

# Electrical Safety Delivery Programme Single Approach to Isolations (SAI)

## Guidance Documents

### What a Good One Looks Like (WAGOLL)

### Outage Request Form (ORF) – Issue 1C

Created: 20 February 2026

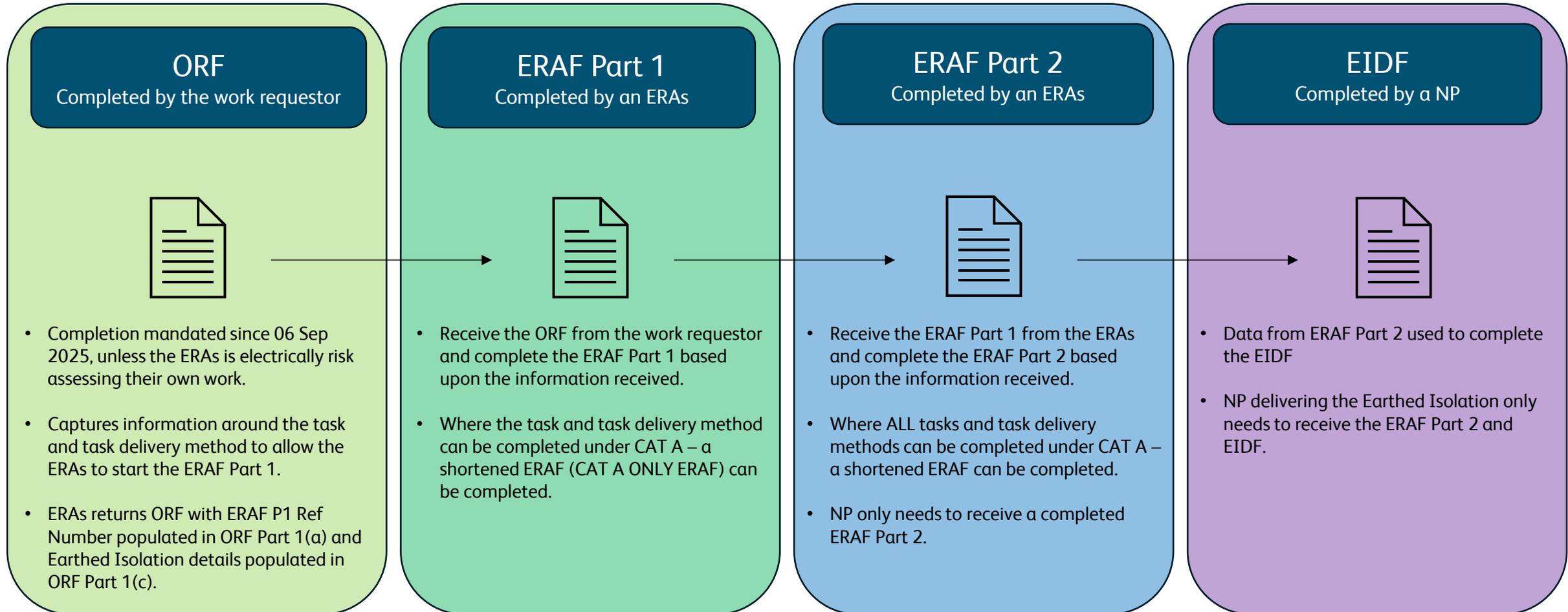
Updated: 10 March 2026



**Simpler.  
Better.  
Greener.**

# Forms Process Flow (Pre Isolation Planning)

How the form you are completing / filling in, fits into the process?





**Extra information for items marked with an Asterix i.e. \*, \*\* or \*\*\***

The ERAs will return the ORF with the ERAF P1 Ref. Number populated for each worksite

Work Requestor Name, email address and number.

Company that the ORF is being sent to.

Week Number of the task.

ORF Ref No. – Uniquely created by work requestor for this form

The revision number is updated for any updates to the form.

ELP/SAI25/ORF/ Issue 1C	Submitted by (name):	Email Address:	Telephone Number:	Electrical Risk Assessor Company:	Week Number	ORF Reference:	Revision:
	W Requestor	<a href="mailto:Wrequestor@Requestor.com">Wrequestor@Requestor.com</a>	02589 546835	A W R Company	01	0369-wk01-01	1

**ORF Part 1(a) – Task and Task Delivery Method details completed by:**

Work Requestor													
ERAS	ERAF P1 Ref:	Worksite Ref:	Requested Start Date & Time	Requested End Date & Time	OLP Limits		Line(s) / ATF / RC	Task Details (Include task and task delivery method)	On/Off - Tracking Access Point	On / Off / Both	Line(s)	Location	
					Miles & chains							M	yd
		11435533	19/07/2025 22:40	20/07/2025 09:00	From 116m 20ch	To 116m 35ch	Down Trent Valley Fast and Slow Up Trent Valley Fast & Slow - LTV	VEG OLE CLEARANCE OF THE LTV ELR: LEC2 - Chainsaw and Pole Saws in Use	Lichfield Trent Valley Station	Both	All Lines	116	24
		11435826	19/07/2025 22:40	20/07/2025 09:00	From 0m 0ch	To 0m 20ch	Up & Down Lichfield TV Chord - LTV	In Connection with Engineering Work ELR: LTV	N/A	N/A	N/A	N/A	N/A
					From	To				Select			
					From	To				Select			
					From	To				Select			

Worksite (PPS) Ref No. for the work along with the start & end date and time for the task.

\*OLP limits needed to cover the task & work inc. on tracking & travelling. Can be in miles & chains, or miles & yards or kilometres & meters

Lines / ATF / RC - Lines that you are working on i.e. lines isolated

\*\*Task Details – Needs to hold enough information for the ERAs to complete a risk assessment. Include ELR.

\*\*\*Machines Only - RRV access point & if you are on or off tracking or both there.

\*\*\*Machines Only – Access point mileage & lines of on / off tracking.

# Outage Request Form Completion

Extra information for items marked with an Asterix i.e. \*, \*\* or \*\*\*

\* **The OLP Limit “Miles & Chains” should be the mileage needed for the OLP to cover the task / work and the RRV access point(s).**

- This is not the mileage to cover pedestrian access or other tasks that don't need to be covered by the OLP etc.
- Miles & Chains, Miles & Yards, Kilometres & Metres or structure Numbers can be selected from the Dropdown menu

\*\* **The Task Details section, must have enough information to undertake the Electrical Risk Assessment.**

- e.g. Vegetation Clearance on the Up Gloucester, with 2 x MEWPs.

\*\*\* **The On/Off – Tracking Access Point section, should have the access name, lines and the mileages for the RRV access point.**

**NOTE:** “M” to “Km” and “Yd” to “Ch” or “M” for access can be selected from the Dropdown menu.

ELP/SAI25/ORF/ Issue 1C		Submitted by (name): W Requestor	Email Address: <a href="mailto:Wrequestor@Requestor.com">Wrequestor@Requestor.com</a>	Telephone Number: 02589 546835	Electrical Risk Assessor Company: A W R Company	Week Number 01	ORF Reference: 0369-wk01-01	Revision: 1				
<b>ORF Part 1(a) – Task and Task Delivery Method details completed by:</b>												
<b>ERAS</b>		<b>Work Requestor</b>										
ERAF P1 Ref:	Worksite Ref:	Requested Start Date & Time	Requested End Date & Time	OLP Limits		Line(s) / ATF / RC	Task Details (Include task and task delivery method)	On/Off - Tracking Access Point	On / Off / Both	Line(s)	Location	
				Miles & chains							M	yd
	11435533	19/07/2025 22:40	20/07/2025 09:00	From	116m 20ch	Down Trent Valley Fast and Slow Up Trent Valley Fast & Slow - LTV	VEG OLE CLEARANCE OF THE LTV ELR: LEC2 - Chainsaw and Pole Saws in Use	Lichfield Trent Valley Station	Both	All Lines	116	24
				To	116m 35ch							
	11435826	19/07/2025 22:40	20/07/2025 09:00	From	0m 0ch	Up & Down Lichfield TV Chord - LTV	In Connection with Engineering Work ELR: LTV	N/A	N/A	N/A	N/A	N/A
				To	0m 20ch							

**Upon receiving the above information, the ERAs can complete the Electrical Risk Assessment to determine the along track limits that will cover the task / work and access point, that will enable the work to take place safely.**

ORF Part 1(b) - Additional Information completed by the Work Requestor			
Can the task and task delivery method be completed under ESSOW Category D?	On/Off Tracking	Travelling	Site of Work
	No	No	No
Do you require red bonds to be removed within the earthed isolation requested location?			No
If Yes, provide structure IDs:			
Do you require black bonds to be removed within the earthed isolation requested location?			No
If Yes, provide structure IDs:			
Will the task foresee personnel, tools or equipment coming within 600mm of the overhead line equipment that is defined on the OLP? (Test Before Touch requirements)			Yes
If Yes, will you be providing your own Electrically Competent Person (ECP) for the Test Before Touch actions?			No
CAPEX Earthed Isolations		Maintenance Earthed Isolations	
Project Manager		Section Manager	W R Manager
Department Name		Department Name	Off Track
Cost Centre		Cost Centre	548654
Project Number		Project Number	456546456
Task Code		Task Code	213456345
Project Code		MNT Code	546534165

Additional Information about OTP/OTM – Does the ECC of the OTP/OTM allow for on / off tracking and travelling under live? Can the site of work activity be completed without an earthed isolation?

Bonding Questions - Ideally provide structure numbers of where the bonds are.

Test Before Touch question - Will you be working within 600mm of the OLE? If yes, can you provide an electrically competent person?

CAPEX or Maintenance Earthed Isolation details – Complete which section is relevant to your department.



# Outage Request Form Completion

## Extra information / returned ORF

If the Along Track Limit DEP does not fit within the mileage stated in the OLP Limit “Miles & Chains” the ERAs needs to inform the person (work requestor) who submitted the ORF.

This can be done by changing the mileage to align with the Along Track Limit and highlighting it yellow (or similar) and explaining the changes in an email when the ORF is returned.

ERAF P1 Ref:	Worksite Ref:	Requested Start Date & Time	Requested End Date & Time	OLP Limits	
				Miles & chains	
NR-01	11435533	19/07/2025 22:40	20/07/2025 09:00	From	116m 20ch
				To	116m 35ch

The person who submitted the ORF, can amend the mileage that will be submitted into PPS to ensure it covers the Along Track Limits and add the additional 5ch (100m) for the required distance between the task / work and worksite Marker Boards (if required).



# Any questions?

For more information, please visit

[Electrical Safety - Safety Central \(networkrail.co.uk\)](https://www.networkrail.co.uk/electrical-safety-safety-central)

or contact the team

[ESDCommunication@networkrail.co.uk](mailto:ESDCommunication@networkrail.co.uk)