

## 8. TIMESCALES FOR BOOKING ACCESS AND CLOSURES

1. In preparing an Access Plan the Contractor makes allowance for the minimum booking periods for the applicable access and closure types, as listed in the following table

Type	Applicable to:			
	Station Access	Track Access	Working Time in	
			Engineering Hours	Traffic Hours
General Access Non-Restrictive/ Exclusive Access	Yes (14)	Yes (14)	Yes	Yes
Restrictive Access Exclusive Access	Yes (21)	Yes (56)	Yes	Yes
Major Closures	Yes (540)	Yes (540)	No	Yes
Minor Closure	Yes (222)	Yes (222)	No <sup>(ii)</sup>	Yes
L&E Closure	Yes (90)	N/A	Yes	Yes

**Notes:**

- i. The above table gives the T- date in brackets by which planning must be completed (the Latest Request Date). The Contractor must allow for sufficient time for adequate access planning.
  - ii. A Minor Closure may be applicable to Engineering Hours if a vehicle is being outstabled. Where no more than two vehicles are being outstabled at any single location the timescale for booking may, subject to the agreement of the Access Manager, be reduced to 90 days.
  - iii. A Closure in respect of a depot or sliding may be required if the proposed works affects the operational railway
2. At specific locations the minimum booking period for Closures stated in the above table may be able to be reduced. Where a reduced period applies this shall be specified by the Company's Representative.
  3. The Contractor plans access as early as possible and in no event applies for access or closures after the Latest Request Date past.
  4. Where access is required to Network Rail infrastructure at the Network Rail Interface Locations the minimum booking period for all access types is [294] days access except for Major Closures which remains unchanged.

## **9. UTILISING EXISTING CLOSURES**

1. The Contractor actively seeks to utilise the the Company's existing closure programme to progress the Works. The Contractor may request details of such closure programme from the Company's Representative, to the extent relevant to the provision of the Works.
2. The Contractor identifies all possible opportunities to use the Company's existing closure programme and provides the information necessary to complete the Application to Work Form. The Contractor completes the Application to Work Form and submits this to the Access Manager and the Company's Representative for approval. Such Form shall be submitted a minimum of 15 (fifteen) weeks prior to the relevant closure start date. The Contractor attends the planning meetings for the relevant closure and the Contractor prepares for submission by the Contractor any information as may be requested by the Access Manager as part of this planning process. The Company's Representative may attend such Meetings.
3. The Contractor may also propose an extension to an existing planned closure. The Company's Representative considers the proposal and where the business benefits more than offsets the increased customer disruption, authorises the Contractor to seek endorsement by the Access Manager. The Access Manager determines whether the request should be taken forward as a formal application and advises the Contractor accordingly. Where such application has been approved by the Company's Representative, the Contractor submits an updated Access Plan, to reflect such application, to the Company's Representative for approval. Where such application has been approved by the Company's Representative, the Contractor submits an updated Access Plan, to reflect such application, to the Company's Representative for approval.
4. The Contractor recognises the level of disruption and limitation of journey opportunities which result from closures and where the Contactor plans any change to the scope or type of works to be undertaken under an existing closure, seeks the approval of the Company's Representative accordingly. The Contractor seeks consent for the change from the Access Manager. The Contractor accepts that if the Access Manager or the Company's Representative considers that changes in scope are such that the business benefit of the works to be carried out is no longer commensurate with the disruption caused, that the closure may be cancelled.

## 10. ACCESS WITHIN THE RAILWAY ENVIRONMENT

### 1. Engineering Trains

Engineering trains may be available from the Company for transportation of Plant and Materials and equipment on the Underground Network together with other specialist mechanised plant for the delivery of the Works. The Applicant submits a Work Request detailing requirements for engineering trains and mechanised plant to the Access Manager in accordance with the timescales set out in Appendix 6. The Contractor shall provide the Applicant with all the information relating to engineering trains and mechanised plant required by the Work Request and where the Contractor is the Applicant seeks the approval of the Company's Representative before the formal submission of the Work Request to the Access Manager.

Where the Contractor cancels the booking for an engineering train or other mechanised plant, the Contractor shall compensate the Company as follows:

- Cancellations made at least 56 (fifty-six) days in advance of the date on which the train has been booked to run – no charge will be levied by the Company
- Cancellations made at less than 56 (fifty-six) days in advance of the date on which the train has been booked to run – the full price will be charged by the Company, in accordance with the prevailing charges detailed in the TransPlant Agreement as set out in Appendix 11..

The Contractor directs any requests to amend a booking for engineering trains or mechanised plant to the Access Manager and the Company's Representative in compliance with the minimum timescales set out in Appendix 6. Requests to amend the make up of engineering trains will be subject to availability.

Other mechanised vehicles provided by the Contractor must be plant approved and have route clearance for the area involved. This is the responsibility of the Contractor. Access for other mechanised vehicles shall be booked by the Contractor by directing such booking to the Access Manager and the Company's Representative in the same manner as for engineering trains or mechanised plant as described above and is subject to the same minimum timescales as set out in Appendix 6.

Engineering train rolling stock and train/mechanised vehicle paths will be subject to optimisation planning by the Access Manager at 56 (fifty-six) days prior to the week of the requested date. The intention of this process is to:

- Maximise the nightly use of the available resources, trains, rolling stock, loading gangs, crews
- Maximise train pathing opportunities and time at site
- Maximise the access to the infrastructure to all parties requiring access
- Promote opportunities to share engineering trains between requesters in order to optimise available access and/or resources
- Meet business needs and/or priorities

In the event that it is required to re-schedule a requested engineering train, the Access Manager will use reasonable endeavours to provide an alternative and equivalent booking as close to the original date as possible

### 2. Protection

The Contractor consults and agrees all protection arrangements (including provision of additional Specialist Protection resources) with the Company's Representative and the Access Manager. The Applicant seeks formal approval for the agreed protection arrangements (including provision of agreed Specialist Protection resources) by submitting a Work Request.

The Contractor provides a minimum of 1 qualified Site Person in Charge (SPC) for each work party.

From May 2015, the Contractor's SPC (who work on the track) shall hold a dual qualification enabling them to provide protection as well as provide work site supervision and shall work as part of the protection detail. If works are planned to take place during Engineering Hours, the SPC shall hold a dual qualification enabling them to provide protection during Engineering Hours, and shall be familiar with the area that they will be working in and safe routes to / from the worksite, as such there should be no need for additional protection staff to be employed.

Prior to May 2015, where the Contractor is not able to provide a full complement of SPC with dual protection qualifications, the Applicant requests the Access Manager to arrange for protection to be provided by the Company.

In the event of additional Specialist Protection staff being required, the Contractor shall advise the Company's Representative accordingly and the Applicant requests the additional Specialist Protection resources from the Access Manager a minimum of 21 days before the Specialist Protection is required. Where the Contractor is the Applicant it will seek the approval of the Company's Representative before the submission of such request. The Access Manager will review the protection arrangements and determine the number and qualifications of any Specialist Protection staff that may be required. This will be done in consultation with the Applicant and where the Applicant is the Contractor, in consultation with the Applicant and the Company's Representative. Any Specialist Protection will be arranged by the Access Manager and provided by the Company

The cost of Specialist Protection staff will be charged back to the Contractor in the event of cancellation (or non-utilisation) on the following basis:

- Cancellations made 96 hours or more in advance of the activity start date – no charge will be levied by the Company;
- Cancellations made less than 96 before the job start date – the full cost will be charged to the Contractor.

The above durations are subject to the cancellation being made before 12:00hrs on a weekday (Monday to Friday inclusive). Where a cancellation notice is received after 12:00hrs, the 96hour cancellation period will be calculated from 09:00hrs on the next weekday.

**Appendix 1: Access Plan Template**

**Transport for London  
London Underground Limited**

<Programme>

<Project>

<UIP Code>

<Document Reference>

**Access Plan**

**Lifecycle Stage**

<lifecycle stage>

<b>Prepared by</b>		
<b>Manager</b> (LU Accountable Manager / LU Project Manager)	The Access Plan conforms to the template and the information is up to date, reflecting the current state of the project design and requirements for access.	
Name:	Signed:	Date:
<b>Approved by</b>		
<b>LU Access Manager</b>	I confirm that the Access Plan provides sufficient information to agree the access arrangements in principle and no further design details are needed at the current time.	
Name:	Signed:	Date:

**Distributed to:**

<Name>	<Role>	<Name>	<Role>
<Name>	<Role>	<Name>	<Role>
<Name>	<Role>	<Name>	<Role>
<Name>	<Role>	<Name>	<Role>

**Document History**

Revision	Date	Summary of changes

**MAYOR OF LONDON**

Transport for London



## Access Plan

### 1.0 GENERAL INFORMATION

Programme	<input type="text" value=" &lt;Programme&gt;"/>	Document Ref	<input type="text" value=" &lt;Document Reference&gt;"/>
Project Title	<input type="text" value=" &lt;Project&gt;"/>	Project / UIP Code	<input type="text" value=" &lt;UIP Code&gt;"/>
SAP MPD No.	<input type="text"/>	Lifecycle Stage	<input type="text" value=" &lt;lifecycle&gt;"/>
Sponsor	<input type="text"/>		
Proj Man	<input type="text"/>		
email	<input type="text"/>		
Access Man	<input type="text"/>		
email	<input type="text"/>		
		Prog Man	<input type="text"/>
		phone	<input type="text"/>
		phone	<input type="text"/>

### 2.0 ACCESS LOGISTICS

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Applicant</th></tr> <tr><td>Station</td><td><input type="checkbox"/></td></tr> <tr><td>Track</td><td><input type="checkbox"/></td></tr> <tr><td>Depot / Sidings</td><td><input type="checkbox"/></td></tr> <tr><td>Veh/Plant</td><td><input type="checkbox"/></td></tr> <tr><td>Protection</td><td><input type="checkbox"/></td></tr> </table>	Applicant		Station	<input type="checkbox"/>	Track	<input type="checkbox"/>	Depot / Sidings	<input type="checkbox"/>	Veh/Plant	<input type="checkbox"/>	Protection	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Access Manager</th></tr> <tr><td>Closure (Maj)</td><td><input type="checkbox"/></td></tr> <tr><td>Closure (Min)</td><td><input type="checkbox"/></td></tr> <tr><td>Closure (L&amp;E)</td><td><input type="checkbox"/></td></tr> <tr><td>Published Work</td><td><input type="checkbox"/></td></tr> <tr><td>Unpublished Work</td><td><input type="checkbox"/></td></tr> </table>	Access Manager		Closure (Maj)	<input type="checkbox"/>	Closure (Min)	<input type="checkbox"/>	Closure (L&E)	<input type="checkbox"/>	Published Work	<input type="checkbox"/>	Unpublished Work	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Access Manager</th></tr> <tr><td>Exclusive</td><td><input type="checkbox"/></td></tr> <tr><td>Restrictive</td><td><input type="checkbox"/></td></tr> <tr><td>General Access</td><td><input type="checkbox"/></td></tr> <tr><td>NR / 3rd Party</td><td><input type="checkbox"/></td></tr> </table>	Access Manager		Exclusive	<input type="checkbox"/>	Restrictive	<input type="checkbox"/>	General Access	<input type="checkbox"/>	NR / 3rd Party	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Vehicles (T/Plant)</th></tr> <tr><td>Vehicles (Other)</td><td><input type="checkbox"/></td></tr> <tr><td>Plant</td><td><input type="checkbox"/></td></tr> <tr><td>Possession</td><td><input type="checkbox"/></td></tr> <tr><td>Specialist Resources</td><td><input type="checkbox"/></td></tr> </table>	Vehicles (T/Plant)		Vehicles (Other)	<input type="checkbox"/>	Plant	<input type="checkbox"/>	Possession	<input type="checkbox"/>	Specialist Resources	<input type="checkbox"/>
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All planning & works request applications must be complete & submitted <input type="text"/> days in advance of the Monday of the week access is required																																															

### 3.0 WORK DESCRIPTION & PHASING

Description of works & particular requirements

Will work be delivered in phases? <input type="text"/>	Will you need specialist resources? <input type="text"/>	Will you need a closure? <input type="text"/>
How many phases? <input type="text"/>	Do you need vehicles / plant / equipment? <input type="text"/>	L&E Closure <input type="text"/>
Further Details Attached <input type="text"/>		Minor Closure <input type="text"/>
		Major Closure <input type="text"/>

### 4.0 LOCATIONS

Describe where you will need access (include storage details & access routes if known)

Space Allocation     Movement of Materials     Storage License     Site map(s) attached

### 5.0 STATION SPECIFIC DETAILS (if applicable)

Station Specific Details:				Details of Work
Station	SID Code	Area Description	Type of Access	

### 6.0 DATES & SHIFTS

Earliest Start Date <input type="text"/>	Earliest Finish Date <input type="text"/>	Minimum Duration <input type="text"/>	Traffic / Opening Hours <input type="text"/>
Likely Start Date <input type="text"/>	Likely Finish Date <input type="text"/>	Maximum Duration <input type="text"/>	Engineering / Closed <input type="text"/>
Latest Start Date <input type="text"/>	Latest Finish Date <input type="text"/>	Contingency <input type="text"/>	Both <input type="text"/>

Describe when you will need access and your preferred shift pattern(s)

Have you considered working during traffic / opening times?     Do you need set-up / clear down time?     Works schedule attached

How much time?

<b>7.0 SPECIALIST PROTECTION (if applicable)</b>
<b>Describe what specialist resources will be required &amp; whether these will be provided by LU / Contractor or a Third Party</b>
<b>8.0 VEHICLES / PLANT / EQUIPMENT (if applicable)</b>
<b>Describe what Vehicles / Plant / Equipment will be required</b>
<b>Describe any access / planning requirements</b>
<b>9.0 ADDITIONAL INFORMATION</b>
<b>Add any other information which may be pertinent to the access requirements here</b>
<b>For details on completion timescales for processing Access Requests, talk to an Access Manager</b>
<b>A resource loaded schedule of work is to be attached when the form is submitted for final approval &amp; processing</b>

**Appendix 2: Application to Work Form**

Multi-Worksite Possession Team Application to Work Form					
Date of Application			Week No.		Equivalent Engineering hours shifts
Date of Possession			Week No.		
Responsible manager for work	Name				
	Organisation		Cost Centre		
	Contact number		E mail:		
Scope of work: Brief Description					
Chainage	Line(s) Affected	Times Reqd.	Limits		
<b>Worksite Location</b>  Lines Affected Including EB - WB - IR - OR - NB - SB Limits 1 No. Form For Each Respective Worksite					
Is it Possible to Pass Engineering Trains through your worksite. Ensure all information is correctly entered.		Yes If Yes, how much notice reqd. to clear site		No If No, enter justification below	
Engineering Trains					
Are Engineering trains working in your worksite		Yes		If Yes, how many and which type:	
		No			
Road Rail Vehicles (RRVs)					
Are EHs Possessions required to Outstable RRVs prior to Closure		Yes		Are EHs Possession required to return RRVs following Closure	Yes
		No			No
Comments					
On Track Plant / machinery					
Are any On Track Plant / machinery Working in your worksite		Yes		If yes ensure you enter all information correctly in the respective boxes below	
		No			
Line(s) Affected		Access		Egress	
Resources					
Are any specific resources required for your worksite		Yes		If yes ensure you enter all information correctly in the respective boxes below	
		No			
Are all staff on site Track Accustomed certificated?		Yes			
		No		If no ensure, adequate time is allocated to clear line(s) of all non cert. staff to allow passage of Engineering train if applicable	
Anticipated No of staff in worksite					
Control measures for access to worksite					
Is station Access required		Yes	No		
Worksite Notification: Date Worksite Notification accessible for review.					

**Appendix 3: Indicative Timescales for the Publication of Notices**

T - 4 weeks		T - 3 weeks		T - 2 weeks		T - 1 week		Work due this week	
Monday									
Tuesday									
Wednesday									
Thursday									
Friday	Closing date for draft ELAN								
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Thursday		Draft ELAN published for requestor comments							Planned work due this week
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#### Appendix 4: Access Subcategories

Station works			
Access Type	Booking Description	Days	Work Type Description
General Access	General Access (non Track)	14	For undertaking the majority of everyday access needs, using relevant tools and materials. Not to be used for works that imposes a restrictive or exclusive requirement on other access users.
Non Restrictive/ Exclusive Access	Non Restrictive/ Exclusive Access (non Track)	14	For undertaking everyday access needs, using relevant tools and materials within a defined area
Restrictive Access (	Restrictive - Asbestos Premises	56	Only issued to specialist Asbestos contractors registered with LU for asbestos works. Access for asbestos works e.g. removal for which no other parties can be present on grounds of safety.
	Restrictive - Bright Lights	56	For where access introduces the use of additional lighting that could potential impact other access users. Rarely applied.
	Restrictive - Closure Area	56	To define an area of a station subject to a Closure (i.e. taken out of service for the purposes of engineering works).
	Restrictive - Movement of Materials	56	For where access necessitates the movement of materials either through a station that may impact on other access users. May include craning over of materials.
	Restrictive - Noisy Works	56	For where access will result in particularly noisy works that may have an impact on other access users.
	Restrictive - Plant / Chemicals in a confined space	56	For where access introduces the use of plant and chemicals in a confined space . Rarely used.
	Restrictive - Power Cessation- Power Outages Possible	56	For where access will introduce a cessation of power that may impact other access users (e.g. need for temporary supplies/portable lighting).
Exclusive Access	Exclusive – Asbestos Exclusion Zone	56	Only issued to specialist Asbestos contractors registered with LU for asbestos works. Access for asbestos works e.g. removal for which no other parties can be present on grounds of safety.

<b>Track</b>			
<b>Booking Description</b>	<b>Booking Description</b>	<b>Booking Description</b>	<b>Booking Description</b>
General Access (Non Exclusive/ Non-Restrictive)	General Access (Track)	14	For undertaking the majority of everyday access needs, using relevant tools and materials. Not to be used for works that imposes a restrictive or exclusive requirement on other access users.
Non Restrictive/ Exclusive Access	Non Restrictive/ Exclusive Access (Track)	14	For undertaking everyday access needs, using relevant tools and materials within a defined area
Restrictive	Restrictive - Allied Track	56	To define an area of track used in conjunction with, or subject to impact from, another access booking e.g. unloading of materials from a train booked under an Exclusive Specified Area.
	Restrictive - Asbestos Premises	56	Only issued to specialist Asbestos contractors registered with LU for asbestos works. Access for asbestos works e.g. removal for which no other parties can be present on grounds of safety.
	Restrictive - Bright Lights	56	For where access introduces the use of additional lighting that could potential impact other access users. Rarely applied.
	Restrictive - Closure Area	56	To define an area of the LU railway subject to a Closure (i.e. taken out of service for the purposes of engineering works).
	Restrictive - Motorised Trolley	56	For the operation of a motorised track trolley on the railway.
	Restrictive - Movement of Materials	56	For where access necessitates the movement of materials either on, over or adjacent to the LU railway that may impact on other access users. May include craning over of materials.
	Restrictive - Noisy Works	56	For where access will result in particularly noisy works that may have an impact on other access users.
	Restrictive - Out-stabled Trains	56	To define an area of the LU railway where a service train is stabled (normally in platforms/sidings). May restrict the type of works that can be performed adjacent to this location.

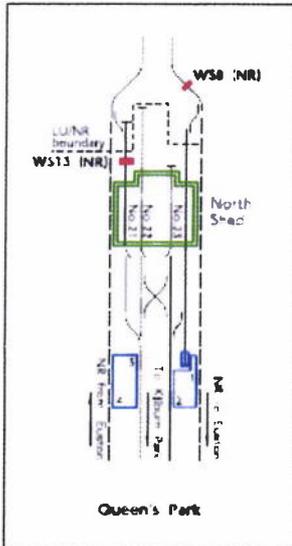
<b>Track</b>			
<b>Booking Description</b>	<b>Booking Description</b>	<b>Booking Description</b>	<b>Booking Description</b>
	Restrictive - Plant / Chemicals in a confined space	56	For where access introduces the use of plant and chemicals in a confined space (e.g. platform inverters). Rarely used.
	Restrictive - Power Cessation- Power Outages Possible	56	For where access will introduce a cessation of power (e.g. tunnel lighting, supply points) that may impact other access users (e.g. need for temporary supplies/portable lighting).
	Restrictive - Protection Area	56	To define an area of track used as a protecting or 'buffer' zone. Used in conjunction with another Exclusive booking e.g. Specified Area, Possession.
	Restrictive - Sub Station Works	56	Primarily for the use of LU Power teams requiring access to sub stations supplying power to the LU traction current system.
	Restrictive - Wheels Free Zone	56	For works that require the running rails to be free of electrically conducting plant or equipment e.g. trolleys, trains etc. Usually used for works requiring isolation of the signalling circuits e.g. commissioning.
Exclusive	Exclusive	56	For works necessitating sole access of the LU railway, and not more appropriately catered for under other categories herein. Only used sparingly and for short durations due to its restrictive nature on other works.
	Exclusive - Asbestos Exclusion Zone	56	Only issued to specialist Asbestos contractors registered with LU for asbestos works. Access for asbestos works e.g. removal for which no other parties can be present on grounds of safety.
Exclusive	Exclusive - Current Rail Resistance Measurements	56	Primarily for the use of LU Power teams requiring controlled current measurements of the traction current delivery system.
	Exclusive - Engineers' Current Area	56	For the running of engineering vehicles on live traction current in accordance with the Rule Book.
	Exclusive - Possession	56	For the exclusive control of access to a given area of the railway. Traction current may be on or off. May involve the use of engineering trains, RRVs etc. As defined in the Rule Book

<b>Track</b>			
<b>Booking Description</b>	<b>Booking Description</b>	<b>Booking Description</b>	<b>Booking Description</b>
	Exclusive - Running on current, moving according to signals	56	For the running of vehicles on live traction current obeying LU signalling systems (e.g. test trains). Often referred to as 'Cancelled Engineering Hours'. As defined in the Rule Book.
	Exclusive - Specified Area	56	For the running of engineering machines e.g. trains, RRVs on the railway. As defined in the Rule Book
	Exclusive - Traction Current Switching During Eng Hrs	56	For access that requires traction current to be switched on and off intermittently during the engineering hours shift. Primarily used in relation to power supply testing/commissioning etc.

# Appendix 5: Network Rail Interface Locations

## Bakerloo line

TO3 Network & Westdale to Kiburn High Road via Queen's Park Track Agreement. LU & Network Rail's customer for track signalling and traction current. These are shared with LOROL which also has an agreement with Network Rail.



Station Agreements between Network & Westdale and Kiburn High Road via Queen's Park. Excluding Willesden Junction LU in the Station Facility Owner.

LU's access to Stonebridge Park (LU) via Network Rail track. There is an end-on track interface between LU and Network Rail track at the depot entrance.

There are end-on track interfaces between LU and Network Rail at the North end of the LU Queen's Park North Shed. LU and Network Rail tracks also run parallel through Queen's Park Station.

The route from Queen's Park to Kiburn High Road station is provided under Track Agreement TO3 for reversing the signal in emergency only.

**Richmond** Network & Westdale (with SFO) may be other TOCs  
**TO3** Track Agreements  
 LU & Network Rail's customer for track signalling and traction current

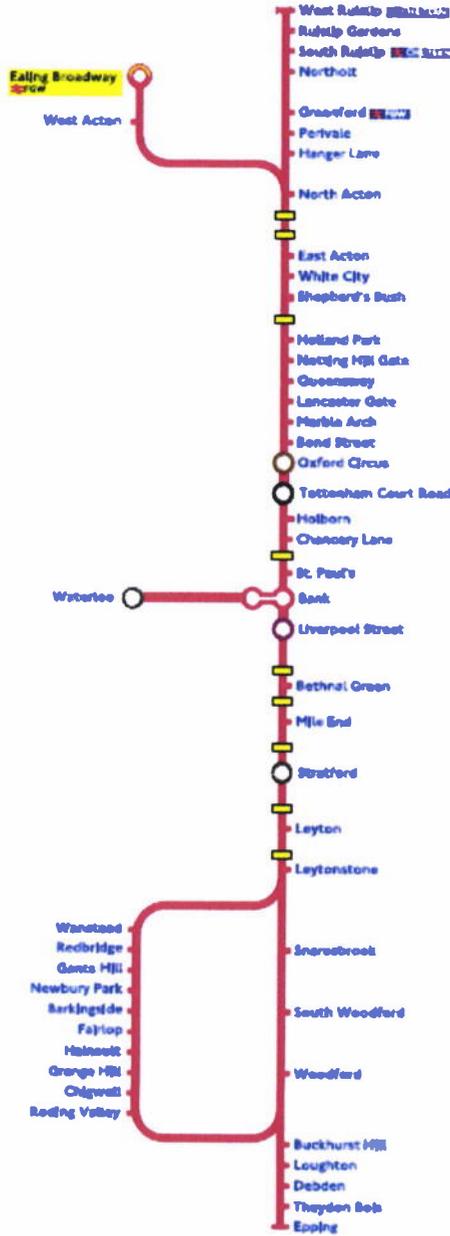
Created: 30 March 2012

For details of Land and Property boundaries refer to Site Specific Engineering arrangements LNW-8, SE-8 and WN-8

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# Central line

Falling Broadway - Station Agreement:  
 PGW is the Station Facility Owner.  
 LU is the customer but owns the  
 Centre and Operates the platform.



West Acton - Station Agreement:  
 LU is the station owner. CNTRL Railways is  
 LU's customer but manages the new platforms.

Watlington - Station Agreement: LU is the station  
 owner. PGW is LU's customer.  
 Network 3 also owns the track in the bay platform.

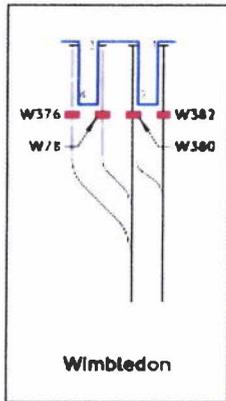
<b>Richmond Green</b>	Network 4, named station (with SE-C may be other TOC's)
<b>TO3</b>	Track Agreement
<b>Yellow/Black</b>	Location of Track Agreement

Created: 30 March 2011

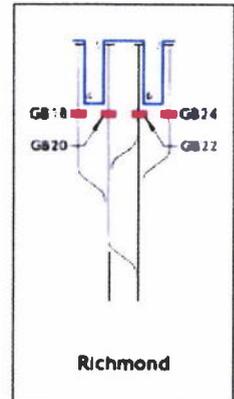
For details of Land and Property boundaries  
 refer to Site Specific Engineering arrangements  
 GW-C, ML-C and SE-C

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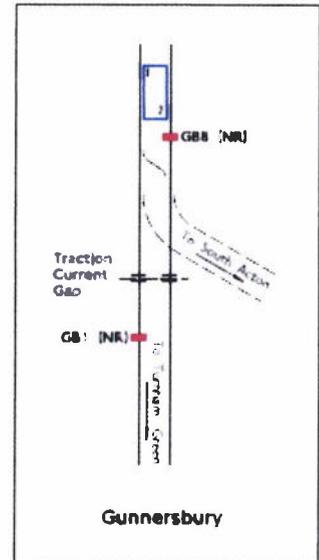
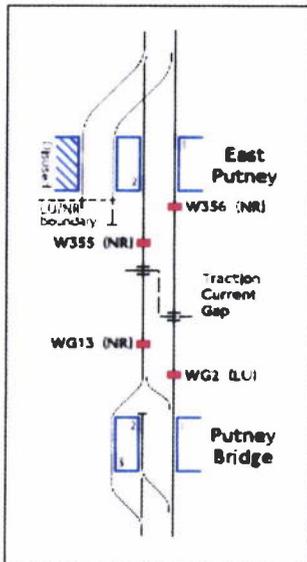
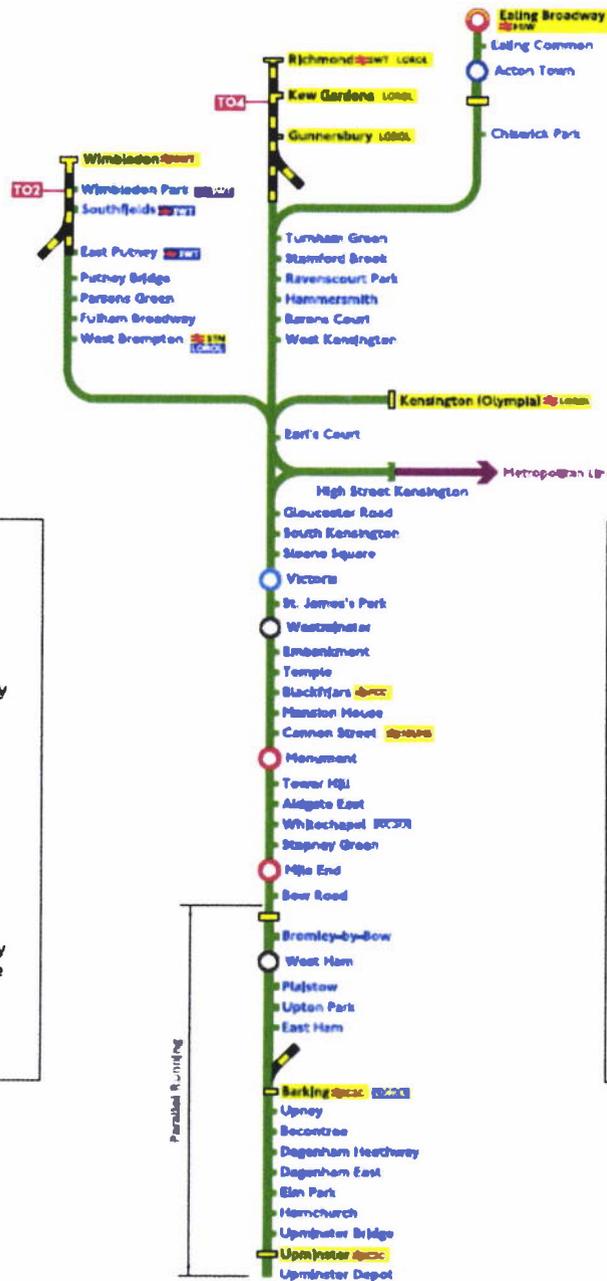
# District line



TO1 East Putney to Wimbledon Track Agreement. Close South West Traffic a diversionary and empty stock route Network Rail supplies the traction current and signal operation but is LU's customer for track.



Kensington Olympia Station Agreement. TO2 is the Station Facility Owner (LU) is the customer.



Berling and Upminster - Station Agreements. C2C is the Station Facility Owner (LU) is the customer.

**Richmond** Network Rail named station (with SFO may be other TOC's)

**TO1** Track Agreement

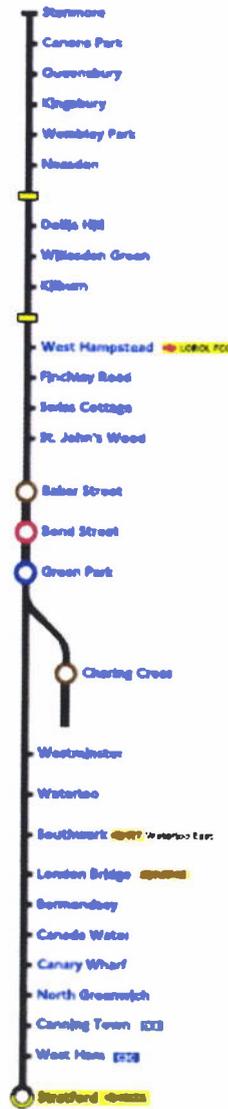
**TO2** Location of Track Agreement

For details of Land and Property boundaries refer to Site Specific Engineering arrangements SE-D and WN-D

Created: 24 March 2013

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# Jubilee line



Canary Wharf - Station Agreement. LU is the Station Facility Owner. The Docklands Light Railway's access is covered by a lease but LU provides some station services.

West Hare - Station Agreement. LU is the station facility owner. CXC is the customer but manages its own platforms.

Stratford - Station Agreement. High level platforms and pathways - NRRA are the Station Facility Owner. LU/Kentel is the customer, but staff Centre like the platforms.

<b>Richmond/Leam</b>	Network Rail owned station with SRO, may be other TOC's
<b>TOJ</b>	Track Agreement
<b>■ ■ ■ ■ ■</b>	Current TOJ Track Agreement

Created: 31 March 2017

**For details of Land and Property boundaries refer to Site Specific Engineering arrangements SE-J and LNW-J**

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# Metropolitan line

TO1 - Maidenhead - Harrow-on-the-Hill Track Agreement  
 Chiltern Railways is LU's customer for track and signalling over the Metropolitan line. The Network Rail has no involvement.



Station Agreements between Amersham and Harrow-on-the-Hill LU is the station holder/owner. Chiltern Railways is the customer. Chiltern uses their Part 1 emergency only.

Farringdon and Moorgate = Station Agreements LU is the Station Owner. FCE is the customer. Moorgate but manages its own platform.

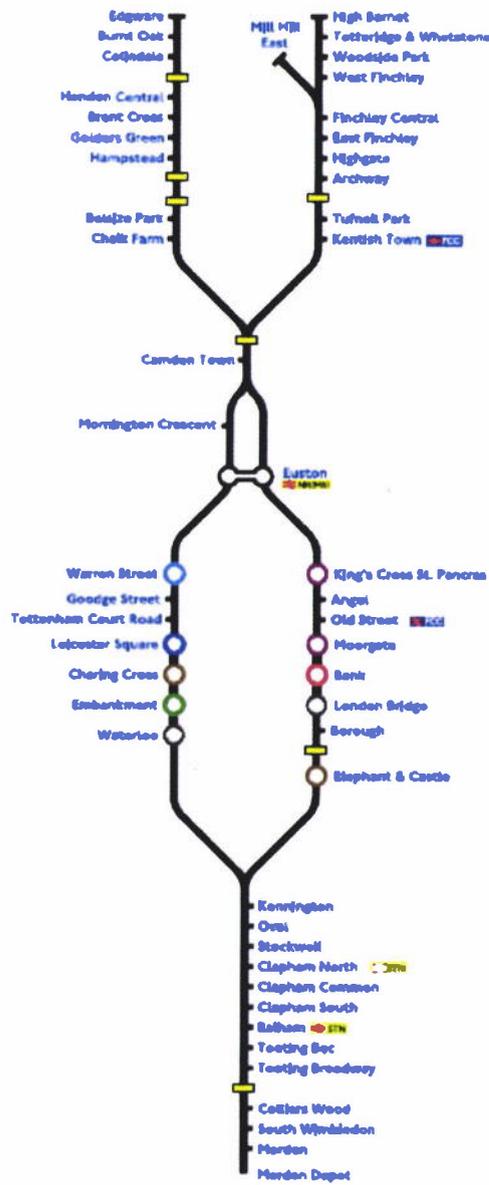
<b>Richmond</b>	Network Rail owned station (with SFO may be other TO's)
<b>TO1</b>	Track Agreement
<b>TO1</b>	Location of Track Agreement

Created 20 March 2013

For details of Land and Property boundaries refer to Site Specific Engineering arrangements LNE-M, LNW-M, SE-M and WN-M

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# Northern line



Smeth Town - Station Agreement. LU is the Station Facility Owner. PCC is the customer, but manages its own platform.

Old Street - Station Agreement. LU is the Station Facility Owner. PCC is the customer, but manages its own platform.

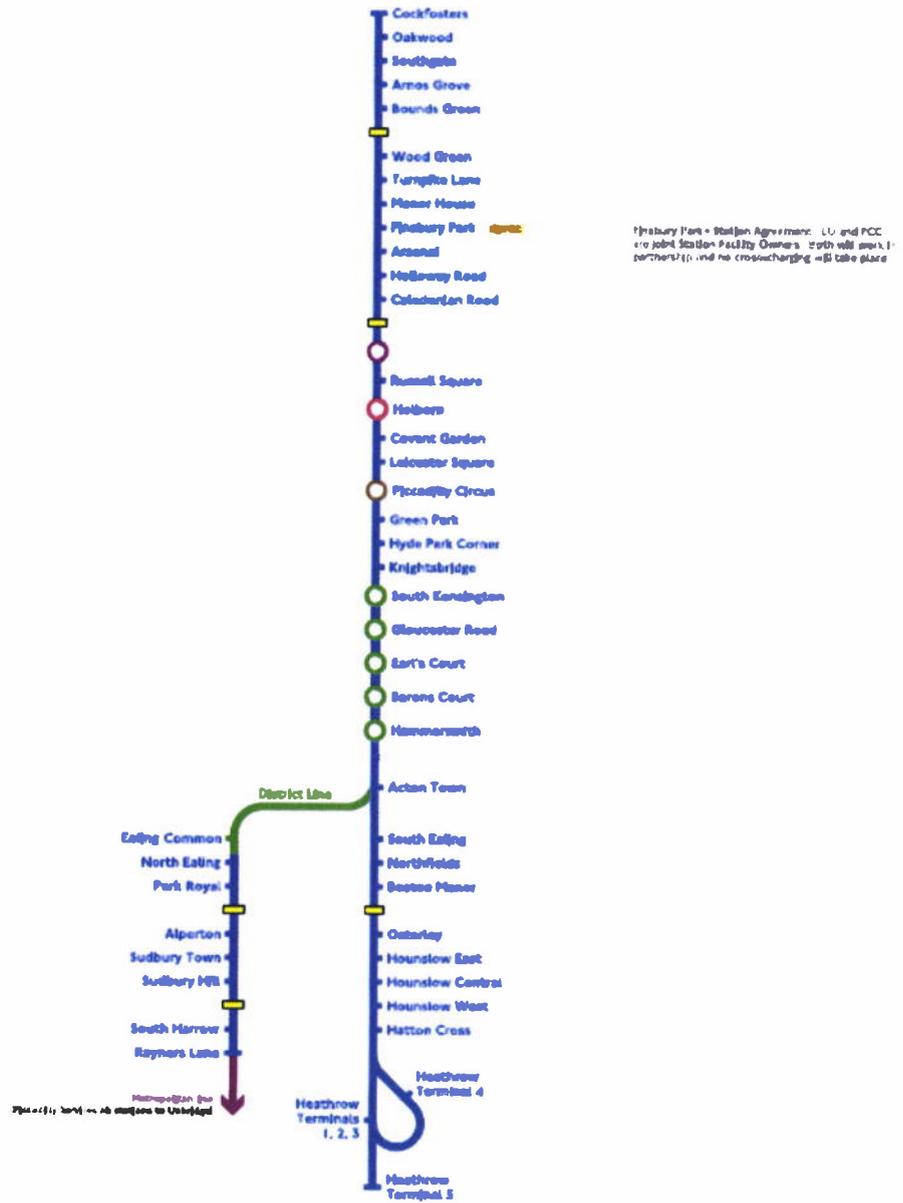
	Network Rail owned station with SFO may be other TOC's
	Track Agreement
	Location of Track Agreement

Created: 30 March 2017

For details of Land and Property boundaries refer to Site Specific Engineering arrangements LNE-N, LNWN and SE-N

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# Piccadilly line



<b>Richmond Open</b>	Network 44, marked station with BFO, may be other TOCs
<b>TO3</b>	Track Agreement
<b>Location of Track Agreement</b>	Location of Track Agreement

Created: 30 March 2013

For details of Land and Property boundaries refer to Site Specific Engineering arrangements LNE-P, LNW-P, SE-P and WN-P

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# Victoria line



Walthamstow Central - Station Agreement NKEA is the Station Facility Owner. LU is the equipment owner (i.e. own part of the station) but not the facility owner.

Blackhorse Road - Station Agreement: LU is the Station Facility Owner. LORDL Train Services is the customer but manages its own platform.

Fortham Lane and Seven Sisters - Station Agreement: LU is the Station Owner. NKEA is the customer but manages its own platform.

Highbury & Islington - FCC is the Station Facility Owner for all down level platforms. LU is the Station Facility Owner for the LORDL Train Services platforms. All other parts of the station are owned by LU.

<b>Richmond/TOJ</b>	Network Rail owned station with SFO (may be the TOJ's)
<b>TOJ</b>	Track Agreement
<b>Network Rail</b>	Location of Track Agreement

Created: 20 March 2017

**For details of Land and Property boundaries refer to Site Specific Engineering arrangements LNE-V, LNW-V and SE-V**

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**Schedule 14**  
**Strategic Labour Needs and Training**

1. **Introduction**

1.1 Without prejudice to the other provisions in this Agreement relating to the Contractor's Personnel, this Schedule 14 sets out the Contractor's obligations in respect of:

- (A) supporting the TfL Group and the Company in the implementation of the Skills and Employment Strategy; and
- (B) ensuring that the Contractor attracts, develops and retains Contractor Personnel with the skills necessary to deliver the [Works]/[Services]<sup>48</sup>, throughout the term of the Agreement and each Contract and any extended term.

1.2 In this Schedule 14, the following terms shall have the corresponding meanings:

- |                                  |                                                                                                                                                                                                                                                                           |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Apprentice"                     | means a member of Contractor Personnel who is registered as an apprentice with an industry recognised body;                                                                                                                                                               |
| "Agreed SLNT Plan"               | means the Contractor's strategic labour needs and training plan set out at Appendix 3 ( <i>Initial/Agreed SLNT Plan</i> ) to this Schedule 14, to be prepared in accordance with the SLNT Plan Template and approved by the Company;                                      |
| "Initial SLNT Plan"              | means the initial strategic labour needs and training plan set out at Appendix 3 ( <i>Initial/Agreed SLNT Plan</i> ), submitted by the Contractor prior to the Commencement Date and to be agreed between the Parties in accordance with paragraph 2 of this Schedule 14; |
| "Monthly SLNT Monitoring Report" | means the report to be prepared by the Contractor in the form set out at Appendix 4 ( <i>Monthly SLNT Monitoring Report Template</i> ) and submitted to the Company in accordance with the provisions of paragraph 6 of this Schedule 14;                                 |
| "Relevant Employment Vacancy"    | means an employment vacancy within the Contractor's organisation for a member of Contractor Personnel;                                                                                                                                                                    |
| "Skills Employment Strategy"     | and means the TfL Group's ten (10) year skills and employment strategy, as amended from time to time. A copy of the Skills and Employment Strategy dated October 2008 is provided at Appendix 1 ( <i>Skills and Employment Strategy</i> ) to this                         |

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<sup>48</sup> Delete as applicable

Schedule 14;

- "SLNT Co-ordinator" has the meaning set out in paragraph 3.1 of this Schedule 14;
- "SLNT Infraction" means any breach by the Contractor of any of its obligations under this Schedule 14;
- "SLNT Output" means the minimum number of Apprentice positions or equivalent to be delivered by the Contractor (either directly through its own personnel and the personnel of its Sub-Contractors) under this Agreement and any Contract, as identified and agreed in the Agreed SLNT Plan;
- "SLNT Plan Template" means the template for the SLNT Plan set out at Appendix 2 (*SLNT Template*) to this Schedule 14, to be completed by the Contractor;
- "Trainee" means a member of Contractor Personnel who is registered as a trainee with an industry recognised body; and
- "Training Plan" has the meaning set out in paragraph 4.1 of this Schedule 14.

## 2. **Agreed SLNT Plan**

2.1 Based on the Initial SLNT Plan, the Contractor shall:

- (A) further develop the Initial SLNT Plan to reflect the comments and requirements of the Company; and
- (B) submit a revised copy of the Initial SLNT Plan to the Company for approval within twenty (20) Working Days of the Commencement Date

2.2 If the Initial SLNT Plan is:

- (A) approved, it shall be adopted immediately and become the Agreed SLNT Plan; or
- (B) not approved, the Contractor shall amend the Initial SLNT Plan and re-submit it to the Company for approval within the time period agreed in writing between the Parties. If the Company do not approve the Initial SLNT Plan following its resubmission, the matters preventing such approval shall be resolved in accordance with the Escalation Procedure set out in Schedule 12 (Contractor Performance).

2.3 Without limiting any other provision of this Agreement, the Contractor shall:

- (A) comply with the provisions of the Agreed SLNT Plan; and
- (B) at no additional cost to the Company and subject to the provisions of paragraph 2.4 below, review and amend the Agreed SLNT Plan:

- (1) three (3) Months prior to the Commencement Date; and
- (2) annually not later than each anniversary of the Commencement Date or at such other times requested by the Company, to reflect:
  - (a) good industry practice;
  - (b) any changes to the nature of the [Services]/[Works]<sup>49</sup>; and
  - (c) any amendments proposed by the Contractor or the Company.

2.4 Any changes or amendments to the Agreed SLNT Plan shall be subject to the Contract Variation Procedure and shall not be implemented until approved by the Company.

### 3. **SLNT Co-ordinator**

3.1 Within twenty (20) Working Days of the Commencement Date, the Contractor shall nominate a member of Contractor Personnel with the necessary skills and authority to:

- (A) be responsible for the implementation and on-going development and maintenance of the Agreed SLNT Plan; and
- (B) act as the single point of contact between the Company nominated personnel on all matters concerning the Agreed SLNT Plan,

3.2 The Parties shall add the SLNT Co-ordinator to the list of Key Personnel set out in Schedule 11.

### 4. **Training of Trainees and/or Apprentices**

4.1 Within five (5) Working Days of the date of a Trainee's and/or Apprentice's commencement with the Contractor, the Contractor shall prepare and complete a written training plan for such member of the Contractor Personnel. The training plan shall include:

- (A) details of the skills and competencies to be developed and acquired by the Trainee and/or Apprentice; and
- (B) the timescales by which the Trainee and/or Apprentice should acquire the defined skills and competencies,

4.2 The Contractor shall:

- (A) review and update Training Plans for all Trainees and/or Apprentices each month; and
- (B) make copies of completed and up to date Training Plans available to the Company for their inspection.

### 5. **Local Community Relations**

---

<sup>49</sup> Delete as applicable

5.1 The Contractor acknowledges and accepts that members of the TfL Group work closely with the Company and Third Party organisations to implement the Skills and Employment Strategy.

5.2 Accordingly, the Contractor shall:

- (A) at the time of placing an advertisement for a Relevant Employment Vacancy, notify the relevant member of the Company personnel (and/or any Third Parties nominated by the TfL Group) of such advertisement, providing details of the:
  - (1) relevant employment vacancy;
  - (2) date of the advertisement; and
  - (3) publication in which the advertisement is scheduled to appear or appeared (as applicable); and
- (B) attend a maximum of two (2) events each year, at a time and location specified by the Company, to publicise employment and training opportunities arising from the provision of the [Services]/[Works]<sup>50</sup>.

## 6. **Monitoring and Reporting**

6.1 Subject to paragraph 6.2 below, the Contractor shall provide the Company on a monthly basis with a Monthly SLNT Monitoring Report in the form set out in Appendix 4 to this Schedule 14 detailing the Contractor's performance against the Agreed SLNT Plan.

6.2 Failure to provide the Company with a copy of the Monthly SLNT Monitoring Report within the timescales set out in paragraph 6.1 above shall constitute a failure to meet the performance levels in accordance with Schedule 12 (Contractor Performance).

## 7. **SLNT Infractions**

7.1 Failure to:

- (A) ensure that each SLNT Output for the monitoring period is delivered in accordance with Agreed SLNT Plan; and/or
- (B) review the Agreed SLNT Plan in accordance with paragraph 2.3 of Schedule 14.

shall constitute a failure to meet the Service Delivery Indicators "SDI" in accordance with Schedule 12 (Contractor Performance).

---

<sup>50</sup> Delete as applicable

## **APPENDIX 1 TO SCHEDULE 14**

### **Skills and Employment Strategy**

A copy of the Skills and Employment Strategy can be obtained from:

<http://www.tfl.gov.uk/assets/downloads/corporate/Skills-and-employment-strategy-march09.pdf>

## APPENDIX 2 TO SCHEDULE 14

### SLNT Template

**NOTE TO CONTRACTORS:**

***The SLNT Template shall take the form of the document provided in the [insert details]. The Contractor's completed SLNT template shall be inserted in this Appendix 2.***

## APPENDIX 3 TO SCHEDULE 14

### Initial/Agreed SLNT Plan

**NOTE TO CONTRACTORS:**

***Contractors are required to submit their proposed Strategic Labour Needs and Training Plan in accordance with the requirements described in [Insert details].***

***The Initial SLNT Plan will be inserted in this Appendix 3. When the content of such plan is approved by the Company such plan shall become the Agreed SLNT Plan and shall replace the Initial SLNT Plan.***

## Appendix 4 to SCHEDULE 14 Periodic SLNT Monitoring Report Template

**SLNT Monitoring Form**

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

TfL Period: \_\_\_\_\_

SLNT Category	TfL Priority	Numbers				Additional Detail/ Information
		Annual Target	Annual Forecast	Outputs this Month	Outputs To Date	
<b>Worklessness</b>						
- Apprentices (FTE)	Y					
- Job Starts (FTE)	Y					
- Placement Positions (Nos)	Y					
<b>New Entrants</b>						
- Apprentices (FTE)	Y					
- Job Starts (FTE)						
- Graduates (FTE)						
<b>Trainee's</b>						
- Placement Positions (Nos)						
- Taster Positions (Nos)						
<b>Current Workforce</b>						
- Adult Apprentices (FTE)	Y					
- Workforce Skills (Days)						
<b>Educational Activities (Days)</b>						
<b>Output Summary</b>						
<b>Highlights</b>						
<b>Issues/ Concerns</b>						