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OFFICIAL



# DELIVERY & COLLECTION POINT MANAGEMENT PROCESS



 **Works Delivery**  
Eastern Region  
On Tack Plant Team

## **Roles & Responsibilities**

- **Responsible Manager (Works Delivery Manager (WDM) /Section Managers (SM))**
  - Process owner.
- **Appointed Person (AP) Individual nominated by Responsible Manager**
  - Co-ordinate the Delivery /Collection Point Management (D/CPM)
  - Apply for any safe system required to undertake the Delivery / Collection e.g., SWP, SSOWP, Traffic Management, ALO protection.
  - Identify /nominate a Delivery/Collection Representative (The AP & D/C Rep may be the same individual)
- **Delivery/Collection Representative (This person must hold any relevant competencies to manage any Railway Risk).**
  - Responsible for being the Network Rail Representative on site during the Delivery / Collection process.
  - Implement & maintain any planned safe system during delivery/collection taking place –i.e., implement a SSOWP/SWP, ensuring the correct traffic management is in place, Any Line Open Risk Controls are in place & ensure the site is left secured.
  - Responsible for ensuring the correct equipment is delivered unloaded / loaded & left in a safe predetermined position.
  - Responsible for completing the Delivery / Collect App (Receipt booklet only used as a contingency)
- **Plant Supplier**
  - Collaborates with the Process Owner, AP or Delivery / Collection Rep to agree the following information.
    - Delivery / Collect Date & Time
    - Any potential / previous Issues at the delivery / collection point that may compromise the safe delivery / Collection of the equipment.
  - Management of loading & unloading of OTP (Lift Plans & associated equipment as per LOLER 1998 regs)
- **Resource Planning Team**
  - Applying for traffic management/road closure
  - Placing the procurement order for OTP Requirements
- **On Track Plant Specialists**
  - L1 Site Assurance – unannounced & announced monitoring of the process.
  - Documentation Review – review the LNE&EM DPM Receipt Book receipts & any Safe System put in place when undertaking deliveries /collections.
  - Process Guidance & Support
- **Highways Interface Management Team**
  - Guidance & Support functions with regards to legislation & Standards.

## The Process

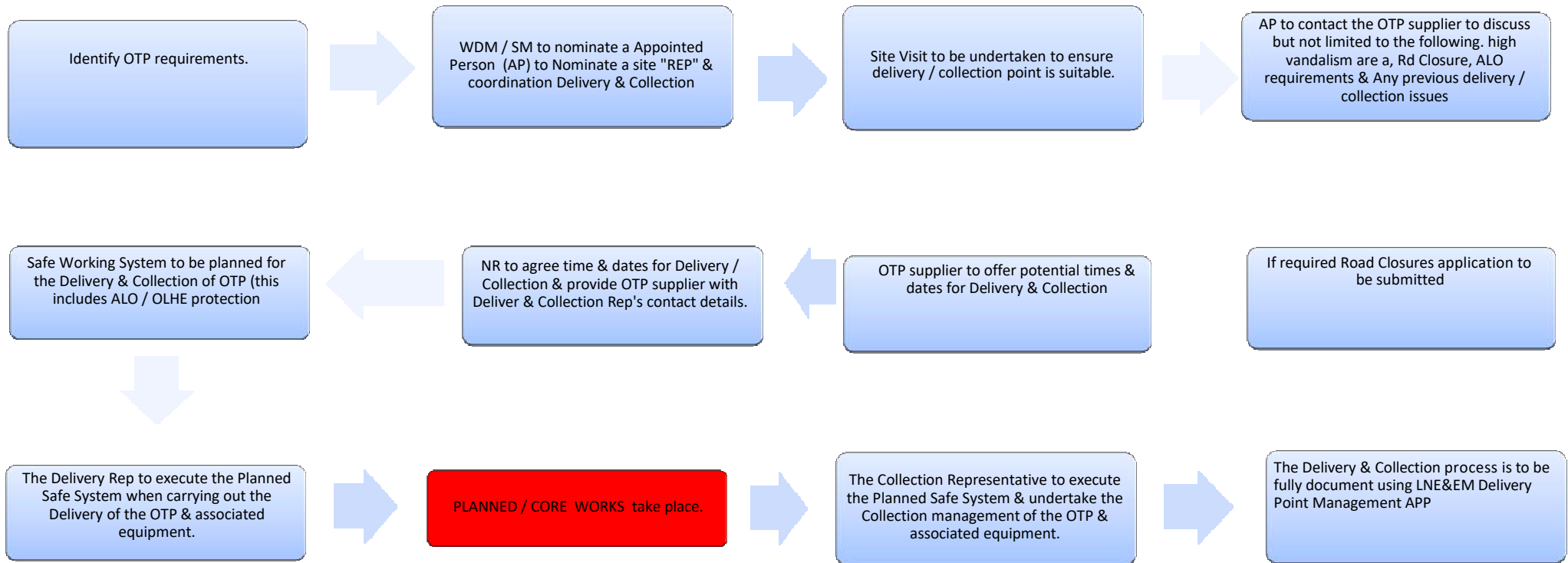
1. The Responsible Manager identifies the requirements for OTP assistance to carry out works.
2. The Responsible Manager nominates an individual within their team to delegate responsibilities as the AP.
3. The AP responsibilities.
  - Collaborate with the OTP supplier (potential times & dates for Delivering & Collection).
  - Decide if there is a requirement for a Joint site visit.
  - Determine what the Safe System requirements will be for the delivery / collection.
  - Documented Site Visit to be undertaken to determine whether a proposed delivery / collection point is suitable & appropriate for safe storage of OTP.
  - If there is a requirement for Road Traffic management.
  - Seek any required permission for the use of 3<sup>rd</sup>. party land, or over sailing.
  - The name & contact details of the delivery / collection rep that will be onsite when Delivery & Collection takes place.
  - Nominate the Delivery/Collection Representative.
4. The Delivery/Collection Representative shall (this could also be the AP)
  - Attend site & undertake the delivery / collection as per the planned Safe System & manage the Railway Risks.
  - Document the process using LNE&EM Delivery Point Management APP.
  - Leave the site safe & secure (evidence Photos / Videos with the DPM APP).

Note: If the DPM APP hasn't been used (the Plant Team should be informed of issues & Completed Deliver Point Management Receipts are subject to audit & need to be retained for a period of two years, unless associated with an accident in which case this would be six years (minimum)).

For support / guidance regarding this process please use the following email or & link;

[OnTrackPlantSpecialistOTPSLNE&EMRoute@networkrail.co.uk](mailto:OnTrackPlantSpecialistOTPSLNE&EMRoute@networkrail.co.uk)


<https://safety.networkrail.co.uk/safety/delivery-point-management/>



Note:  
 Completed Deliver Point Management APP are subject to audit & need to be retained for a period of two years, unless associated with an accident in which case this would be six years (minimum).

**LNE&EM Delivery / Collection Point Management Receipt Book Template**

For more information on the purchasing of the Receipt book please contact your On Track Plant Specialist

DELIVERY POINT MANAGEMENT			
RECEIPT BOOK			
TIME & DATE	LOCATION	ALO	INDEX No.
		Y N	
NR-SITE CONTACT		SUPPLIER CONTACTS & DEPOT LOCATION	
Name:.....		Supplier:.....	
NR.....		Delivery Name:.....	
		Contact:.....	
AGREED DEL. TIME/DATE	ACTUAL DEL. TIME/DATE	NOTES / COMMENTS	
DELIVERY 1	DELIVERY 2	DELIVERY 3	
INVENTORY		NOTES / COMMENTS	
SUPPLIER 1	SUPPLIER 2	SUPPLIER 3	
Sign:.....	Sign:.....	Sign:.....	
Print:.....	Print:.....	Print:.....	
NETWORK RAIL 1	NETWORK RAIL 2	NETWORK RAIL 3	
Sign:.....	Sign:.....	Sign:.....	
Print:.....	Print:.....	Print:.....	

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