

SAI (a.c.) Newsletter

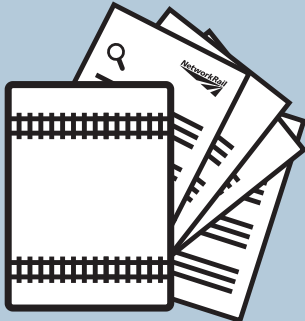
September 2020 - Issue 12

NR Standards

The SAI (a.c.) Project; 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 Certificat

The forms for Phase One (planning) of Implementation are available now. Phase Two forms will be available soon.

'Ramping Up' Remobilisation!

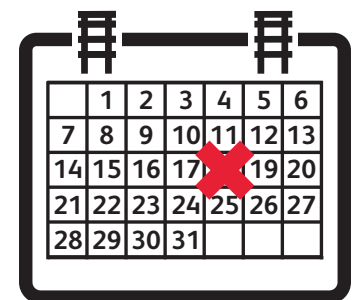
Despite continued impacts caused by the Coronavirus (COVID-19) outbreak, the Project continues to work towards the restart of the NR/L3/ELP/25000 trial on the West Coast Main Line South (WCMLS) and the revised start date of Phase Two (Implementation) aka 'Boots on Ballast' of 11 January 2021.

Phase One (Planning) of the remobilised trial remained unchanged, and commenced on 20 July 2020.

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

To brief and update all those involved in the trial on progress, we have scheduled a Network Rail/Contractor update session for 16 October 2020, to be held on MS Teams. Invites for the event will be sent in due course.

With Phase Two (Implementation) of the trial taking place between 11 January 2021 and 31 March 2021, anyone requiring an Isolation within those dates should be making sure that their respective paperwork is completed on the required NR/L3/ELP/25000 documentation.



In line with NR/L2/OPS/202 all Work Bank Owners/Works Requestors are required to provide copies of all their SAI 25000 Isolation Planning Forms currently being raised for works within the trial area to the SAI (AC) Project Manager Vincent Omidina via email.

As part of the work being undertaken in relation to the Electrical Safe System of Work (ESSoW) categorisations, the CAT L list (Low Risk Work) has been updated. Any work detailed on this list will not require an Earthed Isolation.

The CAT L list is constantly reviewed, and we advise anyone who believes work should be on the list and is not; to raise a DRACAS Event Reporting Form (ERF) for discussion, review and action.

DRACAS, Practitioner Process & Safety Central

All ERFs raised continue to be sentenced at the DRACAS Reliability Working Group. We are looking at ways to provide individual 360' feedback for ERFs and urge persons to ensure their names are detailed on the new form as an initiator to enable this.

The working groups formed consisting of practitioner (internal & external) and project members, to resolve DRACAS items continue to close out items and update forms.

The process for practitioners to ensure they are ready to re-enter the trial area has already been briefed, and we urge practitioners to take note of the steps that were highlighted.

The main steps to get you ready for the trial are:-

1. Register for training if not initially completed
2. Attend **MANDATORY** technical briefing
3. Complete knowledge assessment
4. Complete knowledge interventions (if required)
5. Ensure all interventions are detailed on your Development Action Plan (DAP) or external equivalent & signed/counter signed (if required)
6. Return documentation to NR team for recording

Safety Central has now been updated to incorporate all the required information, and also has a new page to advise on the Train, Brief, Assess and Report requirements.

The site continues to be updated with new information, so please continue to revisit regularly.

Skills & Knowledge Fade

What do you need to do? When do you need to do it by?



To tackle any potential skills and knowledge gaps, we are urging all practitioners who will be working on the trial to complete the following steps:-

1. Register for training if not initially completed
2. Attend MANDATORY technical briefing
3. Complete knowledge assessment(s)
4. Complete interventions (if required)
5. Detail all interventions on your signed DAP or external equivalent with counter signature (if required)
6. Return documentation to NR for recording

Practitioners who need to complete work as part of the Phase One (Planning) process i.e. SP(I), ERAs and ERAp competency holders should complete all steps by **31 October 2020**.

Practitioners who need to complete work as part of the Phase Two (Implementation) process i.e. all other competency holders should complete all steps by **07 December 2020**.

PTS AC SAI (t) and OTP Core SAI (t) are exempt from having to retake their knowledge assessments 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.

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

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 self-enrol on the OTP Core SAI (t) and/or PTS SAI AC (t) training ASAP for a quick refresher if already completed or if they are new to the trial area and need those competencies.

You should inform your line manager if you do enrol so that reporting to the project can be maintained and records updated.

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

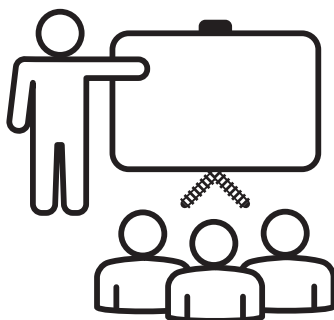
Please note; SAI trial courses remain free of charge, but charges will be made for post-trial courses.

To enrol on the mandatory technical briefs and assessments you should check Safety Central for dates and instructions.

Internal requests should be sent to Vincent.Omidina@networkrail.co.uk and external requests should be sent to Simon.Brunton@networkrail.co.uk.

For Line Managers/Works Requesters, there are also a series of briefings available for booking.

These are not mandatory, but would greatly assist you in understanding the process if you have direct reports that are going through it and/or need to submit ORFs.



Practitioner Briefings

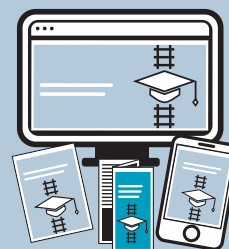
Several briefing sessions have been planned by our technical leads (Mick Simmons & Matt Skinner) and floor walking team

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 mandatory to attend the technical brief prior to assessments being completed.

Available dates, times and channels are detailed on Safety Central.

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.

