

SAI Trial on NW&C - suspension



Reversion actions -
briefing note



Issued 18/03/20

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Introduction & background

The impact of the Corona Virus on the operational railway, specifically the Single Approach to Isolation (25kV) trial area, has unfortunately placed the project in position, where it can no longer support a meaningful and safe trial.

The decision therefore has been taken to suspend the trial effective, 07.00hrs, Friday 20th March 2020, with all planned isolation reverting to NR/L3/ELP/29987 rules and all ground level activities not requiring an isolation, reverting back to Rule Book GERT8000 and Task Risk Control Sheet GA21.

Whilst in the process of suspending the trial, there is a need to consider the immediate business need and ensure that, the suspension of the trial does not impact the delivery unit's ability to fulfill its requirement to maintain a safe railway.

This slide pack contains details of the key actions that are required to suspend the current SAI AC trial on Rugby MDU.



Exec summary

The following statements apply to the trial area of the Single Approach to Isolation (the trial area is as shown in the two diagrams overleaf):

As of 17:00 hrs, Tuesday 17th March, 2020:

- Should an Infrastructure Emergency arise within the trial area, which is supported by an FMS Fault number, SAI AC trial rules shall no longer apply and shall be replaced by the rules defined within Rule Book GERT8000 and Task Risk Control sheet GA21
- If there is a requirement for a short notice emergency Isolation, this shall be planned and implemented in accordance with NR/L3/ELP/29987
- if an Emergency Switch Off is implemented and a subsequent isolation is required it shall be completed in accordance with the requirements NR/L3/ELP/29987 and the Local Control Room Instructions.
- All other isolations outside of the trial area shall continue to be planned and delivered in accordance with NR/L3/ELP/29987.
- Current week 51 planned, SAI AC trial planned work, shall continue to be implemented in accordance with NR/L3/ELP/25000 until 06:59 on Friday 20th March, 2020 (see slide 8 for any exceptions)



If in doubt, ask.....

The sudden suspension of the SAI trial means that there is a risk of confusion over which process and documentation should be followed

If you or your team members are in any doubt, please stop and Take 5

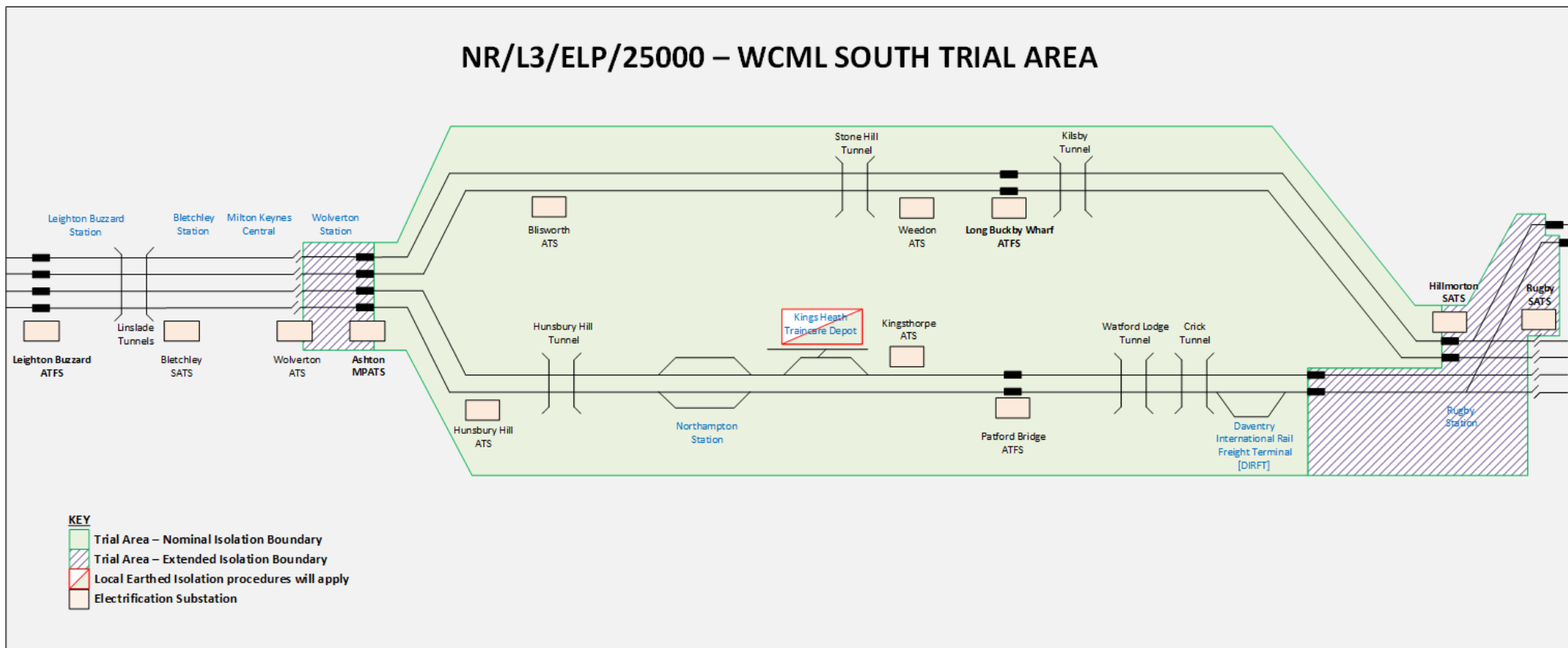
The SAI floorwalking team will be available during the period that the trial is suspended (contact details are at the back of this pack)

The SAI on call facility will also remain in place throughout the trial suspension period

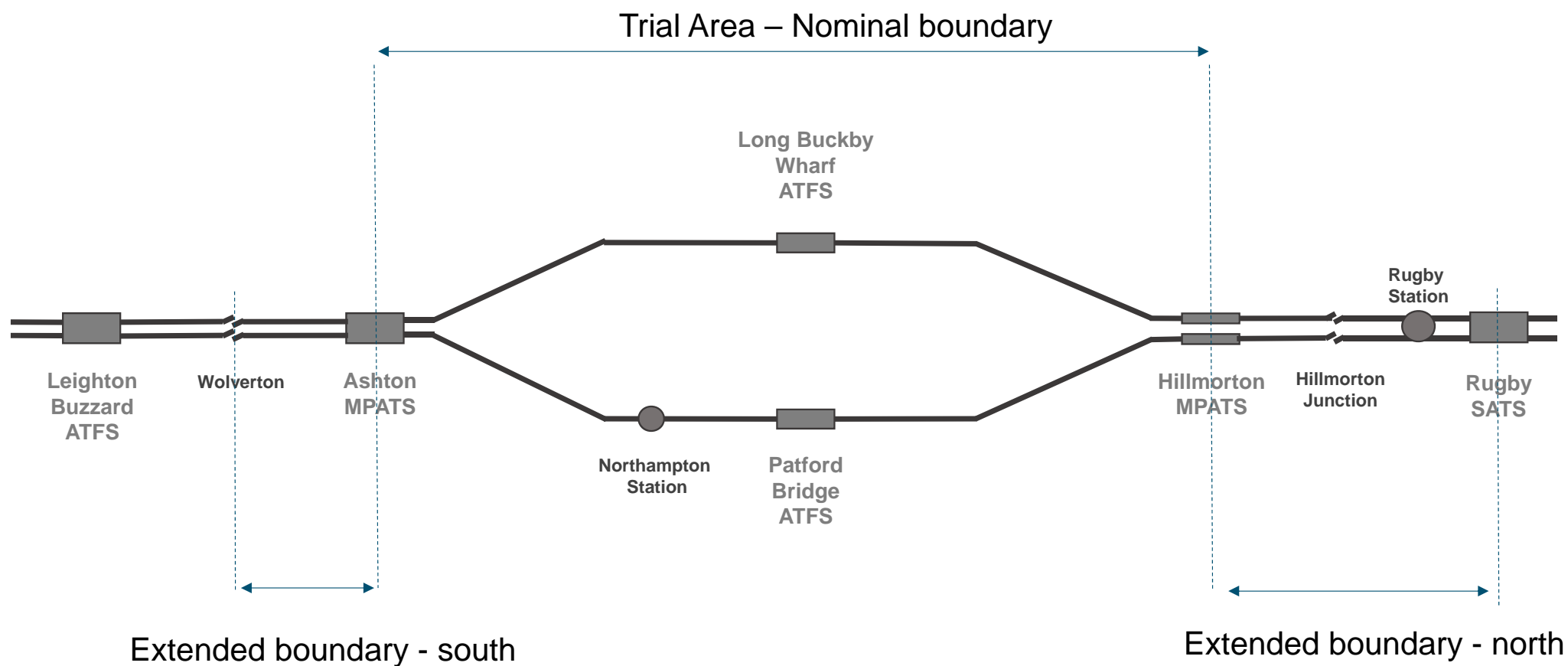


The SAI trial area on WCML South

NR/L3/ELP/25000 – WCML SOUTH TRIAL AREA



Simplified Diagram of the SAI trial Area



Week 51 (ends Friday 20th March '20)



Ref	Action	Action Owner(s)	Notes/comments
51-A	As of 17:00 hrs, Tuesday 17 th March, 2020, any emergency work, where a fault number is issued from FMS via ICC (fault control), does not require the application of Single Approach to Isolation (SAI) competences. In this situation the requirements of NR/L3/ELP/29987 shall apply such that where the work will encroach or is likely to encroach 2.75m (9ft) of exposed Live OLE then an isolation shall be implemented, in accordance with the Rule Book (Handbook 16). Please also refer to task Risk Control Sheet GA21 (Working Near Electrical Overhead Line Equipment).	All work requestors to note and implement	SAI AC Trial competence no longer apply though, Life Saving Rules require that everyone is competent for the role they are undertaking.
51-B	As of 17:00 hrs, Tuesday 17 th March, 2020, if an Emergency Switch Off is implemented and a subsequent isolation is required it shall be completed in accordance with the requirements NR/L3/ELP/29987 and the Local Control Room Instructions.	Rugby ECR, Nominated Person(s)	Temporary SAI AC Trial Control Room Instruction shall, be removed.
51-C	Week 51 planned and non-emergency work shall be implemented in accordance with NR/L3/ELP/25000 until 06:59 on Friday 20 th March, 2020	All work requestors to note and implement	The earthed isolation for earthworks (SPA Ref: 19-RY-51-SAI 6) is allowed to remain in place until the SPA is cancelled on the evening of 20 th March
51-D	As of 07:00 hrs on Friday 20 th March, 2020 the trial of the Single Approach to Isolation is suspended . Therefore, all planned, reactive and emergency work shall be planned and implemented in accordance with the requirements of NR/L3/ELP/29987 from this time.	All work requestors to note and implement	Rule Book GERT8000, Hand Book 16 and Task Risk Control Sheet GA21 applies. TA01 and CAT L list is withdrawn.

Week 51 (ends Friday 20th March '20)....cont.



Ref	Action	Action Owner(s)	Notes/comments
51-E	As of 07:00 hrs on Friday 20 th March, 2020 there is no requirement to hold any SAI competence to enter into what is known as the SAI trial area (see also Ref Comp-A)	All parties to note	SAI AC competencies will remain on Sentinel cards and on Oracle database.
51-F	The temporary control room instruction (Rugby ECR Temporary Instruction – Issued by William Hughes Electrical Control Room Manager LNW 11/02/2020) that implements the SAI trial process within Rugby ECR shall be withdrawn once SPA ref: 19-RY-51-SAI 6 is cancelled on Friday 20 th March, 2020.	Rugby ECR	Local Control room instructions, shall apply.
51-G	The isolation diagrams and instructions relevant to the SAI trial area have been annotated with the following note “ <i>Electrical Safety Measures for Working on the Operational Railway with Overhead Electrification, NR/L3/ELP/25000, applies in this area, as notified</i> ”. There are no plans to remove the annotation whilst the trial is suspended. The latest versions of these isolation diagrams and instructions are as published via Network Rail’s corporate IT systems or ECR controlled publications.	Rugby ECOs, Nominated Persons Isolation planning staff Network Services	consider the need to update Isolation Diagrams and Instructions.
51-H	All spare blank hard copies of the following NR/L3/ELP/25000 paperwork shall be removed from operational use as of 07:00 Friday 20 th March, 2020: <ul style="list-style-type: none"> • Site Survey Form (SSF) • Site Visit Form (SVF) • Outage Planning Form (OPF) • Schedule of Planned Actions (SPA) • Overhead Line Permit (OLP) • Limitation of Access Certificate (LOAC) 	All parties to note	Assurance that, this communication has been received and acknowledged by all parties.
51-I	All completed copies of NR/L3/ELP/25000 paperwork for weeks 48 – 51 shall be compiled and retained for storage in accordance with the requirements of the standard.	All parties to note	Retain completed forms/paperwork and send copy to the SAI AC project team

Week 52 (ends Friday 27th March '20)



Ref	Action	Action Owner(s)	Notes/comments
52-A	Earthed isolations as published in the week 52 final plan that were due to be implemented under NR/L3/ELP/25000 via a SPA shall be converted to be implemented under NR/L3/ELP/29987. Route Isolation Planning team shall produce an IPF and Isolation provider shall submit IDF's, no later than 18:00 on Thursday 19 th March.	Route Isolation Planning team Bletchley MDU, Morgan Sindall, ISS Labour	Consider use of the SAI reference number in the week 52 final plan on IDF's. SAI floor walking team to liaise and support isolation providers and ECR as required.
52-B	The Route's Isolation Planning Team shall remove references to the SAI trial and specific SAI reference numbers from the week 53 final isolation and outage plan that is due to be published on Friday 20 th March.	Route Isolation Planning team	Withdrawal of existing OPF's and revert to and issue IPF's.
52-C	Encourage the continued use of site visits as part of the planning process	Route ESIP team	SAI floor walking team to liaise and support isolation providers as required.
52-D	Encourage the continued use of control measures in relation to electrical hazards and particularly Residual Electrical Hazards. Review and refer to (as appropriate) recent guidance published by STE relating to this topic.	Route ESIP team	SAI floor walking team to liaise and support isolation providers as required.

Week 53 onwards

Ref	Action	Action Owner(s)	Notes/comments
53-A	<p>Earthed isolations as published in the draft plans for week 53 onwards that were due to be implemented under NR/L3/ELP/25000 via a SPA shall be converted, as required, to be implemented under NR/L3/ELP/29987. IDFs for week 53 onwards shall be submitted in accordance with the normal timescale such that they are sent to the ECR no later than midday on the Tuesday following the publication of the final IPF.</p>	<p>Bletchley MDU OHL teams, all external isolation providers</p>	<p>SAI floor walking team to liaise and support isolation providers and ECR as required.</p>



Communications



Ref	Action	Action Owner(s)	Notes/comments
Com-A	<p>The Route's Sponsor for the SAI trial shall inform the following key stakeholders of the suspension of the trial by 18th March, 2020:</p> <ul style="list-style-type: none"> Bletchley MDU Leadership team NW&C Region Leadership team NW&C Region Operations team inc. Rugby ECR Manager Relevant Trades Unions representatives Chief Mechanical & Electrical Engineer Professional Head of Contact Systems Relevant TOCs & FOCs Siemens (Kings Heath Depot) Daventry International Rail Freight Terminal Network Rail Training Capital Works Delivery for NW&C Region 	Tony Da'Costa-Green	Members of the SAI floorwalking team shall assist in the cascade of relevant information to isolation providers
Com-B	The Route's Sponsor for the SAI trial shall inform all relevant contractors of the suspension of the SAI trial .	Tony Da'Costa-Green	Brief via Skype or WebEx conference calling (18-/03/20); Yammer; News Letter; ect.
Com-C	The Route's Sponsor for the SAI trial shall maintain regular dialogue and liaison with relevant contractors during the period of the trial's suspension. This liaison shall include, but not be limited to, making sure that relevant contractor personnel have the required SAI competences for when the trial re-starts.	Tony Da'Costa-Green	Input and support from Network Rail Training & Sentinel
Com-D	Safety Central shall be updated to reflect the suspended status of the trial and relevant trial materials shall be restricted use only and Network Rail apps such as 'Info Centre'	Vincent Omidina	Input and support from SAI project team

Communications (cont.)

Ref	Action	Action Owner(s)	Notes/comments
Com-E	STE shall determine whether NR/L3/ELP/25000 should be withdrawn from the standards publication websites (within Network Rail and via commercial suppliers). Similarly, TA01 should also be assessed and withdrawn as needed.	Matt Skinner	Escalate to Project Board AC.
Com-F	The SAI Project team shall maintain its daily DRACAS calls and BI-weekly DRACAS Working Group meeting (via conference calling) until further notice.	Vincent Omidina	DRACAS incident log and actions shall continue to be managed and supported.



Competences



Ref	Action	Action Owner(s)	Notes/comments
Comp-A	There are revised competence requirements in the event of an emergency between 17 th March '20 and 07:00 on 20 th March '20 – see earlier item Ref 51-A	All parties	Defaults to BAU Competence profiles and requirements. SAI AC Trial Competencies no longer apply.
Comp-B	As of 07:00 on Friday 20 th March, there is no requirement to hold any SAI competence to enter the suspended SAI trial area (see also earlier item Ref 51-E) until further notice	All parties	SAI AC Trial Competencies will still be active on Sentinel cards.
Comp-C	Competences for the SAI trial shall no longer apply for the duration of the suspension of the SAI trial on WCML South. For the avoidance of doubt the SAI competences that are suspended are: <ul style="list-style-type: none"> • PTS AC SAI • OTP Core SAI • Authorised Person SAI • Nominated Person SAI • Electrical Risk Assessor SAI • Electrical Risk Approver SAI • Electrical Control Operator SAI • Section Planner (Isolations) SAI 	All parties to note.	SAI AC Trial Competencies will still be active on Sentinel cards during the suspension period.
Comp-D	There are no plans to remove the SAI competences from Oracle/Sentinel whilst the SAI trial is suspended.	All parties to note	This is subject to review and will be updated further.

Governance and assurance



Ref	Action	Action Owner(s)	Notes/comments
Gov-A	A risk assessment shall be completed and appropriate risk mitigations implemented (reflected in an updated version of this document as needed) relating to the decision to suspend the trial and revert back to 29987 in very short timescale	Tony Da'Costa-Green	Safety and operational implications to be considered. What further actions are required to minimise loss of work due to trial suspension?
Gov-B	Advise the independent Assessment Body (AsBo) and review the safety case documentation to determine if the suspension of the trial requires an update and re-issue of any documentation e.g. DoCoR, SAR, SJR, Hazard Record, etc.	Matt Skinner	
Gov-C	Inform NW&C Regions Safety Review Panel of the Suspension of the SAI AC Trial and revert back to 29987.	Tony Da'Costa-Green	Inform by correspondents in advance of panel sitting, 19/03/20.
Gov-D	Maintain SAI AC Trial On-Call through the suspension period of the trial	Vincent Omidina	This will maintain a level of technical support (24/7) for all parties impacted by this sudden change in arrangements.

SAI trial project – general support arrangements

Name	Contact details	Area of SAI trial support	SAI project role
Tony Da'Costa-Green	07743 813624	General – all topics	Route's sponsor
Vincent Omidina	07710 939835	General	Route's Project Manager
Siobhan Turney	07922 026155	General & SAI training	Project Manager Future Capability (ESD- SAI & RS)
Matt Skinner	07702 914002	General – all topics	STE Lead / Floorwalking support
Mick Simmons	07713 301745	General – all topics	ESD Senior Engineer / Floorwalking support
Luke Brown	07922 011587	Schedule of Planned Actions (SPA)	ECO / Floorwalking support
Rob Sherrin	07799 864760	General – all topics	Floorwalking support
Ian Hammond	07397 565590	General & Schedule of Planned Actions	Floorwalking support
Jamie Duffy	07718 078313	General & Site Visit Form	Floorwalking support
Lindsey McKerlie	07734 956554	General & Site Visit Form	Floorwalking support
Steve Urie	07515624765	Implementation of SPA	Floorwalking support
Huw Davies	07498 650827	Implementation of SPA	Floorwalking support

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