

	Before you allow the work to start or on-track plant to be placed on the siding, you must: • make sure all points leading to the siding are clipped and padlocked to prevent movements into the siding • if the points are worked from a signal box or ground frame, ask the signaller to move the points to the required position and make sure you have the signaller's permission to clip and padlock them in that position	person in charge (T4)	✓	✓					✓		GSR 13.4.3 and HB 13 5.1 and 13 5.3 (clipping of points worked from a signal box or ground frame no longer applies).
	You must keep the padlock key until you give up the possession			✓							HB 13.5.1
	If you are involved, you must: • place all points leading to the siding in the required position • place reminder appliances on the relevant levers • give the person in charge (T4) permission to clip and padlock the points • record in the Train Register, or other authorised document, the time the possession is taken	Signaller	✓						✓		GSR 13.4.3 and GSR 13.4.9 Clipping of points worked from a signal box or ground frame no longer applies.
2.2	Closing part of the siding										
	To prevent movements towards the affected part of the siding, you must make sure: • there are rail stops or similar approved devices across the rails (where necessary, at both ends of the work site) • there is a possession limit board in the four-foot on the approach to the protective device	person in charge (T4)	✓	✓							GSR 13.4.4 and HB 13 5.2
2.3	Allowing work to start										
	When the possession has been taken for on-track plant purposes, you may authorise each COSS to start work	person in charge (T4)		✓							HB 13 7
	Where the possession has been taken to prevent movements in that siding, you must make sure that each COSS, IWA or DP places their identifiable protection at the limits of the possession before you give permission for the work to start	person in charge (T4)		✓							HB 13 7 (Individual identification no longer applies as it was not carried by COSS/IWA)
2.4	Siding leading to a T3 possession										
	When the siding is being used to allow on-track plant to get into or out of an adjacent T3 possession, you must come to a clear understanding on how this is to be done with the engineering supervisor or PICOP as appropriate,	person in charge (T4)	✓	✓							GSR 13.4.6 and HB 13 6.2
	Where points have been secured to protect the siding, you must make sure the points are again secured to protect the T4 possession once the movement of on-track plant has taken place	person in charge (T4)		✓							HB 13 6.2
2.5	Changing the person in charge (T4)										
	You must not give up responsibility for the possession until another person in charge (T4) takes over your responsibility or the possession is given up.	person in charge (T4)		✓							HB 13 8 (change of emphasis on what must be done on changeover)
	Identifiable protection means an effective method that must be agreed with the person in charge (T4) and defined in a safe method of working for the possession. (i)	person in charge (T4)					✓				

3	Giving up the possession											
3.1	Removing the siding protection											
	When all work is finished or the siding is no longer needed for on-track plant purposes, you must: <ul style="list-style-type: none"> • make sure any on-track plant or equipment is clear of the siding • make sure any identifiable protection is removed • make sure all siding protection is removed • tell the signaller (if involved) the time you removed the protection and gave up the possession • record in writing the date and time you gave up the possession and tell the person responsible for the siding that the possession has been given up. 	person in charge (T4)		✓								HB 13 9.1, 9.2 and 9.3
3.2	Signaller's actions											
	If you have been involved, you must: <ul style="list-style-type: none"> • remove reminder appliances from the relevant levers • record in the Train Register or other authorised document the time the protection is removed and the possession is given up, as reported by the person in charge (T4). 	Signaller	✓									GSR 13.4.7 and GSR 13.4.9
3.3	Telling the shunter											
	Where a shunter is involved, you must make sure the shunter is told that the possession has been given up	person responsible for the siding	✓	✓								GSR 13.4.8 and HB 13 9.2 (change of responsibilities on who is to tell whom and when)