Code of Practice for OTM Ready to Run Card
Document revision history

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Reason for change</th>
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<tbody>
<tr>
<td>1</td>
<td>July 20</td>
<td>First issue</td>
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</table>

Background

A sub-group of the M&EE Networking Group have looked at the need for a consistent Ready to Run card, so that it can be recognised by any hauling company. The M&EE Networking Group recommend this COP as good practice for the industry.

M&EE COP are produced for the benefit of any industry partner who wishes to follow the good practice on any railway infrastructure. Where an infrastructure manager has mandated their own comparable requirements, the more onerous requirements should be followed as a minimum for work on their managed infrastructure.

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 15 July 2020 and published on 5 September 2020.

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Purpose
This Code of Practice details the action to be taken and design of card to show that an applicable on-track machine (OTM) is ready to be hauled by any operating company.

Scope
This Code of Practice concerns all on-track machines currently in use on GB infrastructure. It is also able to be used by other special vehicles such as snowploughs and breakdown cranes.

Definitions
Applicable OTM
Any OTM that is self-propelled (either inside or outside a possession).

This also applies to any other OTM that are not already covered by Network Rail procedure NR/L3/NDS/308.
1 Use of card

1.1 When any ‘applicable OTM’ is intended to be hauled by another train this procedure should be followed.

1.2 All moveable parts should be stowed and locked in position.

1.3 All drives should be disengaged so that the OTM can be towed.

1.4 The handbrake should either be capable of being released from outside the machine at solebar level, or the handbrake should be released and the machine secure by other obvious alternative means.

1.5 Once the OTM is ready to run it should be:

   a) indicated by a removeable panel in the cab windscreen stating the machine is “READY FOR HAULAGE” or

   b) labelled with the card shown in Appendix A.

1.6 The card referred in 1.5 b) should be placed in the wagon clip or tie wrapped to a buffer, on both sides of the OTM.

1.7 Each individual OTM should be labelled as shown in 1.5, even when coupled together.

2 Before use of machine

2.1 Before work commences for any ‘applicable OTM’ the machine should be visually checked and any ready to run indication should be removed.
Appendix A  Prepared for Haulage Card

M&EE Networking Group

OTM ready FOR HAULAGE card

<table>
<thead>
<tr>
<th>VEHICLE NO.:</th>
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<tbody>
<tr>
<td>LOCATION:</td>
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<tr>
<td>EXPIRY DATE</td>
<td></td>
</tr>
<tr>
<td>PREPARED FOR HAULAGE BY:</td>
<td></td>
</tr>
<tr>
<td>COMPANY:</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE:</td>
<td></td>
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<tr>
<td>DATE:</td>
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THIS LABEL DOES NOT INFER PARKING BRAKE IS RELEASED

M&EE COP041 FORM A