

GE/RT8000/HB11 ERTMS
Rule Book

Handbook 11
ERTMS

Handbook 11

Duties of the person in charge of the possession (PICOP) on ERTMS lines where lineside signals are not provided

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Mark
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1 Definitions

Driver

This includes an operator of an on-track machine.

Engineering train

This includes on-track machines but does not include on-track plant.

Machine controller (MC)

The MC is the person with overall responsibility for the safe operation of OTP and will be identified by an armband or badge with MACHINE CONTROLLER or MC in black letters on a white background.

When the MC is also competent as a crane controller, they will instead wear an armband or badge with CRANE CONTROLLER or CC in black letters on a white background.

Maximum speed in a possession

Depending on any lower speed that may apply the maximum speed entering, leaving and within a possession is 40 km/h (25 mph).

On-track plant (OTP)

Also known as 'in possession only rail vehicles' and includes road-rail vehicles (RRV), rail-mounted maintenance machines (RMMM) and RRV/RMMM trailers and attachments with guidance wheels.

Person in charge of a siding possession (PICOS)

The PICOS is the person responsible for taking and supervising a possession of a siding.

Train

This includes a light locomotive, self propelled rail vehicle, on-track machine, an RRV in rail mode and rail mounted maintenance machine.

2 Competence and identification

To act as the person in charge of the possession (PICOP), you must have with you a valid PICOP certificate of competence issued by your employer.

You must wear an armlet on the left arm or a badge on the upper chest when you are carrying out the duties of a PICOP. The armlet or badge must have PERSON I.C. POSSESSION in red letters on a yellow background.

3 Possession details

3.1 Possession details to be published

Except where a possession must be taken in an urgent situation, details of the possession must be published in the *Weekly Operating Notice* or *Engineering Notice*.

3.2 Changes to published details

If it is necessary for any of the published details to be changed, this must be agreed between the organisation responsible for the possession and Operations Control.

Operations Control will be responsible for letting you and the signaller know about the details of any agreed changes.

4 Taking the possession

4.1 Confirming the details with the signaller

You must contact the signaller who controls the block marker leading to the section of line that is to be taken under possession.

You must state the published possession reference if there is one and then confirm:

- the line that will be taken under possession
- the possession procedure to be used
- whether the possession is to be taken around one or more trains
- the locations between which the possession will be taken including the protecting block markers or points
- the details of any points or crossings that may be used for trains outside the possession
- the position points within the possession must be placed in
- the arrangements to be applied for each level crossing within the possession
- the exact location of the first work-site marker board (WSMB) in the normal direction of travel
- the exact location of the last WSMB in the normal direction of travel
- the time the possession is to be taken.

4.2 Taking possession around one or more engineering trains

When the possession is to be taken or lengthened around an engineering train, before you can proceed any further with the possession arrangements, the signaller must tell you when every train concerned is at a stand at its specified block marker.

You must not allow any of these trains to move again until the possession has been granted and all the necessary arrangements have been made.

There is no limit to the number of engineering trains a possession can be taken around, as long as the details have been published for each train concerned.

4.3 Providing signalling protection (closing the route)

When the line concerned is clear other than any trains at a stand as shown in section 4.2 above, the signaller will tell you when the routes from the agreed block markers to protect the possession have been closed.

You must then complete section 1 of your Possession Arrangements Form (RT3198 ERTMS).

You must then read the details back to the signaller.

4.4 When signalling protection has been provided

When protection by block markers and points has been provided as shown in section 4.3, one of the following possession procedures must be carried out before the possession can be granted.

The only exception to this is possession procedure T3-A. This procedure must be carried out after the possession is granted.

You must record the details of the possession procedure used on the RT3198 ERTMS form.

4.5 Possession procedure T3-A (using a track circuit operating device T-COD)

When this procedure can be used

You may use procedure T3-A only if all the following apply.

- Use of a T-COD is authorised at the particular location.
- The signalling equipment is working normally at the time the T-COD is to be placed on the line.
- The work within the possession will not affect the correct operation of the track circuit concerned.

Competency in using a T-COD

You must make sure the person who is to place the T-COD on the line is competent to do so.

Placing the T-COD on the line

You must arrange for the T-COD to be placed on the line, only as shown in section 6.3, after the possession has been granted.

4.6 Possession procedure T3-D (disconnecting signalling equipment)

When this procedure can be used

You may use procedure T3-D only if it is authorised at the particular location.

Competency in disconnecting signalling equipment

You must make sure the person who is to make the disconnections is competent to do so.

Arranging for the disconnection to be made

When the signaller has told you all routes leading to the possession have been closed, as shown in section 4.3, you must arrange for the signalling controls of these routes to be disconnected.

You must tell the signaller when this has been done.

4.7 Possession procedure T3-P (PICOP or PICOP's agent going to the signal box)

When this procedure can be used

You may use procedure T3-P only if it is authorised at the particular location.

Competency of a PICOP's agent

You must make sure that any person who is to act as your agent is competent to do so.

Going to the signal box

When the signaller has told you all routes protecting the entrances and exits from the possession have been closed as shown in section 4.3, you must check that this has been done and that the possession is being correctly protected.

If you cannot personally go to the signal box that controls the routes protecting the entrances to and exits from the possession, you must arrange for a PICOP's agent to be in the controlling signal box to check that the correct routes have been closed.

You must get an assurance from the PICOP's agent that the protecting routes have been closed and the possession is correctly protected by the signaller.

You must then tell the signaller you are satisfied that the possession is correctly protected.

You do not need to go to, or send a PICOP's agent to, any intermediate signal boxes.

4.8 Possession procedure T3-E (barring the route)

Possession procedure T3-E always to be used

Possession procedure T3E must always be used except when it is not possible to do so and one of the other methods has been agreed at the planning meeting.

In exceptional circumstances, this may be agreed by Operations Control.

Competency in disconnecting signalling equipment

You must make sure the person who is to carry out the route barring is competent to do so.

Arranging for the route barring to be carried out

When the signaller has told you all routes leading towards the possession have been closed as shown in section 4.3, you must arrange for the signalling controls for these routes to be barred.

You must tell the signaller when this has been done.

4.9 Placing the first and last work-site marker boards

The distance between the block marker or points used to protect the entrance to the possession and the first WSMB must be not less than 200 metres.

The block marker immediately beyond the last WSMB must be no closer than 200 metres. This must be the point where normal working starts for train movements in the right direction.

4.10 When the first and last WSMBs have been placed

When the first and last WSMBs are in place, you must record the details on your RT3198 ERTMS form and then tell the signaller.

When the signaller is satisfied the line concerned is correctly protected, the signaller will tell you that the possession is granted.

5 Arrangements for level crossings

5.1 General

You must not allow any train or OTP movement to take place, or any work to be carried out, that will affect the operation of any level crossing until the necessary arrangements have been put in place for that level crossing.

You must record the arrangements that are applied for each level crossing within the possession on your RT3198 ERTMS form.

5.2 Automatic half barrier crossing (AHBC)

You must make sure an attendant has been appointed and local control taken at each AHBC throughout the time the possession is in place.

Exceptions

You do not need to do this if:

- the crossing controls will not be activated by the work
- the only movements over the crossing will be engineering trains passing normally in a direction provided with controls
- it is shown in the notices that the AHBC will be on local control only while it is affected by the work or train movements.

5.3 Automatic barrier crossing locally monitored (ABCL) and automatic open crossing locally monitored (AOCL)

You must make sure the road-traffic signals are switched off and the audible warnings disconnected at each ABCL and AOCL throughout the time the possession is in place.

You must also make sure the barriers are kept in the raised position at each ABCL.

Exceptions

You do not need to do this if:

- the crossing controls will not be activated by the work
- the only movements over the crossing will be engineering trains passing normally in a direction provided with controls.

5.4 Barrier crossing with closed circuit television (CCTV), barrier crossing with obstacle detection (OD) and remotely controlled crossing with barriers (RC)

You must make sure an attendant has been appointed at each CCTV, OD and RC crossing throughout the time the possession is in place.

Exceptions

You do not need to do this if:

- the crossing controls will not be activated by the work
- the only movements over the crossing will be trains passing normally in the right direction
- it is shown in the notices that a crossing attendant will be at the CCTV, OD or RC crossing only while it is affected by the work or train movements.

6 Work sites

6.1 Setting up work sites

You must not give permission for a work site to be set up or lengthened until any movement you have authorised has passed clear or has stopped short of the proposed work site.

6.2 Indicating each work site

You must arrange with each Engineering Supervisor (ES) or Safe Work Leader (SWL) to place a WSMB in the four-foot 100 metres (approximately 100 yds) from either end of the work site.

You must not allow a WSMB for one work site to be closer than 100 metres (100 yds) from the WSMB of another work site on the same line.

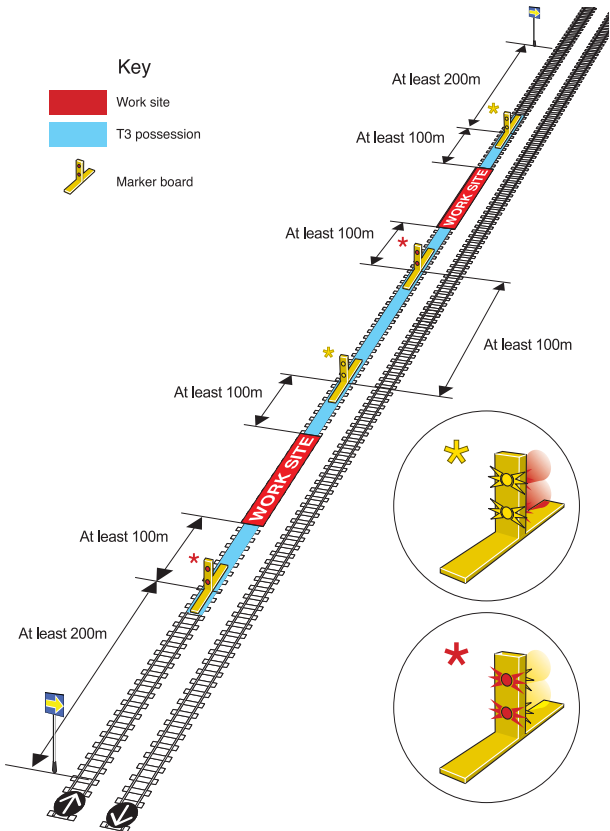
When the work site will be taken around a train, you must tell the ES or SWL the location of each train before you give permission to place the WSMBs.

The first WSMB at each end must be positioned so that it is on the possession side of both the block marker protecting the entrance and the block marker protecting the exit.

You must record the exact location of each WSMB on your RT3198 ERTMS form.

WSMBs must be provided unless there are no engineering trains or OTP within the possession.

The arrangements for WSMBs are shown in diagram HB11.1 ERTMS.



6.3 When possession procedure T3-A is being used

Where possession procedure T3-A is used as shown in section 4.5, you must make sure the T-COD is placed at the same time and at the same place as the first WSMB in the normal direction of travel.

You must get the signaller's permission before a T-COD is placed on the line.

When the T-COD has been placed, you must get an assurance from the signaller that the track circuit concerned is showing occupied.

6.4 Allowing work to start inside the work site

When the ES or SWL tells you the WSMB at each end of the work site is in position, you must dictate the details to the ES who will fill in a Work-site Certificate (RT3199 ERTMS).

You must include all details including the arrangements made for each level crossing within that work site.

The ES or SWL will read back the details to you.

When you are satisfied that all details are in order for the work to start, you must give the ES or SWL your full initials and authorise the work to start.

You must record the details on your RT3198 ERTMS form.

6.5 Carrying out signalling work within the possession

You must not allow signalling work to be carried out if it would affect the route barring or the functioning of the balises protecting the exits from the possession.

6.6 When a work site is suspended

If the ES or SWL tells you the work site has been suspended but the WSMBs are to stay in place, you must record the details on your RT3198 ERTMS form.

You must not allow a movement to pass a WSMB into a work site where work is suspended.

7 Allowing work outside a work site

You may allow a COSS or IWA to set up a safe system of work that uses warning of approaching trains in the area between work sites.

You must make sure the COSS or IWA fully understand the details of the possession, including the time the possession is to be given up.

You must instruct each COSS or IWA that engineering trains or OTP may approach at any time and at a speed of up to 40 km/h (25 mph) in either direction on any line under possession.

You must not give permission for a COSS or IWA to work between the protecting block marker or points and the first WSMB, or between the last WSMB and the block marker or points beyond the possession.

You must record the details, including the name of each COSS or IWA on your RT3198 ERTMS form.

You must not give up the possession until each COSS or IWA involved has told you they no longer need to rely on the possession arrangements.

8 Train movements

8.1 General

Entering the possession

The signaller must keep the routes closed leading to the possession. The signaller will authorise the driver of each train entering the possession to proceed to the first WSMB.

The signaller will get your permission before doing this.

Only the ES or SWL can authorise train movements into a work site.

Only you can authorise train movements through points and crossings protecting the possession at an intermediate point.

Points within the possession

If there are any unworked points within the possession, you must arrange for them to be secured if necessary, before a movement is made over them.

You must record the details on your RT3198 ERTMS form.

Before you authorise any movement, you must make sure any points in the route are in the correct position.

If the MC with an item of OTP tells you that the OTP cannot be relied upon to operate train-operated points, you must make sure that any such points are correctly secured before authorising the OTP to pass over them in the trailing position.

Instructions to drivers and machine controllers

You must instruct the driver of each engineering train, or the MC of each item of OTP, to make each rail movement at caution and to be prepared to stop within the distance that can be seen to be clear.

You must check the driver or MC clearly understands the location the movement is to proceed to.

You must tell the driver or MC the location of any permissible speed or temporary speed restriction lower than 40 km/h (25 mph) on the portion of line concerned.

Competent person passing on your instructions

If you use someone else to give your instructions to the driver or MC, you must make sure the person:

- is competent to do so
- fully understands the instructions to pass on
- does not travel in the driving cab with the driver.

Block markers within the possession

Drivers and MCs will not pass a block marker without verbal authority.

You are responsible for giving this authority within the possession outside work sites and the ES or SWL is responsible for doing this within their work site.

Vehicles left outside a work site

You must make sure a red light is showing at both ends of any vehicles stabled or detached outside a work site.

You must not allow a train to be left, or vehicles to be detached, between the WSMB and the block marker or points protecting the possession at either end.

Recording details of movements

You must record the time you authorise each movement. You must also record the time you are told when a movement has been completed.

8.2 Entering the possession at the first WSMB

Before you give the signaller permission to let an engineering train proceed towards the first WSMB, you must make sure:

- the first WSMB is in place
- you have not authorised a conflicting movement.

You must make sure the first WSMB is not removed until the engineering train has stopped at it.

When the engineering train has entered the possession, you must arrange for the first WSMB to be replaced immediately.

When the WSMB has been replaced you must tell the signaller.

8.3 Entering the possession at an intermediate point between work sites

Before you give the signaller permission to let an engineering train proceed from the protecting block marker towards the possession, you must make sure:

- you or a competent person sent by you is at the intermediate point to give the instructions to the driver
- you have not authorised a conflicting movement to take place.

Once the engineering train has entered the possession and is clear of the points or crossings at the intermediate point, you must tell the signaller.

The signaller will then return the points to the agreed position.

8.4 Entering the possession at an intermediate point - directly into a work site

Before you give the signaller permission to let an engineering train proceed from the protecting block marker towards the possession, you must make sure:

- the ES or SWL, or a competent person sent by the ES or SWL, is positioned at the intermediate point to give the instructions to the driver
- you or the ES or SWL have not authorised a conflicting movement to take place.

Once the engineering train has entered the possession, you must get confirmation from the ES or SWL that it has entered the work site and is clear of the points or crossings concerned.

You must then tell the signaller that the engineering train is clear of the points or crossings at the intermediate point.

The signaller will then return the points to the agreed position.

8.5 Entering the possession from an adjacent siding under possession

If a movement is to enter your possession from an adjacent siding under possession, you must first agree with the signaller and the PICOS how this is to be done.

If the movement is to pass directly from the siding under possession into the work site, you must make sure that:

- the ES, SWL or a competent person sent by the ES or SWL, is positioned at the exit from the siding to give instructions to the driver
- you have not authorised a conflicting movement to take place.

8.6 Leaving a work site

Only you can authorise a movement to leave a work site.

You must not allow the WSMB to be removed until the movement has stopped at it.

The WSMB must be replaced immediately the movement has passed beyond it.

8.7 Moving between work sites

Before you allow a train to proceed from a WSMB to the next work site you must make sure:

- any previous movement authorised over that section of line has passed clear or is at a stand at the WSMB
- you, or a competent person, tell the driver or MC the exact location of the next WSMB or the exact location of any train or vehicle waiting at that WSMB.

8.8 Assisting a failed train, failed OTP or removing a portion of a divided train

You may allow a train to enter an occupied area under your control to assist an OTP or a train that has failed or divided.

Before doing this you must:

- tell the driver of the failed train or MC of the failed OTP not to move the train or OTP until the assisting train or OTP arrives
- give the driver of the assisting train or MC of the assisting OTP the exact location of the failed train or OTP.

8.9 Movement of multiple OTP

If more than one item of OTP is to travel in an area that you control, you may allow them to travel at the same time as long as:

- the details are shown in the method statement
- any previous movement in that area has arrived at the other end or has been shunted clear at an intermediate point
- each MC involved in the movement is given the necessary instructions.

Once you have given authority for the movement to start, you must not allow any other movement in that section until all the OTP in the movement:

- have arrived at the WSMB at the other end of the section, or
- have been shunted clear.

8.10 Propelling

You must not allow any of the following movements to be propelled unless the details are published in the *Weekly Operating Notice* or the *Engineering Notice* and are shown in the method statement.

- Movements entering the possession.
- Movements within the possession but outside a work site.
- Movements leaving the possession.

If it is necessary to propel when details have not been published, you must get authority from Operations Control before you can allow any of the above movements to be propelled.

8.11 Leaving a possession at the last WSMB

You must tell the signaller when an engineering train is ready to leave the possession.

You must make sure that the WSMB is not removed until the movement has stopped at it and the signaller has given the necessary instructions about the movement.

You must:

- come to a clear understanding with the signaller before giving the driver instructions
- repeat to the driver the instructions given to you by the signaller
- authorise the driver to pass beyond the last WSMB.

You must arrange for the last WSMB to be replaced immediately after the train has passed beyond it.

8.12 Leaving the possession at an intermediate point

You must tell the signaller when an engineering train is ready to leave a possession at an intermediate point.

You must:

- come to a clear understanding with the signaller before giving the driver instructions
- repeat to the driver the instructions given to you by the signaller.

You must tell the signaller when the movement has passed clear of the points or crossings concerned.

The signaller will then return the points to the agreed position.

8.13 Leaving the possession directly into a siding under possession

If a movement is to leave your possession directly into an adjacent siding under possession, you must first agree with the signaller and the PICOS how this is to be done.

9 Movements over level crossings

9.1 Before making a movement

Before authorising any movement that will pass over a level crossing, you must make sure any instructions in this section for the type of level crossing concerned are carried out.

Before the movement takes place, you must give details of the movement to those personnel operating:

- any CCTV, OD or RC level crossing
- other level crossings, if possible.

9.2 AHBC locally controlled

You must tell the driver or MC that the movement must not pass over the crossing unless the crossing attendant is displaying a green handsignal.

9.3 AHBC that is not being locally controlled

OTP must not pass over the level crossing.

You may allow an engineering train that is to pass normally over the level crossing to proceed in a direction for which there are controls.

You must first get permission from the signaller for the movement over the crossing and then tell the driver not to stop specially before passing over the level crossing.

9.4 CCTV, OD or RC locally controlled

You must tell the driver or MC that the movement must not pass over the level crossing unless the crossing attendant displays a green handsignal.

9.5 CCTV, OD or RC that is not locally controlled

You must not allow any movement in the wrong direction to pass over the level crossing.

For movements in the right direction, you must not authorise the driver or MC to pass the block marker protecting the level crossing until the signaller has told you that the barriers have been lowered for the movement.

You must then tell the driver or MC not to stop specially at the level crossing.

9.6 AOCL or ABCL not switched off

If the crossing has not been switched off as shown in section 5.3, the following must apply.

You must instruct the driver of an engineering train that is to pass over the crossing, to proceed over the crossing only when it is safe to do so.

For any engineering train movements not passing normally over the crossing and for all items of OTP, you must not allow the movement to take place unless:

- the crossing has been closed to road traffic, or
- a competent person is positioned at the crossing and has stopped road traffic by displaying a red handsignal on both sides of the crossing.

You must instruct the driver or MC to stop at the crossing, sound the horn and then pass over the crossing only when it is safe to do so.

9.7 AOCL and ABCL that has been switched off

If the crossing has been switched off as shown in section 5.3, the following must apply.

During daylight

You must instruct the driver of an engineering train that is to pass over the crossing to stop the train at the crossing, sound the horn and then pass over the crossing only when it is safe to do so.

The movement of OTP over the crossing must not take place unless:

- the crossing has been closed to road traffic, or
- a competent person is positioned at the crossing and has stopped road traffic by displaying a red handsignal on both sides of the crossing.

You must instruct the MC to stop at the crossing, sound the horn and then pass over the crossing only when it is safe to do so.

During darkness

The movement of an engineering train or OTP over the crossing must not take place unless:

- the crossing has been closed to road traffic, or
- a competent person is positioned at the crossing and has stopped road traffic by displaying a red light on both sides of the crossing.

You must instruct the driver or MC to stop at the crossing, sound the horn and then pass over the crossing only when it is safe to do so.

9.8 Manned level crossings

You must instruct the driver or MC to pass over the level crossing only if the level crossing barriers or gates are closed to road traffic.

If it is a traincrew-operated (TMO) crossing, you must make sure that a competent person is available to operate the level crossing, before authorising the driver or MC to proceed.

9.9 Crossing with red and green lights (R/G)

You must instruct the driver or MC to stop at the crossing, sound the horn and then pass over the crossing only when it is safe to do so.

9.10 Barrow or foot crossings with white light indicators

You must instruct the driver or MC to pass over the crossing only when it is safe to do so.

10 Changing the possession limits

10.1 When the limits may be changed

The limits of the possession may be shortened or lengthened as long as:

- the details of the changed limits, including the planned time, are published in the *Weekly Operating Notice* or *Engineering Notice*, or
- in exceptional circumstances, when agreed by Operations Control.

10.2 Setting up another work site

If it is necessary to set up another work site on the approach to the first WSMB or beyond the last WSMB, you must first get the signaller's permission to do so.

You must tell the signaller the exact location (mileage or kilometres and metres) of the new WSMB before allowing any further train movements.

The signaller must not give you permission to set up another work site until any movement already authorised has passed clear of the area concerned.

If possession procedure T3-A is being used, you must make sure a T-COD is placed on the line at the same time and place as the new first WSMB, as shown in section 6.3.

You must also, if necessary, arrange to remove the T-COD placed at the previous first WSMB.

10.3 Recording the details

You must record the changed details on the RT3198 ERTMS form.

11 Change of personnel

11.1 Change of PICOP

If you are going off duty, you must:

- tell the new PICOP about the possession arrangements
- hand the RT3198 ERTMS form to the new PICOP
- tell the signaller the name of the new PICOP.

If you are the new PICOP, you must sign the RT3198 ERTMS form.

11.2 Change of ES or SWL

The ES or SWL will tell you the name of the new ES or SWL if there is a change. You must record the details on the RT3198 ERTMS form.

12 Giving up the possession

12.1 Making sure the work is complete

When each ES or SWL gives you an assurance that work is complete at their work site, you must tell them to remove the WSMBs.

You must not give permission to remove the WSMBs if you have given permission for a movement to proceed towards the work site.

If, under possession procedure T3-A, a T-COD was placed at the WSMB, you must make sure this is removed at the same time as the WSMB is removed.

If the WSMBs removed are the first or last within the possession, you must immediately tell the signaller the exact location (mileage or kilometres and metres) of the new first or last WSMB.

When the ES or SWL tells you the WSMBs have been removed, you must record the details on the RT3198 ERTMS form.

When each IWA or COSS who is relying upon the possession arrangements in your area of control tells you they no longer need the possession arrangements, you must record the name of each IWA or COSS and the time on your RT3198 ERTMS form.

12.2 Giving up the possession around an engineering train

You may give up the possession with an engineering train standing at a block marker on the line under possession, as long as all of the following apply.

- The train is standing at a location where the detection is by means of track circuits and not by axle counters.
- The movement, after the possession is given up, will be in the normal signalled direction and will be driven from the leading cab.

You must make sure:

- the block marker to be used is agreed with the signaller
- all personnel on the engineering train are told that the possession is to be given up and the line must be considered open.

You must not start the arrangements to give up the possession until the signaller has confirmed that the engineering train has arrived at the agreed block marker.

12.3 Removing the possession arrangements

When every ES or SWL has removed their WSMBs and each IWA or COSS working in your area of control has told you they no longer need your protection, you must tell the signaller you are ready to give the possession up.

You must then arrange for any disconnection made under possession procedure T3-D to be reconnected or for any route barring carried out under possession procedure T3-E to be restored.

You must arrange to release any unworked points or train-operated points that have been secured.

12.4 Telling the signaller the possession is no longer needed

You must tell the signaller that the line is clear and safe for trains to run on (or if section 12.2 applies, clear and safe other than the engineering train standing at the agreed block marker) when:

- any disconnections made under possession procedure T3-D have been reconnected
- any route barring carried out under possession procedure T3-E has been reconnected
- any unworked points or train operated points that had been secured have been released.

12.5 Confirming the possession is given up

You must record the details on the RT3198 ERTMS form.

You must ask the signaller to read back the entry in the Train Register.

If you agree with the entry in the Train Register, this is confirmation that the possession has been given up.

Notes

Notes

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