



**Code of Practice for
Safety Related
Defect Reporting
for OTP and Plant &
Equipment**

M&EE Networking Group

Document revision history

Issue	Date	Reason for change
1	Feb 02	First issue (now withdrawn)
2	Sep 04	Review and update of plant suppliers list (now withdrawn)
3	Jun 06	Review and update of plant suppliers list and also to change distribution of NIRs by Network Rail (now withdrawn)
4	Apr 10	Review and update in line with GE/RT8250 Issue 2. All plant suppliers report defects to Network Rail and email address for Network Rail contact added.

Background

A sub-group of the M & EE Networking Group have looked at the arrangements for defect reporting by the rail infrastructure plant industry sector in accordance with Group Standard GE/RT8250 Issue 2 and recommend the following as good practice for the industry.

Sub-group Contacts

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Sign off

The M & EE Networking Group agreed and signed off this Code of Practice on 27 January 2010 and published 3 April 2010

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Purpose

This Code of Practice details the systems to have in place so that all safety related defects are reported and that other reported defects are checked in accordance with GE/RT8250.

GE/RT8250 issue 2 advises that the national reporting system should be used for plant and machinery.

Scope

This Code of Practice concerns all safety related defects on OTP and plant & equipment that could be used on Network Rail managed Infrastructure.

Definitions

NIR	A report, made in accordance with GE/RT8250, of an urgent high risk defect made using NIR-OL.
NIR-OL	A web-based application used to initiate, disseminate and manage NIRs. The web address of NIR-OL is http://www.nir-online.net/ .
OTP	On-track plant, vehicles with rail wheels capable of running on railway track, limited by their engineering acceptance to running within a possession only. These are split into three main groups: rail mounted maintenance machines (RMMMs); road rail vehicles (RRVs), trailers.

1 Procedure

1.1 Defects found

- 1.1.1 If a plant hire company finds a defect on any safety system (Appendix A) the information should be passed to Network Rail on the form as shown in Appendix B, by e-mail. Network Rail should decide whether to initiate an NIR or not. Currently the e-mail address is: chris.sayers-leavy@networkrail.co.uk
- 1.1.2 If a Network Rail "in possession plant operating licence holder" finds a defect and decides it is a high risk, it will initiate an NIR as required, in accordance with its own company procedures.
- 1.1.3 Where Network Rail (1.1.1) or a licence holder (1.1.2) decide that a NIR is not appropriate the defect found should be reported at the next M&EE Group meeting.

1.2 Incoming NIRs from NIR-OL

- 1.2.1 NIRs should be acknowledged and reviewed by Network Rail and all licence holders. These should be assessed for applicability/relevance for plant hire companies.
- 1.2.2 If a defect is deemed relevant then Network Rail should pass this on to all plant hire companies. Network Rail may liaise with the relevant M&EE member regarding any actions required in the notification. Network Rail should then liaise with the plant hire companies to progress the actions
- 1.2.3 The plant hire company should then check/repair all relevant items and inform Network Rail that this has been done, or that it is not relevant.
- 1.2.4 The licence holder should take action on the NIR in accordance with its own procedures. Where Network Rail considers a specific action necessary, as shown in 1.2.2, licence holders should be expected to comply and report as shown in 1.2.3

1.3 Defect reporting

- 1.3.1 All defects set out in 1.1.3, and NIRs issued applicable to OTP, plant and equipment should be discussed at each M&EE Group meeting. Where applicable the Group should decide upon a common course of action.

Appendix A

Example List of safety critical systems

- Road and rail wheels
- Suspension and wheel support systems
- Brake systems
- Traction/driveline systems
- Speed indicating systems
- Inter-vehicle couplings and connections
- Fuel systems
- Equipment required for controlling communication e.g. radio systems
- Head, marker and tail lamp systems
- Windscreen wiper and washer systems
- Fire safety systems
- Fastenings that secure covers, or which prevent loads from becoming detached from a vehicle
- Safety interlock systems
- Bolts and other retaining devices that prevent under-floor equipment from falling to the ground
- Air pressure vessels
- Warning horn systems
- Rated capacity indicators (RCI)
- Structural integrity

This list is not exhaustive

Appendix B

Safety Critical Defect reporting form

From Plant Hire Co.

To Network Rail

Contact phone number

Time of defect	
Date of defect	
Location of defect	
Vehicle No and Type	
Use being made of OTP or plant & equipment	
Description of defect (and root cause if known)	
Identification of the system that has given rise to the defect	
Remedial action taken Including any operating restrictions applied	
Any other relevant information	

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References

Document	Title
GE/RT8250	Reporting of High Risk Defects