

SAI (a.c.) Newsletter

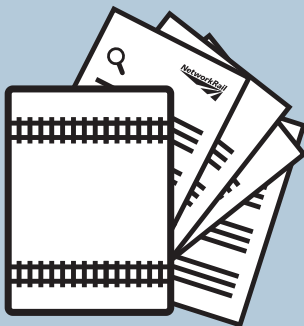
June/July 2020 - Issue 11

NR Standards

The SAI (a.c.) Project is part of the wider Electrical Safety Delivery (ESD) Programme will be replacing NR/L3/ELP/29987 (aka. Green Book) with NR/L3/ELP/25000 during trial.

Only identified and notified personnel working within the agreed trial area (Ashton, which is just North of Hanslope Junction to Hillmorton) will be using it.

The programme aims to increase workforce safety, deliver performance improvements, and increase Network Rail's (NR) compliance with the Electricity at Work Regulations (EaWR) 1989.



Associated Forms

The forms used prior to suspension will continue to be utilised. Any updates (based on working group feedback) will be highlighted in a series of practitioner briefs.

Forms to be used in conjunction with the standard/available on Safety Central are:-

- APDF - Authorised Persons Duty Form
- SVF - Site Visit Form
- SSF - Site Survey Form
- SPA - Scheduled Plan of Action
- OLP - Overhead Line Permit
- OPF - Outage Planning Form
- ORF - Outage Request Form
- LOAC - Limitation of Access Certificate

Trial Restart - Green Means Go!

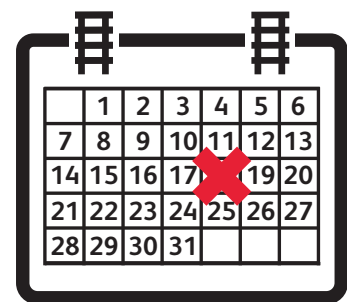
Following a period of suspension and having to deal with impacts caused by the Coronavirus (COVID-19) outbreak, the Project continued to work in the background.

Despite these challenges, and with continued updates and assurances being provided; the decision to restart the NR/L3/ELP/25000 trial on West Coast Main Line South (WCMLS) has finally been given the green light.

The Project received notification for agreement to start remobilising the trial with the Delivery Unit (DU) and involved external providers on 29 June 2020.

There are now a number of key dates that all involved should be aware of:-

ESRP/RSRP Notification: 20 July 2020
Isolation Planning Starts: 20 July 2020
CWG/CDG Notification: 27 July 2020
Trade Union Notification: 27 July 2020
Briefs, Refreshers & Training of Practitioners Commences: 31 July 2020
Desktop End 2 End Process: 14 August 2020
Boots on Ballast Starts: 23 October 2020
Trial Stop Check: 18 January 2021



It should be noted that the trial area, remit and requirements remain unchanged.

The project has considered the necessary steps and phased processes required to re-mobilise the trial with practitioner (NR & Contractor) support.

A series of Microsoft Teams update sessions are taking place so that all stakeholders are communicated with to enable sufficient planning and preparation.

The DRACAS system continues to capture safety-related trial incidents. Therefore we urge, that you continue to raise items of concern, so that these can be closed out ASAP as the safety of all involved in the trial is a paramount concern.

DRACAS Updates & Working Groups

All Event Reporting Forms (ERFs) raised prior to trial suspension have now been sentenced at the DRACAS Reliability Working Group.

Following analysis of the data received; several working groups consisting of practitioner (internal & external) and project members, have been formed to address the DRACAS outputs.

Several of the working groups relate to forms being used in the trial, and whilst we are seeking to make changes before use is required, we cannot guarantee that all items raised will be addressed.

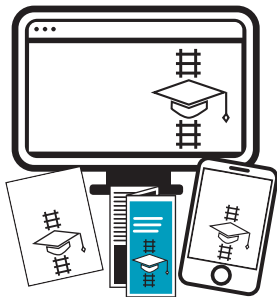
ERFs relating to training quality and effectiveness has been collated for changes to be made ahead of National Deployment, as continuation of knowledge already acquired is paramount.

We have also been aware that 360° feedback on ERFs raised has not been possible due to forms being raised on behalf of someone else. As a result, the ERFs have now been updated to include a section to capture the initial requester.

Immense gratitude is expressed to all who have contributed, and we hope that you will continue to when we move forward.

Skills & Knowledge Fade

How are we addressing the potential problem?



In planning for recommencement, we were keenly aware of the importance to maintain the skills and knowledge already acquired.

Most who had undertaken the training will have completed it some time ago, and others who may have completed, were never able to put the knowledge into practice before the lockdown occurred and the trial suspended.

As a project we have looked at ways to minimise any risk of skills and knowledge fade, and have agreed that the best course of action will be for all to resit the knowledge assessments for each of the competencies that they were awarded.

Internal assessments will be on Question Tool and external assessments will be on the Moodle Platform.

PTS AC SAI (t) and OTP Core SAI (t) will be exempt as they will demonstrate the understanding of NR/L3/ELP/25000 via the COSS OLP SAI on site briefings by repeating back when asked to.

The COSS OLP SAI will manage any concerns (BAU) and has the right to refuse access to work.

We encourage all PTS and OTP Core holders to utilise the available eLearning platforms as an easily accessible mechanism to maintain their existing knowledge.

Those who attended classroom based training are encouraged to utilise their delegate workbooks as an initial source of maintaining their knowledge ahead of resitting the checks to minimise the risk of not achieving the required score.

If you no longer have your delegate workbook, please notify the project ASAP if another is required.

All SAI practitioners will receive a notification to complete their assessment in the coming days. It is critical that you complete each of these in a timely manner, to allow any gaps to be addressed suitably ahead of commencing the next phases of the trial.

Initial gaps in training knowledge have been identified and tools to address these will be shared on Safety Central & Info Centre.

Training and Competencies

PTS ac SAI and OTP Core SAI eLearning courses are still available on both Moodle platforms for NR and External invitees and this has continued to be utilised throughout the suspension period, with further competencies being awarded.

We encourage all people planning to work in the trial area to enrol on the OTP Core SAI (t) and/or PTS SAI AC (t) training ASAP via their line manager and all SAI trained personnel to use the PTS module as a quick refresher if required.

Only identified persons working on the trial have been pre-registered on these courses previously. If changes are required, you must notify the project immediately.

External contractors should ensure that they have registered for Sponsorship on the new Moodle platform before adding delegates. Separate communications regarding this, have been sent.

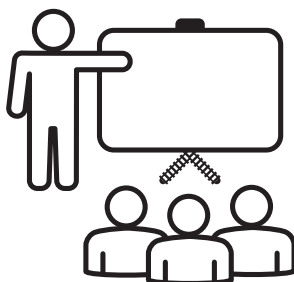
Please note; SAI trial courses remain free of charge, but charges will be made for post-trial courses.

We urge employees to be mindful to complete their training a minimum of **72 hours** before they need to be on site, to avoid non admittance to the trial area.

Network Rail employees will receive an email with joining instructions from Marie-Louise East whilst external personnel will receive theirs from Simon Brunton.

We would also like to advise that the SAI NP competence was built to be valid for 36 months as long as the parent competence remained valid.

There was a slight technical error regarding the duration of validation, which is being addressed, with the intention to update Sentinel cards to reflect the accurate duration of the validation.



Practitioner Briefings

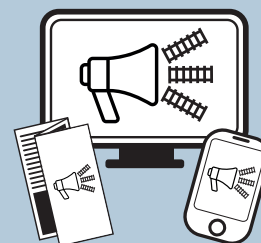
Several briefing sessions have been planned by our technical leads (Mick Simmons & Matt Skinner) and floor walking team.

These will be used to advise of changes to any earthed isolation documentation, assist in skills and knowledge gaps, clarify understanding and increase best practice.

It is highly recommended that these are attended prior to assessments being taken.

Available dates, times and channels to be used, will be advised in due course.

Most will be held on platforms such as Microsoft Teams, to assist us with following social distancing guidelines. Should you experience any issues, please advise the team ASAP.



Communications

The project continues to ensure all stakeholders are kept up to date with information and progress with floor walking, on-call support and email channels continuing to be made available.

Please continue to provide feedback, ask questions and raise any concerns through these channels.

The AC-SAI@networkrail.co.uk email still aims to respond within 48 hours of receipt.

Other channels will be utilised to provide summarised information about significant events and targeted communications, along with feedback to frequently raised enquiries.

Any changes to contact details should be made available to the project at the nearest opportunity to enable distribution list amendments.

