Ref:	LNE&EM/DPM/001		
Issue:	1		
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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)
- o Apply for any safe system required to undertake the Delivery / Collection e.g. SWP, SSOWP, Traffic Management, ALO protection.
- o 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).

- o Responsible for being the Network Rail Representative on site during the Delivery / Collection process.
- o 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.
- o 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

- o 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 my compromise the safe delivery / Collection of the equipment.
- o Management of loading & unloading of OTP (Lift Plans & associated equipment as per LOLER 1998 regs)

Resource Planning Team

- o Applying for traffic management/road closure
- o Placing the procurement order for OTP Requirements

• On Track Plant Specialists

- o 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
- o Process Guidance & Support

• Highways Interface Management Team

o 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;
 - o Collaborate with the OTP supplier (potential times & dates for Delivering & Collection).
 - o Decide if there is a requirement for a Joint site visit.
 - o 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.
 - o If there is a requirement for Road Traffic management.
 - Seek any required permission for the use of 3rd party land, or over sailing.
 - o 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
 - o Attend site & undertake the delivery / collection as per the planned Safe System.
 - o 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/



AP to contact the OTP supplier to discuss but not limited to the following .i.e. high WDM / SM to nominate a Appointed **Identify OTP requirements** Site Visit to be undertaken to ensure vandalism are a, Rd Closure, ALO Person (AP) to Nominate a site "REP" & delivery / collection point is suitable requirements & Any previous delivery / coordination Delivery & Collection collection issues Safe Working System to be planned for If required Road Closures application to NR to agree time & dates for Delivery / OTP supplier to offer potential times & the Delivery & Collection of OTP (this be submitted Collection & provide OTP supplier with dates for Delivery & Collection includes ALO / OLHE protection Deliver & Collection Rep's contact details The Delivery & Collection process is to be The Delivery Rep to execute the Planned The Collection Representative to execute fully document using LNE&EM Delivery Safe System when carrying out the the Planned Safe System & undertake the Point Management Receipt Booklet PLANNED / CORE WORKS take place Delivery of the OTP & associated Collection management of the OTP & equipment associated equipment Note: Completed Deliver 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).



LNE&EM Delivery / Collection Point Management Receipt Book Template

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

RECEIPT		NAGEMENT)K	700	
TIME & DATE		OCATION	ALO	INDEX No.
			N Y	
NR-SITE CONTACT	5	UPPLIER CONTACT	S & DEPO	T LOCATION
Name:		er:		
NR		y Name: t:		
AGREED DEL, TIME/I			ATE NO	TES / COMMENTS
DELIVERY 1		DELIVERY 2		DELIVERY 3
DELIVER		DELIVER 12		DELIVERTS
INVENTORY		NOTES / COMMENTS		
SUPPLIER 1		SUPPLIER 2		SUPPLIER 3
	Siar		Sian	
Sign:		r		
	Prin		Print	
Sign:	Prin	t	Print	