PPLRS10

# Handover and dispose of trains

## Overview

This NOS is about handing over trains that are in service and taking trains out of service. This NOS identifies the importance of effectively and accurately communicating information, including train details and other safety and performance information, to colleagues. This NOS also covers ensuring that trains are secured safely when leaving them unattended or changing crews, communicating between crews and reporting faults.

This NOS consists of two elements:

1. Handover trains in service

This element is about ensuring a safe handover of a train in service. It requires an understanding of the procedures for handover including required information, communication and documents.

2. Dispose of trains

This element is about ensuring that you take the required actions to safely and efficiently dispose of a train when required to do so. It requires you to understand your own responsibilities and your organisation's rules, regulations, instructions and procedures for disposal.

This NOS is for those who work directly and indirectly with passengers and the running of trains. It is particularly appropriate for those who undertake a driving role.

## Performance criteria

You must be able to:

**Handover trains in service**

1. secure a train prior to handover in line with your organisation's procedures
2. locate and identify the relevant person(s) involved in the handover
3. communicate information relating to the train, the service and the safety of the line to the relevant person(s)
4. inform promptly the relevant person(s) when the handover cannot be completed
5. complete and process the required documents in line with your organisation's procedures

**Dispose of trains**

6. deliver a train to the appointed location
7. comply with instructions regarding the positioning of trains at all times
8. position a train in order that it does not create a safety hazard or hinder the passage of other traffic or equipment
9. immobilise a train according to the train specification and type
10. shut a train down according to the train specification and type
11. secure the driving cab in line with your organisation's procedures
12. report the location and condition of a disposed train to the relevant person(s)
13. observe and adhere to safety and security procedures at all times
14. complete required documents accurately and process them in line with your organisation's procedures

## Knowledge and understanding

You need to know and understand:

**Handover trains in service**

1. your organisation's procedure relating to securing a train prior to handover
2. how to interpret working schedules or timetables
3. local train handover procedures
4. the limits of your own responsibility
5. the reasons why a handover cannot be completed

**Dispose of trains**

6. the types of locations where trains are disposed and the typical risks associated with these locations
7. your organisation's procedures relating to train disposal duties
8. the layout and procedures of the appointed disposal location
9. the sequence and detail for immobilisation and shutdown activities
10. why it is important to secure the driving cab
11. the lines and methods of effective communication within your organisation
12. the relevant documentation completion requirements within your organisation

## Glossary

**Your organisation**
This is the company you work for or, if you are self-employed, the rules you have set for yourself to ensure that you comply with relevant legal and licencing requirements

**Hazard**
Something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work organisation)

**Your organisation's procedures**
These are the procedures an organisation has in place to ensure compliance to the relevant rules, legislation, regulations, instructions, policies, systems, licencing and laws relevant to the activity and its environment.

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