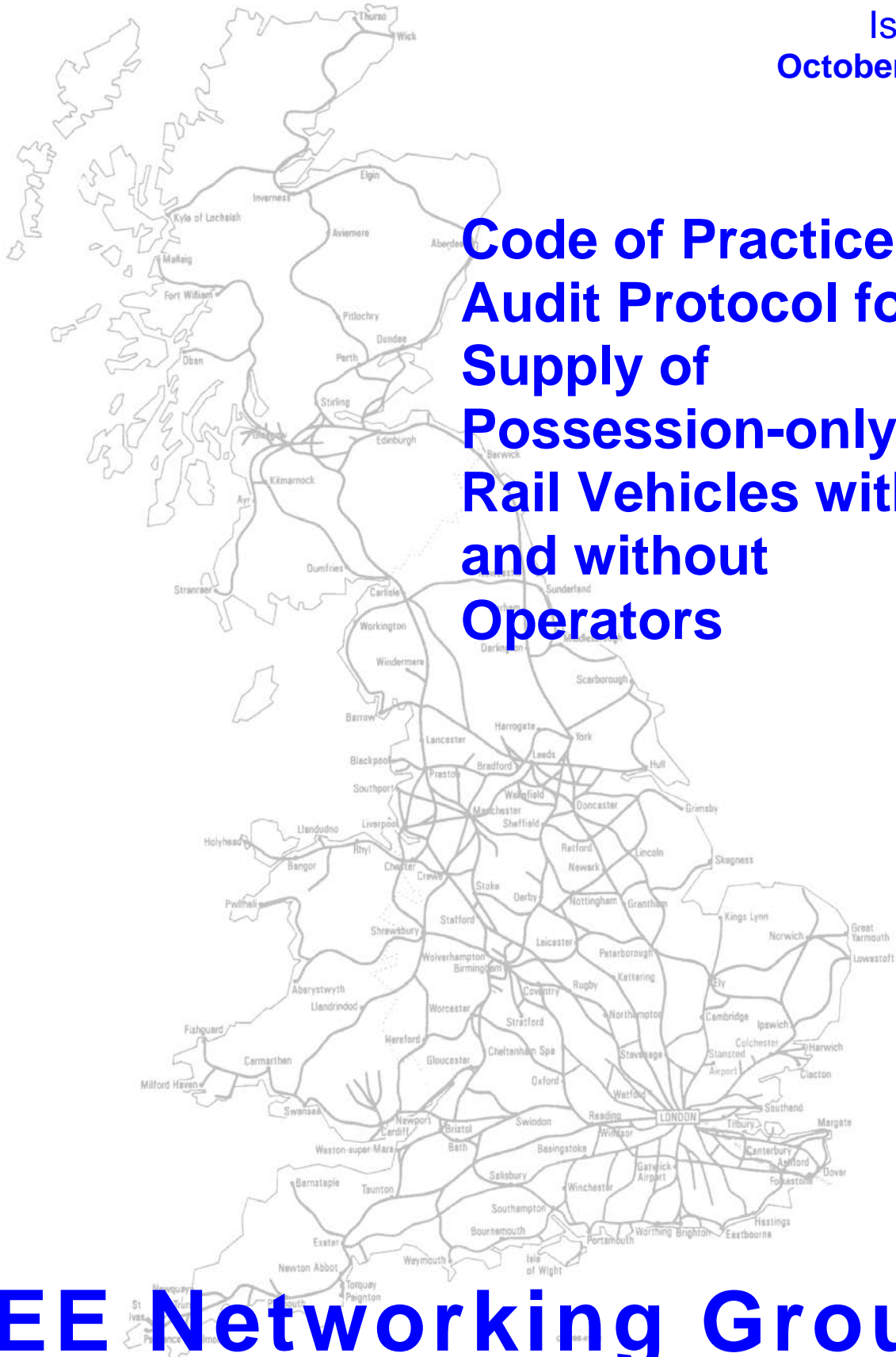


AP0001
Issue 4
October 2011



Code of Practice for Audit Protocol for Supply of Possession-only Rail Vehicles with and without Operators

M&EE Networking Group

Document revision history

Issue	Date	Reason for change
1	April 2003	First Issue (now withdrawn)
2	Oct 2006	Second issue (withdrawn prior to formal publication)
3	Nov 2006	Revised to included new standards, instructions, and Codes of Practice
4	Oct 2011	Revised to include OLEC competency and updated with new standards, instructions, and Codes of Practice

Background

A sub-group of the M&EE Networking Group have looked at the auditing of suppliers of OTP to the rail industry and recommend the following as good practice for the industry.

The M&EE Networking Group makes no warranties, express or implied, that compliance with this document is sufficient on its own to ensure safe systems of work or operation. Users are reminded of their own duties under health and safety legislation.

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Sign off

The M&EE Networking Group agreed and signed off this Code of Practice on 21 October 2011 and published it on 3 March 2012

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1. Core Module

1.1 ***Do you have an up to date inventory of all RRVs, RMMMs, and rail trailers/attachments your organisation operates?***

The Auditor should establish the following:

- *A copy of the fleet inventory must be taken for RRVs, RMMMs and rail trailers/attachments and the number and type of machines recorded.*

Evidence Found

Deficiencies Identified

1.2(a) ***Do you supply Possession-only Rail Vehicles? If yes do you understand the requirements of Rail Industry Standard RIS-1530-PLT Engineering Acceptance of On-Track Plant and Associated Equipment?***

The Auditor should establish the following:

- *View a current copy of RIS-1530-PLT and establish the auditee's understanding of the principles of vehicle acceptance or steps to be taken with regard to modifications to the machines.*
- *Internet access is acceptable for the above document.*
- *The need for an EA Certificate and how it is obtained.*
- *The role of the VAB.*
- *The purpose of the accredited maintenance plan.*
- *The need for the engineer to review the maintenance plan against the EAC and resubmit it for scrutiny if required.*

Evidence Found

Deficiencies Identified

1.2 (b) ***Do you provide trailers and attachments with wheels? If yes do you understand the requirements of M&EE COP0014?***

The Auditor should establish the following:

- *View current copy of COP0014 and establish that the operating and maintenance staff have a working knowledge of the requirements.*

Evidence Found

Deficiencies Identified

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1.3(a) Do you have Engineering Acceptance documentation issued by an approved VAB for all RRVs, RMMMs and trailers operated by your organisation?

The Auditor should establish the following:

- Check and retain copies of certification to match fleet inventory.
- Spot check machine(s) and trailers against specific items as recommended by M&EE Group based on past experience/incidents eg emergency recovery, labelling and signs, load radius charts, tow bars.

Evidence Found

Deficiencies Identified

1.3 (b) Do you have Network Rail approval for the RRV/RMMM and trailer/attachments as required by RIS-1530-PLT or former Railway Group Standards GM/RT1300 or GM/RT2402?

The Auditor should establish the following:

See approval documents or exemption letters where appropriate for:

- RRVs and trailers/attachments certificated after 5/10/2002 - approval is required.
- RMMMs and trailers/attachments certificated after 2/8/2003 - approval is required.

Evidence Found

Deficiencies Identified

1.4 (a) How does your organisation make the user aware of the limitations appertaining to the machines and trailers/attachments?

The Auditor should establish the following:

- Copy of Engineering Acceptance Certificate and or the PAB certification supplied in advance to the user.
- Letter of advice describing limitations etc supplied in advance to user.

Note that attachments will not be included on the latest EA Certificates if they are used with the RCI on.

Evidence Found

Deficiencies Identified

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1.4 (b) Do you have a system, which controls the use of correct trailers and attachments with each machine supplied for hire?

The Auditor should establish the following:

- Check control measures with employees involved in supply of plant (hire desk).
- View system/documents. Good practice would be evidenced by way of a matrix chart referencing machines, trailers and attachments.

Evidence Found

Deficiencies Identified

1.5 Have any of your organisation's RRVs, RMMMs, trailers and attachments been modified since initial acceptance?

The Auditor should establish the following:

- Verify procedure is in place, understood and check a range of certificates for machines that have been modified.
- Check machines and trailers for modifications then check against Engineering Acceptance Certificate or letter from NR or professional head of railway undertaking.
- All hydraulically braked trailers connected to an RRV must be certificated to GM/RT1300 issue 4 or later, eg RIS-1530-PLT.
- All hydraulically braked trailers connected to an RMMM must be certificated to GM/RT2402 issue 2 or later eg RIS-1530-PLT.

Evidence Found

Deficiencies Identified

1.6 Are all RRVs/RMMMs/trailers which carry personnel certificated to RIS-1530-PLT or former Railway Group Standards GM/RT1300 or GM/RT2402?

The Auditor should establish the following:

- The certificate must indicate that persons can be carried in accordance with the current standard if against RIS-1530-PLT.

Evidence Found

Deficiencies Identified

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1.7 Are all RRVs and RMMMs that are identified to tow rail trailers, certificated to undertake towing/propelling duties?

The Auditor should establish the following:

- *The Engineering Certificate should clearly state the towing capacity and possibly in what configuration.*
- *Where in operational service a vehicle can be towed it should be compliant to COP0014.*

Evidence Found

Deficiencies Identified

1.8 Are fire extinguishers subject to a documented maintenance and inspection regime?

The Auditor should establish the following:

- *Review procedure and check competency/certification where carried out in-house or check contractual arrangements where contractors are used.*

Evidence Found

Deficiencies Identified

1.9 Does your organisation ensure that appropriate documents are carried on each machine and trailer?

The Auditor should establish that, where appropriate, the following documents should be carried on each machine and trailer:

- *Engineering Acceptance (all pages) and endorsements.*
- *Network Rail product acceptance or letter of exemption.*
- *Record of Thorough Examinations.*
- *Load radius charts (only for machines fitted with RCIs).*
- *Log book/operator inspection report book.*
- *Brake test certificate (trailers and attachments with wheels duly noted as complying with COP0014 issue 5).*

The auditor should also:

- *Random sample and view 10% of fleet to check documents on machines.*
- *Random sample and view 10% of pre delivery check process includes checking appropriate documentation is carried on machine.*

Note that Thorough Examination is 12 monthly for lifting equipment, 6 monthly for lifting accessories, 6 monthly for lifting equipment carrying people.

Evidence Found

Deficiencies Identified

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2. Documents and Standards Additional to Core Module

2.1 *Do the documented procedures cover key issues relating to the hire/supply of Possession-only Rail Vehicles?*

*The Auditor should establish the following:
That procedures additional to those covered in the core module are documented such as:*

- *Purchase of new machines.*
- *Accreditation of maintenance plans.*
- *Modification of machines.*
- *Maintenance procedures.*
- *Annual brake test procedure.*
- *RCI test procedure.*

Evidence Found

Deficiencies Identified

2.2 *Does the company hold copies of, or are they able to demonstrate they have access to, relevant health and safety legislation relevant to plant and machinery?*

The Auditor should establish that the following documents are available additional to those covered in core module:

- *Latest issues of PUWER and LOLER.*

Evidence Found

Deficiencies Identified

2.3 *Does the company hold copies of, or are they able to demonstrate they have access to, relevant Group and Company Standards?*

The Auditor should establish the following:

- *The company should be able to demonstrate that Railway Group Standards/Rail Industry Standards are available via the RSSB website and that the mandatory sections of the Network Rail Train Operations Manual are available.*
- *The company should be able to demonstrate that they can find the documents on the website. If not, then demonstrate how they get the up to date copies.*
- *The company should be able to demonstrate that Railway Group Standards are reviewed by a competent person.*

Evidence Found

Deficiencies Identified

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2.4 Does the company hold copies of, or are they able to demonstrate that they have access to, relevant M&EE Codes of Practice?

The Auditor should establish the following:

- *The company should be able to demonstrate how to access the Codes of Practice on the RSSB rgs online website or that relevant copies are held.*
- *If not accessed via the RSSB rgs online website then how do they obtain up to date copies?*

Evidence Found

Deficiencies Identified

2.5 Does your organisation undertake documented internal audits relevant to plant operations?

The Auditor should establish the following:

- *View audit protocols/plans.*
- *View past results and actions.*

Evidence Found

Deficiencies Identified

2.6 Does your organisation have a robust briefing process with respect to plant operations?

The Auditor should establish the following:

- *Likely briefing would include, safety briefs, change in legislation, change in Railway Group Standards, change in M&EE COPs, NIRs.*

Evidence Found

Deficiencies Identified

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3. Maintenance, Overhaul and Repair of Possession-only Rail Vehicles

3.1 Does the Company have an accredited maintenance plan (documented on the EAC) for each RRV/RMMM/trailer and the relevant referenced documents?

The Auditor should:

- Carry out a sample of the maintenance plan documentation, to establish accreditation is correct and valid for 10% of the fleet, stated on the EAC or maintenance certificate.

Evidence Found

Deficiencies Identified

3.2 Is the maintenance/overhaul of plant undertaken "in-house" or by a contractor?

The Auditor should establish the following:

- If the maintenance is carried out by an outside contractor confirm, that arrangements and records are in place and documented and establish that competency and maintenance standards issues have been addressed.

Evidence Found

Deficiencies Identified

3.3 Are all maintenance / service check sheets in place for all machines, trailers and attachments, along with an annual maintenance programme? Does it indicate when next planned maintenance is due?

The Auditor should establish the following:

- Review documentation. See schedules eg star charts and check sheets.
- Check that all machines, trailers and attachments are shown on the annual maintenance programme.

Evidence Found

Deficiencies Identified

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3.4 Is there a process to ensure changes to the maintenance plan are re-accredited?

The Auditor should establish the following:

- *Review process. The following are examples of when changes to maintenance undertaken have occurred eg GE/RT8250, NIR reports, performance monitoring, manufacturer's component exchange.*
- *Who determines if re-accreditation is necessary?*

Evidence Found

Deficiencies Identified

3.5 Are all completed maintenance/service check sheets in place for all machines, trailers and attachments?

The Auditor should establish the following:

- *Sample documentation and establish that check sheets are in place, filed in an organised manner and completed correctly, up to date and in accordance with the maintenance plan.*
- *Ensure that wheel set maintenance and examination is recorded and that brake test results satisfy COP0014 (trailers) and COP0025 (machines) and the maintenance plan.*
- *That the documentation clearly identifies the most recent and certificated plan contained on the EAC or PAB documentation.*

Evidence Found

Deficiencies Identified

3.6 How are maintenance records recorded on machines?

The Auditor should:

- *Check processes and arrangements and ensure that signatures are in place for maintenance undertaken (best practice is that machine log books are used).*

Evidence Found

Deficiencies Identified

3.7 Who carries out pre start checks and how are they recorded?

The Auditor should establish the following:

- *Establish the system and sample records (best practice is that a pre start check sheet is completed by the operator).*

Evidence Found

Deficiencies Identified

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3.8 What process/procedure does the Company operate to meet the requirements of GE/RT8250 (Safety Performance Monitoring and Defect Reporting of Rail Vehicles, Plant and Machinery) for reporting safety related defects and monitoring of components?

The Auditor should establish the following:

- Check processes/procedure meets the criteria of M&EE COP0012.
- View records of National Incident Reports (NIRs) and any actions taken.
- Establish and record who the company reports to and receives safety critical information from (POI holder).
- View records of component monitoring.
- View defect reports sent to nominated POI holder.

Evidence Found

Deficiencies Identified

4. Training and Competence

4.1 Is training and competence assessment of operators of all machines carried out using the sentinel scheme?

The Auditor should establish that all operators are covered by the Sentinel scheme and have authority to work. Are there sentinel competence(s) for all machines on the inventory?

Evidence Found

Deficiencies Identified

4.2 Are Operators within the Company trained and certificated to an industry recognised standard in all aspects of plant operation in non-rail mode?

The Auditor should establish the following:

- Establish that staff are either trained on a CPCS training course or equivalent.
- Sample certification 10% of full time staff.
- Ensure that part-time staff are also adequately trained and sample certification 50% checked.

Evidence Found

Deficiencies Identified

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4.3 Are all maintainers of OTP (including third parties) assessed against an approved competency standard?

*The Auditor should establish the existence of:
RPA Competence assessments*

or

- *View competency standard against which staff were approved.*
- *Check for professional sign-off by Professional Head of Plant Engineering from an Railway Undertaking.*

or

- *OEM for their applicable machine (or part of machine).*

Evidence Found

Deficiencies Identified

4.4 Can the suppliers describe the process for the issue of authority to work cards?

The Auditor should establish the following:

- *All operators have authority to work card(s).*
- *Adequate evidence of competence for operation of the specific machine.*
- *Operator logbooks.*
- *Frequency of reissue meets guidance of RIS-1700-PLT. Note NR/L2/RMVP/0206 applies on Network Rail infrastructure.*

Evidence Found

Deficiencies Identified

4.5 Can the suppliers demonstrate they have personnel with OLEC competency where required?

The Auditor should establish the following:

- *All personnel who go onto OLE construction sites have a minimum of OLEC 1.*
- *Personnel who undertake work on the OLE have a minimum of OLEC 2 (Note this does not include operators who only operate the plant).*

Evidence Found

Deficiencies Identified

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4.6 How are competency and certification records / information communicated to staff responsible for allocating work and personnel?

The Auditor should establish the following:

- *This can be via wallboards, computer database or card system.*
- *Check all staff have easy access to relevant competency register/database.*

Evidence Found

Deficiencies Identified

4.7 Have staff who operate OTP been briefed in the appropriate modules of the rulebook? Have they signed for personal copies and any relevant briefing?

The Auditor should establish the following:

- *Rulebook extracts can be copied or down loaded from RSSB's website.*
- *As a minimum update must be briefed and signed for.*

Evidence Found

Deficiencies Identified

4.8 Does the Supplier have a procedure for the withdrawal of Sentinel or authority to work as a result of:

- ***Failure to meet medical standard criteria?***
- ***Lack of competence?***
- ***Leaving the Company?***
- ***Not performing duties within 12 months?***
- ***Poor performance?***

The Auditor should establish the following:

- *View procedure.*
- *See previous withdrawn certification.*

Evidence Found

Deficiencies Identified

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5. Medical Fitness

5.1 Does your organisation maintain a system to inform of medical expiry?

The Auditor should establish the following:

- View register/database.

Evidence Found

Deficiencies Identified

6. Monitoring of Working Hours

6.1 How are staff responsible for programming work and allocating operators to machines/shifts, made aware of hours worked and availability of personnel?

The Auditor should establish the following:

- Check the process to ensure there is communication between staff monitoring hours of work and staff allocating work/shift patterns.

Evidence Found

Deficiencies Identified

6.2 How does the Company monitor and control hours of staff they employ on a casual/part-time basis?

The Auditor should establish the following:

- Evidence of briefing of hours of work policy and staff declaration of availability for work should be viewed.
- Also the company policy/records of casual part-time workers hours should be viewed.

Evidence Found

Deficiencies Identified

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7. Inspection of Lifting Equipment

7.1 *Is the company compliant with legislation in respect of statutory 12 monthly 'Thorough Examination' and 6 monthly 'Thorough Examination' for personnel lifting equipment?*

The Auditor should establish the following:

- Check a sample of examination certificates of 3 machines or 10% of fleet whichever is the greater.
- Check that risk assessments were carried out where examination periods were changed.
- Check that the examiner has genuine authority and independence from the maintenance and operations part of the company (LOLER 1998 regulation 9 guidance note 295).
- Check the evidence of competence of the examiner.

Evidence Found

Deficiencies Identified

7.2 *What records are kept of RCI function and accuracy checks?*

The Auditor should establish the following:

- Verify how the RCI is checked (ie known weight at known radius).
- View records and confirm procedure has been adhered to and weight and radius are recorded.
- Are tests in accordance with the maintenance plan?

Evidence Found

Deficiencies Identified

7.3 *Who carries out maintenance to RCI systems?*

The Auditor should establish the following:

- Where maintenance is in-house, check competency of staff.
- Where maintenance is external, view contract/agreement and competency of individual(s) and ensure the company is included in approved supplier process.

Note that for external maintenance this can be OEM employee supported by letter of appointment.

Evidence Found

Deficiencies Identified

7.4 Are you compliant with Network Rail NR/BS/LI/061 Letter of Instruction dated 30/10/2006 on lifting points?

The Auditor should establish the following:

- *Is there a letter of approval for each lifting point?*
- *Is each lifting point labelled with its SWL and any other restrictions?*

Evidence Found

Deficiencies Identified

8. Lifting Accessories (Previously Loose Lifting Tackle)

8.1 Is there an inventory/register/database of lifting accessories that indicates when the next examination is due?

The Auditor should establish the following:

Check database and ensure that key information is included such as:

- *ID number.*
- *SWL.*
- *Physical description.*
- *Test certificate details.*
- *Last examination date.*
- *Next examination date.*
- *Sample of certificates.*

Evidence Found

Deficiencies Identified

8.2 Who carries out the inspection/thorough examination of lifting accessories?

The Auditor should establish the following:

- *Where in-house inspection is carried out, check competency and certification of staff.*
- *Where external inspection is carried out, view contract/agreement and competency of individual(s) and ensure the company is included in approved supplier process.*
- *If undertaken in-house check with the person that he has genuine authority and independence.*

Evidence Found

Deficiencies Identified

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8.3 Is inspection of lifting accessories carried out prior to issue?

The Auditor should establish the following:

- *Establish who carries out the inspection and their competence.*

Evidence Found

Deficiencies Identified

8.4 Is there a quarantine arrangement for out of date or damaged lifting accessories?

The Auditor should establish the following:

- *Check quarantine arrangements and records of items being quarantined along with method of identifying quarantined equipment and security of quarantine area.*

Evidence Found

Deficiencies Identified

9. Attachments

9.1 From the company inventory/register/database of OTP attachments carry out a physical check of 3 attachments or 10% which ever is the greater.

The Auditor should establish the following:

Check the database and ensure that the following key information is included:

- *ID number.*
- *Tare weight.*
- *Physical description.*
- *Next examination/service date.*
- *Sample of certificates.*

Evidence Found

Deficiencies Identified

9.2 Are attachments included in a maintenance plan / schedule that identifies periodicities and next maintenance due dates?

The Auditor should establish the following:

- *Check maintenance plan/schedules and establish that records are complete and filed in a retrievable manner. Evidence of which can be found from random review of maintenance schedules for 10% of attachments.*

Evidence Found

Deficiencies Identified

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10. Machine, Attachment and Equipment Sampling

All sampling of machines and equipment must be a minimum of three machines.

Where there are more than 35 machines based at that depot, then the number sampled should be increased to 10% of the total.

Where there is less than 3 machines owned, then the number sampled should be 100%.

10.1 RRV/ RMMM Machine Sampling

Check

- *Identification number.*
- *Log Book.*
- *Duty charts.*
- *Current Thorough Examination certificate.*
- *Copies of Lifting Accessories (Loose Lifting Tackle).*
- *Fire extinguishers.*
- *Last/next maintenance evidenced on the machine.*
- *Engineering Acceptance certificates.*
- *Tow bar.*
- *Bogie details against EAC.*
- *Correct machine labelling.*
- *Spill kits.*
- *General condition/appearance of machine.*
- *Machine labelled in accordance with COP0014 .*
- *Check EAC expiry date correct on machine.*

List ID numbers of machines sampled on Appendix A that should also be used as a record of checks made.

10.2 Attachment Sampling

Check

- *Identification Number.*
- *Tare Weight.*
- *Engineering Acceptance certificates where appropriate.*
- *General condition.*
- *Last/next maintenance details .*
- *Burst protection arrangements/equipment.*

List ID numbers of attachments sampled on Appendix B that should also be used as a record of checks made.

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10.3 Trailer Sampling

Check

- *Asset/Plant Number.*
- *Engineering Acceptance certificate.*
- *Brake test certification to COP0014 .*
- *General condition and trailer signage to COP0014 .*
- *Next maintenance details .*
- *Drawbar fittings and condition.*
- *Check EAC expiry date correct on trailer.*

List ID numbers of trailers sampled on Appendix C that should also be used as a record of checks made.

10.4 Lifting Accessories (Loose Lifting Tackle)

Check

- *Identification number.*
- *SWL identification.*
- *Composite equipment certification.*
- *General condition.*
- *Check sample against certification.*
- *Tare weight where applicable (eg on panel grab, lifting beam, thimble).*

List ID numbers of accessories sampled on Appendix D that should also be used as a record of checks made.

10.5 Calibration of test / measuring equipment

Check

- *Inventory/register of calibrated equipment .*
- *Ensure that the Inventory/register has ID numbers and test due dates indicated.*
- *Check tools and equipment are uniquely identified.*
- *General condition of equipment.*
- *Quarantine arrangements.*

List ID numbers of calibrated equipment sampled on Appendix E that should also be used as a record of checks made.

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11. Facilities

11.1 General overview of facilities

Check

- Health and safety signage.
- Notice boards for upkeep and relevance.
- General condition of workshop housekeeping.
- Staff welfare facilities.
- Plant wash down facilities and interceptor arrangements.
- Storage of tools and equipment.
- Storage of substances in line with COSHH legislation.
- Adequate range of spares appropriate to equipment and service provided.
- Service/fitters' vehicles for levels of equipment and condition.
- Segregated waste arrangements.

Evidence Found

Deficiencies Identified

12. General

12.1 Does the Company have a customer feedback procedure?

The Auditor should establish the following:

- Check records of customer feedback/information.

Evidence Found

Deficiencies Identified

12.2 How does the Company manage the safety and certification of contractors working on their equipment whilst on the infrastructure (ie tyre fitters, hose fitters, windscreen fitters, OEM service fitters)?

The Auditor should establish the following:

- Checks should be made and evidence found that individuals are PTS trained or suitable arrangements are made for them to work on the infrastructure. (Where these staff are included in the company's NCCA data base they must be included in the D&A screening process and the briefing process.)

Evidence Found

Deficiencies Identified

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13. Environmental

13.1 Does the Company have ISO 14001 certification?

The Auditor should establish the following:

- *If yes, view last report and check for any non conformances affecting work on Network Rail managed infrastructure.*

Evidence Found

Deficiencies Identified

Note

*If **yes** is recorded for Question 13.1 ignore the remainder of this section
If **no** is recorded complete the remainder of the section.*

13.2 Does the company have an Environmental Policy and has the company evidence that all staff have been briefed on the policy and received environmental awareness training relevant to the tasks they undertake?

The Auditor should establish the following:

- *Have all staff been briefed on the policy?*
- *Have staff been briefed on the use of spill kits and segregated waste arrangements?*

Evidence Found

Deficiencies Identified

13.3 Does the Company have documented procedures, which “back up” the environmental policy?

The Auditor should establish the following:

- *Examine back up documentation to ensure it is suitable and sufficient.*

Evidence Found

Deficiencies Identified

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Appendix A

To be completed for section 10.1.

Tick, cross or N/A to be entered against each section (more than one sheet may be required).

RRV/ RMMM Machine Sampling Check Sheet

Record Machine ID Number					
Log Book Checked					
Duty Charts Checked					
Thorough Examination Certificates Checked					
Fire Extinguishers Checked					
Last/Next Maintenance due date Checked					
Engineering Acceptance Certificates Checked					
Tow Bar Checked					
Bogie Details Checked Against EAC					
Correct machine labelling Checked					
Spill Kits Checked					
General Condition / Appearance of M/C Checked					
Machine Labelled in accordance with COP014					
Check EAC expiry date correct on machine					

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Appendix B

To be completed for section 10.2.

Tick, cross or N/A to be entered against each section (more than one sheet may be required).

Attachment Sampling Check Sheet

Record Attachment Identification Number					
Tare Weight Checked					
EAC Where Appropriate Checked					
General Condition Checked					
Last / Next Maintenance Details Checked					
Burst Protection Arrangements Checked					

**M&EE Networking Group Code of Practice for
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Appendix C

To be completed for section 10.3.

Tick, cross or N/A to be entered against each section (more than one sheet may be required).

Trailer Check Sheet

Record Identification Number of Trailer					
Engineering Acceptance Certificate.					
Brake test certification to COP014					
General condition and trailer signage to COP014					
Next maintenance details					
Drawbar fittings and conditions					
Check EAC expiry date correct on trailer					

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Appendix D

To be completed for section 10.4.

Tick, cross or N/A to be entered against each section (more than one sheet may be required).

Lifting Accessories (Loose Lifting Tackle) Check Sheet

Record Identification Number of Lifting Accessories					
SWL Identification Checked					
Composite Equipment Certification Checked					
General Condition Checked					
Lifting Equipment Sampled Against Certification Checked					
Tare weight where applicable (eg on panel grab, lifting beam, thimble)					

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Appendix E

To be completed for section 10.5.

Tick, cross or N/A to be entered against each section (more than one sheet may be required).

Calibration Check Sheet

The inventory / register check and quarantine arrangements to be completed prior to checking equipment.

Record Identification Number of Test/Measuring Equipment					
Inventory/Register of Calibrated Equipment Checked					
Check the Inventory/Register Has ID Numbers and Test Due Dates Indicated					
Unique Identification of Tools and Equipment Checked					
General Condition of Equipment Checked					
Quarantine Arrangements Checked					