

Module OTP

existing section / clause number	existing text	Responsibility indicator	Rule Book module	Handbook	Procedure	Company Instruction	Training & Assessment	Legislation	remove / delete	Performance +/-	Manpower +/-	Remarks
	The instructions in this module apply to on-track plant on a running line within a T3 possession or a siding within a T4 possession		✓									HB15 2
1.3	Types of on-track plant											
	On-track plant (OTP) is known as 'possession-only rail vehicles'. These must only be used in a possession and are defined as any of the following: • road-rail vehicles (RRV) • rail-mounted maintenance machines (RMMM), these are brought to site and placed on the rails • trailers and attachments with rail guidance wheels		✓									HB15 1
1.4	Operator acting as machine controller											
	The operator of OTP may carry out the duties of the machine controller (but not a crane controller) as long as the operator holds a MC competency, and: • the method of work has been shown to be safe by risk assessment • the details are shown in the method statement		✓									HB15 3.2 Reference to Crane Controller is not continued as this is covered under Regulations (LOLLER)
2	Responsibilities and competence of the operator and machine controller											
2.1	Operator											
	You are responsible for operating the OTP safely	Operator				✓						
	You must hold a current certificate of competency to operate the OTP in rail mode	Operator	✓									HB15 3.2
	You must hold a current PTS certificate, endorsed AC or DC where necessary, on an electrified line	Operator						✓				HB1 deals with PTS
	You must be competent in the relevant sections of module S1 Signals and indicators controlling train movements	Operator			✓							
	You must be competent in the rules for the operator as shown in this module OTP On-track plant (OTP).	Operator						✓				
	If you are also acting as the machine controller, you must carry out the instructions for the machine controller shown in this module	Operator						✓				
2.2	Machine controller (MC)											
	You are responsible for making sure the OTP is on-tracked only when the line is under possession	Machine Controller	✓									HB15 6.1
	You are responsible for making sure the appropriate protection arrangements as shown in section 11.4 of this module are in place when required	Machine Controller						✓				
	You must hold a current PTS certificate, endorsed AC or DC where necessary, on an electrified line	Machine Controller						✓				HB1 deals with PTS
	You are also responsible for making sure that all rail operations of the OTP are carried out safely	Machine Controller				✓						

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	If you are competent to act as a crane controller, you must wear an armband on your left arm, or a badge on your upper body, with CRANE CONTROLLER or CC in black letters on a white background and not the machine controller armband or badge	Machine Controller	✓									HB15 3.1
	You must wear the armband or badge at all times when acting as a machine controller or crane controller but not at any other time	Machine Controller				✓						
	The machine controller will wear an armband on the left arm, or a badge on the upper body, with MACHINE CONTROLLER or MC in black letters on a white background	Operator				✓						
	When the OTP is carrying out mechanical lifting operations, the crane controller will wear an armband on the left arm, or a badge on the upper body, with CRANE CONTROLLER or CC in black letters on a white background but will not wear the machine controller armband or badge	Operator				✓						
4 Equipment												
4.1 Machine controller - equipment												
	You must have with you: • at least 10 detonators • two track circuit operating clips • a red flag • a hand lamp (which must be able to also show a green aspect and a red aspect)	Machine Controller				✓						As there is a need to protect a line in emergency the person will need equipment and will carry out instructions shown in HB2.
4.2 Operator - equipment												
	You must have with you: • at least 10 detonators • two track circuit operating clips • a red flag • a hand lamp (which must be able to also show a red aspect)	Operator				✓						As there is a need to protect a line in emergency the person will need equipment and will carry out instructions shown in HB2.
	You must make sure that any other equipment shown in the instructions for the OTP is also available	Operator			✓							
4.3 OTP equipment and testing												
	You must test the equipment shown on page 12 before placing the OTP or any vehicle on the line, or if this is not possible, as soon as it is placed on the line	Operator	✓									HB15 4
	Only one set of the equipment shown in section 4.1 and 4.2 is necessary when the machine controller will be present when the OTP is working and when it is travelling	Operator				✓						

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	Before you authorise the operator to on- or off-track the OTP, you must have been given permission to do so by: • the ES on a running line • the person in charge (T4) If a siding is to be used	Machine Controller	✓									HB15 6.1
	You must not on- or off-track the OTP on a running line or siding until the MC instructs you to do so	Operator	✓									Not actually stated as such but HB15 6.1
5.2 If another line will be fouled												
	You must make sure that any other line that will be fouled by the OTP when it is being on- or off-tracked is either: • within the ES work site and the ES has given permission to foul that other line • protected as shown in module T2 Protecting engineering work or a hand trolley on a line not under possession • if a siding, protected as shown in module T4 Possession of a siding for engineering work	Machine Controller	✓									HB15 6.1
	When the OTP has been on- or off-tracked and will no longer foul any other line, you must make sure: • if the line is within the ES work site, you tell the ES that the adjacent line will no longer be fouled • if protected as shown in module T2 Protecting engineering work or a hand trolley on a line not under possession, the T2 is given up • if a siding, you tell the person in charge (T4) that the siding will no longer be fouled	Machine Controller	✓									HB15 6.1
5.3 After OTP is removed from the line												
	After the OTP has been off-tracked and is clear of the line concerned, you must tell the: • ES, if the line is within a T3 work site • person in charge (T4,) if it is a siding	Machine Controller	✓									HB15 6.1
6 Using OTP on electrified lines												
6.1 Using OTP on a line electrified by the overhead system												
a) Placing OTP on the line												
	You must not allow the operator to place the OTP on the line before the isolation has been obtained and an overhead line permit RT3116 (Form C) is issued unless: • a written safe system of work has been provided for this purpose, and • the certificate of engineering acceptance for the OTP allows this	Machine Controller	✓									HB15 6.2
	Also, if any part of the OTP will be nearer than 2.75 metres from the OLE, the safe system of work must be authorised by the Network Rail electrification engineer responsible for the line concerned, or a competent organisation approved by the Network Rail electrification engineer	Machine Controller						✓				Refer to AC.

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	You must not place the OTP on the line before the isolation has been obtained and an overhead line permit RT3116 (Form C) has been issued unless: <ul style="list-style-type: none"> the certificate of engineering acceptance allows this, and the MC gives you permission to do so 	Operator	✓									HB15 6.2
b) Before starting work												
	Before you allow work to start with the OTP that has a jib, overhead extending platform, conveyer or other extendible equipment and it is not fitted with a height limiter or the height limiter has not been set up, you must make sure: <ul style="list-style-type: none"> an isolation has been obtained, and an Overhead Line Permit RT3116 (Form C) has been issued for the lines concerned 	Machine Controller	✓									HB15 6.2
	Before you start work with OTP that has a jib, overhead extending platform, conveyer or other extendible equipment and is not fitted with a height limiter or the height limiter has not been set up, you must make sure that: <ul style="list-style-type: none"> an isolation has been obtained an Overhead Line Permit RT3116 (Form C) has been issued for the lines concerned the MC has given you permission to do so 	Operator	✓									HB15 6.2
6.2 Using OTP on lines with conductor rails												
	On lines with conductor rails, you must make sure that an isolation has been obtained and a conductor rail permit has been issued before you allow the OTP to: <ul style="list-style-type: none"> be on-tracked cross the line be turned on the line be off-tracked 	Machine Controller	✓									HB15 6.3
	You must also make sure that, either: <ul style="list-style-type: none"> there is an adequate gap in the conductor rail an approved conductor rail ramp is used the conductor rail has been lowered 	Machine Controller	✓									HB15 6.3
	On lines with conductor rails, unless you have been told that an isolation has been obtained and a conductor rail permit issued, you must not: <ul style="list-style-type: none"> on-track the OTP cross the line with the OTP turn the OTP on the line off-track the OTP 	Operator	✓									HB15 6.3
	You must also comply with any restrictions regarding conductor rails shown in the certificate of engineering acceptance for the OTP	Operator	✓									HB15 6.3
7 Restrictions and precautions												
7.1 Checking the certificate of engineering acceptance												

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	You must check the certificate of engineering acceptance to make sure you are aware of any limitations to do with the operation of the OTP and that the OTP is suitable for the planned work	Machine Controller			✓							
	You must show the MC any relevant documents regarding the OTP	Operator			✓							
7.2 Moving vehicles with chains, ropes, props or poles												
	Except as shown in the brake-testing procedure for trailers, you must not move a vehicle using a chain or rope or by pushing the vehicle with the OTP in road mode	Machine Controller, Operator	✓									HB15 7.7
	You must only use tow bars and couplings specially designed for the purpose of coupling vehicles. You must never move vehicles using a prop or pole against the OTP or any rail or road vehicle	Machine Controller, Operator	✓									HB15 7.7
	You must never carry out loose shunting	Machine Controller, Operator	✓									HB15 7.7
7.3 Preventing impacts												
	You must control each movement properly to prevent: <ul style="list-style-type: none"> • heavy impacts with other vehicles or buffer stops • collisions at fouling points where two lines join each other 	Machine Controller, Operator				✓						
7.4 Entering a shed or building												
	If it is necessary for the OTP to enter a shed or building, you must: <ul style="list-style-type: none"> • stop the movement at the entrance • proceed only when the MC gives you permission to do so • sound the horn as a warning before moving 	Operator			✓							
	If it is necessary for the OTP to enter a shed or building, you must: <ul style="list-style-type: none"> • make sure the movement is stopped at the entrance • check it is safe to enter before authorising the operator to proceed 	Machine Controller			✓							
7.5 Defective parking brakes												
	Before uncoupling any vehicle, you must check that the parking brake has applied					✓						
	You must not uncouple a vehicle from the OTP if the parking brake has become defective on that vehicle. In this case, you must make arrangements to off-track the defective vehicle at the first suitable location	Machine Controller, Operator				✓						
7.6 Speed of OTP movements												
	You must consider the site conditions, including any information given to you by the MC, when deciding at what speed you should move the OTP	Operator				✓						

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	You must not exceed the maximum speed laid down in the instructions for the OTP	Operator				✓						
	You must always make movements in a work site at extreme caution and at no greater than walking pace unless you are given specific instructions by the MC on what is the maximum speed	Operator	✓									HB15 7.4 Walking pace now referred to as 5mph.
	When moving between work sites the speed must not exceed 40 mph subject to any lower speed that may apply	Operator	✓									HB15 7.4
	However, you must never pass over points or move in a siding at more than 5 mph	Operator	✓									HB15 7.4
	You must always be able to stop the OTP within the distance you can see to be clear of any obstruction	Operator	✓									HB15 7.4
	You must tell the operator to make each movement in a work site at extreme caution and at no greater than walking pace unless the engineering supervisor has told you the maximum speed that the OTP movement can be made at	Machine Controller	✓									HB15 5
8 Personal safety												
8.1 Riding on OTP or vehicles												
	You must not let anyone ride on the OTP or any vehicle attached to it unless there is purpose-made seating or a riding platform and its use is authorised in the certificate of engineering acceptance	Operator	✓									HB15 7.8
	You must not ride, or let anyone else ride, on the OTP or any vehicle attached to it unless there is purpose-made seating or a riding platform and its use is authorised in the certificate of engineering acceptance	Machine Controller	✓									HB15 7.8
8.2 Coupling and uncoupling												
	If you have to go between vehicles, you must wait until the vehicles have stopped completely	Machine Controller, Operator				✓						
	You must both reach a clear understanding with each other on how the coupling or uncoupling movement will be made	Machine Controller, Operator				✓						
	If there are any rail movements taking place near to the vehicle you are going to couple or uncouple, you must tell the person controlling those movements not to make any movements towards you	Machine Controller, Operator				✓						
8.3 Dealing with brake couplings												
	When coupling vehicles, you must connect the brake pipes after any other connections	Machine Controller, Operator				✓						
	When uncoupling vehicles, you must disconnect the brake pipes before any other connections	Machine Controller, Operator				✓						
9 Making rail movements												

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	You must: • clearly identify the correct OTP and operator • communicate with the operator throughout the movement • speak continuously or transmit a continuous bleep signal • instruct the operator to stop immediately if you notice the radio transmission failing	Machine Controller	✓									HB15 9.2
	You must make sure you only take your instructions from the correct MC	Operator				✓						
	The MC will keep in constant communication with you throughout the movement by either speaking continuously, or by transmitting a continuous bleep signal	Operator	✓									HB15 9.2
	If the MC stops speaking or the continuous bleep stops, you must: • stop immediately, and • restart only when the MC tells you to	Operator	✓									HB15 9.2
	b) by handsignals											
	You must use the handsignals shown in diagram OTP.1 and diagram OTP.2 to control the movement	Machine Controller	✓									Diagram HB15.2 and HB15.3
	You must make sure the handsignals to the operator are not acted upon by any other operator	Machine Controller				✓						
	You must work to the handsignals shown in diagram OTP.1 and diagram OTP.2	Operator	✓									Diagram HB15.2 and HB15.3
	You must: • stop the movement immediately if you lose sight of the MC handsignal, and • restart only when the MC has given you the correct handsignal	Operator	✓									HB15 9.3
	You must not start or continue with a movement unless: • you clearly understand the handsignal given by the MC • you are sure the handsignal applies to you	Operator	✓									HB15 9.3
	Diagram OTP.1 Handsignals during daylight											
	Diagram OTP.2 Handsignals during darkness or poor visibility											
9.4	Reaching an understanding											
	Before starting any rail movement, you must reach a clear understanding with each other about: • what exactly needs to be done • how the movement will be controlled • how far the movement is to go	Machine Controller, Operator	✓									HB15 9.1
9.5	Briefing the operator											
	(See diagram OTP.3 for examples of lineside signs.)					✓						

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	You must tell the operator: <ul style="list-style-type: none"> • the speed restrictions that apply • to sound the horn at any whistle boards • the location of signals the OTP must be stopped at • the location of the work-site marker boards • the location of any points or crossovers • any known poor rail-head conditions 	Machine Controller	✓									HB15 5
	You must also tell the operator about any particular hazards that the operator must be aware of, such as: <ul style="list-style-type: none"> • gradients • level crossings • tunnels • platform edges • overhead obstructions • other site activities 	Machine Controller	✓									HB15 5
	The MC will tell you: <ul style="list-style-type: none"> • the speed restrictions that apply • to sound the horn at any whistle board • the location of signals the OTP must be stopped at • the location of the work-site marker boards • the location of any points or crossovers • any known poor rail-head conditions 	Operator	✓									HB15 5
	The MC will also tell you about any particular hazards that you must be aware of, such as: <ul style="list-style-type: none"> • gradients • level crossings • tunnels • platform edges • overhead obstructions • other site activities 	Operator	✓									HB15 5
9.6 Safety checks												
a) Before making any movement												
	You must make sure that you understand fully the method of working at the location concerned and you have been given the correct authority to make the movement	Machine Controller, Operator				✓						
Diagram OTP.3 Lineside signs (all speeds shown in mph)												
	You must make sure that: <ul style="list-style-type: none"> • any vehicles involved can be moved safely • other vehicles are not foul of the movement to be made • any road vehicle or other equipment is well clear • anyone who is in a position that could become dangerous is warned to move to a safe position • anyone who is working on the outside of vehicles on an adjacent line is warned to keep clear 	machine controller (or unaccompanied operator)				✓						
	You must also check that any derailer or scotch block has been removed	machine controller (or unaccompanied operator)				✓						

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	You must make sure that the OTP and all equipment is correctly secured and clear of the affected line before the T2 is given up	Machine Controller				✓						
11.5	Approved alternative methods of work (See diagram OTP.6)											
	You may allow OTP to do work which does not maintain sufficient clearance without blocking the affected line, as long as the method statement includes details of the alternative method as follows:	Machine Controller	✓								HB15 10.3	
	a) OTP with jibs, booms, conveyor belts or other extendible equipment which are loading or unloading rail vehicles											
	If rail vehicles on the adjacent line are being loaded or unloaded by OTP, the line next to the vehicles being loaded does not need to be blocked as long as the OTP equipment will not foul the line open to traffic and: <ul style="list-style-type: none"> • you have sufficient warning of trains approaching on the line open to traffic • you stop the work while trains pass on the line open to traffic, and • the load is grounded or rested on the vehicle clear of the line open to traffic. 	Machine Controller			✓							
	You must ground the load or rest the load on the vehicle clear of the line open to traffic immediately a warning of an approaching train is given or the MC tells you to do so	Operator			✓							
	Diagram OTP.6 Approved alternative method a)											
	b) If warning is given of approaching trains											
	If an automatic track warning system is in use that gives sufficient warning to allow work to stop and the OTP to be clear of the line concerned at least 10 seconds before the train passes the site of work, the following method may be applied	Machine Controller			✓							
	The ES will appoint a person to be in charge of the method of working	Machine Controller			✓							
	The speed on the line open to traffic must be no greater than 20 mph (40 mph if a rigid or tensioned fence is in place between the affected line and the nearest line on which work is taking place). This must be achieved by a temporary speed restriction if necessary	Machine Controller			✓							
	You must not allow the OTP to start work without permission from the person in charge of the method of working	Machine Controller			✓							

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12.3	During the unaccompanied movement											
	You must carry out the instructions given to you by the MC	Operator			✓							
	If at any time an adjacent line becomes obstructed, you must immediately carry out protection of that line as shown in section 6.3 to 6.5 of module G1 General safety responsibilities	Operator			✓							HB2 deals with this
	When you have arrived at the destination of the authorised movement, you must not make any further movement until authorised by a MC	Operator		✓								HB15 12
13	Movement of more than one item of OTP at the same time											
13.1	Agreement for multiple movements											
	If it has been agreed at an engineering planning meeting and it is shown in the method statement, more than one item of OTP may travel together without being coupled within the area under the control of the PICOP	Machine Controller, Operator		✓								HB15 13.1
13.2	Leaving the work site											
	You must not allow the OTP to leave the work site until the PICOP has told each MC involved in the multiple movement and you have given the necessary instructions to the OTP operator	Machine Controller		✓								HB15 13.1 but it is the responsibility of the PICOP not individual MCs
	You must not leave the work site until the MC gives you permission to do so	Operator		✓								HB15 13.1
13.3	During the multiple movement											
	Until the OTP multiple movement arrives at the destination, you must: • keep at least 100 metres (approximately 100 yards) between your OTP and any OTP in front of you • not exceed 20 mph or any other lower speed restriction that may apply • carry out the instructions given to you by the MC	Operator		✓								HB15 13.2
	When the multiple movement arrives at the destination, which will normally be the work-site marker board, you must make no further movement until authorised by a MC	Operator		✓								HB15 13.2
	If you become aware that an adjacent line has become obstructed, you must carry out the emergency protection of that line as shown in section 6.3 to 6.5 of module G1 General safety responsibilities	Machine Controller, Operator						✓				HB2 deals with this
14	Controlling crane operations											
	You must be competent as a crane controller (CC). You must be competent as a tandem-lift crane controller (TL) when carrying out tandem lifts	Machine Controller			✓							
	When controlling crane operations by handsignals, you must use the handsignals shown in diagram OTP.7	Machine Controller			✓							

