

Ref:	LNE&EM/DPM/001
Issue:	1
Date:	05/06/17



DELIVERY & COLLECTION POINT MANAGEMENT PROCESS

Roles & Responsibilities

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

The Process

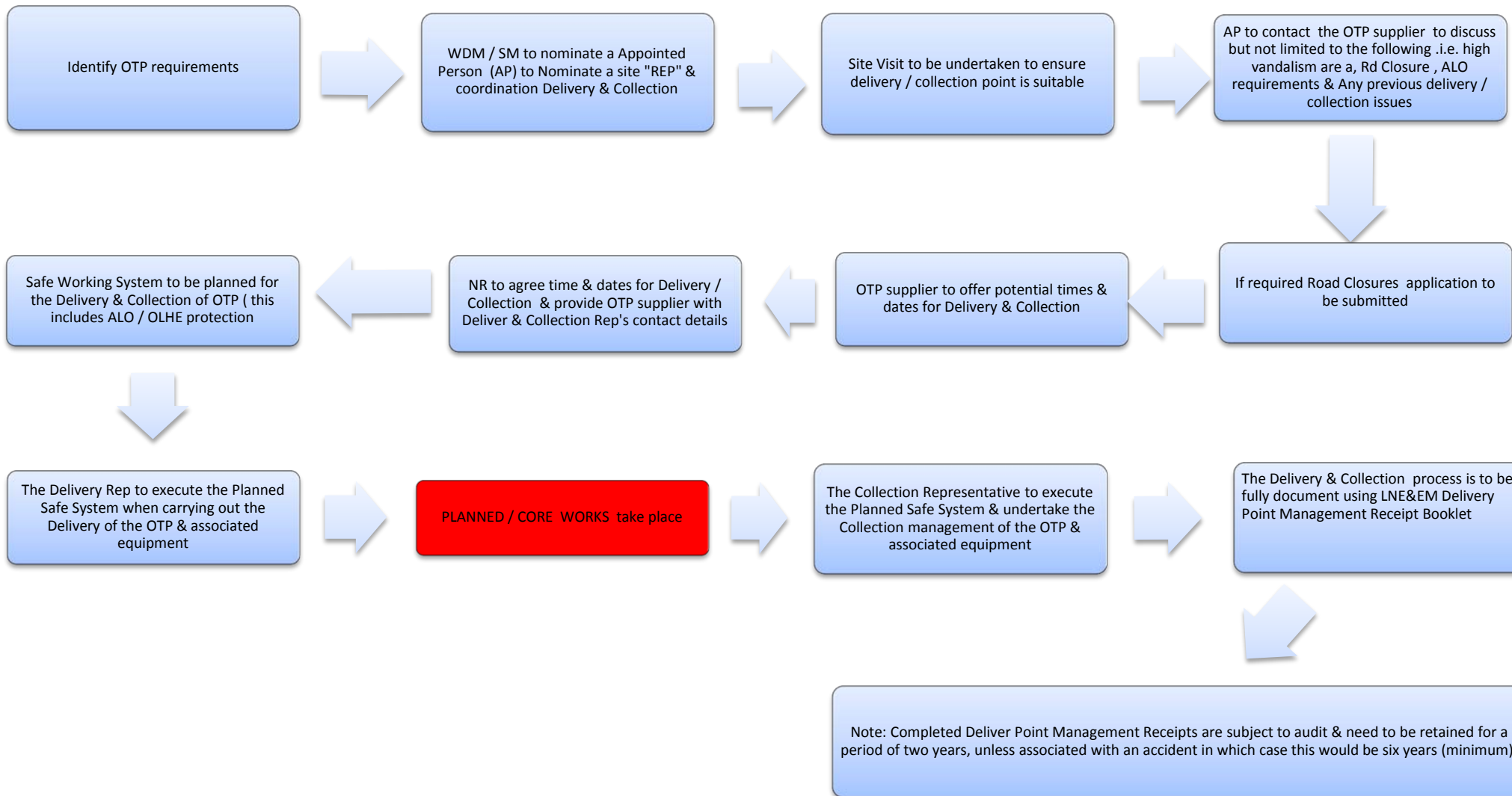
1. The Responsible Manager identifies the requirements for OTP assistance to carry out works.
2. The Responsible Manager shall nominate the AP.
3. The AP shall;
 - Collaborate with the OTP supplier (potential times & dates for Delivering & Collection).
 - Decide if there is a requirement for a Joint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

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

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

OnTrackPlantSpecialistOTPSLNE&EMRoute@networkrail.co.uk

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



LNE&EM Delivery / Collection Point Management Receipt Book Template

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

**DELIVERY POINT MANAGEMENT
RECEIPT BOOK**



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