

**KEYPOINTS**

**PERSON IN CHARGE  
OF POSSESSION  
(PICOP)**

Issue ten valid from December 2013

**CERTIFICATION REQUIRED: CURRENT SENTINEL CARD  
ENDORSED WITH PTS, IWA/COSS AND PICOP/SPICOP  
COMPETENCY**

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](mailto:denise@willsons.com)**

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

## BASIC REQUIREMENTS

You must:

- wear a yellow armlet or badge with 'PERSON I. C. POSSESSION' in red letters
- have your Sentinel card with you, endorsed PTS, IWA/COSS & PICOP/SPICOP
- be familiar with the line(s)/location of the possession



<b>PICOP</b>	Only allowed one train in the possession
<b>SPICOP</b>	Allowed more than one train in the possession

The following arrangements must be agreed at a planning meeting and provided to you:

- details of the possession limits, train movements, worksites and any isolations
- the people and equipment needed to manage the possession
- suitable means of communication, e.g. a mobile phone or radio phone.

Make sure you also have:

- sufficient possession arrangement forms (RT3198)
- the relevant Weekly Operating Notices and amendments.

## COMMUNICATIONS

Make sure that a suitable means of communication is available to allow you to speak with all those involved in the possession, e.g. the signaller, engineering supervisors and support staff

## TAKING THE POSSESSION

### Making arrangements with the Signaller

For each line on which the possession is to be taken, contact the controlling signal box and confirm with the signaller:

- the time at which you can start arranging the possession
- the protecting signals for the possession.

Before arranging protection, confirm with the signaller that:

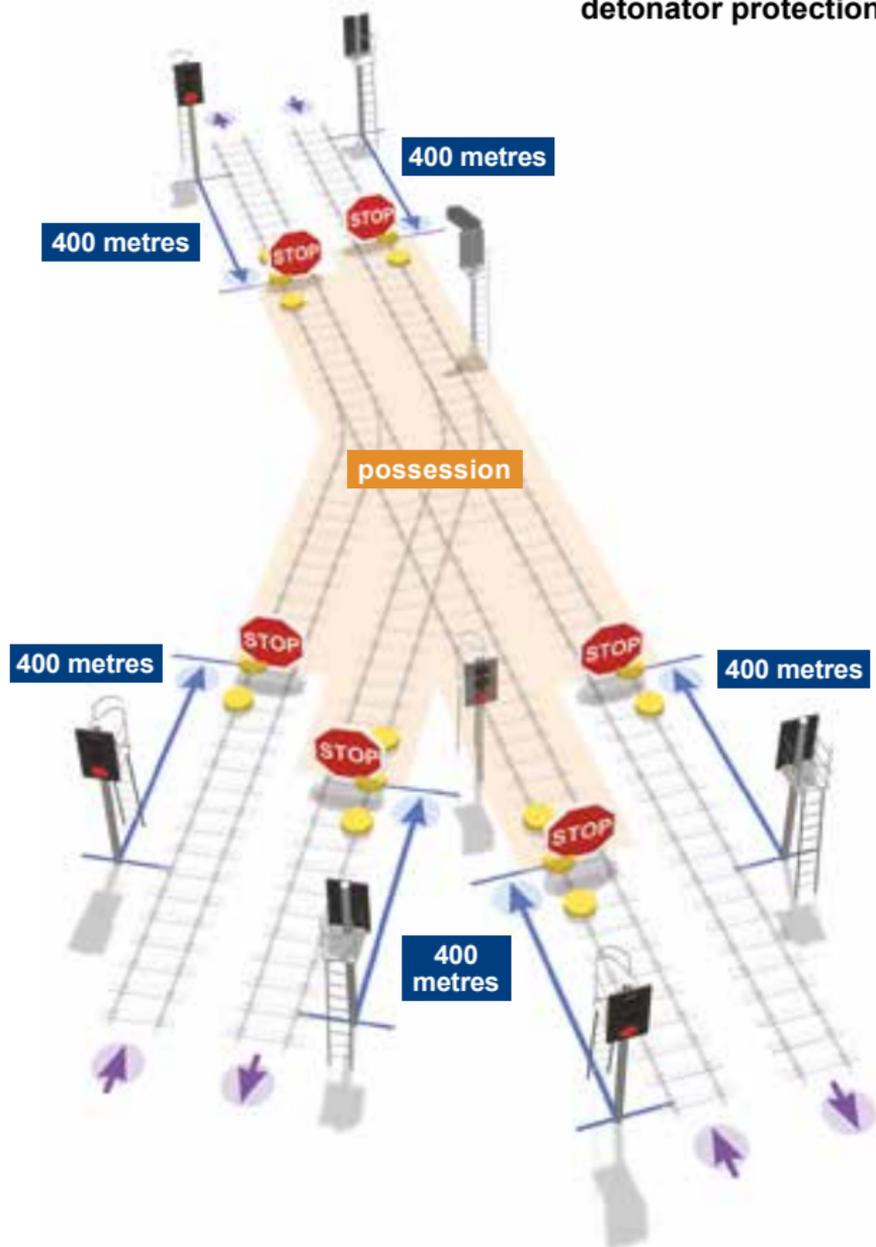
- the line(s) is clear (unless the possession is being taken around a train)
- points have been set to protect the possession
- the protecting signals have been placed to danger.

### Arranging the protection



Arrange for a possession limit board (PLB) and three detonators to be placed at both ends of the possession and on any joining line. The detonators must be 20 metres (20 yards) apart with the PLB in the four-foot next to the middle detonator.

## Normal position for detonator protection



If necessary, you must also arrange for:

- unworked points to be secured
- level crossings to be switched off or locally controlled
- the traction current to be switched off.

## **Possession Support (PS)**

The role of the PS is to

- place/remove detonator protection & PLB's
- key signals to danger
- secure un-worked points
- lift and replace protection to allow an engineer train's to enter or leave a possession

The PICOP needs to confirm the PS knows their duties for the possession and how they are being protected while placing the protection / attending to their duty.

The PICOP needs to check the PS has the required paperwork this includes a possession pack which includes track diagrams as they will need to know the protection arrangements in place.

When the signaller has placed the protecting signals to danger and reminder appliances are in place.

- PICOP will inform PS they have signal protection within the possession. While placing the protection / working under the PICOP.
- If they require to enter from outside the possession. A safe system of work may be required (e.g. a line blockage)

When giving the PS instructions make sure they understand the tasks you have asked them to perform, ask questions to confirm.

**Make sure the person carrying out the arrangements tells you when they are complete.**

Record the time and date on your RT3198.

Ask the Signaller to read back the details.

The Signaller will then grant the possession.

### **Using the token as protection:**

You do not need to arrange detonator protection on a single line if you are using the token to provide protection.

You must get the token from the signal box or from a token instrument that is not at a signal box.

The Signaller must then give an authority number and their full initials to you.

You must record the details on their possession arrangement form.

You may now consider the possession granted.

You must keep the token until the possession is given up.

The Signaller must make an entry in the Train Register detailing the time the possession is granted when either

- The token is given to you

or

- The release of the token is permitted by the Signaller
- If there will be no movements entering or leaving the possession at the signal box concerned, that signal box does NOT have to be opened specially in order for you to be given the token.

In this situation, before leaving duty, the signaller must:-

- place the token on the Train Register
- if the section signal is released by the token, clear and replace the section signal to Danger
- make an entry in the Train Register.

You must keep the token until the possession is given up.

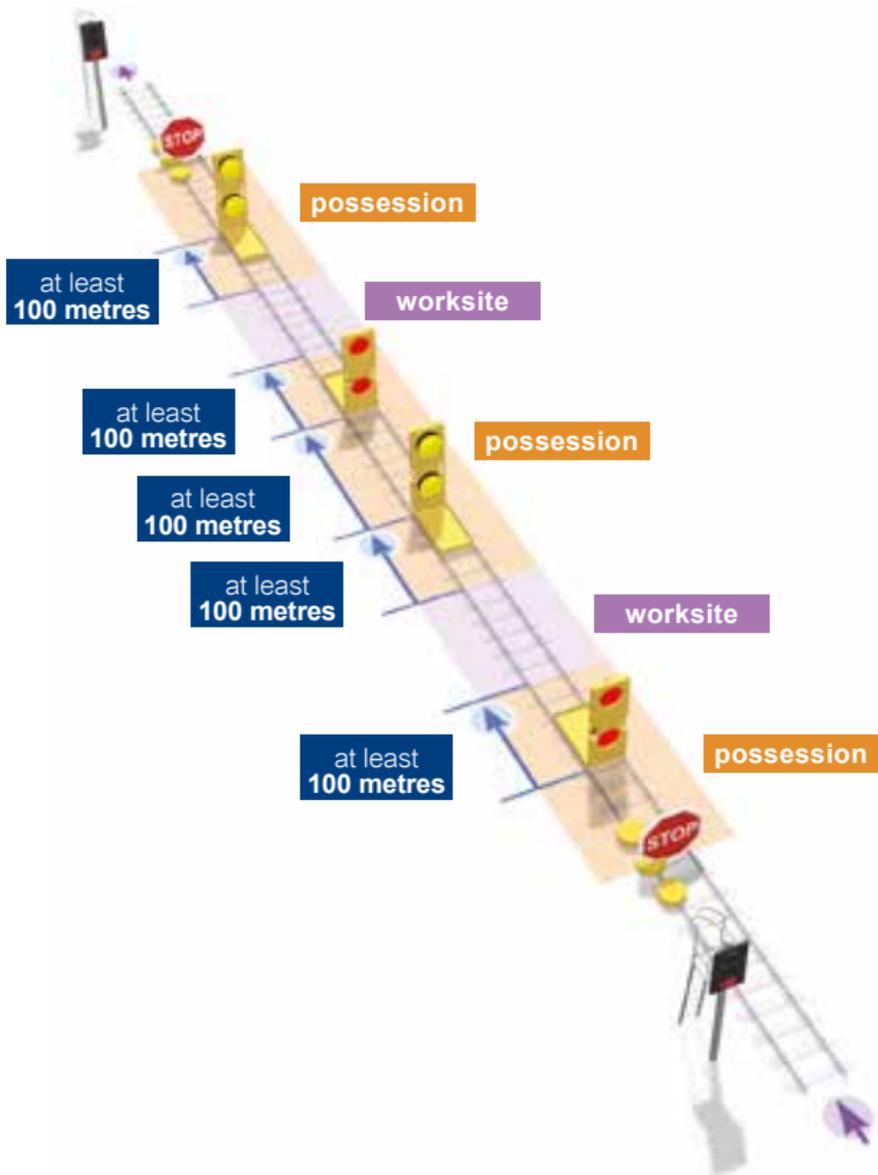
## **Setting up worksites**

Tell each Engineering Supervisor (ES) to put up marker boards at each end of their worksite.

Marker boards are not required if:

- There are no trains or On-Track Plant (OTP) in the possession.

## Normal position for worksite marker boards



## **CONTROLLING TRAIN MOVEMENTS**

You are responsible for authorising train movements into and within the possession. You must:

- only authorise one movement at a time in each area
- record each authorised train movement
- make sure clear instructions are given to the train driver
- not allow propelling movements outside worksites unless they have been planned and published (in an emergency, get permission from the Network Rail Area Operations Manager).

### **Propelling movements**

Propelling movements are allowed within a PICOP area as long as:

- the movement can be made safely
- it is controlled in line with module SS2 of the Rule Book.

If there is no leading vehicle and the train length is no more than 65m (70yds).

When entering the possession, make sure:

- the train stops at the detonators before they are removed
- the PLB and detonators are replaced as soon as the train has entered the possession.

You must tell the signaller when the train has entered.

When leaving the possession, make sure:

- you tell the Signaller when the train is ready to leave the possession
- the train stops at the detonators before they are removed
- the PLB and detonators are replaced as soon as the train has left the possession.

When leaving a worksite, make sure:

- the train stops at the marker board before it is removed
- the marker board is replaced as soon as the train has left.

## Conditions for Propelling Movements

Only if planned, published or an emergency with authority from the Area Operations Manager. There are 3 methods for doing this:

- (a) Shunter riding on a suitable leading vehicle**
- (b) Shunter riding in locomotive cab**
- (c) Shunter controlling the movement from the ground**

The shunter will advise you on the most suitable method.

## Arrangements at level crossings

If arrangements are required at any level crossings then you must follow the instructions in Handbook 11, Section 5.

## Movements over level crossings

If any movements are required over any level crossings then you must follow the instructions in Handbook 11, Section 9.

## Controlling train movements by radio

The competent person controlling the movement shall instruct the driver/OTP operator and other relevant personnel:

- the scope and extent of the movement
- the maximum speed authorised for the movement
- if there are any signals that require to be passed at danger
- if the movement passes over any points that they have been correctly set or secured for the safety of the movement
- how the movements will be authorised to pass over any level crossings within the scope of the movement
- the format the instruction will be communicated in (confidence, tone or continuous verbal)
- that they must stop if the confidence, tone or continuous verbal communication cannot be heard
- if a countdown protocol is to be used and the format of it.
- remind the driver to make the movement at caution (no more than 5mph) and stop when given a hand signal.

**Note:** Continuous verbal communications mean that the driver/OTP Operator and other relevant personnel must receive a verbal communication at a minimum interval of every two seconds.

## ON TRACK PLANT MOVEMENTS

Multiple On-Track Plant (OTP) movements can be controlled by the SPICOP in the possession only if movements do not exceed 20mph and the OTP is kept at least 100 metres apart.

## **GIVING UP THE POSSESSION**

### **Making sure the work is complete**

You must:

- receive an assurance from each ES that work is complete at their worksite
- confirm that all marker boards have been removed
- confirm with any IWA/COSS that possession arrangements agreed and shown on RT3198 – Section 4 are no longer needed
- record the time and date on your RT3198.

### **Withdrawing the protection**

Tell the Signaller that all work is complete and you are ready to give up the possession.

You must arrange for **all** PLBs and detonators to be removed.

If necessary, you must also arrange for:

- unworked points to be released
- level crossings to be restored to normal working
- the traction current to be turned back on.

Make sure the person withdrawing the arrangements tells you when they are complete.

Record the time and date on your RT3198.

**Tell the Signaller that the line is clear and safe for trains.**

Countersign the Train Register or ask the Signaller to repeat back the details.

## **PERSON IN CHARGE OF A SIDING (PICOS)**

Before allowing engineering work or on-tracking of OTP to take place in a siding or group of sidings, a PICOS will be appointed to take possession of the sidings concerned.

In order to perform the role of PICOS you must hold current competencies in COSS or IWA.

Ideally a PICOS will take possession of the whole of each affected siding.

An IWA must not arrange a possession in sidings for the protection of anyone except themselves.

You, as the PICOS need to agree with the person operating the siding(s) about the following details:

- Your name and contact information.
- The location of the siding(s) (there may be more than one) involved and if the possession will take up the whole length of a siding or part of it.
- How you will arrange line protection this will be either via the signaller, securing the points, sleeper secured across rails with a PLB, red flag or red light placed at the sleeper.
- The date and time you will take possession and by when it will be given up.

The PICOS needs to record the following

- The date and time each COSS, DP or IWA confirms they no longer need to share your protection
- The date and time the possession is given up.
- Your company should supply a form for you to record the details.

## LINE CLEAR VERIFICATION

The main purpose of the process is to verify that all vehicles that have accessed the possession have subsequently exited.

The responsibility of the PICOP is:

- Inform the Signaller that this is an LCV possession and that the LCV process applies.
- Prior to authorising the ES to set up the worksite, check that the ES knows the LCV process applies and that they have been briefed and have a Vehicle Management Form (VMF)
- To record which lines have vehicles on, including any change of lines.
- Monitor and record on the Vehicle Management Form OTM / Train and OTP movements and headcodes when travelling between worksites.
- Cross reference the Vehicle Management Form with the ES for the worksite(s).
- Prior to handing back the possession the PICOP will cross reference their VMF with all Signaller's VMF(s).
- All signal boxes affected by the possession must be called even if no Train(s) / OTM(s) have come in or out from that signal box(s).

# 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:

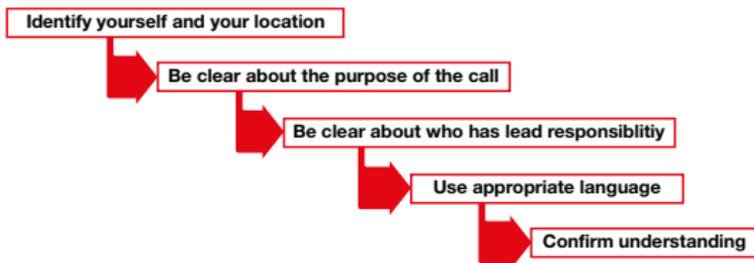
#### You must always speak:

- 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 check 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 and Handbook modules e.g. T10, you may use T Ten

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

## PHRASES TO USE

### Phrases to use when using a 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
'Repeat back.'	Repeat all of the message back to me
'Correction.'	I have made a mistake and will now correct the word or phrase just said

### Phrases to use when using a radio and only one person can be heard at a time

Phrase	Meaning
'Over.'	I have finished my message and am expecting a reply
'Out.'	I have finished my message and I do not expect a reply

Do not use phrases such as 'not clear' or 'not safe' to describe a line that is unsafe.

Always use the phrase 'line blocked' to describe a line which is blocked to trains.

## **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**

## LIFE SAVING RULES

### Contact with trains



Always have a valid safe system of work in place before going on or near the line.

### Working with electricity



Always have a valid permit to work where required.



Always test before applying earths.



Never assume equipment is isolated – always test before touch.

### Working at height



Unless it is clear other protection is in place, never work at height without a safety harness.



Always use equipment for working at heights that is fit for purpose.

## Working with moving equipment



Never enter the agreed exclusion zone, unless directed to by the person in charge.

## Driving



Always wear a seat belt while in a moving vehicle and always obey the speed limit.



Never use a hand-held device or programme any hands-free device while you are driving a road vehicle.

## Taking responsibility



Never undertake an activity unless you have been trained, assessed as competent and have the right equipment.



Never drive or work while under the influence of drugs or alcohol.

## **Rail Sentinel**

Rail Sentinel website offers the latest developments on the new Sentinel Service.

<http://www.railsentinel.co.uk>

## **RGS online**

RGS online is the website providing free access to all current (many withdrawn) Railway Group Standards, Rail Industry Approved Codes of Practice (RACOPS), Guidance Notes (GNs) and Rail Industry Standards (RISs).

<http://www.rgsonline.co.uk>

## **RSSB Rail Safety and Standards Board**

RSSB provides support and facilitation for a wide range of cross-industry activities.

<http://www.rssb.co.uk>

**Safety Central** - The site is your one-stop shop of safety information, advice, resources and useful contacts, designed to promote consistency and best practice across the whole rail industry.

<http://safety.networkrail.co.uk/>

There are two ways to report safety concerns. Your first step should be to tell your supervisor or sponsor. If this isn't possible, you can contact CIRAS - the railway's confidential reporting service – [www.ciras.org.uk](http://www.ciras.org.uk)



No matter where you work, reporting a Close Call is vital to improving safety. If you see something with the potential to cause harm raise the alarm on site and make it safe. If it is not safe to continue work then stop. Once the hazard has been removed or made safe then report it. The more data we receive about Close Calls the smarter we can be in preventing accidents nationally.

There are different numbers to call depending on who you work for. Your manager will be able to tell you what the number is for your organisation

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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 or Handbook.

In supplying this document, Network Rail makes no warranties, expressed or implied, that compliance with all or any documents it issues is sufficient on its own to check safe systems of work or operation.

Users are reminded of their own duties under health and safety legislation.

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