

1. PURPOSE

VolkerRail recognises the importance of protecting employees / others from any associated risks in relation to the operation of MFD jacking equipment and are committed to complying with all relevant legal duties and obligations.

This will be achieved by:

- Adherence to this procedure when required to operate MFD jacking equipment on the railway infrastructure.
- All relevant staff involved in re-railing operations must be briefed on the content of the re-railing plan by the VolkerRail (VR) Site Manager or his representative (person in charge).
- Providing appropriate information, instructions, supervision and training to employees where necessary.

2. SCOPE

The scope of this procedure applies to all employees within VR, particularly those with specified responsibility for the operation of MFD jacking equipment.

The MFD jacking equipment is being used for assisting with rolling stock derailments and has been designed to be able to lift all types of rolling stock.

3. REFERENCES (INPUTS)

- Health & Safety at Work Act 1974
- SAF26 Personal Protective Equipment
- PE326 Vehicular Plant and Crane Operations
- SAF30 Risk Assessment Manual
- BS EN 1494:2000+A1:2008 Mobile or movable jacks and associated lifting equipment
- WORLIFTS Programme for MFD Re-Railing operating and general maintenance awareness course

4. ABBREVIATIONS & DEFINITION OF TERMS

Term or Abbreviation	Definition
Console Operator	Person trained and certified competent to operate the MFD Jacking Equipment Console.
Person In Charge (Lead Re-Railer)	Person trained and certified competent to assume direct supervisory control of the MFD jacking equipment and competent to plan the re-railing procedure at the worksite.
Programme for MFD Re-Railing operating and general maintenance awareness course	Operation and Maintenance guidelines set out by the MFD jacking equipment Manufacturer.
Rolling Stock	Locomotives, Torpedoes and all types of runner wagons that are currently in use on the railway infrastructure.
Rolling Stock Data Sheets	Information on the type of rolling stock, associated weight and jacking points.
Re-railing Plan	A templated document that is used to document the re-railing activity, including the rolling stock to be re-railed, associated weights, site specific conditions, jacking equipment to be used, etc.
Traffic Team Co-ordinator /Site Manager	Responsible for checking the work pack and issuing of track permits on behalf of client.
VR	VolkerRail Ltd and VolkerRail Specialist Businesses
VolkerRail Site Manager (VR Site Manager)	VolkerRail representative who has overall managerial responsibility for the implementation of the procedure and safety of workforce.

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Term or Abbreviation	Definition
Work Party (WP)	Persons trained and certified competent to work with the MFD jacking equipment
Work Plan	Pack of site specific information including (but not limited to) a re-railing plan, risk assessments, permits to work.

5. ACTIONS (PROCESS)

5.1 Management Arrangements

RESPONSIBILITY

5.1.1 VR Site Manager

The VR Site Manager will:

- Ensure that the arrangements contained within this procedure are complied with.
- Be responsible for ensuring that this procedure is followed (create a re-railing plan (PE353F01) and that the equipment used is certified and fit for purpose. Check that Record of Use pre-start checks are completed (form PE353F02).
- Establish the roles and responsibilities within the MFD jacking team for delivery of this procedure.

VR Site Manager

5.1.2 The Person in Charge (PIC) / Lead Re-railer The PIC will:

- Have control of re-railing operation and be responsible for ensuring there is a sufficient exclusion zone in place.
- Instruct the work party on how to set up the MFD equipment. Ensure Record of Use pre-start checks are completed (form PE353F02).
- Give guidance / instruction on where to place packing.
- Be identified as the only person that can give instruction to the control operator.
- In the event of a derailment, ensure that all preliminary information is collated, using PE353F03.

Person in Charge

5.1.3 The Work Party (WP) The WP will:

- Be trained and certified competent to work with the MFD jacking equipment in a safe and efficient manner.
- Take direct instruction from the PIC.

**Site Manager
Person in Charge /
Work Party**

5.1.4 Console Operator (CO) The CO will:

- Be trained and certified competent to operate the MFD Jacking Equipment Console in a safe and efficient manner.
- Operate under the direction of the PIC (at all times)

**Site Manager
Person in Charge
/ Console
Operator**

5.2 Arrangements for Jacking Operation

- The MFD jacking equipment must be used by operatives who have completed the MFD Re-railing operation and general maintenance awareness course and been assessed as competent.
- Obtain relevant permits to work before work can commence. Permits will be obtained from the Traffic Team Co-ordinator / Site Manager.
- Check all equipment to ensure they are within test date and visually check there are no defects. Ensure Record of Use pre-start checks are completed (form PE353F02).
- Carry out full assessment of the derailment site.
- Complete a site specific re-railing plan (PE353F01).

Person in Charge

Person in Charge

Person in Charge

Person in Charge

Person in Charge

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- Set-up exclusion zones and rail traffic protection prior to the jacking operation commencing. **Person in Charge**
- Mobilise the jacking equipment under instruction from the Traffic Team Co-ordinator / Site Manager. **Person in Charge**
- Ensure the jacking equipment arrives on site via the agreed access route and report to the relevant Plant / Satellite site Manager or traffic Co-ordinator for the site. **Person in Charge**
- Brief all staff on the re-railing plan, safe work procedure (RERAIL1-6) (Steelworks) and work pack. **Person in Charge**
- Ensure all required staff are in the exclusion zone. **Person in Charge / Console Operator / Work Party**
- Give instructions to commence with the planned work, following the steps listed in the relevant Safe Work Procedure (RERAIL1-6) at all times. **Person in Charge / Console Operator / Work Party**
- In the event of a derailment, ensure that all preliminary information is collated, using PE353F03. **Person in Charge**

5.3 Arrangements for Training

The Training and Competence team (**Training Coordinator**) must arrange the necessary competence training and ensure that records are maintained.

The PIC of the de-railment has been through the training and assessment procedure and is deemed competent to take charge of the derailment.

All parties involved in the lifting operation using the MFD jacking equipment have received Re-railing Operation and General Maintenance Awareness Training carried out by Worlifts training.

5.4 Maintenance of Records

Record	Retained by	Retention period
MDF jacking equipment test inspection	Administration Assistant - Metros	Duration of the project + 10 years
MDF jacking equipment record of use forms	Administration Assistant - Metros	Duration of the project + 10 years
Completed Re-railing plan	Administration Assistant - Metros	Duration of the project + 10 years
Completed Derailment Preliminary Causation Investigation Report	Administration Assistant - Metros	Duration of the project + 10 years

6. MONITORING

The site manager shall carry out a yearly audit of the procedure and arrangements.

This audit will include correct completion of records, training requirements, and application of the procedure.

7. ASSOCIATED GUIDANCE & INFORMATION

- Steelworks rolling stock data sheets
- Steelworks re-railing safe working procedures (RERAIL1-6)

8. DOCUMENTATION (OUTPUTS)

- PE353F01 Re-railing plan
- PE353F02 MDF jacking equipment record of use form
- PE353F03 Derailment Preliminary Causation Investigation Report

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9. ISSUE RECORD

Issue	Date	Comments
1	03/10/2017	New issue
2	30/05/2024	Revised – no change to content
3	19/05/2025	<p>Updated Maintenance of Records Table (Section 5.4), Section 5.5 Audit Requirements has been re-numbered as Section 6 MONITORING and associated Forms updated:</p> <ul style="list-style-type: none"> PE353F01 – Re-Railing Plan – Addition of Evidence record to the end of the form. PE353F02 – Removal of prepopulated equipment ID numbers *New* PE353F03 - Derailment Preliminary Causation Investigation Report

10. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

This procedure has had minor amendments made to improve the current documentation used in this process.

Updated Section 5.4 Maintenance of Records table to include the new PE353F03 Derailment Preliminary Causation Investigation Report.

Output documents updated:

- PE353F01 – Re-Railing Plan – Addition of Evidence record section.
- PE353F02 – Removal of prepopulated equipment ID numbers
- PE353F03 – New Document

Section 5.5 Audit Requirements has been re-numbered as Section 6 MONITORING.

11. BRIEFING REQUIREMENTS

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

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
Engineering	Chief Engineer	Informed	Awareness
Senior Management	HSQES Director	Informed	Awareness
HSQES	H&S Advisors / Manager	Informed	Awareness
HSQES	Senior H&S Manager	Informed	Awareness
HSQES	Training and Competence Manager	Informed	Awareness
HSQES	Training Coordinator / Senior	Responsible	Detailed
HSQES	Head of Quality Systems	Informed	Awareness
Administration	Administration Assistant (Metro)	Informed	Awareness

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Discipline	Role	RACI	Type of briefing
Delivery	Site Manager (Metro)	Responsible	Detailed
Engineering	Operations Manager (Metro)	Accountable	Detailed
Engineering	Construction Manager – Track (Metro)	Responsible	Detailed

Competence	RACI	Type of briefing
Lead Re-railer / person in charge (PIC)	Responsible	Detailed
Re-railing team including console operator & work party	Responsible	Detailed

12. IMS AUTHORISATION

Document owner approval:

Adrees Khan, Operations Manager (Metro), 19/05/2025

Document Author approval:

Kane Horton, Construction Manager - Track, 19/05/2025

Approval for IMS:

Paula Roberts, IMS Manager, 19/05/2025

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