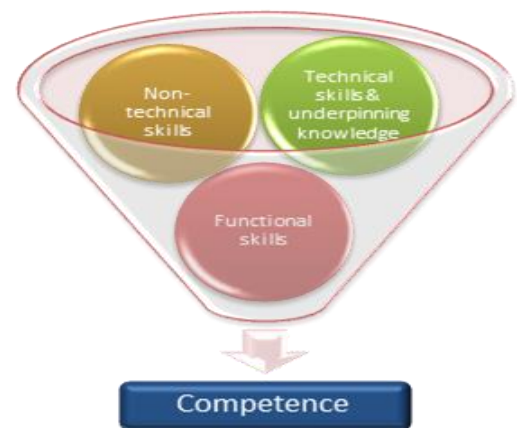
Fouling Point	The closest edge of the combined maximum kinematic envelope of all conventional UK gauged vehicles that may operate on the lines open to traffic either calculated using ClearRoute™ or estimated using the guidelines set out in this document.
Movement limiting device (“MLD”)	<p>Movement limiting devices shall protect against any inadvertent exceedance of lateral and vertical limits of work, there are 2 levels of MLD:</p> <ul style="list-style-type: none">• Low performance• High performance movement limiting devices shall be designed so that there is no credible single point failure that would cause the system to fail to an unsafe condition <p>as defined in RIS 1530 PLT issue 6 (or higher).</p>
Organisation	Any organisation undertaking work under contract to, or managed by, the infrastructure manager.
Planned limit of work	The closest distance from an open line to the machine, attachment or its load during the planned operation.
Plant	Means on-track machines, on-track plant, portable and transportable plant or other mobile machines including road vehicles operated on or near the railway and used for infrastructure related activities.
RRAP	Road Rail Access Point.
OTP	On track plant, machines that are not permitted outside of a possession, as described in RIS-1530-PLT.
OTM	On track machine, machines that are permitted outside of a possession, as described in GM/RT2400.
EAC	Engineering Acceptance Certificate, provided to document compliance with a specified standard, planned to be replaced by an ECC (engineering conformance certificate) which will serve the same purpose.

1 Roles & responsibilities

1.1 Selection of ALO roles

1.1.1 There are 3 areas to consider when selecting individuals to undertake the below ALO roles as recommended by the RSSB NTS model:

- Non-technical skills - this describes the skills that underpin the technical skills required to carry out a role.
- Technical skills – this describes the skills required to carry out the role including underpinning knowledge.
- Functional skills - describe the other skills required such as literacy, numeracy and IT skills.



1.1.2 Non-technical skills (NTS) are generic skills that underpin and enhance technical tasks. A technical task requires a practical understanding of the relevant techniques, procedures, roles and responsibilities, all of which are formally assessed to ensure the person can carry out the safety-critical task. But apart from that specialist, technical knowledge, safety-critical staff will also draw on a range of NTS to carry out a task. These include the ability to take in information, focus, take decisions, and communicate with others. NTS play a vital role in safety by helping people to anticipate, identify and mitigate errors. An explanation is shown in Table 1.

1.1.3 The competency requirements and responsibilities of specified roles related to ALO are shown in Table 2.

	NTS Category	NTS Skill
1	Situational awareness	Attention to detail Overall awareness Maintain concentration Retain information Anticipation of risk
2	Consciousness	Systematic and thorough approach Checking Positive attitude towards rules and procedures
3	Communication	Listening (people not stimuli) Clarity Assertiveness Sharing information
4	Decision making and action	Effective decisions Timely decisions Diagnosing and solving problems
5	Cooperation and working with others	Considering others' needs Supporting others Treating others with respect Dealing with conflict / aggressive behaviour
6	Workload Management	Multi-tasking and selective actions Prioritising Calm under pressure
7	Self-Management	Motivation Confidence and imitative Maintain and develop skills and knowledge Prepared and organised

Table 1 Non-technical skills

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Role	Employee Competency Requirements	ALO Responsibility
ALO Planner duties	<p><i>Typically but not limited to:</i></p> <p>Project Planner, Section Planner, OTP/Lift Planner, Section Supervisor / Manager, Construction Manager, Engineer</p>	<p>The individual should have suitable knowledge and experience to complete the ALO work plans and must always plan working to the principles of prevention.</p> <p>The ALO Planner should insert as much detail as possible when completing the ALO work plan, seeking guidance from the ALO Virtual Panel if necessary. All ALO working plans should be developed giving consideration to this COP. The ALO control system calculator is available to be used as a tool to assist in the planning of ALO working. If used, a copy of the ALO control system calculator should be saved alongside the work plan for audit purposes.</p> <p>Upon completion, the ALO work plan should be submitted to the ALO Responsible Manager for review and authorisation, Once the plan has been authorised and a unique authorisation number issued the ALO work planner will then submit the plan to the ALO Site Coordinator who will be undertaking the work.</p> <p>Should the plan be returned with no authorisation number the ALO Work Planner will review any comments / instruction received from the Responsible Manager and make any amendments necessary. The plan will then be resubmitted to the Responsible Manager for review and authorisation.</p> <p>Should any amendments / changes to the ALO work plan be required the ALO Work Planner should create an updated version of the work plan ensuring it is version controlled and reviewed following the change. (All versions of the plan should be kept for auditing purposes).</p>
ALO Site Co-ordinator duties	<p><i>Typically but not limited to:</i></p> <p>Site Supervisor, Site Manager, Person in Charge of Work, Team Leader, Senior team member, POS holders rep.</p>	<p>The ALO Site Coordinator should be in possession of an authorised copy of the ALO work plan and be able to review and challenge ALO Working relevant to that individual plan.</p> <p>The ALO Site Coordinator should ensure that the control measures identified on the work plan have been tested, implemented and are monitored for all plant and load (including construction plant) that is working alongside lines that are open to traffic.</p> <p>The individual is responsible for the detailed briefing of all relevant site staff as to the arrangements of ALO Working and should ensure the minimum permissible Planned Separation distance and the SSOW are implemented and tested prior to the work commencing.</p> <p>The ALO Site Coordinator should have a detailed knowledge of the ALO change control process and be able to implement on site change control if necessary using the on-site Change Control Checklist</p> <p>The ALO Site Coordinator should complete the ALO Site Coordinators checklist for all ALO Working.</p>

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Role	Employee Competency Requirements	ALO Responsibility
ALO Responsible Manager duties	<i>Typically but not limited to:</i> IMDM, IME, Project Manager, HSE Manager, Contractors Nominated Manager, CRE	The ALO Responsible Manager will review the control measures for adequacy and either: Approve / Reject the controls proposed, or require the implementation of additional controls, or refer to the ALO Champion, or reject the proposed controls The ALO Responsible Manager will approve all change requests. The ALO Responsible Manager should be able to demonstrate control of the approval process.

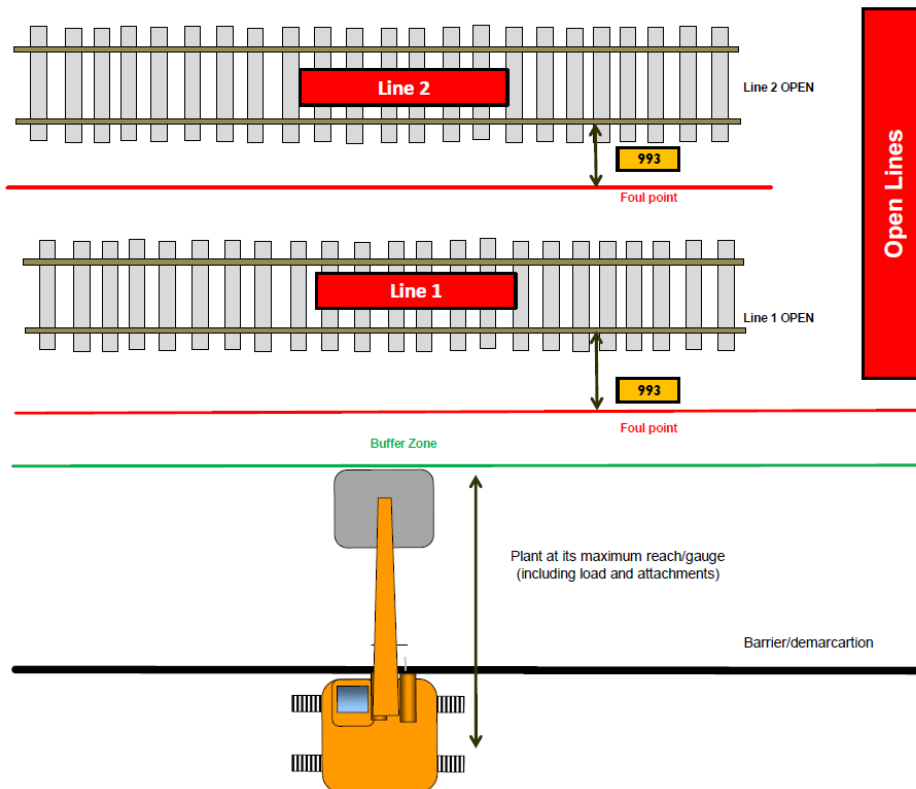
Table 2 Competency and responsibility of specific roles

2 Guidance for ALO planning

2.1 Plant that cannot foreseeably foul

- 2.1.1 A documented risk assessment should be completed which shows that the Plant at its maximum reach / gauge (including load and attachments) cannot reach the fouling point of an open line, even in the event of human error but not taking into account deliberate acts.

NOTE All that is needed for site is evidence (risk assessment) that you have assessed the distance from the fouling point of the open line and a method to ensure this does not reduce.



**An additional risk assessed separation distance (buffer zone) may be required to protect traffic.

Fig 1 Diagrammatic view of plant working that cannot foul

2.2 Plant that can foreseeably foul

- 2.2.1 Where plant can foreseeably foul, then 2.3 onwards should be followed for each discrete activity and each discrete location, e.g. the on tracking site may be different to the site of work. The guidance applies to the plant, attachment and any load carried / lifted which may infringe any open line. You should consider all aspects of the activity; a list of typical activity considerations for planning can be found in Appendix B.
- 2.2.2 In line with the risk profile of the works, assurance checks should be carried out by the organisation. Template assurance checklists can be found in Appendix C and used as a management assurance tool.

2.3 Long term planning

- 2.3.1 The infrastructure manager should consider the impact of ALO Working as part of the planning / pre-tender stage to ensure an ability to negotiate track access for the works, taking into account the 'General Principles of Prevention' as defined in the Management of Health and Safety at Work Regulations 1999.
- 2.3.2 Detailed planning may proceed taking into account the agreed access, intended outlined working methodology and chosen plant. Throughout the detailed planning process, planners should periodically check that additional possessions / blockages required to remove ALO Working have become available.

2.4 Detailed planning process

- 2.4.1 The detailed planning process is shown in flowchart format in Figure 2, with each stage explained in Table 3.

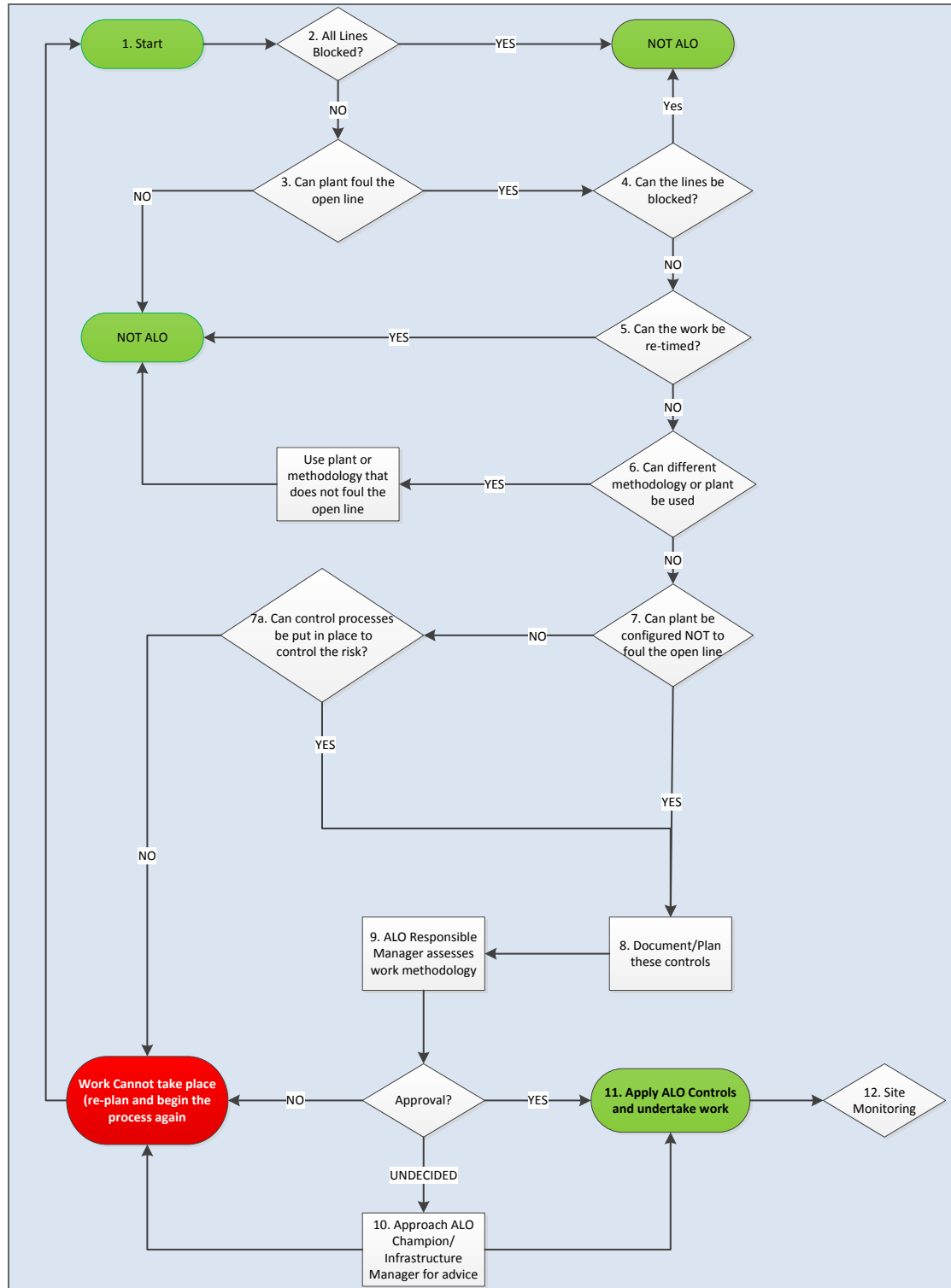


Fig 2 Detailed planning process flowchart

NOTE An assessment should be made at each stage to determine whether the methodology delivers a working risk reduced so far as is reasonably practicable.

Process Step		Comments
1	Start - Plan work methodology.	<p>The provisional outline methodology should be confirmed and developed into a detailed methodology to control the work activities.</p> <p>ALO requirements should be assessed around any already agreed access. Design development may also highlight needs for ALO Working that were not previously foreseen.</p>
2	All lines blocked?	<p>YES – If all lines at the location are blocked for the full duration of the works then no additional ALO controls are required.</p>
		<p>NO – If any line(s) remains open that can be affected, the processes detailed in this guidance should be followed.</p>
3	Can plant, attachment / load foul an open line?	<p>The proposed working methodology and selected plant should be assessed to determine whether there are risks of fouling an open line.</p> <p>Risks identified should be recorded for audit and approval purposes.</p>
4	Can affected lines be blocked?	<p>Where lines can be fouled during the work, the option of blocking open lines for the duration of the activities should be the first choice.</p> <p>This could include reviewing whether additional line blockages are now available which were not considered or available in the long term planning.</p>

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Process Step		Comments
5	Can the work be retimed to prevent ALO Working?	<p>Consider retiming the work to a period when the affected lines can be blocked for the duration of the work activities. Consider breaking the job down into sections of ALO activity that can each be timed to be protected by a Line Blockage.</p> <p>YES – the work is retimed then adequate access should be arranged and detailed planning finalised, then no additional ALO controls are required.</p> <p>NO – Where retiming the work does not reduce the risk so far as is reasonably practicable then a different methodology or alternative plant should be considered (go to stage 6 below).</p>
6	Can different methodology or plant be selected to prevent ALO Working?	<p>The original methodology and / or types of plant selected should be reviewed to determine if an alternative way of working can be found.</p> <p>Where suitable alternative plant or a different methodology can be found that reduces the risks so far as is reasonably practicable then the detailed work planning may proceed.</p>
7	Can plant, attachment / load be configured not to foul lines open to traffic?	<p>YES – Engineering Controls, for example</p> <ul style="list-style-type: none"> - High Performance movement limiting devices - Physical barrier (that has the ability to prevent the plant from fouling the open line)
7a		<p>These can be used with additional process controls below.</p>

Process Step		Comments
		<p>Process Controls – e.g. banksman, fencing, Duplex Comms, assurance checks etc.</p> <p>Where the plant, attachment / load is closer than 3000mm to the nearest open line's running edge, process controls alone cannot be employed.</p> <p>A decision support tool (ALO control system calculator - see note, page 15) can be used to determine the controls to be implemented.</p> <p>NO – work should not continue as the risk of fouling an open line cannot be mitigated.</p>
8	Document ALO Plan	ALO SSoW should be documented for approval by ALO Responsible Manager
9	ALO Responsible Manager approval	<p>All ALO Working methodology should be assessed by an ALO Responsible Manager.</p> <p>This includes works that will be delivered in whole or part with lines open to traffic.</p> <p>The Responsible Manager should review the control measures for adequacy and either:</p> <ul style="list-style-type: none"> - Approve the controls proposed - Approve with the implementation of additional specified controls - Reject the proposed controls and require resubmission of plan <p>Where the responsible manager does not require further guidance in order to make a decision, continue to step 11.</p>
10	Referral to ALO Champion	<p>Where the Responsible Manager needs further guidance, the work should not proceed and they should refer the proposed work to the ALO Champion.</p> <p>Where the ALO Champion needs additional guidance they may contact the Infrastructure Manager / ALO Virtual Panel.</p>

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Process Step		Comments
11	Apply ALO controls	<p>The approved control system should be implemented and tested by the ALO Coordinator before the work is authorised to start. The method statement / WPP and site supervision should include checks by the controller of the plant that the system is correctly implemented, tested and will remain in place for the full duration of the activity that could foul the open line.</p> <p>When using control systems to prevent any part of the plant from fouling an open line, these should be tested prior to undertaking the activity.</p> <p>Movement limiting devices, where fitted with a locking system, shall be secured such that the operator is not able to over-ride them; unless a documented risk assessment determines this is not required.</p> <p>They are properly set up and that they are switched on and remain so during the work.</p> <p>Works should not start until the required controls are in place and tested, provided that the control systems remain effective throughout the duration of the works.</p>
12	Works proceed	<p>The ALO Responsible Manager should arrange for appropriate monitoring arrangements to be in place.</p> <p>If there is a change on site, works should stop until the change control process has been carried out.</p>

Table 3 Steps in detailed planning process

Note An ALO control system Calculator (MS Excel document) to assist the planning of ALO working is available by use the below link

<http://www.safety.networkrail.co.uk/On-site-Solutions/OTP- /Adjacent-Line-Open-Working>

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2.5 Planning for contingencies

2.5.1 When considering ALO Working, foreseeable events should be anticipated and contingencies planned for when they are likely to be required. Examples of foreseeable events include:

- Different plant being provided than requested;
- Where ALO controls cannot be implemented due to a delay in taking a possession / line blockages e.g. late running train services and / or engineering trains delay work.

The contingency arrangements should not degrade the implemented level of risk control

2.5.2 Any changes which affect the planned work (lift plans; method of working; late granting of possessions) then the control systems and measures planned should be reviewed and confirmed by the ALO Coordinator that they are still valid and appropriate.

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3 Implementing, testing and monitoring ALO controls

3.1 Implementing, testing of ALO controls

- 3.1.1 The methodology and control systems should be implemented by the ALO Coordinator in accordance with the plan. Whilst on site, checks should be made to ensure that any controls implemented to prevent the plant, attachment or load fouling any open line remain robust.
- 3.1.2 The ALO Coordinator appointed to check / monitor the correct implementation of the control system should keep records of the checks carried out.

3.2 Change control of ALO controls

- 3.2.1 Change control is fundamental to the stability of any work. Following any change in circumstance the necessary risk assessments should be completed in order to undertake work with plant next to lines that are open to traffic.
- 3.2.2 If a change is required then the flow diagram Figure 3 below should be followed.

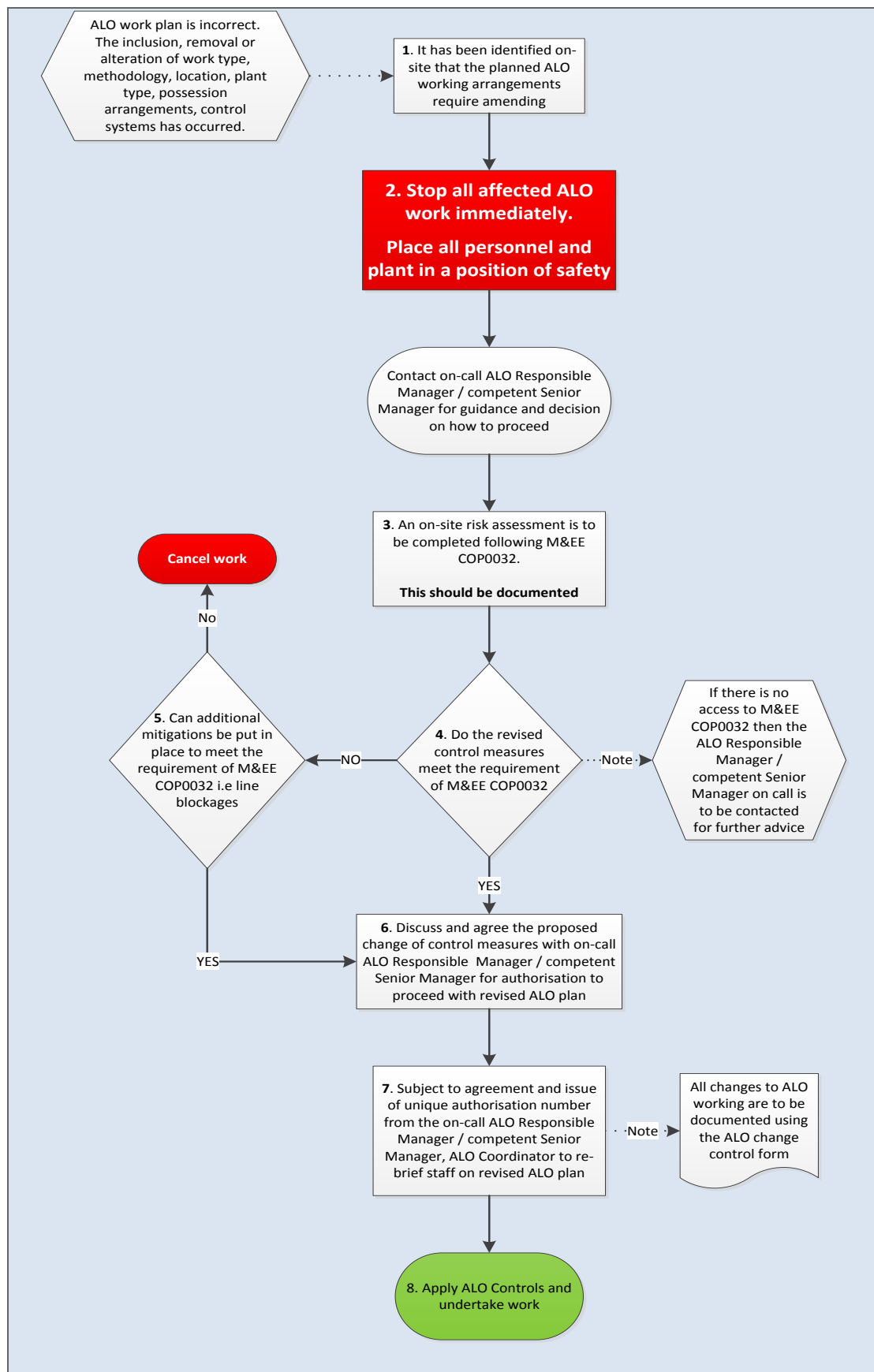


Fig 3 On site change control flowchart

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- 3.2.3 There should be an ALO responsible manager available at all times (normal office hours & out of hours) to review and authorise any changes that are required.

3.3 Risk controls

- 3.3.1 When identifying the risk controls to be put in place for the works, the duration and complexity of works and numbers of machines should be considered to determine the correct level of supervision.
- 3.3.2 Plant and operatives should be under the control of a person appointed to supervise and direct the plant operations.
- 3.3.3 Risk controls should be based on multiple layers of controls that would take several deliberate actions to overcome.
- 3.3.4 For all operations within 3 metres of the nearest open line, the plant and / or its load must always be more than 300mm from the fouling point of any open line (see figure 1.3)
- 3.3.5 The Planned Limit of Work should take into account all parts of the plant including any load, attachments, or counterweight that could foul the open line. The closest to the fouling point used for the calculation.
- 3.3.6 It is preferable to work to the highest level of control available with the plant being used.
- 3.3.7 When undertaking “island working”, each affected open line will require controls to be applied.
- 3.3.8 Where ALOs are significantly physically higher or lower than the area where the work is taking place, height limiters may be considered in association with, or instead of, slew limiters.

Note A diagram is included in appendix A which shows the control level distances and a process for calculating the fouling point where required.

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3.4 Controls when operating over 3 metres from the nearest open line

3.4.1 The following control measures should be implemented.

- An ALO Coordinator should be appointed.
- Operations should be supervised at all times.
- The position and orientation of the machine relative to the open line should be maintained.
- A load stabilisation method to maintain orientation should be in place (where required).
- The system should be tested prior to the work commencing and when the plan changes.
- Where ALO control measures are required to change, there should be visible demarcation to identify this location.
- A duplex communication system should be in use.
- Safety devices should be secured such that the operator cannot over-ride them.
- The use of plant that has a High Performance MLD fitted should always be preferred. Where High Performance MLDs are not fitted, it is acceptable to use a Low Performance MLD as long as they have worked correctly during the test and there is no cause to question their reliability. If MLDs are fitted they should be set up to the planned limit of work and be active.

3.5 Controls when operating less than 3 metres from an open line

3.5.1 The controls listed in section 3.4 should be implemented and at least the one of the additional controls below followed:

- The plant must be fitted with a High Performance MLD which must be configured and functioning correctly during all ALO works.

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- A load stabilisation method is in place that is able to reliably prevent the load from swinging towards the open line.

or

- There is another method for ensuring that the item of plant and any load cannot physically foul the open line (e.g. wall, barrier, train, tunnel) and that the method used can be demonstrated to reliably prevent the plant and load from fouling.

Note If using gauging software to calculate the fouling point it should be specified by the infrastructure manager e.g. ClearRoute™

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4 Documenting the System

4.1 Each site should have a document that details the ALO work carried out on the site and the controls for each activity as shown in Table 4.

Document	Description
ALO Work Plan	<p>This document should detail ALL ALO Working within the worksite and must be approved by the Responsible Manager prior to issue to site.</p> <p>This document should be accompanied by the ALO Control System Calculator where used. As a minimum this should include: Date works being undertaken (from – to) Location of works Machine ID Control System Level being used Distance of plant from Foul Point MLD setting (where necessary)</p>
ALO Responsible Managers Authorisation control (Optional)	This document can be created to allow the responsible manager to keep track of all ALO working authorisation numbers that have been issued, should they wish to do so
ALO Site Coordinator's Checklist	<p>This document should be completed for all ALO working to demonstrate that the ALO controls are in place, have been tested, all personnel briefed, and that ALO Working can proceed safely.</p> <p>Note: a new ALO Site Coordinator's briefing should be completed each time there is a shift changeover between ALO Site Coordinators and whenever there is a workforce shift change. E.g. Machine Operator or Machine / Crane Controller and this brief should be documented on the ALO Coordinators' Checklist.</p>
ALO Change Control	There should to be a documented process for the Responsible Manager to review the safe system of work and ensure that all ALO controls are put into place prior to allowing any change of the planned controls being implemented.
Management Assurance Check sheet	A document that allows the company to monitor the compliance to the ALO process

Table 4 Documents required for ALO

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5 ALO Additional Guidance

5.1 Process for review

5.1.1 Internal Review

5.1.1.2 Each organisation should have an ALO Champion who will review the ALO controls developed within the company (when requested by the ALO Responsible Manager) and give advice on whether the controls are adequate.

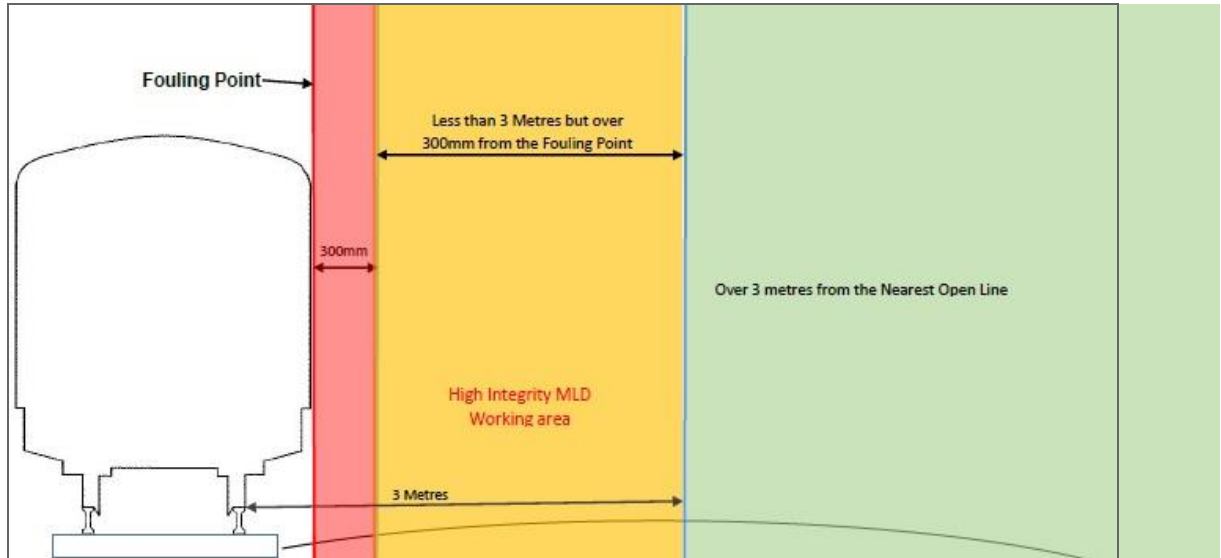
5.1.2 External Review

5.1.2.1 The ALO Champion can contact the Infrastructure Manager for additional guidance if needed.

5.1.2.2 In the GB mainline rail community the Infrastructure Manager has created a Virtual Panel to assist in these instances. The ALO Virtual Panel will undertake a review of the proposed work methodology and give guidance

Note Requests can be sent to the e-mail address below who will escalate these to the Panel: alo@networkrail.co.uk

Appendix A: Plant / Work to Fouling Point Calculations



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Appendix B: Activity Considerations

Points for consideration while planning:	
1	Will the plant be close enough to an open line to be considered ALO?
2	Consider the dangers of fouling an open line whilst manoeuvring on the RRAP; transit moves and delivery operations.
3	Consider the machine counterweight fouling an immediately adjacent open line.
4	Can you utilise Possessions or Line Blockages?
5	Can we reduce the number of activities that are to be with carried out with ALO?
6	Can we select machines and methodologies that eliminate or reduce the risk of fouling an open line?
7	Do we understand the restrictions listed on the Engineering Acceptance Certificate (EAC) for on-tracking / travelling / working ALO?
8	Is there a solution which keeps the activities, machine and load as far away from an open line as possible?
9	Consider the movement of any load fouling a line open to traffic such as lifting rails etc How will the load be secured and stabilised effectively?
10	Have we planned to check the safety devices before use?
11	Have we got a system in place to prevent safety devices from being overridden?
12	Have we surveyed the site? Do we understand what the site conditions are that will affect ALO Working?
13	Have we checked the route for travelling / transit moves?
14	Have we considered the requirement of any lift plans when designing the safe system of work and controls?
15	Have we assessed the impact of machines travelling through S&C on the kinematic envelope?
16	Can the machine driver configure the machine for travelling mode?
17	The minimum permissible Planned Separation should be calculated and the safe system of work tested to those limits prior to the work commencing.

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Appendix C: Template documents

- ALO Coordinator Checklist
- ALO Change Control Checklist
- ALO Management Assurance Checklist

ALO Coordinator Site Checklist

This document is to be completed by the person responsible for testing, implementing & monitoring the ALO measures on site. By completing the checklist and signing the declaration below you are confirming that you are trained and competent to supervise ALO activities

Section 1 : Site Details	
Date:	Location of Work:
Project Name:	ALO Authorisation No:

Should you answer NO to ANY of these questions, ALO working must not commence until change control has been implemented.

Section 2 : On Site Checklist		
Have you received an approved ALO Work Plan?	YES	NO
<i>Comments</i>	<input type="checkbox"/>	<input type="checkbox"/>
Do site works match with the ALO Work Plan?	YES	NO
<i>Comments</i>	<input type="checkbox"/>	<input type="checkbox"/>
Has the ALO Work Plan been proven / tested prior to work commencing?	YES	NO
<i>Comments</i>	<input type="checkbox"/>	<input type="checkbox"/>
Does plant and attachments match that recorded in the ALO Work Plan and any SSOW documentation?	YES	NO
<i>Comments</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are all Movement Limiting Devices (MLD) fully operational and set correctly, as per the ALO Work Plan?	YES	NO
<i>Comments</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are all control measures, as defined in the ALO Work Plan, fully implemented in respect of plant position / activity?	YES	NO
<i>Comments</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are you satisfied that the work can commence safely?	YES	NO
<i>Comments</i>	<input type="checkbox"/>	<input type="checkbox"/>

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M&EE Networking Group Code of Practice for
Any Line Open (ALO) Working

Adjacent Line Open (ALO) Change Control

Please refer to M&EE COP0032 Adjacent Line Open (ALO) Working and the ALO Change Control Flow Diagram for guidance.

Section 1 : Site Details

Date :	Location of Work :
Project Name :	ALO Authorisation No :

Section 2 : Change Control

To be completed by the person responsible for testing, implementing & monitoring the ALO measures on site.

PLANNED Control System to be used

PROPOSED Control System to be used

Reason for change - a detailed reason for the change control i.e. ALO work plan contains errors, or the inclusion removal or alteration of :- work type, methodology, location, plant type, possession arrangements, control systems...

Proposed revised methodology of Work (including Work limits, and all distances to open running line) - a detailed description of the proposed methodology (including the attachment of a diagram to this document is applicable).

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Section 3 : Authorisation Questions

To be completed by the person responsible for testing, implementing & monitoring the ALO measures on site who must obtain guidance from a member of the senior on site management or on-call senior management.

Have you ensured that risk control measures are in place for the PROPOSED ALO activity and these have been recorded in section 2 of this document?

YES

NO

Comments

Has a member of the senior on site management or on-call senior management reviewed and agreed, by way of a unique authorisation number, the proposed change?

YES

NO

Comments

Section 4 : Declaration

By signing this ALO Change Control Document, you are confirming that you have SAFELY REVISED a change control for ALO working which has been reviewed and authorised by either the ALO Responsible Manager or the ON-Call Senior Manager, and is ready for implementation (Reference Section 3.2, of the M&EE COP0032 Adjacent Line Open (ALO) Working

Print Name:

Signature :

Date:

A new ALO Site Checklist must be completed following authorisation of this Change Control.

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M&EE Networking Group Code of Practice for
Any Line Open (ALO) Working

Adjacent Line Open (ALO) Management Assurance Checklist

All ALO working inspection documents MUST be filed for auditing purposes. For further guidance and practice please see 'Network Rail Guidance for Managing Plant Working Next to Lines Open to Traffic Issue 2.'

Section 1 : Site Details	
Date :	Location of Work :
Project Name :	ALO Authorisation No :

Section 2 : ALO Working Inspection Checklist		
Does the person responsible for testing, implementing and monitoring the ALO measures on site have a copy of the ALO Work Plan?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>Comments</i>		
Can the responsible person demonstrate that this plan matches with the on site work?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>Comments</i>		

Section 3 : Site Staff Briefing and demonstration of Understanding					
Verify (through Q&A) that the following personnel have received a briefing on the ALO Work Plan and understand the ALO Control Measures as detailed in this Plan. You should also confirm that a test of these control measures has been completed prior to work commencing.					
Role	Briefing & Understanding		System Test Carried Out		Comments
Person Responsible for testing, implementing & monitoring ALO measures on site.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Banksman (for construction sites)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Machine Controller / Crane Controller	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Machine Operator	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Slings	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Any other staff	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

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Section 4 : Further Questions

Please answer the following questions by detailing some of the observations you have made whilst on site.

Are the personnel who are operating and managing plant complying with the control measures that are identified in the ALO Work Plan?

Observations & Comments

Are the personnel who are managing and operating RRVs utilising duplex communication equipment to control plant movements?

Observations & Comments

Is the person responsible for testing, implementing & monitoring the ALO Control Measures ACTIVELY monitoring the implemented control measures for ALO working?

Observations & Comments

Are you satisfied that the ALO Control Measures are adequate to protect the safe passage of trains on open lines?

Observations & Comments

Section 5 : Inspection Complete Declaration

By signing this ALO Management Assurance Checklist, you are confirming that you have observed activities related to ALO Working on site and have completed the inspection above.

Print Name:

Role / Position

Signature:

Date: