

### **8.6.3 Third Party Damage**

For all incidents of third party damage, the contractor shall prove to the DP&E Asset Manager's satisfaction that he is not negligent.

### **8.7 Work Related Road Risk (WRRR)**

The Contractor shall, as a minimum be accredited to Bronze level in the Fleet Operator Recognition Scheme (FORS) or have a confirmed date of audit arranged to achieve, within the first 90 days from contract award.

The Contractor is responsible for the full cost of the scheme membership, audit, training and renewal.

## **9 CONTRACT MANAGEMENT**

### **9.1 Records and Documentation**

All examination reports shall be provided in Electronic (pdf) format and forwarded to the relevant Site Manager, the Asset Manager and to the Contract Manager.

Exception Reports detailing equipment failing to meet Statutory requirements shall be forwarded within 2 working days of the Thorough Examination. Full Reports detailing all equipment shall be forwarded within ten working days of the Thorough Examination as per section 5.3 of this specification.

Any additional reports, records or documentation requested by the Company must be submitted within 7 days from the point of instruction, unless otherwise stated in instruction or safety related.

### **9.2 Contractor Payment Approval Form (CPAF) and Invoicing**

Each period, the Contractor must provide a Contractor Payment Approval form (CPAF) to the Contract Manager, for pre-approval of all completed contract related invoicing. This must be submitted, no later than 7 working days in advance of the period end and be supported by related service report/s showing signed satisfactory completion by a LUL representative. The Company will endeavour to return a response to the submission within 7 working days of the period end. Once approval is granted by the Contract Manager, then a single period invoice will be issued by the Contractor along with a copy of the authorised CPAF.

by the Company's

### **9.3 Contract Review Meeting Frequency**

Contract review meetings (CRM) will be held a minimum of once a calendar year, with dates to be agreed by the Contract Manager, at least 4 weeks in advance. Meetings outside of the CRM shall be held as and when required by both parties, either in person or via conference call.

#### **9.4 Measurement of Contractors Performance:**

The measurement of the Contractor's performance of the services shall be based on Completion and Quality of Planned Preventative Maintenance, Fault Response / Repair times/Time to Failure, Audit and Inspections.

#### **9.5 Performance and Quality audits**

On-site audits will be carried out by the DP&E Asset Manager to measure as a minimum, the Contractor's performance against the maintenance regime and quality of said maintenance, whether planned preventative, reactive or corrective.

On-site audits will not be notified in advance unless additional representatives of either the Company or the Contractor are required for attendance. Copies of the audits are available on request by the Contractor, unless deemed commercial in confidence or containing confidential material. The Contract Manager's decision on whether to release the audit material is final.

Any audits outside of the above mentioned will be notified in writing, as and when required.

#### **9.6 Service Delivery Indicators (SDIs)**

- a) 100% of planned visits completed to schedule
- b) Zero instances of non-compliance
- c) 100% of all exception reports (that is to say, all items not passing their Statutory Thorough Examination) delivered formally within two (2) working days to the relevant Site Manager, Asset Manager and Contract Manager.
- d) 100% of all inspection reports delivered formally within ten (10) working days to the relevant Site Manager, Asset Manager and Contract Manager.
- e) All inspecting engineers' licenses to be valid and in date at point of entry.



## Specification B

### **Greenwich Power Station**

#### **Technical Specification**

**Specification for the Thorough Statutory  
Examinations of Lifting Equipment and Pressure  
Systems located on site at Greenwich Power Station.**

Version: - 1:0 DRAFT

Date: - May 2018

## CONTENTS

<b>1.1 INTRODUCTION</b>	<b>3</b>
<b>2.1 APPLICABLE REGULATIONS AND STANDARDS</b>	<b>3</b>
2.1 LONDON UNDERGROUND LIMITED (LUL) STANDARDS AND GUIDANCE	3
2.2 REGULATIONS OR LATEST REVISION OF THE REGULATION	3
2.3 BRITISH AND EUROPEAN STANDARDS	3
<b>3.1 CONTACT INFORMATION</b>	<b>3</b>
3.1 Site ADDRESSES	3
3.2 GREENWICH POWER STATION DAY MANAGER CONTACT DETAILS	4
3.3 CONTRACTS MANAGER CONTACT DETAILS	4
<b>4.1 ASSET INFORMATION &amp; LOCATION</b>	<b>4</b>
<b>5.1 GENERAL REQUIREMENTS</b>	<b>4</b>
5.1 SCHEDULE OF VISITS	4
5.2 REPORTS	4
5.3 ATTENDANCE TO SITE	4
<b>6.1 LIFTING EQUIPMENT TESTING REQUIREMENTS</b>	<b>5</b>
6.1 LEADING PARTICULARS	5
6.2 INSPECTION FREQUENCIES	5
6.3 ASSET LIST	5
<b>7.1 PRESSURE SYSTEM INSPECTION AND TESTING REQUIREMENTS</b>	<b>5</b>
7.1 LEADING PARTICULARS	5
7.2 INSPECTION FREQUENCIES	5
7.3 ASSET LIST	5
7.4 RECORDS	5
<b>8.1 SAFETY, TRAINING AND QUALITY</b>	<b>5</b>
8.1 SAFETY	6
8.2 CONTRACTOR STAFF TRAINING	6
8.3 CONTRACTOR STAFF RESOURCE	6
8.4 RISK ASSESSMENTS & METHOD STATEMENTS (RAMS)	6
8.5 ELECTRICITY AT WORK	7
8.6 EQUIPMENT SAFETY	7
8.6.1 Machine Guarding	7
8.6.2 Safety Switches	7
8.6.3 Third Party Damage	7
8.7 WORK RELATED ROAD RISK (WRRR)	7
<b>9.1 CONTRACT MANAGEMENT</b>	<b>7</b>
9.1 RECORDS AND DOCUMENTATION	7
9.2 CONTRACTOR PAYMENT APPROVAL FORM (CPAF) AND INVOICING	7
9.3 CONTRACT REVIEW MEETING FREQUENCY	8
9.4 MEASUREMENT OF CONTRACTORS PERFORMANCE	8
9.5 PERFORMANCE AND QUALITY AUDITS	8
9.6 SERVICE DELIVERY INDICATORS (SDIs)	8

## 1 INTRODUCTION

This is a performance specification inclusive of all works, unless specifically indicated otherwise, required to meet the design specifications, operating requirements and performance levels detailed within this specification for the examination of the equipment identified below.

All equipment included within this specification shall be available for use 24 hours per day, 365 days per year.

The contractor shall be responsible for the maintenance and fault repair of the equipment.

## 2 APPLICABLE REGULATIONS AND STANDARDS

Contractors, their employees and any sub-Contractor(s) used shall ensure that they comply with all relevant legislation including any subsequent amendments, including (but not limited to) the following:

### 2.1 London Underground Limited (LUL) Standards and Guidance:

All appropriate LUL Standards shall especially be adhered to.

### 2.2 Regulations or Latest Revision of the Regulation

HASAW	Health and Safety at Work etc. Act The Work at Height Regulations
LOLER	Lifting Operations and Lifting Equipment Regulations
PUWER	Provision and Use of Work Equipment Regulations Electromagnetic Compatibility Regulations Electricity at Work Regulations Supply of Machinery (Safety) (Amendment) Regulations Environmental Protection Act
PSSR	Pressure System Safety Regulations
PPE	Personal Protective Equipment at Work Regulations 2000 The Control of Noise at Work Regulations The Control of Asbestos Regulations Control of Vibration at Work Regulations Management of Health and Safety at Work Regulations Manual Handling Operations Regulations Workplace (Health, Safety and Welfare) Regulations
COSHH	Control of Substances Hazardous to Health Confined Spaces Regulations Working at Height Regulations

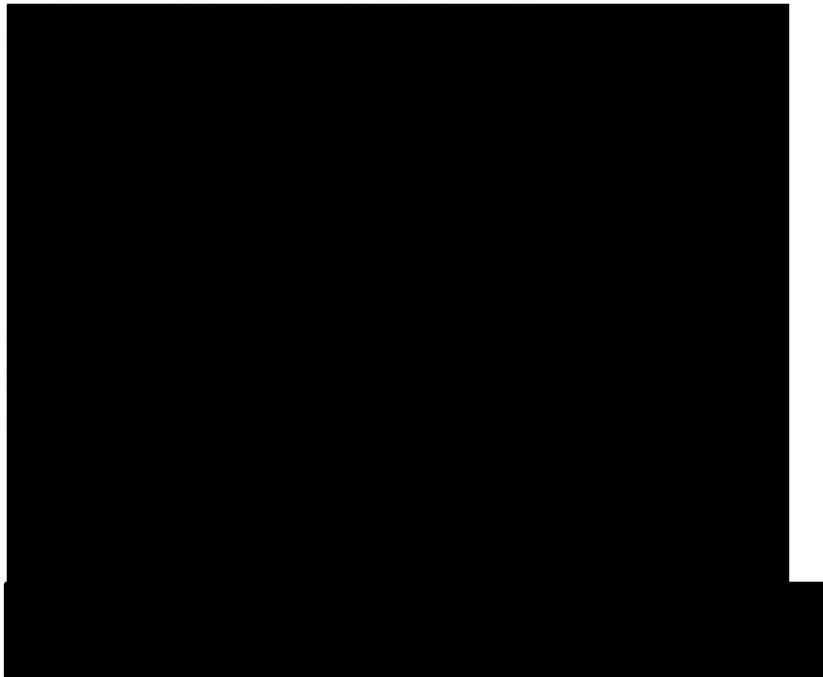
### 2.3 British and European Standards

Not Applicable

## 3 CONTACT INFORMATION

### 3.1 Site Addresses

See Appendix 1



#### **4 ASSET INFORMATION & LOCATION**

All assets are located on site at Greenwich. Refer to Appendix 2 for details.

#### **5 GENERAL REQUIREMENTS**

To ensure The Company's power station meets the requirements of the Health and Safety at Work etc. Act, specifically in relation to Lifting Equipment and Pressure systems. The Supplier shall perform Thorough Examinations and provide reports in accordance with the relevant regulations.

##### **5.1 Schedule of Visits**

A schedule of visits will be agreed with the Greenwich Day Manager, Asset Manager and Contract Manager annually.

##### **5.2 Reports**

All examination reports shall be provided in Electronic (pdf) format and forwarded to the relevant Site Manager, the Asset Manager and to the Contract Manager.

Exception Reports detailing equipment failing to meet Statutory requirements shall be forwarded within 2 working days of the Thorough Examination. Full Reports detailing all equipment shall be forwarded within ten working days of the Thorough Examination.

##### **5.3 Attendance to Site**

Works may be carried out 24/7, as appropriate, subject to the approval of the Greenwich Day Manager.

The contractor shall submit an examination plan for approval by the client to fulfil the statutory requirements assets identified in of paragraph 4.1 of this specification.

Short notice attendance is required for Greenwich Power Station due to the importance of the site. Attendance may be required within 24 hours of a fault being reported by either the Day Manager or his delegate.

## **6 LIFTING EQUIPMENT TESTING REQUIREMENTS**

### **6.1 Leading particulars**

All lifting equipment and accessories at The Company's power station identified in Section 4, shall be inspected in accordance with the Lifting Operations and Lifting Equipment Regulations. A Report of a Thorough Examination shall be produced for all items in accordance with the regulations. All defects or missing items shall be recorded, and the relevant Site Manager, and Contract Manager informed.

Where several items are inspected together they may be recorded on the same report.

The reports must clearly state what the items are and group similar items so identification can be easily achieved.

### **6.2 Inspection Frequencies**

All items of lifting equipment and lifting accessories shall be inspected at six monthly intervals, at which time they will be marked by The Contractor's Inspector in accordance with The Company's tagging system, detailed below.

Two differently coloured cable ties (colours supplied at award of contract) are attached to each item of lifting equipment; one cable tie is changed at each inspection. Cable ties are to be:

- Plastic;
- Non-releasable;
- 4mm wide;
- 200mm long.

Appropriate colour-code tags shall be supplied by The Contractor to The Company's specification.

### **6.3 Asset List**

Attached to this specification is a current asset list, although this is subject to change through the duration of the contract. (See Appendix 3)

## **7 PRESSURE SYSTEM INSPECTIONS AND TESTING REQUIREMENTS**

### **7.1 Leading particulars**

The Contractor shall inspect The Company's local pressure systems in accordance with the PSSR Pressure System Safety Regulations 2000.

### **7.2 Inspection Frequencies**

The Contractor shall inspect The Company's pressure systems as per the frequency stated in the site's written scheme.

### **7.3 Asset List**

Attached to this specification is a current asset list, although this is subject to change through the duration of the contract. (See Appendix 4)

### **7.4 Records**

The contractor shall ensure adequate electronic records of training and thorough examinations are supplied to satisfy any future audits.

## **8 SAFETY, TRAINING AND QUALITY**

The general requirements for Quality, Environment, Safety and Health are covered in the [QUENSH Contract Conditions](#) and [QUENSH Menu](#). The details in this section are included to supplement, and provide additional detail on, these conditions.

### **8.1 Safety**

The Contractor shall at all times ensure they adhere to all relevant Health & Safety Legislation.

### **8.2 Contractor Staff Training:**

Training is to be arranged and kept up to date by the Contractor for their employees to enable them to fulfil their contractual obligations. All Contractors' employees need to be fully aware of the dangers of working within the power station, including working at height, electrified equipment, overhead cranes and pressurized systems.

The Contractor shall ensure that all Contractors Personnel (including sub-contractors) working on the Equipment or performing the services are qualified and trained to undertake such work and comply with the licensing procedure as set out in the latest issue of LUL procedure PERMIT TO WORK CERTIFICATES as amended from time to time.

Training courses are required to be able to carry out works on site at Greenwich power station. The Contractor is responsible for the full costs of this training, licences and associated costs.

Employee training/skill matrix's records shall be made available to the Company's Representative as soon as these are updated or renewed.

The contractor must ensure all personnel and sub-contractors carry out a Disclosure Scotland "Basic" check. The certification must be sent to [Substationsecurity@tfl.gov.uk](mailto:Substationsecurity@tfl.gov.uk) prior to any works being undertaken.

In addition to National Standards, Contractor's staff shall, as a minimum, hold the following, valid, LUL licences:

- Greenwich Induction (Site specific induction)
- Greenwich Acceptor (Can be issued non- HV permits for equipment on site).

### **8.3 Contractor Staff Resource**

The Contractor must ensure that it has adequate provision of resource to meet contractual obligations and all relevant Health and Safety legislation and best practice requirements.

### **8.4 Risk Assessments & Method Statements (RAMS)**

Method Statements and Risk Assessments, including any COSHH Assessments must be submitted and approved by the Greenwich Day Manager before commencement of on site work

RAMS must be made available and presented on site when work is being carried out.

Copies of any assessments carried out and Product Data Sheets must accompany RAMS documentation.

When working at heights RAMS must include site specific rescue plans.

Waste consignment notes must be made available to the Company's Representative, at agreed intervals, in line with the current legislation.

## **8.5 Electricity at Work**

The Contractor shall comply with the requirements of the Electricity at Work Regulations and LUL procedures for working on or near low voltage electrical circuits or equipment. For Greenwich, this will be captured by the site Acceptor training.

The Contractor shall have suitable and sufficient process in place for the risk assessment and control of risks associated with live working.

## **8.6 Equipment Safety:**

### **8.6.1 Machine Guarding**

Guards shall be maintained for all unprotected moving parts to current PUWER Regulations (Provision and Use of Work Equipment Regulations).

### **8.6.2 Safety Switches**

All safety switches shall operate correctly at the levels originally designed by the manufacturer unless written consent to the contrary has been provided by the Day Manager.

### **8.6.3 Third Party Damage**

For all incidents of third party damage, the contractor shall prove to the Day Manager's satisfaction that he is not negligent.

## **8.7 Work Related Road Risk (WRRR)**

The Contractor shall, as a minimum be accredited to Bronze level in the Fleet Operator Recognition Scheme (FORS) or have a confirmed date of audit arranged to achieve, within the first 90 days from contract award.

The Contractor is responsible for the full cost of the scheme membership, audit, training and renewal.

## **9 CONTRACT MANAGEMENT**

### **9.1 Records and Documentation**

All examination reports shall be provided in Electronic (pdf) format and forwarded to the Greenwich Day Manager and to the Contract Manager.

Exception Reports detailing equipment failing to meet Statutory requirements shall be forwarded within 2 working days of the Thorough Examination. Full Reports detailing all equipment shall be forwarded within ten working days of the Thorough Examination as per section 5.3 of this specification.

Any additional reports, records or documentation requested by the Company must be submitted within 7 days from the point of instruction, unless otherwise stated in instruction or safety related.

### **9.2 Contractor Payment Approval Form (CPAF) and Invoicing**

Each period, the Contractor must provide a Contractor Payment Approval form (CPAF) to the Contract Manager, for pre-approval of all completed contract related invoicing. This must be submitted, no later than 7 working days in advance of the period end and be supported by related service report/s showing signed satisfactory completion by a LUL representative. The Company will endeavour to return a response to the submission within 7 working days of the period end. Once approval is granted by the Contract Manager, then a single period invoice will be issued by the Contractor along with a copy of the authorised CPAF.

Invoices submitted without an authorised CPAF will be rejected by the Company's Financial Services Centre (FSC) and credit notes requested.

All invoices to be submitted to [invoices@tfl.gov.uk](mailto:invoices@tfl.gov.uk) or posted to:

LUL Nominee BCV/SSL/JNP Limited

Accounts Payable

PO Box 45276

1st Floor, 14 Pier Walk

London SE10 1AJ

Telephone no. 0845 303 5100

### **9.3 Contract Review Meeting Frequency**

Contract review meetings (CRM) will be held a minimum of once a calendar year, with dates to be agreed by the Contract Manager, at least 4 weeks in advance. Meetings outside of the CRM shall be held as and when required by both parties, either in person or via conference call.

### **9.4 Measurement of Contractors Performance:**

The measurement of the Contractor's performance of the services shall be based on Completion and Quality of Planned Preventative Maintenance, Fault Response / Repair times/Time to Failure, Audit and Inspections.

### **9.5 Performance and Quality audits**

On-site audits will be carried out by the DP&E Asset Manager to measure as a minimum, the Contractor's performance against the maintenance regime and quality of said maintenance, whether planned preventative, reactive or corrective.

On-site audits will not be notified in advance unless additional representatives of either the Company or the Contractor are required for attendance. Copies of the audits are available on request by the Contractor, unless deemed commercial in confidence or containing confidential material. The Contract Manager's decision on whether to release the audit material is final.

Any audits outside of the above mentioned will be notified in writing, as and when required.

### **9.6 Service Delivery Indicators (SDIs)**

- a) 100% of planned visits completed to schedule
- b) Zero instances of non-compliance
- c) 100% of all exception reports (that is to say, all items not passing their Statutory Thorough Examination) delivered formally within two (2) working days to the relevant Site Manager, Asset Manager and Contract Manager.
- d) 100% of all inspection reports delivered formally within ten (10) working days to the relevant Site Manager, Asset Manager and Contract Manager.
- e) All inspecting engineers' licenses to be valid and in date at point of entry.



**Specification C**

**REW Acton & TMU**

**Technical Specification**

**Specification for the Thorough Statutory  
Examinations of Lifting Equipment and Local  
Exhaust Ventilation Systems**

## CONTENTS

<b>1.1</b>	<b>INTRODUCTION</b> .....	<b>3</b>
<b>2.1</b>	<b>APPLICABLE REGULATIONS AND STANDARDS</b> .....	<b>3</b>
2.1	LONDON UNDERGROUND LIMITED (LUL) STANDARDS AND GUIDANCE.....	3
2.2	REGULATIONS OR LATEST REVISION OF THE REGULATION.....	3
2.3	BRITISH AND EUROPEAN STANDARDS .....	3
<b>3.1</b>	<b>CONTACT INFORMATION</b> .....	<b>3</b>
3.1	DEPOT ADDRESSES.....	ERROR! BOOKMARK NOT DEFINED.
3.2	DP&E ASSET MANAGER CONTACT DETAILS .....	3
3.3	CONTRACTS MANAGER CONTACT DETAILS .....	4
<b>4.1</b>	<b>ASSET INFORMATION &amp; LOCATION</b> .....	<b>4</b>
<b>5.1</b>	<b>GENERAL REQUIREMENTS</b> .....	<b>4</b>
5.1	SCHEDULE OF VISITS.....	4
5.2	REPORTS.....	4
5.3	ATTENDANCE TO SITE.....	4
<b>6.1</b>	<b>LIFTING EQUIPMENT TESTING REQUIREMENTS</b> .....	<b>4</b>
6.1	LEADING PARTICULARS.....	4
6.2	INSPECTION FREQUENCIES .....	5
6.3	ASSET LIST.....	5
<b>7.1</b>	<b>LOCAL EXHAUST VENTILATION TESTING REQUIREMENTS</b> .....	<b>5</b>
7.1	LEADING PARTICULARS.....	5
7.2	INSPECTION FREQUENCIES .....	5
7.3	ASSET LIST.....	5
7.4	RECORDS .....	5
<b>8.1</b>	<b>SAFETY, TRAINING AND QUALITY</b> .....	<b>5</b>
8.1	SAFETY.....	5
8.2	CONTRACTOR STAFF TRAINING .....	5
8.3	CONTRACTOR STAFF RESOURCE.....	6
8.4	RISK ASSESSMENTS & METHOD STATEMENTS (RAMS) .....	6
8.5	ELECTRICITY AT WORK .....	6
8.6	EQUIPMENT SAFETY .....	6
	8.6.1 Machine Guarding .....	6
	8.6.2 Safety Switches.....	6
	8.6.3 Third Party Damage .....	7
8.7	WORK RELATED ROAD RISK (WRRR).....	7
<b>9.1</b>	<b>CONTRACT MANAGEMENT</b> .....	<b>7</b>
9.1	RECORDS AND DOCUMENTATION .....	7
9.2	CONTRACTOR PAYMENT APPROVAL FORM (CPAF) AND INVOICING .....	7
9.3	CONTRACT REVIEW MEETING FREQUENCY.....	7
9.4	MEASUREMENT OF CONTRACTORS PERFORMANCE .....	8
9.5	PERFORMANCE AND QUALITY AUDITS.....	8
9.6	SERVICE DELIVERY INDICATORS (SDIs) .....	8

## 1 INTRODUCTION

This is a performance specification inclusive of all works, unless specifically indicated otherwise, required to meet the design specifications, operating requirements and performance levels detailed within this specification for the examination of the equipment identified below.

All equipment included within this specification shall be available for use 24 hours per day, 365 days per year.

The contractor shall be responsible for the maintenance and fault repair of the equipment.

## 2 APPLICABLE REGULATIONS AND STANDARDS

Contractors, their employees and any sub-Contractor(s) used shall ensure that they comply with all relevant legislation including any subsequent amendments, including (but not limited to) the following:

### 2.1 London Underground Limited (LUL) Standards and Guidance:

All appropriate LUL Standards shall especially be adhered to.

### 2.2 Regulations or Latest Revision of the Regulation

HASAW	Health and Safety at Work etc. Act The Work at Height Regulations
LOLER	Lifting Operations and Lifting Equipment Regulations
PUWER	Provision and Use of Work Equipment Regulations Electromagnetic Compatibility Regulations Electricity at Work Regulations Supply of Machinery (Safety) (Amendment) Regulations Environmental Protection Act
PPE	Personal Protective Equipment at Work Regulations The Control of Noise at Work Regulations The Control of Asbestos Regulations Control of Vibration at Work Regulations Management of Health and Safety at Work Regulations Manual Handling Operations Regulations Workplace (Health, Safety and Welfare) Regulations
COSHH	Control of Substances Hazardous to Health Confined Spaces Regulations Working at Height Regulations

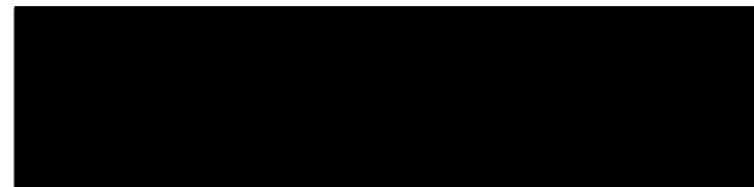
### 2.3 British and European Standards

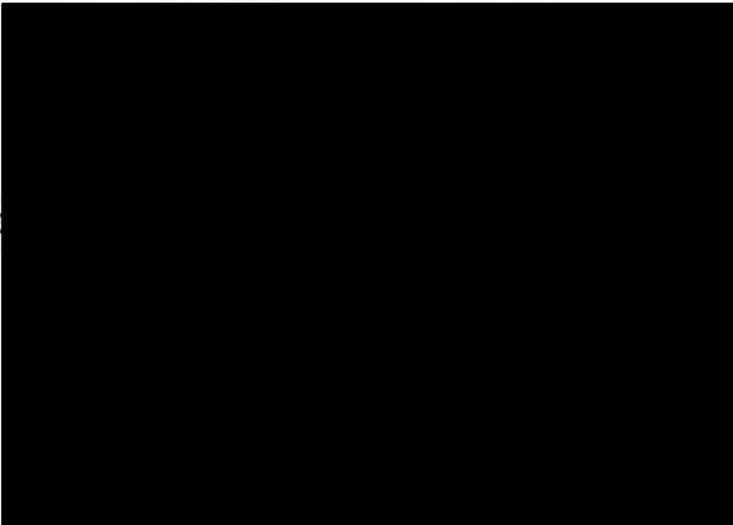
Not Applicable

## 3 CONTACT INFORMATION

### 3.1 Workshop Address

REW & TMU, LUL LTD, 130 Bollo Lane, Acton, London. W3 8BZ.





#### **4 ASSET INFORMATION & LOCATION**

Refer to section 3.1

#### **5 GENERAL REQUIREMENTS**

To ensure The Company's REW & TMU Workshops meet the requirements of the Health and Safety at Work etc. Act, specifically in relation to Lifting Equipment and Local Exhaust Ventilation. The Supplier shall perform Thorough Examinations and provide reports in accordance with the relevant regulations.

##### **5.1 Schedule of Visits**

A schedule of visits will be agreed with the REW Plant & Facilities and Contract Manager annually.

##### **5.2 Reports**

All examination reports shall be provided in Electronic (pdf) format and forwarded to the REW Plant & Facilities Manager and to the Contract Manager.

Exception Reports detailing equipment failing to meet Statutory requirements shall be forwarded within 2 working days of the Thorough Examination. Full Reports detailing all equipment shall be forwarded within ten working days of the Thorough Examination.

##### **5.3 Attendance to Site**

Works may be carried out 24/7, as appropriate, subject to the REW Plant and Facilities Manager.

The contractor shall submit an examination plan for approval by the client to fulfil the statutory requirements assets identified in of paragraph 4.1 of this specification.

#### **6 LIFTING EQUIPMENT TESTING REQUIREMENTS**

##### **6.1 Leading particulars**

All lifting equipment and accessories at The Company's REW & TMU Workshops identified in Section 4, shall be inspected in accordance with the Lifting Operations and Lifting Equipment Regulations. A Report of a Thorough Examination shall be produced for all items in accordance with the regulations. All defects or missing items shall be recorded, and the REW Plant and facilities and Contract Manager informed.

Where several items are inspected together they may be recorded on the same report.

## **6.2 Inspection Frequencies**

All items of lifting equipment and lifting accessories shall be inspected at six monthly intervals, at which time they will be marked by The Contractor's Inspector in accordance with The Company's tagging system, detailed below.

One coloured cable tie (colour agreed before each inspection interval) is attached to each item of lifting equipment; cable tie is changed at each inspection. Cable ties are to be:

- Plastic;
- Non-releasable;
- 4mm wide;
- 200mm long.

Appropriate colour-code tags shall be supplied by The Contractor to The Company's specification.

## **6.3 Asset List**

Attached to this specification is a current asset list, although this is subject to change through the duration of the contract. (Appendix 2)

## **7 LOCAL EXHAUST VENTILATION TESTING REQUIREMENTS**

### **7.1 Leading particulars**

The Contractor shall inspect The Company's local exhaust ventilation systems in accordance with the Control of Substances Hazardous to Health Regulations.

### **7.2 Inspection Frequencies**

The Contractor shall inspect The Company's local exhaust ventilation systems annually (12 monthly).

### **7.3 Asset List**

Attached to this specification is a current asset list, although this is subject to change through the duration of the contract.

### **7.4 Records**

The contractor shall ensure adequate electronic records of training and thorough examinations are supplied to satisfy any future audits.

## **8 SAFETY, TRAINING AND QUALITY**

The general requirements for Quality, Environment, Safety and Health are covered in the [QUENSH Contract Conditions](#) and [QUENSH Menu](#). The details in this section are included to supplement, and provide additional detail on, these conditions.

### **8.1 Safety**

The Contractor shall at all times ensure they adhere to all relevant Health & Safety Legislation.

### **8.2 Contractor Staff Training:**

Training is to be arranged and kept up to date by the Contractor for their employees to enable them to fulfil their contractual obligations. All Contractors' employees need to be fully aware of the dangers of working within depots, including working adjacent to pitted roads, electrified tracks and overhead conductor rails.

The Contractor shall ensure that all Contractors Personnel (including sub-contractors) working on the Equipment or performing the services are qualified and trained to undertake such work and comply with the licensing procedure as set out

in the latest issue of LUL procedure PERMIT TO WORK CERTIFICATES as amended from time to time.

Training courses are required to be booked by the Contractor through the Company's skillstraining@tfl.gov.uk email address. The Contractor is responsible for the full costs of this training, licences and associated costs.

Employee training/skill matrix's records shall be made available to the Company's Representative as soon as these are updated or renewed.

In addition to National Standards, Contractor's staff shall, as a minimum, hold the following, valid, LUL licences:

- Sentinel Card (with the London Underground Industry Common Induction)
- Passport to Depot with relevant Depot Tour(s)
- LUL Safe Isolations (Level 3)

### **8.3 Contractor Staff Resource**

The Contractor must ensure that it has adequate provision of resource to meet contractual obligations and all relevant Health and Safety legislation and best practice requirements.

### **8.4 Risk Assessments & Method Statements (RAMS)**

Method Statements and Risk Assessments, including any COSHH Assessments must be submitted and approved by the DP&E Asset Manager before commencement of on site work

RAMS must be made available and presented on site when work is being carried out.

Copies of any assessments carried out and Product Data Sheets must accompany RAMS documentation.

When working at heights RAMS must include site specific rescue plans.

Waste consignment notes must be made available to the Company's Representative, at agreed intervals, in line with the current legislation.

### **8.5 Electricity at Work**

The Contractor shall comply with the requirements of the Electricity at Work Regulations and LUL procedures for working on or near low voltage electrical circuits or equipment.

The Contractor shall have suitable and sufficient process in place for the risk assessment and control of risks associated with live working.

### **8.6 Equipment Safety:**

#### **8.6.1 Machine Guarding**

Guards shall be maintained for all unprotected moving parts to current POWER Regulations (Provision and Use of Work Equipment Regulations).

#### **8.6.2 Safety Switches**

All safety switches shall operate correctly at the levels originally designed by the manufacturer unless written consent to the contrary has been provided by the DP&E Asset Manager.