

NUMBERING, MANAGEMENT AND USE OF EQUIPMENT SETS THAT COULD BE SPLIT

1. PURPOSE

To facilitate ease of transportation to site, items of plant and equipment for use on the railway infrastructure often consist of a number of parts that require assembly prior to use. The individual components or assemblies, as supplied by the manufacturer are supplied as a set and as such are intended to be used together as a set. If components or assemblies are from mixed sets there is a high risk of incompatibility leading to safety and quality risk

This procedure sets out management arrangements to ensure optimum operational and safety performance and that procedures are in place to minimise risk and control delivery.

2. SCOPE

This procedure is mandatory on all sites where VolkerRail are engaged in using equipment that has the ability to be split into a number of parts and re-assembled prior to use. A typical example of the type of equipment that this instruction covers is shown below in figure 1 below.



Figure 1: Typical Equipment (Ironman) that can be split into a number of parts



Figure 2: Ironman broken down into its four main parts

Each of the four components detailed above comprise the set and are individually marked with matching serial numbers

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3. REFERENCES (INPUTS) / RELATED DOCUMENTS

Legislation

- The Health and Safety at Work Act 1974
- Construction (Design and Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998
- The Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance L22
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Client / Industry Standards

- RSSB GE/RT8000 Rule Book
- RIS-1700-PLT Safe Use of Plant for Infrastructure Work
- RIS-1701-PLT Rail Industry Standard for Portable and Transportable Plant Used for Infrastructure Work
- NR/L2/RMPV/0200 Infrastructure Plant Manual
- M & EE COP 0018 Code of Practice for Rail Mounted Manually Propelled Equipment
- M & EE COP 0030 Code of Practice for Lifting Operations Using Manually Propelled Rail Mounted Gantries

VolkerRail

- IMS- VolkerRail Integrated Management System
- SAF19 – Planning & Delivering Safe Work
- SAF30 – Risk Assessments
- PE326 – Vehicular Plant and Crane Operations
- QUA08 – Calibration of Inspection, Monitoring and Measuring Equipment

4. DEFINITIONS

Word	Description
Equipment Owner	VolkerRail Plant or in the case of equipment hired in from an external source, the equipment supplier
Equipment User	VolkerRail or an organisation contracted by VolkerRail to use equipment covered by the scope of this procedure
Set	A number of components or assemblies that form part of a whole eg: <ul style="list-style-type: none"> • A ½ set of distressing kit, the pipes and pump that work it • A regulator, pipes and fittings forming part of a gas set for burning • Disc cutter and guide • Ironmen • Track Trolley
Supplier	An organisation on the VolkerRail approved supplier

5. MANAGEMENT ARRANGEMENTS

5.1 Marking

The equipment owner shall ensure that all individual elements which make up the set are clearly marked as part of that set e.g. 123/1, 123/2, 123/3, 123/4 etc.

5.2 Complete Sets

The equipment owner shall ensure that the set is complete when received for any calibration (QUA08 Calibration of Inspection, Monitoring and Measuring Equipment) or maintenance event. In the event of any part being missing, replacement parts shall be supplied and numbered within the set prior to maintenance or calibration taking place and prior to use.

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It is important that “a set” is considered as the whole apparatus e.g. destressing kit: performance can be significantly affected by changing pipes or using a different pump. These shall be sourced as a set, supplied/used as a set and returned as a set.

5.3 Use of Equipment

The equipment user shall only use equipment that is in a complete set and mixed sets shall never be used.

5.4 Multiple Sets

Certain processes require more than one set of equipment to perform the task. Where multiple sets are required to work together, they shall be from the same manufacturer and generally of the same type (with the exception of MK1, 2, 3 etc. where the mechanism of operation remains the same). This shall be specified on the order for supply by the user requisitioning the equipment.

This specifically applies to Ironmen when used in multiple to lift and carry long lengths of rail.

5.5 Checks

All equipment shall be checked by the Delivery Manager/Site Supervisor or other appointed person for completeness of sets prior to the day of use to enable replacements sets to be supplied without adverse effect on the work.

5.6 Suppliers to be Made Aware of Requirements

The contents of this procedure shall be briefed to all organisations contracted to supply equipment within the scope of this procedure to VolkerRail.

All suppliers of equipment to VolkerRail shall be selected from the VolkerRail approved list of suppliers. Where a new supplier is added to the approved supplier list and they supply equipment within the scope of this procedure they shall be briefed accordingly on the contents of this procedure.

5.7 Audit Requirements

The audit requirements associated with this procedure are included within the Category 3 audit programme.

6. ASSOCIATED GUIDANCE & INFORMATION

- None

7. DOCUMENTATION (OUTPUTS)

- None

8. ISSUE RECORD

Issue	Date	Comments
1	Oct 2006	New
2	Oct 2008	Annual Review, Reformatted, Minor Changes.
3	15/11/2017	Reviewed in line with current industry standards, minor amendments throughout

9. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

The procedure has been reviewed in line with the current industry standards, organisation and job titles amended as necessary throughout.

10. BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

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All employees with an email address receive the 'Record of Revisions' each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

This is determined using the 'RACI' principle. Those roles identified as 'Responsible' and 'Accountable' should receive a formal awareness briefing facilitated by the Document Owner.

Discipline	Role	RACI	Type of briefing
Senior Management	Engineering Director	Accountable	Standard Owner
Senior Management	HSQE Director	Informed	Awareness
Senior Management	General Manager Plant	Informed	Awareness
Engineering	Head of Track Engineering	Informed	Awareness
Engineering	SP & E Asset Manager	Responsible	Detailed
Engineering	Engineering Manager Plant	Informed	Awareness
Engineering	Plant Engineer	Informed	Awareness
Planning & Programming	Programme Manager	Informed	Awareness
Planning & Programming	Senior/Project Engineers	Informed	Awareness
Planning & Programming	Senior/Project Managers	Informed	Awareness
Delivery	Construction/Delivery Managers	Informed	Awareness
Delivery	Site Supervisors	Informed	Awareness
Labour	Plate Layers	Informed	Awareness
Procurement	Procurement Manager	Informed	Awareness

11. IMS AUTHORISATION

Document owner approval:

Jack Pendle, Engineering Director, 15/11/2017

Approval for IMS:

Paula Roberts, IMS Coordinator, 15/11/2017

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