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# Duties of the person in charge of the siding possession (PICOS)

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## 1 Definitions

### **Designated person**

A designated person (DP) is responsible for setting up protection so that people carrying out work related to maintaining and repairing rail vehicles will be protected from train movements.

### **Engineering train**

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

### **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.

### **Train**

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

## 2 General

Before allowing engineering work or on-tracking of OTP to take place in a siding or group of sidings, you will be appointed to take possession of the sidings concerned as shown in this handbook.

Wherever possible you should arrange to take possession of the whole of each affected siding.

If a possession of a siding will be taken in association with a possession of an adjacent running line, you may, if competent, also be the person in charge of that possession (PICOP) or the engineering supervisor (ES) of an adjacent work site.

If you are an IWA, you must not arrange a possession in sidings for the protection of anyone except yourself.

Local instructions may be published by Network Rail in the *Sectional Appendix* or by the operator of a depot. Those local instructions may modify the arrangements shown in this handbook. You must be aware of and apply these instructions where necessary.

### **3 Competence**

To act as a person in charge of a siding possession (PICOS), you must have been passed as competent in the rules shown in this handbook and have with you a valid certificate of competence for either a COSS or IWA issued by your employer.

## 4 Agreeing the arrangements

### 4.1 Agreement with the person responsible

You must agree the following details with the person who is responsible for the operation of the siding.

- Your name and contact details.
- The location of the siding or sidings involved.
- Whether you will take possession of the whole length of a siding or just part of it.
- Whether you will need to take possession of more than one siding.
- How you will arrange line protection.
- The date and time you will take possession and by when it will be given up.

### 4.2 Telling the shunter

If involved, you must make sure the shunter, or any other person responsible for controlling train movements within the siding, is told about the possession arrangements. You do not need to do this yourself if the person responsible for the operation of the siding tells you that they will.

### **4.3 Recording the arrangements**

You must record in writing on the document provided by your employer:

- which siding is affected
- the siding-protection arrangements
- the date and time the possession is taken.

## **5 Protecting the possession**

### **5.1 Possession of the whole length of a siding**

Before you allow any work to start or OTP to be placed on the track in the siding, you must arrange the line protection as follows.

- Make sure the points leading to the siding are set to prevent movements from entering the siding.
- Clip and padlock the points.
- Keep the key to the padlock until the possession is given up.

### **5.2 Possession of part of one siding**

If it is not possible to block the whole of the siding, you must make sure that no movement approaches the affected part of the siding by placing line protection in the siding concerned.

You must always place a possession limit board (PLB) or red light, so that it can clearly be seen by an approaching movement.

If any of the following apply you must also secure a sleeper across the rails, or place a derailer.

- The part of the siding under possession has become unsafe for any movements to take place over it.
- The work taking place would make it unsafe for any movement to enter the part of the siding under possession.
- Anyone will be required to work on or near that part of the siding.

### **5.3 Points worked from a signal box or ground frame**

If the points leading to the siding are worked from a signal box or ground frame, you must not clip the points. However, you must get confirmation from the signaller or ground frame operator that the points will be kept in the position to prevent movements from entering the siding.

### **5.4 If movements can enter from either end**

If movements can enter the siding from either end, you must arrange line protection at both ends.

### **5.5 If work is to be carried out on a rail vehicle**

If work is to be carried out on a rail vehicle standing within the possession, the DP will ask you to stop any movements towards that vehicle.

If the DP asks you to stop movements on an adjacent running line you must ask:

- the PICOP, if that line is under possession
- the signaller, if the line is not under possession.

If the DP asks you to stop movements on an adjacent siding you must ask:

- the PICOS, if that siding is under possession
- the person in charge or the signaller, if that siding is not under possession.

If work is to take place on an item of on-track plant (OTP) on any line, the machine controller (MC) will ask you.

When movements have been stopped on any line concerned, you must tell the person who asked you.

You must not allow any movements on the line affected, or tell the signaller that the line blockage can be given up, until the person who asked you to arrange protection tells you that:

- work on the vehicle has been completed or suspended
- protection is no longer required.

## 6 Siding next to a running line under possession

### 6.1 Line protection arrangements

If the possession of the siding is taken in association with a possession of an adjacent running line, you do not need to provide line protection to the siding as shown in section 5 unless one of the following applies.

- The siding is a through siding and you need to prevent access at the far end of the siding.
- The possession of the siding will be taken before the adjacent running line possession.

When possession of the siding will be kept after the adjacent running line possession is given up, you must make sure line protection is provided before the adjacent running line possession is given up.

### 6.2 Movements to or from the running line under possession

If the siding is to be used to allow movements to enter or leave an adjacent possession, you must agree with the PICOP or ES, as appropriate, and the signaller or ground frame operator, if involved, how this will be done.

You must make suitable arrangements for the safety of your group and any other group or individual who is working under the protection of your possession while movements take place.

If points have been secured to protect the possession, you must make sure the points are again secured once the movement has been completed.

## **7 Allowing work to start**

When you have completed the arrangements for taking possession of the siding, you may allow your group, or another group or individual, to start work in the siding, or allow OTP to be on-tracked.

You must record the name and contact number of any other COSS, DP, or IWA to whom you give permission to share your protection.

You must brief anyone who is permitted to share your protection about the limits and any known hazards.

This section 7 does not apply to an IWA.

## **8 Change of PICOS**

When going off duty, you must give the new PICOS the details about:

- the limits of your possession
- the line-protection arrangements
- any movement that you have authorised which has not been completed
- any other groups or individuals working under your protection.

If you are the new PICOS, you must tell the signaller, if involved.

## 9 Giving up the possession

### 9.1 Work suspended or completed

Before you make arrangements to give up the possession, you must make sure that:

- the siding is safe for movements
- each COSS, DP, or IWA you have allowed to share your protection has assured you that your protection arrangements are no longer needed
- any OTP have been removed from the siding.

You must then remove any line protection you placed in the siding.

### 9.2 Telling others

You must tell the following that you have removed the line protection and the possession has been given up.

- The signaller or ground frame operator, if involved.
- The person who is responsible for the operation of the siding.
- The shunter, or any other person responsible for controlling train movements within the siding. You do not need to do this yourself if the person responsible for the operation of the siding or the signaller tells you that they will.

### **9.3 Recording the arrangements**

You must record in writing:

- the date and time at which each COSS, DP or IWA confirms to you that they no longer need to share your protection
- the date and time the possession is given up.

## Notes





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