B – Competence Standards (Host Machines)

Competence Standards applicable to the work activities associated with the Operation of OTP have been developed and are contained within this appendix.

B.1 Competence Framework

Based on an industry & functional analysis the following Competence Standards have been identified as suitable to control the risks associated with competent performance of people who are operating OTP on Network Rail managed infrastructure.

B.1.1 Operators OTP Category

Relevant to all people operating On Track Plant on Network Rail managed infrastructure.

OTPO_00 Operator Core Module
OTPO_01-T Operate Road Rail Excavator - Tracked (RRV)
OTPO_01-W Operate Road Rail Excavator - Wheeled (RRV)
OTPO_02-T Operate Road Rail Excavator Crane – Tracked (RRV)
OTPO_02-W Operate Road Rail Excavator Crane – Wheeled (RRV)
OTPO_03 Operate Crawler / Tractor Dozer (RRV)
OTPO_04 Operate Agricultural Tractor (RRV)
OTPO_05 Operate ATUV - Gator type vehicles (RRV)
OTPO_06 Operate Dump Truck (RRV)
OTPO_07 Operate Dumper (RRV)
OTPO_08 Operate Highway Based Vehicle (RRV)
OTPO_08-FBW Operate Highway Based Vehicle – Flash Butt Welder (RRV)
OTPO_09 Operate Motorised Trolley (RMMM)
OTPO_10 Operate Self Propelled MEWP (RRV)
OTPO_11 Operate Telescopic Handler (RRV)
OTPO_12 Operate Platform Lift - MEWP (RMMM)
OTPO_13 Operate Ballast Packer (RMMM)
OTPO_14 Operate Sleeper Changer (RMMM)
OTPO_15 Operate Tracgopher (RMMM)
OTPO_16 Operate Lifter / Slewer (RMMM)
OTPO_17 Operate Clipper (RMMM)
OTPO_18 Operate Piling Machine (RMMM)

B.2 Evidence Requirements.

Sufficient evidence must be collected to enable competence to be assessed against all the performance statements and knowledge and understanding requirements for each element. Evidence must be sufficient to confirm that the person is capable of consistent competent performance.

B.2.1 Performance Evidence.

The standards of competence in the appendices specify the various forms and quantities of performance evidence which are required for each element.
There are two types of performance evidence:

a) Evidence of the way the person carried out activities – evidence of the process involved in demonstrating competence. This takes the form of observation, authenticated log book entries, or performance reports.

b) Products of the person's work – items that the person produces or works on or documents produced as part of the activity. The evidence may be in the form of the product itself, or may be records or photographs generated as part of the work.

B.2.2 Knowledge Evidence.

The knowledge evidence section of the element specifies the knowledge and understanding necessary for competent performance. Adherence to the training & competence assessment frameworks will confirm that the appropriate content from the following knowledge requirements are trained and assessed at regular intervals.

B.2.3 Knowledge requirements that are common to all Competence Standards.

Candidates must have knowledge and understanding of:

Health and safety legislation, regulations and safe working practices and procedures that must include the relevant sections of the following:

- Health and Safety at Work Act
- Provision & Use Of Work Equipment Regulations 1998.
- Lifting Operations & Lifting Equipment Regulations.
- Railways and Other Guided Transport Systems (Safety) Regulation.
- COSHH.
- Transport and Works Act (Alcohol and drugs).
- Track access restrictions (as stated - Engineering Acceptance Certificate)
- GE/RT8000
- Machine Site Arrival Checks NR/L3/OPS/047/TMC08
- GH/RT/4004 Working Time Directive (ERG/03)

B.2.4 Assessment decisions.

Initial assessment decisions shall only be made following the generation of evidence from the person's normal workplace.
Assessment decisions of "competent" shall only be made when:

a) All the required performance and knowledge evidence, as defined in the competence standard, has been provided.
b) The evidence has been confirmed as accurate, current and attributable to the person concerned.
c) Endorsements and attachments to the OTP category can (where specified) be added to a competence certificate following successful completion of training.

OTPO_00: Operator Core Module – Rule Book (Module OTP)

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate On Track Plant, and cover the requirements as detailed in GE/RT8000/OTP.

2. Scope

This competence standard applies in all circumstances where any person is required to operate On Track Plant within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required, and they will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate On Track Plant on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Responsibilities affecting safety and pre-use

Element 2 Restrictions & Precautions

Element 3 Travel in a possession, within and between worksites

Element 4 Communication Protocol for Operators

The first element is concerned with understanding and demonstrating operator responsibilities. The second element is concerned with rules and procedures affecting restrictions and precautions to be taken by operators. The third element deals with rules and procedures for travelling within a worksite, and within a possession including travelling without a Machine Controller present. The final element deals with protocol & procedures affecting verbal, written and hand-signal communication.

To prove competence in this unit, the person must be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating the OTP.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 6.3.

5. Knowledge Evidence common to the whole unit

You must have knowledge and understanding of:

1. The relevant sections of the Rule Book GE/RT 8000
2. The responsibilities and competence requirements of the operator and the machine controller
3. How the machine controller is identified and when they are required to be present
4. How a crane controller is identified and when they are required to be present
5. The emergency equipment that is required and how to use it
6. The equipment that must be tested as a minimum on all OTP
7. The requirements that must be met before the OTP can be placed on or removed from the line including the isolation and protection arrangements
8. Using OTP on electrified lines
9. Specific precautions regarding restrictions associated with OTP
10. Personal safety regarding riding on OTP or vehicles, coupling and uncoupling, and dealing with brake couplings
11. How to undertake travel movements within a worksite and within a possession
12. The conditions for, and how to undertake travel movements without a machine controller present including the movement of more than one item of OTP at the same time
13. Communications including radio and hand signals that will be used
14. Signs and signals and that may be encountered
15. The content of the briefing that the operator will receive from the machine controller
16. Requirements when stabling or leaving OTP unattended
17. Actions in the event of a derailment
18. Negotiating points and crossings
19. Defect reporting
20. The limits of the operator's responsibility

OTPO_00: On Track Plant Core

Element 1: Responsibilities affecting safety and pre-use

Performance statements

You must be able to:

a) Work safely at all times, complying with health and safety and other relevant regulations, specifications and guidelines.
b) Identify the PPE requirements when operating OTP
c) Identify limits of own competence
d) Identify when a Machine Controller is required
e) Identify when a Crane Controller is required
f) Identify the emergency equipment that must be with the OTP at all times
g) Identify the minimum documentation required to be with the OTP
h) Identify the minimum checks/tests of the OTP, that must be carried out before use
i) Identify the required protection/isolation arrangements required where OTP is to be on tracked, off tracked, travelled and worked.

Scope of Competence

1. The emergency equipment includes:
   - At least 10 detonators
   - Two track circuit operating clips
   - A red flag
   - A hand lamp (which must be able to show a red aspect)
   - A fire extinguisher
   - A Spill kit

2. Documents include:
   - Engineering acceptance certificate
   - OTP inspection log/sheet
   - Recording results of checks and notification of identified defects

3. Checks include;
   - Head side and tail lights
   - Brakes
   - Horn
   - Movement Limiting devices

4. Required Protection/isolation includes;
   - T3, T4 Possessions
   - T2 Protection
   - Isolation of OLE and conductor rails

Knowledge statements

You must have knowledge and understanding of:

1. The PPE requirements of an operator.
2. Where the Rule Book GE/RT8000 Module OTP applies
3. When a Machine or Crane Controller must be appointed, how to identify him/her and requirements for MC briefing.
4. What emergency equipment must be available
5. The minimum checks of the OTP that must be carried out before use
6. The reporting procedure for any defects
7. When OTP is allowed to on or off track including the required protection/isolation arrangements and restrictions in areas where the traction power supply is through;
   i. Conductor rails
   ii. OLE (Overhead Line Equipment)
8. The documentation required to be:
   i. Completed prior to on tracking
   ii. Shown to the MC e.g., EAC

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence of the person completing all relevant procedures in respect of all performance statements.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_00: On Track Plant Core

Element 2: Restrictions and Precautions

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations, procedures and guidelines

b. Identify the reason why the machine controller needs to see the OTP's EAC

c. Identify the method of attaching/detaching other vehicles to/from the OTP

d. Identify the correct method of moving other vehicles with the OTP

e. Identify the procedure for dealing with a vehicle with defective brakes

f. Identify your responsibilities regarding the prevention of impacts

g. Identify the procedure for Entering a shed or building

h. Identify travel speed

i. Identify the requirements for transiting over level crossings

Scope of Competence

1. Reasons why EAC needs to be shown include;
   - Expiry date
   - Cant and gradient information
   - On/Off tracking requirements
   - Towing/propelling capabilities
   - Travel speeds
   - Requirements regarding adjacent lines
   - Attachments that can be used
   - Restrictions
   - Registered for road usage

2. Relevant procedures includes:
   - When to On/Off track the OTP on a running line or siding.

Knowledge statements

You must have knowledge and understanding of:

1. The general content described in an EAC and limitations to use
2. The equipment that is required to be used to attach the OTP to another vehicle when towing or propelling
3. The method of attaching and detaching vehicles
4. The procedure for dealing with a vehicle with defective brakes
5. Responsibility to operate OTP correctly to avoid impacts
6. the procedure when entering a shed or building
7. Speed of OTP movements;
   - In a worksite
   - Between worksites
   - Over points, crossings or in sidings
8. Stopping distance, you must be able to stop in the distance you can see to be clear of any obstruction

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence of the person completing all relevant procedures in respect of all performance statements.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_00: On Track Plant Core

Element 3: Travel in a possession, within and between worksites

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Maintain documentation in accordance with operator requirements.

c. Undertake operating activities for travel to / from a worksite, following operating procedures and processes at all times.

d. Interpret and obey all signals authorising movement within a possession and understand when signals may be passed whilst displaying a stop aspect..

e. Confirm that all worksite limits are understood and understand authorisation procedures when required to pass worksite marker boards.

f. Identify personnel in charge of all areas within a possession, and specify their role.

g. Confirm the conditions for travelling without a machine controller.

h. Confirm the conditions to be satisfied for making multiple movements

i. Adhere to the requirements for transiting over level crossings

Knowledge statements

You must have knowledge and understanding of:

1. Regulations, guidelines and operating procedures to be followed when;
   a. Travelling to a worksite
   b. Making a machine movement
   c. Access route is unacceptable
   d. Using low, high and hydrostatic rail machines
   e. Travelling without a Machine Controller & the conditions which must first be satisfied
   f. Making multiple movements & the conditions which must first be satisfied and maintained
   g. When working on a gradient
   h. Using on-board colour display CCTV
2. The purpose and identification of signals, worksite marker boards and possession limits.
3. When stop signals and worksite marker boards (on entry / exit to a worksite) may be passed.
4. Maximum speed of travel within and outwith a worksite and situations which require reduced speed
5. Lines and methods of communication, including:
   - Reaching a clear understanding of work, and obtain authority prior to making, movements including those whilst transiting over level crossings
   - Situations where access route is unacceptable
   - Situations where rail movements are required and limited sighting is available
   - Content of Machine Controller briefing
6. The likely impact of your work on the operations of other departments and the impact of their work

Scope of Competence

1. Operating activities include obtaining authority:
   - Prior to entering & move within a possession
   - Making any rail movement
   - When a level crossing is encountered
2. Operating procedures include:
   - Placing the machine in the correct configuration before commencing travel:
     - Machine facing direction of travel
     - Navigation lights set for direction of travel
   - When in travel mode:
     - Keep Machine in gauge
     - Adhere to speed restrictions
     - Maintain observation all round
     - Observe safe braking distances
     - Correct use of horn prior to & during travel
     - Reduce speed on approach to point-work, crossings & worksites
     - Check points set for direction of travel
     - Stop at worksite marker boards

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence of the person completing all relevant procedures in respect of all performance statements.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_00: On Track Plant Core

Element 4: Communication Protocol for Operators

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Make movements when controlled by radio and take suitable precautions when radio contact is lost.

c. Use the phonetic alphabet, and use correct communication protocols when using two-way radio.

d. Respond to emergency stop warnings

e. Confirm communication is established and maintained with relevant personnel including communication methods where there is not a clear view ahead

Scope of Competence

1. Communication is:
    - i. Verbal
        - Face to face
        - Radio
    - ii. Written
    - iii. Handsignals (Where required)
        - For OTP Rail movements
        - For OTP Operation

Knowledge statements

You must have knowledge and understanding of:

1. Lines and methods of communication during emergency recovery.
2. Rules to be followed when radio contact is broken with person controlling machine
3. The full phonetic alphabet and when to use including method of reciting numbers.
4. Emergency stop messages and how to recognise and react on hearing this message.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence of the person completing all relevant procedures in respect of all performance statements.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_01: Operate – Road Rail Excavator

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate Road Rail Excavator (tracked & wheeled) and Road Rail Excavator Crane (tracked & wheeled).

2. Scope

This competence standard applies in all circumstances where any person is required to operate the excavator and Road Rail Excavator tracked & wheeled, & carry out emergency procedures within a possession on Network Rail managed infrastructure. The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required, they will be responsible for adhering to the instructions and will work within set procedures and specifications.
This competence standard shall be used to assess the competence of people who are required to operate the Road Rail Excavator on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.
Element 2 On and Off Tracking
Element 3 Operate the Road Rail Excavator safely
Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in unit of competence ‘OTPO Core’ and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a Road Rail Excavator.
Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 6.3.

5. Knowledge Evidence common to the whole unit

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable.
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology and methods used to identify equipment and describe the operation of the OTP.
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic, other vehicles and ground personnel.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO_01: Operate Road Rail - Excavator

Element 1: Carry out pre-work checks.

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Follow the relevant machine safety & pre-work checks in accordance with instructions.

c. Confirm that the host machine can operate with lifting equipment or quick hitch

d. Confirm the documentation which is required with the machine.

e. Confirm that the machine meets the required operating specification and assess the condition.

f. Carry out the maintenance activities within the limits of the pre-work check.

g. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.

h. Complete relevant pre-work check records accurately and pass them on to the appropriate person.

i. Dispose of waste materials in accordance with safe working practices and approved procedures.

Scope of Competence

1. Safety and pre-work checks will include:

- Visual checks
- Identify any faults that may affect the safety of the machine operation.
- Check fluid levels including hydraulic, engine, fuel, coolant, screen wash etc
- Rail wheels including 'flange' damage 'flat spots' or 'play' in rail wheel bearings.
- Correctly start the machine confirming area is clear of personnel and obstructions.
- Check for correct function of lights, including rail navigation lights and brake light isolation.
- Check the operation of the horn.
- Check all operational controls are functioning correctly.
- Test motion restriction systems, e.g. height & slew limiters
- Test all braking systems in road mode.
- Check compatability of machine, equipment & attachments
- Check required documentation, confirm it is current
  - Check method statement contains machine type, equipment & attachments including quick hitches.
- Check safety & environmental features including spill kits and fire extinguishers.
- Confirm body panels, hatches or inspection covers are replaced and secure following checks.
- Check machine logbook entries and record results of checks and identified defects.

Knowledge statements

You must have knowledge and understanding of:

1. What the PPE requirements of an operator are.
2. What operator documentation is required prior to and on completion of the work.
3. Type and proximity of hazards including: signal gantries, structures, line side fixtures, lines open to traffic, other vehicles and ground personnel
4. The purpose of rail navigation lights, and why road lights and amber flashing beacons are required to be turned off when in rail mode
5. What type of defects can occur and how to check for these, including braking system & horn.
6. What tests/checks must be undertaken for a complete pre-work check, including: fluids, lighting, horn, brakes, road & rail wheels, motion restriction systems, equipment & attachments are correctly attached to host machine, security of tow-bars, doors, retaining bolts, pins and clips, hydraulic hoses & general fixings.
7. Health & Safety features, including spillage control and fire prevention.
8. Safe start up procedures, including checks made prior to operational controls test.
9. Limits of the operator competence.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, d, e, and g for all applicable items in scope statement 1.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_01: Operate Road Rail - Excavator

Element 2: On and off tracking

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Identify the approved method of travelling from the stabling point to the access point confirm suitability, size of route and proximity hazards.

c. Travel from the stabling point to approved on-tracking point, avoiding any hazards.

d. Confirm that on and off tracking points are approved and fit for purpose.

e. Carry out on & off tracking activities in the specified sequence and in an agreed time scale, using horn to warn of movements.

f. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the points of access or on & off tracking points.

g. Carry out an ON Track brake test and confirm to relevant personnel.

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON tracking point including:
   - Pedestrians / ground personnel / vehicles / man-holes inspection covers / buildings / cable routes / materials etc
2. Types of hazards associated with the ON/OFF tracking point including:
   - Signal Gantries / Signalling equipment / high / low ballast shoulder / 3rd or 4th rail etc including when it is safe to inspect the site.
3. Lines and methods of communication, including:
   - Situations where access route is found to be unacceptable.
   - Personnel responsible for the pre-planned safe system
4. Safe system of work (including documentation) which must be in place prior to entering the access point.
5. Types of hazards associated with adjacent lines when open to traffic.
6. Procedure to follow prior to carrying out machine movements

Scope of Competence

1. On & Off Tracking activities are to:
   - Determine approved access /egress points
   - Determine approved On/Off Tracking points
   - Confirm communication is established with relevant personnel, communication is:
     i) Verbal
     ii) Written
     iii) Handsignals
   - Obtain authority and confirm that line is under possession and any traction current has been isolated prior to on-tracking.
   - Safely ON Track the Machine
   - Confirm that the machine is in the correct configuration for travel including, in gauge and steering locks applied etc
   - Safely OFF Track the Machine
2. On/Off Tracking procedures include access via:
   - Level crossing
   - Concrete pad
   - In fill of ballast to the rail head
   - Area decked out with sleepers or timber
   - Other approved on tracking system

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, b, c, d and f. for all applicable items in scope statement 1 & 2.

Performance statement ‘e’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_01: Operate Road Rail - Excavator

Element 3: Operate the Road Rail Excavator safely

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that he machine is set-up and ready for the activities to be carried out.

c. Confirm that buried services procedures are undertaken prior to operating the machine.

d. Carry out operating activities to the required specification in the correct sequence and in an agreed time scale.

e. Report any instances where excavation requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:

- Select & correctly attach approved bucket(s)
- Correctly set the Rated Capacity Indicator, (RCI) for excavating duties, where fitted.
- Install/remove a quick hitch device
  - Confirm correct attachment to host machine
  - Confirm retaining bar and/or safety locking bar is corretly located
- Confirm machine remains stable at all times through correct machine movement, use of RCI, axle stabilisers and machine controls
- Minimise contact with the vehicle being loaded / unloaded, confirming an even load distribution throughout.
- Complete work to required tolerances including excavation, reinstatement and levelling.
- Confirm communication is maintained with relevant personnel, communication is:
  - i. verbal
  - ii. Handsignals

2. Operating procedures are to:

- Set & test the RCI equipment including motion restriction systems.
- Confirm the whereabouts of obstructions, cables or other underground services prior to excavating
- Identify restricted zones & protection arrangements
- Work adjacent to lines open to rail movements, including when trains approach
- Work in accordance with manufactutrers instructions for host machine, lifting accessories and quick hitches

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards and special precautions required when operating the machine adjacent to structures or the railway line
2. Lines and methods of communication, including:
   - Situations where access or travel route in road or rail mode is found to be unacceptable.
   - Personnel responsible for buried services check and method of confirming, approval to begin excavations.
3. Method of protection (including documentation) which must be in place prior to commencing excavations.
4. Operating & manufacturers requirements & instructions applicable to the safe use of host machine, equipment & attachments.
5. Method for confirming compatibility of the lifting accessory or quick hitch with the lifting equipment
6. Able to differentiate between quick hitches as a lifting accessory &/or lifting equipment.
   a. Approved method of using quick hitches or lifting accessories
7. Types of bucket required for the task.
8. Work procedures and hazards associated with adjacent lines, where open to traffic.
9. Safe loading and unloading of rail wagons.
10. The likely impact of your work on the operations of other departments and the impact of their work for you.
11. Regulations, guidelines and operating procedures for; motion restriction systems; offset booms; effects of cant on machine stability & buried services.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a,b,c,d and e. for all applicable items in scope statement 1 & 2.

Performance statement ‘f’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_01: Operate Road Rail - Excavator

Element 4: Emergency Procedures

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to safely prepare a failed machine for emergency recovery.

c. Confirm the requirements of the towing vehicle prior to emergency recovery activities.

d. Carry out emergency activities in the specified sequence.

e. Deal promptly and effectively with problems within your control and report any instances where the emergency activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:

- Confirm failed machine is prepared for safe towing.
- Connect the failed machine to the towing vehicle using the approved tow bar, in the correct sequence.
- Confirm release and subsequent operation of brakes is undertaken in the correct sequence.
- Confirm speed restrictions are adhered to at all times.
- Confirm communication is established and maintained with relevant personnel, communication is:
  i. Verbal
  ii. Written
  iii. Handsignals

2. For the failed machine, confirm that by use of the auxiliary system the machine:

   - Is in gauge
   - has the slew lock applied
   - boom and dipper-arm remain below cab height
   - axle stabilisers are in the unlocked position

3. Procedure in the event of an incident or accident including;
   - Accident/incident reporting
   - Checks of a de-railed machine
   - Requirements to be met before re-railing a derailed machine

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards associated with emergency recovery.
2. Lines and methods of communication during emergency recovery.
3. Auxiliary systems, including release of brakes.
4. Towing vehicle, including certification requirements and maximum allowable towing weight.
5. Method approved to connect the towing machine to the failed machine.
6. Maximum speed at which towing vehicle may travel whilst towing failed machine
7. Duties of the operator when the failed vehicle brakes are still operational.
8. Checks to be made of a machine that has been de-railed before it is re-railed and the competence requirements to carry out the checks

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.

OTPO_02: Operate – Road Rail Excavator Crane

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate a Road Rail Excavator Crane

2. Scope

This competence standard applies in all circumstances where any person is required to operate the excavator as an excavator crane within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required, they will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the excavator crane on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises two elements:

Element 1 Carry out pre-work checks.

Element 2 Operate the OTP Road Rail Excavator Crane

The first element is concerned with completion of defined pre-work checks in accordance with instructions.. The second element deals with operating the machine safely.

To prove competence in this unit, the person must also be assessed as competent in units of competence ‘OTPO Core’ and OTPO 1 Operate Road Rail Excavator, and be able to demonstrate their ability to complete elements one and two and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a Road Rail Excavator Crane

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 6.3.

5. Knowledge Evidence common to the whole unit

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology and methods used to identify equipment and describe the operation of the OTP.
9. The compatibility of host machine, equipment and attachments.
10. Safe start up procedures, including checks prior to operational controls test.
11. The machine lift duty charts and the limitations for the intended lift
12. When the machine horn should be sounded
13. Work procedures and hazards when adjacent lines are open to traffic.
14. What authorisation procedures are and limits of your responsibility and authority.
15. What procedures apply to taking the equipment out of operational service.
16. Types of hazards, lines and methods of communication during emergency recovery.

OTPO_02: Operate Road Rail – Excavator Crane

Element 1: Carry out pre-work checks.

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Follow the relevant machine safety & pre-work checks in accordance with instructions.

c. Confirm the documentation which is required with the machine.

d. Confirm that the machine meets the required operating specification and assess the condition.

e. Confirm that the equipment & attachments are correctly attached to the host machine

f. Carry out the maintenance activities within the limits of the pre-work check.

g. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.

h. Complete relevant pre-work check records accurately and pass them on to the appropriate person.

Scope of Competence

1. Safety and pre-work checks will include:

- Identify any faults that may affect the safety of the machine operation for lifting duties.
- Check compatibility of machine, equipment and attachments.
- Check the RCI functions correctly including;
  - Audible warnings
  - Visual warnings
  - Comparison with duty charts
  - Motion restriction system
- Check the lifting accessories, including lifting points on the machine to confirm;
  - In date for inspection
  - No defects are apparent
  - Correctly labelled/tagged
  - Appropriate for the lifting duties to be performed
- Check currency of required documentation.
- Check machine type, equipment, attachments are as stated on the Work Package Plan (Method Statement)
- Record results of checks and report identified defects to the appropriate person.

Knowledge statements

You must have knowledge and understanding of:

1. What operator documentation is required prior to and on completion to the work.
2. What types of defect can occur and how to check for these defects.
3. Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
4. Maximum frequency between statutory inspections.
5. The difference between Lift & Carry and Non-Lift & Carry RCI's. Requirement to de-rate Non-Lift & Carry RCI for Lift & Carry operations, stating de-rating value.
6. What tests/checks must be undertaken for a pre-work check of the RCI.
7. What pre-use checks must be undertaken of the machine lifting points.
8. What pre-use checks must be undertaken of un-powered lifting accessories
9. Limits of the operator competence.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, d, e, and g for all applicable items in scope statement 1.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_02: Operate Road Rail – Excavator Crane

Element 2: Operate the Road Rail Excavator Crane

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that he machine is set-up and ready for the activities to be carried out.

c. Operate the host machine, equipment and attachments in accordance with manufacturers instructions

d. Carry out lifting activities to the required specification in the correct sequence and in agreed time scale.

e. Report any instances where lifting requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:

- Select appropriate un-powered lifting accessories for the work including;

Camlocks, Chains, Slings, Shackles, Un-powered lifting beams for sleepers and rails

- Confirm loads are slung correctly including trial lift to avoid;

Unbalanced loads, Loads slipping or becoming detached, Damage to the load or the lifting accessories, Long loads swinging out of control

- Work within the machines lifting capabilities, monitoring and re-acting to the RCI
- Confirm machine remains stable at all times, and operating the machine smoothly, minimising load swing.
- Place loads where instructed by the Crane Controller
- Confirm communication is maintained with the Crane Controller, communication is:
    - verbal
    - Handsignals (BS7121) as in OTP

2. Operating procedures, in accordance with host machine, equipment & attachment manufactirers instructions, are:

- Lift and carry (in rail and road mode)
- Static lift
- Level rail & cants (including high and low side)
- Reversing movements with a load
- Stacking loads (rails, sleepers)
- Confirm the whereabouts of obstructions, cables or other services prior to undertaking the work
- Identify restricted zones & protection arrangements
- Work adjacent to lines open to rail movements, including when trains approach
- Set motion restriction systems, including the RCI
- Setting the RCI for the appropriate lift duty in accordance with duty chart for host machine.
- Estimation of load weight

Knowledge statements

You must have knowledge and understanding of:

1. Types and uses of un-powered lifting accessories associated with lifting operations within the railway environment, checks required before use, and certification required.
2. Estimation of weights of loads to be lifted
3. Reading duty charts in association with the work
4. Checks to be made of the RCI before use
5. Requirement to monitor the RCI during lifting operations and what action to take if the machine approaches maximum SWL.
6. Requirements to raise load slightly off the ground before lifting operations
7. The circumstances when the SWL of a chain or sling requires to be reduced.
8. Problems cause by over-angling a sling during use.
9. Potential problems associated with long loads and how to control them.
10. Special precautions when lifting in areas of cants or gradients including knowledge of SWL when working on canted track.
11. Special precautions when undertaking slewing, lifting or operations on canted track
12. Lines and methods of communication, including:
    - Handsignals for lifting (BS7121)
    - Situations where request s made by the client regarding the work are found to be unacceptable.
    - Responsibilities of the operator, crane controller, and slinger.
13. Documentation which must be in place prior to commencing lifting operations, e.g., lifting plan
14. Actions in the event of RCI breakdown during the course of the work.
15. Work procedures and hazards associated with adjacent lines, where open to traffic.
16. The likely impact of your work on the operations of other departments & the impact of their work for you.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a,b and c. for applicable items in scope statement 1 & 2.

Performance statement ‘d’ may be assessed by using a range of assessment methods

Performance evidence for recertification assessment may be collected through differing types of evidence**.**

OTPO_03: Operate – Crawler / Tractor Dozer

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate Crawler / Tractor Dozer.

2. Scope

This competence standard applies in all circumstances where any person is required to operate the Crawler / Tractor Dozer, & carry out emergency procedures within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required, they will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the Crawler / Tractor Dozer on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.

Element 2 On and Off Tracking.

Element 3 Operate the Crawler / Tractor Dozer safely

Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in unit of competence ‘OTPO Core’ and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a Crawler / Tractor Dozer.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 6.3.

5. Knowledge Evidence common to the whole unit

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology and methods used to identify equipment and describe the operation of the OTP.
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO_03:Operate OTP - Crawler / Tractor Dozer

Element 1: Carry out pre-work checks.

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Follow the relevant machine safety & pre-work checks in accordance with instructions.

c. Confirm the documentation which is required with the machine.

d. Confirm that the machine meets the required operating specification and assess the condition.

e. Carry out the maintenance activities within the limits of the pre-work check.

f. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.

g. Complete relevant pre-work check records accurately and pass them on to the appropriate person.

h. Dispose of waste materials in accordance with safe working practices and approved procedures.

Scope of Competence

1. Safety and pre-work checks will include:

- Identify any faults that may affect the safety of the machine operation.
- Check fluid levels, including hydraulic, engine, fuel, coolant, screen wash etc.
- Rail wheels including 'flange' damage 'flat spots' or 'play' in rail wheel bearings.
- Check front bogie security and rail wheels
- Correctly start the machine confirming area is clear of personnel and obstructions.
- Check correct function of lights, including rail navigation lights
- Check the operation of the horn.
- Check all operational controls are functioning correctly including; blade raise/lower, angle and tilt, steering
- Test all braking systems in road mode and bogie rail wheel braking
- Check required documentation and confirm it is current.
- Check safety & environmental features including spill kits and fire extinguishers.
- Confirm body panels, hatches or inspection covers are replaced and secure following checks.
- Check machine logbook entries and record results of checks and defects

Knowledge statements

You must have knowledge and understanding of:

1. What the PPE requirements of an operator are.
2. What operator documentation is required prior to and on completion of the work.
3. Type and proximity of hazards including: signal gantries, structures, line side fixtures, lines open to traffic, other vehicles and ground personnel
4. The purpose of rail navigation lights, and why road lights and amber flashing beacons are required to be turned off when in rail mode
5. What types of defect can occur and how to check for these defects.
6. What to do in the event of faults to the:
   a) braking system & b) horn.
7. What tests/checks must be undertaken for a complete pre-work check;

   Checks include: fluids, lighting, horn, brakes, caterpillar tracks, rail wheels, security of tow-bars, doors, retaining bolts, pins and clips, hydraulic hoses & general fixings.
8. Health & Safety features, including spillage control and fire prevention.
9. Safe start up procedures, including checks made prior to operational controls test.
10. Limits of the operator competence

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, d and e.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTP_03: Operate - Crawler / Tractor Dozer

Element 2: On and off tracking

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Identify the approved method of travelling from the stabling point to the access point, confirm suitability, size of route and proximity hazards.

c. Confirm that access and egress points are approved and fit for purpose.

d. Travel from the stabling point to approved on-tracking point, avoiding any hazards.

e. Carry out on & off tracking activities in the specified sequence and in an agreed time scale. Use horn to warn of movements.

f. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the points of access or on & off tracking points.

g. Carry out an ON Track brake test and confirm to relevant personnel

h. Confirm that the machine is in the correct configuration for travel following on tracking

Scope of Competence

1. On & Off Tracking activities are to:
   - Determine approved access /egress points
   - Determine approved On/Off Tracking points
   - Confirm communication is established with relevant personnel, communication is:
     - i) Verbal
     - ii) Written
     - iii) Handsignals
   - Obtain authority and confirm that line is under possession and any traction current has been isolated prior to on-tracking.
   - Safely ON Track the Machine
   - Safely OFF Track the Machine
2. On/Off Tracking procedures include preventing damage to the rail head by the machine tracks and access via:
   - Level crossing
   - Concrete pad
   - In fill of ballast to the rail head
   - Area decked out with sleepers or timber
   - Other approved on tracking system

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON tracking point including:
   - Pedestrians / ground personnel / vehicles / man-holes inspection covers / buildings / cable routes / materials/surfaces over which the machine will travel etc
2. Types of hazards associated with the On/Off tracking point including:
   - Signal Gantries / Signalling equipment / high / low ballast shoulder / 3rd or 4th rail etc including when it is safe to inspect the site.
3. Lines and methods of communication, including:
   - Situations where access route is found to be unacceptable
   - Personnel responsible for the pre-planned safe system
   - What to do if you lose sight of the Machine Controller
4. Safe system of work (including documentation) which must be in place prior to on tracking.
5. Types of hazards associated with adjacent lines open to traffic, when operating or on/of tracking.
6. Procedure to follow prior to carrying out machine movements

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, e g and h.

Performance statement ‘b, c, d and f’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_03: Operate - Crawler / Tractor Dozer

Element 3: Operate the Road Rail Crawler / Tractor Dozer safely

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that the machine is set-up and ready for the activities to be carried out.

c. Confirm that buried services procedures are undertaken prior to operating the machine.

d. Carry out operating activities to the required specification in the correct sequence and in an agreed time scale.

e. Report any instances where excavation / reinstatement requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:

- Safely and correctly excavate the ground to the required levels confirming all windrows are removed
- Safely and correctly spread and reinstate material to the required levels confirming all windrows are removed
- Confirm the whereabouts of obstructions, cables or other underground services prior to excavating
- Identify restricted zones and comply with protection arrangements
- Work adjacent to the railway line or structure

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards and special precautions required when operating the machine adjacent to structures or the railway line.
2. Lines and methods of communication, including:
    - Personnel responsible for buried services check and method of confirming, approval to begin excavations.
3. Regulations, guidelines and operating procedures in areas of buried services.
4. Method of protection (including documentation) which must be in place prior to commencing excavations reinstatement.
5. The likely impact of your work on the operations of other departments and the impact of their work for you.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a,b and d.

Performance statements ‘c and e’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_3: Operate - Crawler / Tractor Dozer

Element 4: Emergency Procedures

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to safely prepare a failed machine for emergency recovery.

c. Confirm the requirements of the towing vehicle prior to emergency recovery activities.

d. Carry out emergency towing activities in the specified sequence.

e. Deal promptly and effectively with problems within your control and report any instances where the emergency recovery activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:

- Confirm failed machine is prepared for safe towing.
- Connect the failed machine to the towing vehicle using the approved tow bar, in the correct sequence.
- Confirm release and subsequent operation of brakes is undertaken in the correct sequence
- Confirm speed restrictions are adhered to at all times.
- Confirm communication is established and maintained with relevant personnel, communication is:
  - i. Verbal
  - ii. Written
  - iii. Handsignals

2. For the failed machine, confirm that the machine:

- Is in gauge
- Emergency brake release system is operated

3. Procedure in the event of an incident or accident including;

- Accident/incident reporting
- Checks of a de-railed machine
- Requirements to be met before re-railing a derailed machine

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards associated with emergency recovery.
2. Lines and methods of communication during emergency recovery.
3. Auxiliary systems, including release of brakes.
4. Towing vehicle, including certification requirements and maximum allowable towing weight.
5. Method approved to connect the towing machine to the failed machine.
6. Maximum speed at which towing vehicle may travel whilst towing failed machine
7. Duties of the operator when the failed vehicle brakes are still operational.
8. Checks to be made of a machine that has been de-railed before it is re-railed and the competence requirements to carry out the checks

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.

OTPO_04: Operate – Agricultural Tractor

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate an Agricultural Tractor.

2. Scope

This competence standard applies in all circumstances where any person is required to operate the Agricultural Tractor, & carry out emergency procedures within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required, they will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the Agricultural Tractor on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.

Element 2 On and Off Tracking.

Element 3 Operate the Agricultural Tractor safely

Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in unit of competence ‘OTPO Core’ and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating an Agricultural Tractor.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 6.3.

5. Knowledge Evidence common to the whole unit

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology and methods used to identify equipment and describe the operation of the OTP.
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO_04: Operate - Agricultural Tractor

Element 1: Carry out pre-work checks.

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Follow the relevant machine safety & pre-work checks in accordance with instructions.

c. Confirm the documentation which is required with the machine.

d. Confirm that the machine meets the required operating specification and assess the condition.

e. Carry out the maintenance activities within the limits of the pre-work check.

f. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.

g. Complete relevant records accurately and pass them on to the appropriate person.

h. Dispose of waste materials in accordance with safe practices and approved procedures.

Knowledge statements

You must have knowledge and understanding of:

1. What the PPE requirements of an operator are.
2. What operator documentation is required prior to and on completion of the work.
3. Type and proximity of hazards including: signal gantries, structures, line side fixtures, lines open to traffic, other vehicles and ground personnel
4. The purpose of rail navigation lights, and why road lights and amber flashing beacons are required to be turned off when in rail mode
5. What types of defect can occur and how to check for these defects.
6. What to do in the event of faults to the:
   a) braking system & b) horn.
7. What tests/checks must be undertaken for a complete pre-work check;
8. Checks include: fluids, lighting, horn, brakes, road and rail wheels, security of tow-bars, doors, retaining bolts, pins and clips, hydraulic hoses & general fixings.
9. Health & Safety features, including spillage control and fire prevention.
10. Safe start up procedures, including checks made prior to operational controls test.
11. Limits of the operator competence

Scope of Competence

1. Safety and pre-work checks will include:

- Identify any faults that may affect the safety of the machine operation.
- Check fluid levels, including hydraulic, engine, fuel, coolant, screen wash etc.
- Rail wheels including ‘flange’ damage ‘flat spots’ or ‘play’ in rail wheel bearings.
- Correctly start the machine confirming area is clear of personnel and obstructions.
- Check correct function of lights, including rail navigation lights and brake light isolation
- Check the operation of the horn.
- Check all operational controls are functioning correctly
- Test all braking systems in road mode
- Check required documentation and confirm it is current.
- Check safety & environmental features including spill kits and fire extinguishers.
- Confirm body panels, hatches or inspection covers are replaced and secure following checks.
- Check machine logbook entries and record results of checks and defects

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, and d.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_04: Operate - Agricultural Tractor

Element 2: On and off tracking

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Identify the approved method of travelling from the stabling point to the access point, confirm suitability, size of route and proximity hazards.

c. Confirm that access and egress points are approved and fit for purpose.

d. Travel from the stabling point to approved on-tracking point, avoiding any hazards.

e. Carry out on & off tracking activities in the specified sequence and in an agreed time scale. Use horn to warn of movements.

f. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the points of access or on & off tracking points.

g. Carry out an ON Track brake test and confirm to relevant personnel

h. Confirm that the machine is in the correct configuration for travel following on tracking

Scope of Competence

1. On & Off Tracking activities are to:
   - Determine approved access /egress points
   - Determine approved On/Off Tracking points
   - Confirm communication is established with relevant personnel, communication is:
     i) Verbal
     ii) Written
     iii) Handsignals
   - Obtain authority and confirm that line is under possession and any traction current has been isolated prior to on-tracking.
   - Safely ON Track the Machine
   - Confirm that the machine is in the correct configuration for travel including, in gauge and steering locks applied etc.
   - Safely OFF Track the Machine
2. On/Off Tracking procedures include access via:
   - Level crossing
   - Concrete pad
   - In fill of ballast to the rail head
   - Area decked out with sleepers or timber
   - Other approved on tracking system

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON tracking point including:
   - Pedestrians / ground personnel / vehicles / man-holes inspection covers / buildings / cable routes / materials etc
2. Types of hazards associated with the ON/OFF tracking point including:
   - Signal Gantries / Signalling equipment / high / low ballast shoulder / 3rd or 4th rail etc including when it is safe to inspect the site.
3. Lines and methods of communication, including:
   - Situations where access route is found to be unacceptable
   - Personnel responsible for the pre-planned safe system
   - What to do if you lose sight of the Machine Controller
4. Safe system of work (including documentation) which must be in place prior to entering the access point.
5. Types of hazards associated with adjacent lines open to traffic, when operating or on/of tracking.
6. Procedure to follow prior to carrying out machine movements

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, e and g.

Performance statement 'b, c, d and f' may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_04: Operate - Agricultural Tractor

Element 3: Operate the Road Rail Agricultural Tractor safely

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that the machine is set-up and ready for the activities to be carried out.

c. Confirm that buried services procedures are undertaken prior to operating the machine.

d. Carry out operating activities to the required specification in the correct sequence and in an agreed time scale.

e. Report any instances where requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:

- Safely and correctly operate the Machine
- Confirm the whereabouts of obstructions, cables or other underground services that may be affected by the operations to be undertaken, prior to excavating
- Identify restricted zones and apply appropriate protection arrangements
- Work adjacent to other plant or lines open to rail movements

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards and special precautions required when operating the machine adjacent to lines open to rail movements.
2. Lines and methods of communication, including:
    - Personnel responsible for buried services check and method of confirming, approval to begin excavations.
3. Regulations, guidelines and operating procedures in areas of buried services.
4. Method of protection (including documentation) which must be in place prior to commencing work activities.
5. The likely impact of your work on the operations of other departments and the impact of their work for you.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, b and d.

Performance statements ‘c and e’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_04: Operate - Agricultural Tractor

Element 4: Emergency Procedures

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to safely prepare a failed machine for emergency recovery.

c. Confirm the requirements of the towing vehicle prior to emergency recovery activities.

d. Carry out emergency towing activities in the specified sequence.

e. Deal promptly and effectively with problems within your control and report any instances where the emergency recovery activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:

- Confirm failed machine is prepared for safe towing.
- Connect the failed machine to the towing vehicle using the approved tow bar, in the correct sequence.
- Confirm release and subsequent operation of brakes is undertaken in the correct sequence
- Confirm speed restrictions are adhered to at all times.
- Confirm communication is established and maintained with relevant personnel, communication is:
    - iv. Verbal
    - v. Written
    - vi. Handsignals

2. For the failed machine, confirm that the machine:

- Is in gauge
- Emergency brake release system operated

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards associated with emergency recovery.
2. Lines and methods of communication during emergency recovery.
3. Method of protection (including documentation) which must be in place prior to and during emergency recovery.
4. Auxiliary systems, including release of brakes.
5. Towing vehicle, including certification requirements and maximum allowable towing weight.
6. Method approved to connect the towing machine to the failed tractor.
7. Maximum speed at which towing vehicle may travel whilst towing failed machine
8. Duties of the operator when the failed vehicle brakes are still operational.

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.

OTPO_05: Operate – ATUV (Gator type vehicles)

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate All Terrain Utility Vehicles (ATUV's).

2. Scope

This competence standard applies in all circumstances where any person is required to operate the ATUV, & carry out emergency procedures within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required, they will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the ATUV on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.

Element 2 On and Off Tracking.

Element 3 Operate the ATUV safely

Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in unit of competence 'OTPO Core' and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a ATUV.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 6.3.

5. Knowledge Evidence common to the whole unit

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology and methods used to identify equipment and describe the operation of the OTP.
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO_05: Operate – ATUV (Gator type vehicles)

Element 1: Carry out pre-work checks.

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Follow the relevant machine safety & pre-work checks in accordance with instructions.

c. Confirm the documentation which is required with the machine.

d. Confirm that the machine meets the required operating specification, assess the condition and undertake operational controls.

e. Carry out the maintenance activities within the limits of the pre-work check.

f. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.

g. Complete relevant records accurately and pass them on to the appropriate person.

h. Dispose of waste materials in accordance with safe practices and approved procedures.

Scope of Competence

1. Safety & pre-work checks will include visual checks for/to:

- Identify and report any faults that may affect the safety of the machine operation including:
  - Loose missing retaining bolts, pins or clips / Loose body parts / Fluid leaks.
  - Rail wheels including 'flange' damage 'flat spots' or 'play' in rail wheel bearings
- Check fluid levels as appropriate.
- Correctly start the machine confirming area is clear of personnel and obstructions.
- Check correct operation of the horn.
- Check correct function of lights, including rail navigation lights.
- Test all braking systems.
- Check safety & environmental features including spill kits and fire extinguishers.
- Check machine logbook entries and record results of checks & defects.
- Body panels, guards or covers are secure and replaced following checks.
- Approved tow bar.

2. Check all operational controls including:

- Forward & reverse controls
- Brakes
- Steering & Steering locks

Knowledge statements

You must have knowledge and understanding of:

1. The PPE requirements of an operator.
2. What operator documentation is required prior to and on completion to the work.
3. Type and proximity of hazards including: personnel, obstructions and other plant.
4. The purpose of rail navigation lights, and why road lights and flashing beacons etc are required to be turned off when in rail mode.
5. What tests/checks must be undertaken for a complete pre-work check.

   Checks include: Fluids, including engine oil, Fuel, Coolant, Lighting, Horn, Brakes, Road & Rail Wheels, Security of tow-bars, doors, Retaining bolts, pins and clips, hydraulic hoses & general fixings.
6. Health & Safety features, including spillage control and fire prevention.
7. What to do in the event of faults to the:

   a) braking system, b) horn.
8. Safe start up procedures, including checks made prior to operational controls test.
9. How to recognise when the work required exceeds the limits of the operator competence.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, and d.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_05: Operate – ATUV (Gator type vehicles)

Element 2: On and off tracking

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Identify the approved method of travelling from the stabling point to the access point, confirm suitability, size of route and proximity hazards.

c. Confirm that access and egress points are approved and fit for purpose.

d. Travel from the stabling point to approved on-tracking point, avoiding any hazards.

e. Carry out on & off tracking activities in the specified sequence and in an agreed time scale. Use horn to warn of movements.

f. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the points of access or on & off tracking points.

g. Carry out an ON Track brake test and confirm to relevant personnel

Scope of Competence

1. On & Off Tracking activities are to:
   - Determine approved access /egress points
   - Determine approved On/Off Tracking points
   - Confirm communication is established with relevant personnel, communication is:
     - i) Verbal
     - ii) Written
     - iii) Handsignals
   - Obtain authority and confirm that line is under possession and any traction current has been isolated prior to on-tracking.
   - Safely ON/OFF Track the Machine
   - Clear any debris likely to cause damage to the machine
2. On/Off Tracking procedures include the use of:
   - Level crossing
   - Concrete pad
   - In fill of ballast to the rail head
   - Area decked out with sleepers or timber
   - Other approved on tracking system
   - A turntable (supplementary) Where machine is fitted with a turntable candidate must On/Off track the machine using the turntable, safely and in accordance with procedures in addition to the above normal On/Off tracking methods

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON/OFF tracking point including:
   - Pedestrians / Man-hole covers / buildings / cable routes / materials and other hazards including when it is safe to inspect the area.
   - Types of hazards associated with the ON/OFF tracking point including: Location boxes / Signalling equipment / high / low ballast shoulder / 3rd or 4th rail / catch pits / rail ends / discarded material and loose sleepers in ON tracking area.
2. Hazards associated with road wheels becoming covered in mud and actions to follow.
3. Lines and methods of communication, including:
   - When access route is considered unacceptable
   - Personnel responsible for the pre-planned safe system
   - What to do if you lose sight of the Machine Controller
   - How to OFF track at an approved level crossing
4. Method of protection (including documentation) which must be in place prior to entering the access point.
5. Types of hazards associated with adjacent lines open to traffic, when operating or on/of tracking.
6. Procedure to follow prior to carrying out machine movements

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing performance statements: a, e and g.

Performance statement 'b, c, d and f' may be assessed using a range of methods including witness testimony, questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_5: Operate – ATUV (Gator type vehicles)

Element 3: Operate the Road Rail ATUV safely

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that the machine is set-up and ready for the activities to be carried out.

c. Carry out operating activities to the required specification in the correct sequence and in an agreed time scale.

d. Report any instances where work requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:

- Identify restricted zones and apply appropriate protection arrangements
- Work adjacent to lines open to rail movements

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards and special precautions required when operating the machine adjacent lines open to rail movements.
2. Method of protection (including documentation) which must be in place prior to commencing excavations reinstatement.
3. The likely impact of your work on the operations of other departments and the impact of their work for you.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a,b and c.

Performance statement ‘d’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_05: Operate – ATUV (Gator type vehicles)

Element 4: Emergency Procedures

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to safely prepare a failed machine for emergency recovery.

c. Confirm the requirements of the towing vehicle prior to emergency recovery activities.

d. Carry out emergency towing activities safely and in the specified sequence.

e. Deal promptly and effectively with problems within your control and report any instances where the emergency recovery activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:
   - Confirm failed machine is prepared for safe towing.
   - Connect the failed machine to the towing vehicle using the approved tow bar, in the correct sequence.
   - Confirm release and subsequent operation of brakes is undertaken in the correct sequence
   - Confirm speed restrictions are adhered to at all times.
   - Confirm communication is established and maintained with relevant personnel, communication is:
     i. Verbal
     ii. Written
     iii. Handsignals
2. For the failed machine, confirm that the machine:
   - Is in gauge
   - Emergency brake release system is operated

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards associated with emergency recovery.
2. Lines and methods of communication during emergency recovery.
3. Method of protection (including documentation) which must be in place prior to and during emergency recovery.
4. Auxiliary systems, including release of brakes.
5. Towing vehicle, including certification requirements and maximum allowable towing weight.
6. Method approved to connect the towing machine to the failed ATUV.
7. Maximum speed at which towing vehicle may travel whilst towing failed machine.
8. Duties of the operator when the failed vehicle brakes are still operational.

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.

OTPO_06: Operate – Dump Truck

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate a Dump Truck.

2. Scope

This competence standard applies in all circumstances where any person is required to operate the Dump Truck, & carry out emergency procedures within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required, they will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the Dump Truck on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.

Element 2 On and Off Tracking.

Element 3 Operate the Dump Truck safely

Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in unit of competence ‘OTPO Core’ and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a Dump Truck.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 7.3.

5. Knowledge Evidence common to the whole unit

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology and methods used to identify equipment and describe the operation of the OTP.
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO_06: Operate – Dump Truck

Element 1: Carry out pre-work checks.

Performance statements

You must be able to:

a. Work safely always, comply with health safety and other relevant regulations and guidelines.
b. Follow the relevant machine safety & pre-work checks in accordance with instructions.
c. Confirm documentation required with the machine.
d. Confirm the machine meets required operating specification and assess condition.
e. Carry out the maintenance activities & operational controls check within the pre-work check.
f. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.
g. Complete relevant records accurately and pass them on to the appropriate person.
h. Dispose of waste materials in accordance with safe practices and approved procedures.

Scope of Competence

1. Safety & pre-work checks will include checks to:

- Identify and report any faults that may affect the safety of the machine operation.
- Emergency tow bar.
- Rail wheels including 'flange' damage 'flat spots' or 'play' in rail wheel bearings.
- Check fluid levels as appropriate.
- Check correct operation of the horn.
- Correctly start the machine confirming area is clear of personnel and obstructions.
- Check rail navigation lights function, including changeover system and brake light isolation.
- Test all braking systems in road mode.
- Check safety & environmental features including spill kits and fire extinguishers.
- Check machine logbook entries and record results of checks & defects.
- Body panels, hatches or inspection covers are secure and replaced following checks.
- Obtain authority prior to moving machine

2. Operational controls include (first confirming no line open to rail or plant movements can be fouled during testing / operation)

- Steering
- Rail bogies

Knowledge statements

You must have knowledge and understanding of:

1. The PPE requirements of an operator.
2. What operator documentation is required prior to and on completion to the work.
3. The purpose of rail navigation lights, and why road lights and flashing beacons are required to be turned off when in rail mode.
4. What tests/checks must be undertaken for a complete pre-work check.

Checks include: Fluids, including engine oil, fuel, coolant, Lighting, Horn, Brakes, Road & Rail Wheels, Security of tow-bars, doors, Retaining bolts, pins and clips, hydraulic hoses & general fixings.

5. Health & Safety features, including spillage control and fire prevention.
6. What to do in the event of faults to the:
   a) braking system, b) horn.
7. Safe start up procedures, including checks made prior to operational controls test.
8. Type and proximity of hazards including over head wires and cables / bridges / signal gantries / structures / location boxes lines open to rail movements /other plant etc especially when articulated steering.
9. How to recognise when the work required exceeds the limits of the operator competence.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, and d.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_06: Operate – Dump Truck

Element 2: On and off tracking

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Identify the approved method of travelling from the stabling point to the access point, confirm suitability, size of route and proximity hazards.

c. Confirm that access and egress points are approved and fit for purpose.

d. Travel from the stabling point to approved on-tracking point, avoiding any hazards.

e. Carry out on & off tracking activities in the specified sequence and in an agreed time scale. Use horn to warn of movements.

f. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the points of access or on & off tracking points.

g. Carry out an ON Track brake test and confirm to relevant personnel

Scope of Competence

1. On & Off Tracking activities are to:
   - Determine approved access /egress points
   - Determine approved On/Off Tracking points
   - Confirm communication is established with relevant personnel, communication is:
     - i) Verbal
     - ii) Written
     - iii) Handsignals
   - Obtain authority and confirm that line is under possession and any traction current has been isolated prior to on-tracking.
   - Safely ON/OFF Track the Machine.
   - Avoid causing any undue damage to the infrastructure whilst On/Off tracking.
   - Enter the On/Off tracking area confirming a minimum of movements (reverse if possible)
2. On/Off Tracking procedures include access via:
   - Level crossing
   - Concrete pad
   - In fill of ballast to the rail head
   - Area decked out with sleepers or timber
   - Other approved on tracking system

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON tracking point including:
   - Pedestrians / ground personnel / vehicles / man-hole covers / buildings / cable routes / materials etc
2. Types of hazards associated with the ON/OFF tracking point including:
   - Signal Gantries / Signalling equipment / OLE / Catch pits / rail ends / discarded material etc including when it is safe to inspect the site.
3. Hazards and control measures associated with:
   a. ON tracking on a non-approved surface.
   b. Adjacent lines if On/Off tracking or operating
   c. Mud covering the road wheels
4. How to prevent a free wheel situation and what to be if the vehicle has started to run away.
5. Lines and methods of communication, including:
   - When access route is considered unacceptable
   - Those responsible for pre-planned safe system
   - What to do if you lose sight of the Machine Controller
   - Who authorises machine onto a level crossing
6. Method of protection (including documentation) which must be in place prior to entering the access point.
7. Procedure to follow prior to carrying out machine movements and why this must be adhered to.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, e and g.

Performance statement ‘b, c, d and f’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_06: Operate – Dump Truck

Element 3: Operate the Road Rail Dump Truck safely

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that the machine is set-up and ready for the activities to be carried out.

c. Carry out operating activities to the required specification in the correct sequence and in an agreed time scale.

d. Report any instances where requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:

- Correctly position the Dump Truck for loading
  - Travel controls in neutral
  - Park brake applied
- Safely load the Dump Truck, confirming:
  - Load is evenly distributed
  - Vision is not obstructed
  - No over-hanging load unless authorised
  - Load does not exceed Dump Truck capacity
- Safely and correctly travel the Dump Truck when loaded.
- Safely discharge the load, confirming:
  - The tipping area is free of obstruction
  - Park brake, tipping controls and travel controls are operated correctly throughout the work.
- Identify restricted zones and apply appropriate protection arrangements.

Knowledge statements
You must have knowledge and understanding of:

1. Hazards and special precautions required when operating the Dump Truck considering:
   a. Weight / substance of load
   b. Height of load
   c. Track conditions
   d. Safety when leaving the operating position
   e. Checks required in the operating position and on-track following loading operation.
   f. When authority is granted to travel with long loads.
   g. When discharging towards an adjacent line
   h. When tipping wet, 'sticky' loads
2. Guidelines and operating procedures and position of safety when Dump Truck is being loaded
3. Actions to follow if overspill occurs.
4. Lines and methods of communication.
5. How to check for carrying capacity.
6. Method of protection (including documentation) which must be in place prior to commencing work activities.
7. The likely impact of your work on the operations of other departments and the impact of their work for you.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, b and c.

Performance statement 'd' may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_06: Operate – Dump Truck

Element 4: Emergency Procedures

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to safely prepare a failed machine for emergency recovery.

c. Confirm the requirements of the towing vehicle prior to emergency recovery activities.

d. Carry out emergency towing activities in the specified sequence.

e. Deal promptly and effectively with problems within your control and report any instances where the emergency recovery activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:

- Confirm failed machine is prepared for safe towing.
- Connect the failed machine to the towing vehicle using the approved tow bar, in the correct sequence.
- Confirm release and subsequent operation of brakes is undertaken in the correct sequence
- Confirm speed restrictions are adhered to at all times.
- Confirm communication is established and maintained with relevant personnel, communication is:
  - iv. Verbal
  - v. Written
  - vi. Handsignals

2. For the failed machine, confirm that the machine:

- Is in gauge
- The skip is in the lowered position
- All equipment is returned to safe position for towing
- Brakes/rail wheels are released once connected to the towing vehicle.

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with emergency recovery.
2. Lines and methods of communication during emergency recovery.
3. Method of protection (including documentation) which must be in place prior to and during emergency recovery.
4. Auxiliary systems, including release of brakes.
5. Towing vehicle, including certification requirements and maximum allowable towing weight.
6. Method approved to connect the towing machine to the failed Dump Truck.
7. Maximum speed at which towing vehicle may travel whilst towing failed machine
8. Duties of the operator when the failed vehicle brakes are still operational.

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.

OTPO_07: Operate – Dumper

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate a dumper.

2. Scope

This competence standard applies in all circumstances where any person is required to operate the Dumper, & carry out emergency procedures within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required, they will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the Dumper on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.

Element 2 On and Off Tracking.

Element 3 Operate the Dumper safely

Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in unit of competence ‘OTPO Core’ and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a Dumper.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 7.3.

5. Knowledge Evidence common to the whole unit

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology and methods used to identify equipment and describe the operation of the OTP.
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO_07: Operate - Dumper

Element 1: Carry out pre-work checks.

Performance statements
You must be able to:

a. Work safely at all times, comply with health safety and relevant regulations and guidelines.
b. Follow the relevant machine safety & pre-work checks in accordance with instructions.
c. Confirm documentation required with the machine.
d. Confirm the machine meets required operating specification and assess condition.
e. Carry out the maintenance activities & operational controls check within the pre-work check.
f. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.
g. Complete relevant records accurately and pass them on to the appropriate person.
h. Dispose of waste materials in accordance with safe practices and approved procedures.

Scope of Competence

1. Safety & pre-work checks will include checks to:

- Identify and report any faults that may affect the safety of the machine operation.
- Emergency tow bar.
- Rail wheels including 'flange' damage 'flat spots' or 'play' in rail wheel bearings.
- Check fluid levels as appropriate.
- Check correct operation of the horn.
- Correctly start the machine confirming area is clear of personnel and obstructions.
- Check rail navigation lights function, including changeover system and brake light isolation.
- Test all braking systems in road mode.
- Check safety & environmental features including spill kits and fire extinguishers.
- Check machine logbook entries and record results of checks & defects.
- Body panels, hatches or inspection covers are secure and replaced following checks.
- Obtain authority prior to moving machine

2. Operational controls include (first confirming no line open to rail or plant movements can be fouled during testing / operation)

- Skip raise / lower & Swivel
- Steering including articulated
- Rail bogies

Knowledge statements
You must have knowledge and understanding of:

1. The PPE requirements of an operator.
2. What operator documentation is required prior to and on completion to the work.
3. The purpose of rail navigation lights, and why road lights and flashing beacons are required to be turned off when in rail mode.
4. What tests/checks must be undertaken for a complete pre-work check.

Checks include: Fluids, including engine oil, fuel, coolant, Lighting, Horn, Brakes, Road & Rail Wheels, Security of tow-bars, doors, Retaining bolts, pins and clips, hydraulic hoses & general fixings.

5. Health & Safety features, including spillage control and fire prevention.
6. What to do in the event of faults to the:
   a) braking system, b) horn.
7. Safe start up procedures, including checks made prior to operational controls test.
8. Type and proximity of hazards including over head wires and cables / bridges / signal gantries / structures / location boxes lines open to rail movements /other plant etc especially when articulated steering.
9. How to recognise when the work required exceeds the limits of the operator competence.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, and d.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_07: Operate - Dumper

Element 2: On and off tracking

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Identify the approved method of travelling from the stabling point to the access point, confirm suitability, size of route and proximity hazards.

c. Confirm that access and egress points are approved and fit for purpose.

d. Travel from the stabling point to approved on-tracking point, avoiding any hazards.

e. Carry out on & off tracking activities in the specified sequence and in an agreed time scale. Use horn to warn of movements.

f. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the points of access or on & off tracking points.

g. Carry out an ON Track brake test and confirm to relevant personnel

Scope of Competence

1. On & Off Tracking activities are to:
   - Determine approved access /egress points
   - Determine approved On/Off Tracking points
   - Confirm communication is established with relevant personnel, communication is:
     i) Verbal
     ii) Written
     iii) Handsignals
   - Obtain authority and confirm that line is under possession and any traction current has been isolated prior to on-tracking.
   - Safely ON/OFF Track the Machine.
   - Avoid causing any undue damage to the infrastructure whilst On/Off tracking.
   - Enter the On/Off tracking area confirming a minimum of movements (reverse if possible)
2. On/Off Tracking procedures include access via:
   - Level crossing
   - Concrete pad
   - In fill of ballast to the rail head
   - Area decked out with sleepers or timber
   - Other approved on tracking system

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON tracking point including:
   - Pedestrians / ground personnel / vehicles / man-hole covers / buildings / cable routes / materials etc
2. Types of hazards associated with the ON/OFF tracking point including:
   - Signal Gantries / Signalling equipment / OLE / Catch pits / rail ends / discarded material etc including when it is safe to inspect the site.
3. Hazards and control measures associated with:
   a. ON tracking on a non-approved surface.
   b. Adjacent lines if On/Off tracking or operating
   c. Mud covering the road wheels
   d. Applying/ removal of articulation locking bar
   e. Applying/ removal of hydraulic steering lock
4. How to prevent a free wheel situation and what to be if the vehicle has started to run away.
5. Lines and methods of communication, including:
   - When access route is considered unacceptable
   - Those responsible for pre-planned safe system
   - What to do if you lose sight of the Machine Controller
   - Who authorises machine onto a level crossing
6. Method of protection (including documentation) which must be in place prior to entering the access point.
7. Procedure to follow prior to carrying out machine movements and why this must be adhered to.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, e and g.

Performance statement ‘b, c, d and f’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_07: Operate - Dumper

Element 3: Operate the Road Rail Dumper safely

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that the machine is set-up and ready for the activities to be carried out.

c. Carry out operating activities to the required specification in the correct sequence and in an agreed time scale.

d. Report any instances where requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:

- Correctly position the dumper for loading
  - Travel controls in neutral
  - Park brake applied
- Safely load the dumper, confirming:
  - Load is evenly distributed
  - Vision is not obstructed
  - No over-hanging load unless authorised
  - Load does not exceed dumper capacity
- Safely and correctly travel the dumper when loaded.
- Safely discharge the load, confirming:
  - The tipping area is free of obstruction
  - Park brake, tipping controls and travel controls are operated correctly throughout the work.
- Identify restricted zones and apply appropriate protection arrangements.

Knowledge statements
You must have knowledge and understanding of:

1. Hazards and special precautions required when operating the dumper considering:
   a. Weight / substance of load
   b. Height of load
   c. Track conditions
   d. Safety if leaving the operating position
   e. Checks made in the operating position or track following loading operation.
   f. When authority is granted to travel with long loads.
   g. When discharging towards an adjacent line
   h. When skip slewed towards an adjacent line (impact on gauge and fouling of line)
   i. When tipping wet, 'sticky' loads
   j. Tip & travel operations
2. Guidelines and operating procedures and position of safety when dumper is being loaded
3. Actions to follow if overspill occurs.
4. Lines and methods of communication.
5. How to check for carrying capacity.
6. Method of protection (including documentation) which must be in place prior to commencing work activities.
7. The likely impact of your work on the operations of other departments and the impact of their work for you.

Performance Evidence Requirements

Evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, b and c.

Performance statement 'd' may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_07: Operate - Dumper

Element 4: Emergency Procedures

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to safely prepare a failed machine for emergency recovery.

c. Confirm the requirements of the towing vehicle prior to emergency recovery activities.

d. Carry out emergency towing activities in the specified sequence.

e. Deal promptly and effectively with problems within your control and report any instances where the emergency recovery activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:

- Confirm failed machine is prepared for safe towing.
- Connect the failed machine to the towing vehicle using the approved tow bar, in the correct sequence.
- Confirm release and subsequent operation of brakes is undertaken in the correct sequence
- Confirm speed restrictions are adhered to at all times.
- Confirm communication is established and maintained with relevant personnel, communication is:
  - vii. Verbal
  - viii. Written
  - ix. Handsignals

2. For the failed machine, confirm that the machine:

- Is in gauge
- The skip is in the lowered position
- Brakes/rail wheels are released once connected to the towing vehicle.

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with emergency recovery.
2. Lines and methods of communication during emergency recovery.
3. Method of protection (including documentation) which must be in place prior to and during emergency recovery.
4. Auxiliary systems, including release of brakes.
5. Towing vehicle, including certification requirements and maximum allowable towing weight.
6. Method approved to connect the towing machine to the failed Dumper.
7. Maximum speed at which towing vehicle may travel whilst towing failed machine
8. Duties of the operator when the failed vehicle brakes are still operational.

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.

OTPO_08: Operate – Highway Based Vehicle

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate a Highway based vehicle.

2. Scope

This competence standard applies in all circumstances where any person is required to operate the Highway based vehicle, & carry out emergency procedures within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required, they will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the Highway based vehicle on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.

Element 2 On and Off Tracking.

Element 3 Operate the Highway based vehicle safely

Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in unit of competence ‘OTPO Core’ and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a Highway based vehicle.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 7.3.

5. Knowledge Evidence common to the whole unit

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology and methods used to identify equipment and describe the operation of the OTP.
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO_08: Operate - Highway based vehicle

Element 1: Carry out pre-work checks.

Performance statements

You must be able to:

a. Work safely at all times comply with health safety & relevant regulations & guidelines.

b. Follow the relevant machine safety & pre-work checks in accordance with instructions.

c. Confirm documentation required with the machine.

d. Confirm the machine meets required operating specification and assess condition.

e. Carry out the maintenance activities & operational controls check within the pre-work check.

f. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.

g. Complete relevant records of checks accurately and pass them on to the appropriate person.

h. Dispose of waste materials in accordance with safe practices and approved procedures.

Scope of Competence

1. Safety & pre-work checks will include checks to:

- Identify and report any faults that may affect the safety of the machine operation.
- Emergency tow bar.
- Rail wheels including 'flange' damage 'flat spots' or 'play' in rail wheel bearings.
- Check fluid levels as appropriate.
- Check correct operation of the horn.
- Correctly start the machine confirming area is clear of personnel and obstructions.
- Check rail marker lights including non-platform lights.
- Test all braking systems including hand and foot brake in road mode.
- Check safety & environmental features including spill kits and fire extinguishers.
- Check machine logbook entries and record results of checks & defects.
- Body panels, hatches or inspection covers are secure and replaced following checks.
- Obtain authority prior to moving machine first confirming area is clear of personnel, proximity hazards and adjacent lines cannot be fouled.

2. Operational controls include:

- Crane / Legs / 3 way tipper

Knowledge statements

You must have knowledge and understanding of:

1. The PPE requirements of an operator.
2. What operator documentation is required prior to and on completion to the work.
3. The purpose of rail navigation / marker lights and why road lights, brake lights and flashing amber beacons are switched off when on the track.
4. How and when the horn must be used.
5. What tests/checks must be undertaken for a complete pre-work check.

Checks include: Fluids, including engine oil, fuel, coolant, Lighting, Horn, Brakes, Road & Rail tyres and wheels, Security of tow-bars, doors, Retaining bolts, pins and clips, hydraulic hoses & general fixings.

6. Health & Safety features, including spillage control and fire prevention.
7. What to do in the event of faults to the: braking system, horn, tyres, lights
8. Safe start up procedures, including checks made prior to operational controls test.
9. Type and proximity of hazards including over head wires and cables / bridges / signal gantries / structures / location boxes lines open to rail movements /other plant etc
10. How to recognise when the work required exceeds operator competence limits.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, and d.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_08: Operate - Highway based vehicle

Element 2: On and off tracking

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines
b. Identify the approved method of travelling from the stabling point to the access point, confirm suitability, size of route and proximity hazards.
c. Confirm that access and egress points are approved and fit for purpose.
d. Travel from the stabling point to approved on-tracking point, avoiding any hazards.
e. Carry out on & off tracking activities in the specified sequence in agreed time scale.
f. Use horn to warn of movements.
g. Carry out an ON Track brake test and confirm to relevant personnel
h. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the points of access or on & off tracking points.

Scope of Competence

1. On & Off Tracking activities are to:
   - Determine approved access /egress points
   - Determine approved On/Off Tracking points
   - Confirm communication is established with relevant personnel, communication is: i) Verbal ii) Written iii) Hand-signals
   - Obtain authority and confirm that line is under possession and any traction current has been isolated prior to on-tracking.
   - Safely ON/OFF Track the Machine avoiding free wheel situations.
   - Avoid causing any undue damage to the infrastructure whilst On/Off tracking.
2. On/Off Tracking procedures include access via:
   - Level crossing
   - Concrete pad
   - In fill of ballast to the rail head
   - Area decked out with sleepers or timber
   - Other approved on tracking system

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON tracking point including:
   - Pedestrians / ground personnel / vehicles / man-hole covers / buildings / materials etc
2. Advantages of reversing onto ON tracking area.
3. Types of hazards associated with the ON/OFF tracking point including:
   - Signal Gantries / Signalling equipment / OLE / Catch pits / rail ends / road traffic at crossings etc
4. Procedure to follow prior to carrying out machine movements and why this must be adhered to.
5. Action to take if rail brake test is unsatisfactory
6. Hazards and control measures associated with:
   a. ON tracking on a non-approved surface.
   b. Adjacent lines if On/Off tracking or operating
7. Interpret & follow machine controller hand signals
8. Lines and methods of communication, including:
   - When access route is considered unacceptable
   - Those responsible for pre-planned safe system
   - What to do if you lose sight of the Machine Controller
9. Protection Method (including documentation) that must be in place prior to entering the access point, who authorises movement onto a level crossing.
10. Purpose of suspension hooks (where fitted)

Performance Evidence Requirements

Evidence for initial assessment must be collected through differing types of workplace evidence. May include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination for the person completing performance statements: a, b, c, d, e, f and g.

Performance statement ‘f’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_08: Operate - Highway based vehicle

Element 3: Operate the Road Rail Highway based vehicle safely

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that the machine is set-up and ready for the activities to be carried out.

c. Carry out operating activities to the required specification in the correct sequence and in an agreed time scale.

d. Report any instances where requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Knowledge statements

You must have knowledge and understanding of:

1. Hazards and special precautions required when operating the Highway based vehicle considering:
   a. Track conditions
   b. Safety of the machine when leaving the operating position
2. Lines and methods of communication.
3. How to check for carrying capacity.
4. Method of protection (including documentation) which must be in place prior to commencing work activities.
5. The likely impact of your work on the operations of other departments and the impact of their work for you.

Scope of Competence

1. Operating activities are to:

- Safely and correctly travel the Highway based vehicle.
- Identify restricted zones and apply appropriate protection arrangements.

Performance Evidence Requirements

Evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination for the person completing all relevant procedures in respect of performance statements: a, b and c.

Performance statement ‘d’ may be assessed using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person delivering initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_08: Operate - Highway based vehicle

Element 4: Emergency Procedures

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to safely prepare a failed machine for emergency recovery.

c. Confirm the requirements of the towing vehicle prior to emergency recovery activities.

d. Carry out emergency towing activities in the specified sequence.

e. Deal promptly and effectively with problems within your control and report any instances where the emergency recovery activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:

- Confirm failed machine is prepared for safe towing.
- Connect the failed machine to the towing vehicle using the approved tow bar, in the correct sequence.
- Confirm release and subsequent operation of brakes is undertaken in the correct sequence
- Confirm speed restrictions are adhered to at all times.
- Confirm communication is established and maintained with relevant personnel, communication is:
  i. Verbal ii. Written iii. Handsignals

2. For the failed machine, confirm that the machine:

- Is correctly stowed
- Is in gauge using auxiliary systems
- Leg stabilisers (if fitted) are lifted after coupling is completed
- Any mounted lifting equipment is returned to safe position for towing
- Brakes/rail wheels are released once connected to the towing vehicle

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards associated with emergency recovery.
2. Lines and methods of communication during emergency recovery.
3. Instructions regarding emergency stowing.
4. Method of protection (including documentation) which must be in place prior to and during emergency recovery.
5. Auxiliary systems, including release of brakes, including when to release the hand brake.
6. Towing vehicle, including certification requirements and maximum allowable towing weight.
7. Method approved to connect the towing machine to the failed Highway based vehicle.
8. Maximum speed at which towing vehicle may travel whilst towing failed machine.
9. Duties of the operator when the failed vehicle brakes are still operational.

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.

OTPO_09: Operate – Motorised Trolley (RMMM)

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate a Motorised Trolley.

2. Scope

This competence standard applies in all circumstances where any person is required to operate the Motorised Trolley, & carry out emergency procedures within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required, they will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the Motorised Trolley on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.

Element 2 On and Off Tracking.

Element 3 Operate the Motorised Trolley safely

Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in unit of competence ‘OTPO Core’ and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a Motorised Trolley.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 7.3.

5. Knowledge Evidence common to the whole unit

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology and methods used to identify equipment and describe the operation of the OTP.
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO_09: Operate - Motorised Trolley (RMMM)

Element 1: Carry out pre-work checks.

Performance statements
You must be able to:

a. Work safely at all times, comply with health safety and relevant regulations and guidelines.
b. Follow the relevant machine safety & pre-work checks in accordance with instructions.
c. Confirm documentation required with the machine.
d. Confirm the machine meets required operating specification and assess condition.
e. Carry out the maintenance activities & operational controls check within the pre-work check.
f. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.
g. Complete relevant records accurately and pass them on to the appropriate person.
h. Dispose of waste materials in accordance with safe practices and approved procedures.

Scope of Competence

1. Safety & pre-work checks will include checks to:

- Identify and report any faults that may affect the safety of the machine operation.
- Rail wheels including 'flange' damage 'flat spots' or 'play' in rail wheel bearings.
- Check fluid levels as appropriate.
- Check correct operation of the horn.
- Start machine correctly confirming forward and / or reverse drive is disengaged whilst check is undertaken and area is clear of personnel and obstructions.
- Check rail navigation lights function correctly and that lenses are clean.
- Test braking system, confirming braked wheels do not rotate prior to on-tracking the machine
- Check safety & environmental features including spill kits and fire extinguishers.
- Check machine logbook entries and record results of checks & defects.
- Body panels, hatches or inspection covers are secure and replaced following checks.

Knowledge statements
You must have knowledge and understanding of:

1. The PPE requirements of an operator.
2. What operator documentation is required prior to and on completion to the work.
3. What tests/checks must be undertaken for a complete pre-work check

Checks include: Fluids, including engine oil, fuel, coolant, Lighting, Horn, Brakes, Wheels, Security of tow-bars, Retaining bolts, pins and clips & general fixings.

4. The purpose of rail navigation lights.
5. How and when machine horn is to be used.
6. Health & Safety features, including spillage control and fire prevention.
7. What to do in the event of faults to the:
   a) braking system, b) horn.
8. Safe start up procedures, including checks made prior to operational controls test.
9. Type and proximity of hazards including bridges / structures / location boxes / other plant etc.
10. How to recognise when the work required exceeds operator competence limits.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, d & e.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_09: Operate - Motorised Trolley (RMMM)

Element 2: On and off tracking

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Inspect the approach to the ON tracking point to confirm suitability of access.

c. Confirm that access and egress points and ON/OFF tracking point are approved and fit for purpose.

d. Safely transport the machine from the stabling point to approved on-tracking point, avoiding any hazards.

e. Carry out on & off tracking activities safely in the specified sequence and agreed time scale.

f. Carry out an ON Track brake test and confirm to relevant personnel.

g. Carry out operational controls test, including forward and reverse controls.

h. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the points of access or ON/OFF tracking points.

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON tracking point including:
   - Ground personnel / vehicles / man-holes / cable routes / materials and tripping hazards etc
2. Types of hazards associated with the ON/OFF tracking point including:
   - Signal Gantries / Signalling equipment / OLE / Catch pits / rail ends / discarded material etc including when it is safe to inspect the site.
3. Hazards and control measures associated with adjacent lines if On/Off tracking or operating
4. Lines and methods of communication, including:
   - When access route is considered unacceptable
   - Those responsible for pre-planned safe system
   - What to do if you lose sight of the Machine Controller
5. Method of protection (including documentation) which must be in place prior to entering the access point.
6. Procedure to follow prior to carrying out machine movements and why this must be adhered to.

Scope of Competence

1. On & Off Tracking activities are to:
   - Inspect for suitability and determine the approved access /egress points
   - Inspect for suitability and determine approved On/Off Tracking points
   - Confirm communication is established with relevant personnel, communication is:
     i) Verbal ii) Written iii) Hand-signals
   - Obtain authority, confirming the line is under possession and that any traction current is isolated prior to on-tracking.
   - Safely ON/OFF Track the Machine, negotiating any proximity hazards, confirming area is clear of personnel.
   - Avoid causing any undue damage to the infrastructure whilst On/Off tracking.
2. On/Off Tracking procedures include access via:
   - Lifting machine onto the track at approved access point (confirm approved manual handling techniques are used where necessary).

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, e, f and g.

All other performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_09: Operate - Motorised Trolley (RMMM)

Element 3: Operate the Motorised Trolley safely

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that the machine is set-up and ready for the activities to be carried out.

c. Carry out operating activities to the required specification in the correct sequence and in an agreed time scale.

d. Report any instances where requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:
   - Identify restricted zones and apply appropriate protection arrangements.

Knowledge statements
You must have knowledge and understanding of:

1. Hazards and special precautions required when operating the Motorised Trolley considering:
   a. Track conditions
   b. Safety if leaving the operating position
2. Lines and methods of communication.
3. Method of protection (including documentation) which must be in place prior to commencing work activities.
4. The likely impact of your work on the operations of other departments and the impact of their work for you.

Performance Evidence Requirements

Evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, b and c.

Performance statement ‘d’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures.

OTPO_09: Operate - Motorised Trolley (RMMM)

Element 4: Emergency Procedures

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to manually move the failed machine to the location for removal from the line.

c. Select a suitable location to remove the failed machine from the line.

d. Prepare and remove the failed machine from the line.

e. Confirm the failed machine is left in a safe place, secured if unable to be removed.

f. Deal promptly and effectively with problems within your control and report any instances where the emergency recovery activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:

- Confirm failed machine is prepared for safe removal.
- Confirm machine is in gauge prior to manual movement along the track to removal point.
- Propel the failed machine at a speed which is under control at all times.
- Confirming that appropriate numbers of personnel are in attendance to undertake the removal from the line.
- Confirm all loose materials are removed from the failed machine prior to removal.
- Confirm communication is established and maintained with relevant personnel, communication is:
  i. Verbal ii. Written iii. Hand-signals

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with removal from the line.
2. What constitutes a suitable location for machine removal.
3. Lines and methods of communication during emergency recovery.
4. Method of protection which must be in place during emergency recovery.
5. Method approved to remove the failed machine from the line.

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.

OTPO_10: Operate – Self Propelled MEWP

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate a Self Propelled MEWP.

2. Scope

This competence standard applies in all circumstances where any person is required to operate the Self Propelled MEWP, & carry out emergency procedures within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required, they will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the Self Propelled MEWP on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.

Element 2 On and Off Tracking.

Element 3 Operate the Self Propelled MEWP safely

Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in unit of competence ‘OTPO Core’ and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a Self Propelled MEWP.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 7.3.

5. Knowledge Evidence common to the whole unit

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology and methods used to identify equipment and describe the operation of the OTP.
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO 10: Operate – Self Propelled MEWP

Element 1: Carry out pre-work checks.

Performance statements
You must be able to:

a. Work safely always, comply with health safety and other relevant regulations and guidelines.
b. Follow the relevant machine safety & pre-work checks in accordance with instructions.
c. Confirm documentation required with the machine.
d. Confirm the machine meets required operating specification and assess condition.
e. Carry out the maintenance activities & operational controls check within the pre-work check.
f. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.
g. Complete relevant records accurately and pass them on to the appropriate person.
h. Dispose of waste materials in accordance with safe practices and approved procedures.

Scope of Competence

1. Safety & pre-work checks will include checks to:

- Identify and report any faults that may affect the safety of the machine operation.
- Emergency tow bar.
- Rail wheels including 'flange' damage 'flat spots' or 'play' in rail wheel bearings.
- Check fluid levels as appropriate.
- Check correct operation of the horn.
- Correctly start the machine confirming area is clear of personnel and obstructions.
- Check rail navigation lights function, including changeover system and brake light isolation.
- Test all braking systems in road mode.
- Check safety & environmental features including spill kits and fire extinguishers.
- Check machine logbook entries and record results of checks & defects.
- Body panels, hatches or inspection covers are secure and replaced following checks.
- Obtain authority prior to moving machine

2. Operational controls include (first confirming no line open to rail or plant movements can be fouled during testing / operation)

- Basket and Boom functions
- Steering
- Rail bogies

Knowledge statements
You must have knowledge and understanding of:

1. The PPE requirements of an operator, including fall arrest equipment.
2. What operator documentation is required prior to and on completion to the work.
3. The purpose of rail navigation lights, and why road lights and flashing beacons are required to be turned off when in rail mode.
4. What tests/checks must be undertaken for a complete pre-work check.

Checks include: Fluids, including engine oil, fuel, coolant, Lighting, Horn, Brakes, Road & Rail Wheels, Security of tow-bars, doors, Retaining bolts, pins and clips, hydraulic hoses & general fixings.

5. Health & Safety features, including spillage control and fire prevention.
6. What to do in the event of faults to the:
   a) braking system, b) horn.
7. Safe start up procedures, including checks made prior to operational controls test.
8. Type and proximity of hazards including over head wires and cables / bridges / signal gantries / structures / location boxes lines open to rail movements /other plant etc.
9. How to recognise when the work required exceeds the limits of the operator competence.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, and d.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO 10: Operate – Self Propelled MEWP

Element 2: On and off tracking

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Identify the approved method of travelling from the stabling point to the access point, confirm suitability, size of route and proximity hazards.

c. Confirm that access and egress points are approved and fit for purpose.

d. Travel from the stabling point to approved on-tracking point, avoiding any hazards.

e. Carry out on & off tracking activities in the specified sequence and in an agreed time scale. Use horn to warn of movements.

f. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the points of access or on & off tracking points.

g. Carry out an ON Track brake test and confirm to relevant personnel

Scope of Competence

1. On & Off Tracking activities are to:
   - Determine approved access /egress points
   - Determine approved On/Off Tracking points
   - Confirm communication is established with relevant personnel, communication is:
     i) Verbal
     ii) Written
     iii) Handsignals
   - Obtain authority and confirm that line is under possession and any traction current has been isolated prior to on-tracking.
   - Safely ON/OFF Track the Machine.
   - Avoid causing any undue damage to the infrastructure whilst On/Off tracking.
   - Enter the On/Off tracking area carefully considering the shape and stability of the machine
2. On/Off Tracking procedures include access via:
   - Level crossing
   - Concrete pad
   - In fill of ballast to the rail head
   - Area decked out with sleepers or timber
   - Other approved on tracking system

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON tracking point including:
   - Pedestrians / ground personnel / vehicles / man-hole covers / buildings / cable routes / materials / limited tail swing clearance etc
2. Types of hazards associated with the ON/OFF tracking point including:
   - Signal Gantries / Signalling equipment / OLE / Catch pits / rail ends / discarded material etc including when it is safe to inspect the site.
3. Hazards and control measures associated with:
   a. ON tracking on a non-approved surface.
   b. Adjacent lines if On/Off tracking or operating
   c. Mud covering the road wheels
4. How to prevent a free wheel situation and what to be if the vehicle has started to run away.
5. Lines and methods of communication, including:
   - When access route is considered unacceptable
   - Those responsible for pre-planned safe system
   - What to do if you lose sight of the Machine Controller
   - Who authorises machine onto a level crossing
6. Method of protection (including documentation) which must be in place prior to entering the access point.
7. Procedure to follow prior to carrying out machine movements and why this must be adhered to.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, e and g.

Other performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures.

OTPO 10: Operate – Self Propelled MEWP

Element 3: Operate the Road Rail Self Propelled MEWP safely

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that the machine is positioned and set-up and ready for the activities to be carried out.

c. Carry out operating activities safely to the required specification in the correct sequence and in an agreed time scale.

d. Correctly stow the machine following use.

e. Report any instances where requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:

- Correctly position the Self Propelled MEWP for work and identify the work area.
- Safely and correctly travel the Self Propelled MEWP, confirming a competent person is on-site to effect an emergency recovery of the basket.
- Identify restricted zones and apply appropriate protection arrangements.
- Safely return the platform to the stowed position following use.
- Demonstrate the safe recovery of the elevated platform using the emergency/auxiliary system(s)

Knowledge statements
You must have knowledge and understanding of:

1. Hazards and special precautions required when operating the Self Propelled MEWP considering:
   a. Overhead lines
   b. Signals / gantries
   c. Buildings / structures
   d. Voids under sleepers
   e. Missing track fastenings
   f. Requirement to slew the platform over an adjacent track
2. Guidelines and operating procedures and position of safety when operating the Self Propelled MEWP
3. Confirm combined weight of tools and personnel do not exceed the safe working load, and store material and tools within the platform.
4. Lines and methods of communication.
5. Where to secure the harness to when machine is operating.
6. How to check for maximum operating cant and SWL.
7. Method of protection (including documentation) which must be in place prior to commencing work activities.
8. The effects of high wind on the operation when platform elevated.
9. The likely impact of your work on the operations of other departments and the impact of their work for you.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, b, c and d.

Performance statement ‘e’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO 10: Operate – Self Propelled MEWP

Element 4: Emergency Procedures

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to safely prepare a failed machine for emergency recovery.

c. Confirm the requirements of the towing vehicle prior to emergency recovery activities.

d. Carry out emergency towing activities in the specified sequence.

e. Deal promptly and effectively with problems within your control and report any instances where the emergency recovery activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:

- Confirm failed machine is prepared for safe towing.
- Connect the failed machine to the towing vehicle using the approved tow bar, in the correct sequence.
- Confirm release and subsequent operation of brakes is undertaken in the correct sequence
- Confirm speed restrictions are adhered to at all times.
- Confirm communication is established and maintained with relevant personnel, communication is:
  i. Verbal ii. Written iii. Hand-signals

2. For the failed machine, confirm that the machine:

- Is in gauge
- The platform is in the lowered position and stowed correctly
- All equipment is returned to safe position for towing
- Brakes/rail wheels are released once connected to the towing vehicle.

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with emergency recovery.
2. Lines and methods of communication during emergency recovery.
3. Method of protection (including documentation) which must be in place prior to and during emergency recovery.
4. Auxiliary systems, including release of brakes.
5. Towing vehicle, including certification requirements and maximum allowable towing weight.
6. Method approved to connect the towing machine to the failed Self Propelled MEWP.
7. Maximum speed at which towing vehicle may travel whilst towing failed machine
8. Duties of the operator when the failed vehicle brakes are still operational.

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.

OTPO_11: Operate – Telescopic handler

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate a Telescopic handler.

2. Scope

This competence standard applies in all circumstances where any person is required to operate the Telescopic handler, & carry out emergency procedures within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required, they will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the Telescopic handler on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.

Element 2 On and Off Tracking.

Element 3 Operate the Telescopic handler safely

Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in unit of competence ‘OTPO Core’ and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a Telescopic handler.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 7.3.

5. Knowledge Evidence common to the whole unit

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology and methods used to identify equipment and describe the operation of the OTP.
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO 11: Operate – Telescopic handler

Element 1: Carry out pre-work checks.

Performance statements
You must be able to:

a. Work safely always, comply with health safety and other relevant regulations and guidelines.
b. Follow the relevant machine safety & pre-work checks in accordance with instructions.
c. Confirm documentation required with the machine.
d. Confirm the machine meets required operating specification and assess condition.
e. Carry out the maintenance activities & operational controls check within the pre-work check.
f. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.
g. Complete relevant records accurately and pass them on to the appropriate person.
h. Dispose of waste materials in accordance with safe practices and approved procedures.

Scope of Competence

1. Safety & pre-work checks will include checks to:

- Identify and report any faults that may affect the safety of the machine operation.
- Emergency tow bar.
- Rail wheels including 'flange' damage 'flat spots' or 'play' in rail wheel bearings.
- Check fluid levels as appropriate.
- Check correct operation of the horn.
- Correctly start the machine confirming area is clear of personnel and obstructions.
- Check rail navigation lights function, including changeover system and brake light isolation.
- Test all braking systems in road mode.
- Check safety & environmental features including spill kits and fire extinguishers.
- Check machine logbook entries and record results of checks & defects.
- Body panels, hatches or inspection covers are secure and replaced following checks.
- Obtain authority prior to moving machine

2. Operational controls include (first confirming no line open to rail or plant movements can be fouled during testing / operation)

- Basket and Boom functions
- Steering
- Rail bogies

Knowledge statements
You must have knowledge and understanding of:

1. The PPE requirements of an operator, including fall arrest equipment.
2. What operator documentation is required prior to and on completion to the work.
3. The purpose of rail navigation lights, and why road lights and flashing beacons are required to be turned off when in rail mode.
4. What tests/checks must be undertaken for a complete pre-work check.

Checks include: Fluids, including engine oil, fuel, coolant, Lighting, Horn, Brakes, Road & Rail Wheels, Security of tow-bars, doors, Retaining bolts, pins and clips, hydraulic hoses & general fixings.

5. Health & Safety features, including spillage control and fire prevention.
6. What to do in the event of faults to the:
   a) braking system, b) horn.
7. Safe start up procedures, including checks made prior to operational controls test.
8. Type and proximity of hazards including over head wires and cables / bridges / signal gantries / structures / location boxes lines open to rail movements /other plant etc.
9. How to recognise when the work required exceeds the limits of the operator competence.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, and d.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO 11: Operate – Telescopic handler

Element 2: On and off tracking

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Identify the approved method of travelling from the stabling point to the access point, confirm suitability, size of route and proximity hazards.

c. Confirm that access and egress points are approved and fit for purpose.

d. Travel from the stabling point to approved on-tracking point, avoiding any hazards.

e. Carry out on & off tracking activities in the specified sequence and in an agreed time scale. Use horn to warn of movements.

f. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the points of access or on & off tracking points.

g. Carry out an ON Track brake test and confirm to relevant personnel

Scope of Competence

1. On & Off Tracking activities are to:
   - Determine approved access /egress points
   - Determine approved On/Off Tracking points
   - Confirm communication is established with relevant personnel, communication is:
     i) Verbal
     ii) Written
     iii) Handsignals
   - Obtain authority and confirm that line is under possession and any traction current has been isolated prior to on-tracking.
   - Safely ON/OFF Track the Machine.
   - Avoid causing any undue damage to the infrastructure whilst On/Off tracking.
   - Enter the On/Off tracking area carefully considering the shape and stability of the machine
2. On/Off Tracking procedures include access via:
   - Level crossing
   - Concrete pad
   - In fill of ballast to the rail head
   - Area decked out with sleepers or timber
   - Other approved on tracking system

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON tracking point including:
   - Pedestrians / ground personnel / vehicles / man-hole covers / buildings / cable routes / materials / limited tail swing clearance etc
2. Types of hazards associated with the ON/OFF tracking point including:
   - Signal Gantries / Signalling equipment / OLE / Catch pits / rail ends / discarded material etc including when it is safe to inspect the site.
3. Hazards and control measures associated with:
   a. ON tracking on a non-approved surface.
   b. Adjacent lines if On/Off tracking or operating
   c. Mud covering the road wheels
4. How to prevent a free wheel situation and what to be if the vehicle has started to run away.
5. Lines and methods of communication, including:
   - When access route is considered unacceptable
   - Those responsible for pre-planned safe system
   - What to do if you lose sight of the Machine Controller
   - Who authorises machine onto a level crossing
6. Method of protection (including documentation) which must be in place prior to entering the access point.
7. Procedure to follow prior to carrying out machine movements and why this must be adhered to.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, e and g.

Other performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures.

OTPO 11: Operate – Telescopic handler

Element 3: Operate the Road Rail Telescopic handler safely

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that the machine is positioned and set-up and ready for the activities to be carried out.

c. Carry out operating activities safely to the required specification in the correct sequence and in an agreed time scale.

d. Correctly stow the machine following use.

e. Report any instances where requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:

- Correctly position the Telescopic handler for work and identify the work area.
- Safely and correctly travel the Telescopic handler, confirming a competent person is on-site to effect an emergency recovery of the basket.
- Identify restricted zones and apply appropriate protection arrangements.
- Safely return the platform to the stowed position following use.
- Demonstrate the safe recovery of the elevated platform using the emergency/auxiliary system(s)

Knowledge statements
You must have knowledge and understanding of:

1. Hazards and special precautions required when operating the Telescopic handler considering:
   a. Overhead lines
   b. Signals / gantries
   c. Buildings / structures
   d. Voids under sleepers
   e. Missing track fastenings
   f. Requirement to slew the platform over an adjacent track
2. Guidelines and operating procedures and position of safety when operating the Telescopic handler
3. Confirm combined weight of tools and personnel do not exceed the safe working load, and store material and tools within the platform.
4. Lines and methods of communication.
5. Where to secure the harness to when machine is operating.
6. How to check for maximum operating cant and SWL.
7. Method of protection (including documentation) which must be in place prior to commencing work activities.
8. The effects of high wind on the operation when platform elevated.
9. The likely impact of your work on the operations of other departments and the impact of their work for you.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, b, c and d.

Performance statement ‘e’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO 11: Operate – Telescopic handler

Element 4: Emergency Procedures

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to safely prepare a failed machine for emergency recovery.

c. Confirm the requirements of the towing vehicle prior to emergency recovery activities.

d. Carry out emergency towing activities in the specified sequence.

e. Deal promptly and effectively with problems within your control and report any instances where the emergency recovery activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:

- Confirm failed machine is prepared for safe towing.
- Connect the failed machine to the towing vehicle using the approved tow bar, in the correct sequence.
- Confirm release and subsequent operation of brakes is undertaken in the correct sequence
- Confirm speed restrictions are adhered to at all times.
- Confirm communication is established and maintained with relevant personnel, communication is:

ii. Verbal ii. Written iii. Hand-signals

2. For the failed machine, confirm that the machine:

- Is in gauge
- The platform is in the lowered position and stowed correctly
- All equipment is returned to safe position for towing
- Brakes/rail wheels are released once connected to the towing vehicle.

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with emergency recovery.
2. Lines and methods of communication during emergency recovery.
3. Method of protection (including documentation) which must be in place prior to and during emergency recovery.
4. Auxiliary systems, including release of brakes.
5. Towing vehicle, including certification requirements and maximum allowable towing weight.
6. Method approved to connect the towing machine to the failed Telescopic handler.
7. Maximum speed at which towing vehicle may travel whilst towing failed machine
8. Duties of the operator when the failed vehicle brakes are still operational.

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.

OTPO_12: Operate – Platform Lift - MEWP (RMMM)

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate a Platform Lift.

2. Scope

This competence standard applies in all circumstances where any person is required to operate the Platform Lift and carry out emergency procedures within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required, they will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the Platform Lift on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.

Element 2 On and Off Tracking.

Element 3 Operate the Platform Lift

Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in unit of competence ‘OTPO Core’ and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a Platform Lift.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 7.3.

5. Knowledge Evidence common to the whole unit

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology & methods used to identify equipment & describe the OTP operation
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO_12: Operate Platform Lift - MEWP (RMMM)

Element 1: Carry out pre-work checks.

Performance statements
You must be able to:

a. Work safely at all times, comply with health safety and relevant regulations and guidelines.
b. Follow the relevant machine safety & pre-work checks in accordance with instructions.
c. Confirm documentation & equipment required is with the machine.
d. Confirm the machine meets required operating specification and assess condition.
e. Carry out the maintenance activities & operational controls check within the pre-work check.
f. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.
g. Complete relevant records accurately and pass them on to the appropriate person.
h. Dispose of waste materials in accordance with safe practices and approved procedures.

Scope of Competence

1. Safety & pre-work checks will include checks to:

- Identify and report any faults that may affect the safety of the machine operation.
- Rail wheels including 'flange' damage 'flat spots' or 'play' in rail wheel bearings.
- Check fluid levels as appropriate.
- Check correct operation of the horn.
- Start machine correctly confirming forward and / or reverse drive is disengaged whilst check is undertaken and area is clear of personnel and obstructions.
- Check rail navigation lights function correctly and that lenses are clean.
- Test braking system, confirming braked wheels do not rotate prior to on-tracking the machine
- Check safety & environmental features including spill kits and fire extinguishers.
- Check machine logbook entries and record results of checks & defects.
- Body panels, hatches or inspection covers are secure and replaced following checks.

2. Equipment includes:

- 4 wire ropes, 2 cross-tracking bars, 2 fourfoot bars, 'H' frame, wander lead.

Knowledge statements
You must have knowledge and understanding of:

1. The PPE requirements of an operator.
2. What operator documentation is required prior to and on completion to the work. What tests/checks must be undertaken for a complete pre-work check.

Checks include: Fluids, including engine oil, fuel, coolant, Lighting, Horn, Brakes, Wheels, Security of tow-bars, Retaining bolts, pins and clips & general fixings.

3. The purpose of rail navigation lights.
4. How and when machine horn is to be used.
5. Health & Safety features, including spillage control and fire prevention.
6. What to do in the event of faults to the:
   a) braking system, b) horn.
7. Safe start up procedures, including checks made prior to operational controls test.
8. Type and proximity of hazards including bridges / structures / location boxes / other plant etc.
9. How to recognise when the work required exceeds operator competence limits.
10. Equipment required for trackside stillage, cross-tracking and turning the machine.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, d & e.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_12: Operate Platform Lift - MEWP (RMMM)

Element 2: On and off tracking

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Inspect the approach to the ON tracking point to confirm suitability of access.

c. Confirm that access and egress points and ON/OFF tracking point are approved and fit for purpose.

d. Safely transport the machine from the stabling point to approved on-tracking point, avoiding any hazards.

e. Carry out on & off tracking activities safely in the specified sequence and agreed time scale.

f. Carry out an ON Track brake test and confirm to relevant personnel.

g. Carry out operational controls test, including forward and reverse controls.

h. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the points of access or ON/OFF tracking points.

Scope of Competence

1. On & Off Tracking activities are to:
   - Inspect for suitability and determine the approved access /egress points
   - Inspect for suitability and determine approved On/Off Tracking points
   - Confirm communication is established with relevant personnel, communication is:
     i) Verbal ii) Written iii) Hand-signals
   - Obtain authority, confirming the line is under possession and that any traction current is isolated prior to on-tracking.
   - Safely ON/OFF track the Machine, negotiating any proximity hazards, confirming area is clear of personnel.
   - Avoid causing any undue damage to the infrastructure whilst On/Off tracking.
2. On/Off Tracking procedures include access via:
   - Lifting or driving machine onto the track at approved access point (confirm approved manual handling techniques are used).

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON tracking point including:
   - Ground personnel / vehicles / man-holes / cable routes / materials and tripping hazards etc
2. Types of hazards associated with the ON/OFF tracking point including:
   - Signal Gantries / Signalling equipment / OLE / Catch pits / rail ends / third rail / discarded material etc including when it is safe to inspect the site.
3. Hazards and control measures associated with adjacent lines if On/Off tracking or operating
4. Lines and methods of communication, including:
   - When access route is considered unacceptable
   - Those responsible for pre-planned safe system
   - What to do if you lose sight of the Machine Controller
5. Method of protection (including documentation) which must be in place prior to entering the access point.
6. Procedure to follow prior to carrying out machine movements and why this must be adhered to.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, e, f and g.

All other performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_12: Operate Platform Lift - MEWP (RMMM)

Element 3: Operate the Platform Lift safely

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that the machine is set-up and ready for the activities to be carried out.

c. Carry out operating activities to the required specification in the correct sequence and in an agreed time scale.

d. Report any instances where requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:

- Identify restricted zones and apply appropriate protection arrangements.
- Turn and cross-track the machine safely

Knowledge statements
You must have knowledge and understanding of:

1. Hazards and special precautions required when operating the Platform Lift considering:
   a. Track conditions
   b. Safety if leaving the operating position
2. Lines and methods of communication.
3. Method of protection (including documentation) which must be in place prior to commencing work activities.
4. The likely impact of your work on the operations of other departments and the impact of their work for you.

Performance Evidence Requirements

Evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, b and c.

Performance statement ‘d’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_12: Operate Platform Lift - MEWP (RMMM)

Element 4: Emergency Procedures

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to manually move the failed machine to the location for removal from the line.

c. Select a suitable location to remove the failed machine from the line.

d. Prepare and remove the failed machine from the line.

e. Confirm the failed machine is left in a safe place, secured if unable to be removed.

f. Deal promptly and effectively with problems within your control and report any instances where the emergency recovery activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:

- Confirm failed machine is prepared for safe removal.
- Confirm machine is in gauge prior to manual movement along the track to removal point.
- Propel the failed machine at a speed which is under control at all times.
- Confirming that appropriate numbers of personnel are in attendance to undertake the removal from the line.
- Confirm all loose materials are removed from the failed machine prior to removal.
- Confirm communication is established and maintained with relevant personnel, communication is:

ii. Verbal ii. Written iii. Hand-signals

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with removal from the line.
2. What constitutes a suitable location for machine removal.
3. Lines and methods of communication during emergency recovery.
4. Method of protection which must be in place during emergency recovery.
5. Method approved to remove the failed machine from the line.
6. Use of manual pump and associated valves for emergency stowage and/or platform lowering

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.

OTPO_13: Operate – Ballast Packer (RMMM)

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate a Ballast Packer.

2. Scope

This competence standard applies in all circumstances where any person is required to operate the Ballast Packer and carry out emergency procedures within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required. They will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the Ballast Packer on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.

Element 2 On and Off Tracking.

Element 3 Operate the Ballast Packer

Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in the unit of competence ‘OTPO Core’ and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a Ballast Packer.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 7.3.

5. Knowledge Evidence (this is common to the whole unit)

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology and methods used to identify equipment and describe the operation of the OTP.
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO_13: Operate - Ballast Packer (RMMM)

Element 1: Carry out pre-work checks.

Performance statements
You must be able to:

a. Work safely at all times, comply with health safety and relevant regulations and guidelines.
b. Follow the relevant machine safety & pre-work checks in accordance with instructions.
c. Confirm documentation and equipment required with the machine.
d. Confirm the machine meets required operating specification and assess condition.
e. Carry out the maintenance activities & operational controls check within the pre-work check.
f. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.
g. Complete relevant records accurately and pass them on to the appropriate person.
h. Dispose of waste materials in accordance with safe practices and approved procedures.

Scope of Competence

1. Safety & pre-work checks will include checks to:

- Identify and report any faults that may affect the safety of the machine operation.
- Rail wheels including 'flange' damage 'flat spots' or 'play' in rail wheel bearings.
- Check fluid levels as appropriate.
- Check correct operation of the horn.
- Start machine correctly confirming forward and / or reverse drive is disengaged whilst check is undertaken and area is clear of personnel and obstructions.
- Check rail navigation lights function correctly and that lenses are clean.
- Test braking system, confirming braked wheels do not rotate prior to on-tracking the machine
- Check safety & environmental features including spill kits and fire extinguishers.
- Check machine logbook entries and record results of checks & defects.
- Body panels, hatches or inspection covers are secure and replaced following checks.

2. Equipment includes:

- 4 wire ropes, 2 cross-tracking bars, 2 fourfoot bars, 'H' frame, wander lead.

Knowledge statements
You must have knowledge and understanding of:

1. The PPE requirements of an operator.
2. What operator documentation is required prior to and on completion to the work.
3. What tests/checks must be undertaken for a complete pre-work check.

Checks include: Fluids, including engine oil, fuel, coolant, Lighting, Horn, Brakes, Wheels, Security of tow-bars, Retaining bolts, pins and clips & general fixings.

4. The purpose of rail navigation lights.
5. How and when machine horn is to be used.
6. Health & Safety features, including spillage control and fire prevention.
7. What to do in the event of faults to the:
   a) braking system, b) horn.
8. Safe start up procedures, including checks made prior to operational controls test.
9. Type and proximity of hazards including bridges / structures / location boxes / other plant etc.
10. How to recognise when the work required exceeds operator competence limits.
11. Equipment required for trackside stillage, cross-tracking and turning the machine.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, d & e.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_13: Operate - Ballast Packer (RMMM)

Element 2: On and off tracking

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Inspect the approach to the On-tracking point to confirm suitability of access.

c. Confirm that access and egress points and On/Off tracking point are approved and fit for purpose.

d. Safely transport the machine from the stabling point to approved on-tracking point, avoiding any hazards.

e. Carry out on & off tracking activities safely in the specified sequence and agreed time scale.

f. Carry out an On-Track brake test and confirm to relevant personnel.

g. Carry out operational controls test, including forward and reverse controls.

h. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the access / egress points or the On/Off tracking points.

Scope of Competence

1. On & Off Tracking activities are to:
   - Inspect for suitability and determine the approved access /egress points
   - Inspect for suitability and determine approved On/Off tracking points
   - Confirm communication is established with relevant personnel i.e. MC, COSS, ES etc, communication is:
     i) Verbal ii) Written iii) Hand-signals
   - Obtain authority, confirming the line is under possession and that any traction current is isolated prior to on-tracking.
   - Safely On/Off track the Machine, negotiating any proximity hazards, confirming area is clear of personnel.
   - Avoid causing any undue damage to the infrastructure whilst On/Off tracking.
2. On/Off Tracking procedures include access via:
   - Lifting or driving the machine onto the track at approved access point (confirm approved manual handling techniques are used).

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON tracking point including:
   - Ground personnel / vehicles / man-holes / cable routes / materials and tripping hazards etc
2. Types of hazards associated with the ON/OFF tracking point including:
   - Signal Gantries / Signalling equipment / OLE / Catch pits / rail ends / third rail / discarded material etc including when it is safe to inspect the site.
3. Hazards and control measures associated with adjacent lines if On/Off tracking or operating
4. Lines and methods of communication, including:
   - When access route is considered unacceptable
   - Those responsible for pre-planned safe system
   - What to do if you lose sight of the Machine Controller
5. Method of protection (including documentation) which must be in place prior to entering the access point.
6. Procedure to follow prior to carrying out machine movements and why this must be adhered to.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, e, f and g.

All other performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_13: Operate - Ballast Packer (RMMM)

Element 3: Operate the Ballast Packer

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that the machine is set-up and ready for the activities to be carried out.

c. Carry out operating activities to the required specification in the correct sequence and in an agreed time scale.

d. Report any instances where requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:

- Identify restricted zones and apply appropriate protection arrangements.
- Turn and cross-track the machine safely.

Knowledge statements
You must have knowledge and understanding of:

1. Hazards and special precautions required when operating the Ballast Packer considering:
   a. Track conditions
   b. Safety if leaving the operating position
2. Lines and methods of communication.
3. Method of protection (including documentation) which must be in place prior to commencing work activities.
4. The likely impact of your work on the operations of other departments and the impact of their work for you.

Performance Evidence Requirements

Evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, b and c.

Performance statement ‘d’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_13: Operate - Ballast Packer (RMMM)

Element 4: Emergency Procedures

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to manually move the failed machine to the location for removal from the line.

c. Select a suitable location to remove the failed machine from the line.

d. Prepare and remove the failed machine from the line.

e. Confirm the failed machine is left in a safe place, secured if unable to be removed.

f. Deal promptly and effectively with problems within your control and report any instances where the emergency recovery activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:

- Confirm failed machine is prepared for safe removal.
- Confirm machine is in gauge prior to manual movement along the track to removal point.
- Propel the failed machine at a speed which is under control at all times.
- Confirming that appropriate numbers of personnel are in attendance to undertake the removal from the line.
- Confirm all loose materials are removed from the failed machine prior to removal.
- Confirm communication is established and maintained with relevant personnel, communication is:
  i. Verbal ii. Written iii. Hand-signals

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with removal from the line.
2. What constitutes a suitable location for machine removal.
3. Lines and methods of communication during emergency recovery.
4. Method of protection which must be in place during emergency recovery.
5. Method approved to remove the failed machine from the line.
6. Use of manual pump and associated valves for emergency stowage.

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.

OTPO_14: Operate – Sleeper Changer (RMMM)

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate a Sleeper Changer.

2. Scope

This competence standard applies in all circumstances where any person is required to operate the Sleeper Changer and carry out emergency procedures within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required. They will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the Sleeper Changer on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.

Element 2 On and Off Tracking.

Element 3 Operate the Ballast Packer

Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in the unit of competence ‘OTPO Core’ and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a Sleeper Changer.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 7.3.

5. Knowledge Evidence (this is common to the whole unit)

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology and methods used to identify equipment and describe the operation of the OTP.
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO_14: Operate Sleeper Changer (RMMM)

Element 1: Carry out pre-work checks.

Performance statements
You must be able to:

a. Work safely at all times, comply with health safety and relevant regulations and guidelines.
b. Follow the relevant machine safety & pre-work checks in accordance with instructions.
c. Confirm documentation required with the machine.
d. Confirm the machine meets required operating specification and assess condition.
e. Carry out the maintenance activities & operational controls check within the pre-work check.
f. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.
g. Complete relevant records accurately and pass them on to the appropriate person.
h. Dispose of waste materials in accordance with safe practices and approved procedures.

Scope of Competence

1. Safety & pre-work checks will include checks to:

- Identify and report any faults that may affect the safety of the machine operation.
- Rail wheels including 'flange' damage 'flat spots' or 'play' in rail wheel bearings.
- Check fluid levels as appropriate.
- Check correct operation of the horn.
- Start machine correctly confirming forward and / or reverse drive is disengaged whilst check is undertaken and area is clear of personnel and obstructions.
- Check rail navigation lights function correctly and that lenses are clean.
- Test braking system, confirming braked wheels do not rotate prior to on-tracking the machine
- Check safety & environmental features including spill kits and fire extinguishers.
- Check machine logbook entries and record results of checks & defects.
- Body panels, hatches or inspection covers are secure and replaced following checks.

Knowledge statements
You must have knowledge and understanding of:

1. The PPE requirements of an operator.
2. What operator documentation is required prior to and on completion to the work.
3. What tests/checks must be undertaken for a complete pre-work check.

Checks include: Fluids, including engine oil, fuel, coolant, Lighting, Horn, Brakes, Wheels, Security of tow-bars, Retaining bolts, pins and clips & general fixings.

4. The purpose of rail navigation lights.
5. How and when machine horn is to be used.
6. Health & Safety features, including spillage control and fire prevention.
7. What to do in the event of faults to the:
   a) braking system, b) horn.
8. Safe start up procedures, including checks made prior to operational controls test.
9. Type and proximity of hazards including bridges / structures / location boxes / other plant etc.
10. How to recognise when the work required exceeds operator competence limits.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, d & e.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures.

OTPO_14: Operate Sleeper Changer (RMMM)

Element 2: On and off tracking

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Inspect the approach to the ON tracking point to confirm suitability of access.

c. Confirm that access and egress points and ON/OFF tracking point are approved and fit for purpose.

d. Safely transport the machine from the stabling point to approved on-tracking point, avoiding any hazards.

e. Carry out on & off tracking activities safely in the specified sequence and agreed time scale.

f. Carry out an ON Track brake test and confirm to relevant personnel.

g. Carry out operational controls test, including forward and reverse controls.

h. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the points of access or ON/OFF tracking points.

Scope of Competence

1. On & Off Tracking activities are to:
   - Inspect for suitability and determine the approved access /egress points
   - Inspect for suitability and determine approved On/Off tracking points
   - Confirm communication is established with relevant personnel, communication is:
     i) Verbal ii) Written iii) Hand-signals
   - Obtain authority, confirming the line is under possession and that any traction current is isolated prior to on-tracking.
   - Safely ON/OFF track the Machine, negotiating any proximity hazards, confirming area is clear of personnel.
   - Avoid causing any undue damage to the infrastructure whilst On/Off tracking.
2. On/Off Tracking procedures include access via:
   - Lifting or driving the machine onto the track at approved access point (confirm approved manual handling techniques are used).

Knowledge statements

You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON tracking point including:
   - Ground personnel / vehicles / man-holes / cable routes / materials and tripping hazards etc
2. Types of hazards associated with the ON/OFF tracking point including:
   - Signal Gantries / Signalling equipment / OLE / Catch pits / rail ends / third rail / discarded material etc including when it is safe to inspect the site.
3. Hazards and control measures associated with adjacent lines if On/Off tracking or operating
4. Lines and methods of communication, including:
   - When access route is considered unacceptable
   - Those responsible for pre-planned safe system
   - What to do if you lose sight of the Machine Controller
5. Method of protection (including documentation) which must be in place prior to entering the access point.
6. Procedure to follow prior to carrying out machine movements and why this must be adhered to.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, e, f and g.

All other performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures.

OTPO_14: Operate Sleeper Changer (RMMM)

Element 3: Operate the Sleeper Changer

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that the machine is set-up and ready for the activities to be carried out.

c. Carry out operating activities to the required specification in the correct sequence and in an agreed time scale.

d. Report any instances where requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:
   - Identify restricted zones and apply appropriate protection arrangements.
   - Change sleepers

Knowledge statements
You must have knowledge and understanding of:

1. Hazards and special precautions required when operating the Sleeper Changer considering:
   a. Track conditions
   b. Safety if leaving the operating position
2. Lines and methods of communication.
3. Method of protection (including documentation) which must be in place prior to commencing work activities.
4. The likely impact of your work on the operations of other departments and the impact of their work for you.

Performance Evidence Requirements

Evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, b and c.

Performance statement ‘d’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_14: Operate Sleeper Changer (RMMM)

Element 4: Emergency Procedures

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to manually move the failed machine to the location for removal from the line.

c. Select a suitable location to remove the failed machine from the line.

d. Prepare and remove the failed machine from the line.

e. Confirm the failed machine is left in a safe place, secured if unable to be removed.

f. Deal promptly and effectively with problems within your control and report any instances where the emergency recovery activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:

- Confirm failed machine is prepared for safe removal.
- Confirm machine is in gauge prior to manual movement along the track to removal point.
- Propel the failed machine at a speed which is under control at all times.
- Confirming that appropriate numbers of personnel are in attendance to undertake the removal from the line.
- Confirm all loose materials are removed from the failed machine prior to removal.
- Confirm communication is established and maintained with relevant personnel, communication is:
  i. Verbal ii. Written iii. Hand-signals

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with removal from the line.
2. What constitutes a suitable location for machine removal.
3. Lines and methods of communication during emergency recovery.
4. Method of protection which must be in place during emergency recovery.
5. Method approved to remove the failed machine from the line.

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.

OTPO_15: Operate – Tracgopher (RMMM)

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate a Tracgopher.

2. Scope

This competence standard applies in all circumstances where any person is required to operate the Tracgopher and carry out emergency procedures within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required. They will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the Tracgopher on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.

Element 2 On and Off Tracking.

Element 3 Operate the Tracgopher

Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in the unit of competence ‘OTPO Core’ and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a Tracgopher.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 7.3.

5. Knowledge Evidence (this is common to the whole unit)

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology & methods used to identify equipment & describe the OTP operation.
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO_15: Operate Tracgopher (RMMM)

Element 1: Carry out pre-work checks.

Performance statements
You must be able to:

a. Work safely at all times, comply with health safety and relevant regulations and guidelines.
b. Follow the relevant machine safety & pre-work checks in accordance with instructions.
c. Confirm documentation required with the machine.
d. Confirm the machine meets required operating specification and assess condition.
e. Carry out the maintenance activities & operational controls check within the pre-work check.
f. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.
g. Complete relevant records accurately and pass them on to the appropriate person.
h. Dispose of waste materials in accordance with safe practices and approved procedures.

Scope of Competence

1. Safety & pre-work checks will include checks to:

- Identify and report any faults that may affect the safety of the machine operation.
- Rail wheels including 'flange' damage 'flat spots' or 'play' in rail wheel bearings.
- Check fluid levels as appropriate.
- Check correct operation of the horn.
- Start machine correctly confirming forward and / or reverse drive is disengaged whilst check is undertaken and area is clear of personnel and obstructions.
- Check rail navigation lights function correctly and that lenses are clean.
- Test braking system, confirming braked wheels do not rotate prior to on-tracking the machine
- Check safety & environmental features including spill kits and fire extinguishers.
- Check machine logbook entries and record results of checks & defects.
- Body panels, hatches or inspection covers are secure and replaced following checks.

Knowledge statements
You must have knowledge and understanding of:

1. The PPE requirements of an operator.
2. What operator documentation is required prior to and on completion to the work.
3. What tests/checks must be undertaken for a complete pre-work check.

Checks include: Fluids, including engine oil, fuel, coolant, Lighting, Horn, Brakes, Wheels, Security of tow-bars, Retaining bolts, pins and clips & general fixings.

4. The purpose of rail navigation lights.
5. How and when machine horn is to be used.
6. Health & Safety features, including spillage control and fire prevention.
7. What to do in the event of faults to the:
   a) braking system, b) horn.
8. Safe start up procedures, including checks made prior to operational controls test.
9. Type and proximity of hazards including bridges / structures / location boxes / other plant etc.
10. How to recognise when the work required exceeds operator competence limits.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, and d.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_15: Operate Tracgopher (RMMM)

Element 2: On and off tracking

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Inspect the approach to the ON tracking point to confirm suitability of access.

c. Confirm that access and egress points and ON/OFF tracking point are approved and fit for purpose.

d. Safely transport the machine from the stabling point to approved on-tracking point, avoiding any hazards.

e. Carry out on & off tracking activities safely in the specified sequence and agreed time scale.

f. Carry out an ON Track brake test and confirm to relevant personnel.

g. Carry out operational controls test, including forward and reverse controls.

h. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the points of access or ON/OFF tracking points.

Scope of Competence

1. On & Off Tracking activities are to:
   - Inspect for suitability and determine the approved access /egress points
   - Inspect for suitability and determine approved On/Off tracking points
   - Confirm communication is established with relevant personnel, communication is:
     i) Verbal ii) Written iii) Hand-signals
   - Obtain authority, confirming the line is under possession and that any traction current is isolated prior to on-tracking.
   - Safely ON/OFF track the Machine, negotiating any proximity hazards, confirming area is clear of personnel.
   - Avoid causing any undue damage to the infrastructure whilst On/Off tracking.
2. On/Off Tracking procedures include access via:
   - Lifting the machine onto the track at approved access point (confirm approved manual handling techniques are used).

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON tracking point including:
   - Ground personnel / vehicles / man-holes / cable routes / materials and tripping hazards etc
2. Types of hazards associated with the ON/OFF tracking point including:
   - Signal Gantries / Signalling equipment / OLE / Catch pits / rail ends / third rail / discarded material etc including when it is safe to inspect the site.
3. Hazards and control measures associated with adjacent lines if On/Off tracking or operating
4. Lines and methods of communication, including:
   - When access route is considered unacceptable
   - Those responsible for pre-planned safe system
   - What to do if you lose sight of the Machine Controller
5. Method of protection (including documentation) which must be in place prior to entering the access point.
6. Procedure to follow prior to carrying out machine movements and why this must be adhered to.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, e, f and g.

All other performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_15: Operate Tracgopher (RMMM)

Element 3: Operate the Tracgopher

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that the machine is set-up and ready for the activities to be carried out.

c. Carry out operating activities to the required specification in the correct sequence and in an agreed time scale.

d. Report any instances where requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:
   - Identify restricted zones and apply appropriate protection arrangements.
   - Carry out ballast removal safely.

Knowledge statements
You must have knowledge and understanding of:

1. Hazards and special precautions required when operating the Tracgopher considering:
   a. Track conditions
   b. Safety if leaving the operating position
2. Lines and methods of communication.
3. Method of protection (including documentation) which must be in place prior to commencing work activities.
4. The likely impact of your work on the operations of other departments and the impact of their work for you.

Performance Evidence Requirements

Evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, b and c.

Performance statement ‘d’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_15: Operate Tracgopher (RMMM)

Element 4: Emergency Procedures

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to manually move the failed machine to the location for removal from the line.

c. Select a suitable location to remove the failed machine from the line.

d. Prepare and remove the failed machine from the line.

e. Confirm the failed machine is left in a safe place, secured if unable to be removed.

f. Deal promptly and effectively with problems within your control and report any instances where the emergency recovery activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:

- Confirm failed machine is prepared for safe removal.
- Confirm machine is in gauge prior to manual movement along the track to removal point.
- Propel the failed machine at a speed which is under control at all times.
- Confirming that appropriate numbers of personnel are in attendance to undertake the removal from the line.
- Confirm all loose materials are removed from the failed machine prior to removal.
- Confirm communication is established and maintained with relevant personnel, communication is:
  i. Verbal ii. Written iii. Hand-signals

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with removal from the line.
2. What constitutes a suitable location for machine removal.
3. Lines and methods of communication during emergency recovery.
4. Method of protection which must be in place during emergency recovery.
5. Method approved to remove the failed machine from the line.

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.

OTPO_16: Operate – Lifter / Slewer (RMMM)

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate a Lifter / Slewer.

2. Scope

This competence standard applies in all circumstances where any person is required to operate the Lifter / Slewer and carry out emergency procedures within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required. They will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the Lifter / Slewer on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.

Element 2 On and Off Tracking.

Element 3 Operate the Lifter / Slewer

Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in the unit of competence ‘OTPO Core’ and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a Lifter / Slewer.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 7.3.

5. Knowledge Evidence (this is common to the whole unit)

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology and methods used to identify equipment and describe the OTP operation.
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO_16: Operate - Lifter / Slewer (RMMM)

Element 1: Carry out pre-work checks.

Performance statements
You must be able to:

a. Work safely at all times, comply with health safety and relevant regulations and guidelines.
b. Follow the relevant machine safety & pre-work checks in accordance with instructions.
c. Confirm documentation required with the machine.
d. Confirm the machine meets required operating specification and assess condition.
e. Carry out the maintenance activities & operational controls check within the pre-work check.
f. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.
g. Complete relevant records accurately and pass them on to the appropriate person.
h. Dispose of waste materials in accordance with safe practices and approved procedures.

Scope of Competence

1. Safety & pre-work checks will include checks to:

- Identify and report any faults that may affect the safety of the machine operation.
- Rail wheels including 'flange' damage 'flat spots' or 'play' in rail wheel bearings.
- Check fluid levels as appropriate.
- Check correct operation of the horn.
- Start machine correctly confirming forward and / or reverse drive is disengaged whilst check is undertaken and area is clear of personnel and obstructions.
- Check rail navigation lights function correctly and that lenses are clean.
- Test braking system, confirming braked wheels do not rotate prior to on-tracking the machine
- Check safety & environmental features including spill kits and fire extinguishers.
- Check machine logbook entries and record results of checks & defects.
- Body panels, hatches or inspection covers are secure and replaced following checks.

Knowledge statements
You must have knowledge and understanding of:

1. The PPE requirements of an operator.
2. What operator documentation is required prior to and on completion to the work.
3. What tests/checks must be undertaken for a complete pre-work check.

Checks include: Fluids, including engine oil, fuel, coolant, Lighting, Horn, Brakes, Wheels, Security of tow-bars, Retaining bolts, pins and clips & general fixings.

4. The purpose of rail navigation lights.
5. How and when machine horn is to be used.
6. Health & Safety features, including spillage control and fire prevention.
7. What to do in the event of faults to the:
   a) braking system, b) horn.
8. Safe start up procedures, including checks made prior to operational controls test.
9. Type and proximity of hazards including bridges / structures / location boxes / other plant etc.
10. How to recognise when the work required exceeds operator competence limits.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, and d.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_16: Operate - Lifter / Slewer (RMMM)

Element 2: On and off tracking

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Inspect the approach to the ON tracking point to confirm suitability of access.

c. Confirm that access and egress points and ON/OFF tracking point are approved and fit for purpose.

d. Safely transport the machine from the stabling point to approved on-tracking point, avoiding any hazards.

e. Carry out on & off tracking activities safely in the specified sequence and agreed time scale.

f. Carry out an ON Track brake test and confirm to relevant personnel.

g. Carry out operational controls test, including forward and reverse controls.

h. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the points of access or ON/OFF tracking points.

Scope of Competence

1. On & Off Tracking activities are to:
   - Inspect for suitability and determine the approved access /egress points
   - Inspect for suitability and determine approved On/Off tracking points
   - Confirm communication is established with relevant personnel, communication is:
     i) Verbal ii) Written iii) Hand-signals
   - Obtain authority, confirming the line is under possession and that any traction current is isolated prior to on-tracking.
   - Safely ON/OFF track the Machine, negotiating any proximity hazards, confirming area is clear of personnel.
   - Avoid causing any undue damage to the infrastructure whilst On/Off tracking.
2. On/Off Tracking procedures include access via:
   - Lifting the machine onto the track at approved access point (confirm approved manual handling techniques are used).

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON tracking point including:
   - Ground personnel / vehicles / man-holes / cable routes / materials and tripping hazards etc
2. Types of hazards associated with the ON/OFF tracking point including:
   - Signal Gantries / Signalling equipment / OLE / Catch pits / rail ends / third rail / discarded material etc including when it is safe to inspect the site.
3. Hazards and control measures associated with adjacent lines if On/Off tracking or operating
4. Lines and methods of communication, including:
   - When access route is considered unacceptable
   - Those responsible for pre-planned safe system
   - What to do if you lose sight of the Machine Controller
5. Method of protection (including documentation) which must be in place prior to entering the access point.
6. Procedure to follow prior to carrying out machine movements and why this must be adhered to.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, e, f and g.

All other performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_16: Operate - Lifter / Slewer (RMMM)

Element 3: Operate the Lifter / Slewer

Performance statements

You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that the machine is set-up and ready for the activities to be carried out.

c. Carry out operating activities to the required specification in the correct sequence and in an agreed time scale.

d. Report any instances where requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:

- Identify restricted zones and apply appropriate protection arrangements.
- Cary out lifting and slewing of the track.

Knowledge statements

You must have knowledge and understanding of:

1. Hazards and special precautions required when operating the Lifter / Slewer considering:
   a. Track conditions
   b. Safety if leaving the operating position
2. Lines and methods of communication.
3. Method of protection (including documentation) which must be in place prior to commencing work activities.
4. The likely impact of your work on the operations of other departments and the impact of their work for you.

Performance Evidence Requirements

Evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, b and c.

Performance statement ‘d’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_16: Operate - Lifter / Slewer (RMMM)

Element 4: Emergency Procedures

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to manually move the failed machine to the location for removal from the line.

c. Select a suitable location to remove the failed machine from the line.

d. Prepare and remove the failed machine from the line.

e. Confirm the failed machine is left in a safe place, secured if unable to be removed.

f. Deal promptly and effectively with problems within your control and report any instances where the emergency recovery activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:

- Confirm failed machine is prepared for safe removal.
- Confirm machine is in gauge prior to manual movement along the track to removal point.
- Propel the failed machine at a speed which is under control at all times.
- Confirming that appropriate numbers of personnel are in attendance to undertake the removal from the line.
- Confirm all loose materials are removed from the failed machine prior to removal.
- Confirm communication is established and maintained with relevant personnel, communication is:
  i. Verbal ii. Written iii. Hand-signals

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with removal from the line.
2. What constitutes a suitable location for machine removal.
3. Lines and methods of communication during emergency recovery.
4. Method of protection which must be in place during emergency recovery.
5. Method approved to remove the failed machine from the line.

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.

OTPO_17: Operate – Clipper (RMMM)

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate a Clipper.

2. Scope

This competence standard applies in all circumstances where any person is required to operate the Clipper and carry out emergency procedures within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required. They will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the Clipper on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.

Element 2 On and Off Tracking.

Element 3 Operate the Clipper

Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in the unit of competence 'OTPO Core' and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a Clipper.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 7.3.

5. Knowledge Evidence (this is common to the whole unit)

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology and methods used to identify equipment and describe the operation of the OTP.
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO_17: Operate - Clipper (RMMM)

Element 1: Carry out pre-work checks.

Performance statements
You must be able to:

a. Work safely at all times, comply with health safety and relevant regulations and guidelines.
b. Follow the relevant machine safety & pre-work checks in accordance with instructions.
c. Confirm documentation and equipment required with the machine.
d. Confirm the machine meets required operating specification and assess condition.
e. Carry out the maintenance activities & operational controls check within the pre-work check.
f. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.
g. Complete relevant records accurately and pass them on to the appropriate person.
h. Dispose of waste materials in accordance with safe practices and approved procedures.

Scope of Competence

1. Safety & pre-work checks will include checks to:

- Identify and report any faults that may affect the safety of the machine operation.
- Rail wheels including 'flange' damage 'flat spots' or 'play' in rail wheel bearings.
- Check fluid levels as appropriate.
- Check correct operation of the horn.
- Start machine correctly confirming forward and / or reverse drive is disengaged whilst check is undertaken and area is clear of personnel and obstructions.
- Check rail navigation lights function correctly and that lenses are clean.
- Test braking system, confirming braked wheels do not rotate prior to on-tracking the machine
- Check safety & environmental features including spill kits and fire extinguishers.
- Check machine logbook entries and record results of checks & defects.
- Body panels, hatches or inspection covers are secure and replaced following checks.

2. Equipment includes:

- 4 wire ropes, 2 cross-tracking bars, 2 fourfoot bars, 'H' frame, wander lead.

Knowledge statements
You must have knowledge and understanding of:

1. The PPE requirements of an operator.
2. What operator documentation is required prior to and on completion to the work.
3. What tests/checks must be undertaken for a complete pre-work check.

Checks include: Fluids, including engine oil, fuel, coolant, Lighting, Horn, Brakes, Wheels, Security of tow-bars, Retaining bolts, pins and clips & general fixings.

4. The purpose of rail navigation lights.
5. How and when machine horn is to be used.
6. Health & Safety features, including spillage control and fire prevention.
7. What to do in the event of faults to the:
   a) braking system, b) horn.
8. Safe start up procedures, including checks made prior to operational controls test.
9. Type and proximity of hazards including bridges / structures / location boxes / other plant etc.
10. How to recognise when the work required exceeds operator competence limits.
11. Equipment required for trackside stillage, cross-tracking and turning the machine.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, d & e.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO_17: Operate - Clipper (RMMM)

Element 2: On and off tracking

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Inspect the approach to the ON tracking point to confirm suitability of access.

c. Confirm that access and egress points and ON/OFF tracking point are approved and fit for purpose.

d. Safely transport the machine from the stabling point to approved on-tracking point, avoiding any hazards.

e. Carry out on & off tracking activities safely in the specified sequence and agreed time scale.

f. Carry out an ON Track brake test and confirm to relevant personnel.

g. Carry out operational controls test, including forward and reverse controls.

h. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the points of access or ON/OFF tracking points.

Scope of Competence

1. On & Off Tracking activities are to:
   - Inspect for suitability and determine the approved access /egress points
   - Inspect for suitability and determine approved On/Off tracking points
   - Confirm communication is established with relevant personnel, communication is:
     i) Verbal ii) Written iii) Hand-signals
   - Obtain authority, confirming the line is under possession and that any traction current is isolated prior to on-tracking.
   - Safely ON/OFF track the Machine, negotiating any proximity hazards, confirming area is clear of personnel.
   - Avoid causing any undue damage to the infrastructure whilst On/Off tracking.
2. On/Off Tracking procedures include access via:
   - Lifting or driving the machine onto the track at approved access point (confirm approved manual handling techniques are used).

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON tracking point including:
   - Ground personnel / vehicles / man-holes / cable routes / materials and tripping hazards etc
2. Types of hazards associated with the ON/OFF tracking point including:
   - Signal Gantries / Signalling equipment / OLE / Catch pits / rail ends / third rail / discarded material etc including when it is safe to inspect the site.
3. Hazards and control measures associated with adjacent lines if On/Off tracking or operating
4. Lines and methods of communication, including:
   - When access route is considered unacceptable
   - Those responsible for pre-planned safe system
   - What to do if you lose sight of the Machine Controller
5. Method of protection (including documentation) which must be in place prior to entering the access point.
6. Procedure to follow prior to carrying out machine movements and why this must be adhered to.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, e, f and g.

All other performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures.

OTPO_17: Operate - Clipper (RMMM)

Element 3: Operate the Clipper

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that the machine is set-up and ready for the activities to be carried out.

c. Carry out operating activities to the required specification in the correct sequence and in an agreed time scale.

d. Report any instances where requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:
   - Identify restricted zones and apply appropriate protection arrangements.
   - Turn and safely cross-track the machine.

Knowledge statements
You must have knowledge and understanding of:

1. Hazards and special precautions required when operating the Clipper considering:
   a. Track conditions
   b. Safety if leaving the operating position
2. Lines and methods of communication.
3. Method of protection (including documentation) which must be in place prior to commencing work activities.
4. The likely impact of your work on the operations of other departments and the impact of their work for you.

Performance Evidence Requirements

Evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, b and c.

Performance statement ‘d’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO_17: Operate - Clipper (RMMM)

Element 4: Emergency Procedures

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to manually move the failed machine to the location for removal from the line.

c. Select a suitable location to remove the failed machine from the line.

d. Prepare and remove the failed machine from the line.

e. Confirm the failed machine is left in a safe place, secured if unable to be removed.

f. Deal promptly and effectively with problems within your control and report any instances where the emergency recovery activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:

- Confirm failed machine is prepared for safe removal.
- Confirm machine is in gauge prior to manual movement along the track to removal point.
- Propel the failed machine at a speed which is under control at all times.
- Confirming that appropriate numbers of personnel are in attendance to undertake the removal from the line.
- Confirm all loose materials are removed from the failed machine prior to removal.
- Confirm communication is established and maintained with relevant personnel, communication is:
  i. Verbal ii. Written iii. Hand-signals

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with removal from the line.
2. What constitutes a suitable location for machine removal.
3. Lines and methods of communication during emergency recovery.
4. Method of protection which must be in place during emergency recovery.
5. Method approved to remove the failed machine from the line.
6. Use of manual pump and associated valves for emergency stowage.

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.

OTPO_18: Operate – Piling Machine

1. Purpose

The purpose of this competence standard is to define the competence requirements for persons required to operate a Piling Machine.

2. Scope

This competence standard applies in all circumstances where any person is required to operate the Piling Machine, & carry out emergency procedures within a possession on Network Rail managed infrastructure.

The level and extent of responsibility will include their own safety and that of others who might be affected by their work. Operators will be expected to refer to others for authorisation when required, they will be responsible for adhering to the instructions and will work within set procedures and specifications.

This competence standard shall be used to assess the competence of people who are required to operate the Piling Machine on Network Rail managed infrastructure.

3. Competence Standard

This Competence Standard comprises four elements:

Element 1 Carry out pre-work checks.

Element 2 On and Off Tracking.

Element 3 Operate the Piling Machine safely

Element 4 Emergency procedures

The first element is concerned with completion of defined pre-work checks in accordance with instructions. The second element is concerned with safe on and off tracking. The third element deals with operating the machine safely. The final element deals with procedures to be followed in emergency situations.

To prove competence in this unit, the person must also be assessed as competent in unit of competence ‘OTPO Core’ and be able to demonstrate their ability to complete elements one to four and show they can follow recording, reporting and escalation procedures.

4. Assessment

4.1 Initial Assessment

Where the activity is new to the person's area of responsibility evidence shall be used from satisfactory completion of training and mentoring and shall be gathered from the person operating a Piling Machine.

Where the person has been previously trained and has been completing the work for more than one year, performance evidence requirements defined in the element do not apply. The primary source of the evidence will be from detailed questioning supported by performance evidence recorded in a work experience log or other supporting documentation.

4.2 Re-Assessment

Re-assessment shall be completed at least every 2 years in accordance with the requirements set out in 7.3.

5. Knowledge Evidence common to the whole unit

You must have knowledge and understanding of:

1. What equipment certification / documentation is required.
2. Procedures to confirm operational and personal safety is maintained during the work.
3. How movement & operation of OTP may affect the safe operation of the railway.
4. The operating and care and control procedures applicable**.**
5. Reporting lines, communication protocols and procedures.
6. How the systems function under normal operating conditions.
7. What each of the component parts contributes to the operation of the OTP.
8. Terminology and methods used to identify equipment and describe the operation of the OTP.
9. Safe start up procedures, including checks prior to operational controls test.
10. When the machine horn should be sounded
11. Work procedures and hazards when adjacent lines are open to traffic.
12. What authorisation procedures are and limits of your responsibility and authority.
13. What procedures apply to taking the equipment out of operational service.
14. Types of hazards, lines and methods of communication during emergency recovery.

OTPO 18: Operate – Piling Machine

Element 1: Carry out pre-work checks.

Performance statements
You must be able to:

a. Work safely always, comply with health safety and other relevant regulations and guidelines.
b. Follow the relevant machine safety & pre-work checks in accordance with instructions.
c. Confirm documentation required with the machine.
d. Confirm the machine meets required operating specification and assess condition.
e. Carry out the maintenance activities & operational controls check within the pre-work check.
f. Identify & report any instances where the required specification cannot be fully met or where there are identified defects.
g. Complete relevant records accurately and pass them on to the appropriate person.
h. Dispose of waste materials in accordance with safe practices and approved procedures.

Scope of Competence

1. Safety & pre-work checks will include checks to:

- Identify and report any faults that may affect the safety of the machine operation.
- Emergency tow bar.
- Rail wheels including 'flange' damage 'flat spots' or 'play' in rail wheel bearings.
- Check fluid levels as appropriate.
- Check correct operation of the horn.
- Correctly start the machine confirming area is clear of personnel and obstructions.
- Check rail navigation lights function, including changeover system and brake light isolation.
- Test all braking systems in road mode.
- Check safety & environmental features including spill kits and fire extinguishers.
- Check machine logbook entries and record results of checks & defects.
- Body panels, hatches or inspection covers are secure and replaced following checks.
- Obtain authority prior to moving machine

2. Operational controls include (first confirming no line open to rail or plant movements can be fouled during testing / operation)

- Boom functions
- Steering
- Rail bogies

Knowledge statements
You must have knowledge and understanding of:

1. The PPE requirements of an operator, including fall arrest equipment.
2. What operator documentation is required prior to and on completion to the work.
3. The purpose of rail navigation lights, and why road lights and flashing beacons are required to be turned off when in rail mode
4. What tests/checks must be undertaken for a complete pre-work check.

Checks include: Fluids, including engine oil, fuel, coolant, Lighting, Horn, Brakes, Road & Rail Wheels, Security of tow-bars, doors, Retaining bolts, pins and clips, hydraulic hoses & general fixings.

5. Health & Safety features, including spillage control and fire prevention.
6. What to do in the event of faults to the:
   a) braking system, b) horn.
7. Safe start up procedures, including checks made prior to operational controls test.
8. Type and proximity of hazards including over head wires and cables / bridges / signal gantries / structures / location boxes lines open to rail movements /other plant etc.
9. How to recognise when the work required exceeds the limits of the operator competence.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of training & workplace evidence, of the person completing all relevant procedures in respect of performance statements: a, b, c, and d.

The remaining performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures

OTPO 18: Operate – Piling Machine

Element 2: On and off tracking

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Identify the approved method of travelling from the stabling point to the access point, confirm suitability, size of route and proximity hazards.

c. Confirm that access and egress points are approved and fit for purpose.

d. Travel from the stabling point to approved on-tracking point, avoiding any hazards.

e. Carry out on & off tracking activities in the specified sequence and in an agreed time scale. Use horn to warn of movements.

f. Report any instances where the on & off tracking activities cannot be fully met or where there are identified defects with the points of access or on & off tracking points.

g. Carry out an ON Track brake test and confirm to relevant personnel

Scope of Competence

1. On & Off Tracking activities are to:
   - Determine approved access /egress points
   - Determine approved On/Off Tracking points
   - Confirm communication is established with relevant personnel, communication is:
     i) Verbal
     ii) Written
     iii) Handsignals
   - Obtain authority and confirm that line is under possession and any traction current has been isolated prior to on-tracking.
   - Safely ON/OFF Track the Machine.
   - Avoid causing any undue damage to the infrastructure whilst On/Off tracking.
   - Enter the On/Off tracking area carefully considering the shape and stability of the machine
2. On/Off Tracking procedures include access via:
   - Level crossing
   - Concrete pad
   - In fill of ballast to the rail head
   - Area decked out with sleepers or timber
   - Other approved on tracking system

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with movement of the machine to the ON tracking point including:
   - Pedestrians / ground personnel / vehicles / man-hole covers / buildings / cable routes / materials / limited tail swing clearance etc
2. Types of hazards associated with the ON/OFF tracking point including:
   - Signal Gantries / Signalling equipment / OLE / Catch pits / rail ends / discarded material etc including when it is safe to inspect the site.
3. Hazards and control measures associated with:
   a. ON tracking on a non-approved surface.
   b. Adjacent lines if On/Off tracking or operating
   c. Mud covering the road wheels
4. How to prevent a free wheel situation and what to be if the vehicle has started to run away.
5. Lines and methods of communication, including:
   - When access route is considered unacceptable
   - Those responsible for pre-planned safe system
   - What to do if you lose sight of the Machine Controller
   - Who authorises machine onto a level crossing
6. Method of protection (including documentation) which must be in place prior to entering the access point.
7. Procedure to follow prior to carrying out machine movements and why this must be adhered to.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, e and g.

Other performance statements may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training.

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures.

OTPO 18: Operate – Piling Machine

Element 3: Operate the Road Rail Piling Machine safely

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.

b. Confirm that the machine is positioned and set-up and ready for the activities to be carried out.

c. Carry out operating activities safely to the required specification in the correct sequence and in an agreed time scale.

d. Correctly stow the machine following use.

e. Report any instances where requirements cannot be fully met or where there are identified defects prior to or on completion of the work.

Scope of Competence

1. Operating activities are to:

- Correctly position the Piling Machine for work and identify the work area.
- Safely and correctly travel the Piling Machine.
- Identify restricted zones and apply appropriate protection arrangements.
- Safely return the boom to the stowed position following use.

Knowledge statements
You must have knowledge and understanding of:

1. Hazards and special precautions required when operating the Piling Machine considering:
   a. Overhead lines
   b. Signals / gantries
   c. Buildings / structures
2. Guidelines and operating procedures and position of safety when operating the Piling Machine
3. Confirm tools and materials are stored safely.
4. Lines and methods of communication.
5. How to check for maximum operating cant and SWL.
6. Method of protection (including documentation) which must be in place prior to commencing work activities.
7. The likely impact of your work on the operations of other departments and the impact of their work for you.

Performance Evidence Requirements

Performance evidence for initial assessment must be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant procedures in respect of performance statements: a, b, c and d.

Performance statement ‘e’ may be assessed by using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through differing types of workplace evidence and may include direct observation, witness testimony, completed reports of work checks, knowledge testing or a combination of the above for the person completing all relevant operating procedures**.**

OTPO 18: Operate – Piling Machine

Element 4: Emergency Procedures

Performance statements
You must be able to:

a. Work safely at all times, complying with health and safety and other relevant regulations and guidelines

b. Confirm how to safely prepare a failed machine for emergency recovery.

c. Confirm the requirements of the towing vehicle prior to emergency recovery activities.

d. Carry out emergency towing activities in the specified sequence.

e. Deal promptly and effectively with problems within your control and report any instances where the emergency recovery activities cannot be fully met.

Scope of Competence

1. Emergency recovery activities are to:

- Confirm failed machine is prepared for safe towing.
- Connect the failed machine to the towing vehicle using the approved tow bar, in the correct sequence.
- Confirm release and subsequent operation of brakes is undertaken in the correct sequence
- Confirm speed restrictions are adhered to at all times.
- Confirm communication is established and maintained with relevant personnel, communication is:
  i. Verbal ii. Written iii. Hand-signals

2. For the failed machine, confirm that the machine:

- Is in gauge
- The boom is stowed correctly
- All equipment is returned to safe position for towing
- Brakes/rail wheels are released once connected to the towing vehicle.

Knowledge statements
You must have knowledge and understanding of:

1. Types of hazards associated with emergency recovery.
2. Lines and methods of communication during emergency recovery.
3. Method of protection (including documentation) which must be in place prior to and during emergency recovery.
4. Auxiliary systems, including release of brakes.
5. Towing vehicle, including certification requirements and maximum allowable towing weight.
6. Method approved to connect the towing machine to the failed Piling Machine.
7. Maximum speed at which towing vehicle may travel whilst towing failed machine
8. Duties of the operator when the failed vehicle brakes are still operational.

Performance Evidence Requirements

Performance evidence must be collected using a range of assessment methods including witness testimony, documented questioning or evidence from training. Initial assessment may NOT be undertaken by the person responsible for the initial training

Performance evidence for recertification assessment may be collected through knowledge testing for the person completing emergency recovery activities.