

KEYPOINTS

OLE A.C. ELECTRICAL ISOLATIONS LEVEL A (NOMINATED PERSON)

Issue two valid from December 2007

**CERTIFICATION REQUIRED: CURRENT SENTINEL
ELECTRIFICATION CARD ENDORSED WITH
NOMINATED PERSON COMPETENCY**

As a Nominated Person, you may be appointed for isolation duties in any area of Network Rail's controlled infrastructure. You must therefore make sure you are familiar with the area and its OLE before you take an isolation.

Keypoint Cards have been produced for many of the track safety competencies, as a reminder of the main duties, rules and requirements.

Further copies are available from Willsons Group Services.

To obtain an order form, email:

denise@willsons.com

(phone **01636 702334** or fax **01636 701396**)

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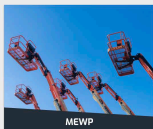
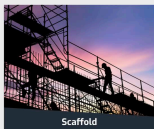
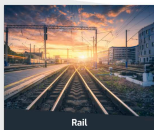
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SITE WALKOUTS

Information collected at the walkout should include:

- Electrical sections
- Electrical hazards
- Line or lines concerned
- Limits of the isolation
- Limits of the work
- Earth locations
- Earth types
- Switch locations
- Location(s) to test
- Booster transformers
- Neutral sections
- All other relevant details

The above list is a guide and is not exhaustive: the information you need to acquire will depend upon local factors.

Complete your Isolation Details Form (IDF) by making full use of the information you have gathered.

EFFECTIVE SAFETY CRITICAL COMMUNICATION

ABC of safe communication

A – Accurate

B – Brief

C – Clear

You must always:

- Use the phonetic alphabet to give signal/OLE post information and to clarify names and locations that are difficult to pronounce or which may not be correctly recognised.
- Remember that if you are using numbers in your message, you must say them one at a time. For example, you would pronounce the sequence '1702' as 'one, seven, zero, two'.

MAKE SURE YOUR MESSAGE IS UNDERSTOOD

To make sure your message is understood:

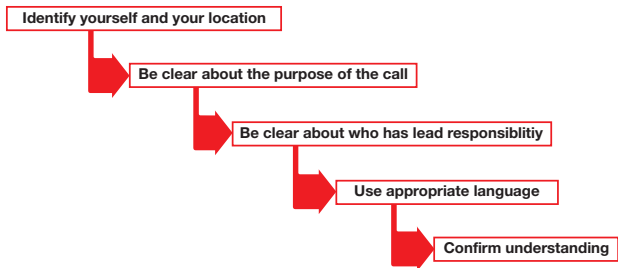
You must always speak:

- With the mouthpiece close to your mouth (but not too close).
- Directly into the mouthpiece.
- Slightly slower than normal, with a natural rhythm.
- At the same volume as you would in normal conversation.

You must always:

- Use clear sentences.
- Use normal railway words and phrases found in the rules, regulations and instructions.
- Use the phonetic alphabet – to ensure your message is understood correctly.
- Try to avoid hesitation sounds (for example, 'um' or 'er') and slurring one word into another.
- If the other person responds or speaks in an accent or dialect which is unfamiliar, take time to make sure your message is understood and that you understand his or her message.

COMMUNICATION PROTOCOL



PHONETIC ALPHABET

Phonetic alphabet

Be sure to pronounce numbers one digit at a time. For example, '1702' would be pronounced 'one-seven-zero-two'. Always be sure to say 'zero' for the figure '0' and not 'nought' or 'O'.

Exceptions are as follows:

- When you refer to times weights and measurements e.g. time 1317 hours should be stated as thirteen seventeen hours
- When you refer to Rule Book modules e.g. T12, you may use T12

A Alpha	B Bravo	C Charlie	D Delta	E Echo	F Foxtrot
G Golf	H Hotel	I India	J Juliet	K Kilo	L Lima
M Mike	N November	O Oscar	P Papa	Q Quebec	R Romeo
S Sierra	T Tango	U Uniform	V Victor	W Whisky	X X-ray
Y Yankee	Z Zulu				

PHRASES TO USE

Radio or Telephone

Phrase	Meaning
'This is an emergency call.'	This message conveys information which requires immediate action to prevent death, serious injury or damage.
'Speak slower.'	Reduce the speed at which you are speaking.
'Say again from...' (from the point in the message at which you could no longer understand what was being said).	I want you to repeat back to me all or part of your message from...
'Repeat the message back to me.'	Repeat back to me all of my message exactly as I have just said it.

Radio – One direction at a time

Phrase	Meaning
'State your message.'	I understand that you want to speak to me and I am now waiting to receive your message.
'Correction.'	I have made a mistake and will now correct the word or phrase I have just spoken.
'Disregard.'	Consider my last message as not sent or not applicable.
'Negative.'	No, not correct, or permission not granted.
'Over.'	I have finished my message and am expecting a reply.
'Out.'	I have finished my message and I do not expect a reply.

EFFECTIVE SITE SAFETY BRIEFINGS

Five Key Steps

- 1** Plan the briefing
- 2** Know your audience
- 3** Use a strong delivery style
- 4** Ask good open questions
- 5** Be a leader

TELEPHONE TECHNIQUES – HOW TO DEAL WITH:

A caller who is rambling

- Stop the conversation – BE ASSERTIVE
- Remind the caller of the purpose of the call
- Clarify if uncertain
- Confirm information received
- Listen to what is being said

A person who is not following the correct protocols

- Stop the conversation – BE ASSERTIVE
- Remind the caller of the correct protocols
- Continue the conversation in a professional way using correct protocols

ENGAGING AUTHORISED PERSONS (AP)

Authorised Persons may be employed to assist you in taking an isolation.

The tasks for which they are competent are:

- Operating line-side switches
- Testing the OLE
- Erecting and removing earths
- Removing objects from the OLE
- Using live-line tools
- Using live-line measuring devices

Only personnel holding valid appropriate competences may perform these tasks. You should use the Sentinel Hotline to check competences (0870 162 7979).

When carrying out your duties, you should use safety critical communication techniques for all your communications.

PREPARING FOR YOUR ISOLATION DUTIES

- Ensure you have sufficient Form Bs and Form Cs
- Exchange details of the isolation with the relevant ECO
- Complete the switching, testing and earthing details form (STED) for briefing the AP (or APs), based on the Isolation Details Form (IDF) and the Form B
- Brief each AP as to what is required of them
- Hand them a completed STED form
- Ensure that each AP has sufficient information and materials to perform their tasks

TAKING THE ISOLATION

- Under the instruction of the ECO, record the Form B message and note their name on the Form B
- Give verbal authority to the AP (or APs) to test the line or lines
- When assured by the AP (or APs) that the line(s) are dead, give verbal authority to the AP (or APs) to erect earths as previously advised and identified on their STED Form.

THE OVERHEAD LINE PERMIT

- When all earths have been erected, you may issue Form Cs to the COSS(s) requiring the isolation
- Record the COSS's name, ask to see their Sentinel card, record the card number and check it for validity (Sentinel Hotline 0870 162 7979)
- Record on Form C, as appropriate:
 - Details of work
 - Limits of work
 - Line or lines concerned
 - Return conductors
 - Booster transformers
 - Cancellation details

ISSUING THE OVERHEAD LINE PERMIT (FORM C)

When Issuing the Overhead Line Permit, brief the COSS:

- That the Form C does not give protection against train movements
- The safe working limits
- Nearest live equipment
- Any hazards
- Explain the relief procedure

Remind the COSS that it is their responsibility to brief their working party on the contents of the Form C before allowing work to start.

As soon as you can, contact the ECO and exchange details of Part 2 of the Form B.

ERECTING EARTHS

At all times, ensure you are clear of any running line(s). Always be sure to have sufficient space around you to avoid danger. Take care with underfoot conditions.

Erecting Short (Orange) Earths

- Erect the earth end first
- Erect the line (live) end last
- Inform the NP when all earths have been erected
- When removing an earth, always remove the line (live) end first

Installing Long (Blue) Earths

- These earths must be kept in a secure area
- Their use must be justified
- The appropriate manager or supervisor must authorise their use
- They must only be applied after all short earths have been applied
- Where you are installing two or more long earths in close proximity, you must apply all G-clamp ends (earth ends) before you attempt to apply the line (live) ends
- Check that the G-clamp end of each earth carries the mandatory warning notice
- Applying these earths is a one-person operation (ideally, you, the NP, should carry out the task)
- You must endorse the Form B that long earths have been installed

REMOVING OBJECT(S) FROM THE OLE

- When you arrive on site, report your arrival to the ECO
- Request permission to attempt to remove the object(s)
- If required, ask the ECO to switch off the OLE on the line(s) concerned
- When the object or objects have been removed:
 - Inform the ECO
 - If there has been any damage to the OLE, give full details to the ECO
- If it is not possible to remove the object(s):
 - Inform the ECO
 - If there has been any damage to the OLE, give full details to the ECO

USING LIVE-LINE TOOLS AND LIVE-LINE MEASURING DEVICES

- All test equipment is subject to periodic test and calibration: therefore, before using any item of test equipment, you should check that its test and calibration are in-date
- Check visually that the equipment has not been damaged
- Make sure that it is clean and fit for use.
- If there is a cable attached, check its sheath or outer wrapping: there should be no signs of fraying or other damage
- Make sure that clamps are free of rust and operate correctly.
- Ensure that you use the equipment only for the purpose for which it was built
- Ensure that you use the equipment in strict accordance with the manufacturer's guidelines and all other relevant rules and standards



The purpose of this Keypoint Card is to act as a reminder only. If you are unsure about any issue relating to the information given here, you must refer to the appropriate module of the Rule Book GE/RT 8000 Series.

In supplying this document, Network Rail makes no warranties, express or implied, that compliance with all or any documents it issues 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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