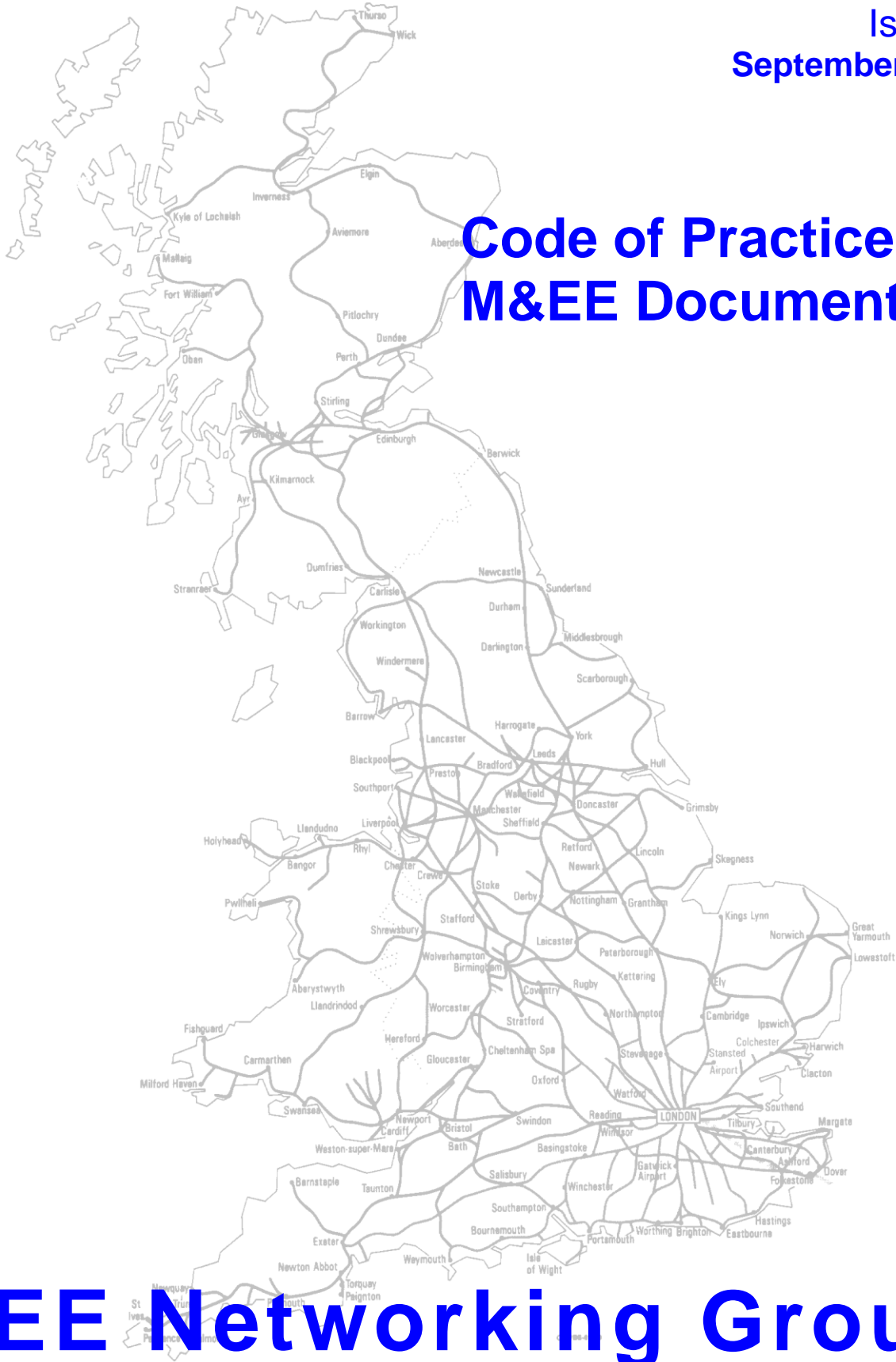


COP0
Issue 4
September 2015

Code of Practice for M&EE Documents



M&EE Networking Group

No **COP0** M&EE Networking Group Code of Practice for
Issue 4 M&EE Documents
Date Sept 2015
Page 2 of 7

Document revision history

Issue	Date	Reason for change
1	Oct 2010	First issue
2	Jul 2011	Part 3 on Articles added
3	Sept 2013	Amended to circulate draft posters around Group
4	Sept 2015	Amended to include greater detail about publication process

Background

The M&EE Networking Group has a desire to produce documentation for the industry and will use the following as good practice for the Group to produce and publish documents.

M&EE Networking Group Code of Practice for
M&EE Documents

No **COP0**
Issue 4
Date Sept 2015
Page 3 of 7

Sign off

The M&EE Networking Group agreed and signed off this Code of Practice on 16 September 2015 and published on 6 December 2015

Amey	J Nutty	Mechanical Assurance Engineer
Amey	N Whisler	Driving Standards Manager
Babcock	J Shields	Operations Standards Manager
Babcock	J Watson	Director M&EE
Balfour Beatty Rail	J Nabarro	Plant SC Manager
Balfour Beatty Rail	A Smith	Driving Standards Manager
Carillion	J Ockenden	Professional Head Plant Engineering
COLAS RAIL	A McCall	Rail Operations Standards Manager
COLAS RAIL	N Powell	Plant Engineering
Harsco Rail Ltd	D Geering	Engineering Director
Harsco Rail Ltd	S Peskett	OTM Operations Standards Manager
London Underground	I Rawlings	Principal Plant Engineer
Certus Group	R Sharp	Director of Safety
Network Rail	P Conway	Professional Head of Plant & T+RS
Rail Plant Association	D Matthews	Management Committee
RSSB	N Halliday	Professional Head of Plant
VolkerRail	N Fussey	Operations Manager
VolkerRail	J Pendle	Engineering Director

Purpose

This Code of Practice details the system by which the M&EE Group produces documentation.

Scope

This Code of Practice concerns the production and publication of M&EE documentation and is intended for internal use of the M&EE Group.

1 Codes of Practice

- 1.1 Codes of Practice (COPs) produced by the M&EE Networking Group should be to a uniform format as decided by the main Group meeting. The templates should be kept by the Group Archivist.
- 1.2 COPs should be signed off by the permanent members of the Group.
- 1.3 The signatory for the COP should have the authority to sign on behalf of their employing company, and should preferably be the professional head of the discipline referred to by the COP.
- 1.4 It is permitted to publish the COP without every signatory agreement providing that 75% of eligible signatories agree to sign. The reason for not signing a COP should be communicated to the other signatories and recorded in the minutes of the meeting. No COP will be published if any signatory objects on safety reasons.
- 1.5 Only the name of those signatories who have agreed to sign the COP should appear (in printed form) on the COP.
- 1.6 The signatory should give their approval to sign a particular COP by either signing a sign-off sheet or by e-mail or recorded in minutes as agreed at either the main Group meeting or the relevant topic meeting. The Group Archivist should keep the record of signatory agreement electronically.
- 1.7 The normal practice should be for draft COPs to be electronically sent to all Group members for comment. The COP should be sent to signatories at least one week before a M&EE Networking Group Meeting in its final draft form.
- 1.8 The meeting chairman should elicit consensus on the COP and agreement from signatories to sign the COP.
- 1.9 The Group Archivist should obtain electronic agreement to sign the COP from members of Engineering or In Possession meetings. The chairman of On Track Machine Operations meeting should obtain electronic agreement to sign Open Line Running COPs from members of the OTM Operations meeting and pass to the Group Archivist when complete.
- 1.10 COPs should be reviewed by the group that produced them annually. The result of the review should be sent to the Group Archivist. Failure to review a COP within 24 months might result in the COP being withdrawn.

- 1.11 The Group Archivist should keep a running record of all M&EE COPs showing when each COP has been reviewed. This running record should be reviewed periodically by the main group meeting. COPs that have been reviewed and need no change (or only very minor change that can be deferred) do not need to be up issued – it is sufficient that the M&EE process monitors the review dates for an assurance that all COPs are in date.

2 Posters


- 2.1 In addition to COPs produced by the M&EE Networking Group the Group, or its sub-groups, may decide to produce one page posters for use on staff area noticeboards.
- 2.2 Posters produced by the M&EE Networking Group and sub-groups should be to a format agreed at the main Group meeting but there is no formal sign-off of content by the main Group meeting.

M&EE Networking Group
PLANT SUB GROUP

LIFTING OF TRAILERS

All lifting activities, including lifting trailers, must always be properly planned and site specific - even if a generic lift plan is available

As a general rule, the On / Off tracking of rail trailers by an Road Rail Vehicle (RRV) Excavator Crane should be undertaken with the RRV in road mode. This is because of the limited number of RRV's that have the capacity at the required radius to safely place a trailer onto the same track that they are standing on



- The RRV being used **must have** the necessary lift capacity at the required radius to lift the trailer.
- The RRV **must not** on or off track whilst the load is suspended.
- On / off tracking of the RRV and trailer **must be** undertaken at a prepared on/off tracking point, as described in COP0007.
- The RCI (formerly Safe Load Indicator) **must be** on at all times during lifting operations
- Avoid slewing while the lift is in progress, as slewing could reduce the available lifting capacity at the radius of operations.
- Best practice is to lift the trailer with the boom over the fixed end (non steering end) of the RRV (not over the side).
- Unless the RRV has the load/radius capacity to lift and place the rail trailer clear, whilst rail mounted, the RRV **must be** off tracked before lifting the trailer from the track.

M&EE Plant sub-group Poster number 1 May 2008

- 2.3 Where time permits, drafts of posters should be circulated to every member of the M&EE Group to enable them to comment.
- 2.4 Posters are agreed for publication by the relevant Sub-group that produces the posters. The chairman of the sub-group will have final approval and this will be recorded in the minutes of the sub-group.
- 2.5 An electronic copy of each poster should be sent to every M&EE Networking Group and sub-group member and to any other

No	COP0	M&EE Networking Group Code of Practice for
Issue	4	M&EE Documents
Date	Sept 2015	
Page	6 of 7	

organisation or individual decided by the sub-group. Posters should not be sent to any Network Rail employee other than those who are members of the Group or sub-groups.

- 2.6 In addition to the posters being published on the RSSB web site, see 3, it is the responsibility of the sub-group to publicise the existence of the poster.
- 2.7 Posters should be reviewed by the Group that produced them at least annually. The result of the review should be sent to the Group Archivist. Failure to keep to the 12 month deadline might result in the poster being withdrawn.

3 COPs and posters for publication

- 3.1 COPs and posters are published by RSSB on their website (currently located at <http://www.rssb.co.uk/standards-and-the-rail-industry>).
- 3.2 The RSSB Professional Head of Plant (RSSB PHP) should be the single point of contact for the Group to arrange publication. The RSSB PHP should arrange publication through the RSSB internal publication process.
- 3.3 The Group Archivist will send the completed Word version of the document agreed to be published to the RSSB PHP – note that the RSSB PHP should not also be the Group Archivist.
- 3.4 The RSSB PHP will send the agreed version of the document, having passed the RSSB internal quality processes, to the Group Archivist for retaining as the Group master copy.
- 3.5 RSSB update publications on their website on the first Saturday of March, June, September and December each year. It is the responsibility of the chairman of the drafting group to ensure the document is published when expected.

4 Articles for publication

- 4.1 In addition to documents published by RSSB, the Group may decide to publish articles in its name in any magazine, website or other publishing medium.
- 4.2 By prior agreement of the Group, articles considered for publication under the Group's name are permitted to be written by individuals.
- 4.3 Each article shall be agreed by a 75% majority of the permanent members prior to publication. Agreement should be obtained by sending the article by email to all M&EE Group members, if no objection is made within a reasonable timescale this will be taken as agreement to the content (normally a reasonable timescale is taken to be a minimum of three days).