INFRASTRUCTURE INSTRUCTION

DISPATCH & CATCH

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REVISION HISTORY

This document will be revised as necessary by the issue of amended pages and these will be recorded in the revision history. Revised or additional pages will be marked with a black line in the left-hand margin. Where the document is updated by the issue of a complete replacement, the issue number will be changed, and no black line will be shown.

Date	Issue / Revision	Page(s)	Detail of Amendment	Amended By
OCT 2019	1.0	All	New Document	G. Thompson
JUNE 2020	2.0	All	Updated following review	J. Mowbray

Contents

1.0 Introduction

This instruction will come into force on 17 June 2020.

In Rule Book Section Q **3.0 INSTRUCTIONS TO THE RRVO** (Page Q7) and **4.0 INSTRUCTIONS TO THE RRVC** (Page Q10) it states that:

- a RRVC[1] must be present when an RRV is:
  - about to go on or near the line
  - on-tracking
  - travelling[2]
  - working
  - off-tracking

This instruction outlines an additional process called 'Dispatch and Catch' which can be used when it has been determined by the appropriate Department Head or nominated representative that it is not safe or practicable for an RRVC to be present during travelling as stated above.

Whenever a work task has been deemed not safe or practicable, the Department Head (or their elected representative) can authorise a single person to carry out the duty of both RRVC and RRVO.

2.0 Dispatch & Catch Process

1. Dispatch & Catch Process During Travelling

The dispatching RRVC and the receiving RRVC will agree the exact location that the unaccompanied move can proceed to. This may be the same person.

The dispatching RRVC must establish with the ES/PICOP:

- authority for the Dispatch & Catch movement
- the arrangements at all points[3]
- the arrangements at all level crossings[4]
- any other hazards within the route
- the exact limits where the RRVO will be dispatched to

[1] An RRVC must hold valid TSC, Points Operators and RRVC competencies.
[2] Can be anywhere within a T3 possession.
[3] If an RRVO cannot visually confirm that any points that are to be passed over are set correctly for the movement, they must stop short of the points and contact the dispatching RRVC for further instructions.
[4] Do not pass over any level crossing without first ensuring it is safe to do so.

The dispatching RRVC is to brief the RRVO regarding the hazards within the route and ensure that the RRVO and the dispatching RRVC are satisfied that the RRVO knows the exact location that the unaccompanied movement can proceed to.

The RRVC must complete the Dispatch & Catch Arrangements form with the RRVO for the planned movement and the RRVO must only sign this form when both parties are satisfied that they fully understand what is required. The RRVO must retain the Dispatch & Catch arrangement forms.

2. Additional Requirements for Movement of Multiple RRVs

The following method must be adhered to:

- where there is more than one RRVC, each RRVC is to record the details of the movement on their Dispatch & Catch Arrangements form
- all RRVOs and RRVCs are to attend a single brief detailing the movement held by the lead RRVC
- a safe distance[5] must be maintained between their RRV and other RRVs in transit
- the maximum speed[6] of the RRVs in transit

Whenever the above method is deemed impracticable by the Department Head (or their elected representative) the movements of multiple RRVs which are controlled by a single RRVC can be carried out providing:

- the Department Head (or their elected representative) has authorised the movements

- a specific method of working is in place[7]

3. Standing Down an RRV

The RRVC must display a red aspect on the RRV cab and instruct the RRVO to:

- ground hydraulics
- isolate all hydraulics
- apply parking brake
- not to move until instructed to do so by the RRVC

The above can be repeated to allow multiple RRVs to be brought into the worksite and stood down.

[5] as a minimum this distance shall not be less than 100m during movement. Upon the lead RRV stopping the following RRV is to stop at a distance not less than 20m from the lead RRV vehicle until instructed to move by their RRVC.
[6] Maximum speed during this movement is 10mph in PICOP controlled area and 5mph within ES Worksite.
[7] See Appendix 1

4. Working within an ES Site

When the works party working alongside an RRV is within 50m of the RRV, a separate RRVC must be appointed.

When the main area of works is separate from the loading/unloading point within the ES worksite, the RRVC at the works party may permit the RRVO to leave the main works area providing:

- ES authority for the unaccompanied movement has been granted
- the movement remains within the ES worksite
- the movement to the loading/unloading point is greater than ¼ Mile

3.0 Dispatch & Catch Form

SECTION Q PART 1 - DISPATCH & CATCH ARRANGEMENTS (DCA1) FORM

PART A – AUTHORITY FOR RRVO TO BE DISPATCH

Name of RRVC:		Staff No./ Employer:		Name of PICOP:		Staff No./ Employer:	
Name of RRVO:		Staff No./ Employer:		Name of ES:		Staff No./ Employer:	

RRVC & RRVO means of communication in place?	YES ☐	NO ☐

SPEED OF MOVEMENT: 10mph ☐ 15mph ☐ 20mph ☐ **REMINDER:** 5mph over P&C & ES Site

DISPATCH LOCATION: *(milepost/description)*	**CATCH LOCATION:** *(milepost/description)*

RRVC AUTHORITY: I certify that the RRVO has been briefed and instructed to check all points are in the correct position before travelling over them at **5mph**, stop short of any obstruction at a Level Crossing and will meet the receiving RRVC at the ES marker boards at the CATCH location.	**RRVC SIGNATURE:**	
	RRVO SIGNATURE:	

ADDITIONAL INFORMATION: *(Location of EO's/CAs, Points that may have be thrown in the possession, any other known hazards)*

PART B – DISPATCH TIME | **PART C – CATCH TIME**

DISPATCH	DATE	TIME	RRVC SIGNATURE	CATCH	DATE	TIME	RRVC SIGNATURE
1							
2							
3							
4							
5							

*Note: If there are any changes to Part A you must use a new form. This book should travel with the RRVO. On completion of this form the top copy must be submitted to your Supervisor/Line Manager.

Appendix 1: Example of the Method of Work which may be employed within a Renewal Project which requires movement of multiple machines under the control of one RRVC

- Once approval has been granted by the Department Head (or their elected representative), the following method must be adhered to:
- Single RRVC can be appointed to co-ordinate dispatching movement of multiple machines
- RRVC to record details of the movement on the Dispatch and Catch Arrangements form of all machines involved in the movement.
- All RRVOs to attend brief with RRVC detailing the movement.
- The RRVC should take account of how many RRVs will be involved in the movement in order to calculate the overall safe distance required for the initial on tracking of the RRVs to ensure separation of 100m between machines.
    - For example, if three RRVs are to be utilised, then a distance of 200m is required. The first RRV (RRV1) accesses track and travels 200m from access point and stands down, second RRV (RRV2) accesses track and travels 100m from access point and stands, and finally third RRV (RRV3) accesses track at the access point and stands down. All machines must wait for further instruction from the RRVC).
- Upon approval of the ES, the RRVC will instruct the RRVO's to simultaneously re-engage their machines from 'stand down' and commence the movement.
- Upon reaching the agreed limit of the movement, RRV 1 will stop their machine and 'stand down' under the guidance of the catching RRVC. The dispatching and catching RRVC may be the same person.
- RRV 2 will proceed to no less than 20m from the rear of RRV 1 and at an approach speed of no greater than 5mph. At this point, RRV 2 will now 'stand down'
- RRV 3 will repeat this process until the movement is complete