GERT8000-HB11
Rule Book

Handbook 11

Duties of the person in charge of the possession (PICOP)

Issue 9

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For information regarding the Rule Book, contact: https://customer-portal.rssb.co.uk

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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 person with overall responsibility for the safe operation of OTP and will be identified by an armlet 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 armlet or badge with CRANE CONTROLLER or CC in black letters on a white background.

On-track plant (OTP)
Also known as ‘in possession only rail vehicles’ and includes road-rail vehicles (RRV), rail-mounted maintenance machines (RMMM) and their trailers and attachments with guidance wheels.

Person in charge of the siding possession (PICOS)
The person responsible for taking and supervising a possession of a siding.

Token
Any single line token, staff or tablet.

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

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 the 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 signal 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 you will be taking under possession
- whether possession is to be taken around one or more trains
- the signals leading to the possession that will be kept at danger or block markers from which the route will be kept closed
- the details of any points or crossings that may be used for trains outside the possession
- the position any points within the possession must be placed in
- the arrangements to be applied for every level crossing within the possession
- the exact location of the detonator protection and whether this is less than the standard distance
- the time the possession is to be taken.

4.2 Taking possession around one or more engineering trains

When the possession will 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 signal, block marker or flexible train arrival point (FTAP).

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 or extended around, as long as the details have been published for each train concerned.

4.3 'Back-to-back' possessions

When one possession is adjacent to another possession on the same running line, the same signal can be used to separate both possessions.

The PICOP for each possession will arrange for detonator protection to be placed on the approach to the signal at the exit from one possession, and beyond the signal for the possession for which it is the protecting signal.

The signal separating both possessions must be a signal that has been placed to or is being kept at danger and must not be located within the detonator protection limits of any other possession.

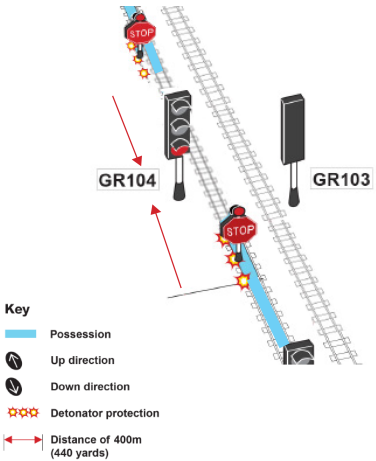

Diagram HB11.1 'Back-to-back' possessions

4.4 Arranging the possession protection

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 signals leading to the possession are at danger or the routes closed.

You must then complete section 1 of your possession arrangements form (RT3198).

You must then read the details back to the signaller.

When the signaller is satisfied that the details are correct, you will be told that you can arrange for the possession protection to be placed.

You may then authorise protection to be carried out as shown in section 4.5, 4.6 or 4.8 and authorise each engineering supervisor (ES) or safe work leader (SWL) to set up the work site and, if necessary, place work-site marker boards (WSMB) as shown in section 6.2.

4.5 Arranging detonator protection at the standard distance

You must arrange for detonator protection to be placed as shown in diagram HB11.2, or where points are involved, diagram HB11.3.

You do not need to provide detonator protection:

- at a crossover, siding or loop where it joins the line under possession, or
- on a single line where you will have the token as protection.

Detonator protection consists of three detonators being placed on the same rail, 20 metres (approximately 20 yards) apart with a possession limit board (PLB) placed at the centre detonator.

If detonator protection is used on a single line, it must be placed at both ends as shown in diagram HB11.2 for signal GR102 or diagram HB11.3 for crossover 844.

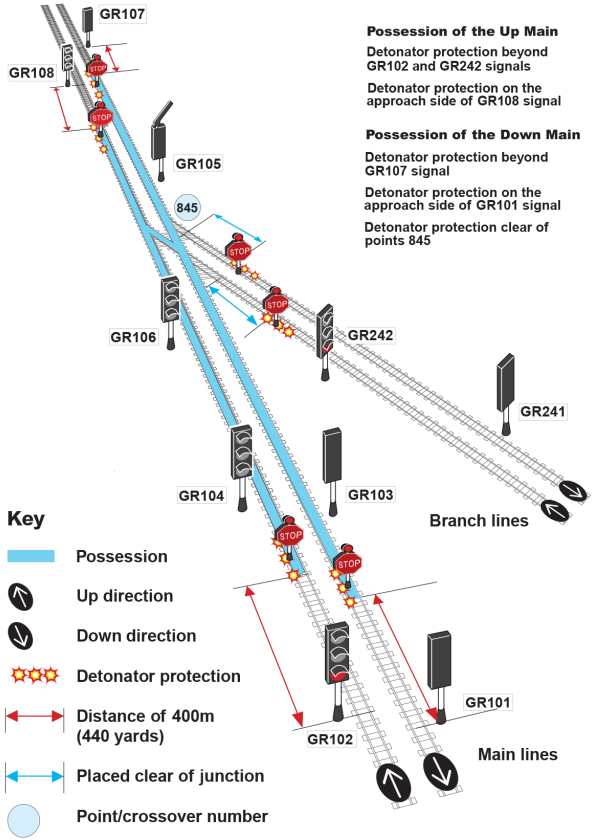

Diagram HB11.2

Standard detonator protection

4.6 If the standard distance is not possible

If, due to the work that is to take place, it is not possible to place the detonator protection at the standard distance as shown in diagram HB11.2 or diagram HB11.3, the following must apply.

- The detonator protection must be placed as close to the standard distance as possible.
- Any train movement approaching the detonator protection from within the possession must only be made as shown in section 8.12.

4.7 When all detonator protection has been placed

When all detonator protection is in place, you must record the details on your RT3198 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.

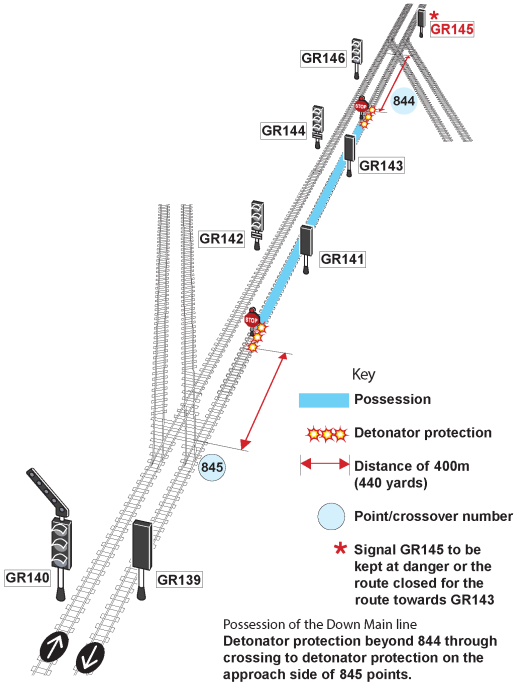

Diagram HB11.3

Standard detonator protection - points involved

4.8 Using the token as protection

You do not need to arrange detonator protection on a single line if you use the token to provide protection.

You must get the token from the signal box or from a token instrument that is not at a signal box.

You must record the details on your RT3198 form.

You may now consider the possession granted.

You must keep the token until the possession is given up.

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 on the RT3198 form the arrangements that are applied for each level crossing within the possession.

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 to provide WSMBs if there are engineering trains or OTP within the possession.

You must arrange with the ES or SWL to place a WSMB in the ‘four-foot’ 100 metres (approximately 100 yards) from each end of the work site.

You must not allow a WSMB for one work site to be closer than 100 metres (approximately 100 yards) 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.

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

If a work site will be close to the detonator protection for the possession, the WSMB must normally be placed at least 100 metres (approximately 100 yards) from that detonator protection.

If, due to the work, a distance of 100 metres is not possible between the WSMB and the detonator protection, the WSMB must be placed at the detonator protection.

6.3 Allowing work to start inside the work site

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

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 form.

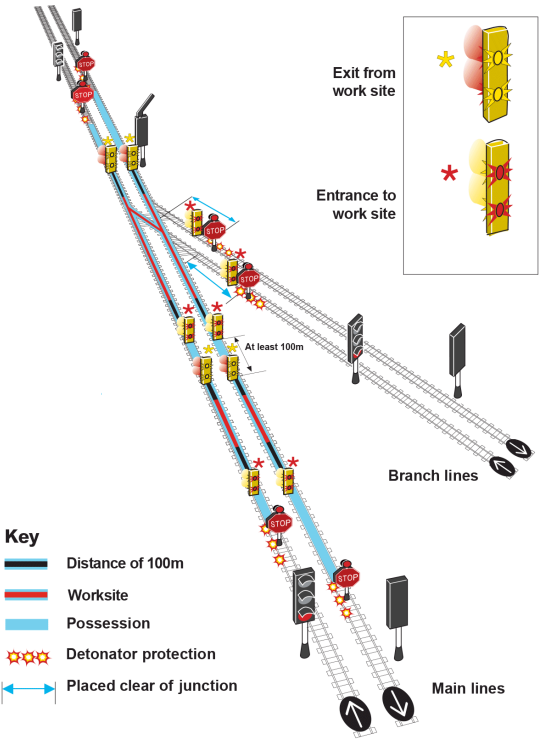

Diagram HB11.4

Indication of work sites

6.4 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 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 or between the detonator protection and the work site.

You must make sure the COSS or IWA fully understands 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 25 mph (40 km/h) in either direction on any line under possession.

You must record the details, including the name of each COSS or IWA, on your RT3198 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 route closed and not clear any signal leading to the possession. The signaller will authorise the driver of each train entering the possession to pass the signal at danger or pass the end of authority (EoA) without a movement authority (MA) and proceed to the detonator protection.

The signaller will get your permission before doing this.

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

If there is no detonator protection because you are using the token as protection, you must agree with the signaller the exact location the train must proceed to.

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

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 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 these 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.

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

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.

Signals and block markers within the possession

The normal meaning of a proceed signal does not apply within a possession as the signalling is suspended.

However, drivers and MCs will not pass a signal at danger or 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.

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 detonator protection

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

- the detonator protection is in place
- you have not authorised a conflicting movement.

You must not allow the detonator protection to be removed until the engineering train has stopped at it.

You must make sure that the detonator protection is replaced immediately after the engineering train has entered the possession.

When the detonator protection 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 signal or 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, 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 signal or 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, 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 person in charge of the siding possession (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 or 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.

Before you allow a train to proceed from the WSMB, you must make sure that:

- any previous movement authorised over that section of line has passed clear or is at a stand at the agreed stop signal, block marker or detonator protection
- you, or a competent person, tell the driver the exact location of the agreed stop signal, block marker or detonator protection or the exact location of any train waiting at the detonator protection.

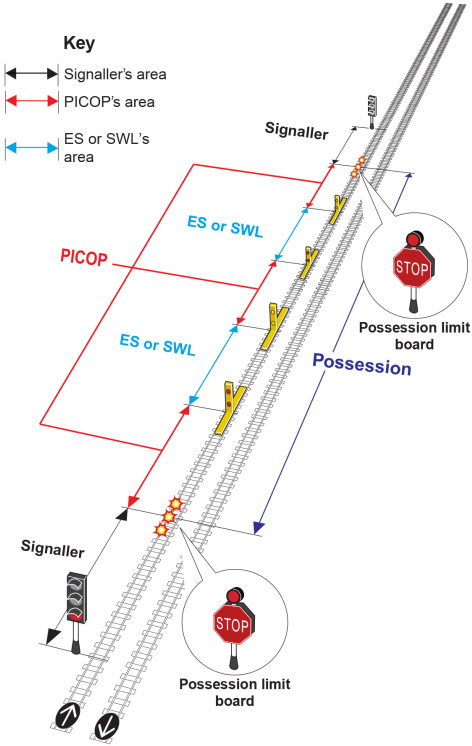

Diagram HB11.5

Areas of responsibility

8.7 Moving between detonator protection and the work site or between work sites

Before you allow a train to proceed from the detonator protection or 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 or OTP 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 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 that 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 *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 the possession - standard detonator protection

You may allow an engineering train to proceed to the detonator protection to wait for the signaller to give permission for the engineering train to leave the possession.

You must make sure the detonator protection is not removed until:

- the engineering train is at a stand at the detonator protection
- the signaller has given the necessary instructions to the driver
- the signaller has given the driver permission for the engineering train to leave the possession.

When the engineering train has left the possession, you must make sure the detonator protection is immediately replaced.

When the detonator protection has been replaced, you must tell the signaller.

8.12 Movements towards the detonator protection - standard distance is not possible

You must not allow an engineering train to approach the detonator protection until the signaller has given you permission to do so.

If the WSMB is placed at the detonator protection, you must then give the ES or SWL permission to allow the movement.

You must then tell the signaller immediately it has arrived at the detonator protection.

You must make sure the detonator protection is not removed until:

- the engineering train is at a stand at the detonator protection
- the signaller has given the necessary instructions to the driver
- the signaller has given permission for the engineering train to leave the possession.

When the engineering train has left the possession, you must make sure the detonator protection is immediately replaced.

When the detonator protection has been replaced, you must tell the signaller.

If the possession is a 'back-to-back' possession, you must also carry out these instructions when the standard distance is available.

8.13 Leaving the possession at an intermediate point

If the engineering train is to leave the possession at an intermediate point, the signaller will give the driver the necessary instructions.

You must tell the signaller when the engineering train has passed clear of the points or crossings.

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

8.14 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.

8.15 Leaving the possession when there is no detonator protection

When you are using the token as protection, you must agree with the signaller how each movement is to leave the possession.

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 crossing, if possible.

9.2 AHBC locally controlled

You must tell the train 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 crossing unless the crossing attendant is displaying 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 signal or 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 and 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 normally, 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 handsignal on both sides of the level 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 Recording the details

You must record the changed details on the RT3198 form.

10.3 Placing the new detonator protection

You must make sure the new detonator protection is placed before the old detonator protection is removed.

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 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 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 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.

The ES or SWL will tell you if a train is standing within the work site at a signal or block marker where it has been agreed that the possession will be given up around a train. You must record the details on the RT3198 form.

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

12.2 Giving up the possession around engineering trains

You may give up the possession with engineering trains standing at stop signals or block markers on the line under possession, as long as all of the following apply.

- The line is signalled by track circuit block or ERTMS and the trains are standing at a location where the detection is by 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:

- you agree with the signaller the stop signals or block markers to be used
- all personnel on the engineering trains 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 engineering trains have arrived at the agreed signals or block markers.

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 arrange for the detonator protection to be removed.

If single line working is still in operation, you must tell the pilotman that the possession is being given up.

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

If you have the token as protection and you are ready to give up the possession, you must:

- return the token to the signal box at either end of the section, or
- restore it at an instrument that is not at a signal box after reaching a clear understanding with the signaller about what you are going to do.

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 signal or block marker) when:

- any unworked points or train-operated points that had been secured have been released
- the detonator protection has been removed.

12.5 Confirming the possession is given up

You must record the details on the RT3198 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

Contact https://customer-portal.rssb.co.uk
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Web www.rssb.co.uk

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