

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.

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 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 REW Plant and facilities 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 D

Dial a Ride Equipment Testing and Certification Specification



Project No :

Version: Final

Date: 31/05/2018

TABLE OF CONTENTS

- 1. DOCUMENT CONTROL.....3**
 - 1.1 Document History..... 3
 - 1.2 Final Version Approval3
- 2. ORGANISATIONAL OVERVIEW4**
 - 2.1 Transport for London (TfL) 4
 - 2.2 Business Unit.....4
- 3. INTRODUCTION.....5**
 - 3.1 Background..... 5
 - 3.2 Objectives 5
- 4. SCOPE..... 6**
 - 4.1 The Authority's responsibilities 6
 - 4.2 The Service Providers responsibilities 6

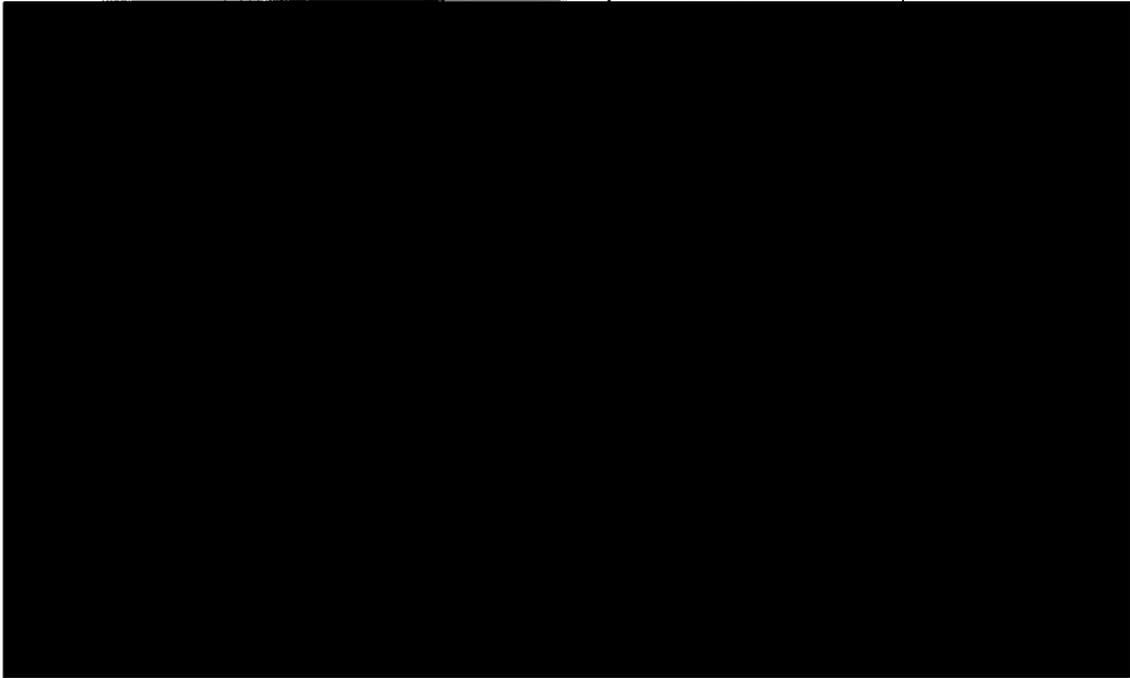
DOCUMENT CONTROL

1.1 Document History

Version	Date	Changes since previous issue
V0.1	29/05/18	

1.2 Final Version Approval

Authors



2. ORGANISATIONAL OVERVIEW

2.1 Transport for London (TfL)

TfL is an executive body of the Greater London Authority, created in 2000 as the integrated body responsible for the Capital's transport system. Its primary role is to implement the Mayor of London's Transport Strategy and manage transport services across the Capital. TfL is made up of many predecessor organisations covering almost all transport modes in London, and therefore has the ingredients and accumulated experience to provide one of the largest integrated transport systems in the world.

TfL comprises of different modes. The modes are Surface Transport, Corporate, London Underground and Rail. TfL is a partner in Crossrail.

TfL manages London's transport network and is responsible for London's buses, the Underground, the Docklands Light Railway (DLR), London Overground, London River Services, Santander Cycle Hire, electronic vehicles and policing. TfL also runs Victoria Coach Station and the London Transport Museum.

TfL is responsible for 360 miles (580km) of main roads, and all of London's 4,600 traffic lights. In addition, it manages the London Congestion Charging scheme and regulates the city's taxi and private hire trade. TfL also promotes a range of walking and cycling initiatives across the Capital.

2.2 Business Unit

London Buses Limited (LBL) trading as London Dial a Ride (DaR) currently operates approximately 321 accessible vehicles across Greater London. The DaR service provides a door-to-door passenger service for registered members who cannot access mainstream transport within all 33 London boroughs, fulfilling over one million trip requests per year. The vehicles operate within the Greater London area out of depots based at: Southwark, Woodford, Palmers Green, Orpington, Wimbledon and North Wembley with satellite sites in Croydon, Fulwell and Kingston.

3. INTRODUCTION

3.1 Background

There is a requirement to ensure that all equipment in DaR depots are inspected and certified in line with the latest LOLER and PUWER legislation.

This requirement includes the testing and certification of 105 items of depot equipment in line with the latest legislative requirements, including LOLER and PUWER. These assets are listed in Appendix 6. The location of these assets are listed in Appendix 5.

3.2 Objectives

- 3.2.1 To ensure that all of the Authority's lifting equipment listed in Appendix 1 meets all legal requirements.
- 3.2.2 To ensure the Authority receives reports and certification for all relevant equipment.
- 3.2.3 To provide the Authority with the necessary reports for the relevant equipment on the day of the inspection and certification within 5 working days of the inspection.

4. SCOPE

The scope of work to be covered by the Service Provider is the inspection and certification of relevant equipment in the DaR depots in line with all legislative requirements.

4.1 The Authority's responsibilities.

The Authority shall:

- 4.1.1 Exercise the right to accept certification.
- 4.1.2 Provide a comprehensive inspection and certification schedule detailing which relevant equipment require inspection and when the inspection shall be completed, whilst taking into account the operational requirements of the depot assets.
- 4.1.3 Provide suitable and safe working areas as agreed with the Service Provider.
- 4.1.4 Provide adequate facilities to enable the Service Provider's staff can carry out their duties.
- 4.1.5 Co-operate with the Service Provider's staff in making sure that vehicles and depot equipment are available for inspection and certification as per the schedule in 3.1.2.

4.2 The Service Providers responsibilities.

The Service Provider shall:

- 4.2.1 Agree the recording of an up to date equipment list for all lifting equipment as per Appendix 6, and provide the Authority with a copy of these records.
- 3.2.2 To ensure suitable resources are available including staff and equipment to meet the requirements of the inspection and certification schedule provided by the Authority. This shall take into account the DaR core operational hours 365 days per year.
- 3.2.3 Carry out the inspection and certification of relevant equipment at times and locations to suit the Authority.

- 3.2.4 Report any issues with equipment which could impact the Authority's operations as soon as practically possible
- 3.2.5 Take responsibility for any assets including tools or other equipment belonging to the Service Provider while on the Authority's premises.
- 3.3.6 Undertake regular inspections and certification as per the frequencies set out in Appendix 6 to ensure the following:
 - 3.3.6.1 No equipment has damage that would make it illegal or cause it to become illegal prior to the next inspection.
 - 3.3.6.2 All equipment is compliant with legislation.
- 3.3.7 Co-operate with the Authority's staff in making available and handing over the Authority's depot assets where required.
- 3.3.8 Ensure that no vehicle is moved except by drivers approved by the Authority.
- 3.3.11 Ensure all staff are LOLER and PUWER accredited and have the necessary equipment to carry out the necessary inspections, provided by the Service provider.
- 3.3.12 Ensure all staff undertake a daily risk assessment and complete a General Permit to Work document for every day the service provider is on the Authority's premises..
- 3.3.13 Ensure staff visiting TfL sites report to the local Site Management immediately on arrival, providing proof of identity. .
- 3.3.14 Ensure all staff familiarise themselves with all relevant Health and Safety requirements and follow these at all times whilst on TfL sites, including the provision of appropriate protective clothing.

Specification E

Head Office Pressure Systems, Written Schemes and Lifting Equipment

Testing and Certification Specification



Schedule 3a – Specification

The provision of Examination, Testing, Recording and Risk Assessment Services to Lifting Equipment and Pressure Systems within TfL Head Office Buildings

Definitions:

Lifting equipment	As per Lifting Equipment and Lifting Operations Regulations 1998, lifting equipment is defined as any equipment used at work for lifting and lowering loads, including attachments used for anchoring, fixing or supporting the load.
Load	As per the Lifting Equipment and Lifting Operations Regulations 1998, a load is defined as any item, material people or animals or combination of that is lifted and or lowered by the lifting equipment.
Attachment	As per the Lifting Equipment and Lifting Operations Regulations 1998, an attachment used in conjunction with lifting equipment during lifting operations includes but is not exclusive to: Chains, ropes, slings, strops, pulleys, eyebolts shackles, karabiners, anchor points, harnesses.
Pressure System	As per the Pressure Systems Safety Regulations 2000 a pressure system is defined as a system comprising of one or more pressure vessels of rigid construction, any associated pipework or pipeline which contains or could contain a relevant fluid, but does not include a transportable pressure receptacle.
Associated Costs	Any tools, equipment, materials, lab analysis, expenses, costs time, travel, fees, licences, or charges incurred shall be met by the Supplier in delivering the services and/or quoted works, preparation of quotations, analysis and reporting.
Payment Application	The Supplier's assessment of the amount due to the end of Period and any supporting documentation in accordance with Section 1.6 of this Specification.

- 1.1 Locations and Hours of Work**
- 1.1.1 Locations**

The Services shall be delivered at Head Office Buildings. A complete list of Sites subject to the scope of Sections 1.1 to 1.6 of this Specification is provided in Appendix 7 (Services Matrix)
- 1.1.2 Hours of Work**
- 1.1.2.1**

The Supplier shall deliver the Services set out in Sections 0 to 1.4 of this Specification both inside and outside of Core Hours. Core Hours are defined As 08:00 to 18:00 Monday to Friday. All other times including public/bank holidays and Christmas Day are regarded as outside Core Hours.
- 1.1.2.2**

The Supplier shall deliver the Services outside Core Hours where working in Core Hours would adversely impact the operation of the Sites or its occupants' activities, particularly in relation to safety. The Supplier shall accommodate requests to change the scheduling of particular aspects of the Services to accommodate the Company's specific operational requirements. Please note there are a number of critical locations which operate 24/7/365 days per year.
- 1.2 Restrictions and Special Requirements**
- 1.2.1 Security Clearance**
- 1.2.1.1**

The Company shall ensure all engineers attend site inductions for all sites at no extra cost. All engineers are required to sign in and out of each building and report to the Security and Building Management Teams. A TfL security pass must be worn at all times.
- 1.2.2 Customer Specific Requirement (As per Appendix 7)**

All dates for inspections must be approved and agreed in advance of the inspection due date with the Company's Representative. The details of the notice period required is detailed in Appendix 7 (Services Matrix). The services shall be programmed to prevent the expiration of Insurance Certificates and to prevent disruption to the Company.
- 1.2.2.1**

The Supplier shall contact the relevant Company's Representative on arrival to site and prior to leaving site to ensure location of plant is understood and all required documentation is available.
- 1.2.2.2**

The Company shall as required provide a Lift Engineer to facilitate the inspection. If a cancellation or failure to attend occurs without reasonable notice 2 weeks, the Supplier shall reimburse the Company for any cost loss. The Supplier shall rearrange the thorough examination, inspection and test at their cost.

1.1.2.3 The Supplier must be aware that on rare occasions and at short notice the Thorough Examination, Inspections and Testing may be delayed for a short period of time due to events on the day or customer demand for the lifts. The Company will minimise this as far as possible, but shall not be charged waiting times or receive a cancellation for this appointment.

1.3 Scope of Services

1.3.1 Scope

1.3.1.1 The Company's requirement is for the provision of Written Schemes of Examination, Thorough Examination, Testing, Recording Services and risk assessments to the following:

- a. Lifting Equipment
- b. Pressure Systems

as detailed in accordance with the requirement set out in Schedule 3a (Specification), and Appendix 7 (Service Matrix)

1.3.1.2 The Supplier shall provide a professional proactive management and operational service delivery, bringing its knowledge, experience and skills to the delivery of the services to the Company and place a "can – do" attitude with all of its representatives. The ethos of working for the benefit of the customer and occupant is critical to the delivery of this contract

1.3.1.3 The Supplier shall provide a Quality Assurance system such as ISO 9001; or equivalent, to be applied to the delivery of Thorough Examination and Testing services.

Written information shall be clear, concise and allow the ready identification of items inspected and tested

1.3.1.4 The Services shall be provided at all times in accordance with an Inspection and Examination regime that complies with all statutory requirements, legislation, regulations and the following standards as outlined in Appendix B

1.4 Planning

1.4.1 The Supplier shall provide an Annual Schedule for Thorough Examination and Testing schedule for each building four weeks in advance for consideration and approval by The Company. The schedule shall include:

- a. Item Location
- b. Item Asset ID & Serial Number
- c. Item description (Make, Model & Risk Level)

d. Item test status (i.e. pass, fail, exempted last test date and the next test date) schedule should clearly identify new from last test that is no longer present.

1.4.2 The Supplier shall document and provide appropriate risk assessments and safe systems of work for any equipment or activities that are required to undertake the services.

1.4.3 The Supplier shall engage with the Company to carry out a survey of all Lifting Equipment and Pressure Systems. The Supplier shall update CAD and associated drawings for each of the plant items within the first six (6) months of the contract.

1.4.4 The Supplier shall complete all inspections prior to the expiration of the existing certificate.

1.5 Management, Resources, Advice and Record Keeping

1.5.1 The Supplier shall assist the Company in managing its duties and responsibilities and with regards to Thorough Examination and Testing as defined by current legislation, guidance and best practice.

1.5.2 The Supplier shall provide an Account Manager to co-ordinate activities with individual TfL Building Managers. The Account Manager shall attend regular meetings to review all Thorough Examination and Test with the TfL Building Manager and the Contracts Performance Manager. (E.g quarterly meetings)

1.5.3 The Supplier shall ensure that there is sufficient level of trained and competent personnel to provide all of the services.

1.5.4 All personnel shall be qualified and competent in the discipline they are performing. Where necessary the Supplier will provide information concerning the external assessment of such competence.

1.5.5 The Supplier shall provide details of personnel undertaking, supervising and monitoring the work. This must also include a training plan identifying skills, certifications held, toolbox talks and all statutory training requirements. This should be kept up to date and provided on request.

1.5.6 The Supplier shall ensure all resources who carry out Thorough Examinations, Inspections and Testing attend site inductions for each of the TfL Head Office buildings prior to the commencement of work.

1.5.7 The Supplier shall provide regular a report for each period. This should include as a minimum:

- a. The Period Performance Summary shall include:
- b. The current list of engineers including new starters and leavers
- c. Health and Safety Related Issues including the reporting of accidents, near - misses and positive interventions
- d. A finance summary of invoices paid against work completed.
- e. Equipment/Asset Issues

- 1.5.8 The Supplier shall provide their service reports within 48 hours of attendance unless stated as an immediate defect or time qualified defect which shall be notified to the Company Representative immediately in person. The reports shall be provided in a format agreed by the Company Representative
- 1.5.9 The Supplier shall provide access to their record storage portal at all times so that the Company may review levels of statutory compliance.

1.6 Payment Application

- 1.6.1. The Supplier shall submit a Payment Application and any supporting documentation assessing the amount due to the end of the period to which the Payment Application relates and the basis upon which that sum is calculated.
- 1.6.2 The Supplier shall submit any supporting documentation that is reasonably necessary to enable the Company's Representative to verify the completion of works, substantiate any Associated Costs and check the Supplier's assessment of the amount due.
- 1.6.3 The Payment Application shall breakdown all cost at by building and plant item in line with Appendix A (Service Matrix).



London Underground Power and Electrical Sub Stations

Technical Specification

**Specification for the Thorough Statutory
Examinations of Lifting Equipment and Pressure
Systems located on site at London Underground
Power and Electrical Sub Stations.**

CONTENTS

1.1	INTRODUCTION	3
2.1	APPLICABLE REGULATIONS AND STANDARDS	3
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
3.1	CONTACT INFORMATION	3
3.1	Site ADDRESSES	3
3.2	GREENWICH POWER STATION DAY MANAGER CONTACT DETAILS:.....	4
3.3	CONTRACTS MANAGER CONTACT DETAILS.....	4
4.1	ASSET INFORMATION & LOCATION	4
5.1	GENERAL REQUIREMENTS	ERROR! BOOKMARK NOT DEFINED.
5.1	SCHEDULE OF VISITS.....	4
5.2	REPORTS.....	4
5.3	ATTENDANCE TO SITE.....	4
6.1	LIFTING EQUIPMENT TESTING REQUIREMENTS	5
6.1	LEADING PARTICULARS	5
6.2	INSPECTION FREQUENCIES	5
6.3	ASSET LIST	ERROR! BOOKMARK NOT DEFINED.
7.1	PRESSURE SYSTEM INSPECTION AND TESTING REQUIREMENTS	6
7.1	LEADING PARTICULARS	6
7.2	INSPECTION FREQUENCIES	6
7.3	ASSET LIST	6
7.4	RECORDS	6
8.1	SAFETY, TRAINING AND QUALITY	6
8.1	SAFETY.....	6
8.2	CONTRACTOR STAFF TRAINING:.....	6
8.3	CONTRACTOR STAFF RESOURCE	7
8.4	RISK ASSESSMENTS & METHOD STATEMENTS (RAMS)	7
8.5	ELECTRICITY AT WORK	7
8.6	EQUIPMENT SAFETY:	8
	8.6.1 Machine Guarding.....	8
	8.6.2 Safety Switches.....	8
	8.6.3 Third Party Damage.....	8
8.7	WORK RELATED ROAD RISK (WRRR).....	8
9.1	CONTRACT MANAGEMENT	8
9.1	RECORDS AND DOCUMENTATION	8
9.2	CONTRACTOR PAYMENT APPROVAL FORM (CPAF) AND INVOICING	8
9.3	CONTRACT REVIEW MEETING FREQUENCY	9
9.4	MEASUREMENT OF CONTRACTORS PERFORMANCE:.....	9
9.5	PERFORMANCE AND QUALITY AUDITS	9
9.6	SERVICE DELIVERY INDICATORS (SDIs)	9

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

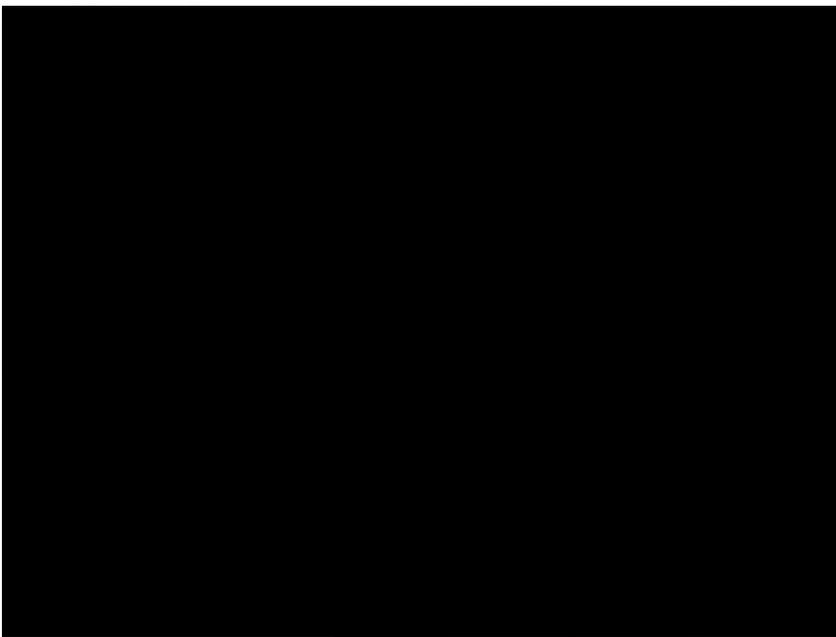
Not Applicable

3 CONTACT INFORMATION

3.1 Site Addresses

See Appendix 1

It will be the supplier's responsibility to ensure that the location address of the sites are correct before services resume.



4 ASSET INFORMATION & LOCATION

For a list of asset locations please refer to Appendix 2 for details.

5 GENERAL REQUIREMENTS

ALL SUBSTATIONS ARE NORMALLY UNSTAFFED AND OPERATED REMOTELY, AND ALL NECESSARY SAFETY PRECAUTIONS SHOULD BE TAKEN TO AVOID DANGER

To ensure Power and Electrical Sub Stations 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.

Overhead gantry cranes are out of service. These are serviced, load tested and inspected on an ad hoc basis depending on need. Therefore, these are not required to be inspected and are out of scope. If an out of service crane is required to be used, a current statutory examination must be undertaken. Where remedial works are identified as a result of the examination these must be cleared before the crane can be used.

5.1 Schedule of Visits

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

5.2 Reports

All examination reports shall be provided in Electronic (pdf) format and forwarded to 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 Asset 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 Power and Electrical Sub Stations due to the importance of the site. Attendance may be required within 24 hours of a fault being reported by either the Asset Manager or his delegate.

6 LIFTING EQUIPMENT TESTING REQUIREMENTS

6.1 Leading particulars

All lifting equipment and accessories at Power and Electrical Sub Stations 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 Asset 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

Overhead Cranes, Fixed Chain Block, Winches

1.1 These are classed as out of service due to their infrequent use, before any crane, fixed chain block or winch is utilised, a Statutory Examination Certificate is required and a Safe Working Load Test Certificate must be obtained. If this documentation has not been obtained, the crane must not be used.

Circuit Breaker Trolleys

1.2 These utilise the Scafftag ID system to identify which devices possess a valid statutory examination certificate. If the Scafftag does not carry a valid date then the device must not be used.

1.3 These assets are examined Annually in July each year.

Portable Chain Blocks, Ropes

1.4 These devices operate on a colour-coded system that is changed every six months. If the device is not in possession of a current colour code it must not be used.

1.5 These assets are examined in January and July each year.

1.6 These assets are normally located in storage at Tufnell Park.

Items	Frequency of Examination
Cranes	12 months
Circuit Breaker Lifting Trolleys + attachments	12 months
RSJ / Lifting beams / Runway Tracks	12 months
Electric or Manual Hoists	12 Months
RSJ / Lifting beams / Runway Tracks	12 months
Chain Blocks	12 months
Winches	6 months
Ropes	6 months
Slings	6 months
Shackles	6 months

Colour Coding's by Date

Dates	Colour Code
January 1 st 2018 – June 30 th 2018	Blue
July 1 st 2018 – December 31 st 2018	Red
January 1 st 2019 – June 30 th 2019	Mauve
July 1 st 2019 – December 31 st 2019	Orange
January 1 st 2020 – June 30 th 2020	Green
July 1 st 2020 – December 31 st 2020	Yellow

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 3)

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

be fully aware of the dangers of working within the Substations, 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 carryout works on site at Sub Stations in accordance with London Underground's requirement and QUENSH including but not limited to the following:

Course Title	Duration	Frequency
*Substation Access (first time applicant)	1 Day	3 yearly
LV1 Rules (first time applicant)	1 Day	One - Off
LV1 Assessment (first time applicant)	7 Days	One - Off
LV1 Assessment Refresher	1 Day	3 Yearly
LU Access – Sentinel Card	n/a	3 Yearly

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 carryout a Disclosure Scotland "Basic" check. The certification must be sent to Substationsecurity@tfl.gov.uk prior to any works being undertaken.

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 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. For, Power and Electrical Sub Stations this will be captured by the LV 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

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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 or posted to:

LUL Nominee BCV/SSL/JNP Limited

Accounts Payable

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 Asset Manager or his representative to measure as a minimum, the Contractor's performance against the maintenance regime and quality of said maintenance, whether planned preventative, reactive or corrective.

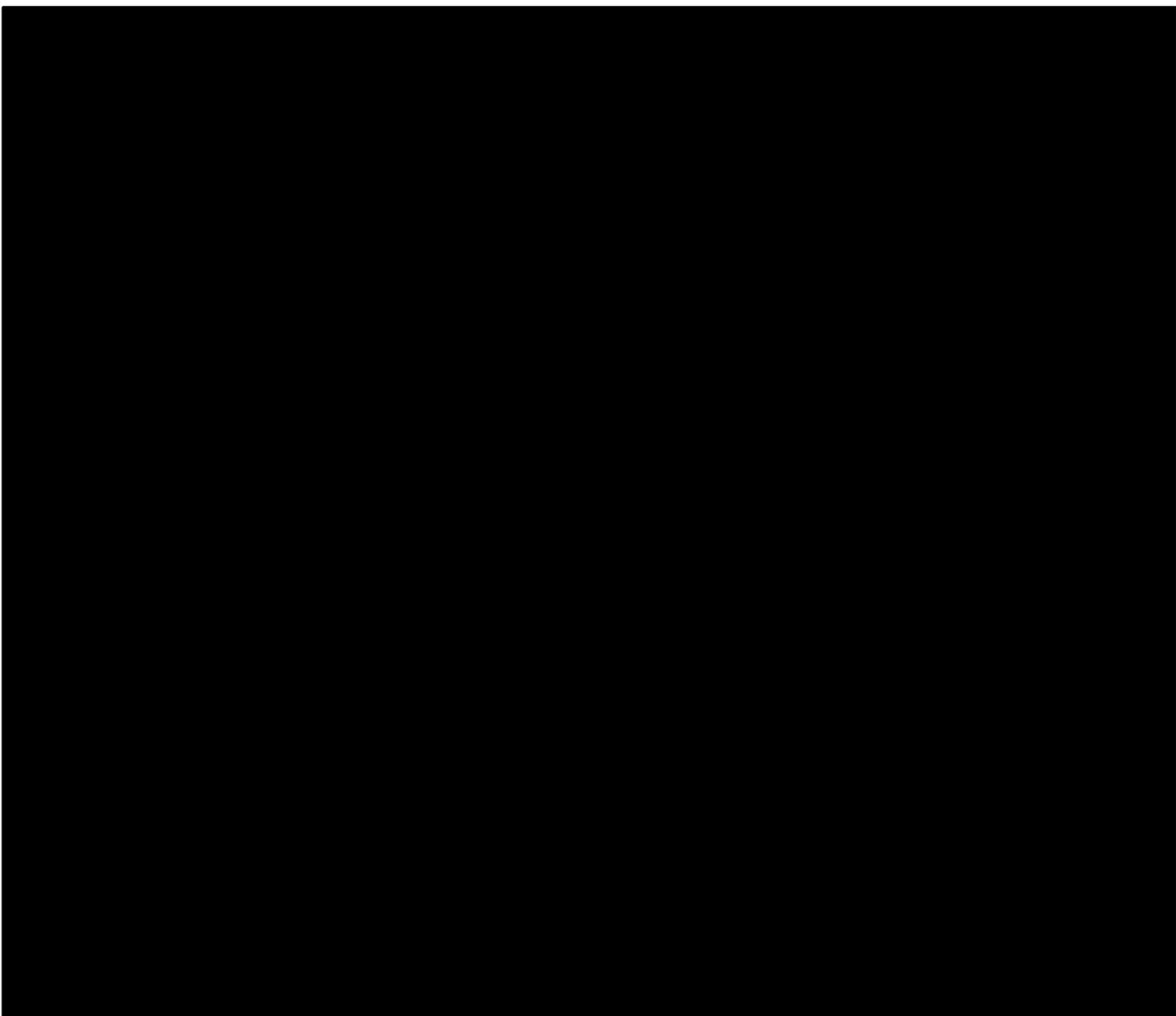
On-site audits will not be notified in advance unless additional representatives of either the Company or the Contractor are required for attendance. Copies of the audits are available on request by the Contractor, unless deemed commercial in confidence or containing confidential material. The Contract 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.







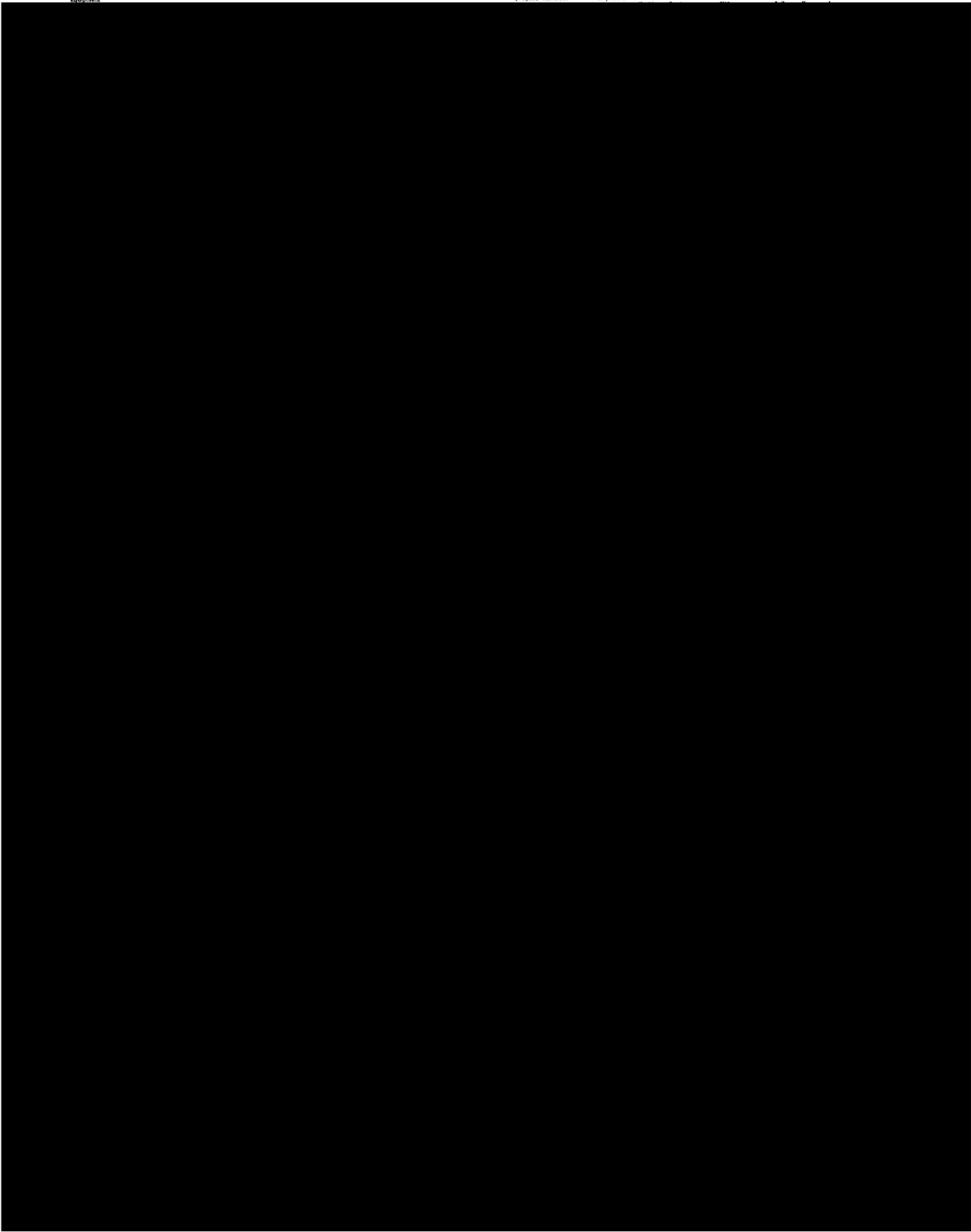
Equipment

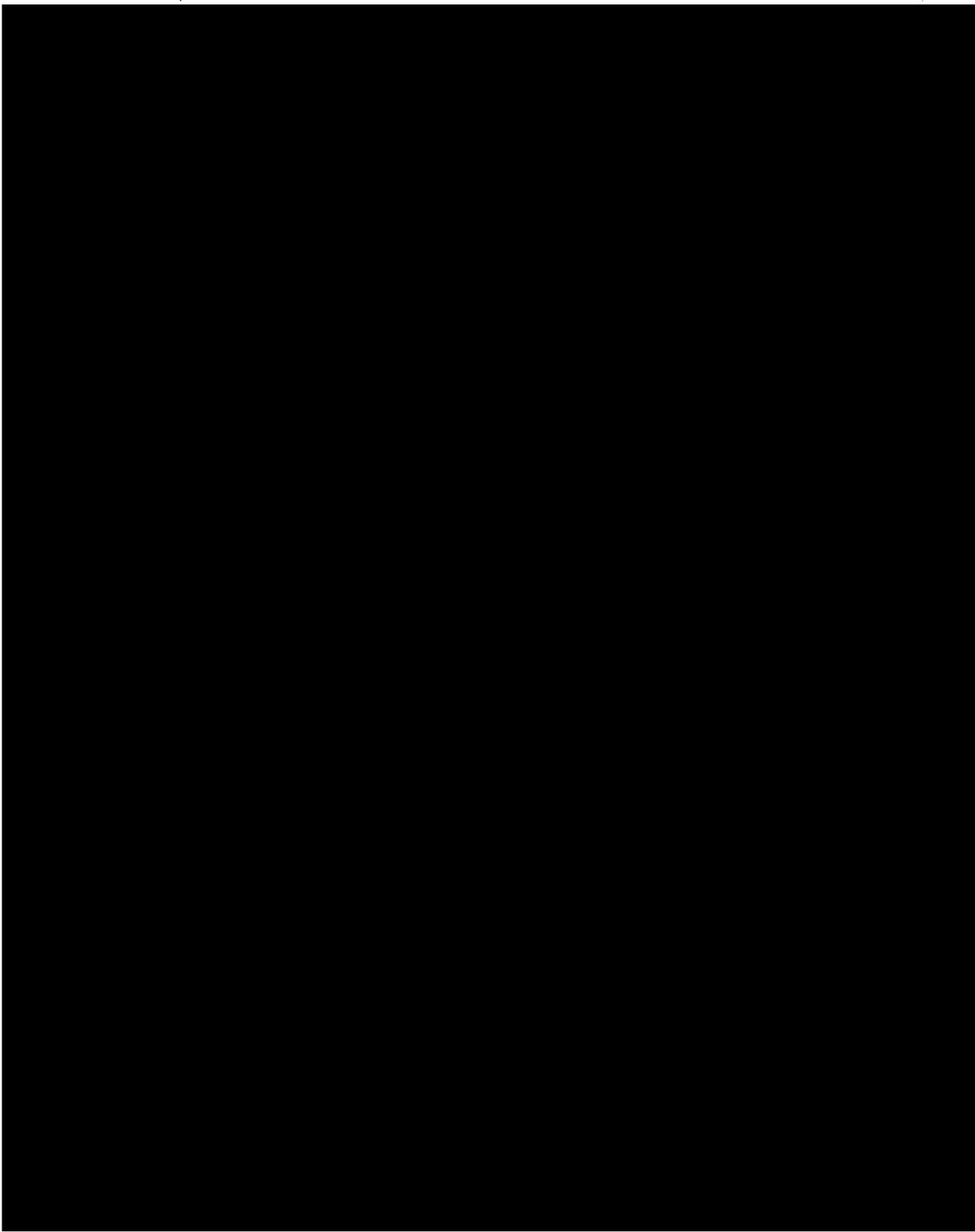
Inspection
on
Frequency Manufact

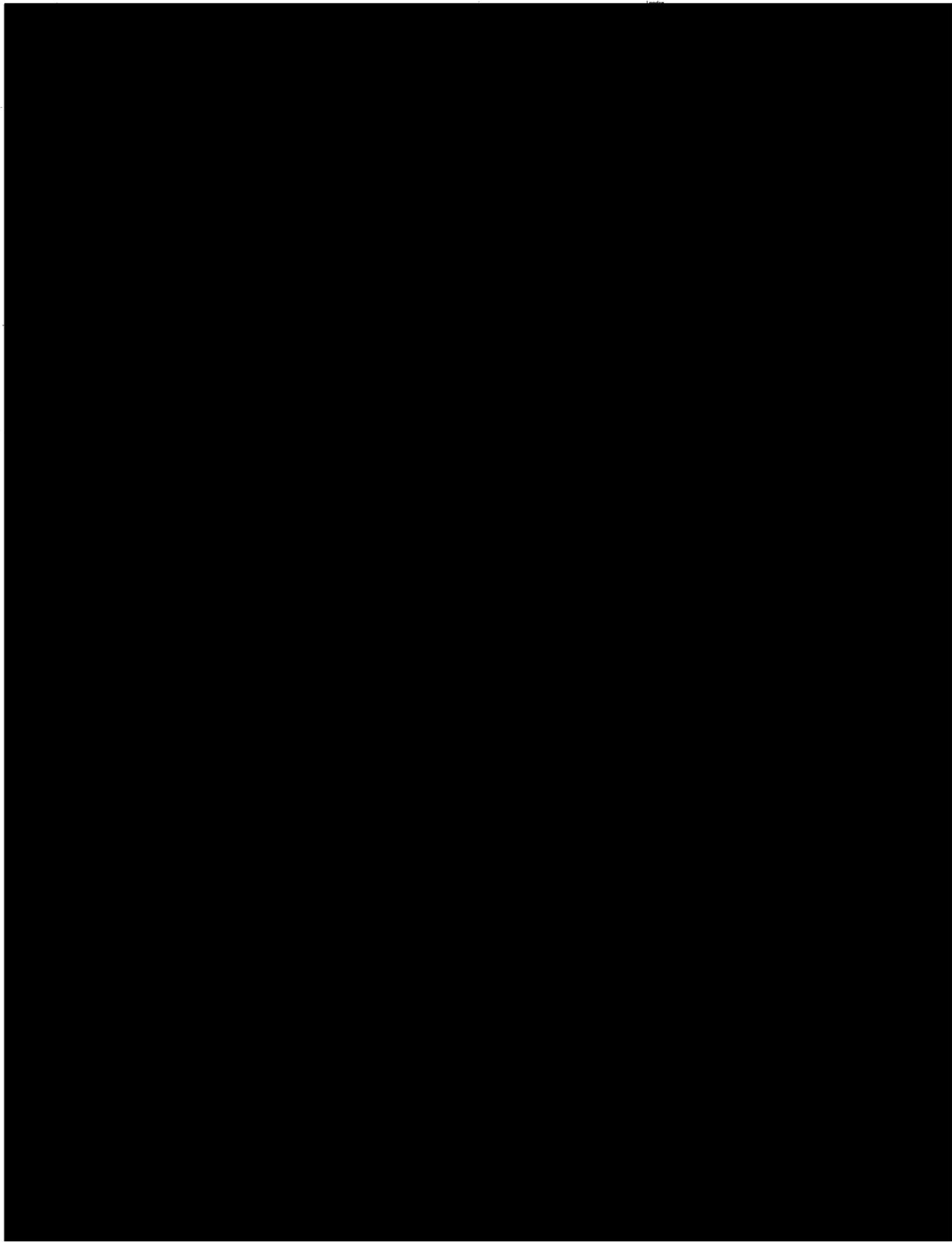
Inspection

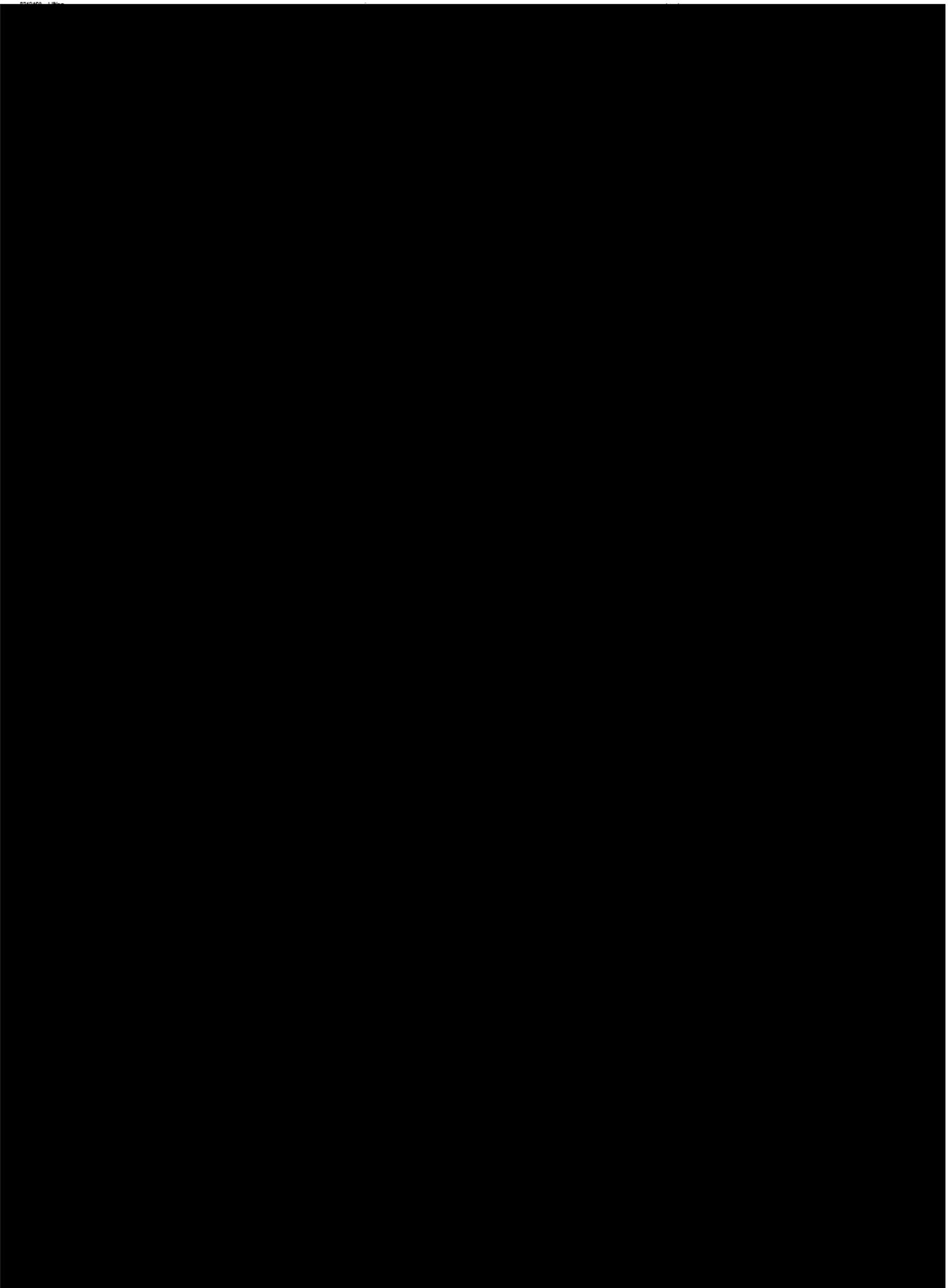
Defect
Information

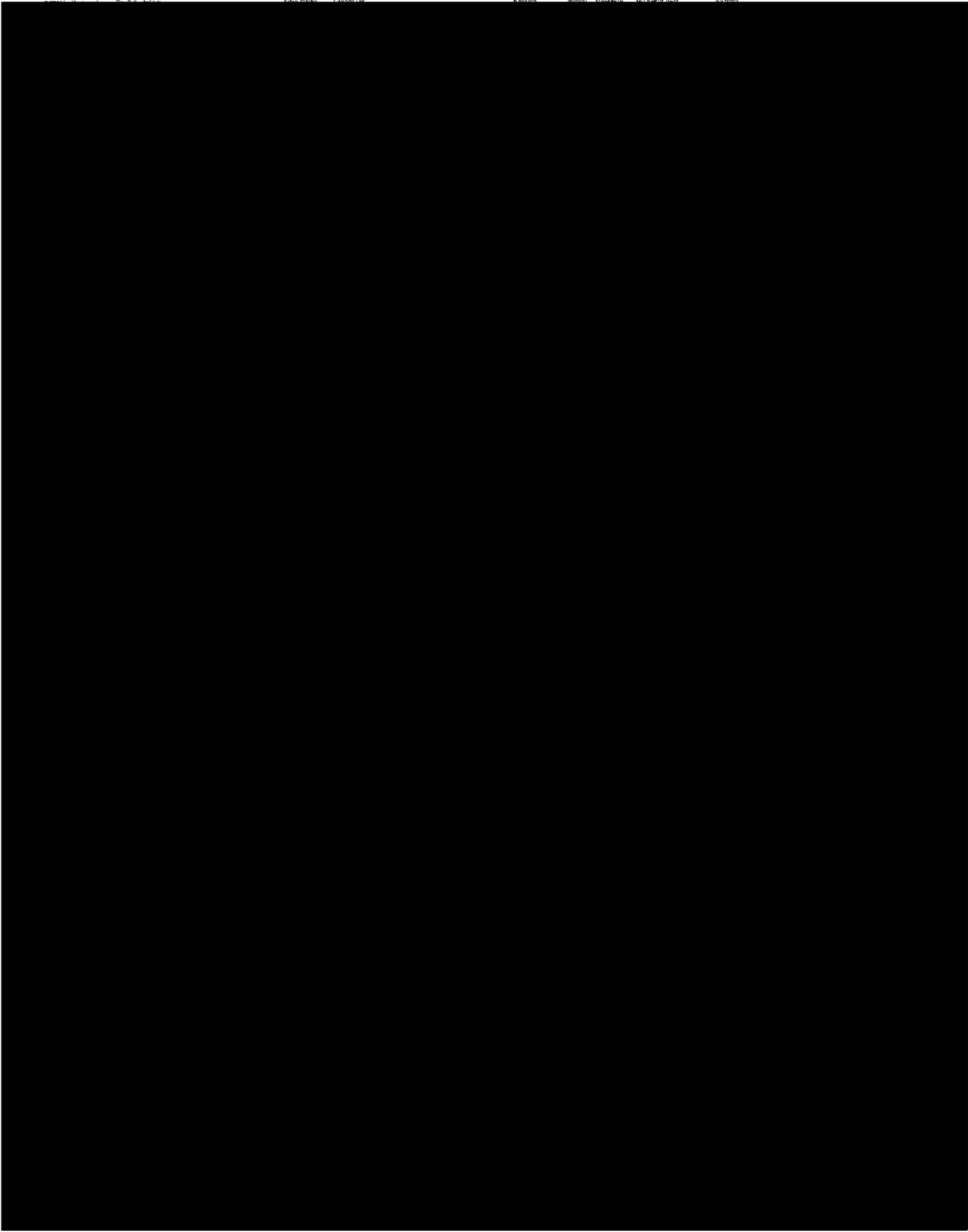
Written
Scheme Remarks

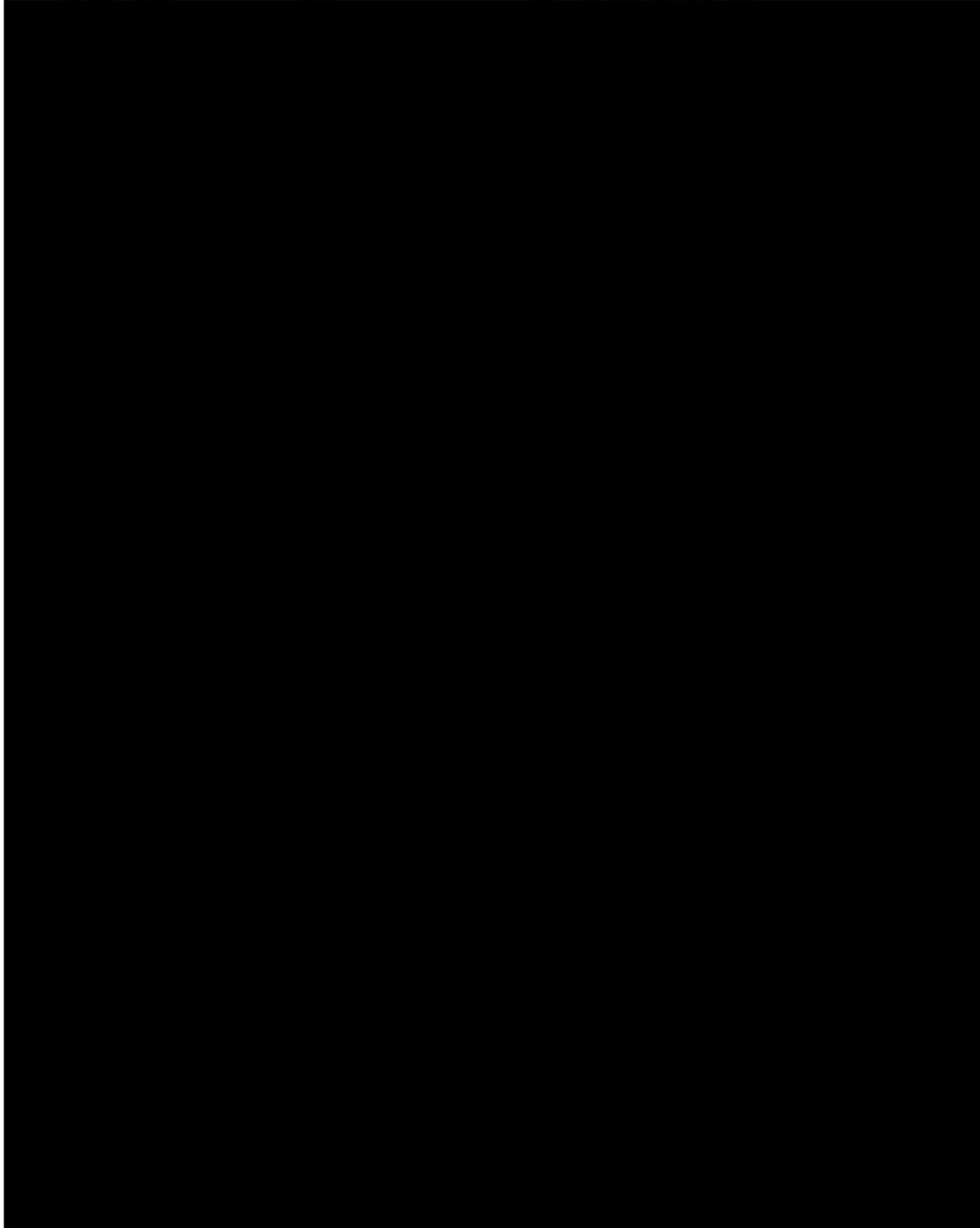


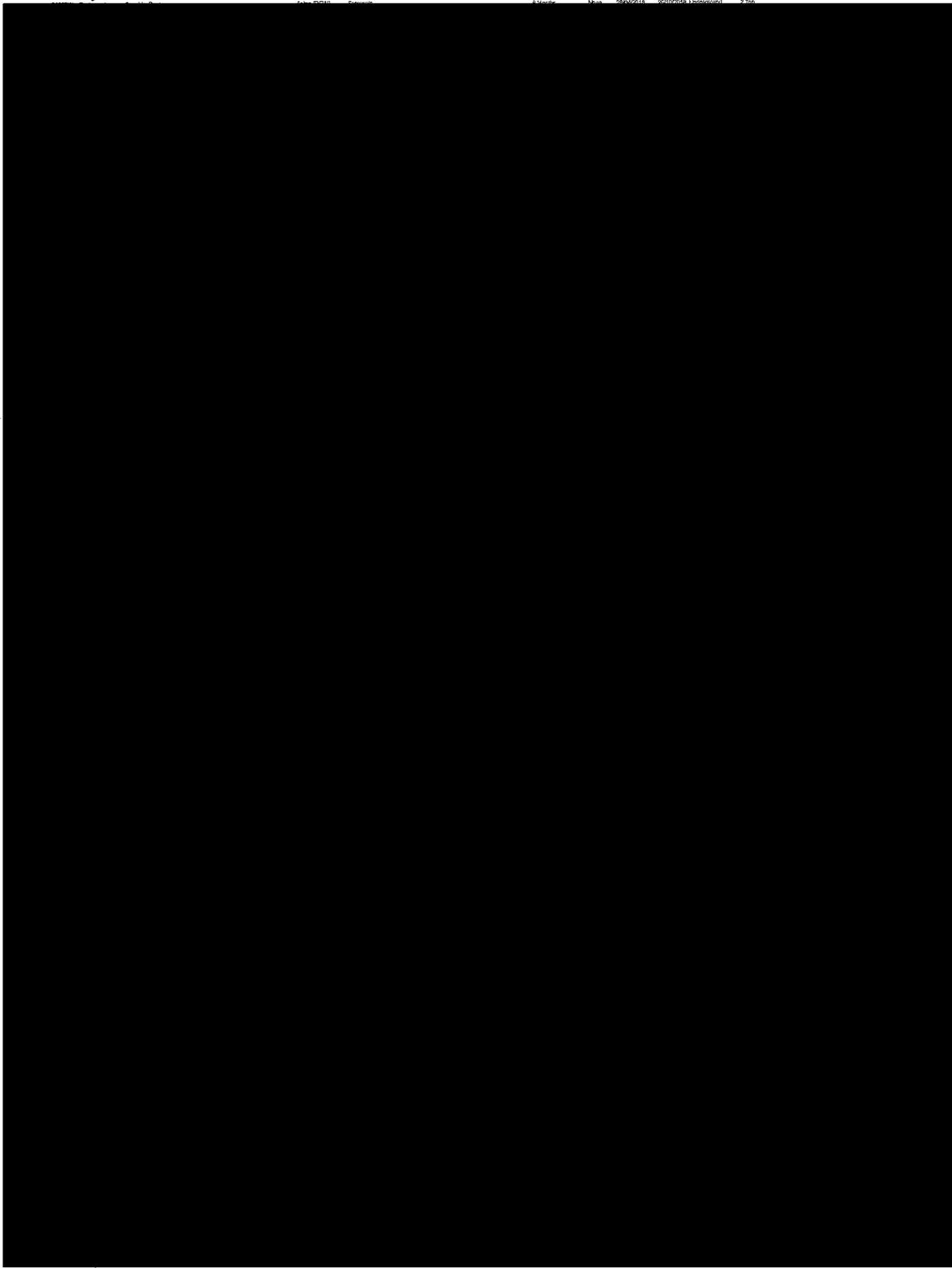


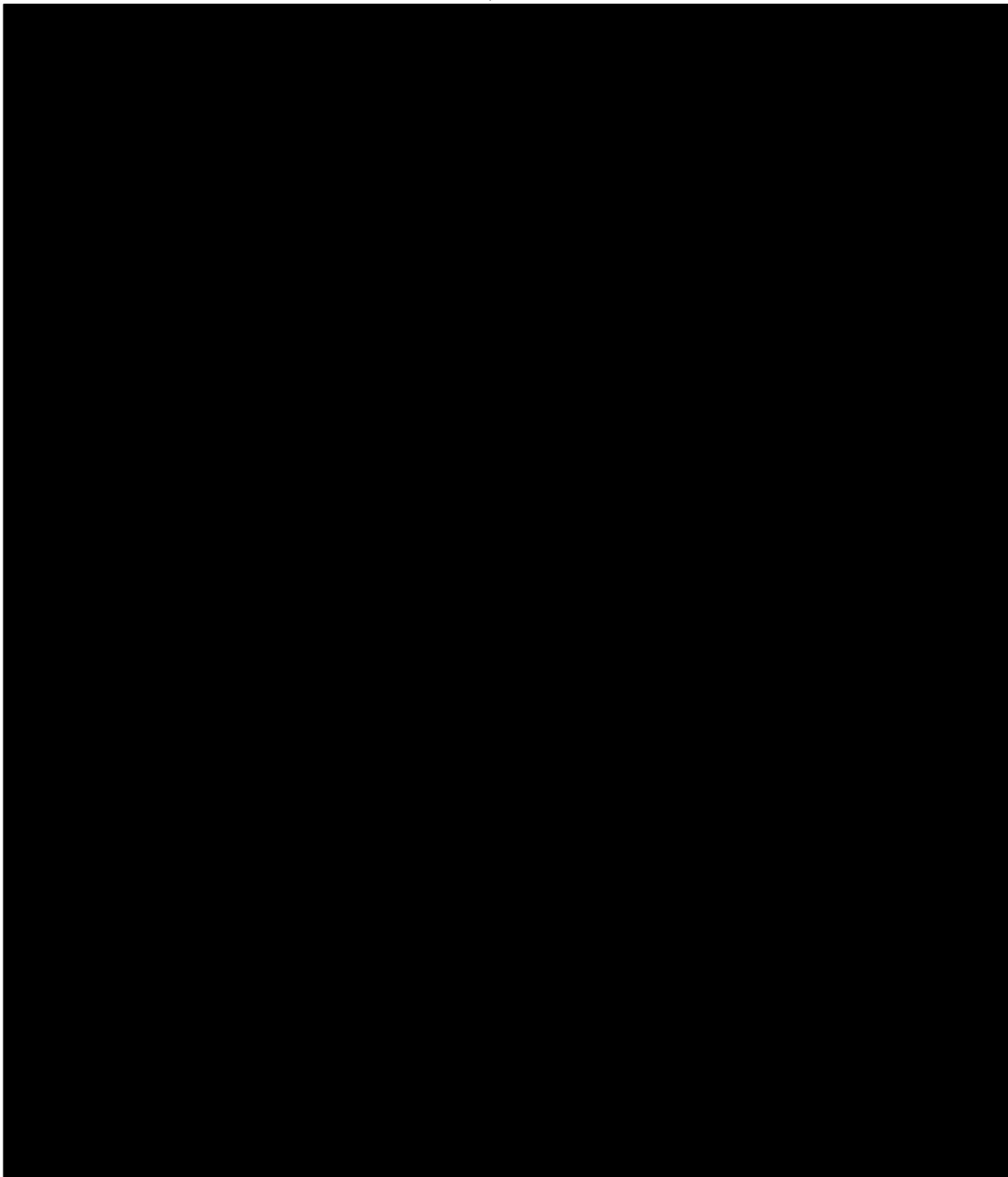


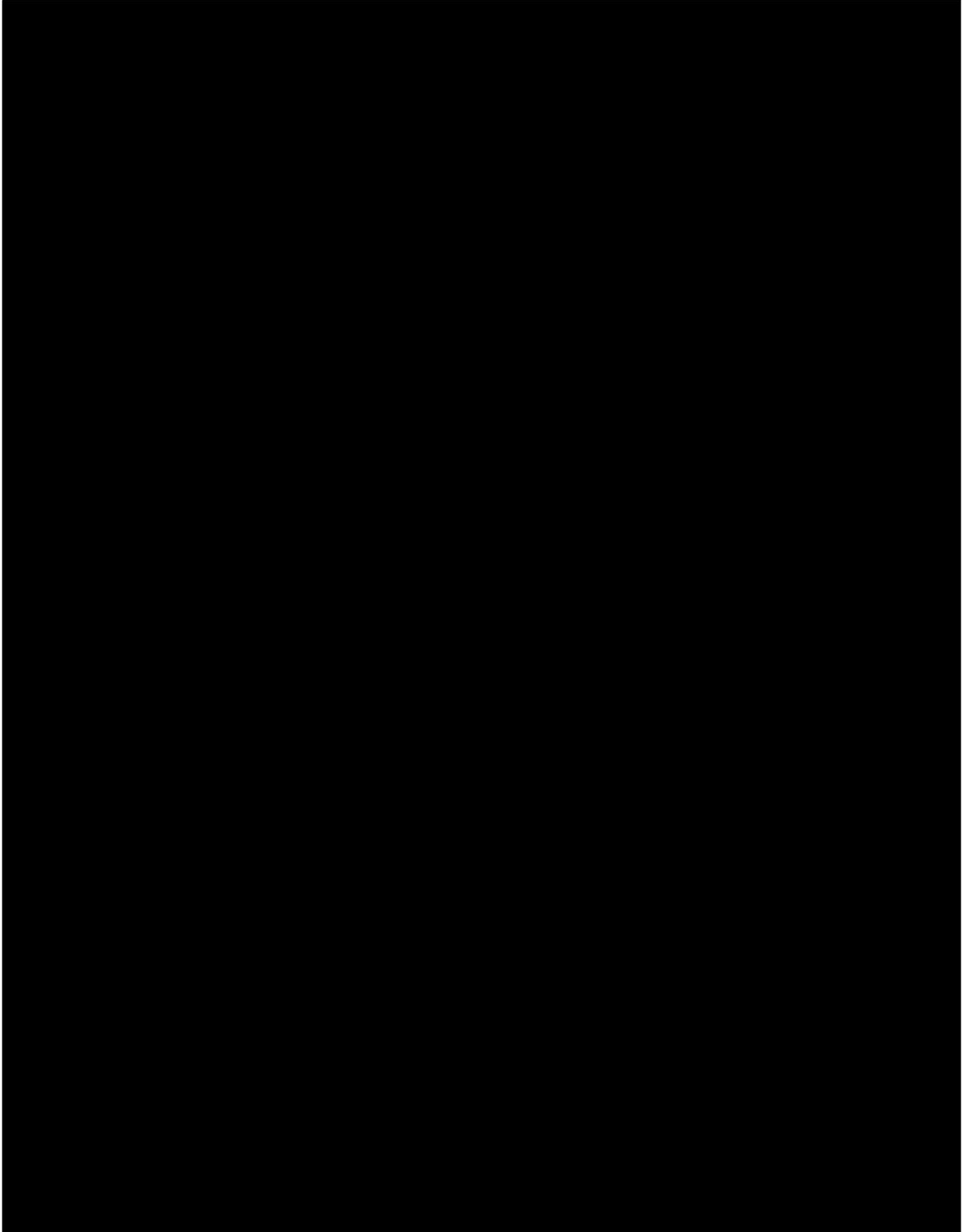


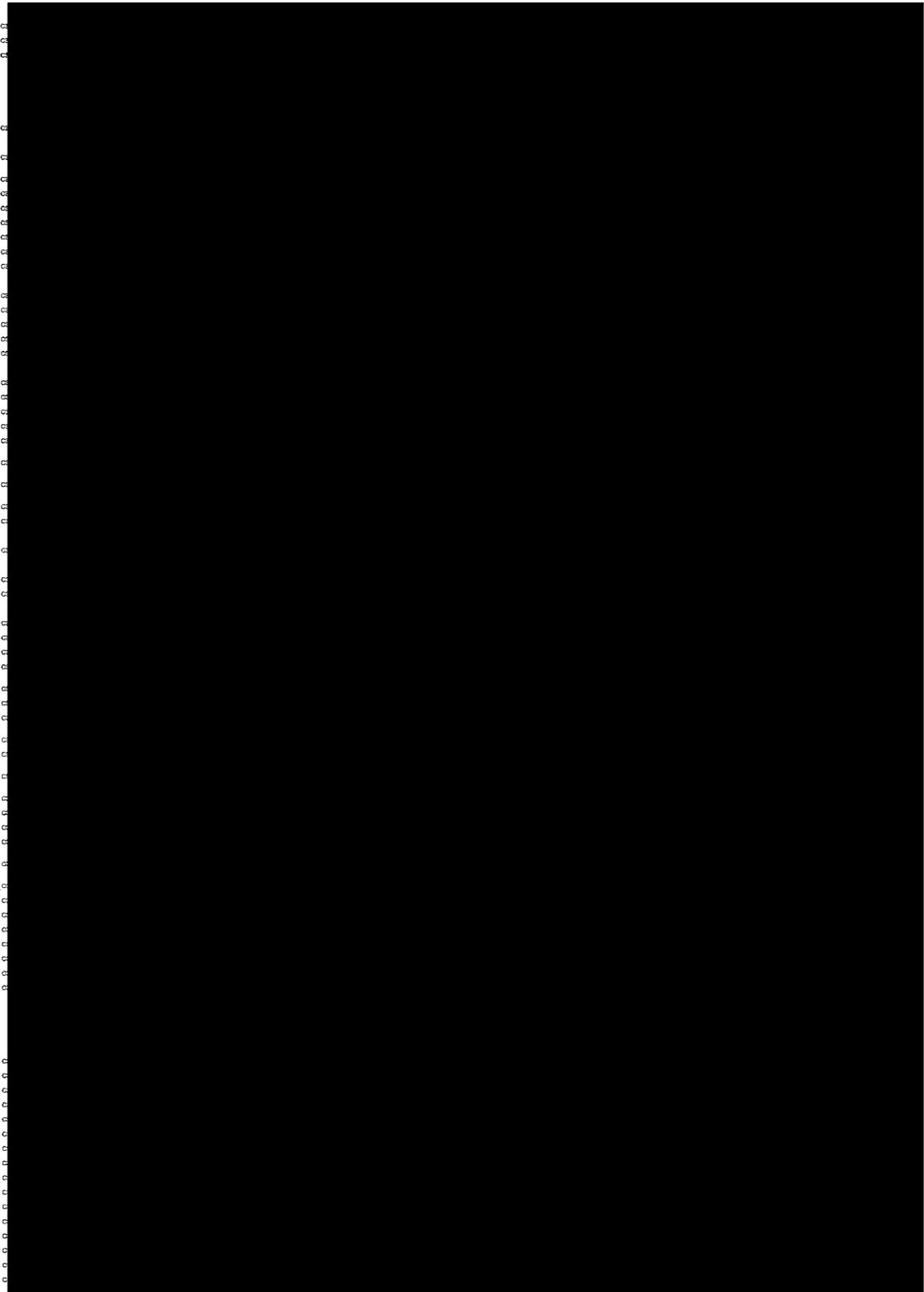


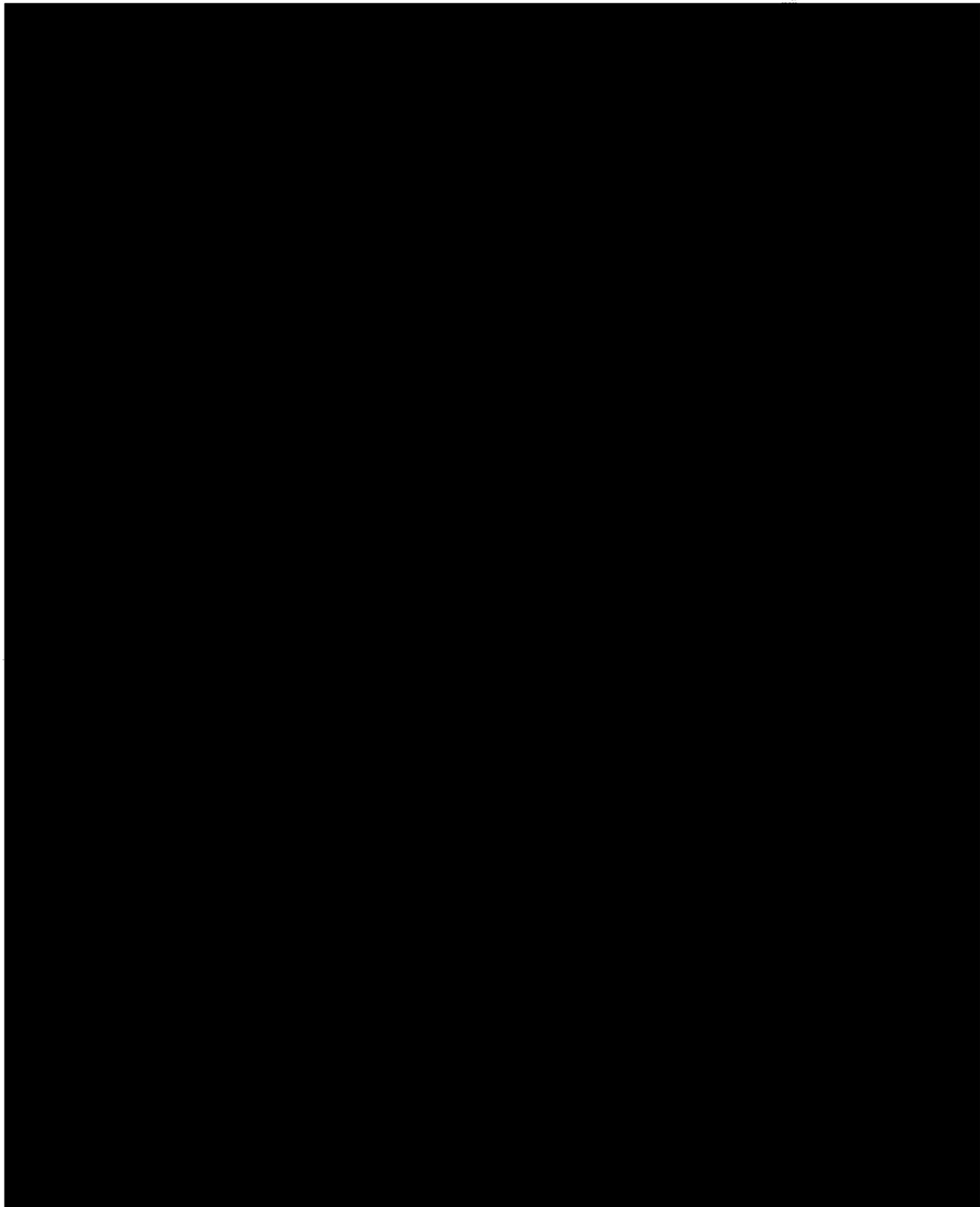


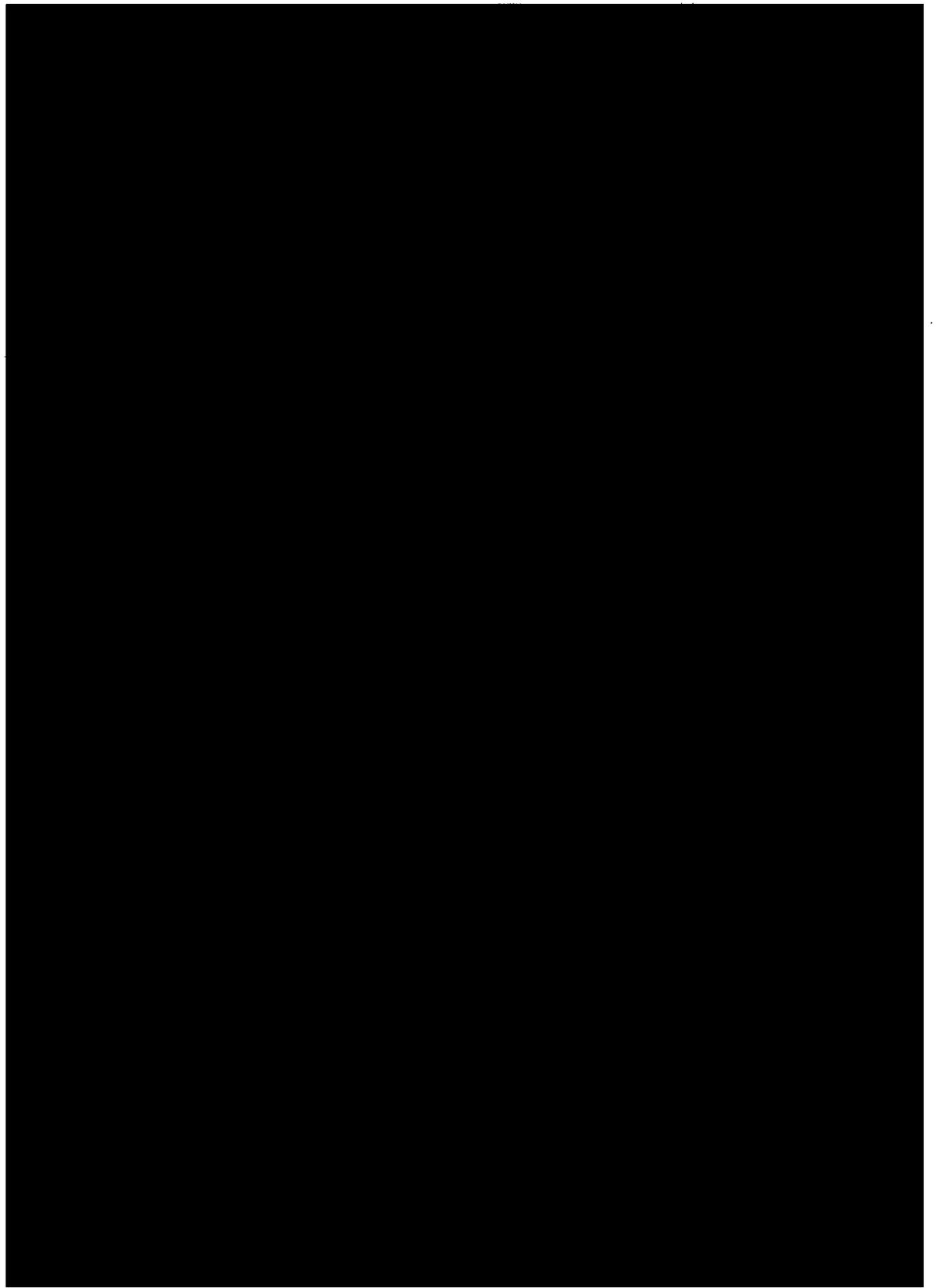


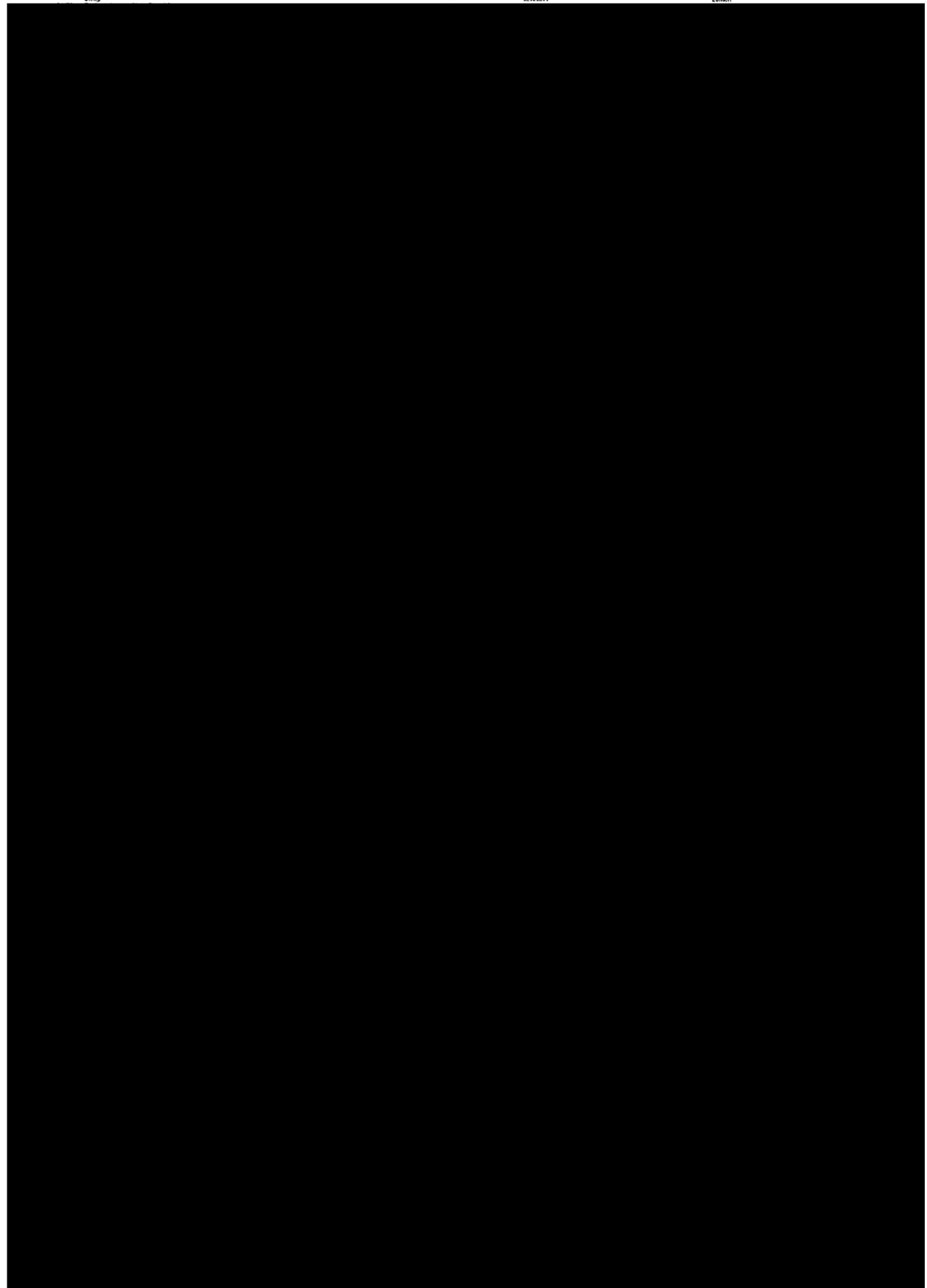


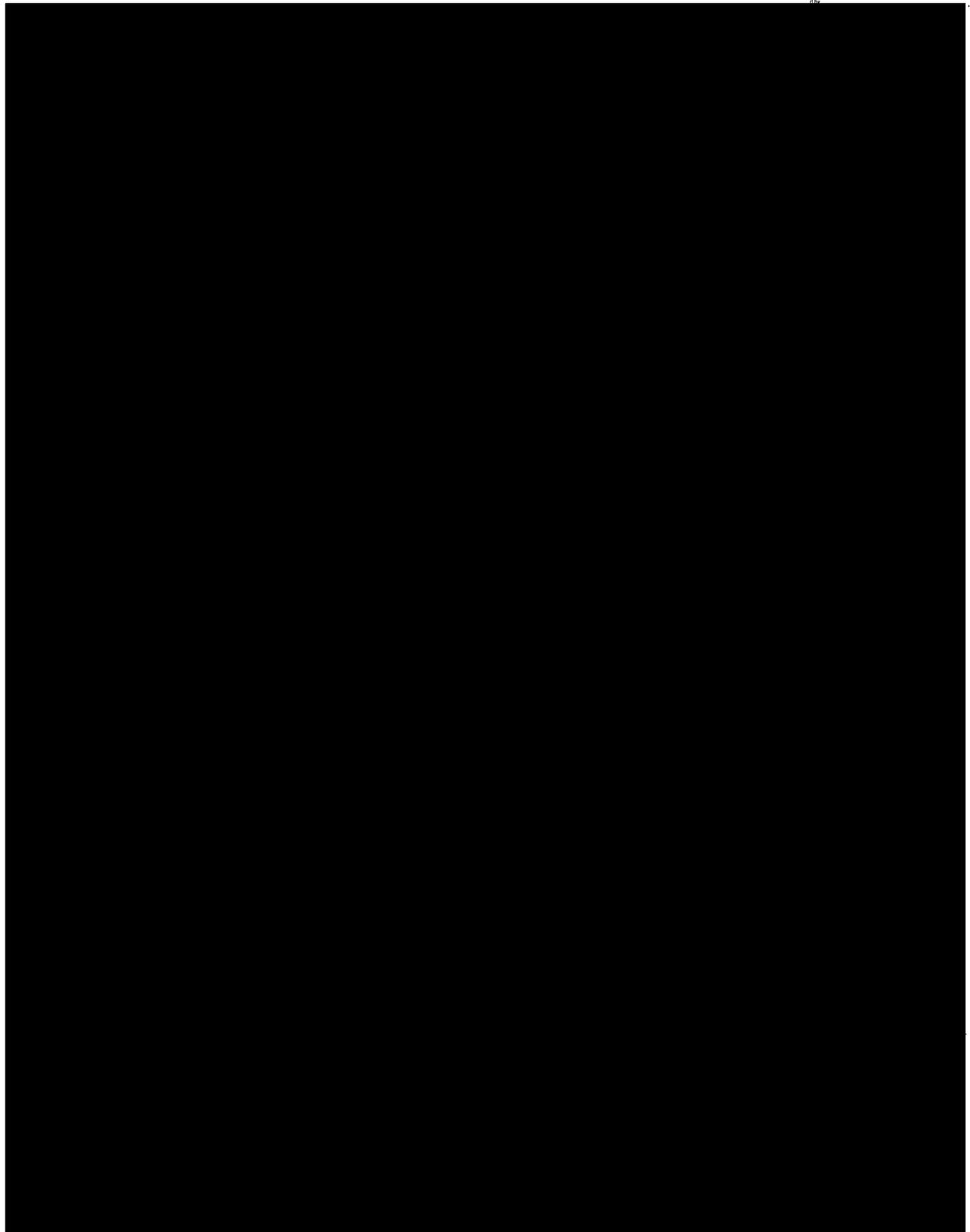


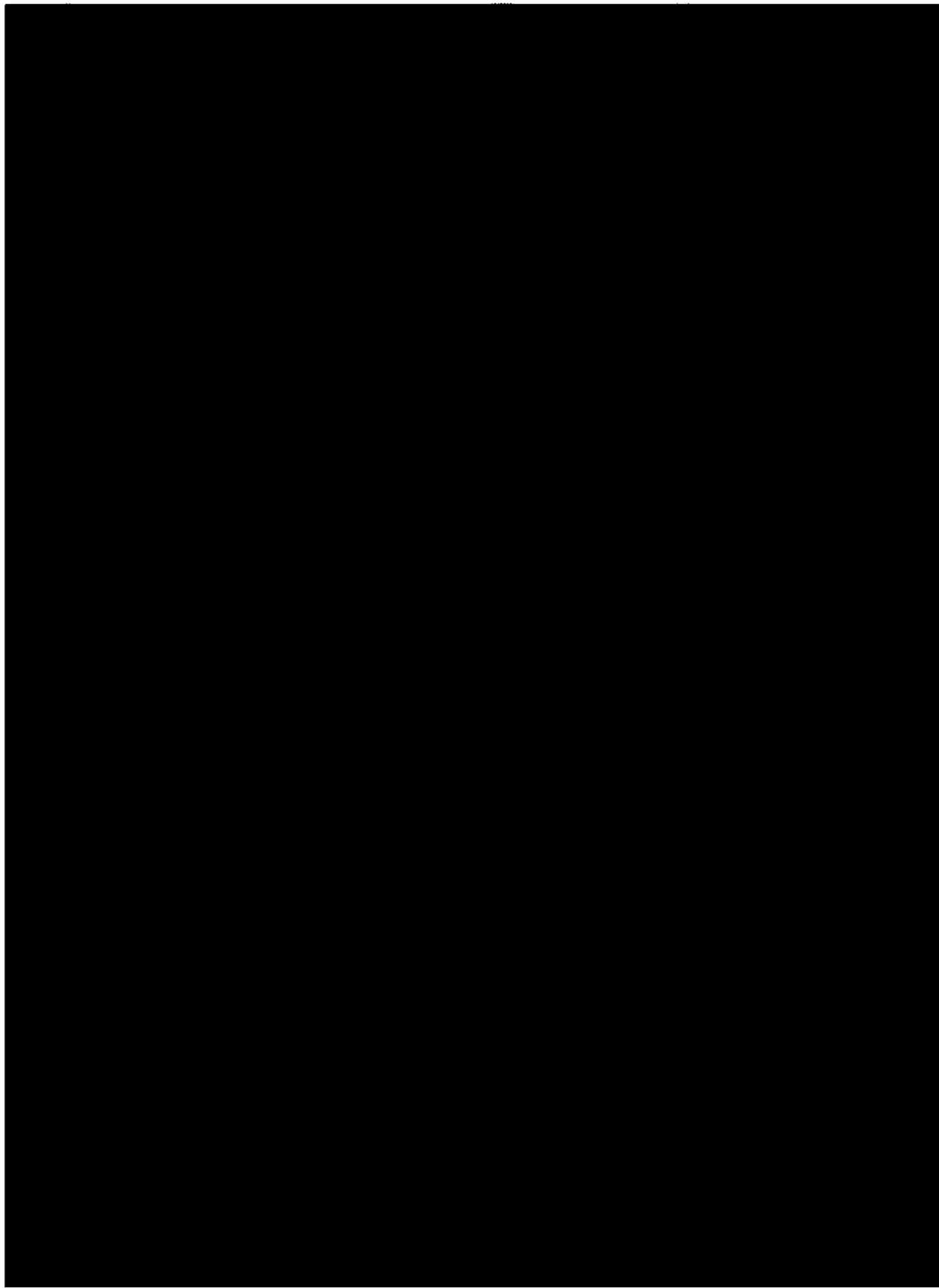


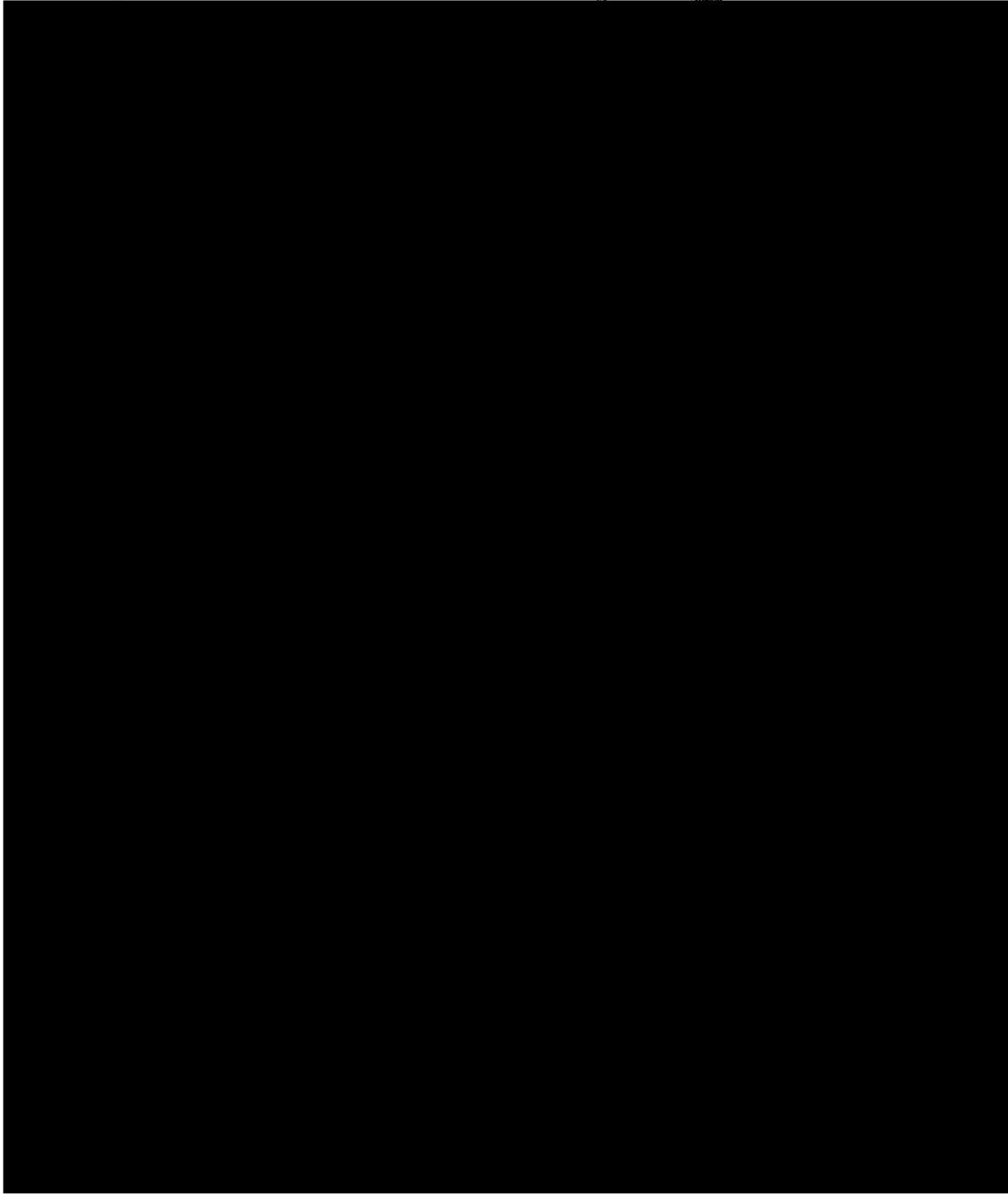


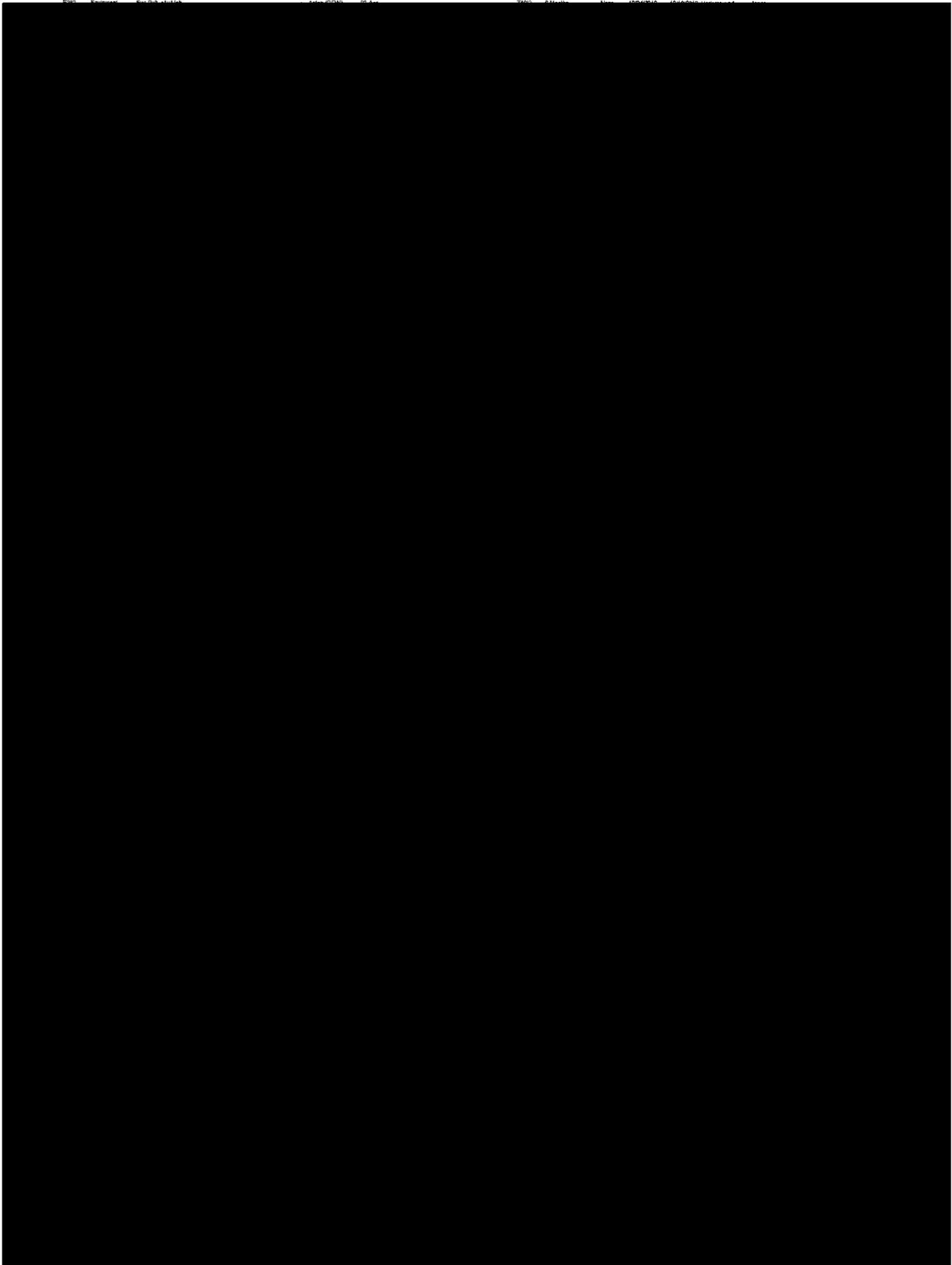


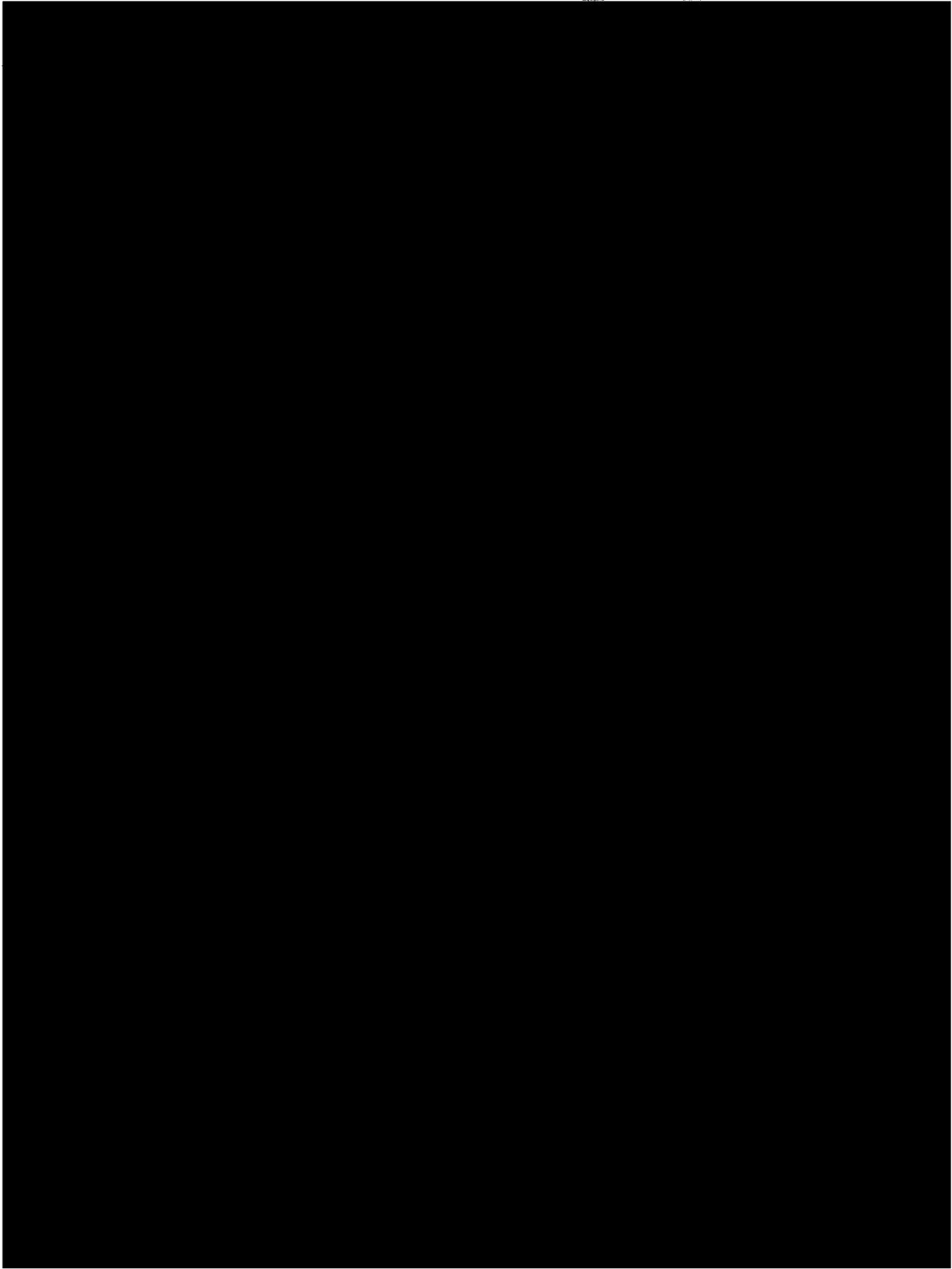


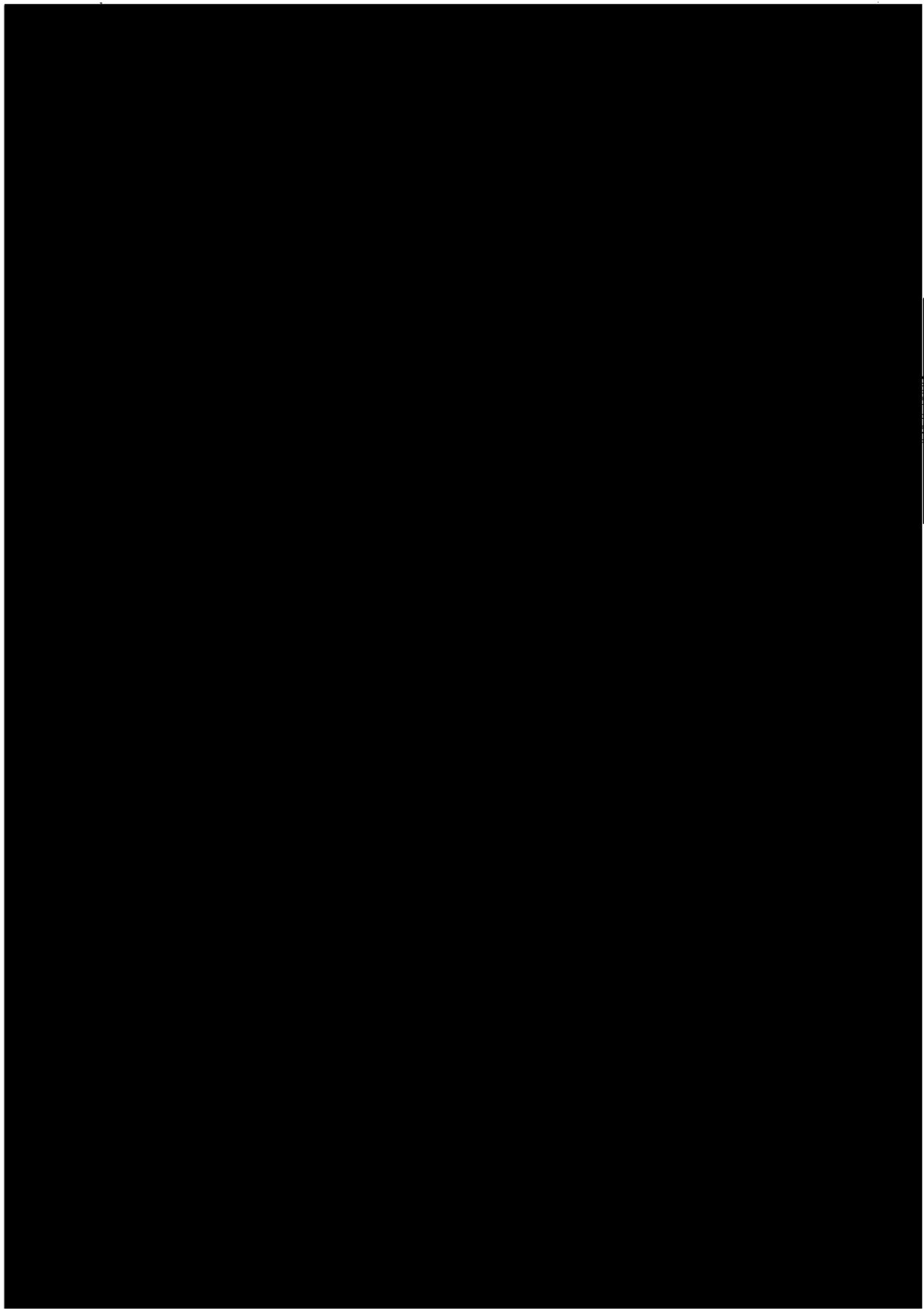


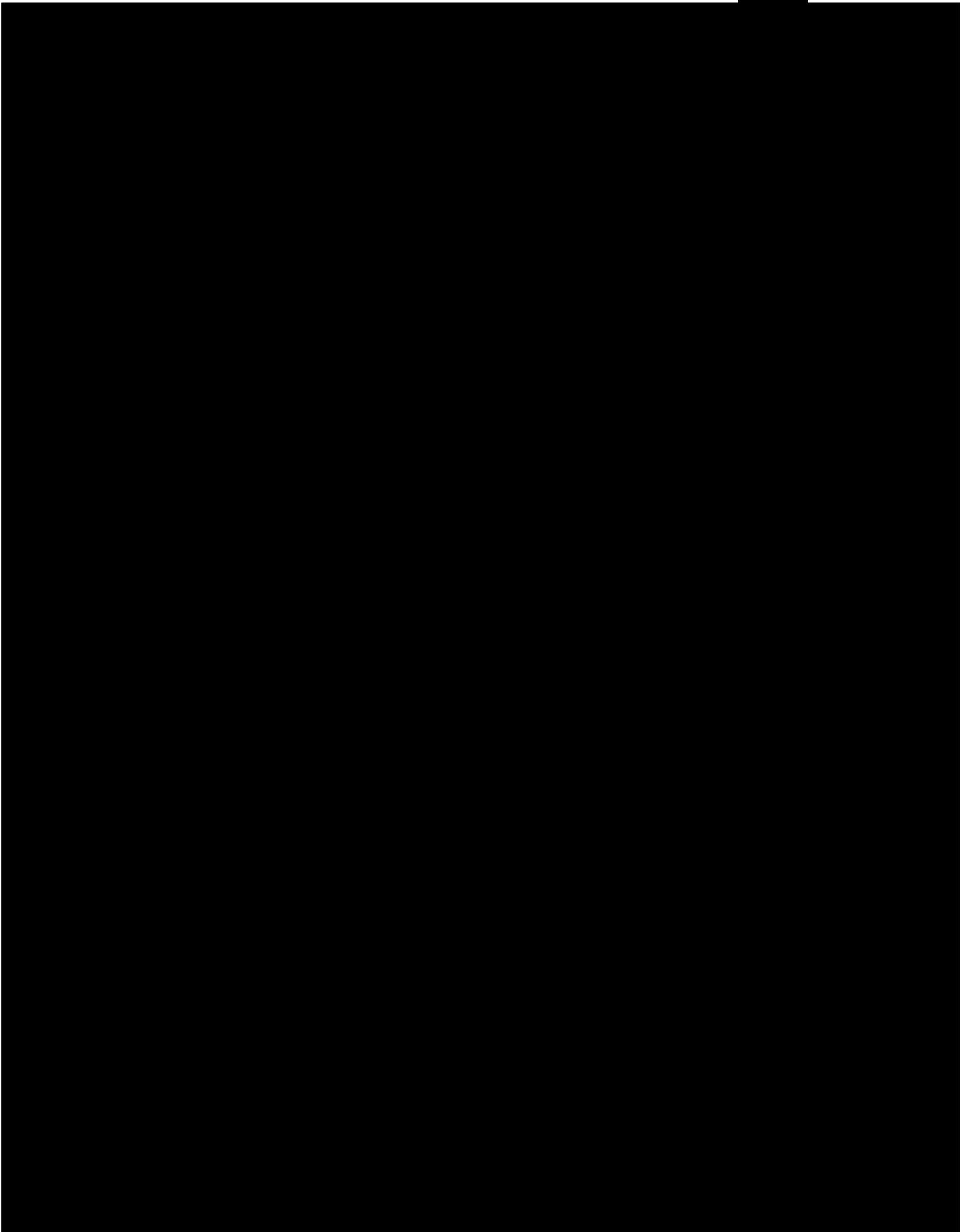


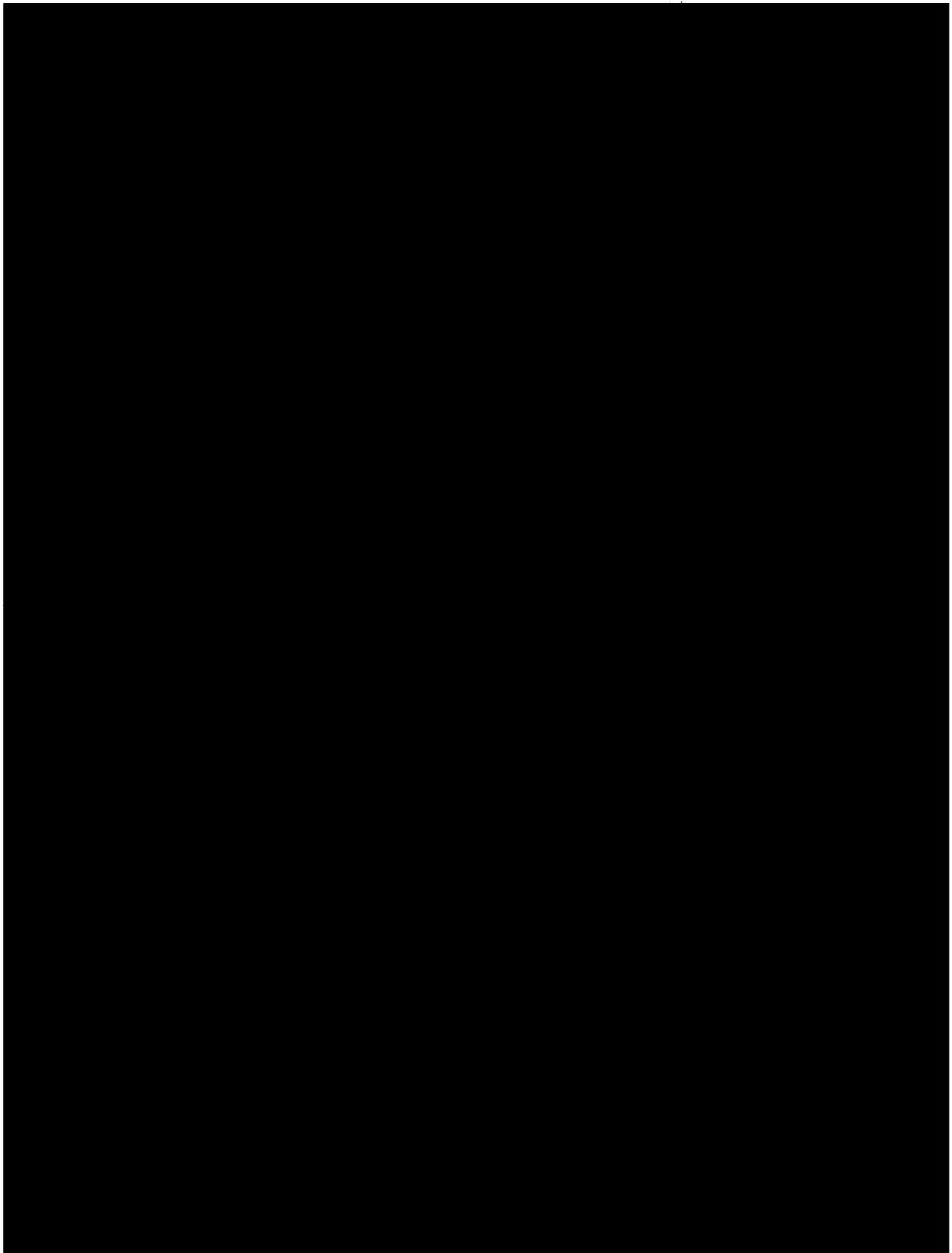


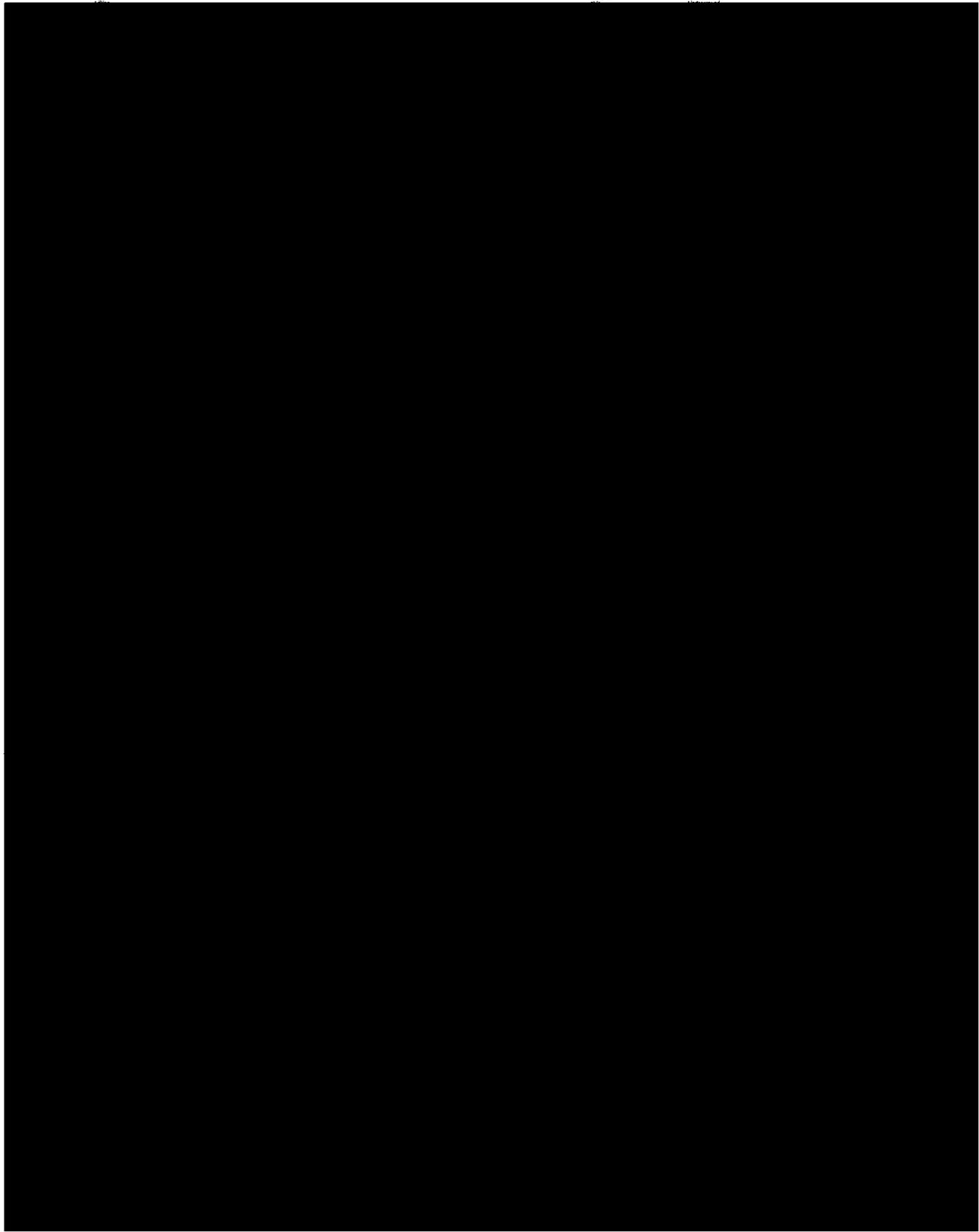


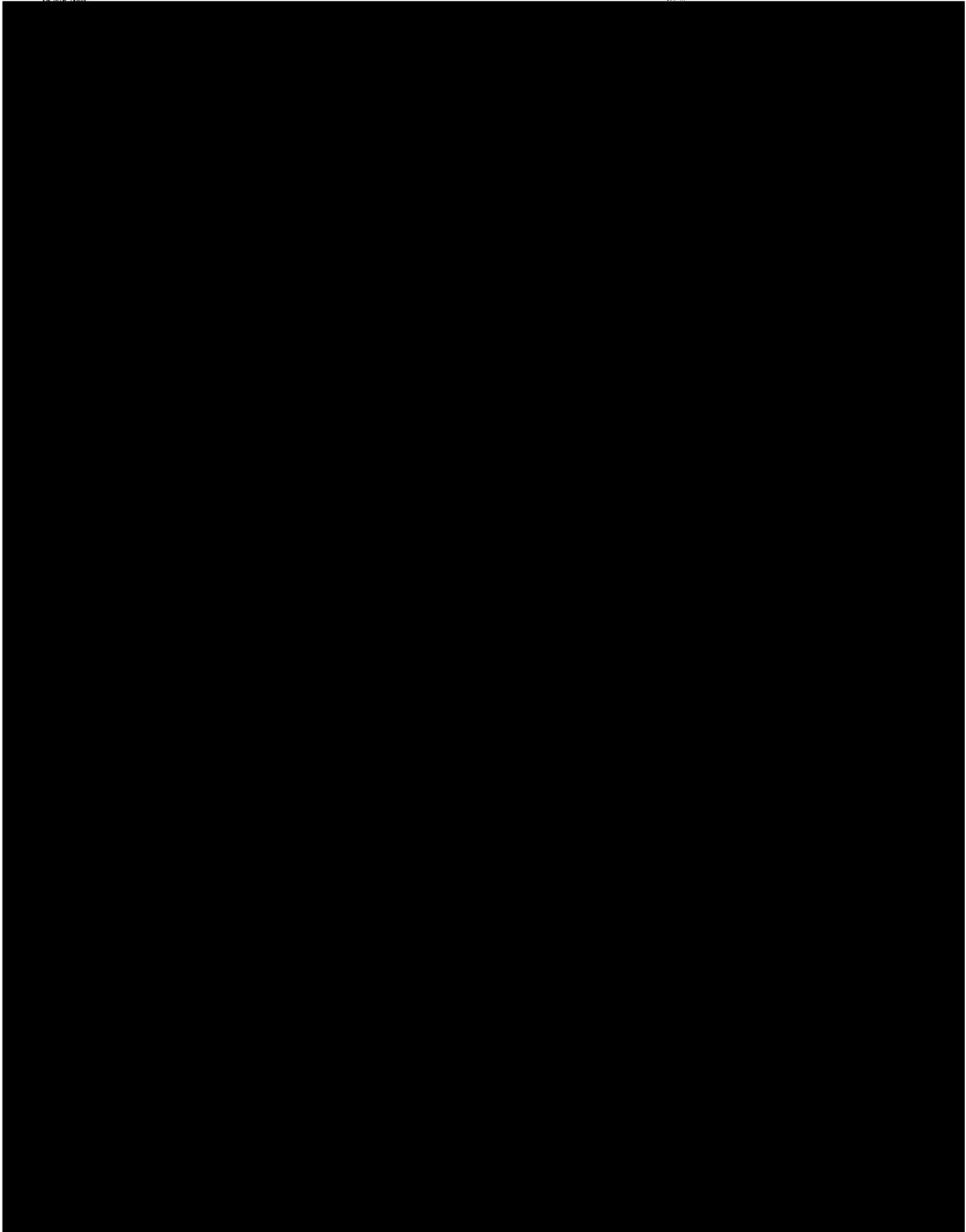


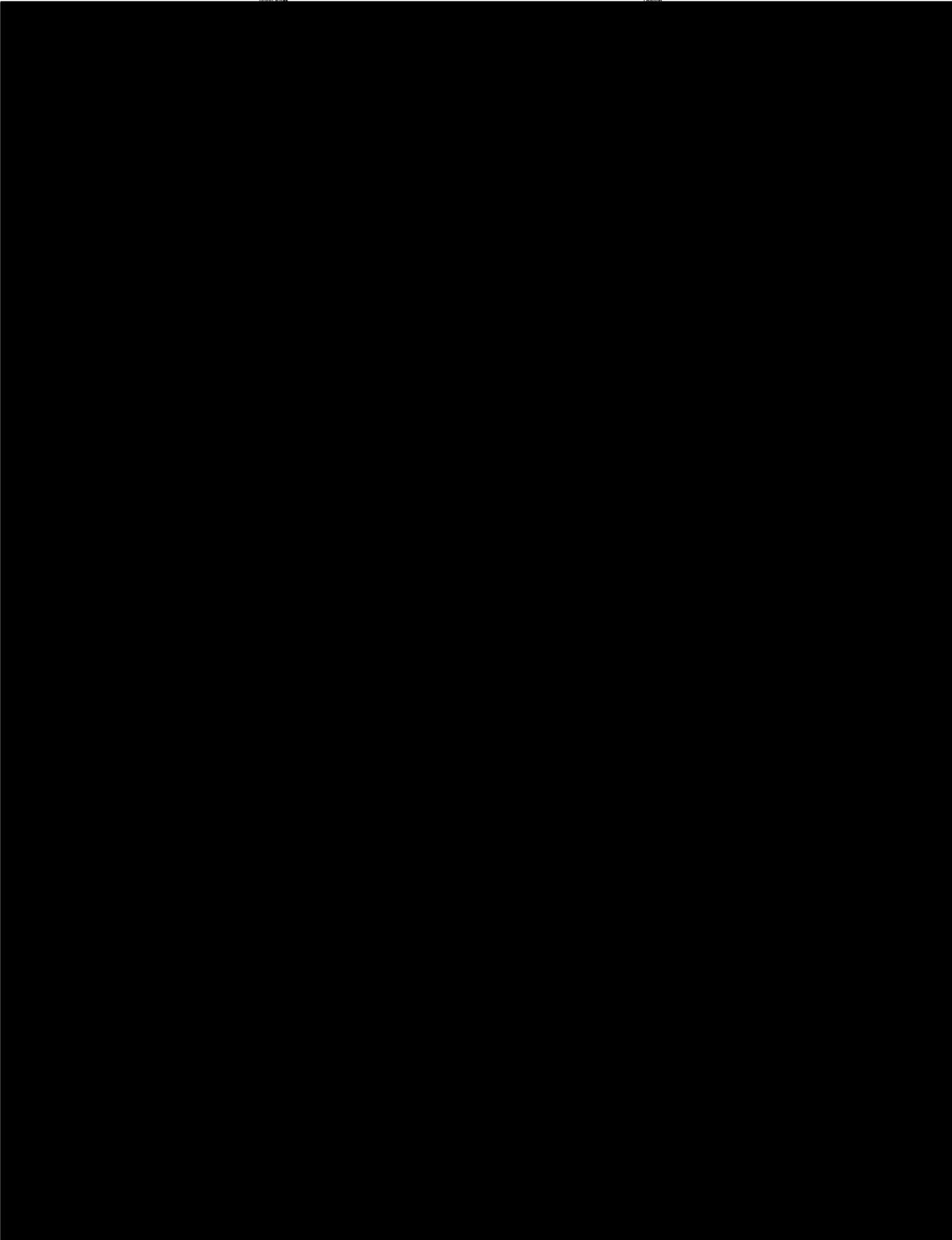


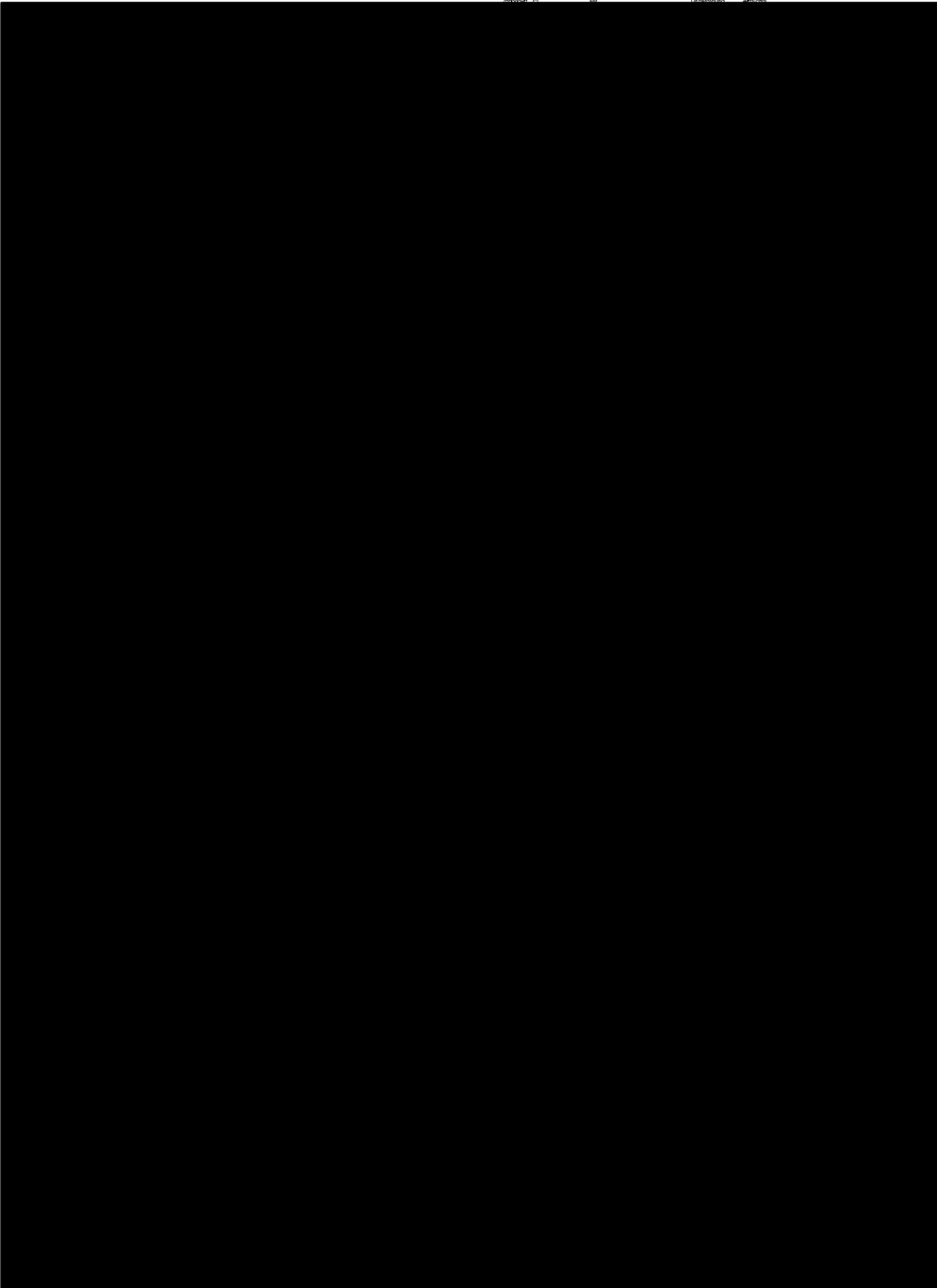


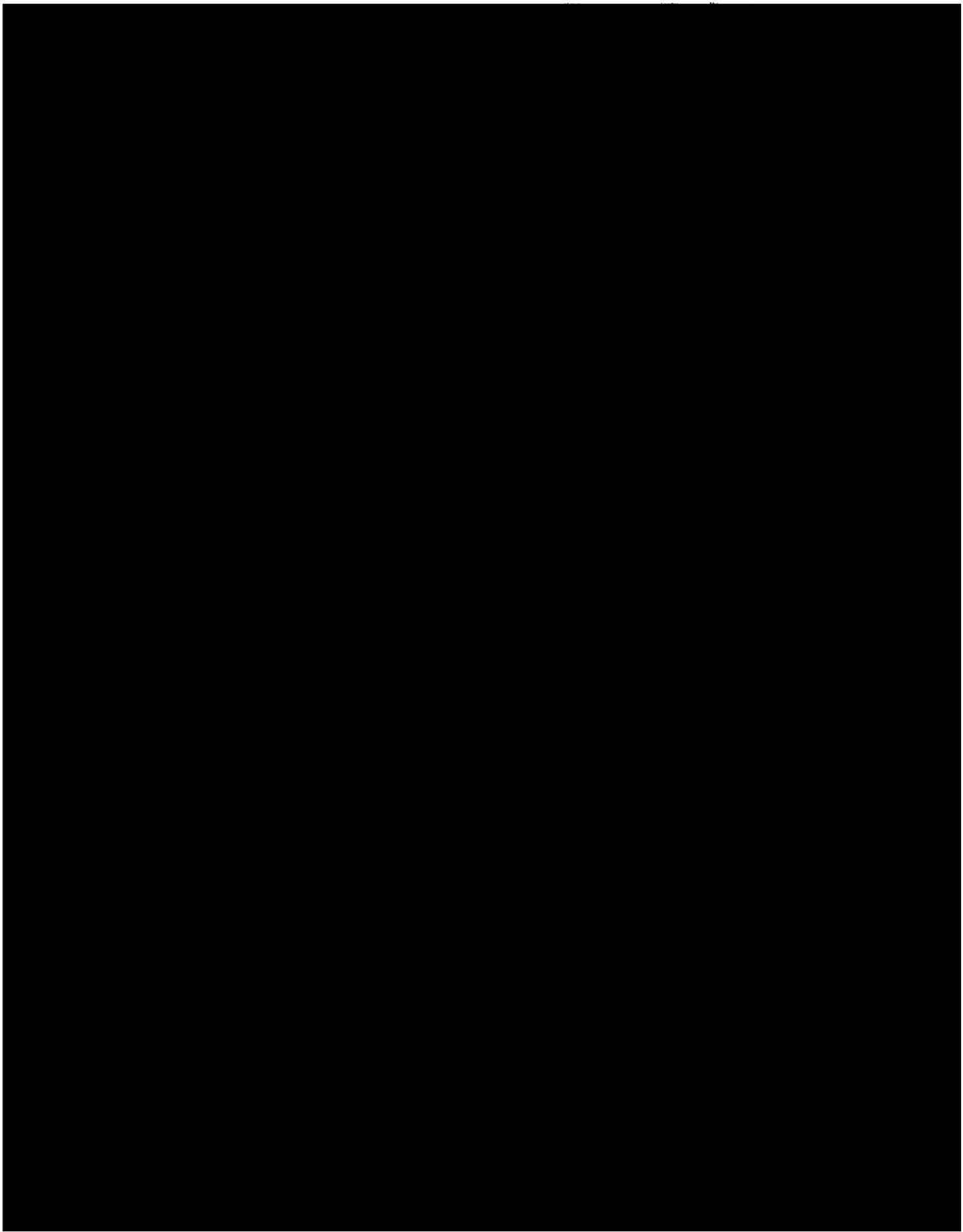


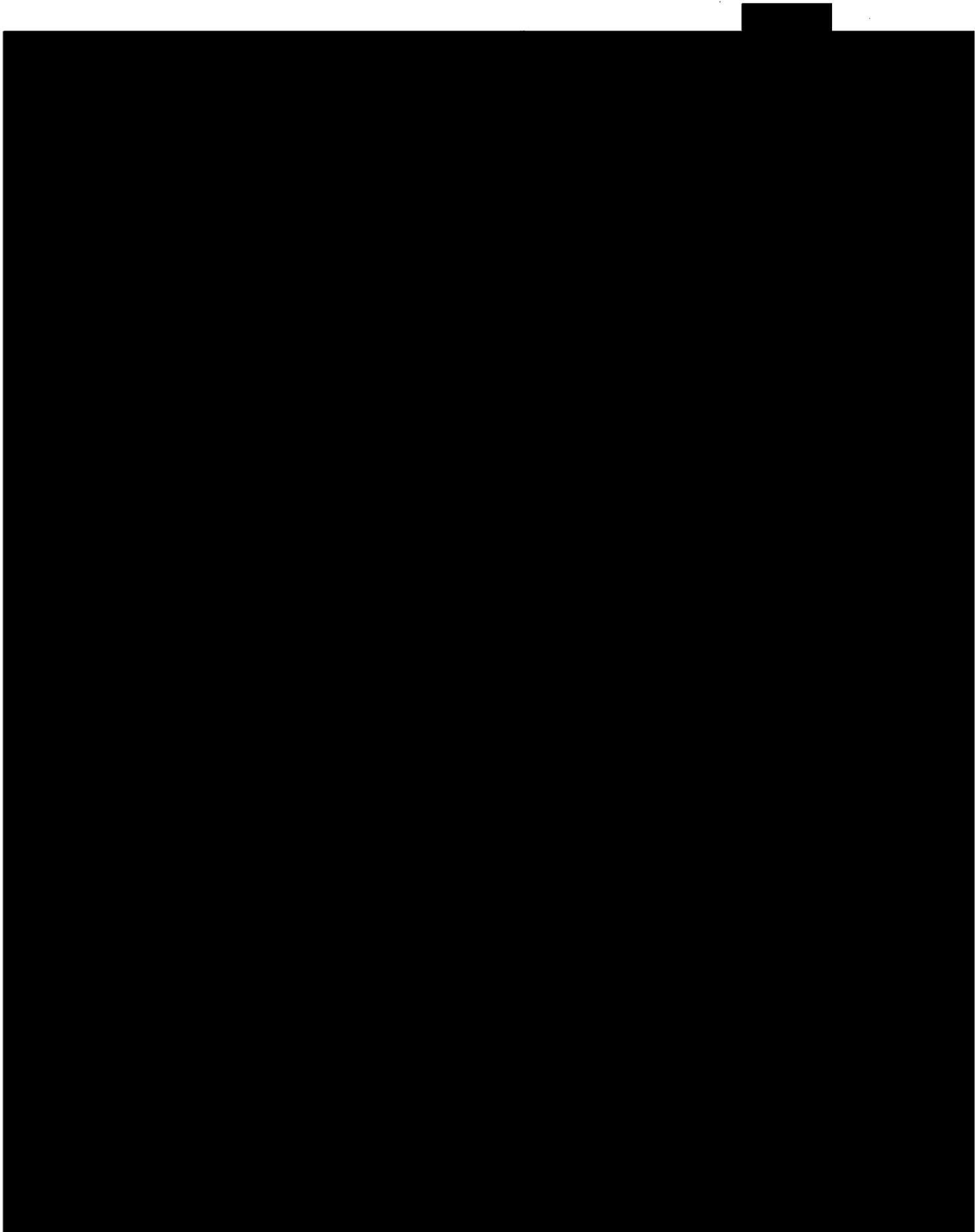


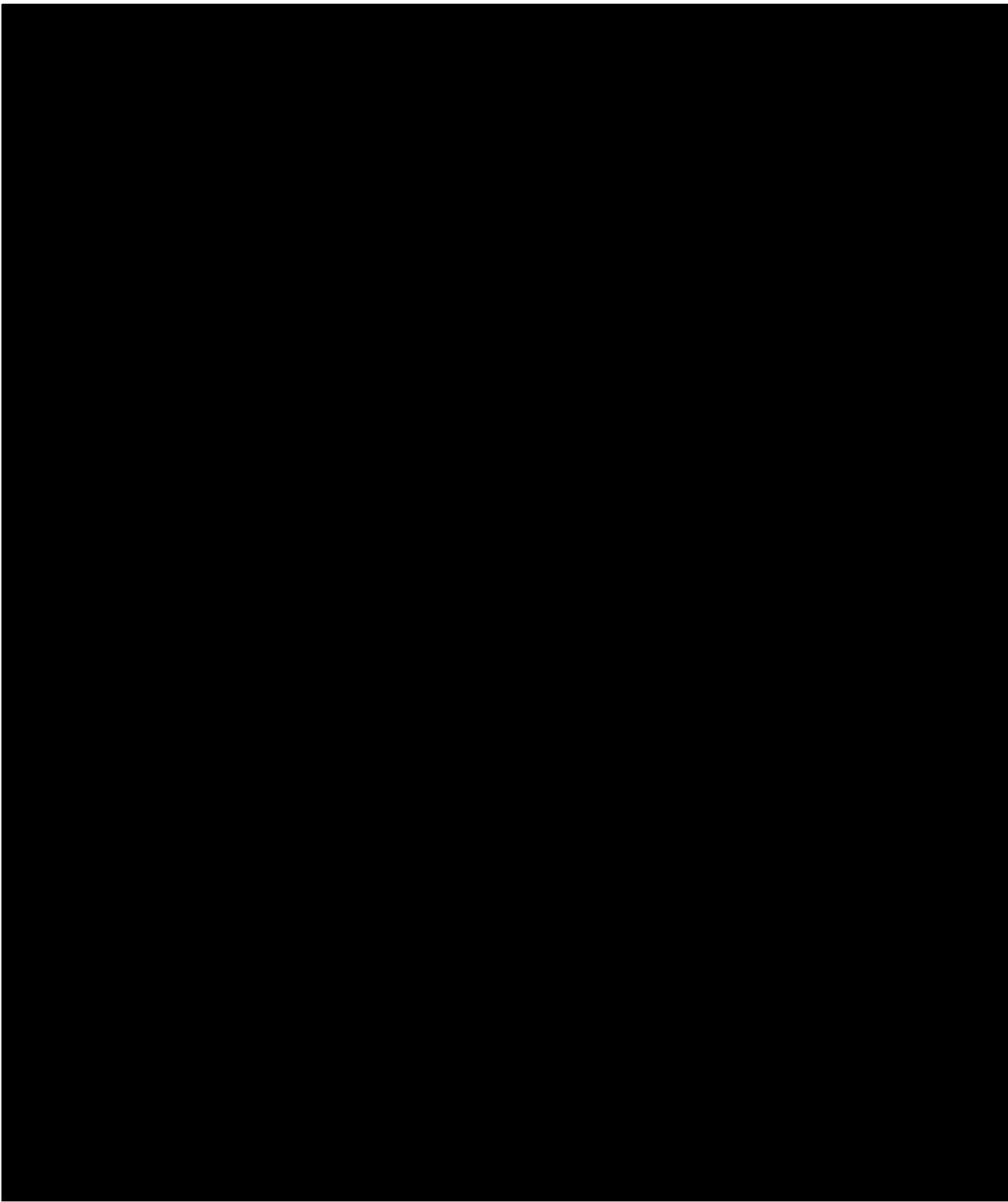


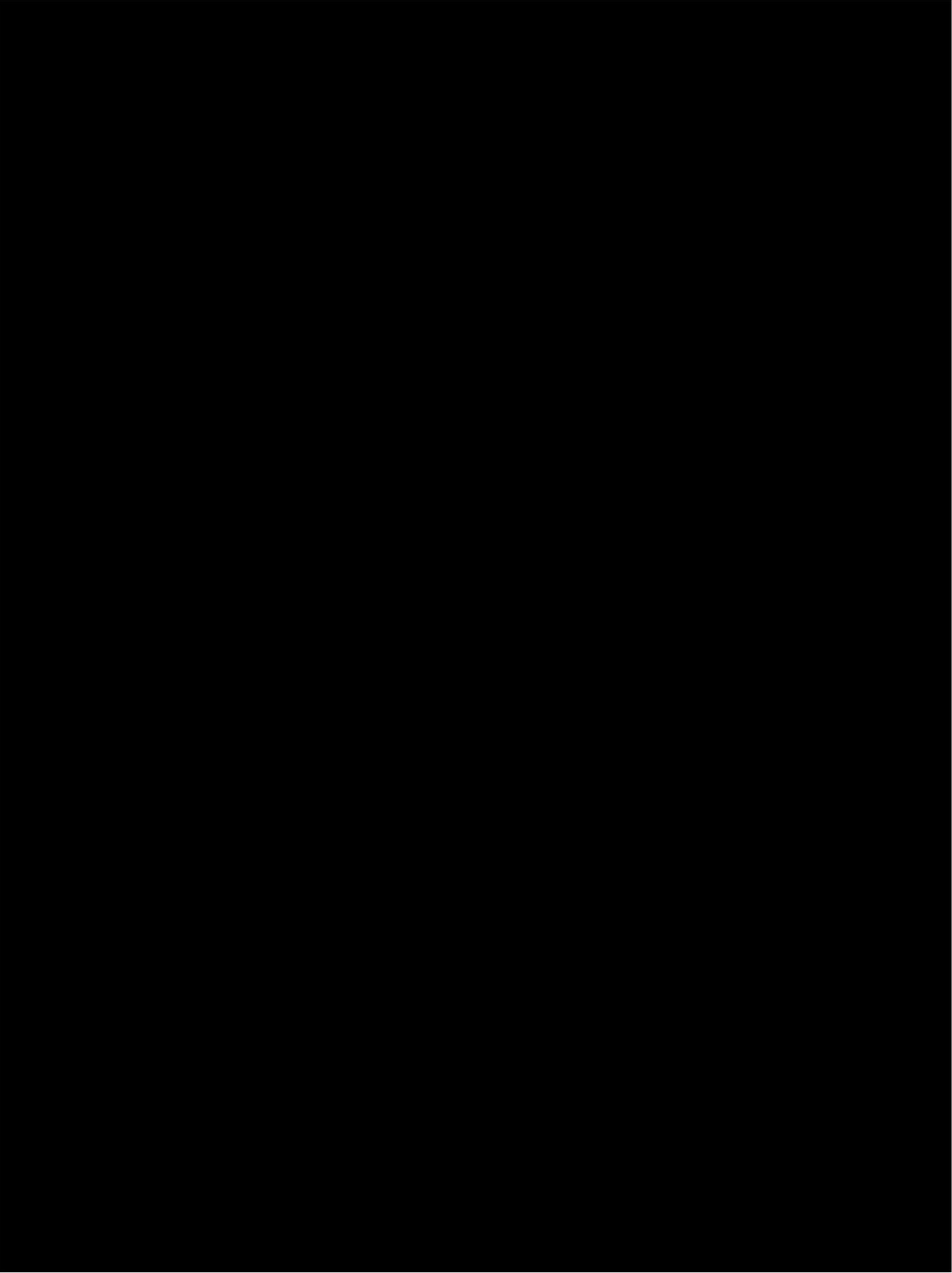


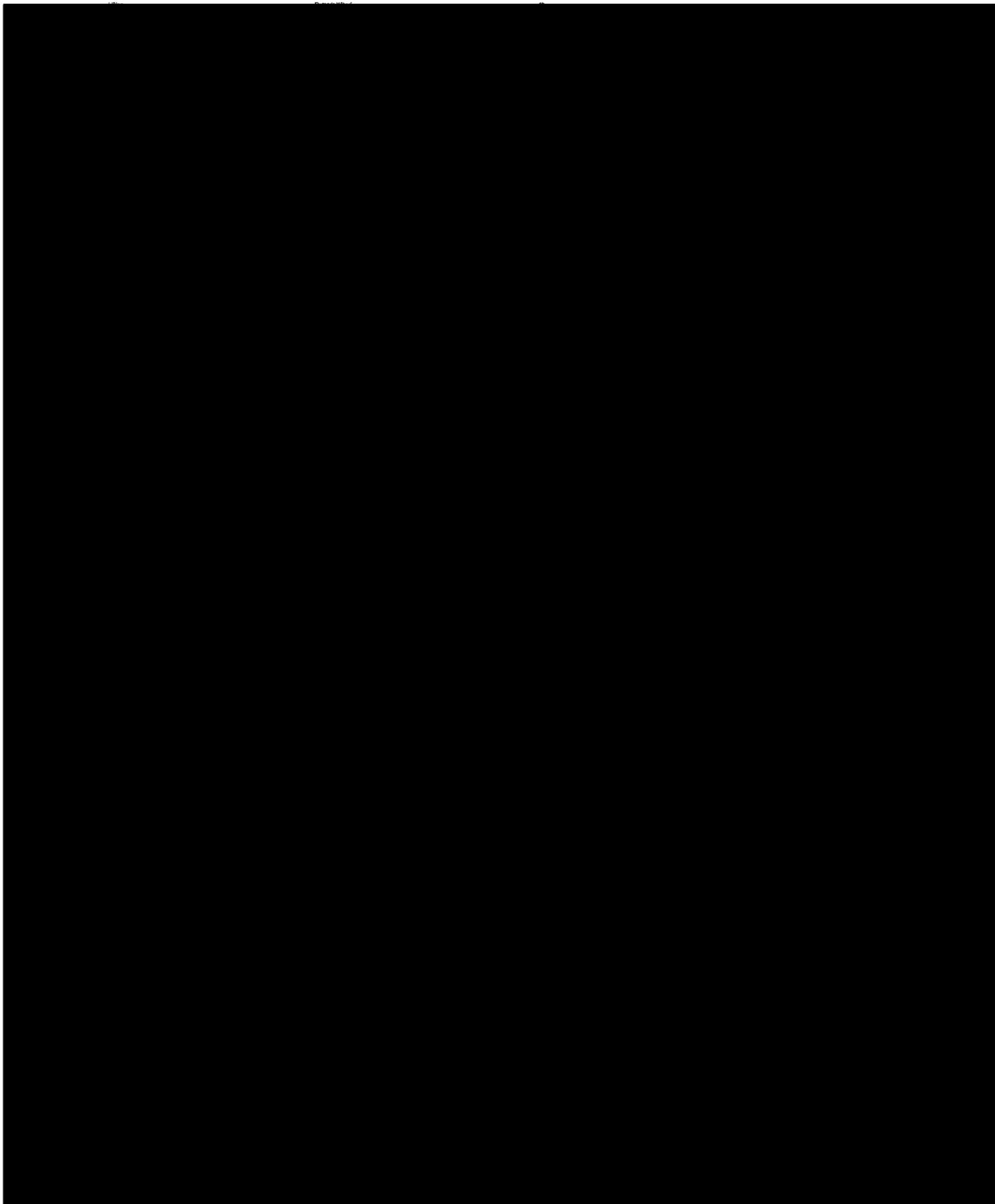


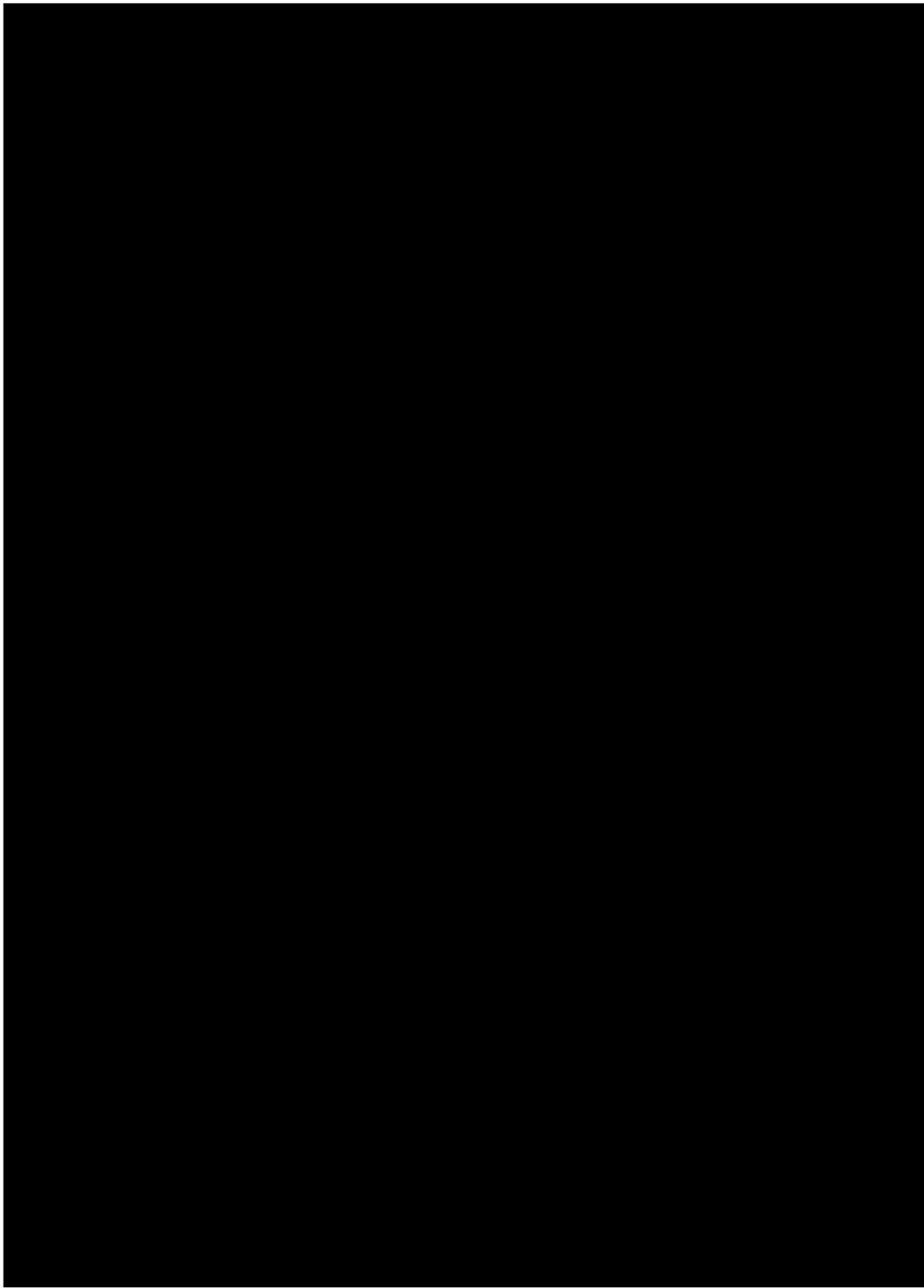


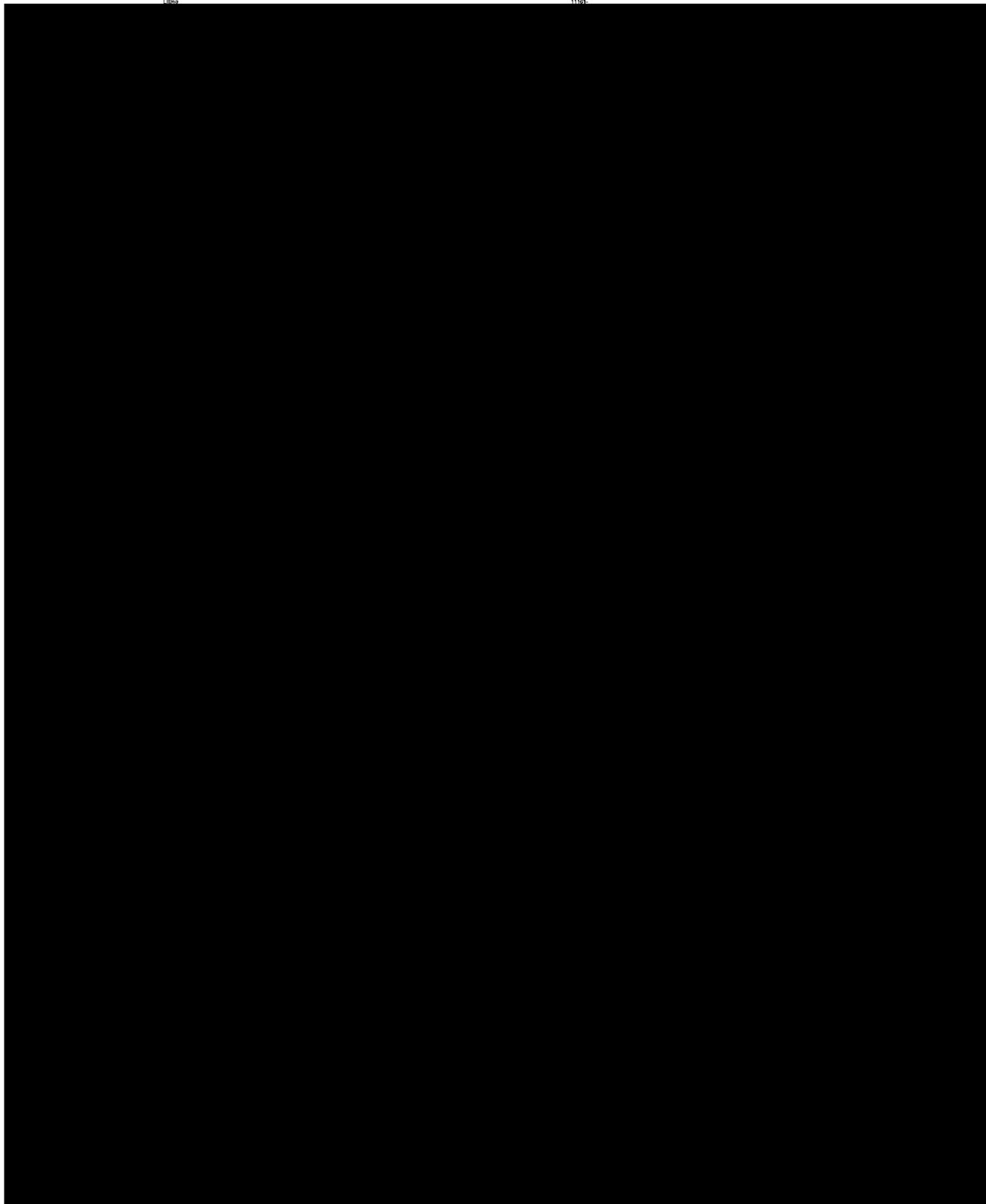


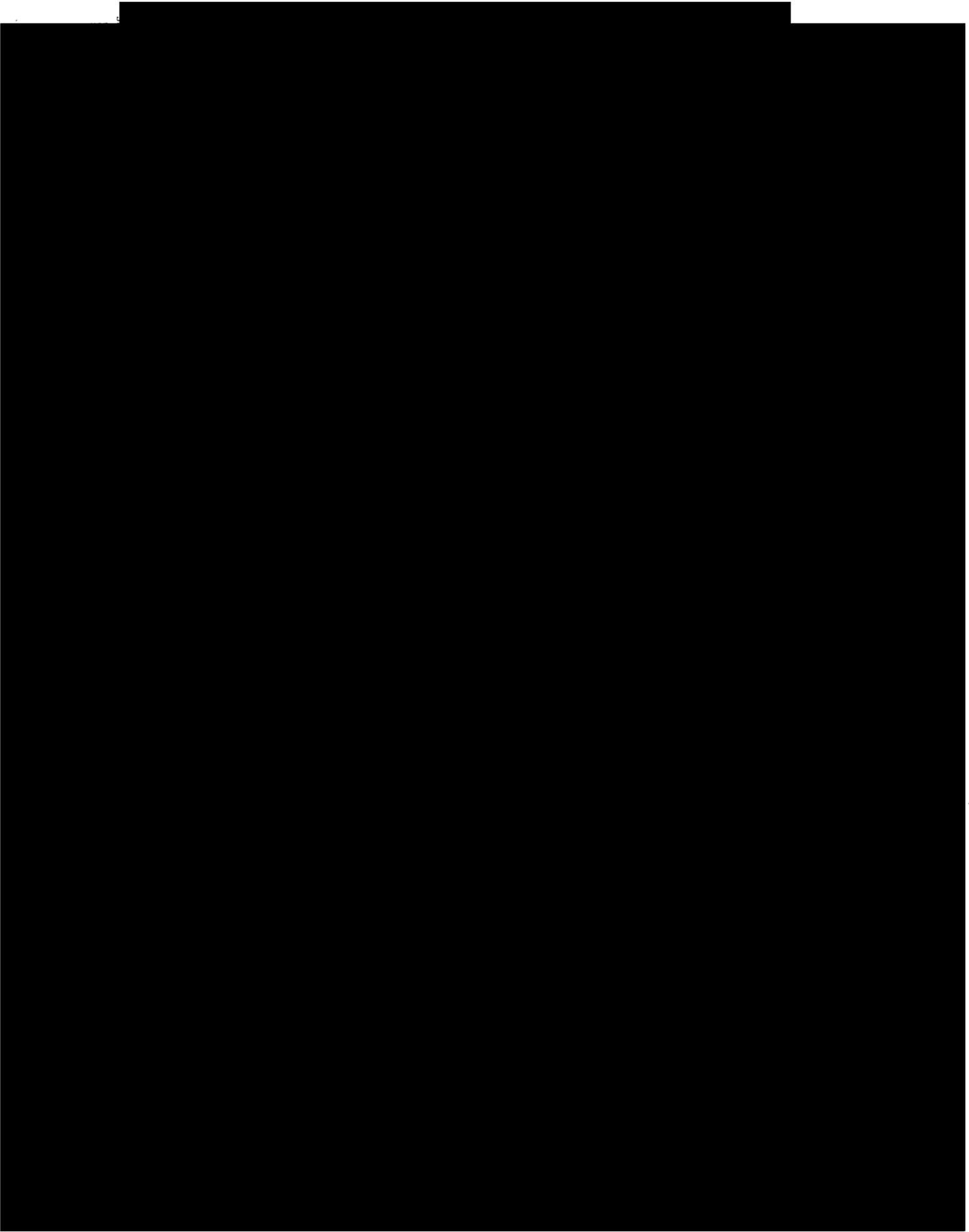




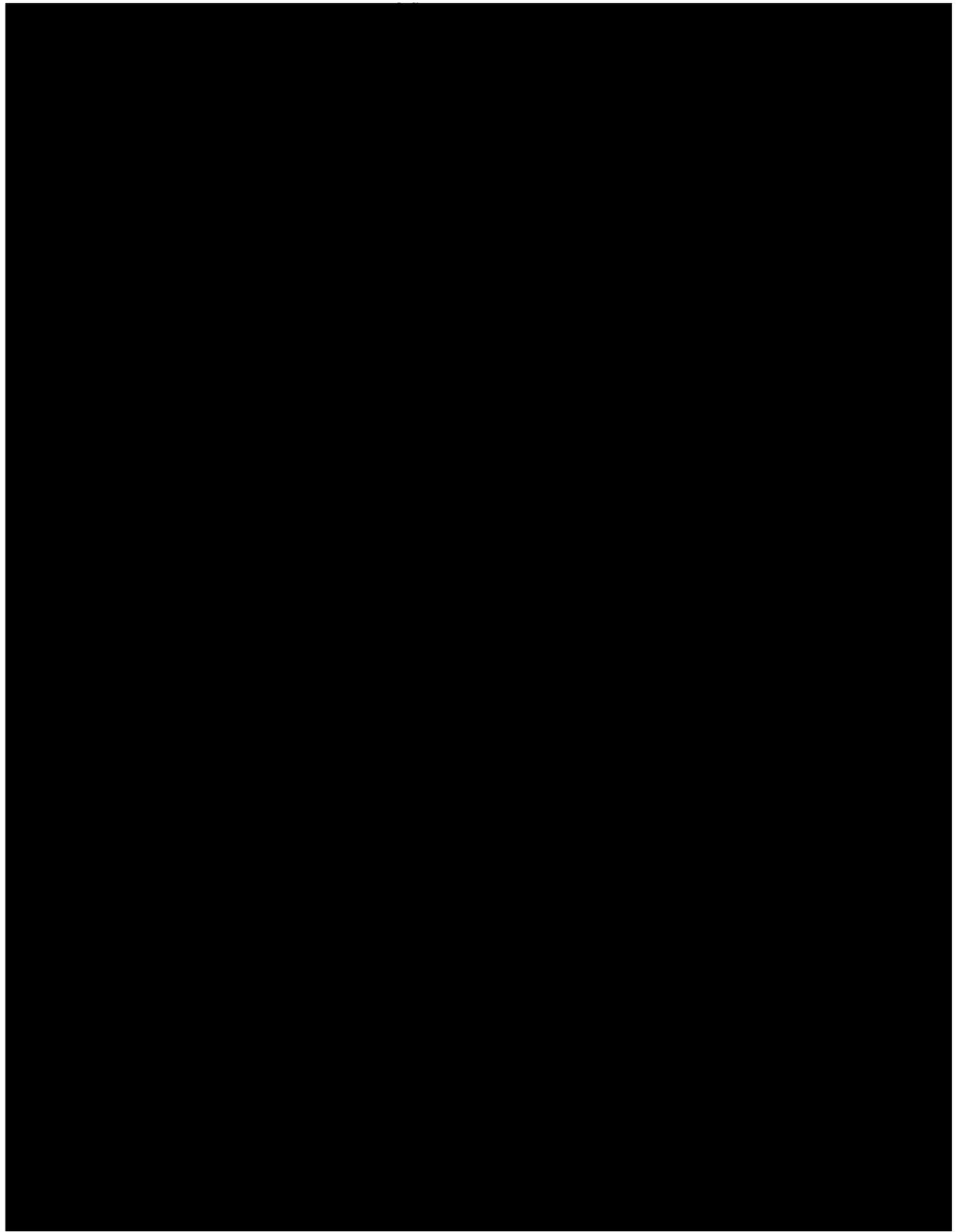


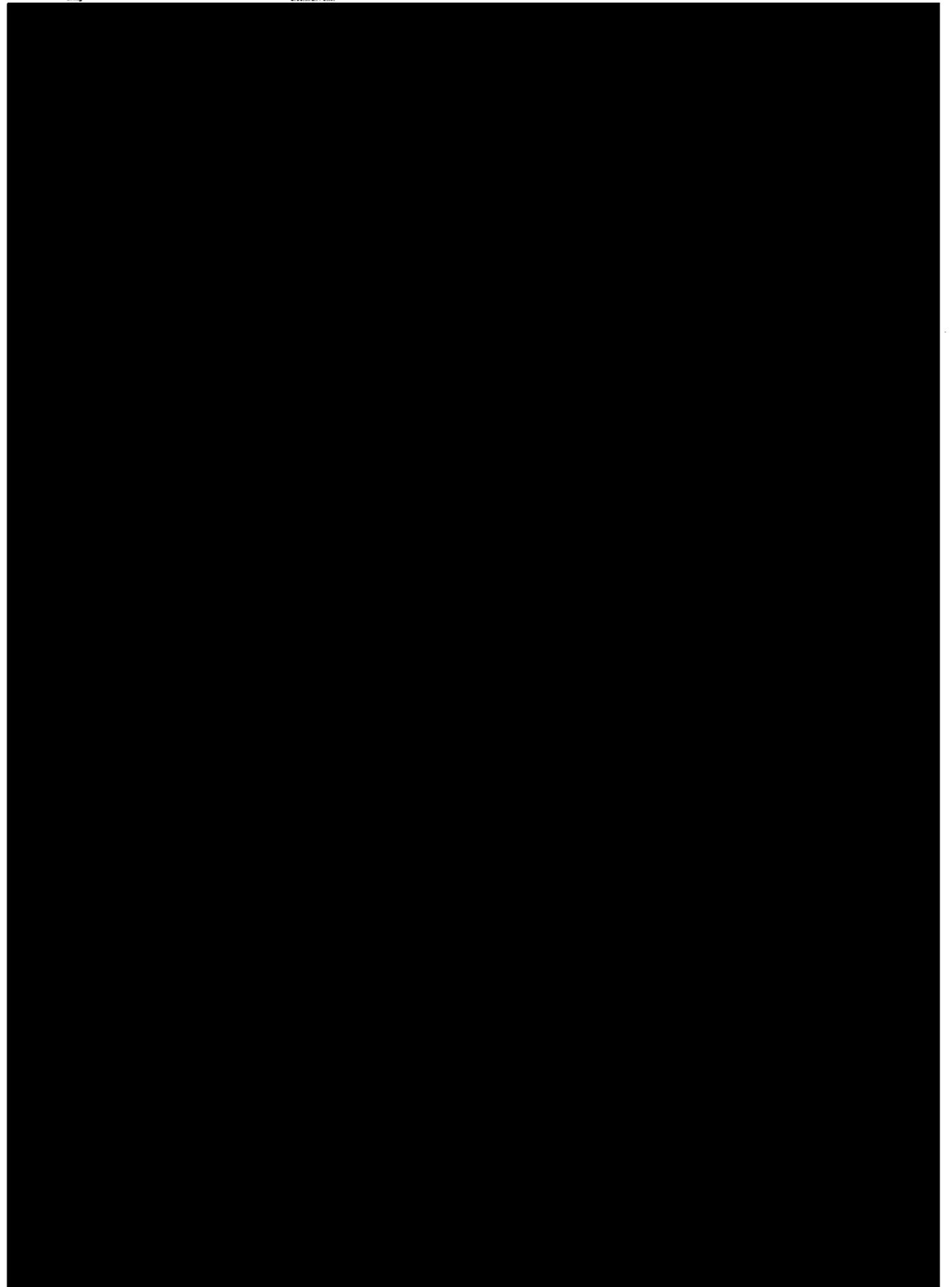


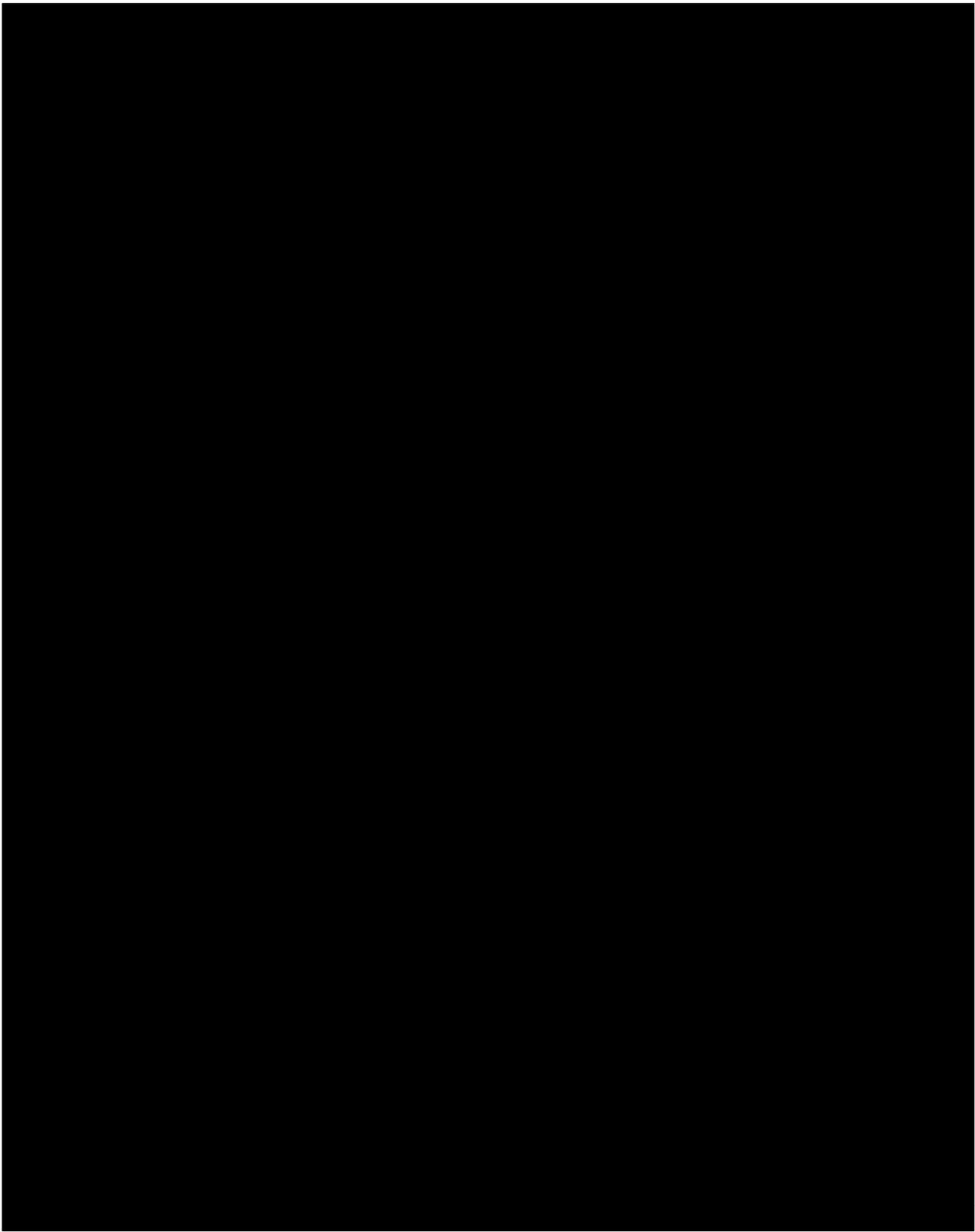


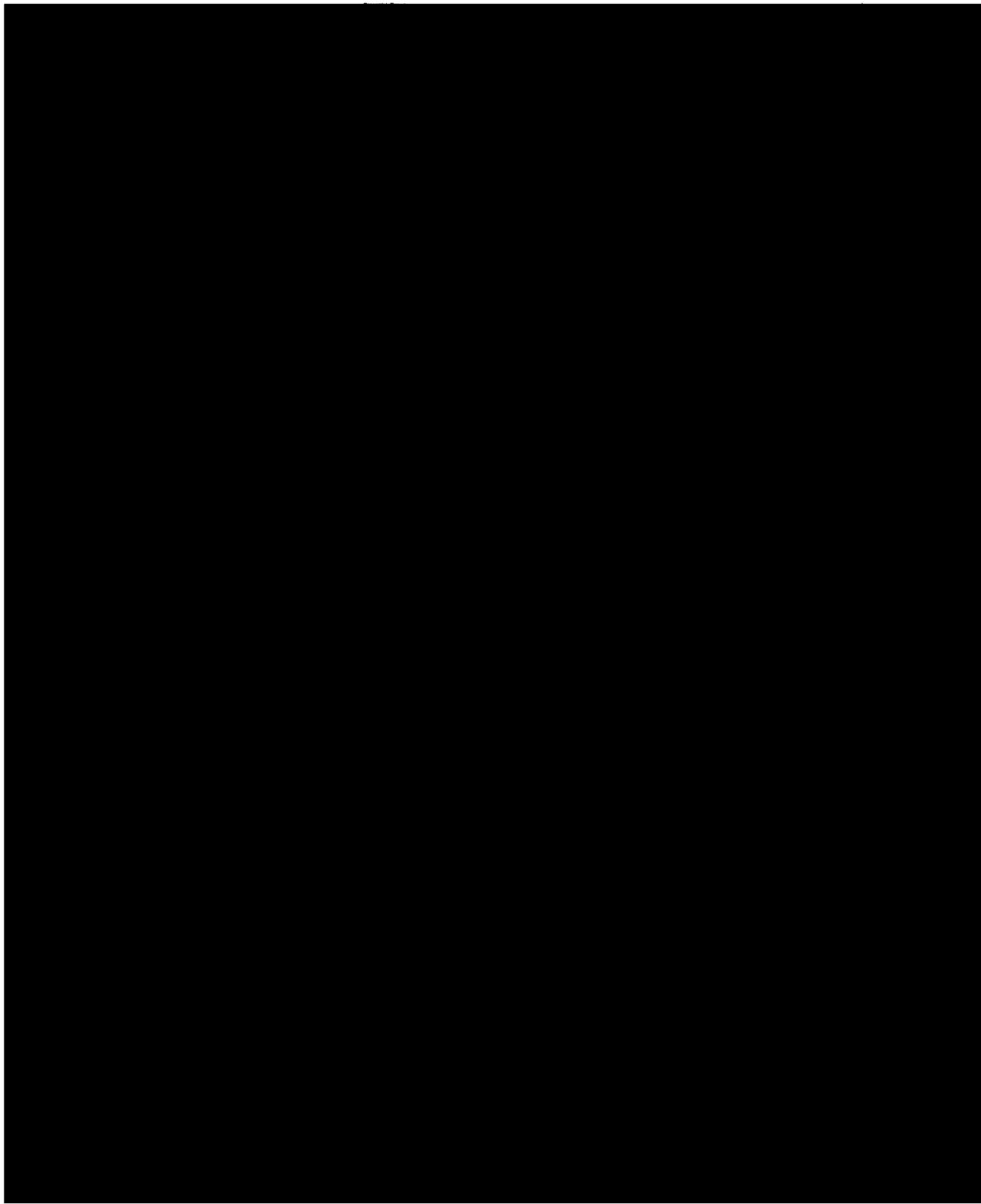


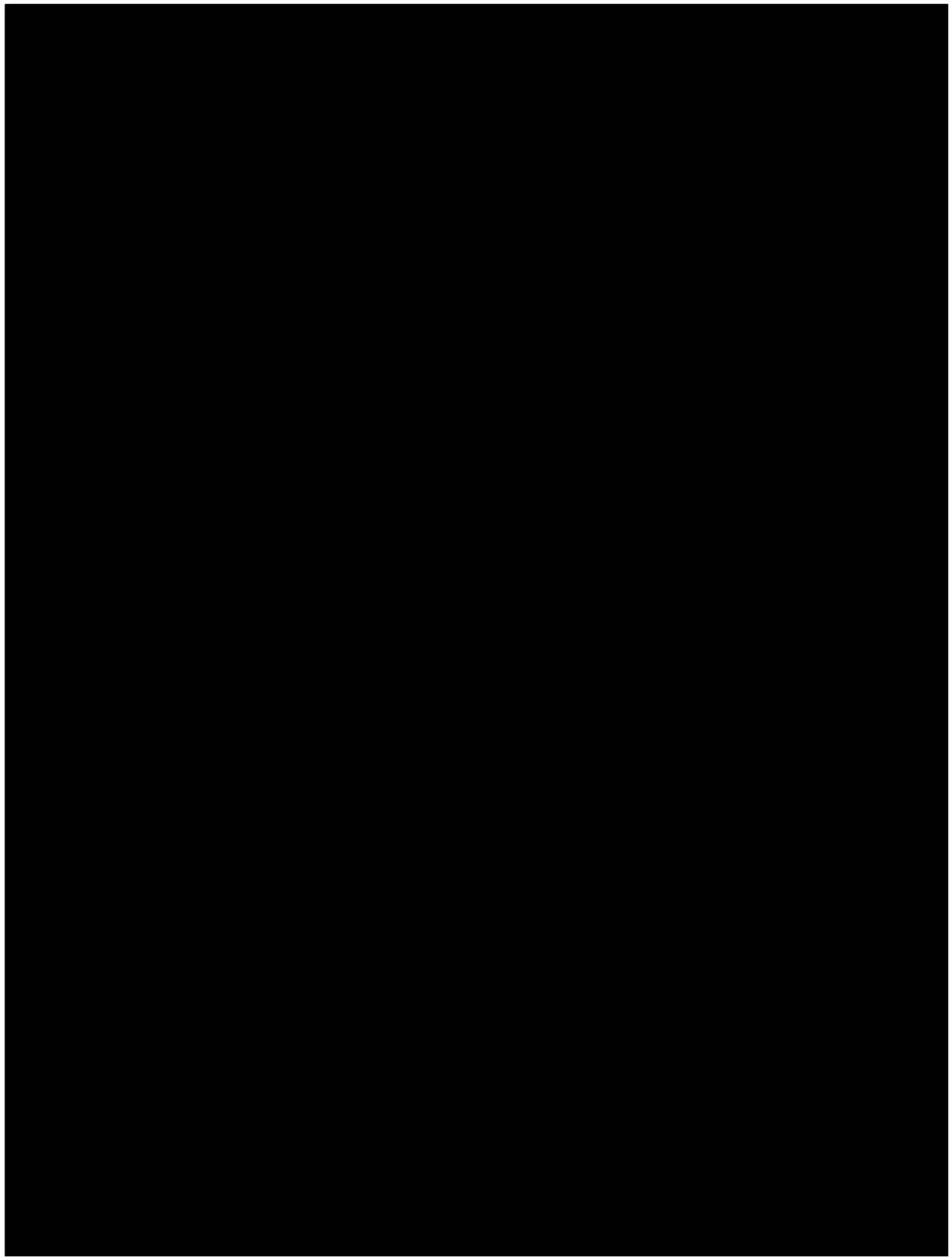


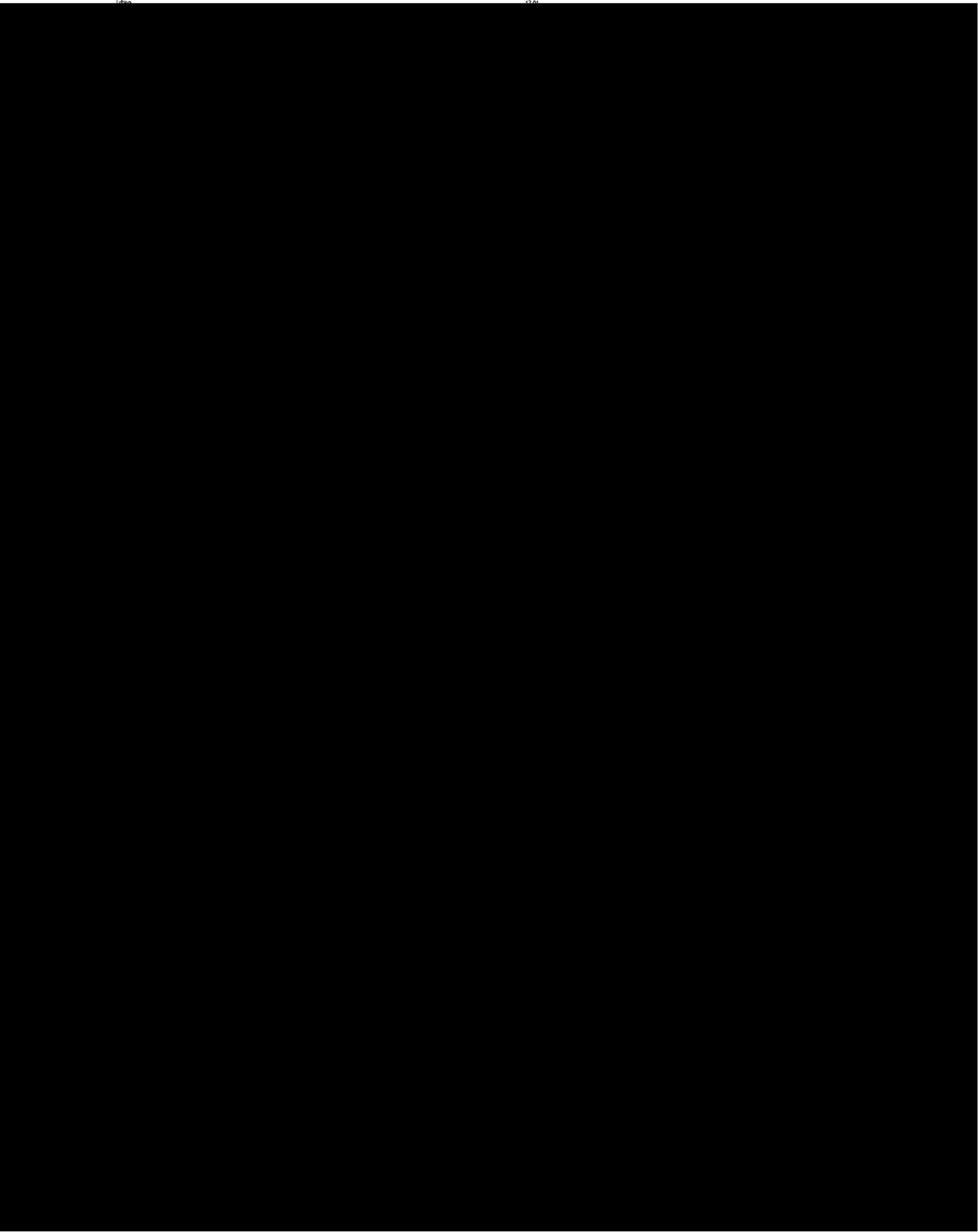


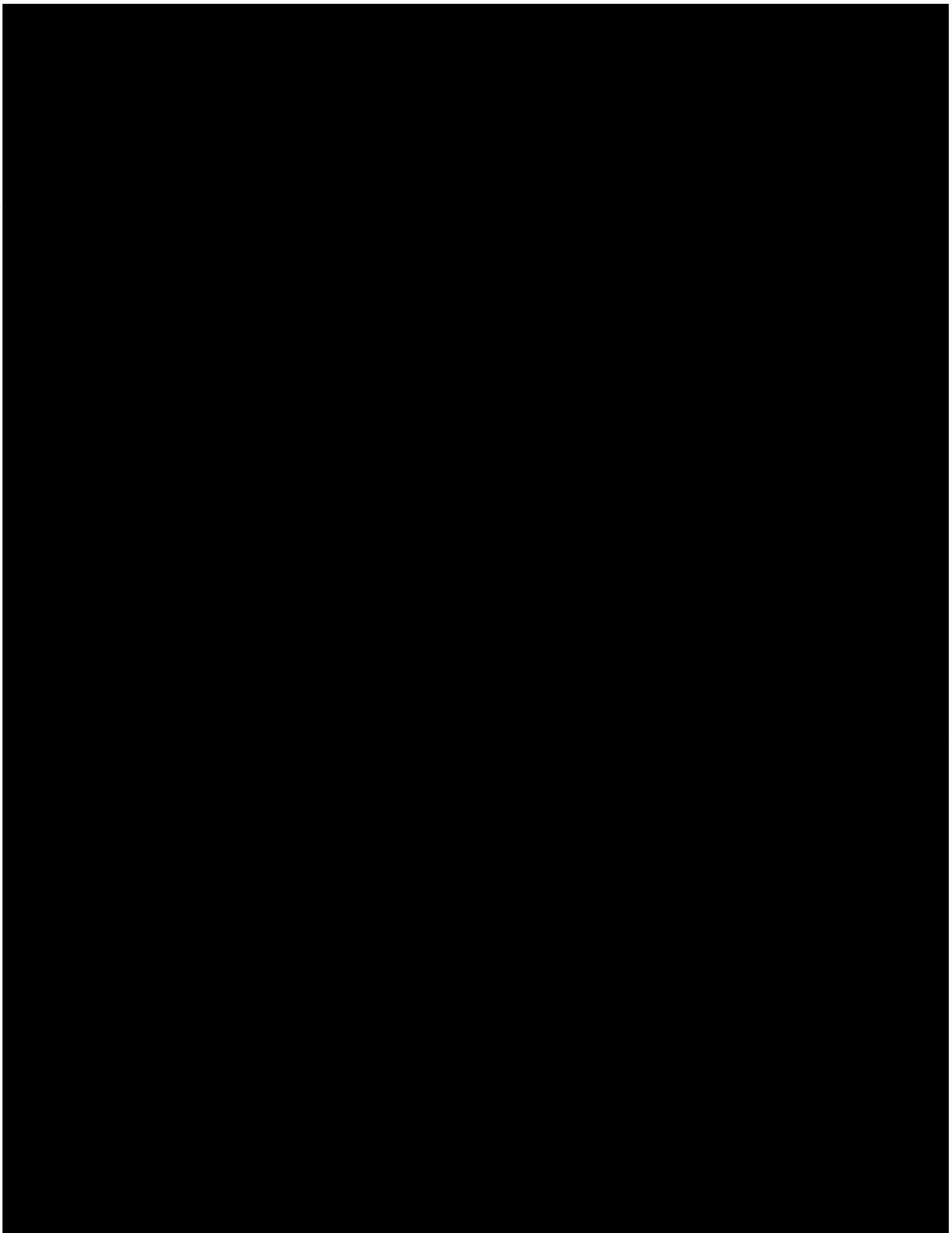


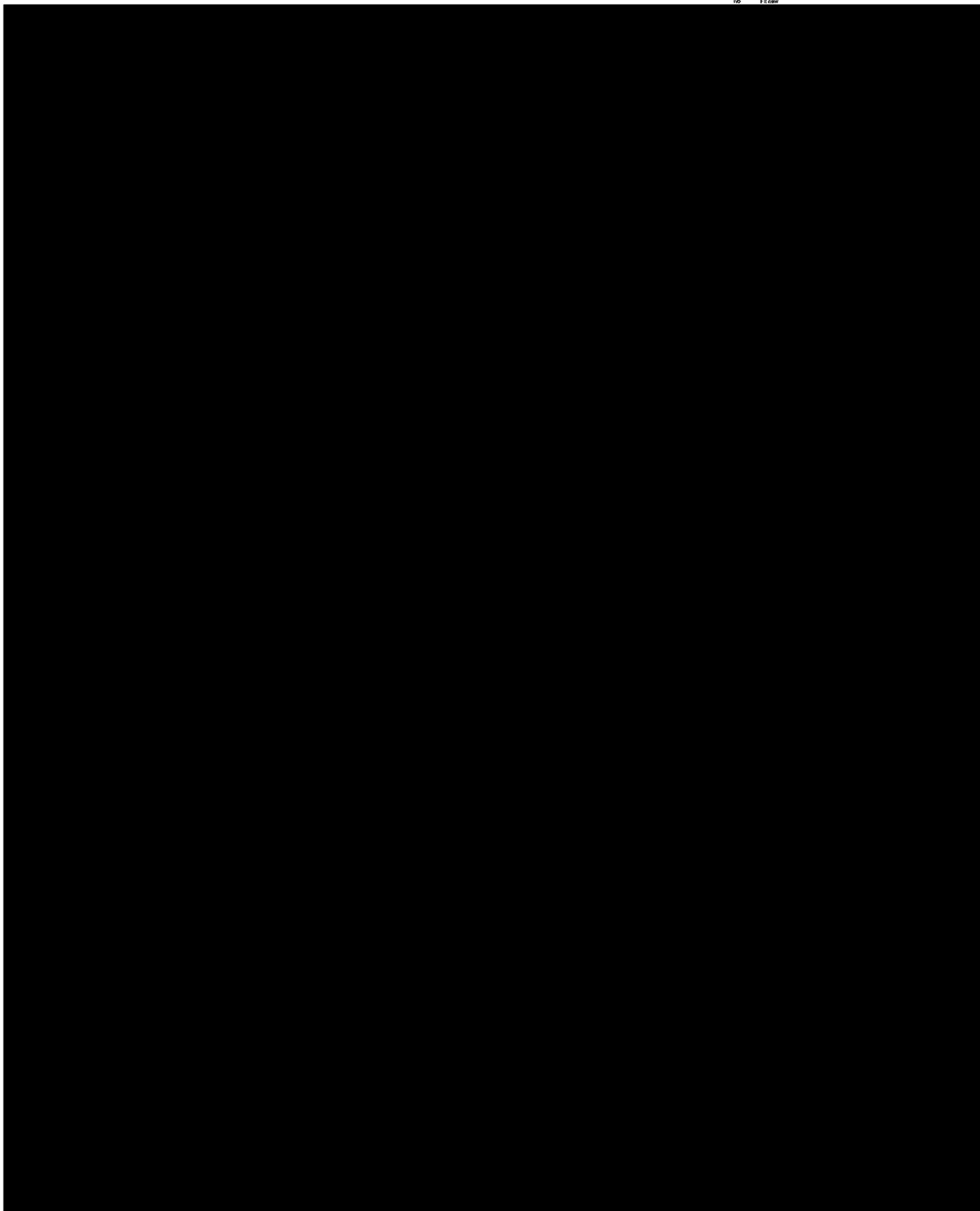


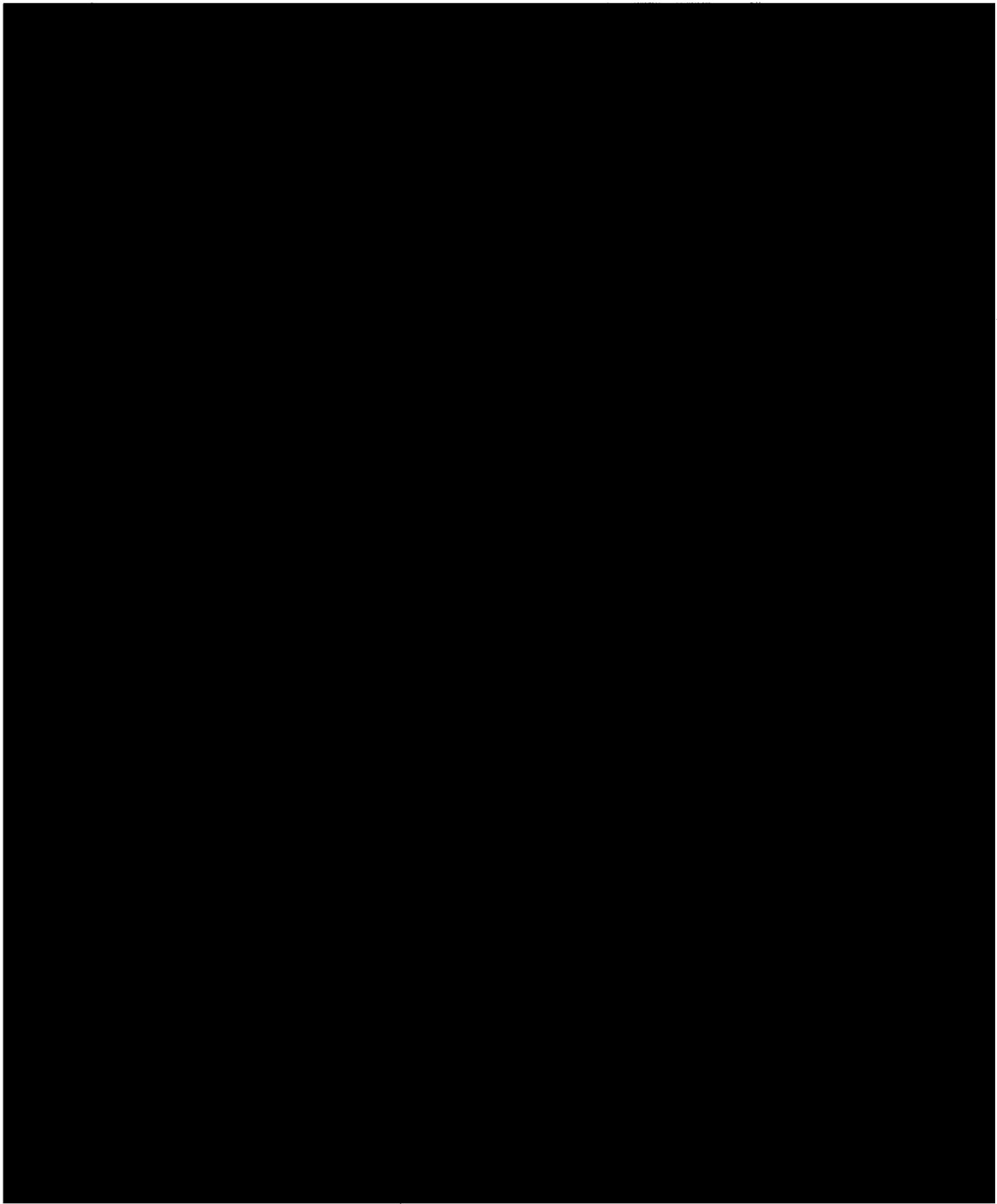


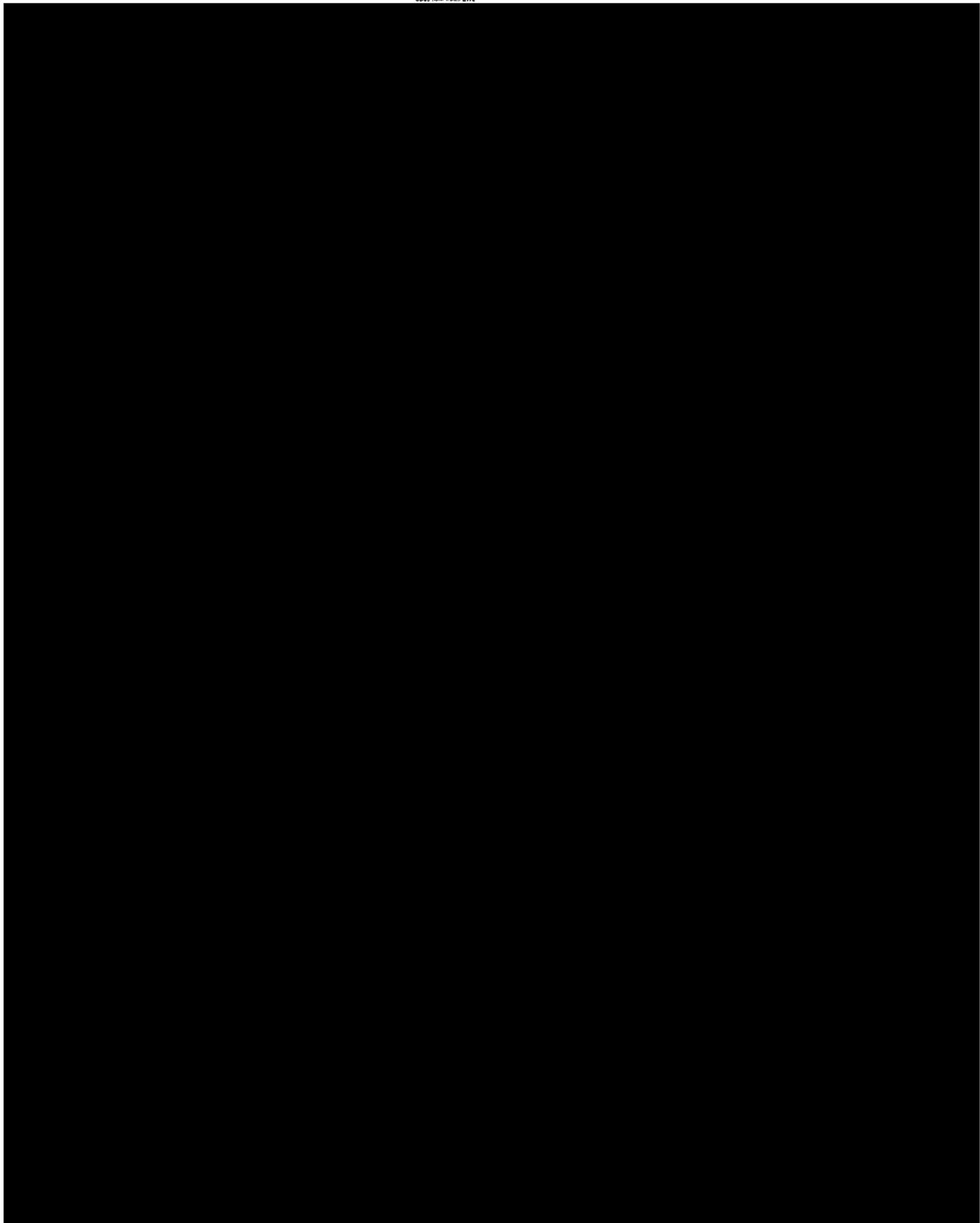


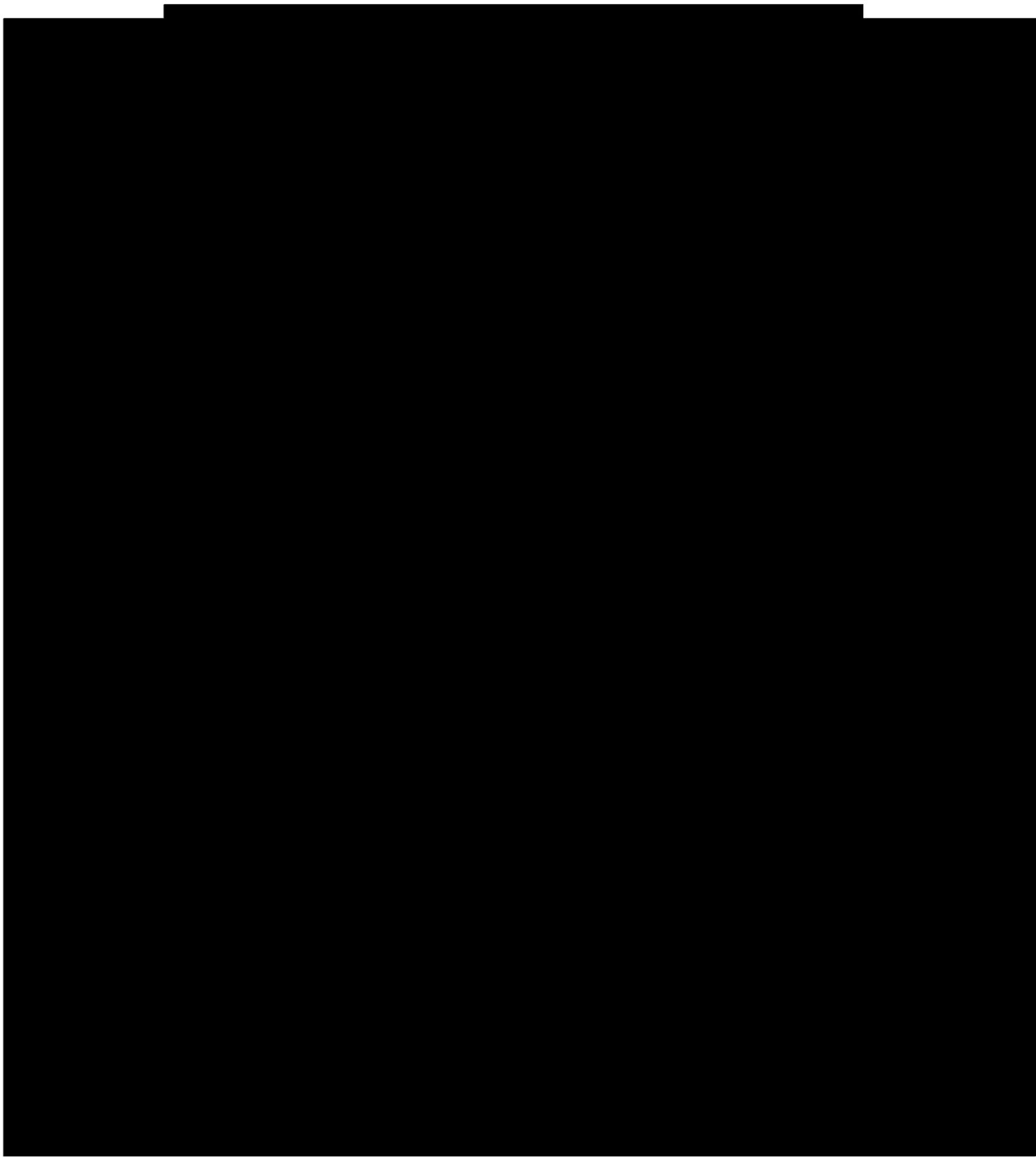


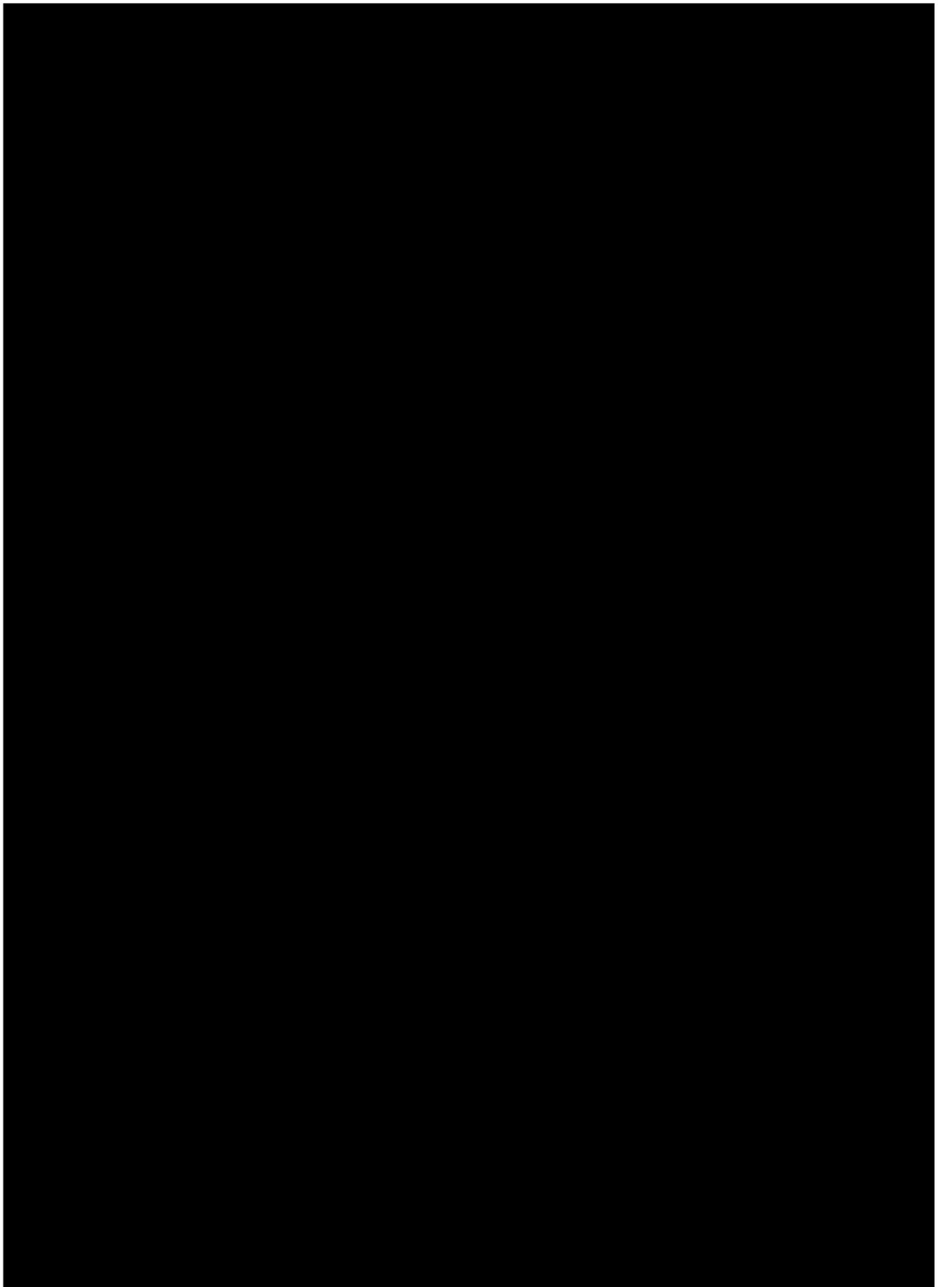


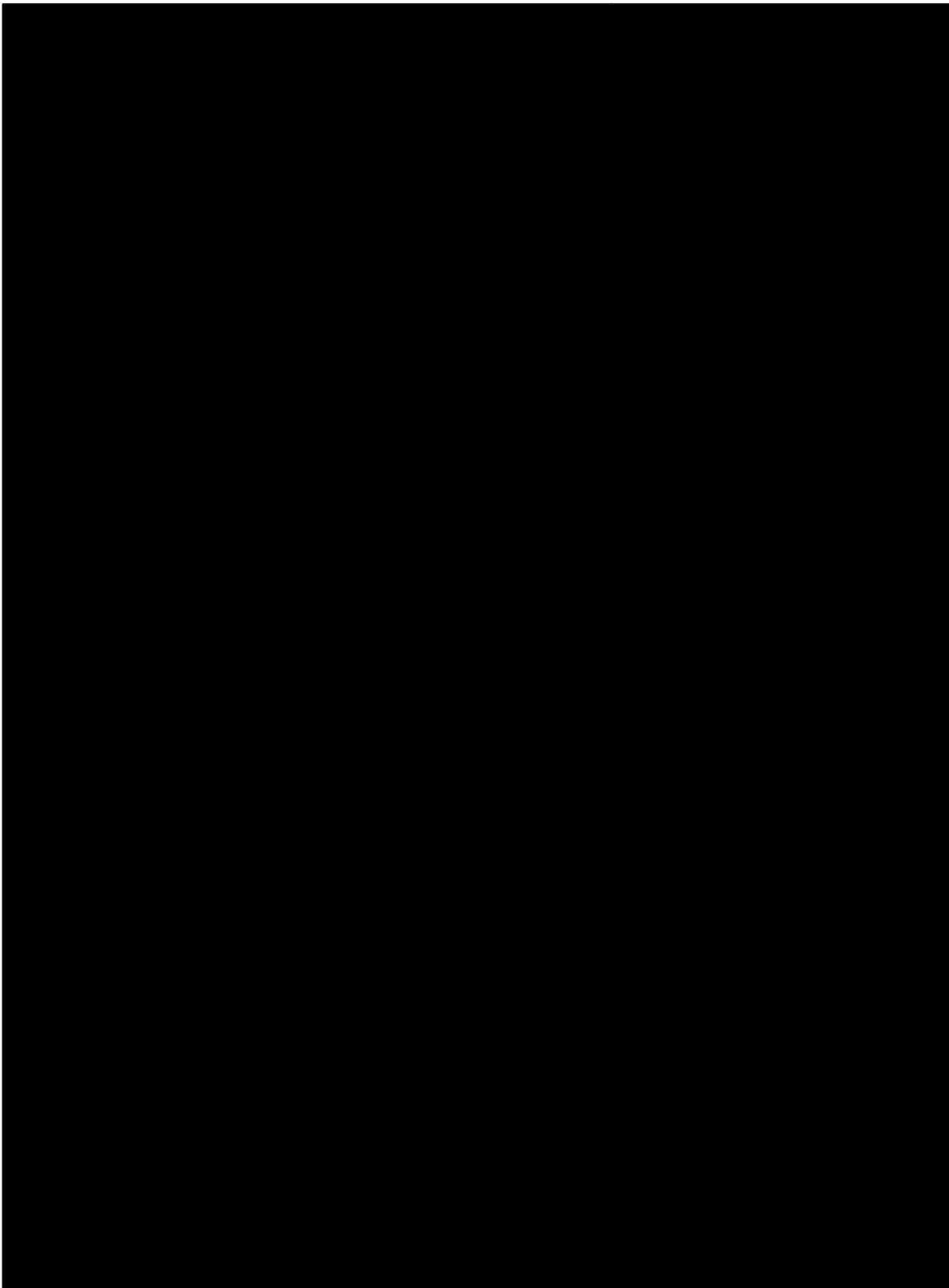


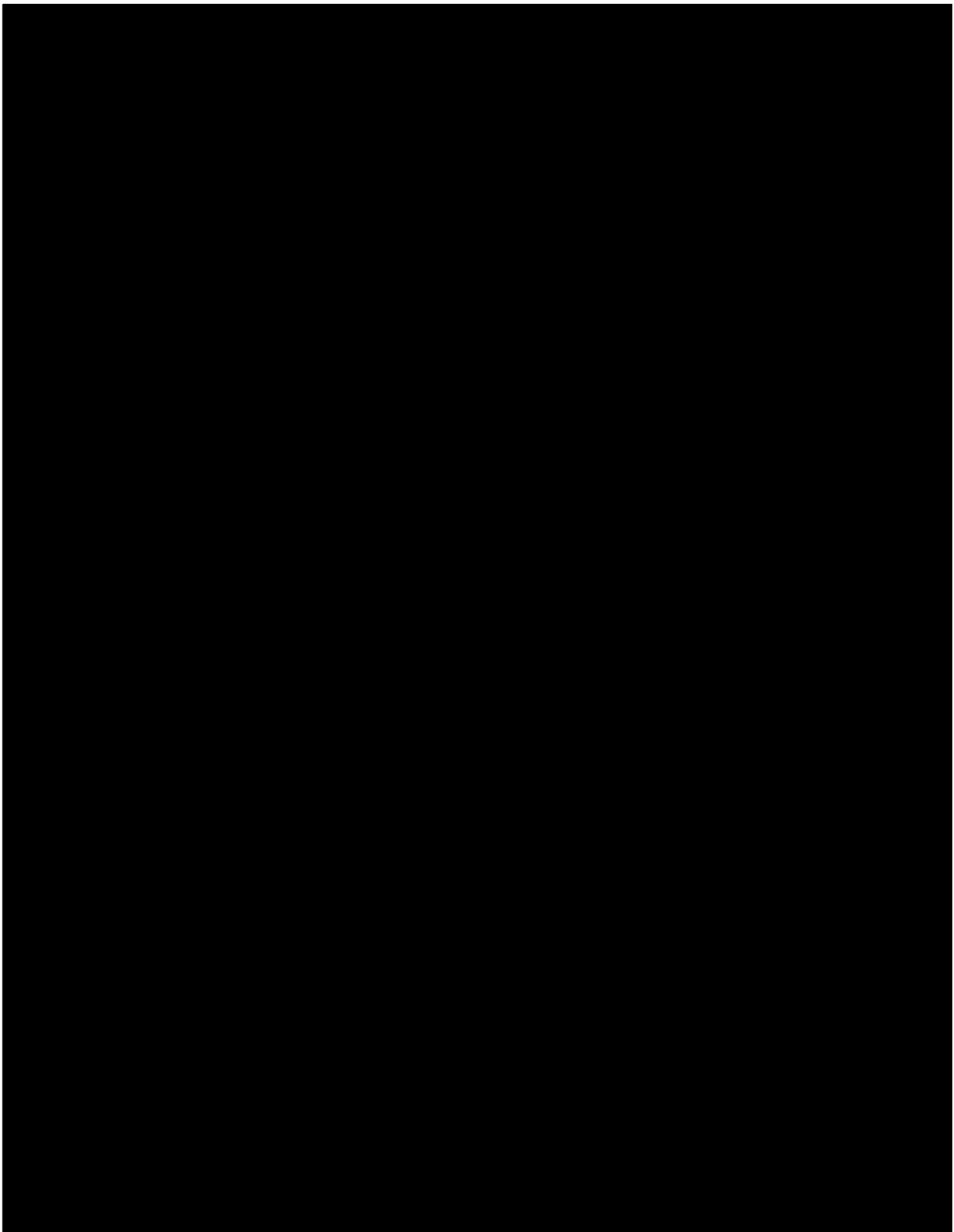


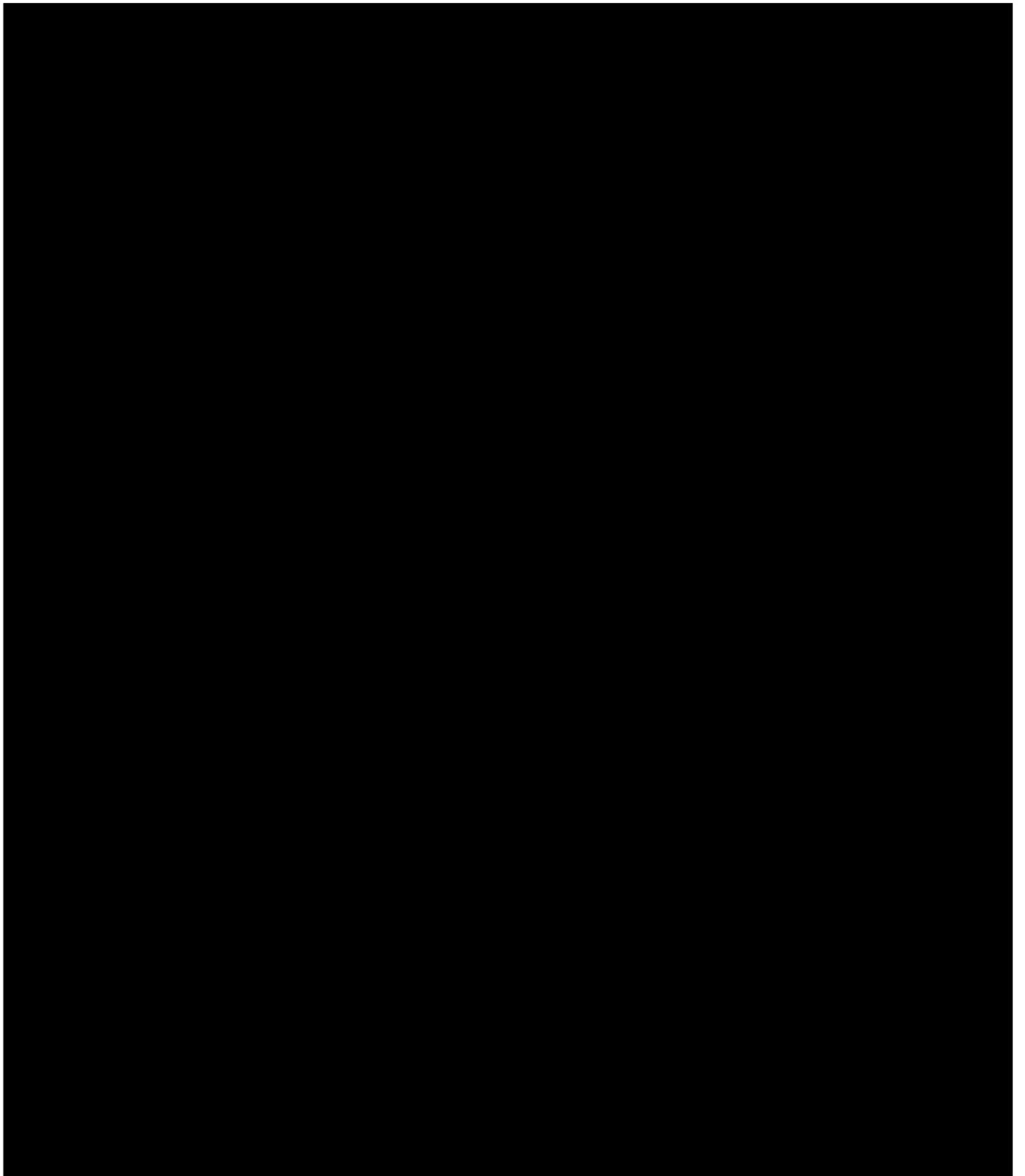


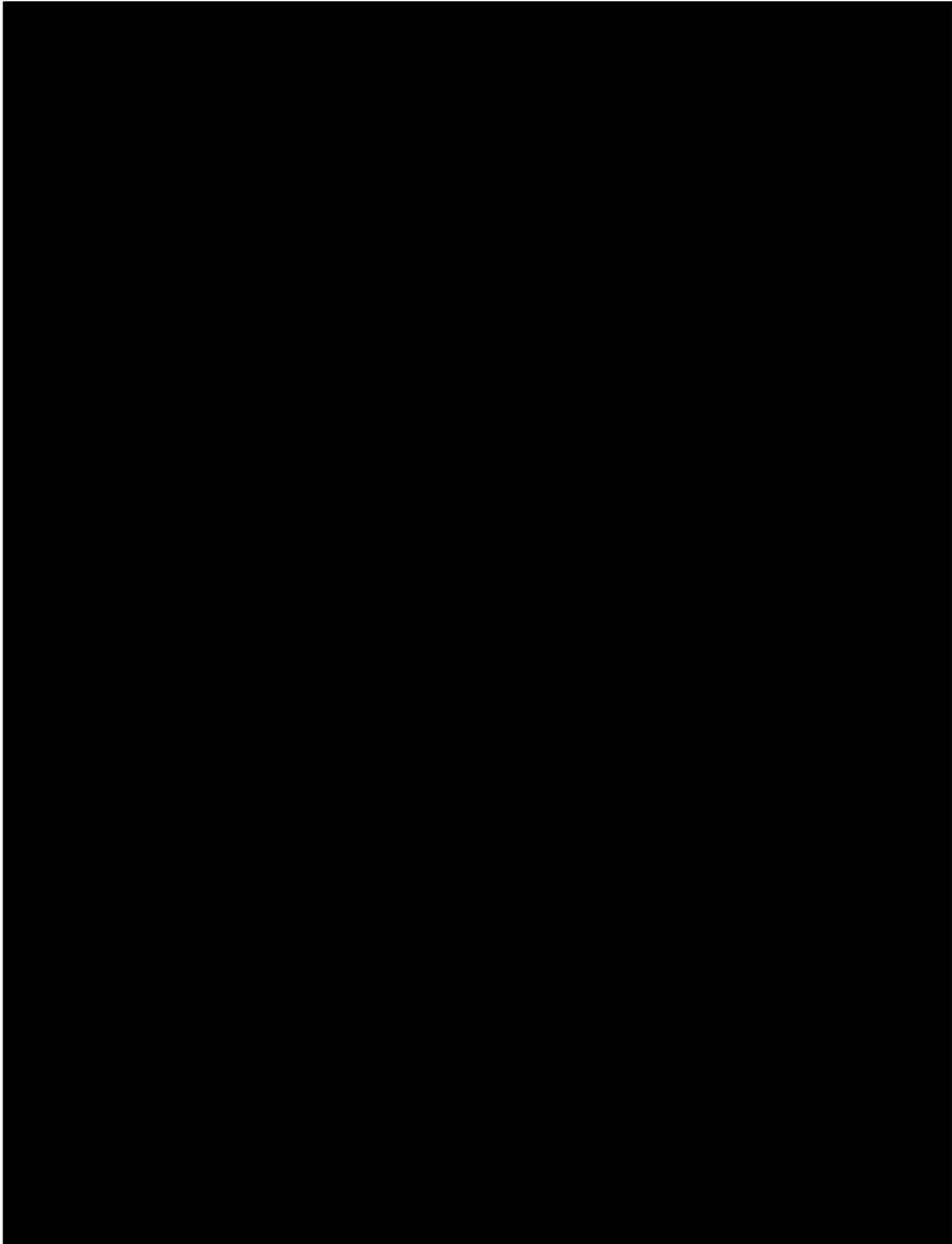


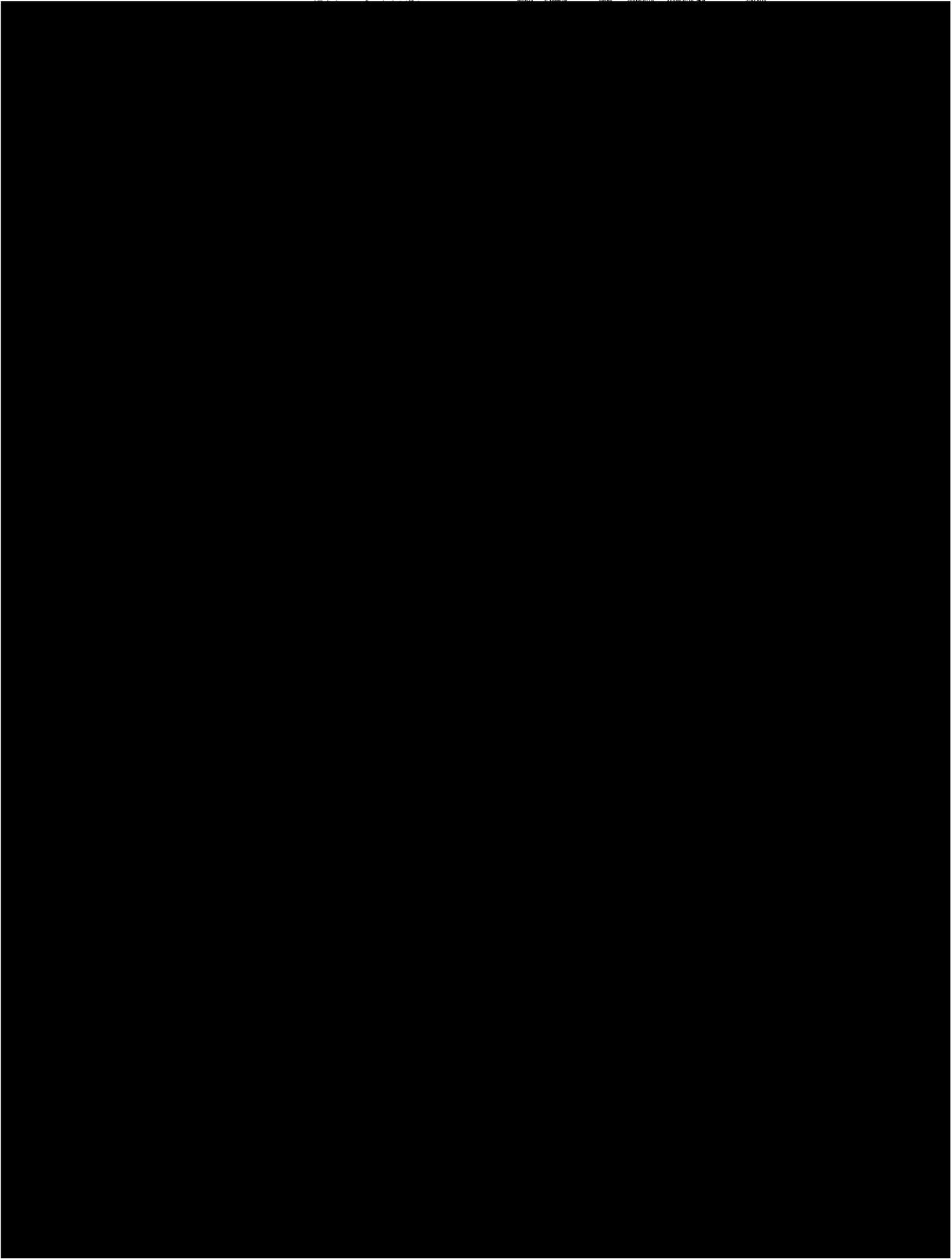


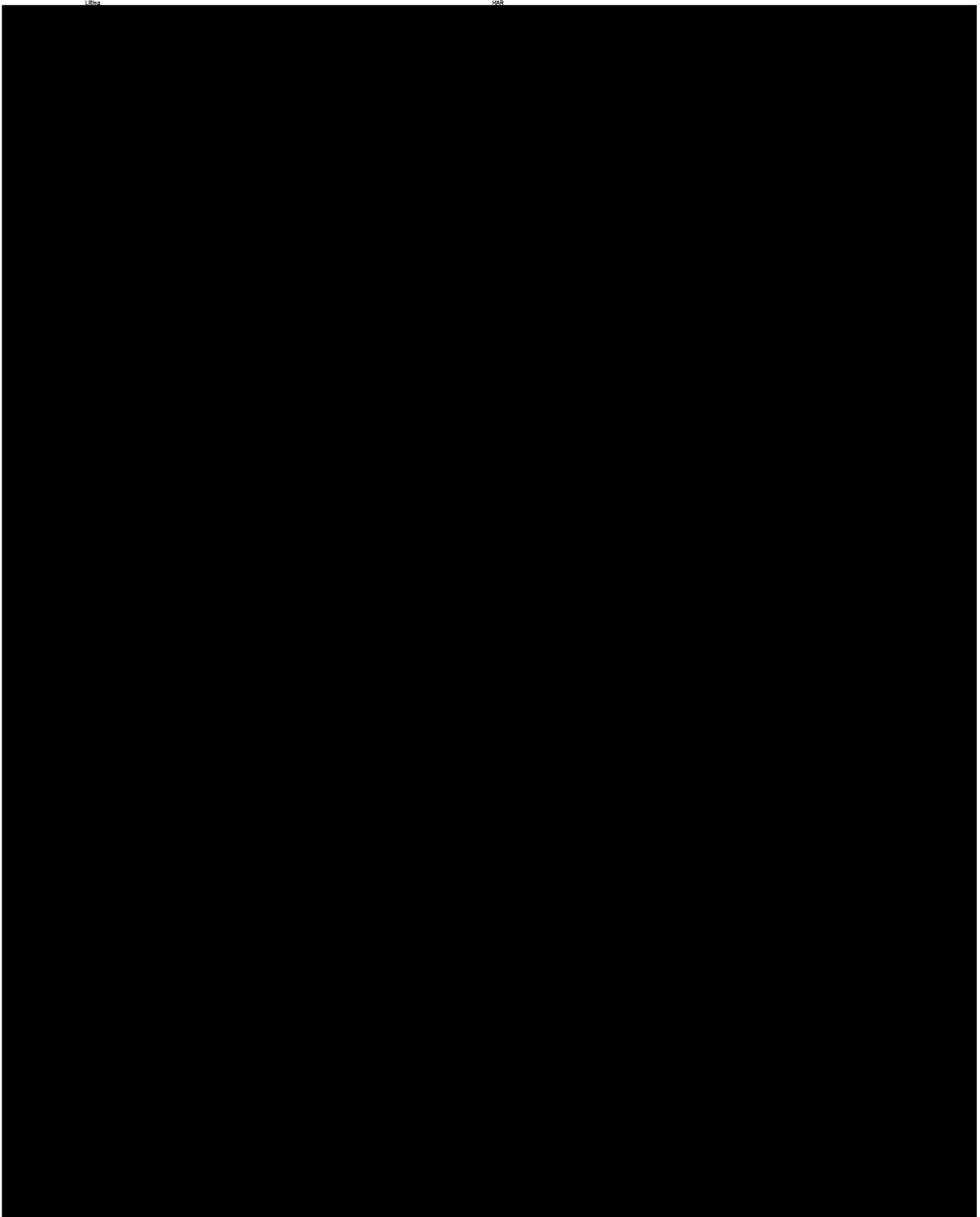


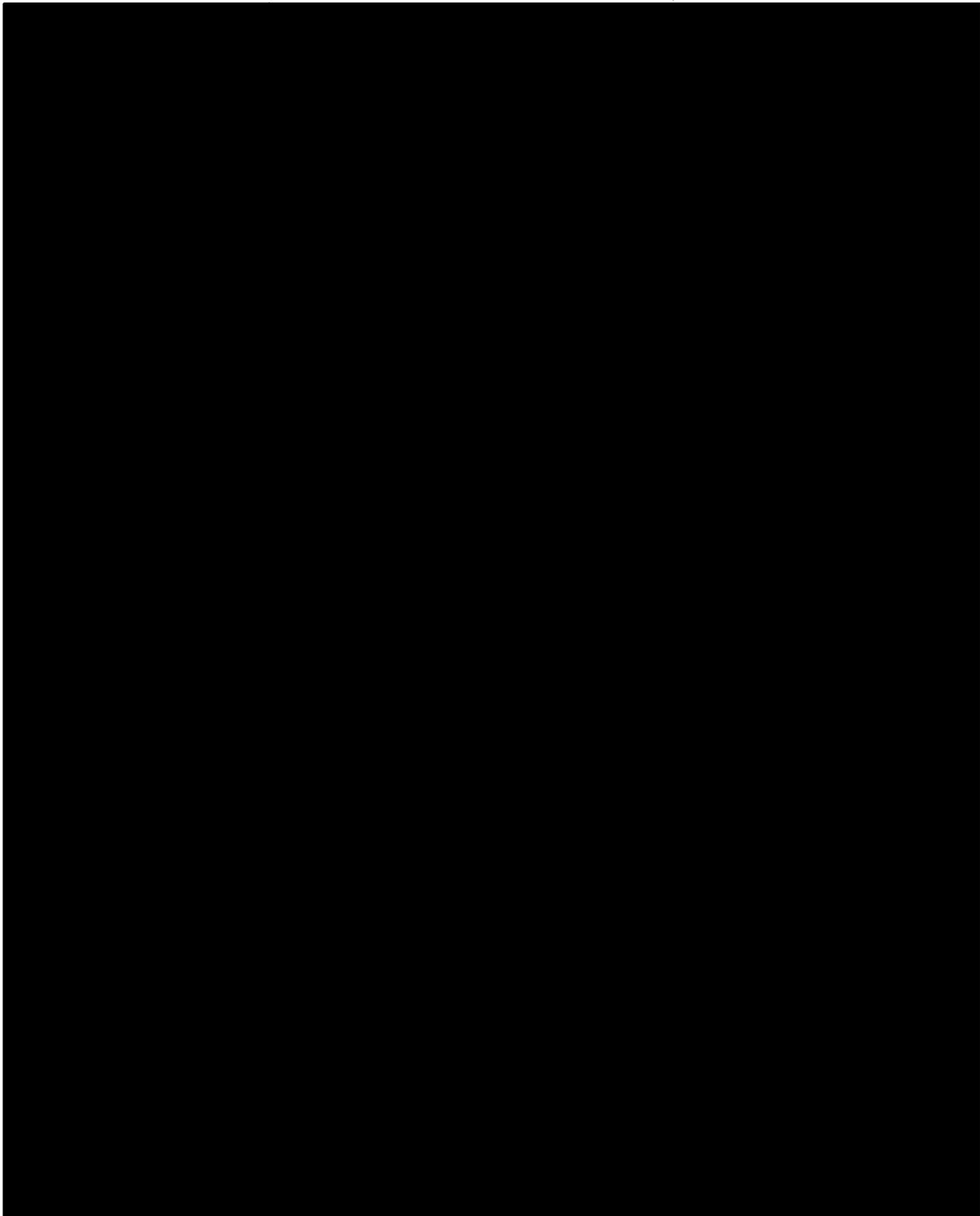


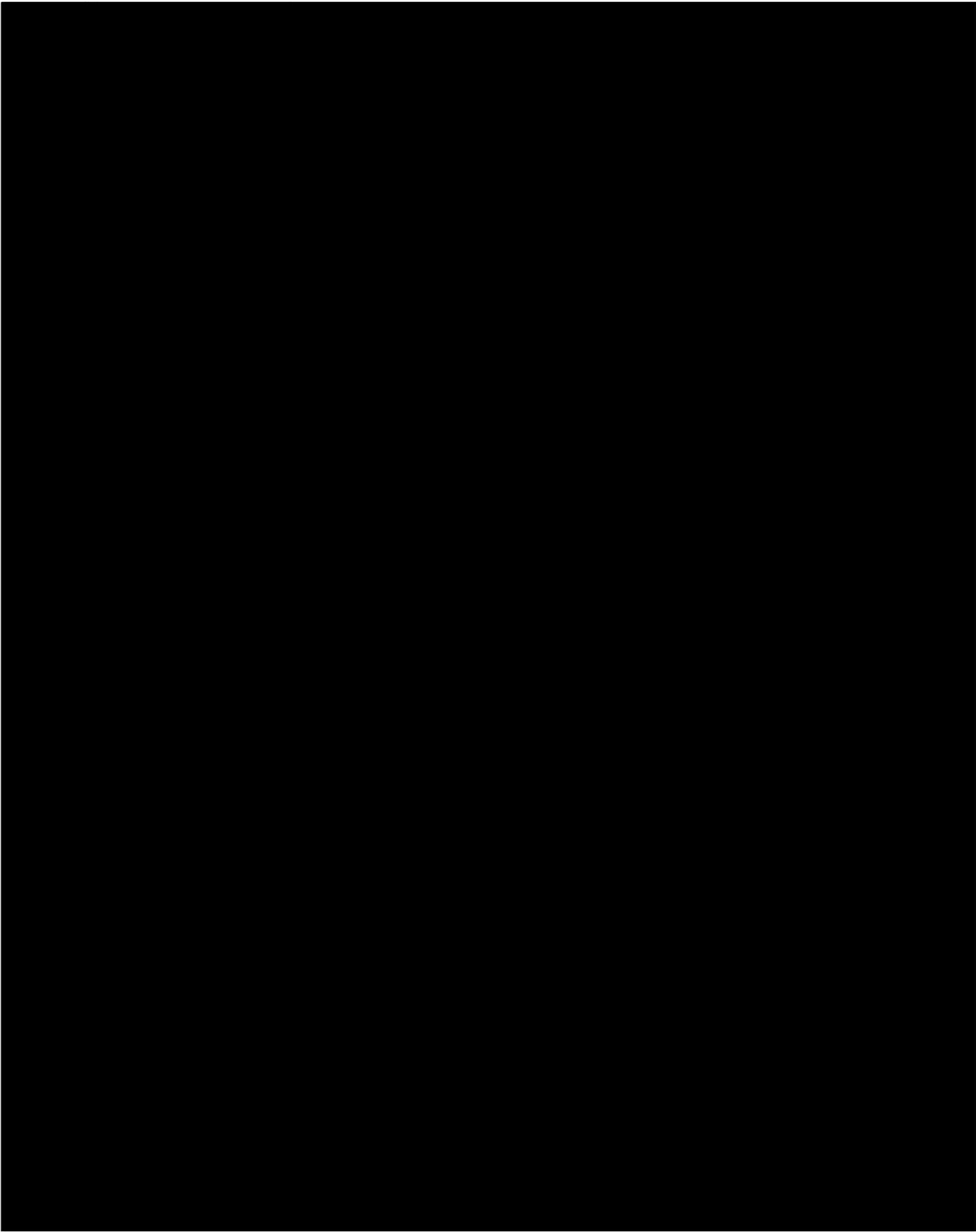


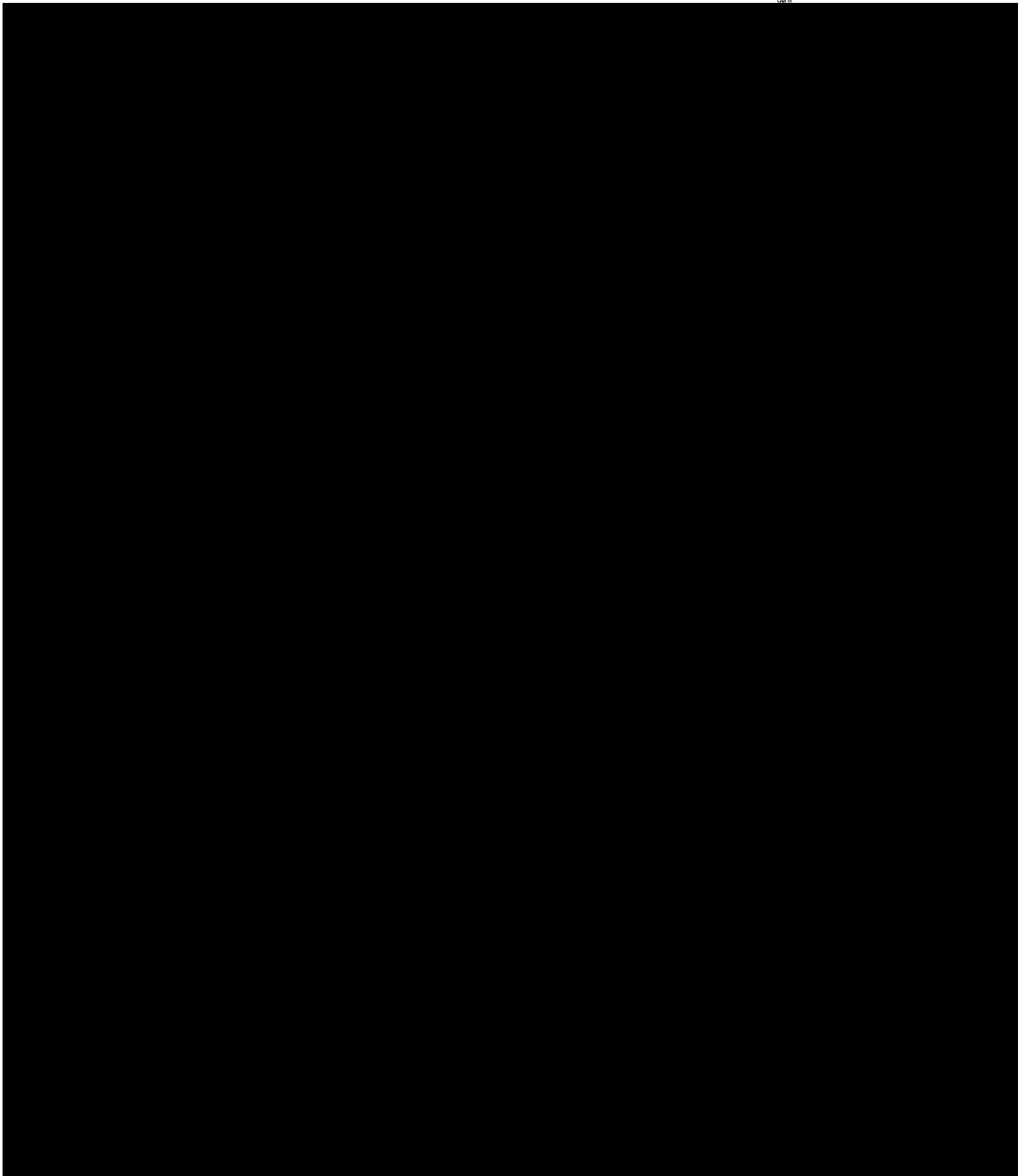


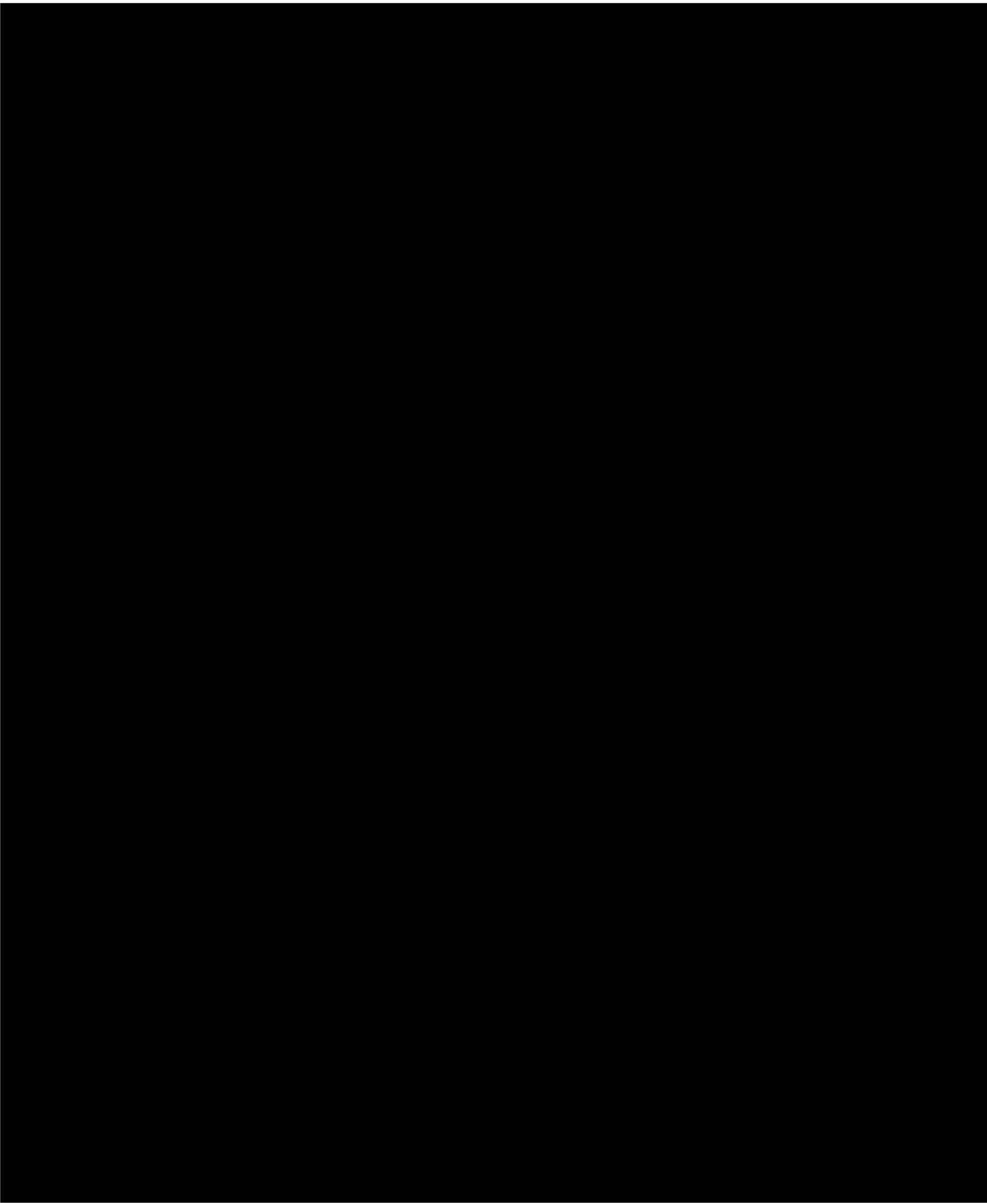


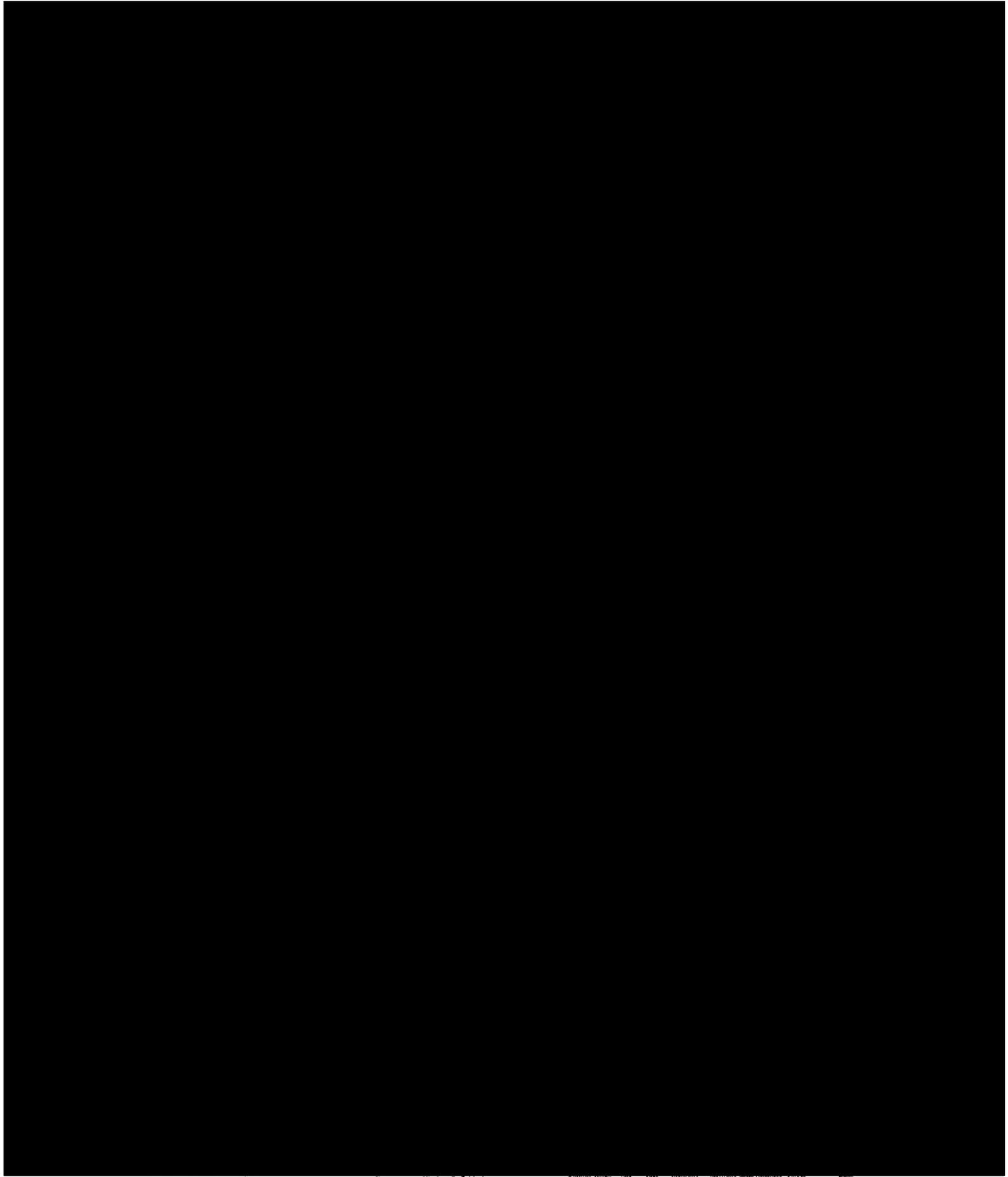


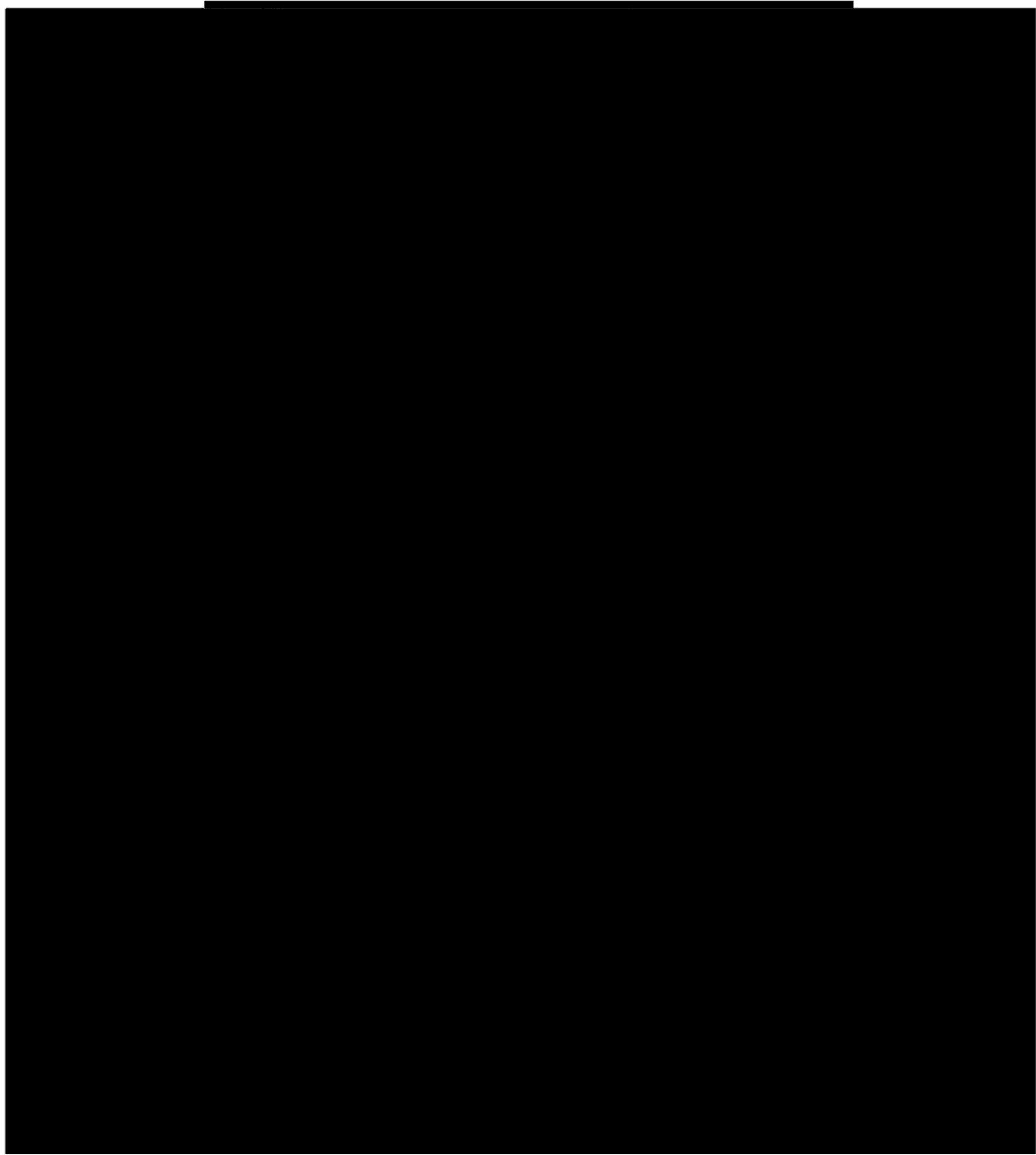


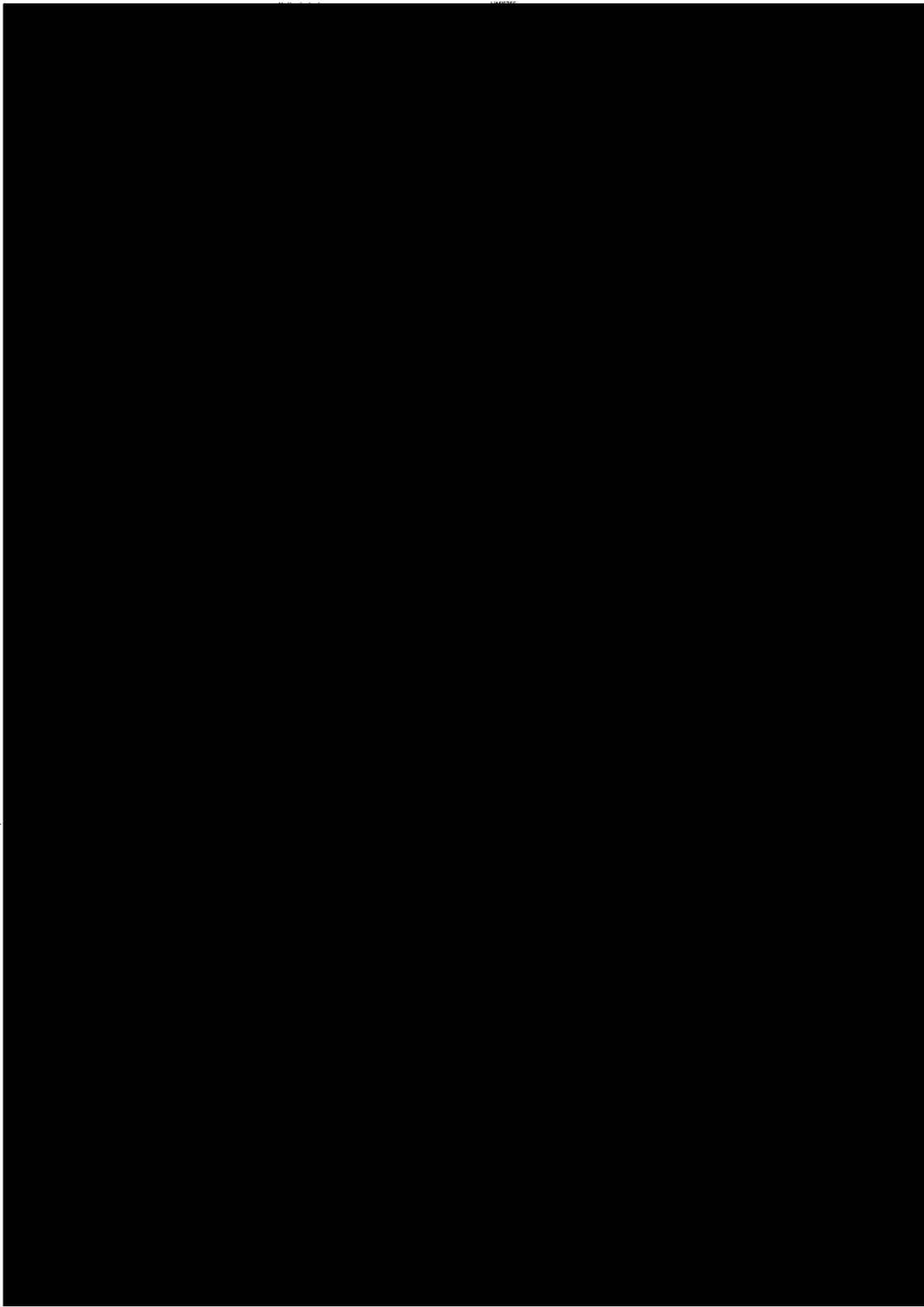


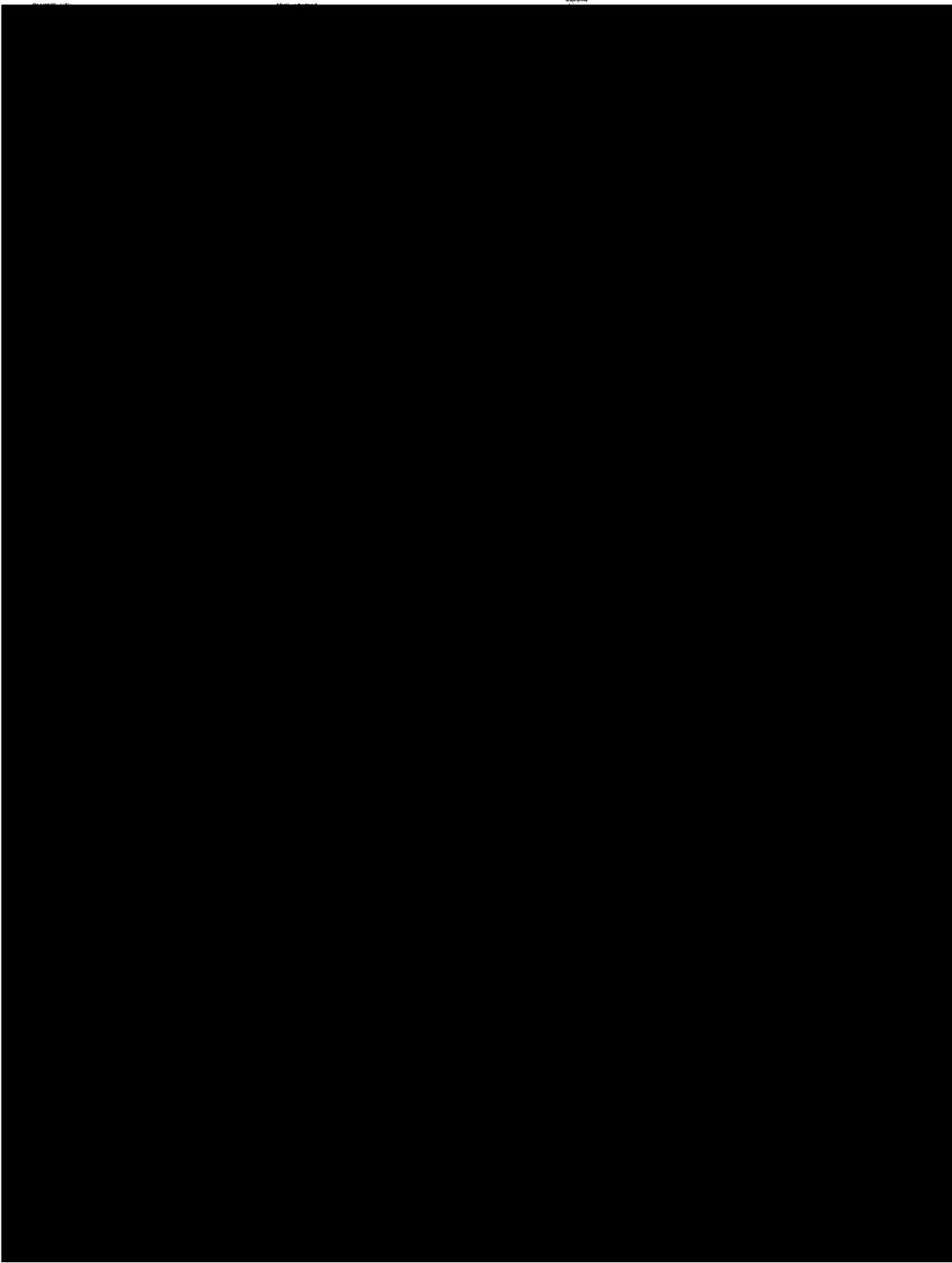


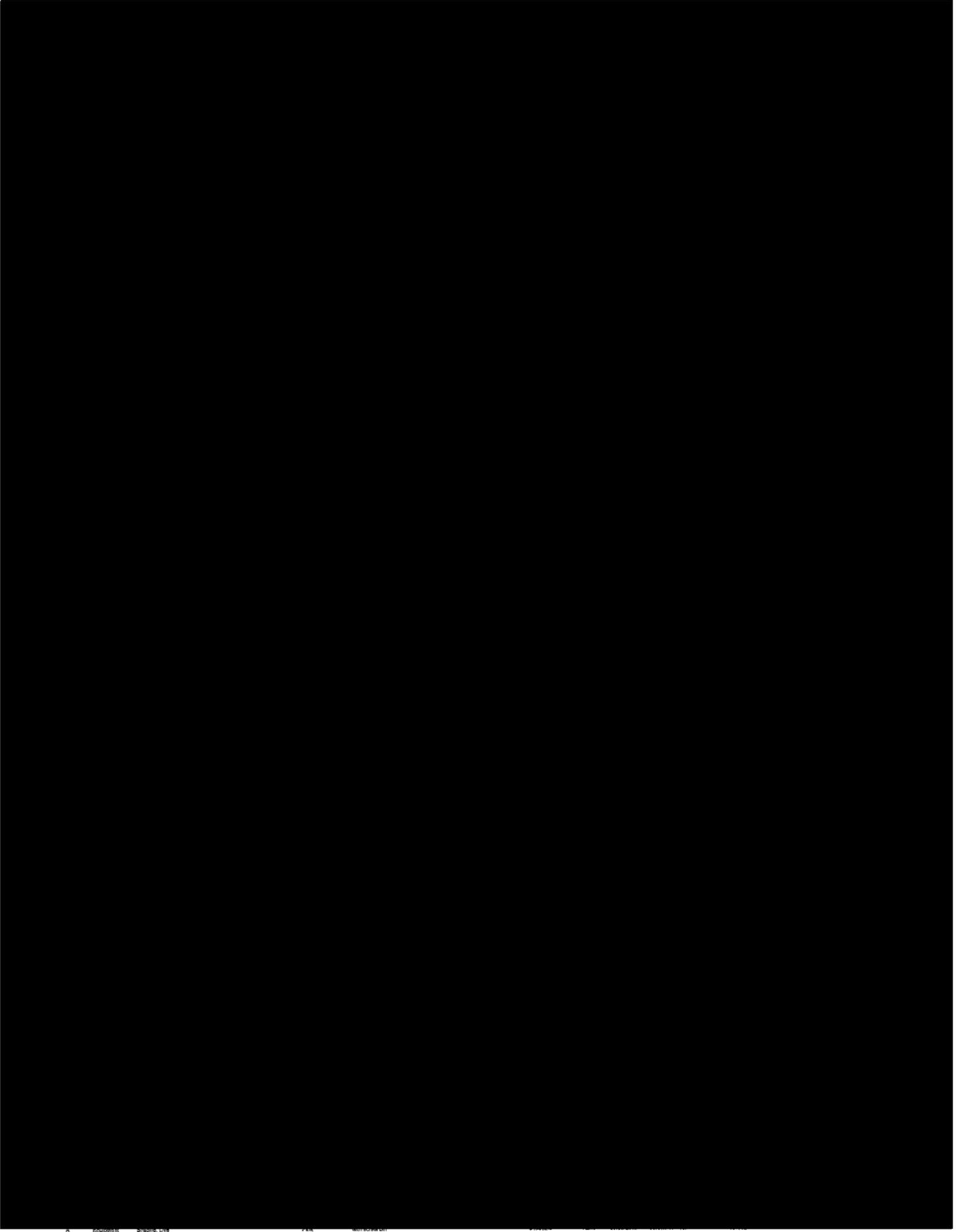


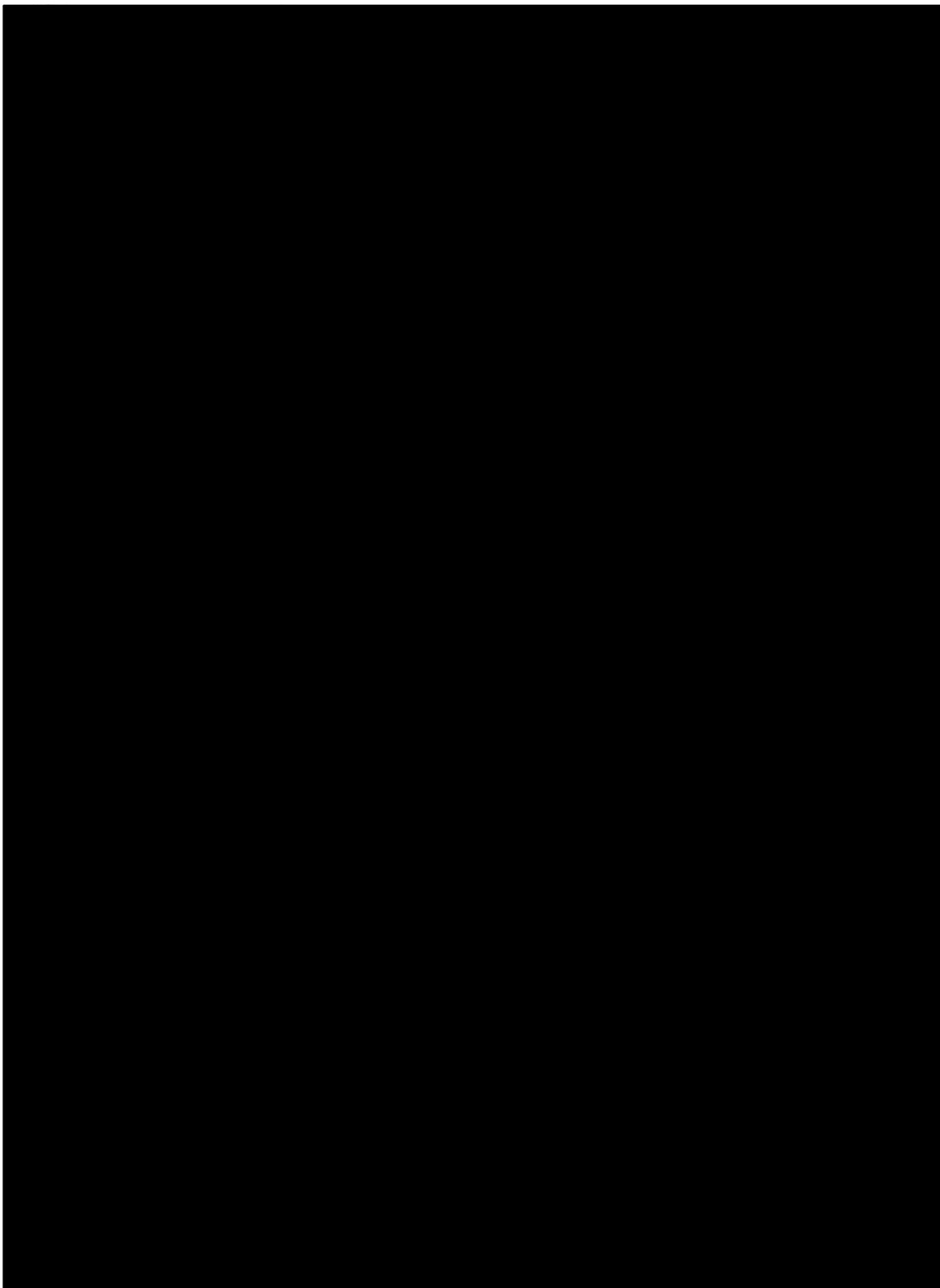


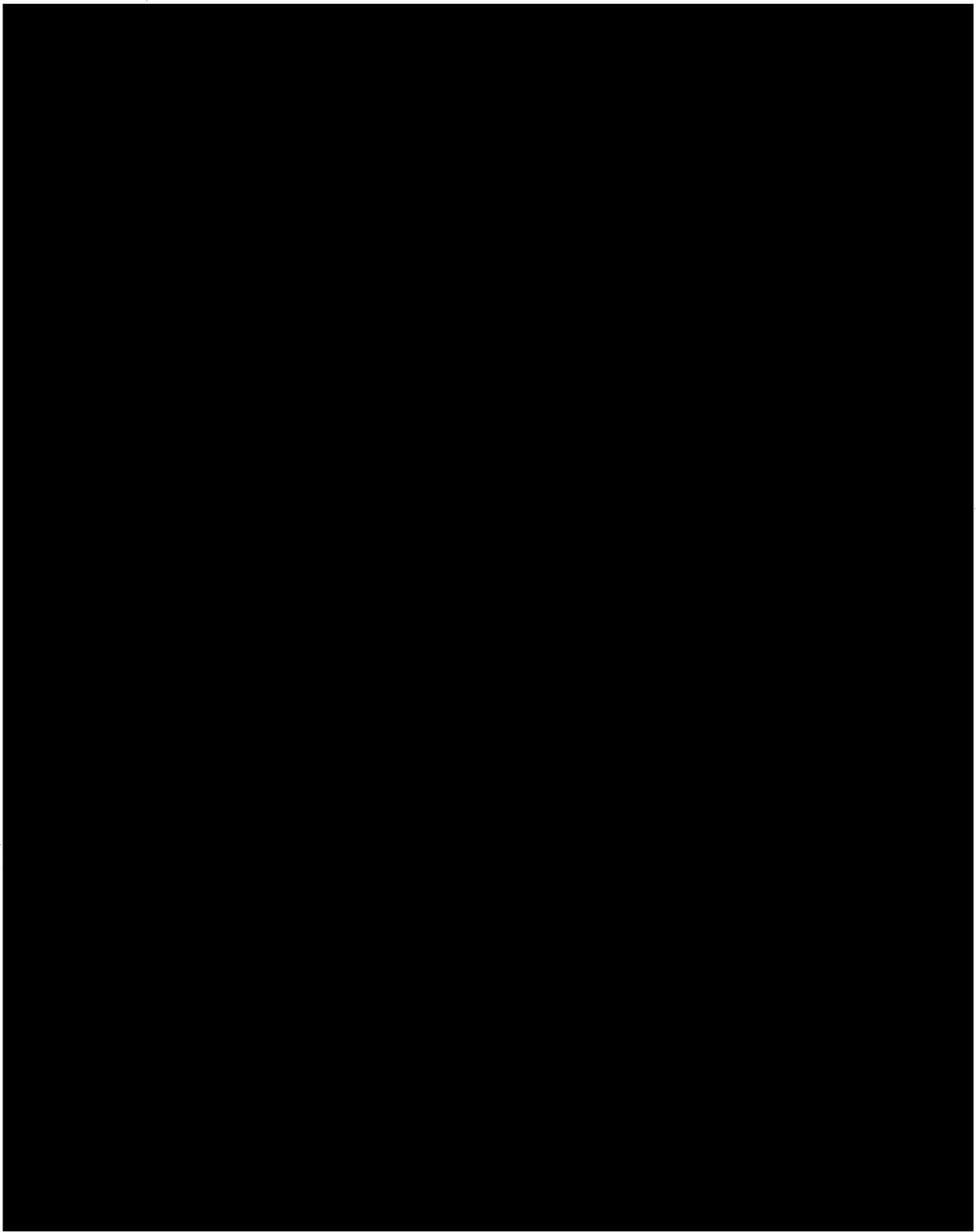


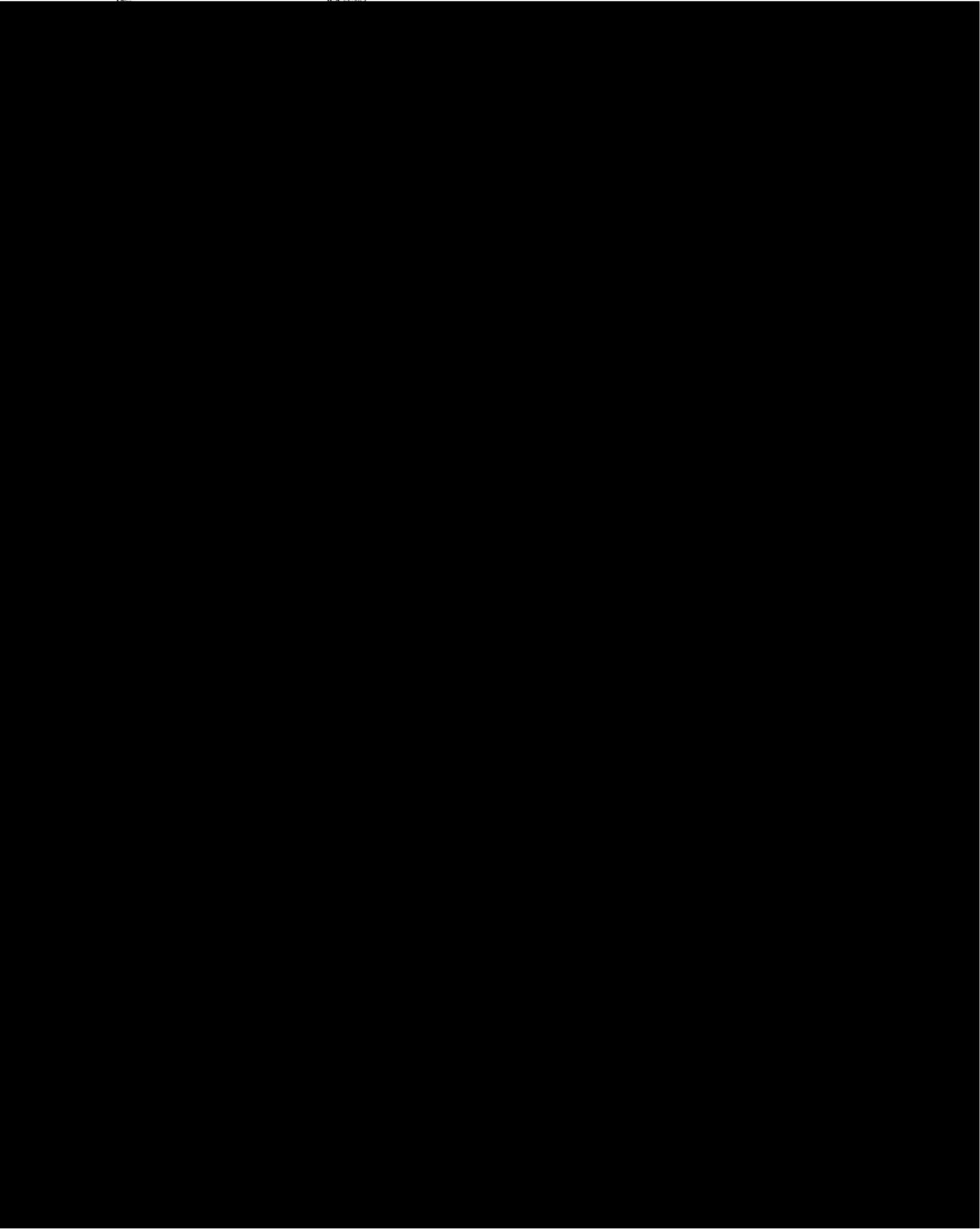


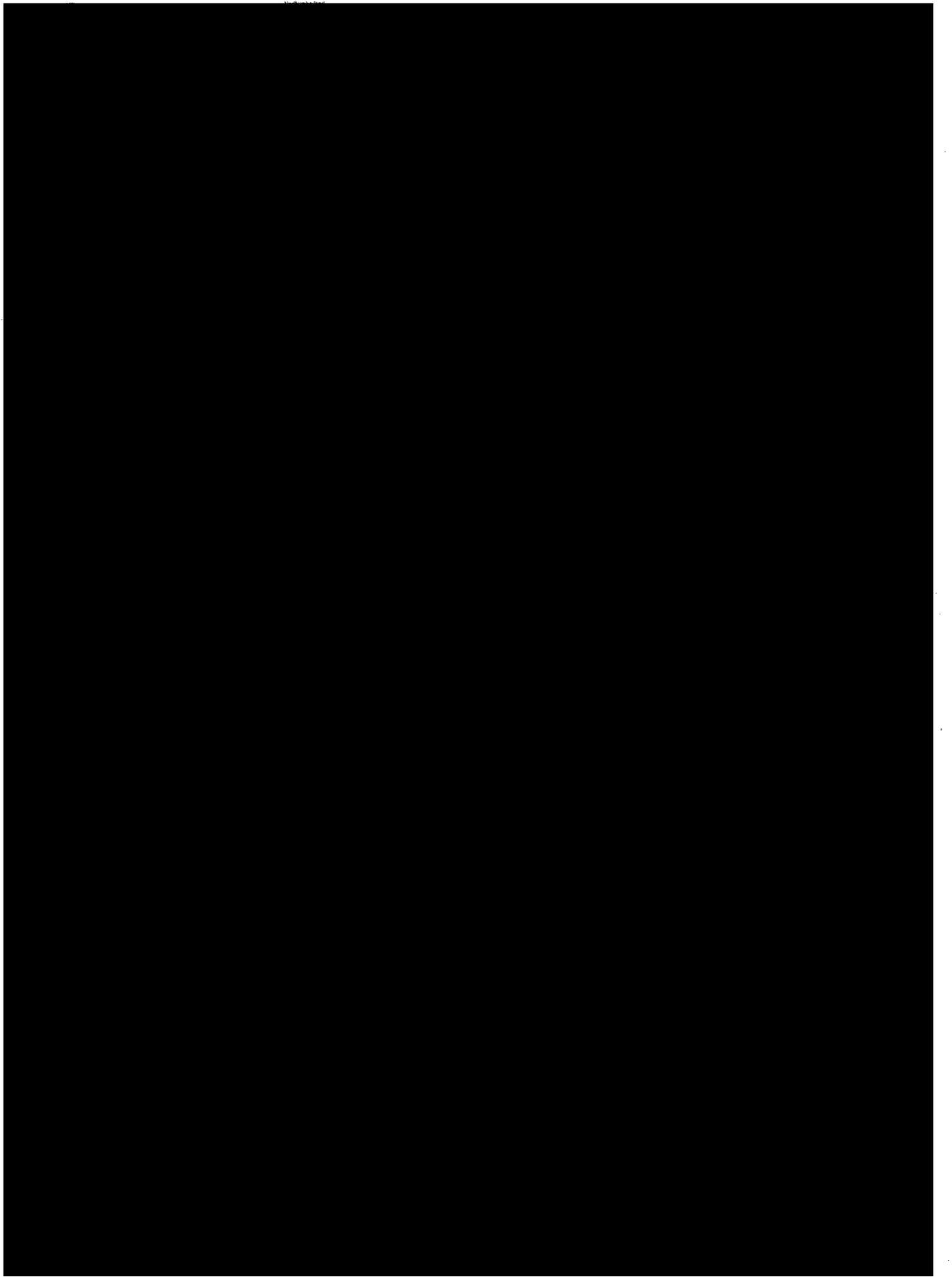


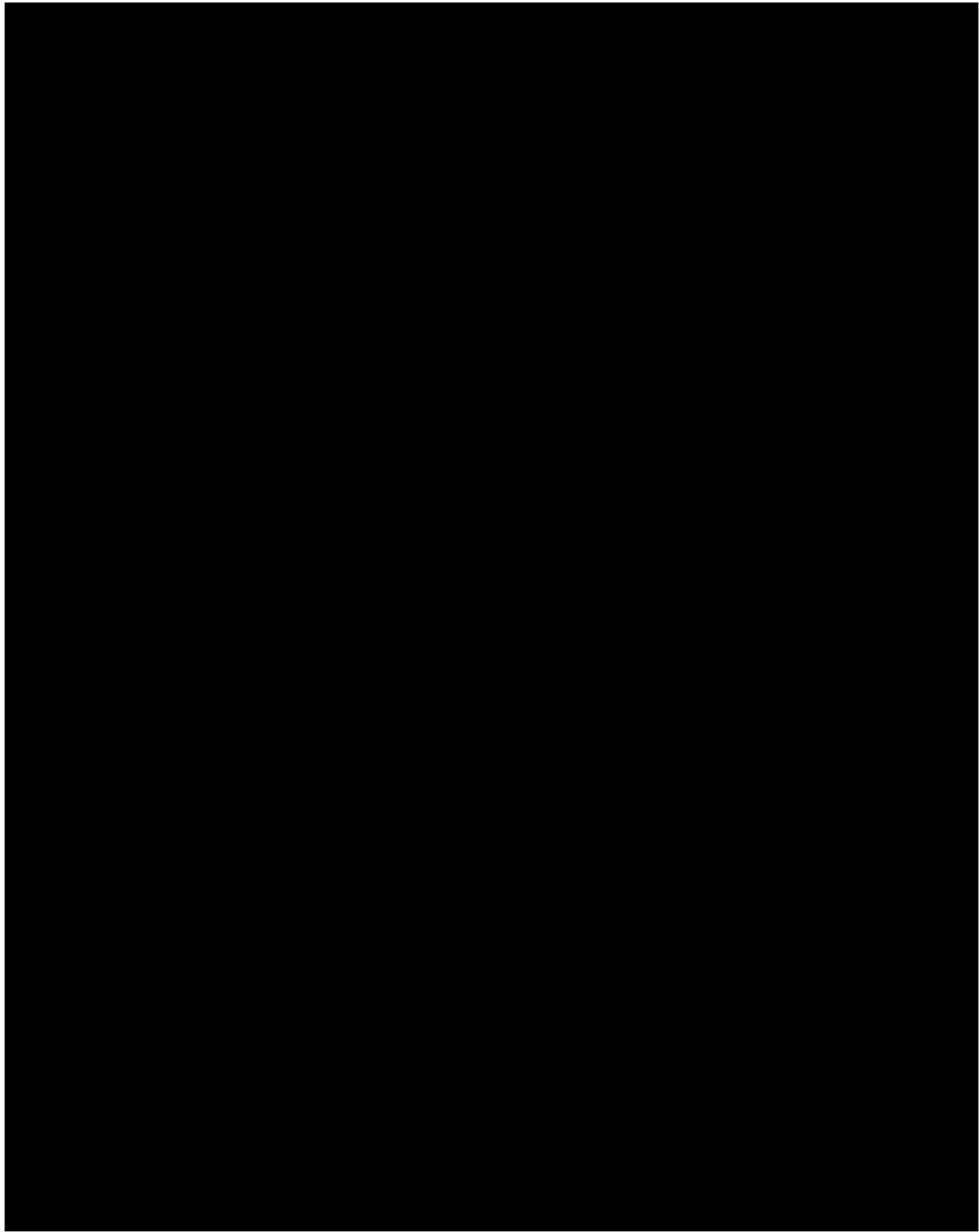


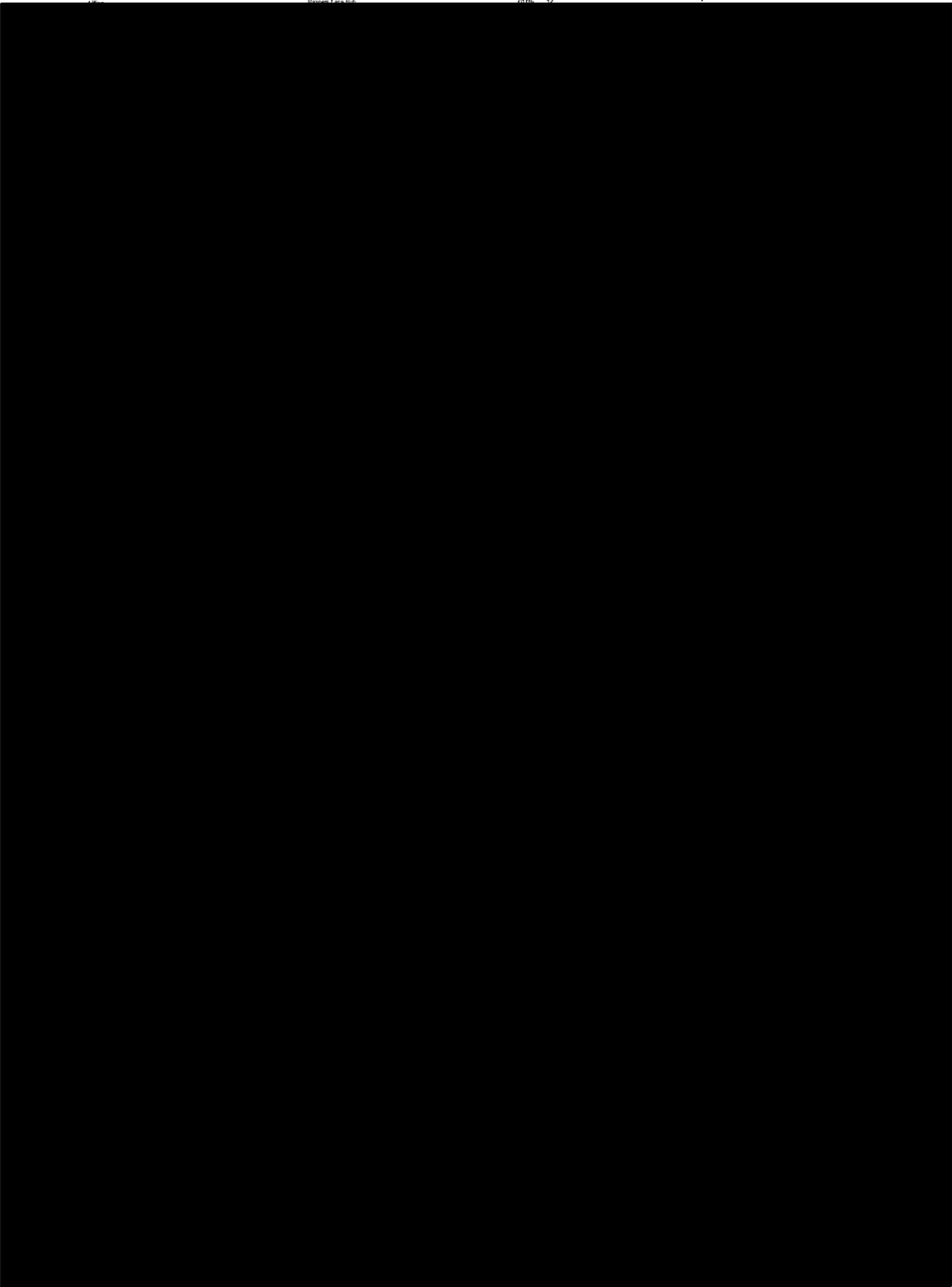


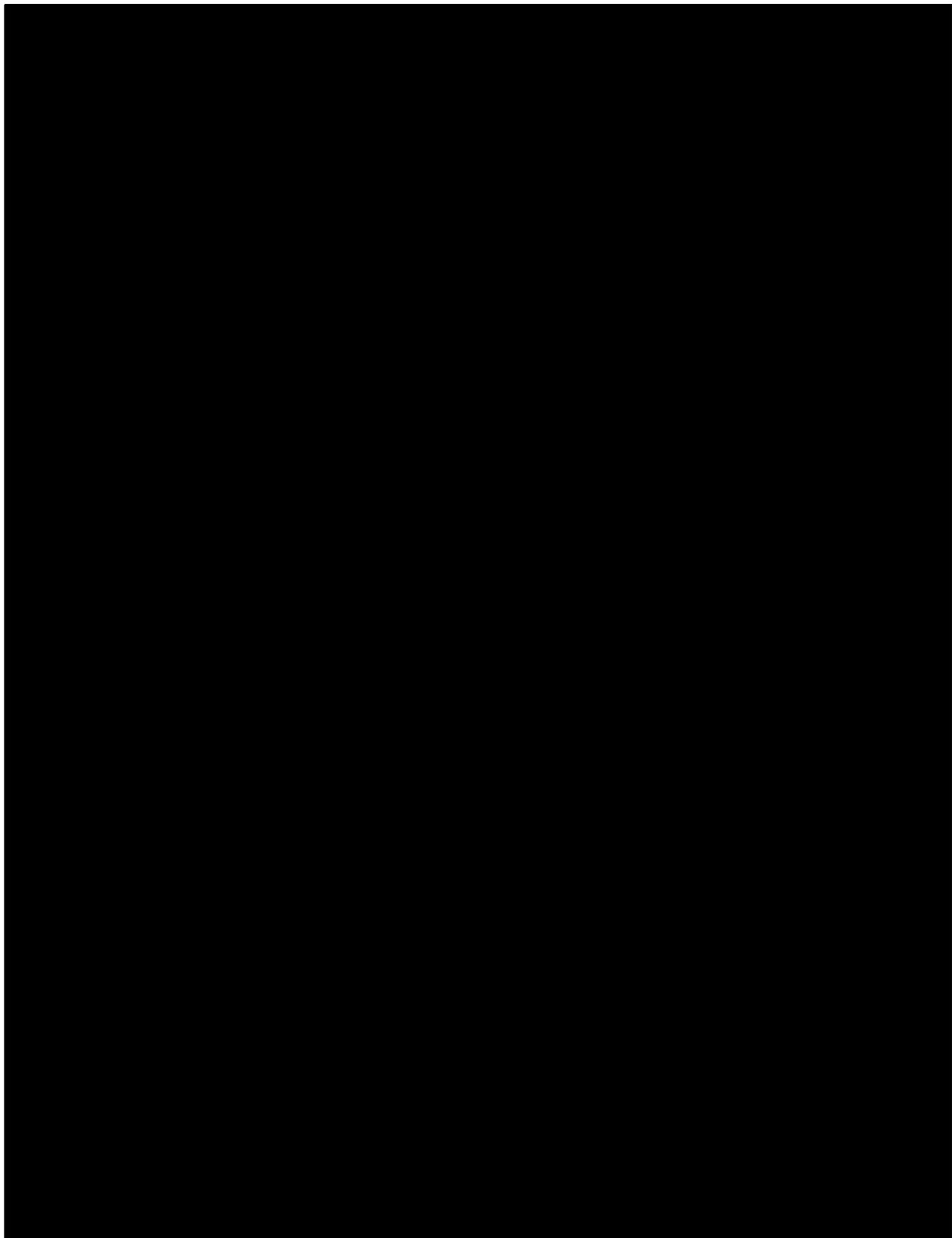


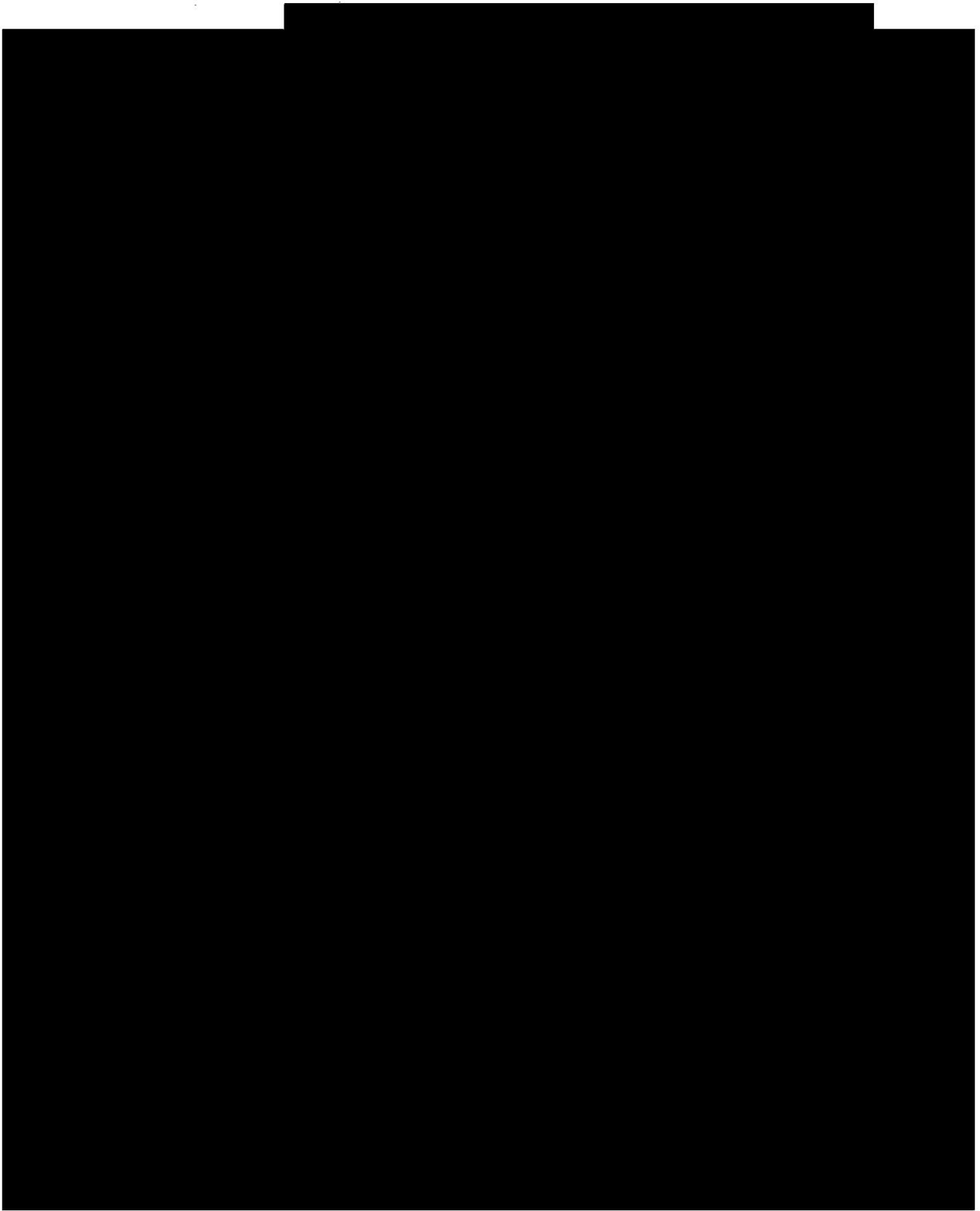


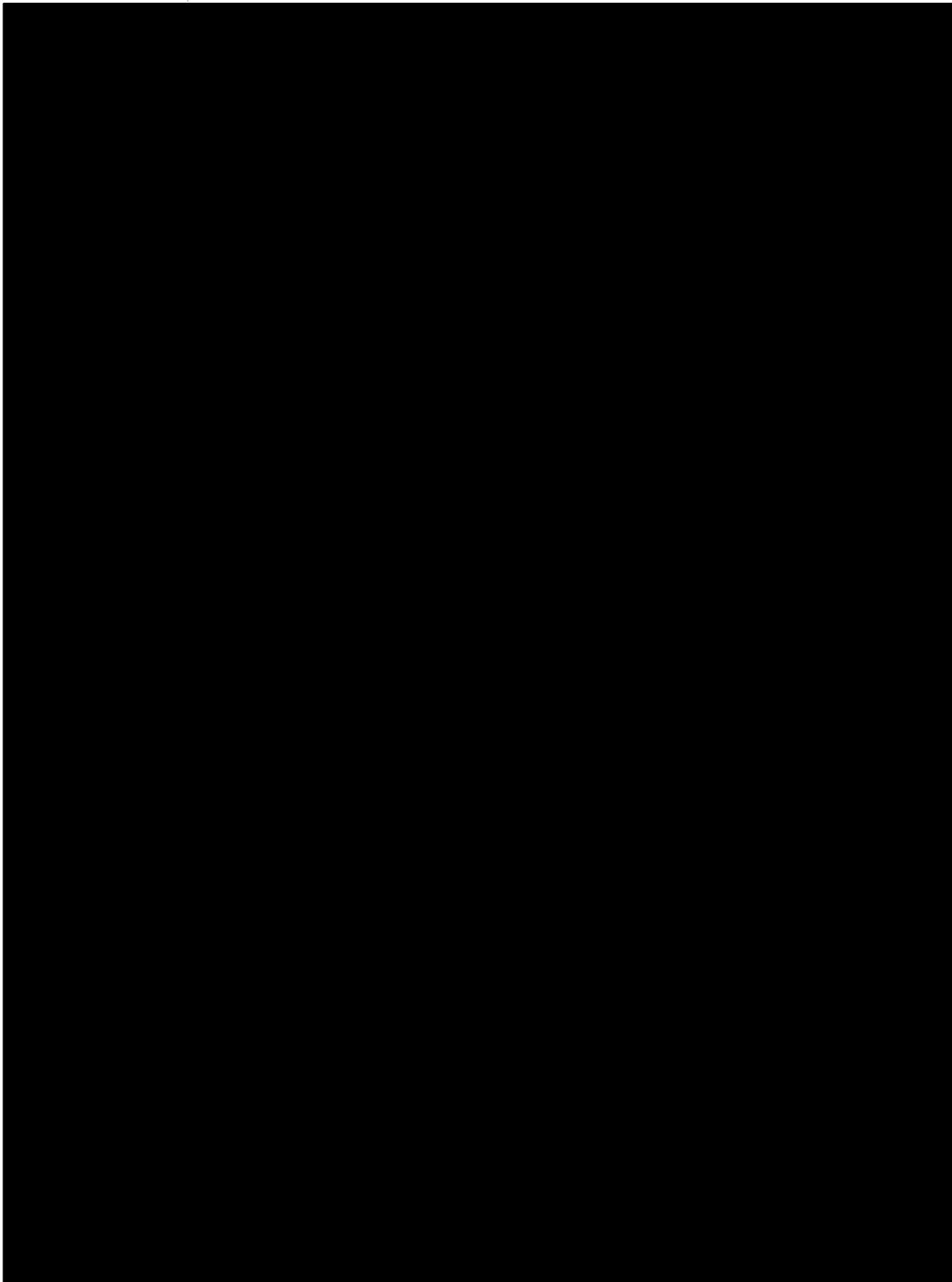


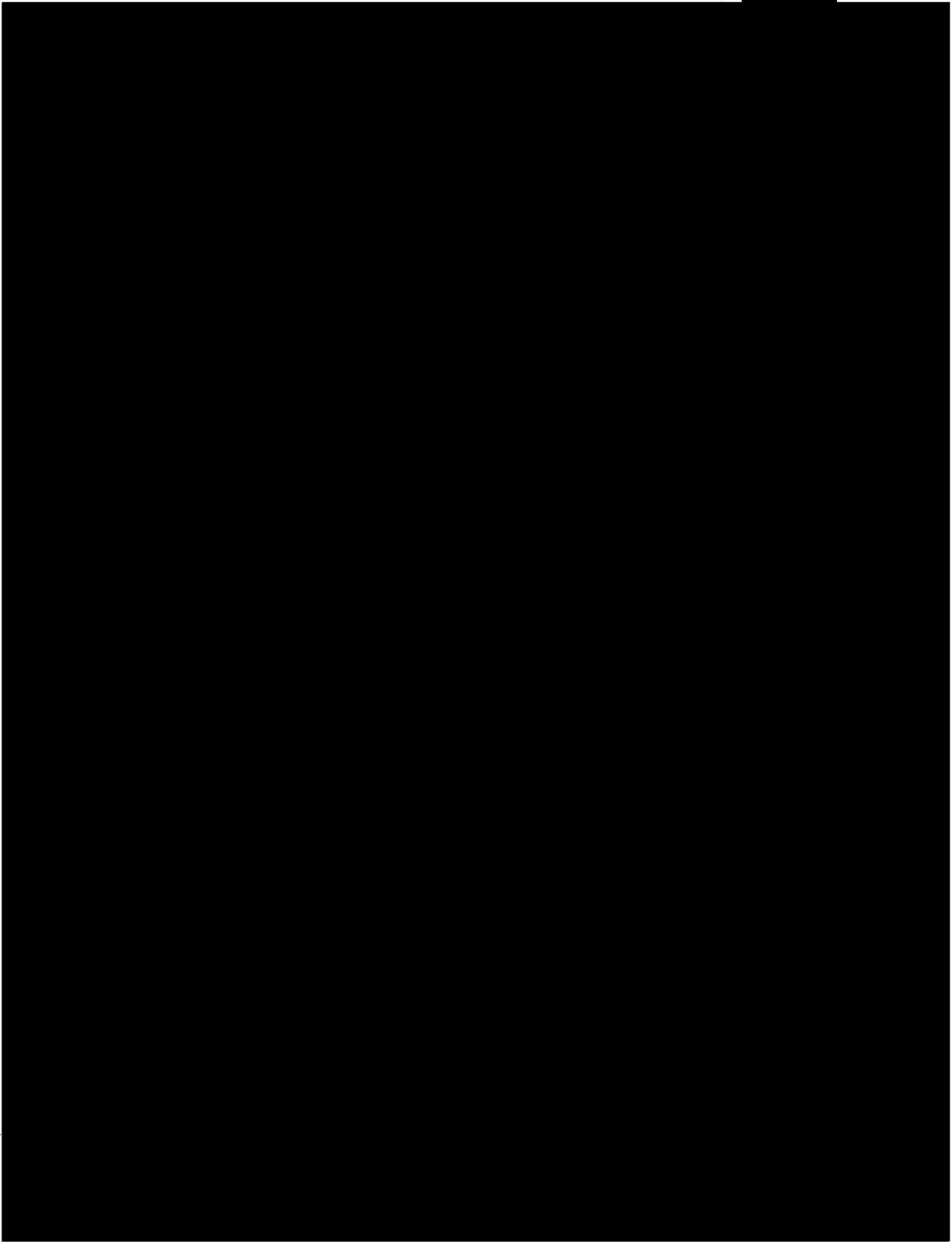


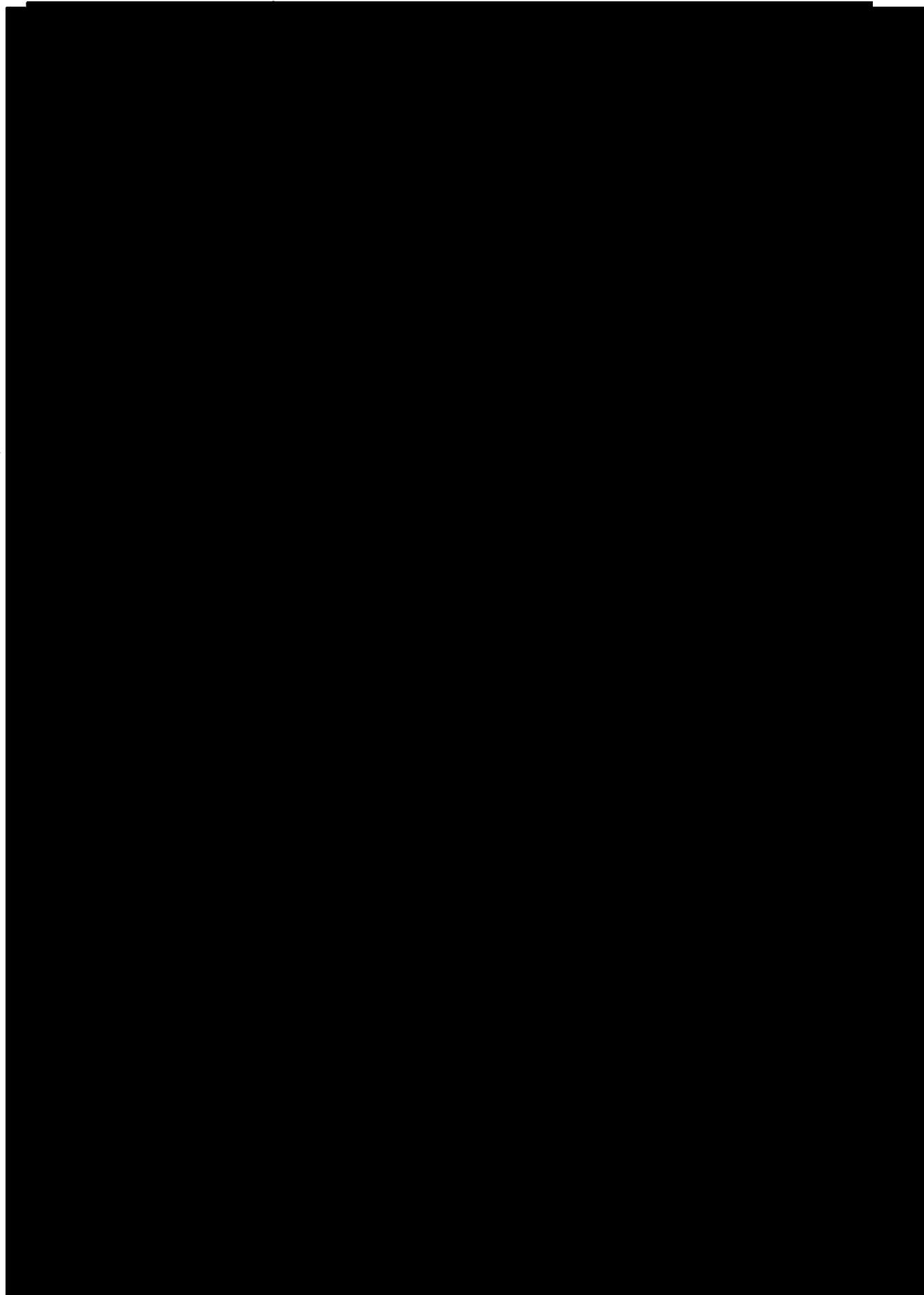


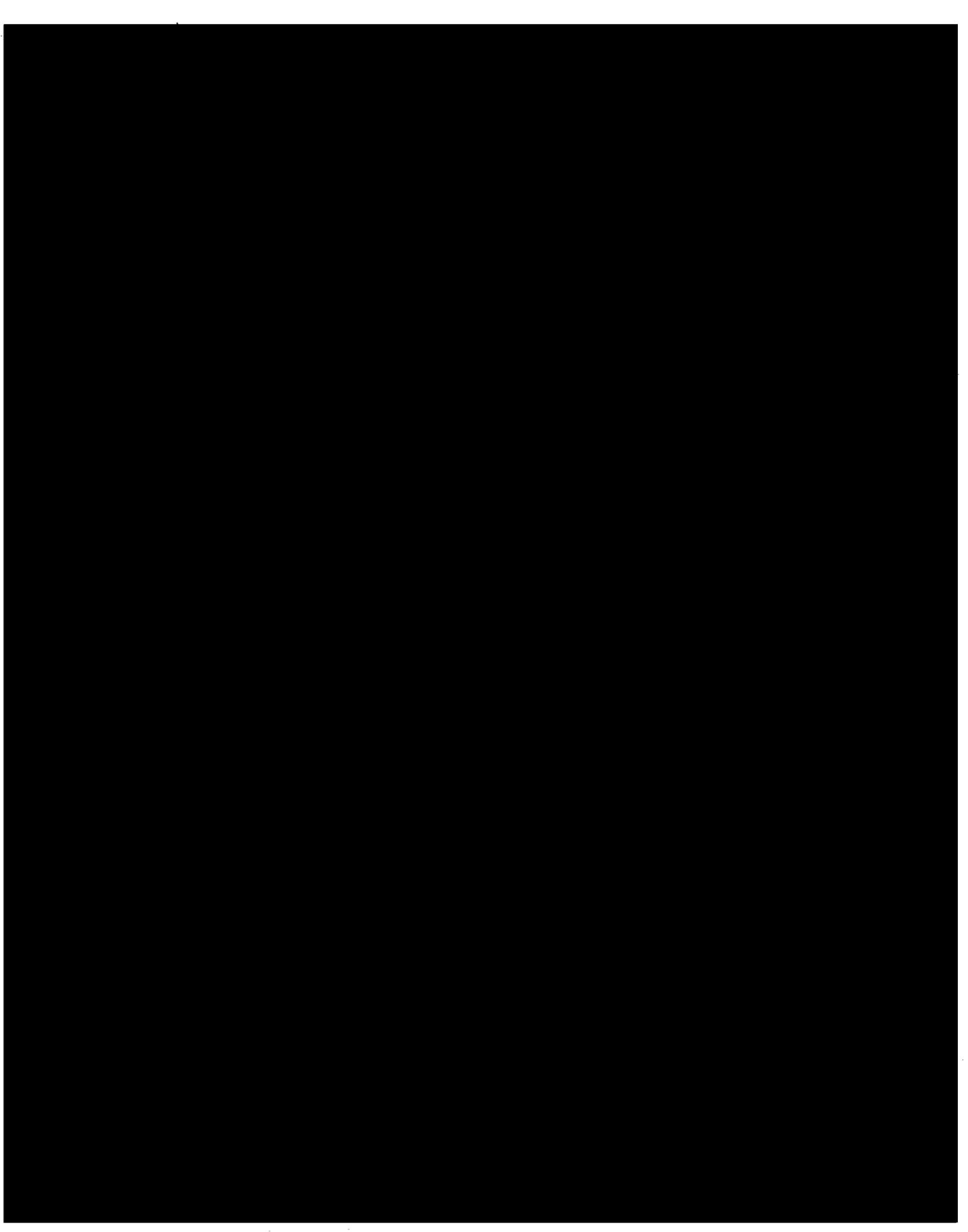


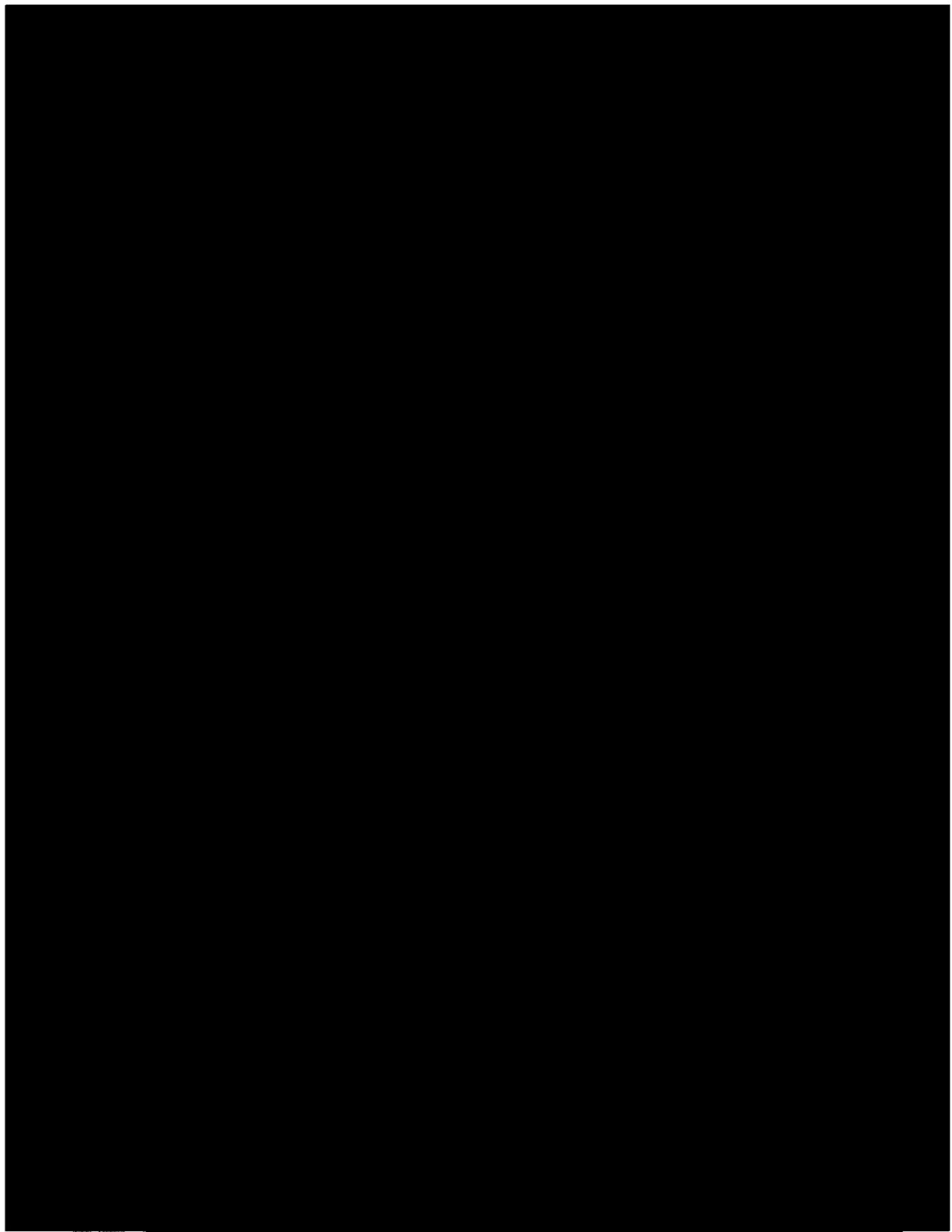


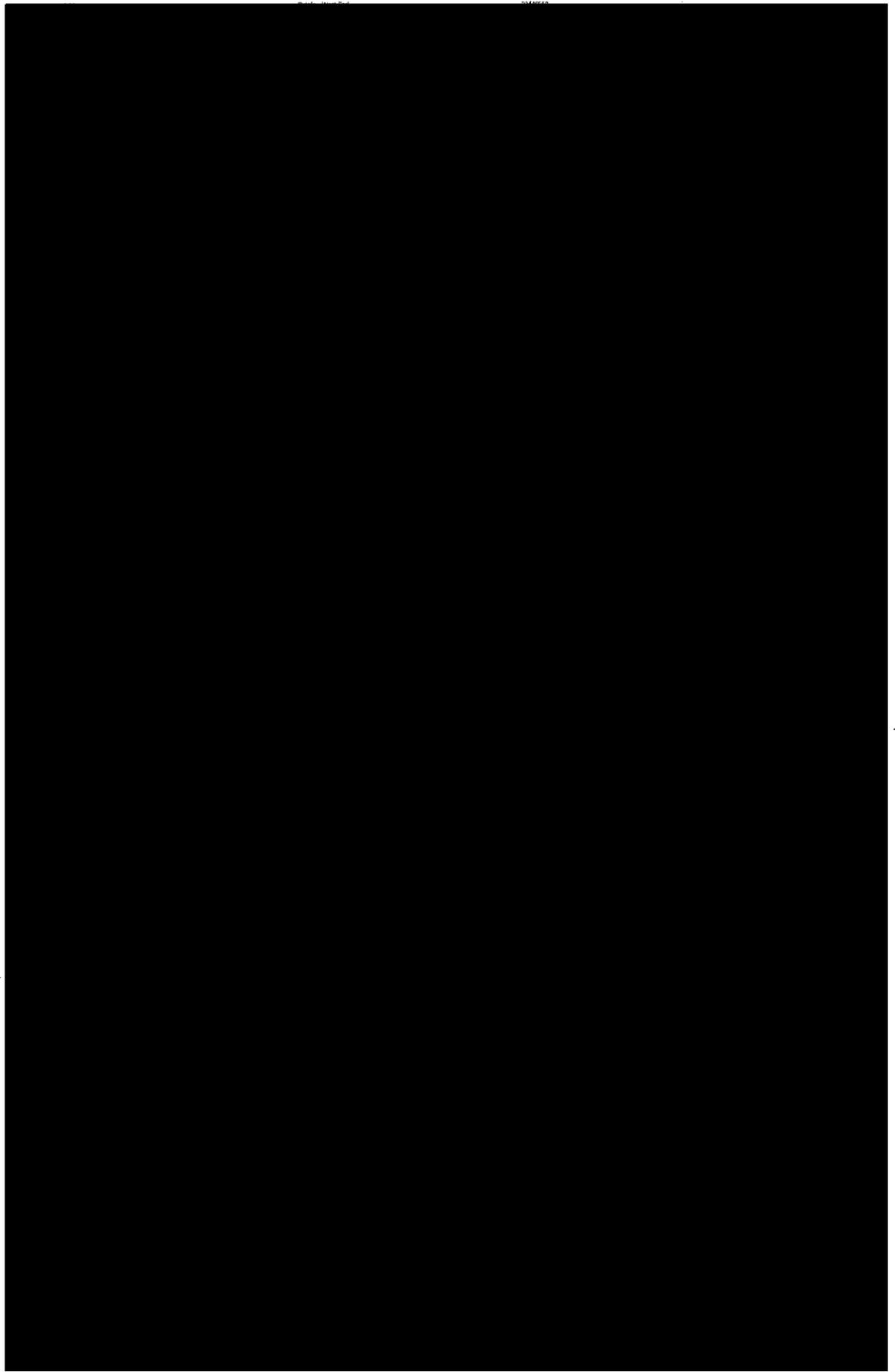


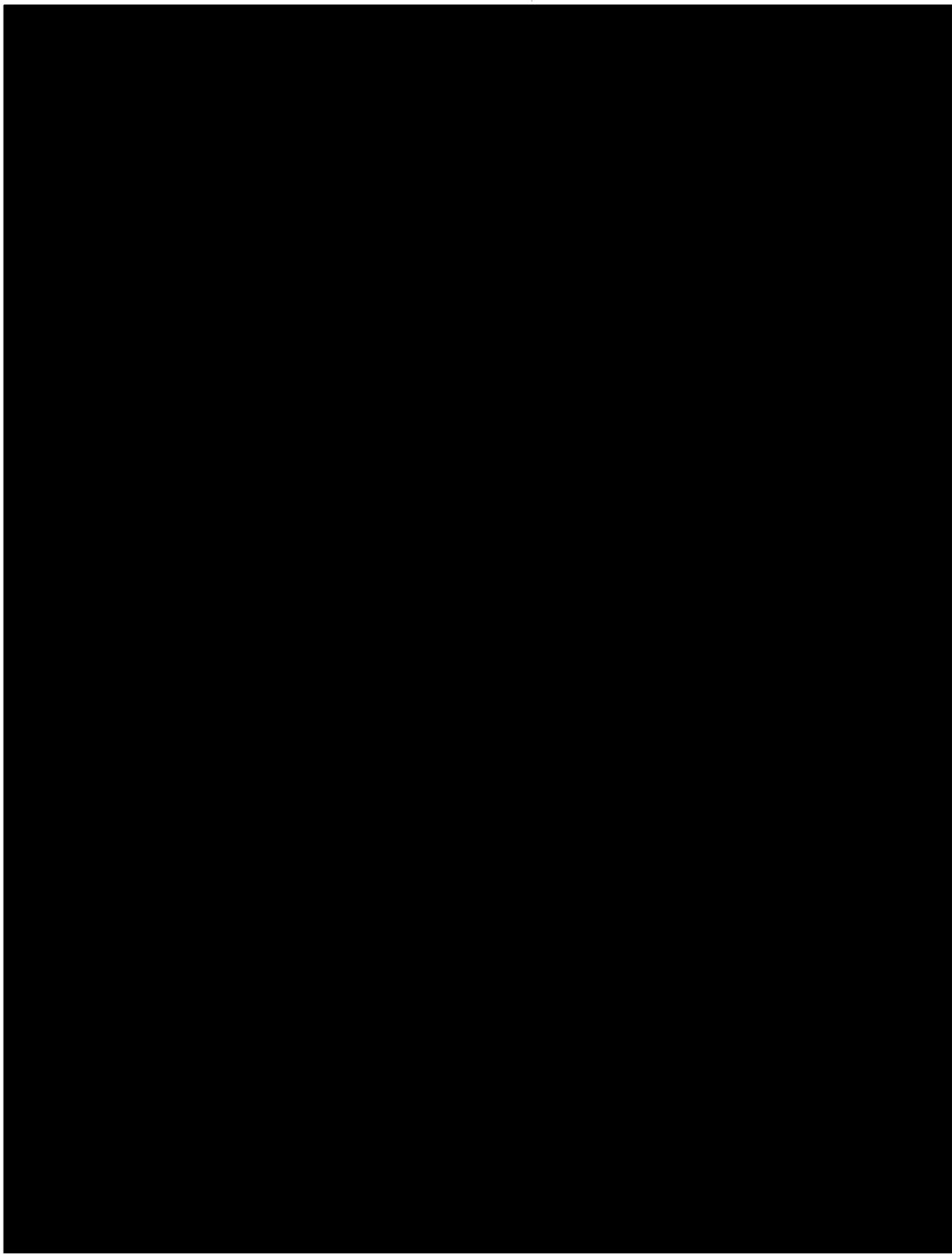


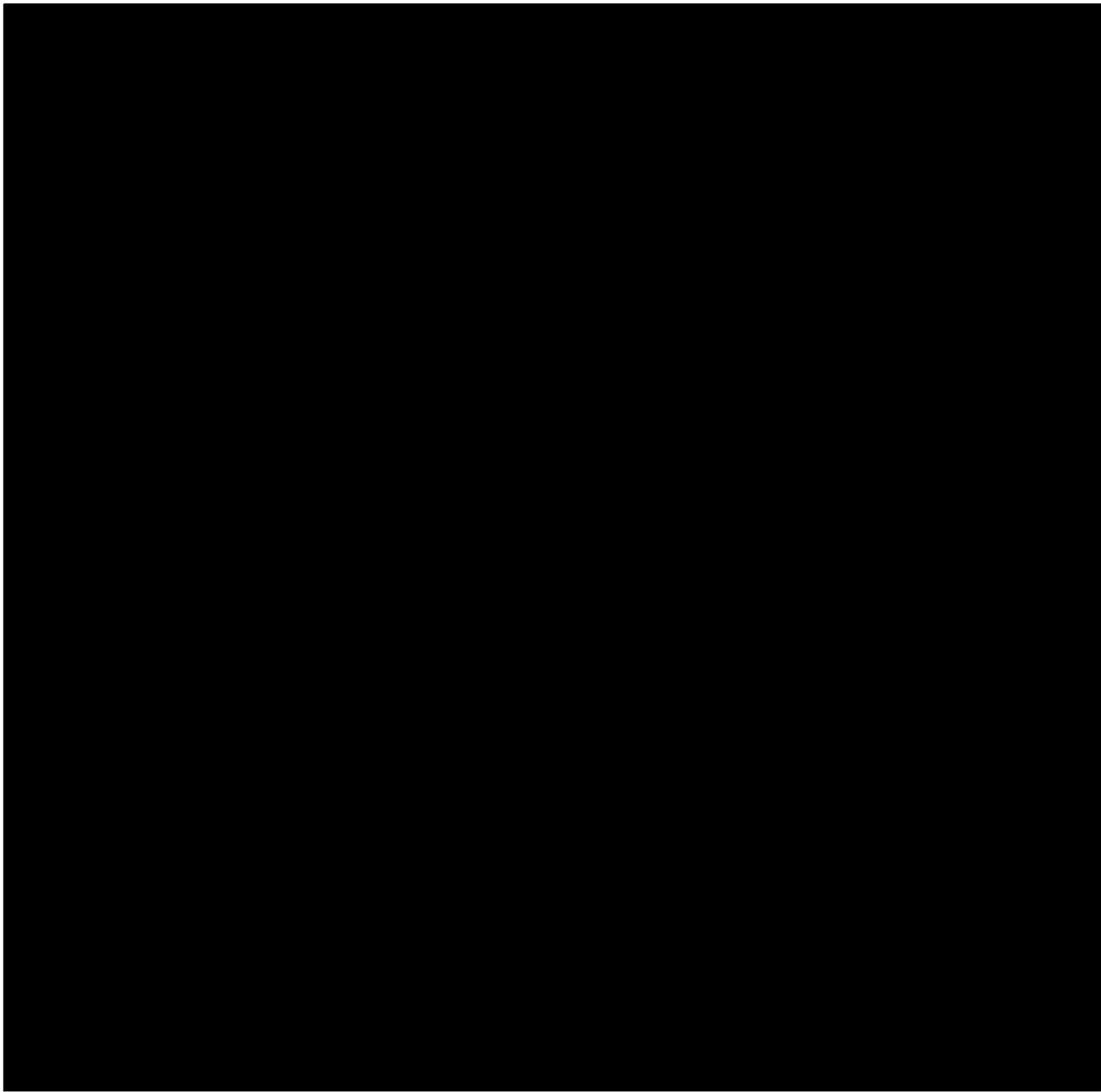


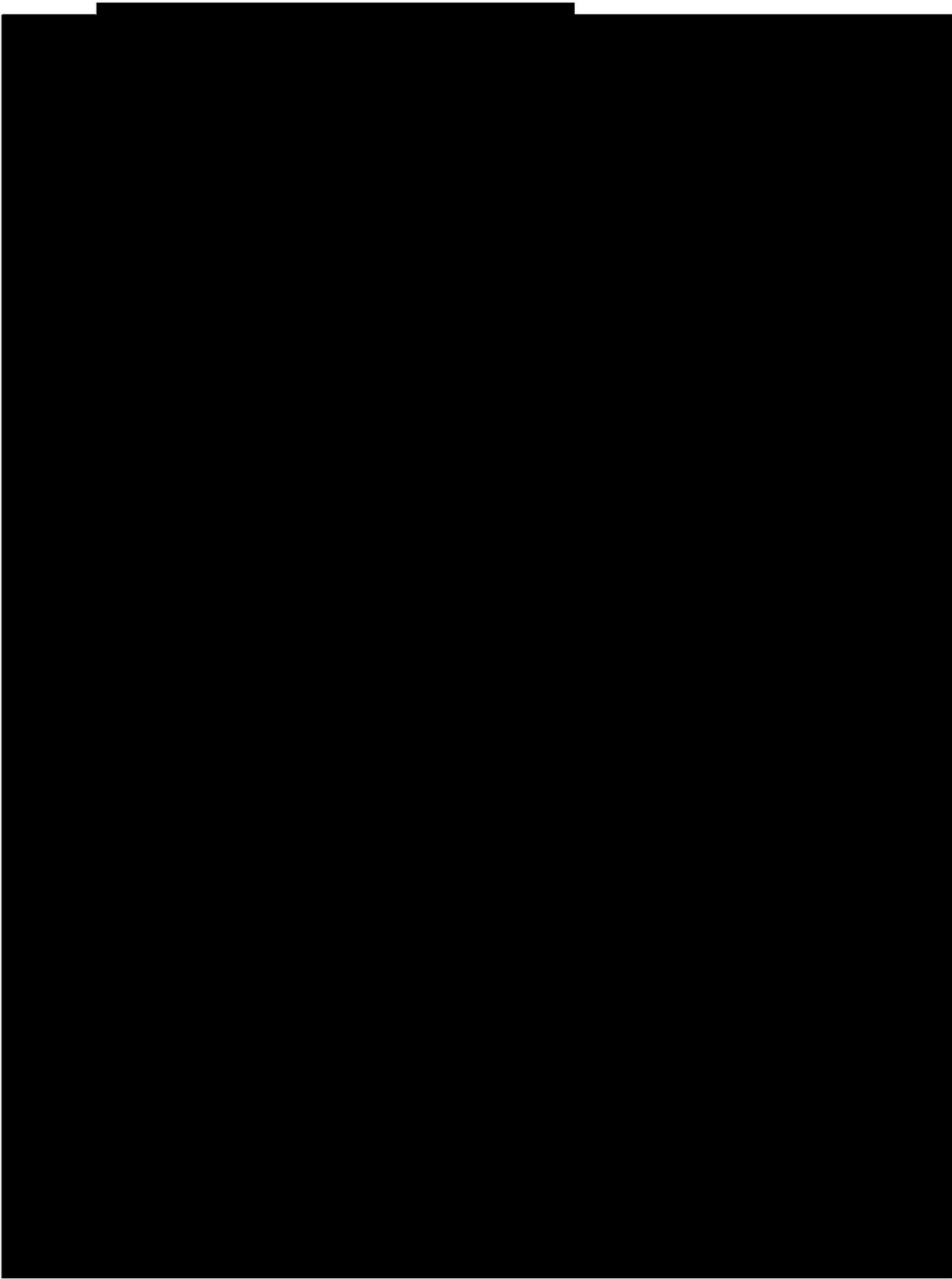


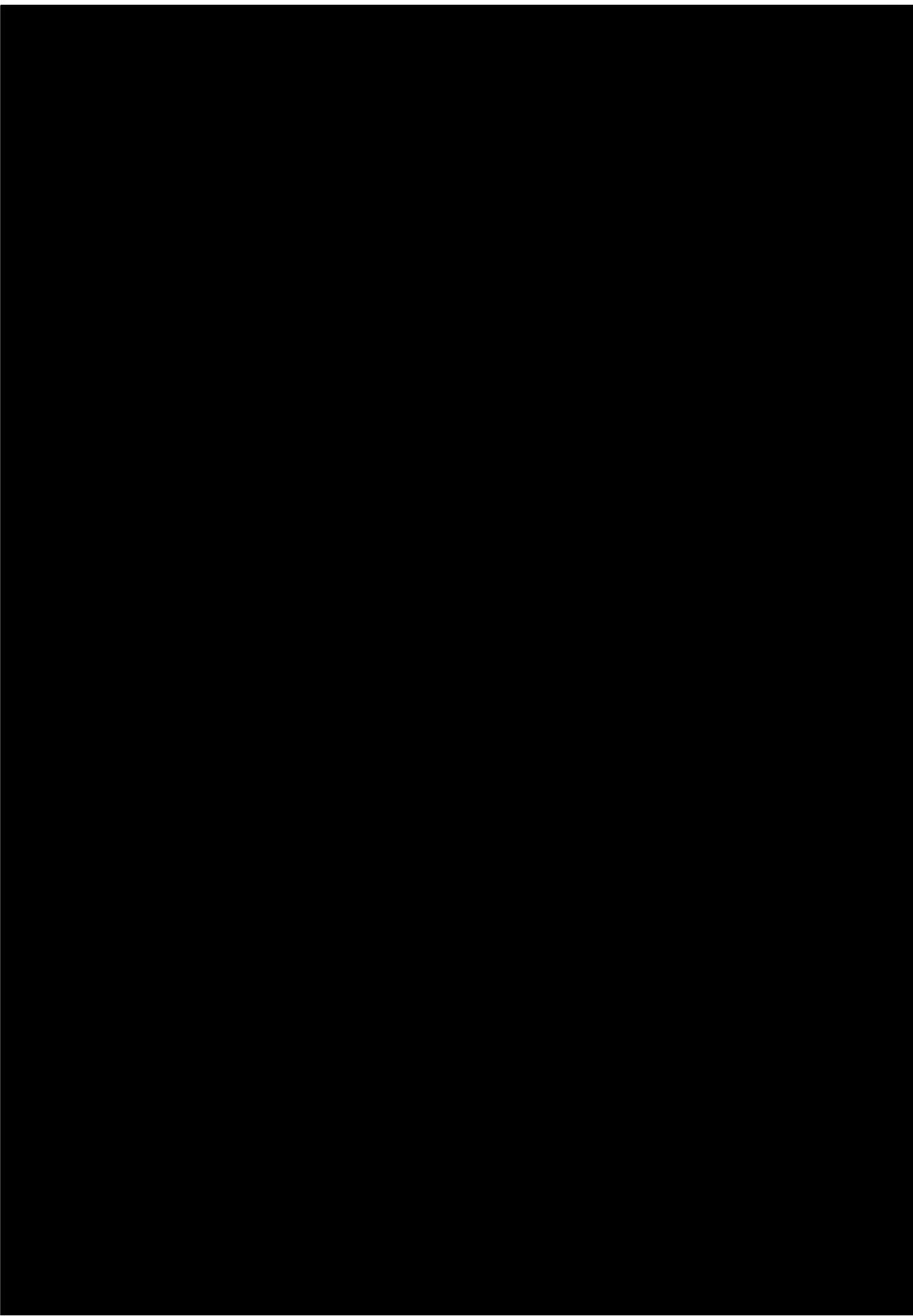


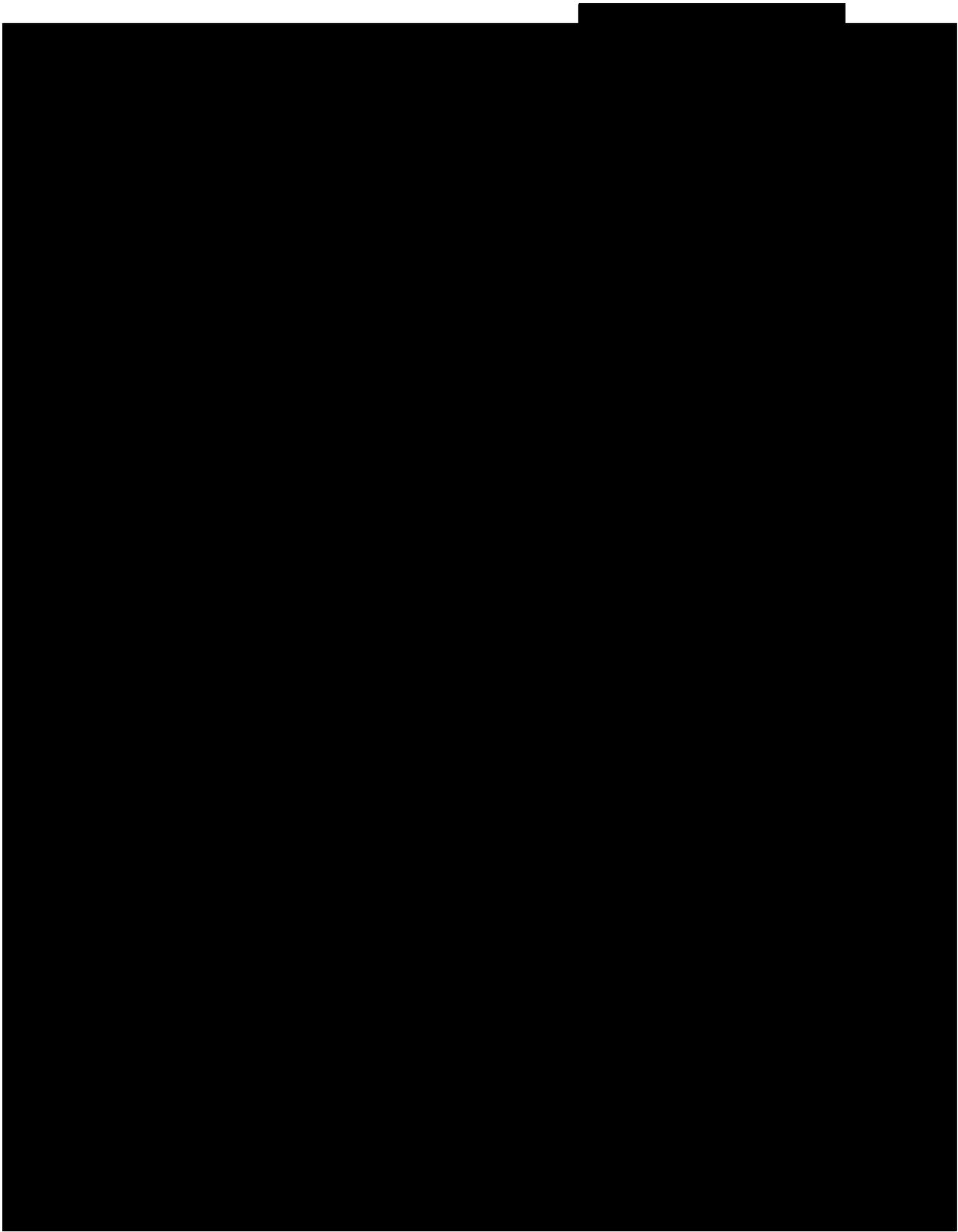


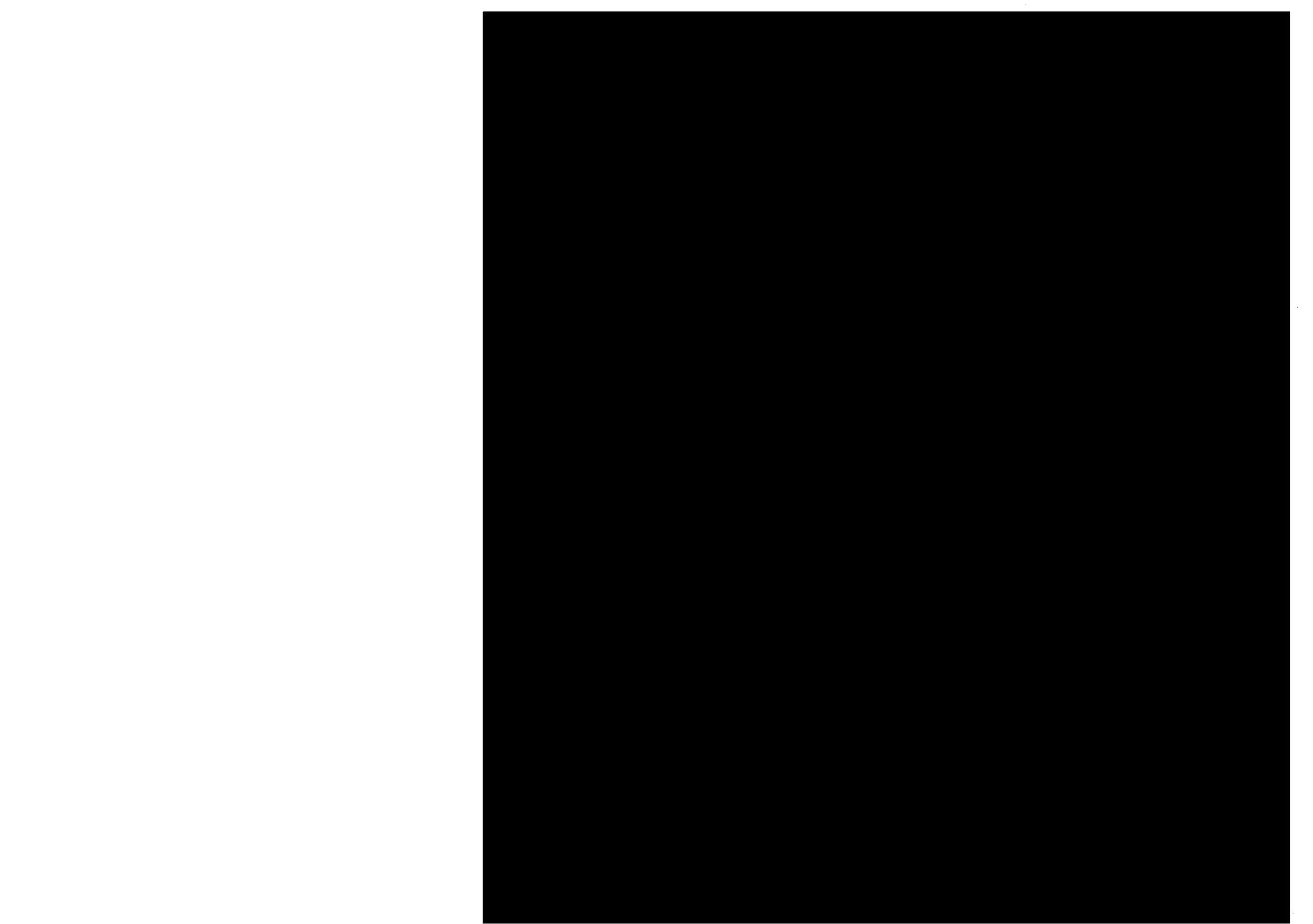


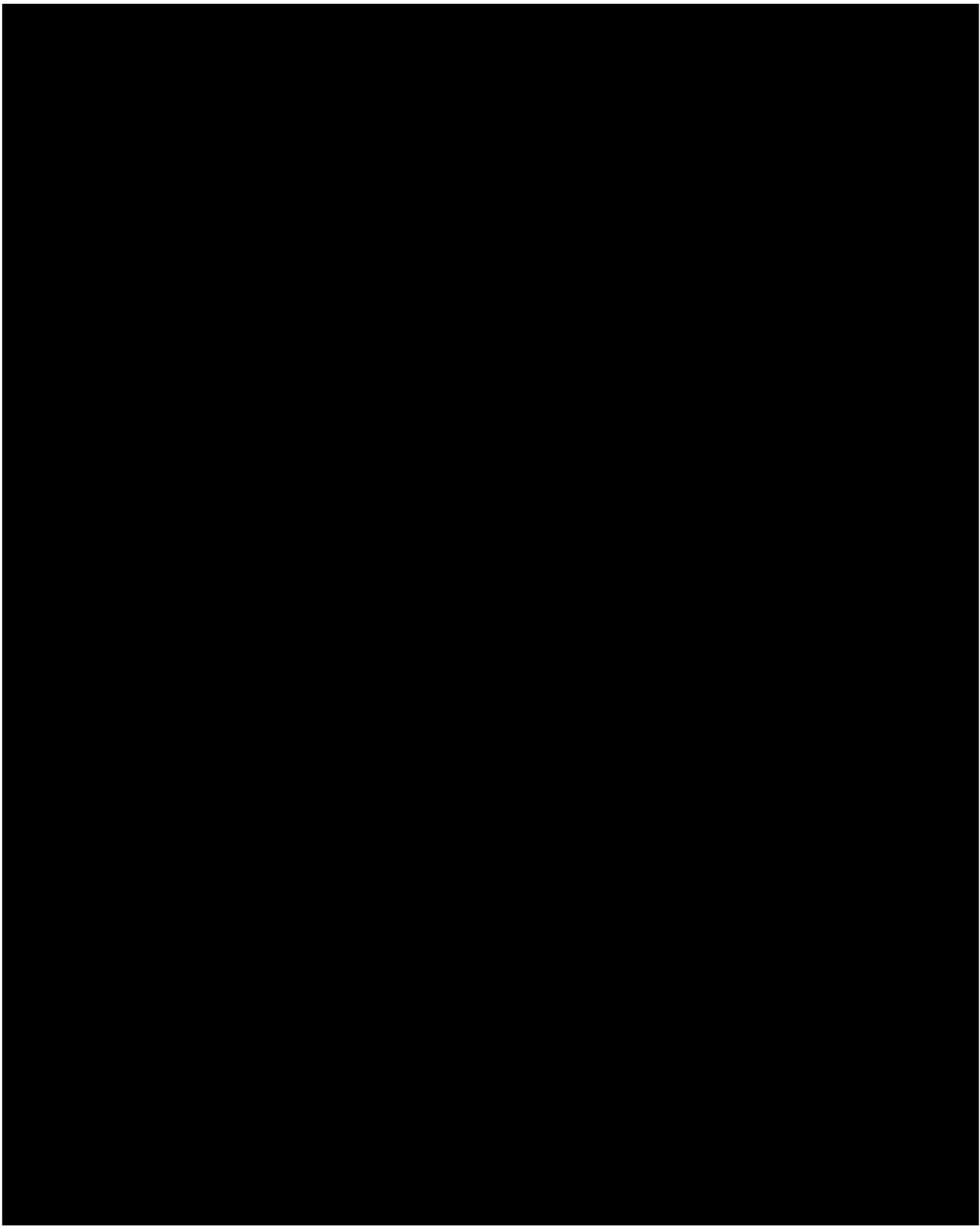


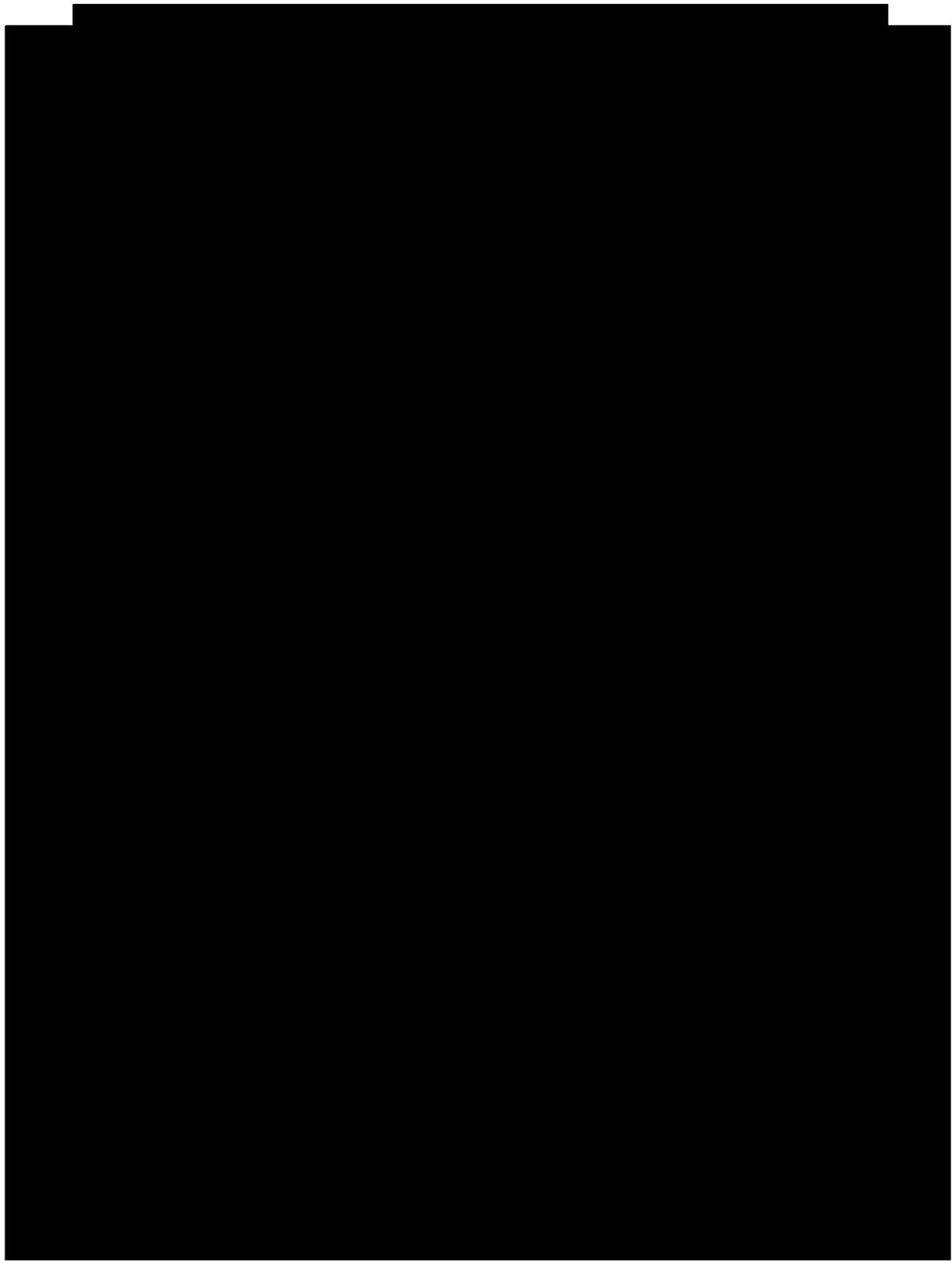


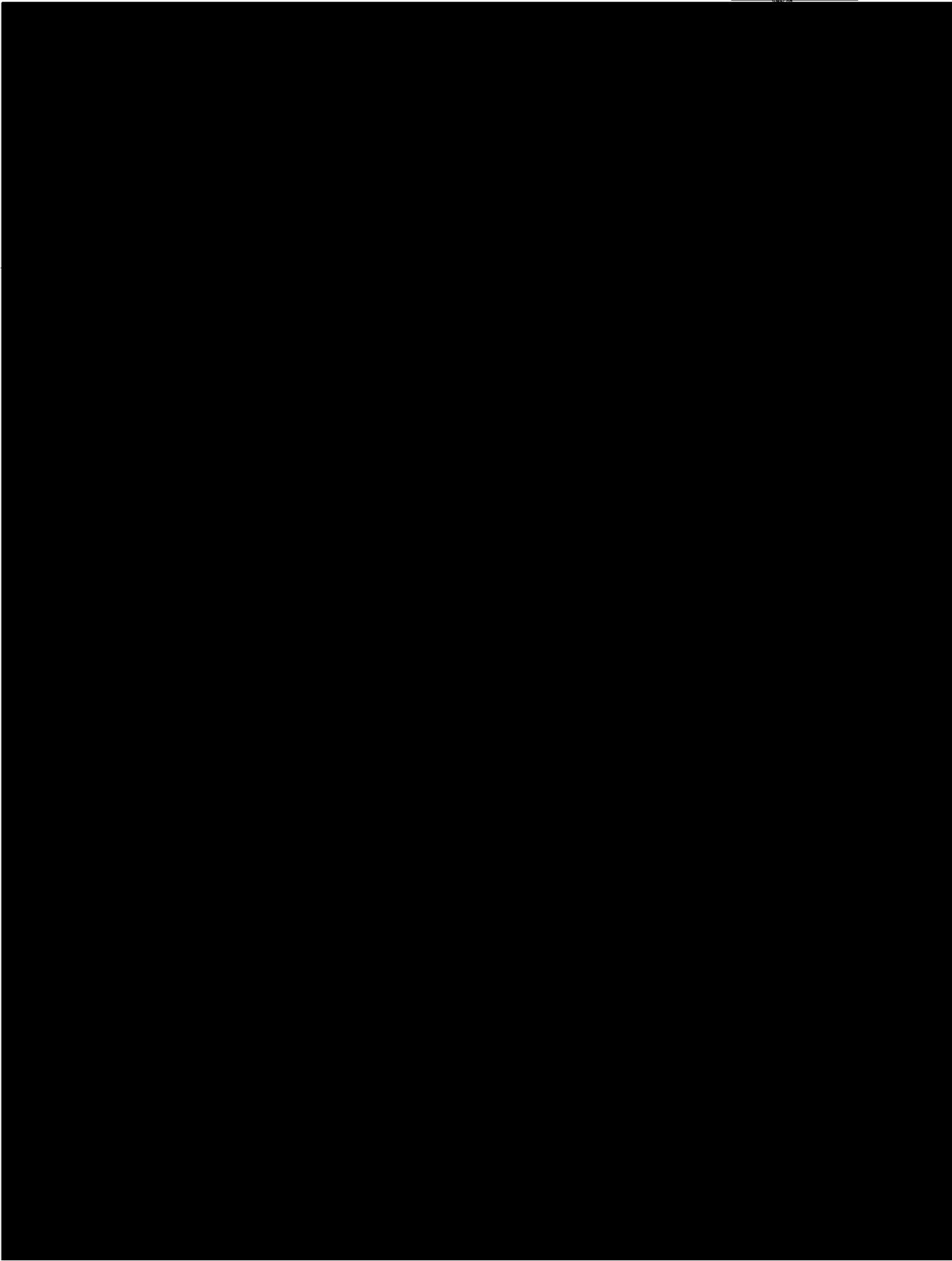




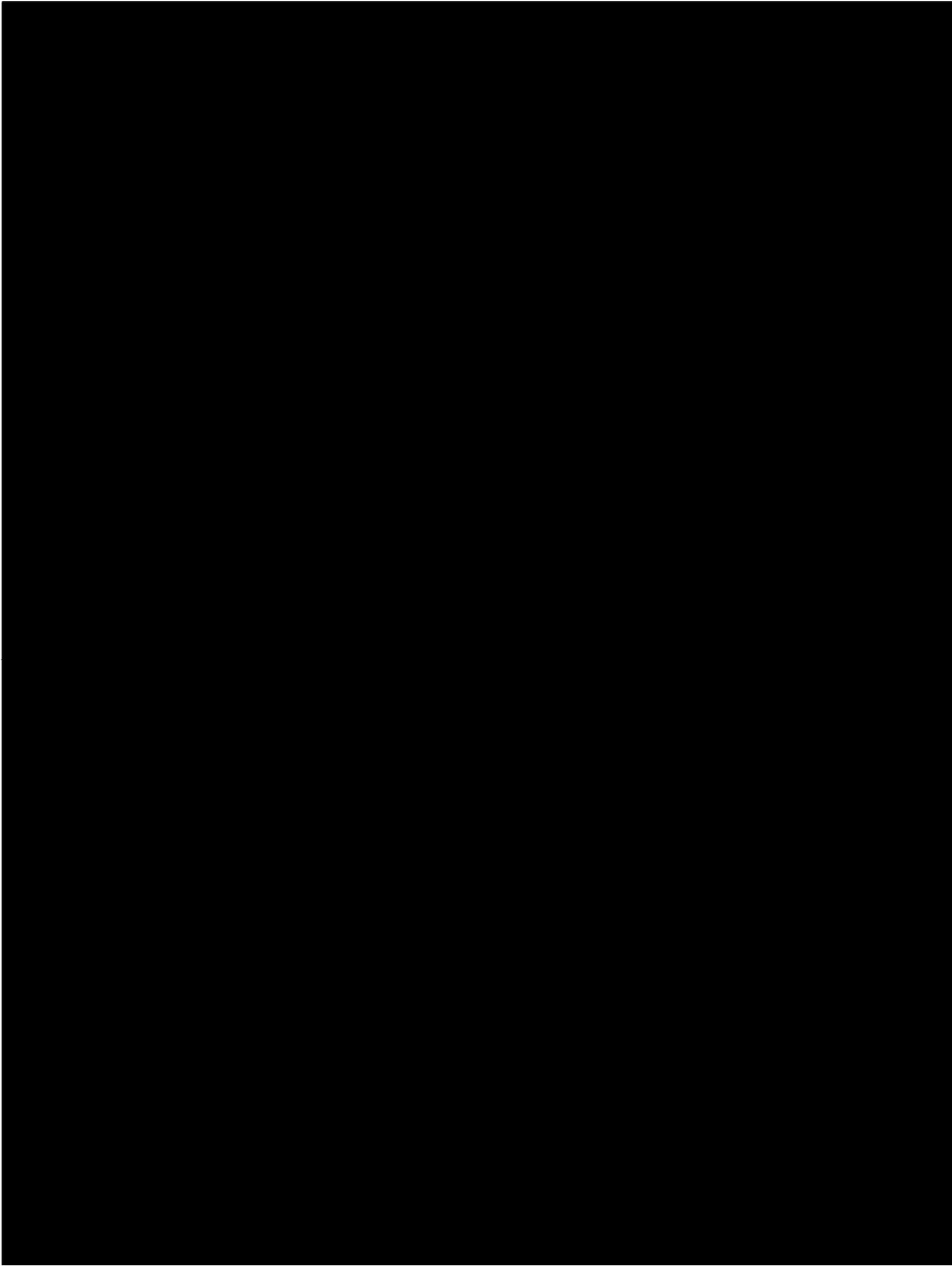


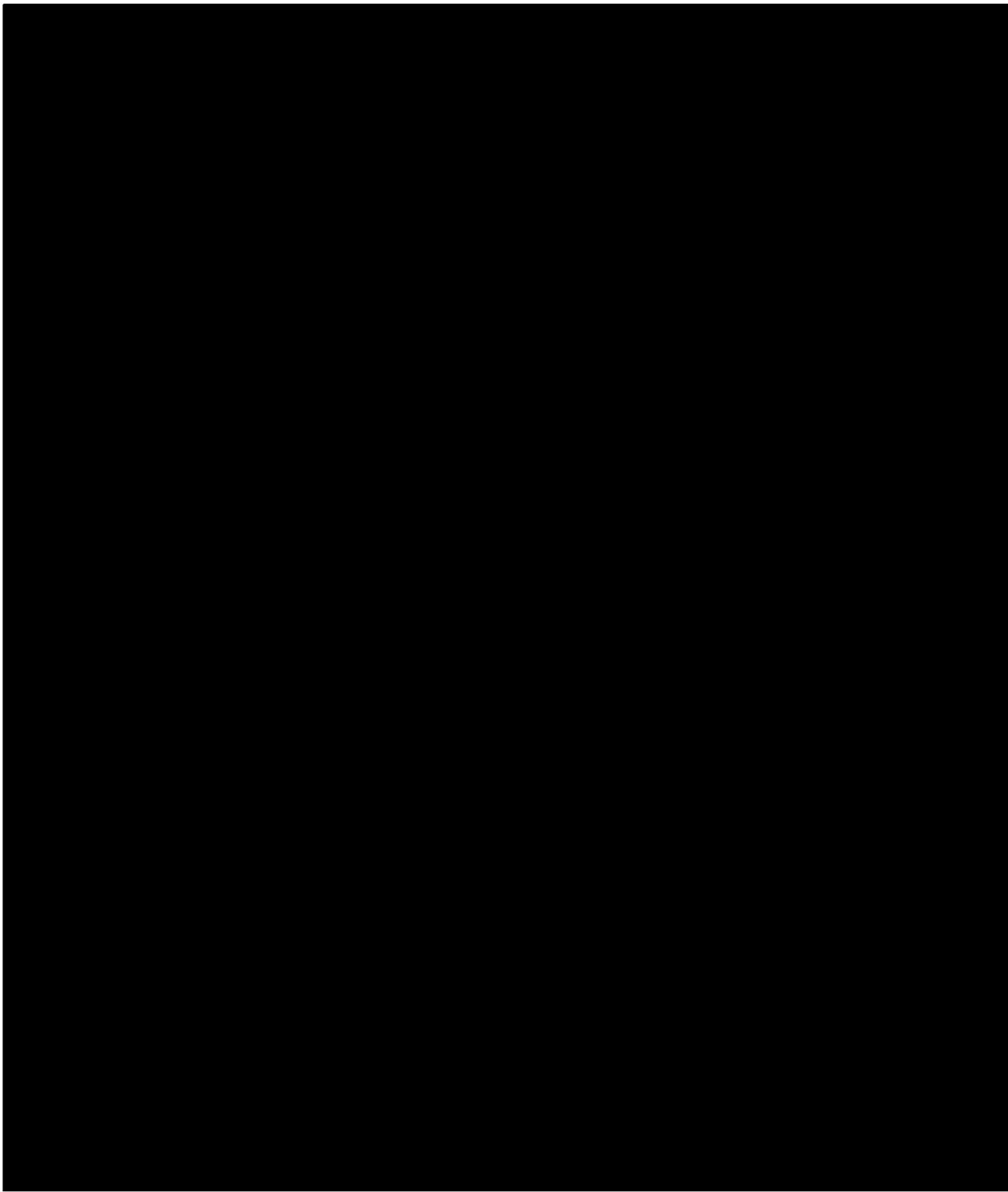


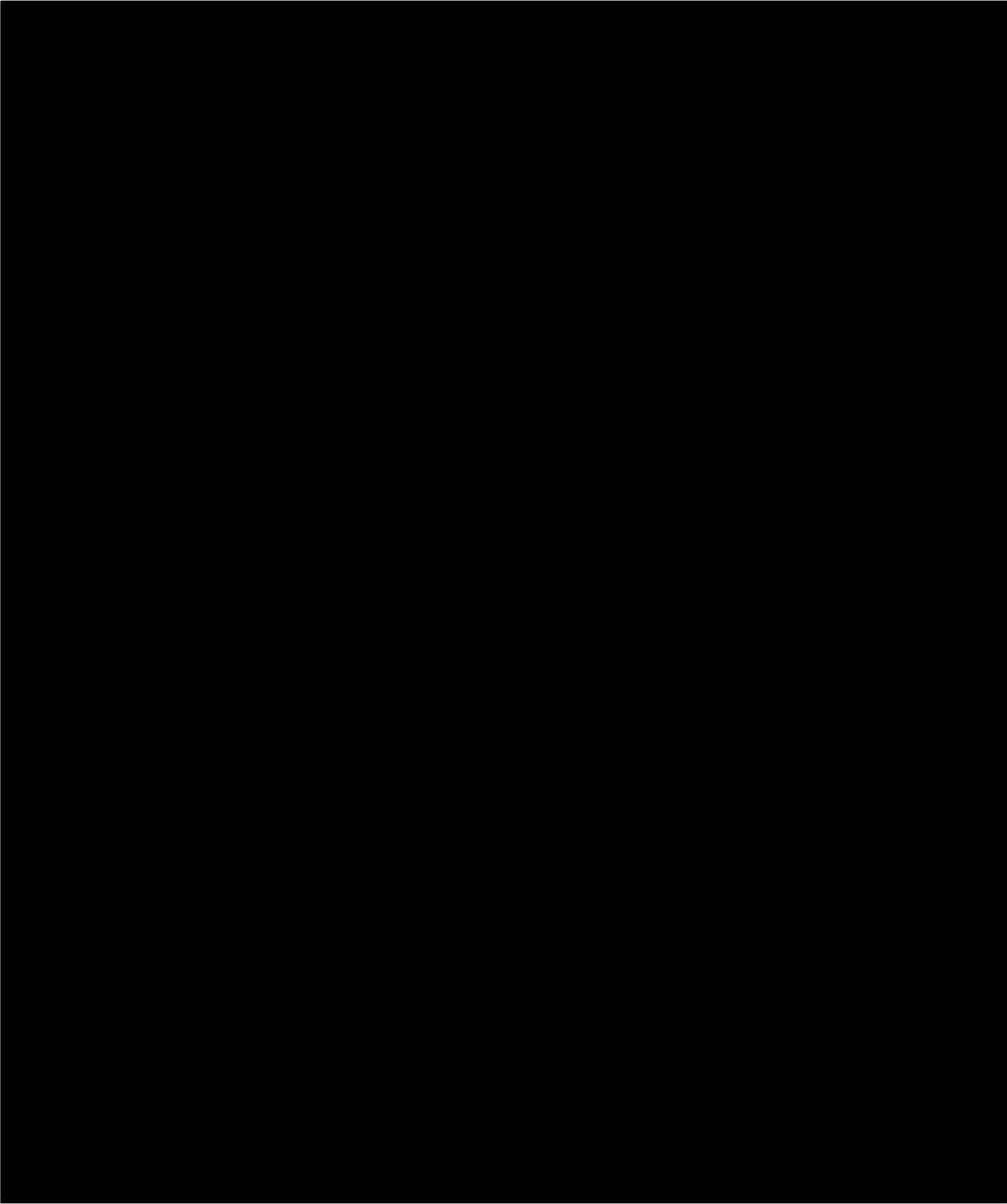




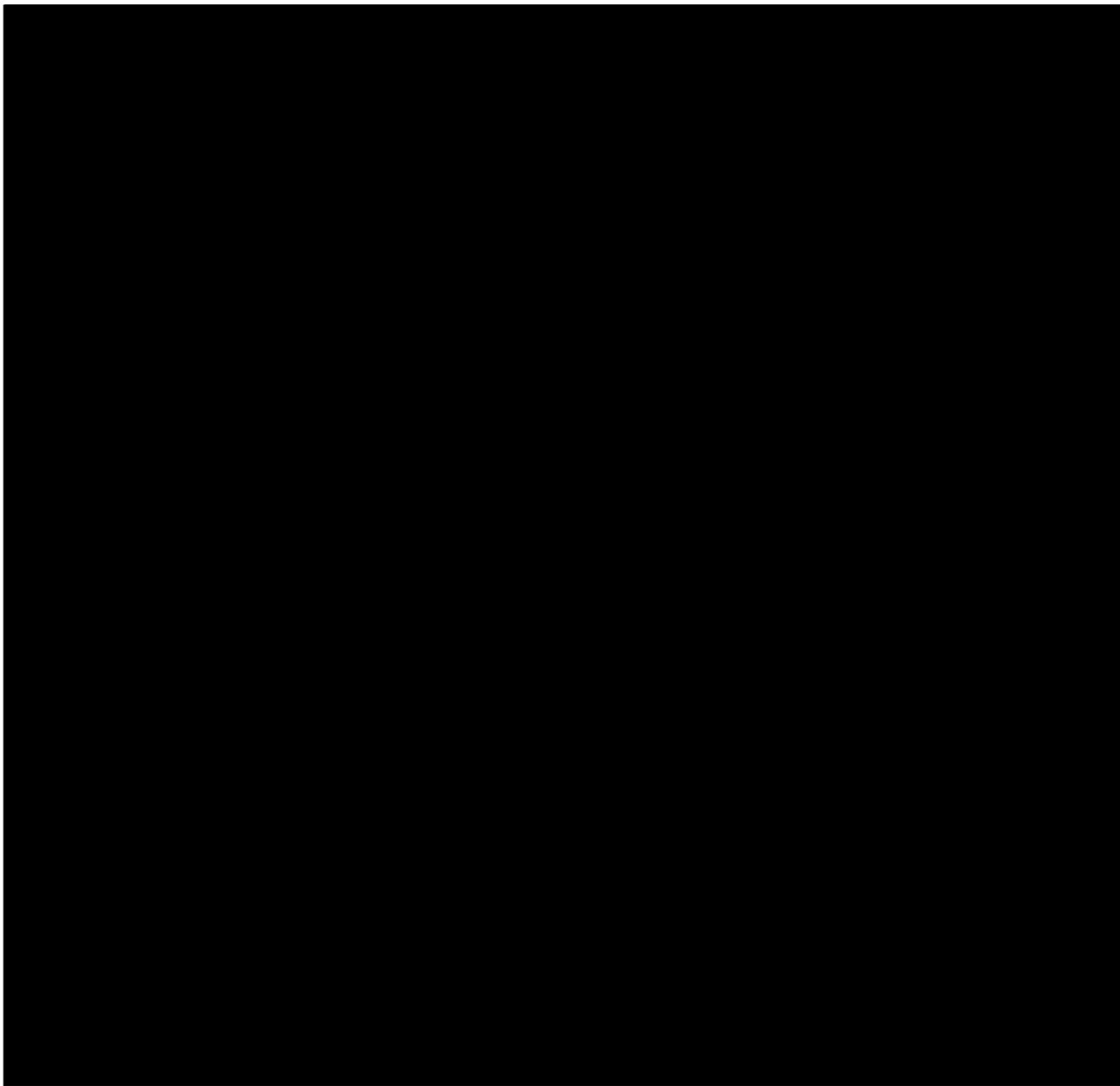
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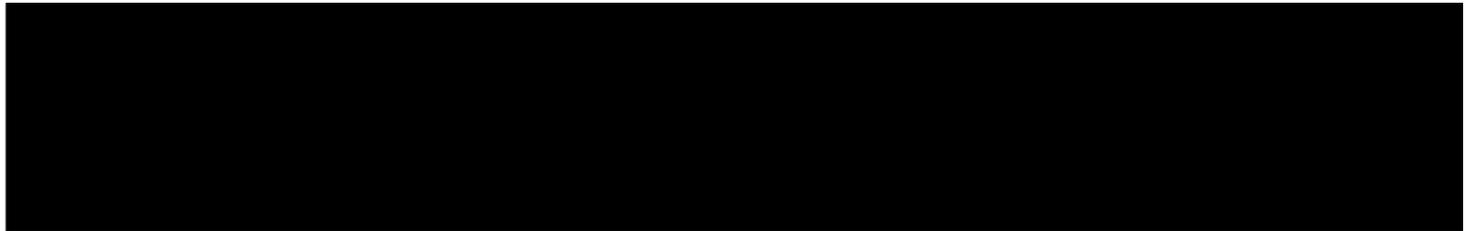


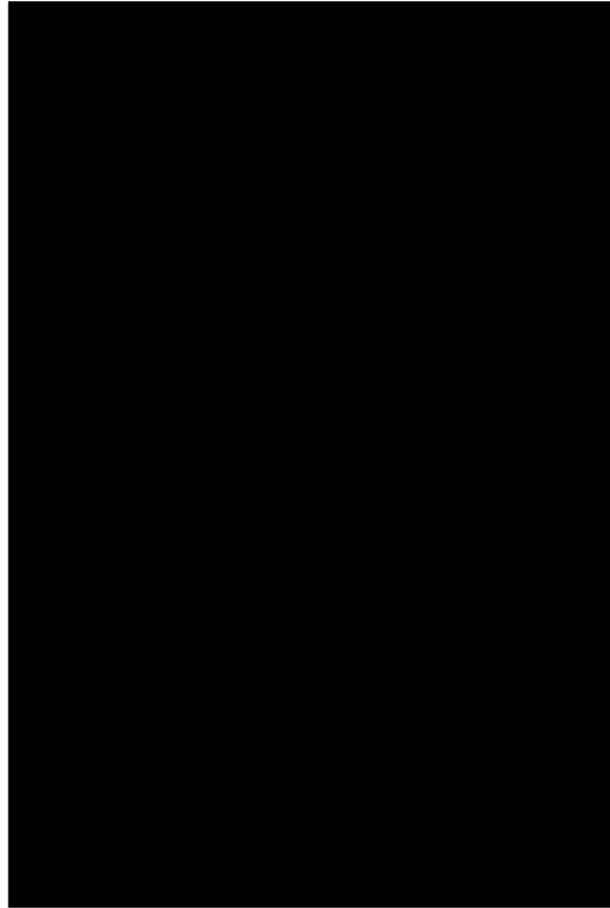


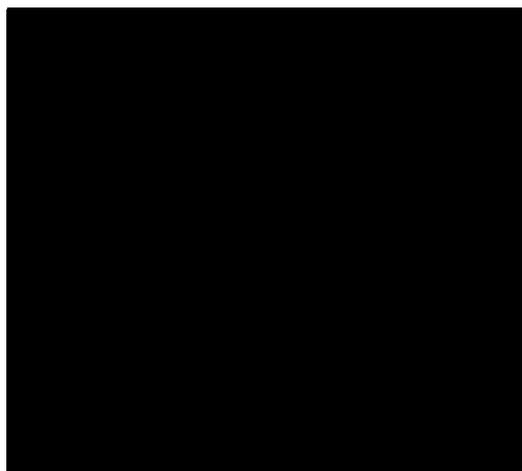


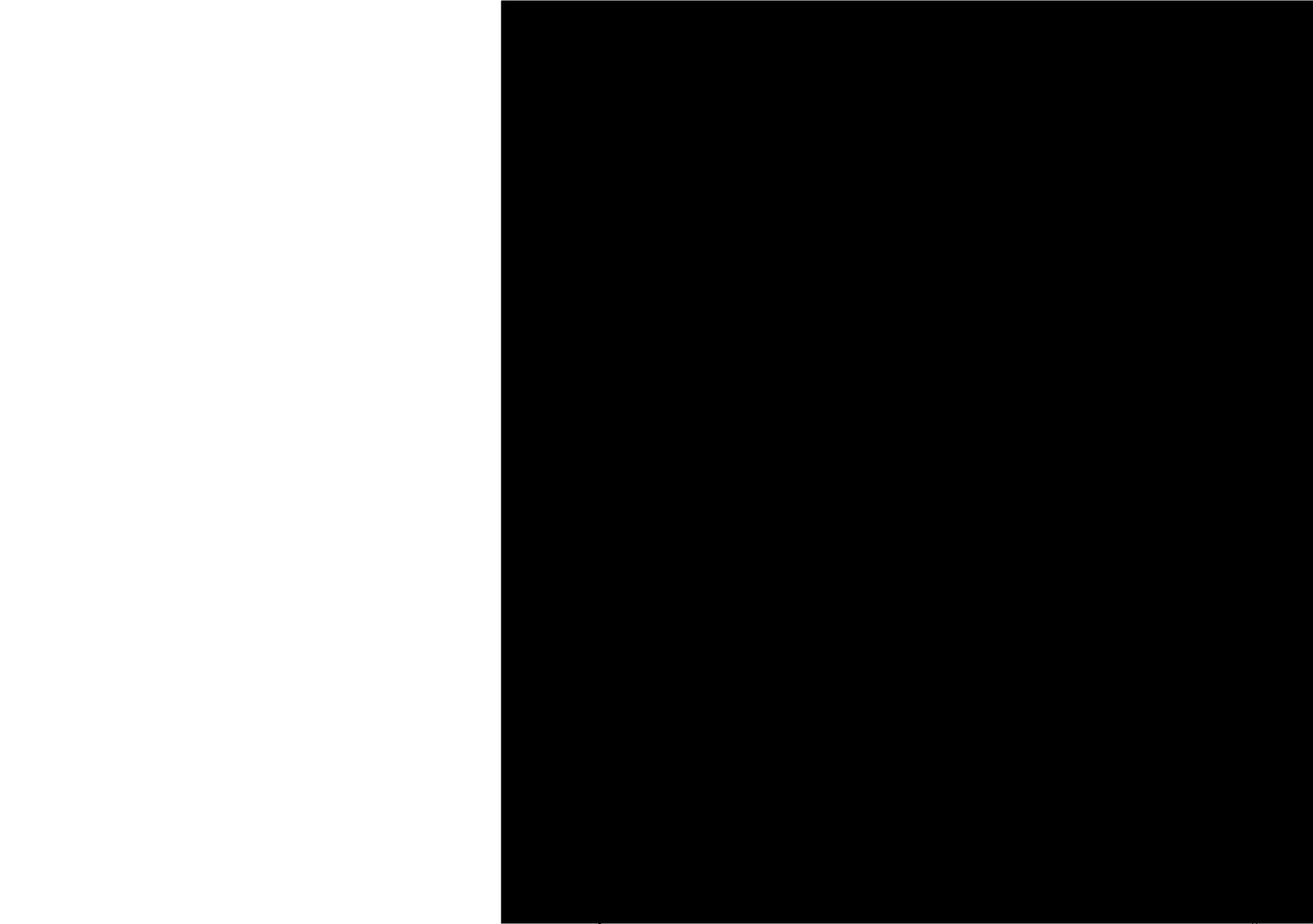


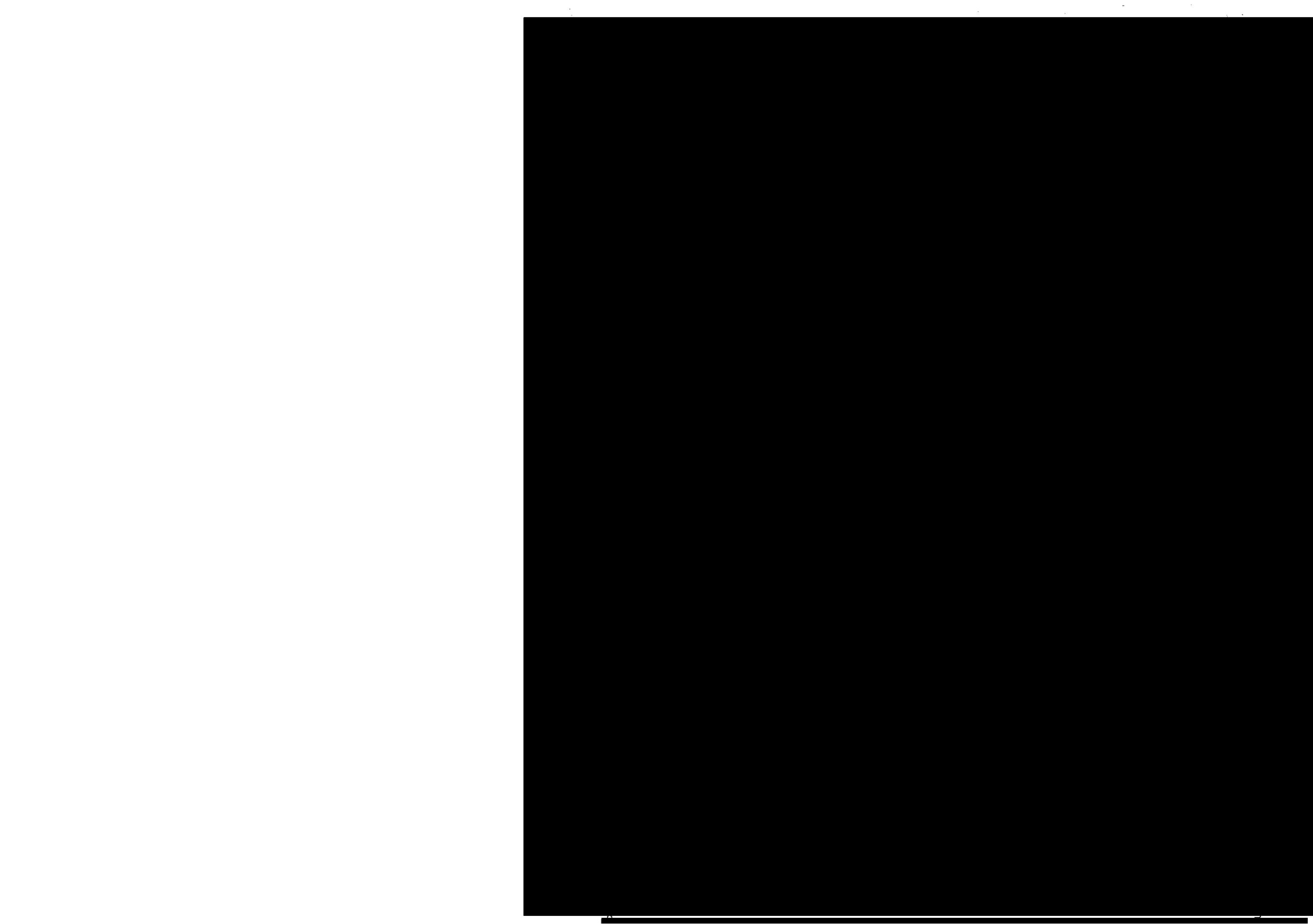


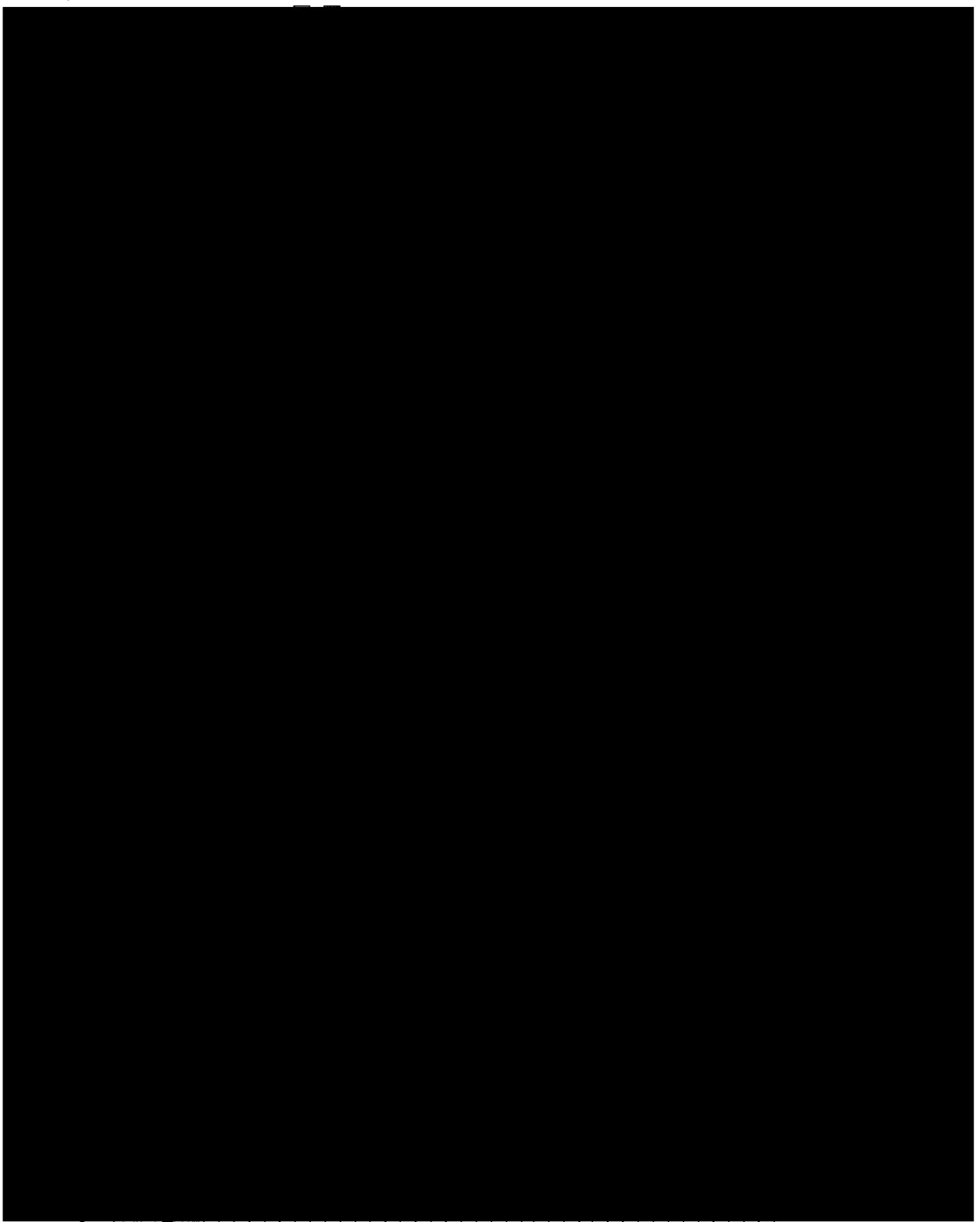
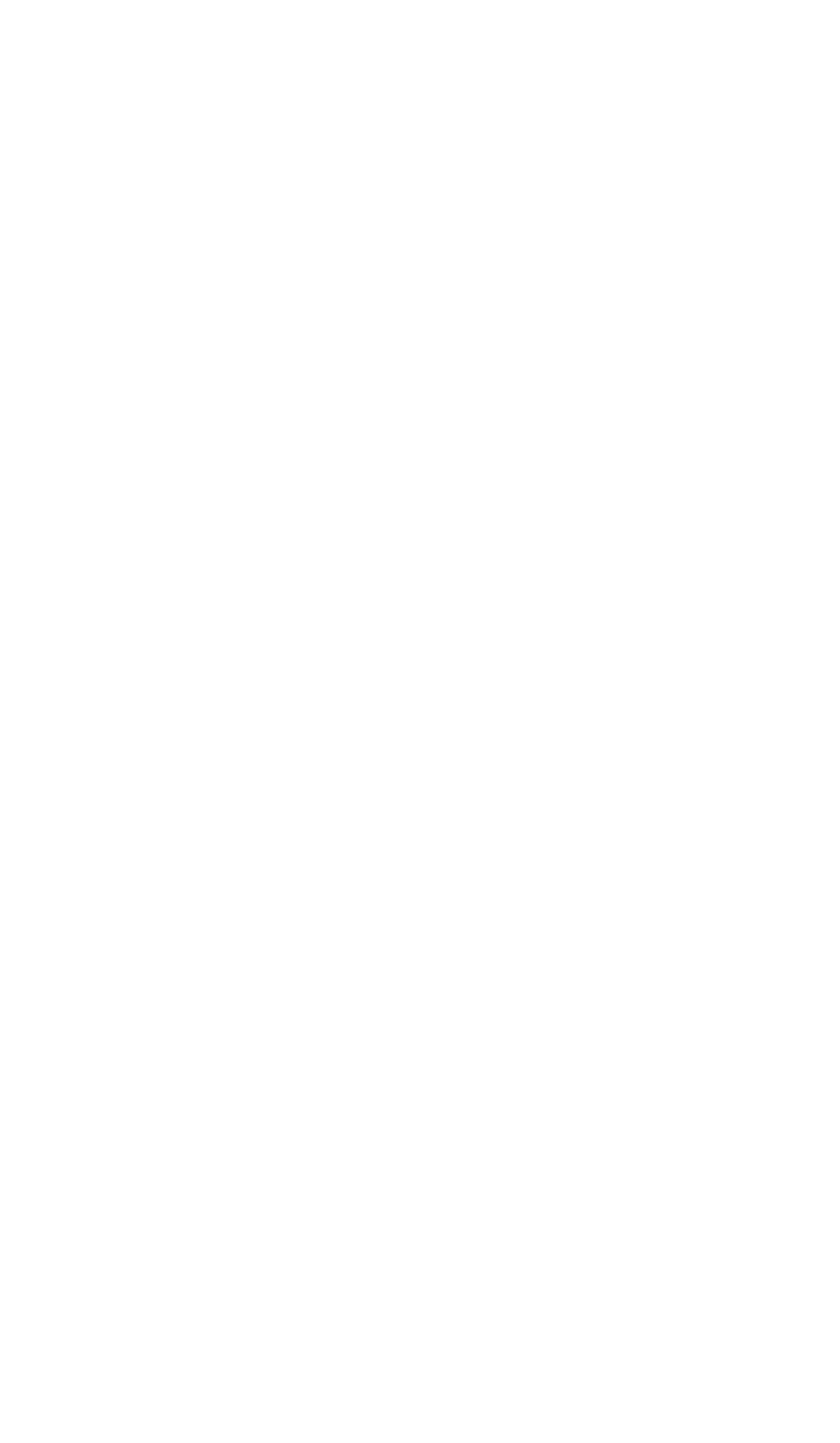


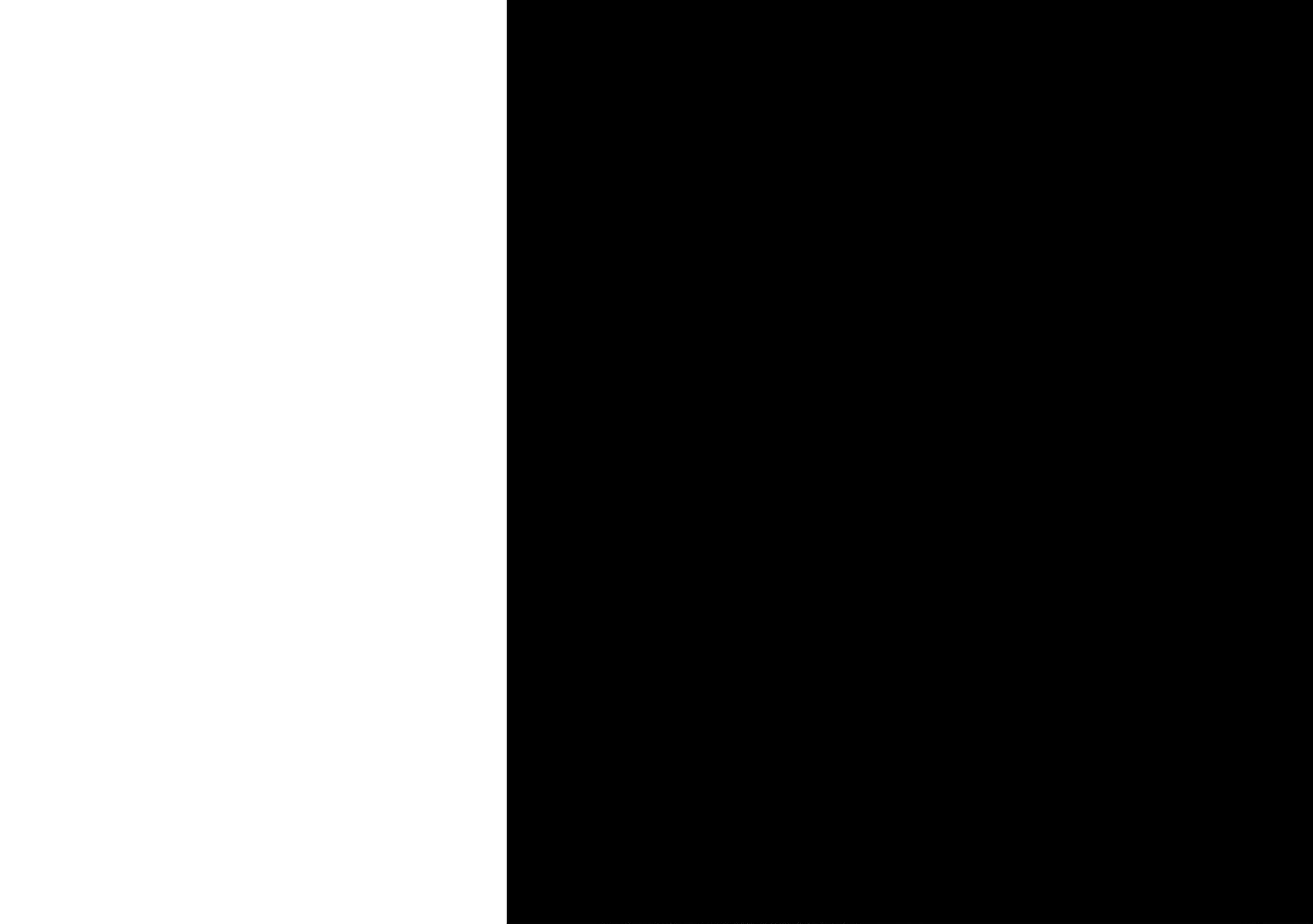




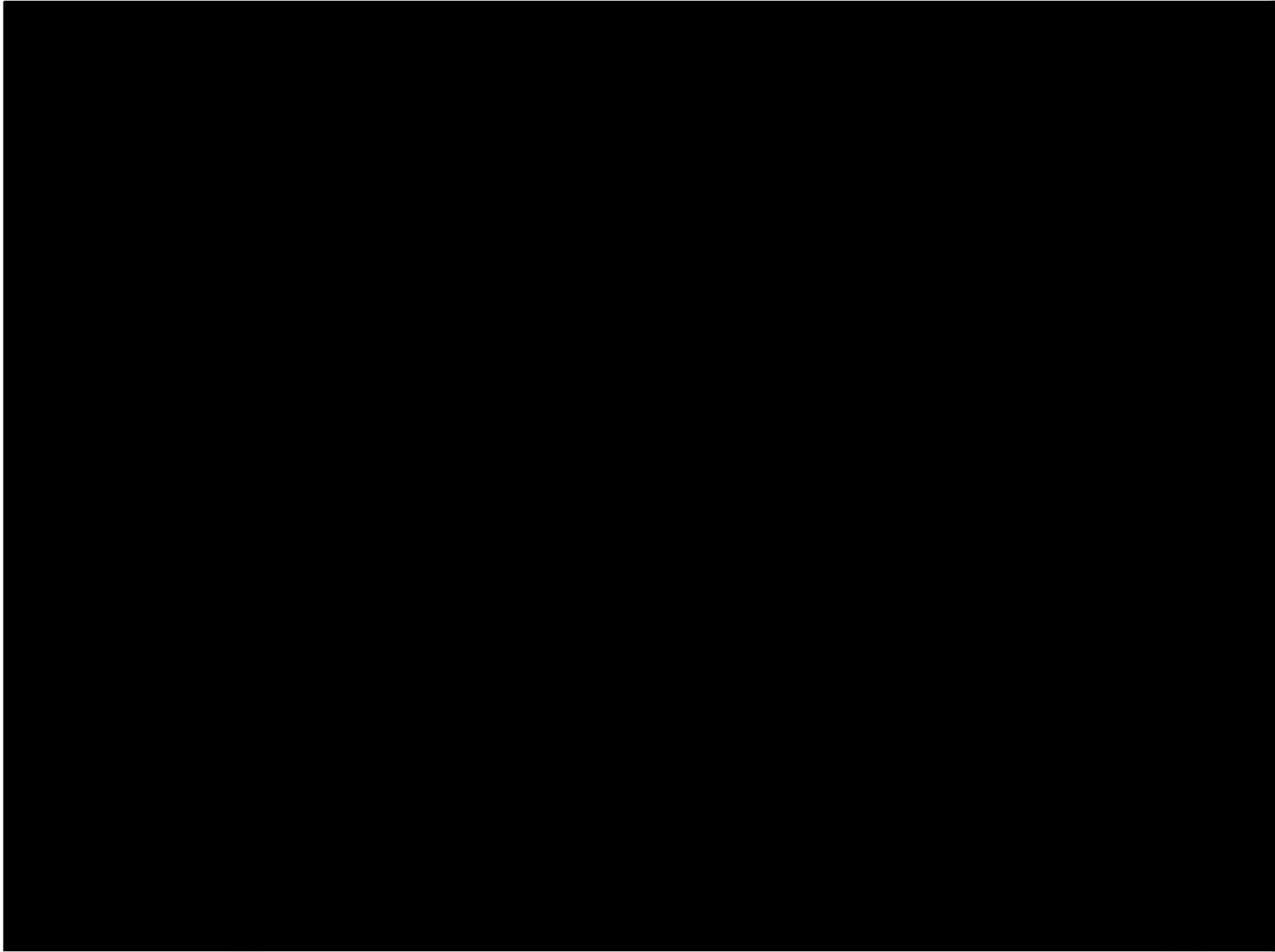


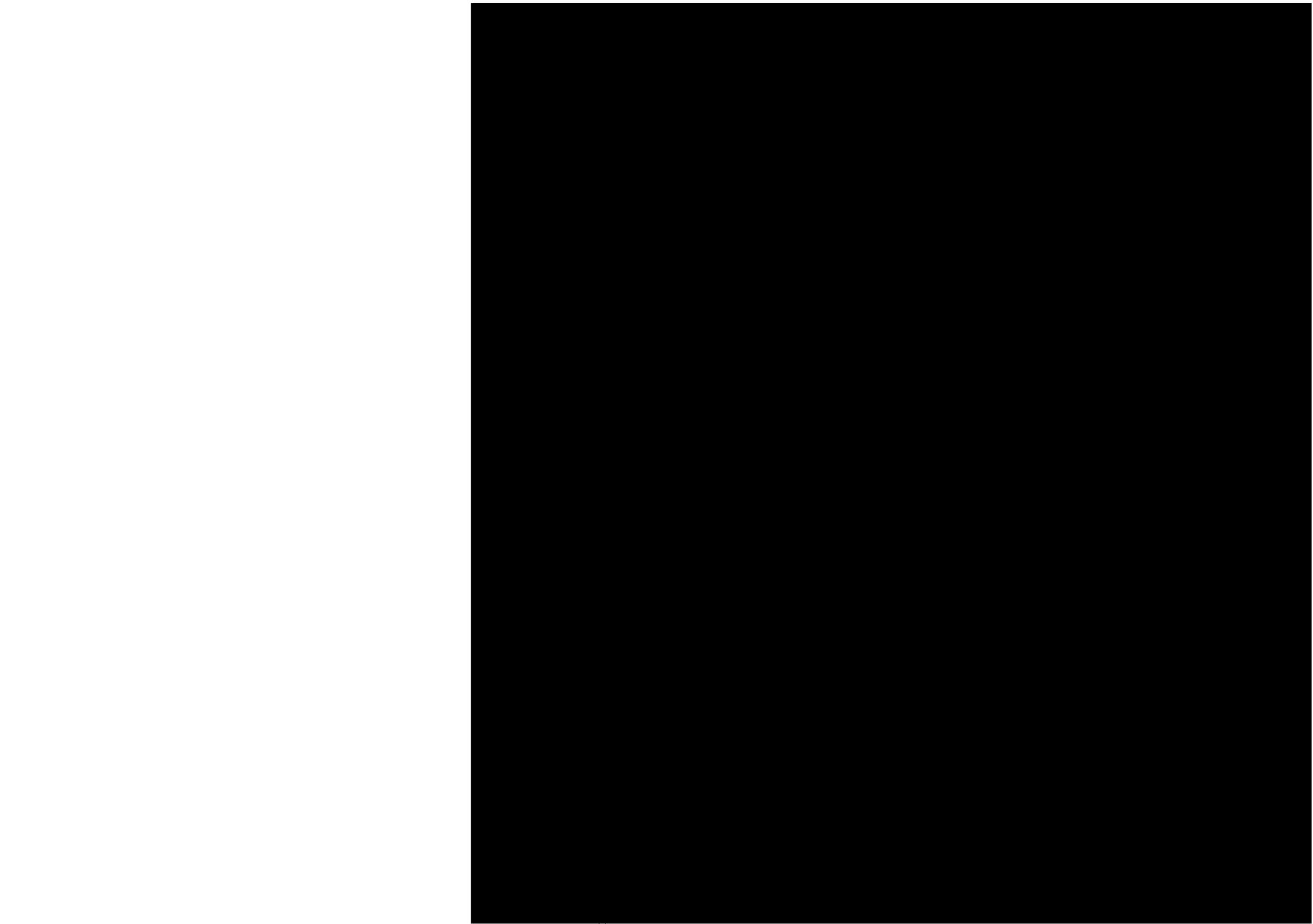




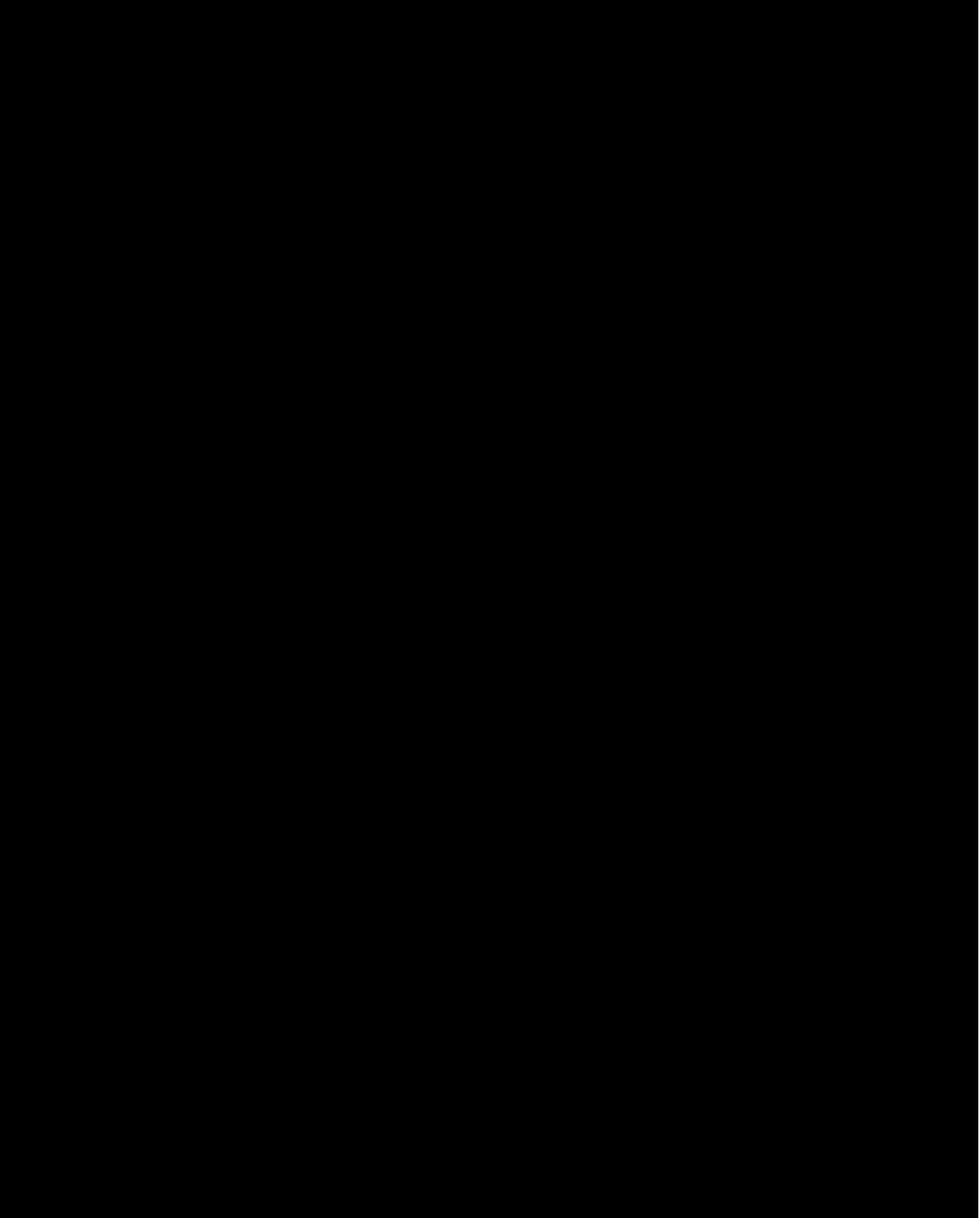


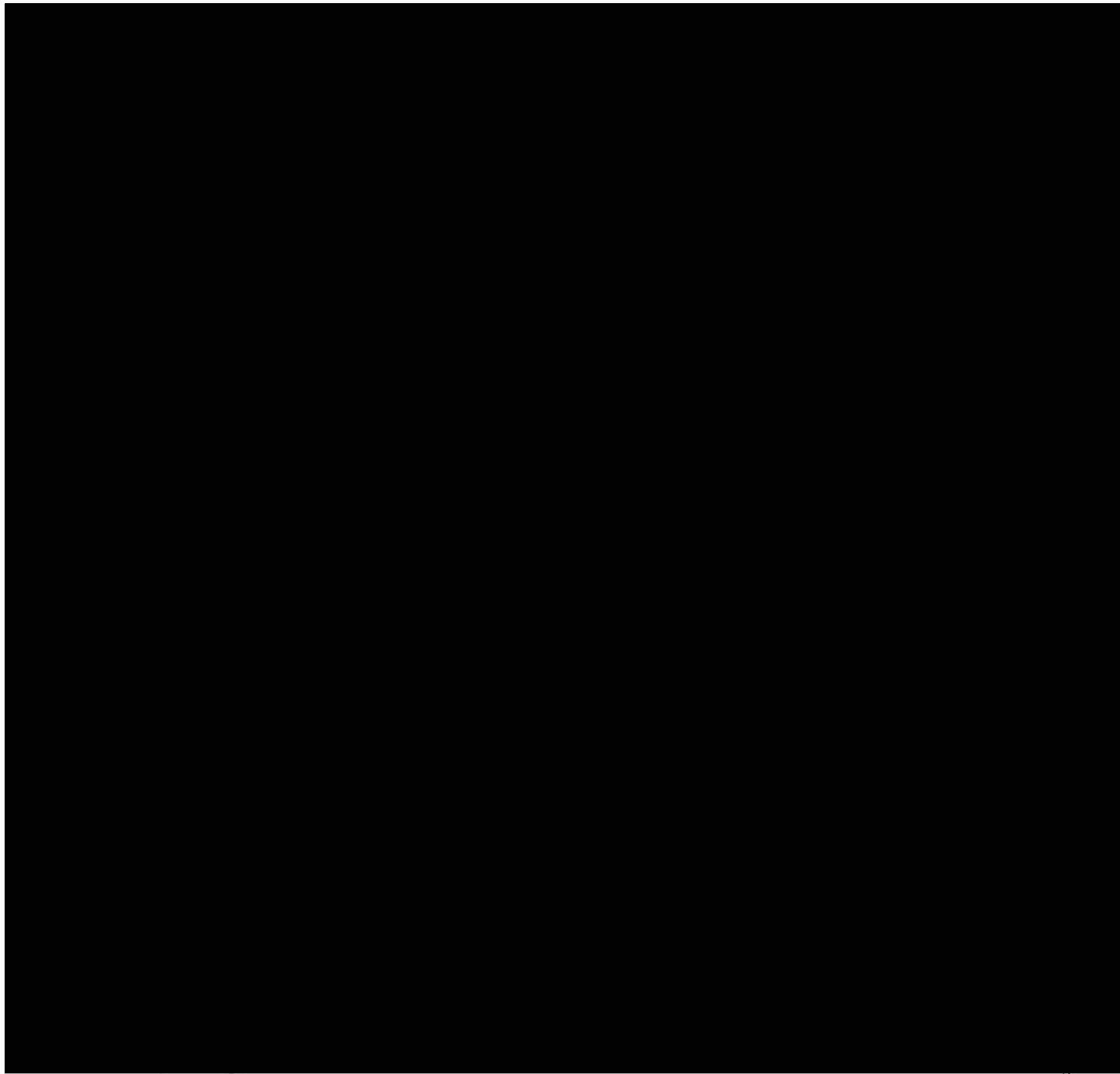


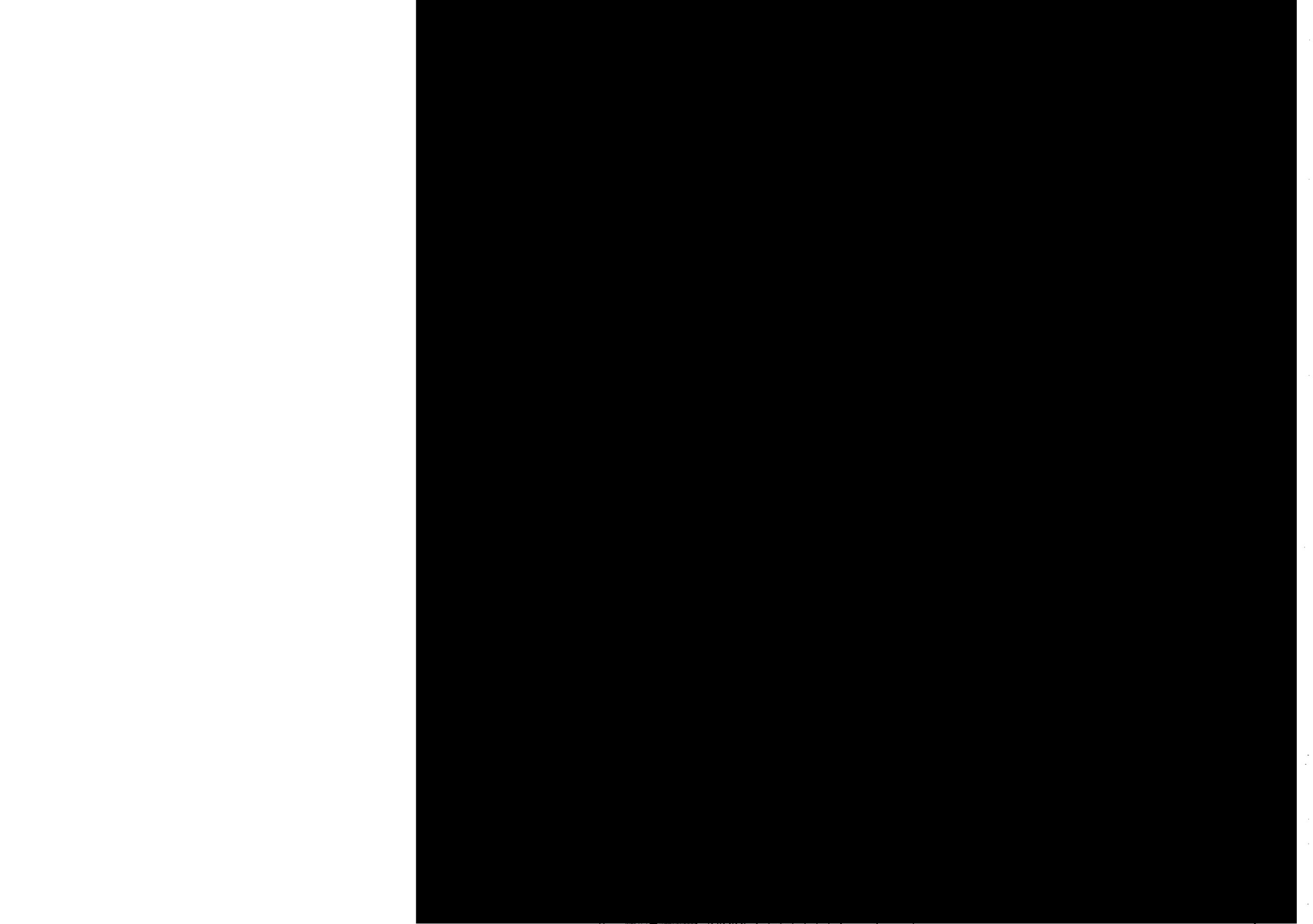


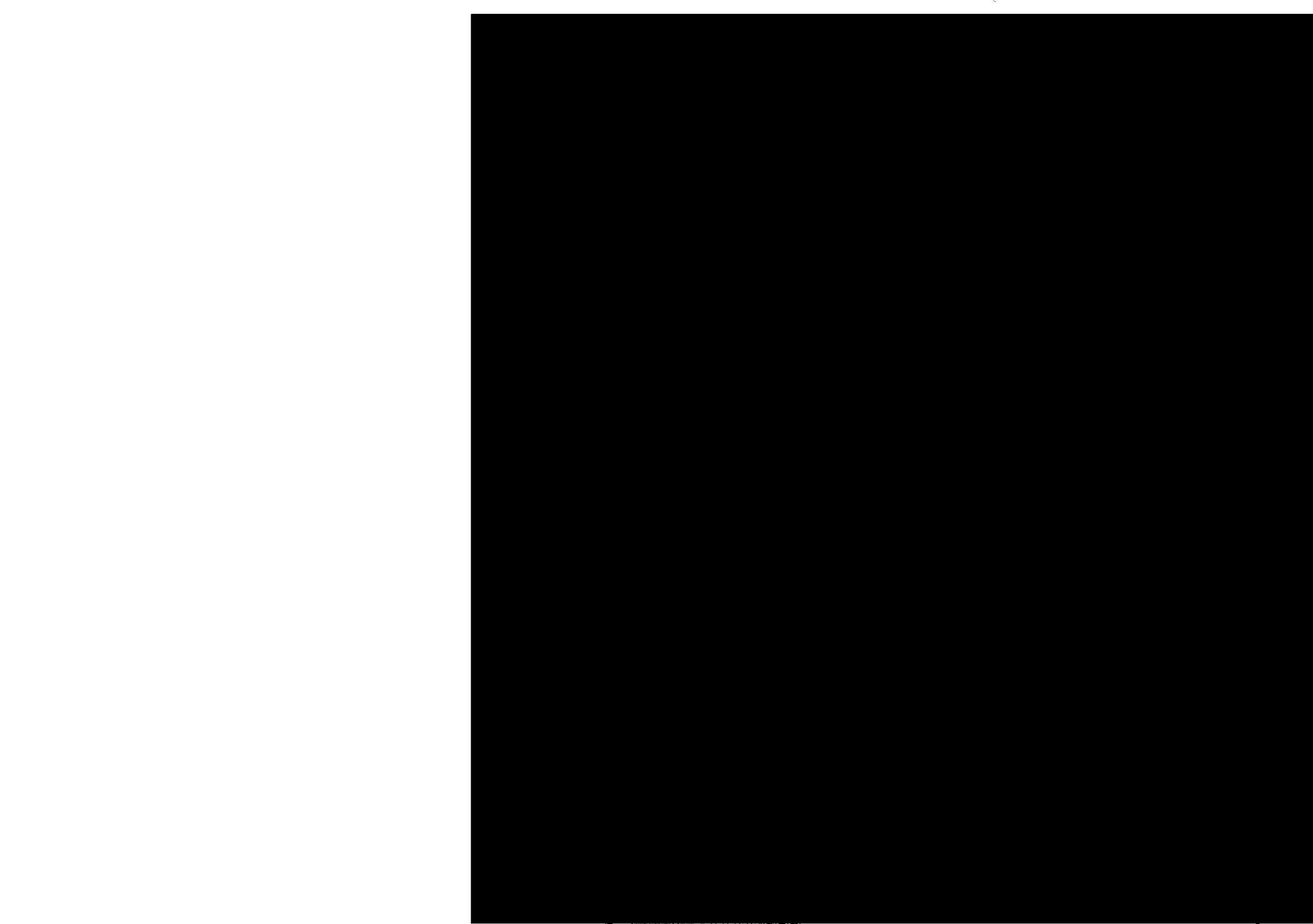


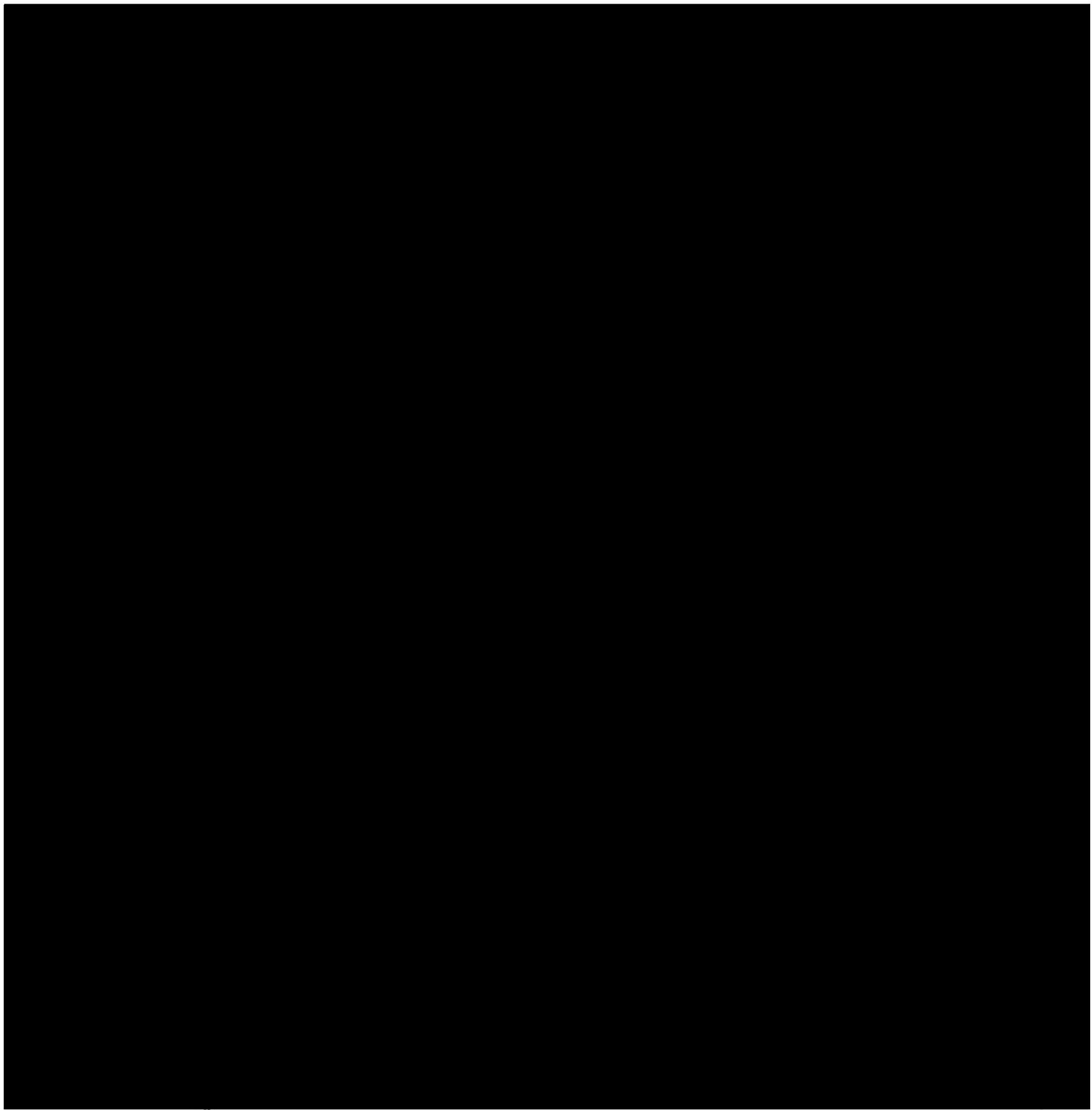


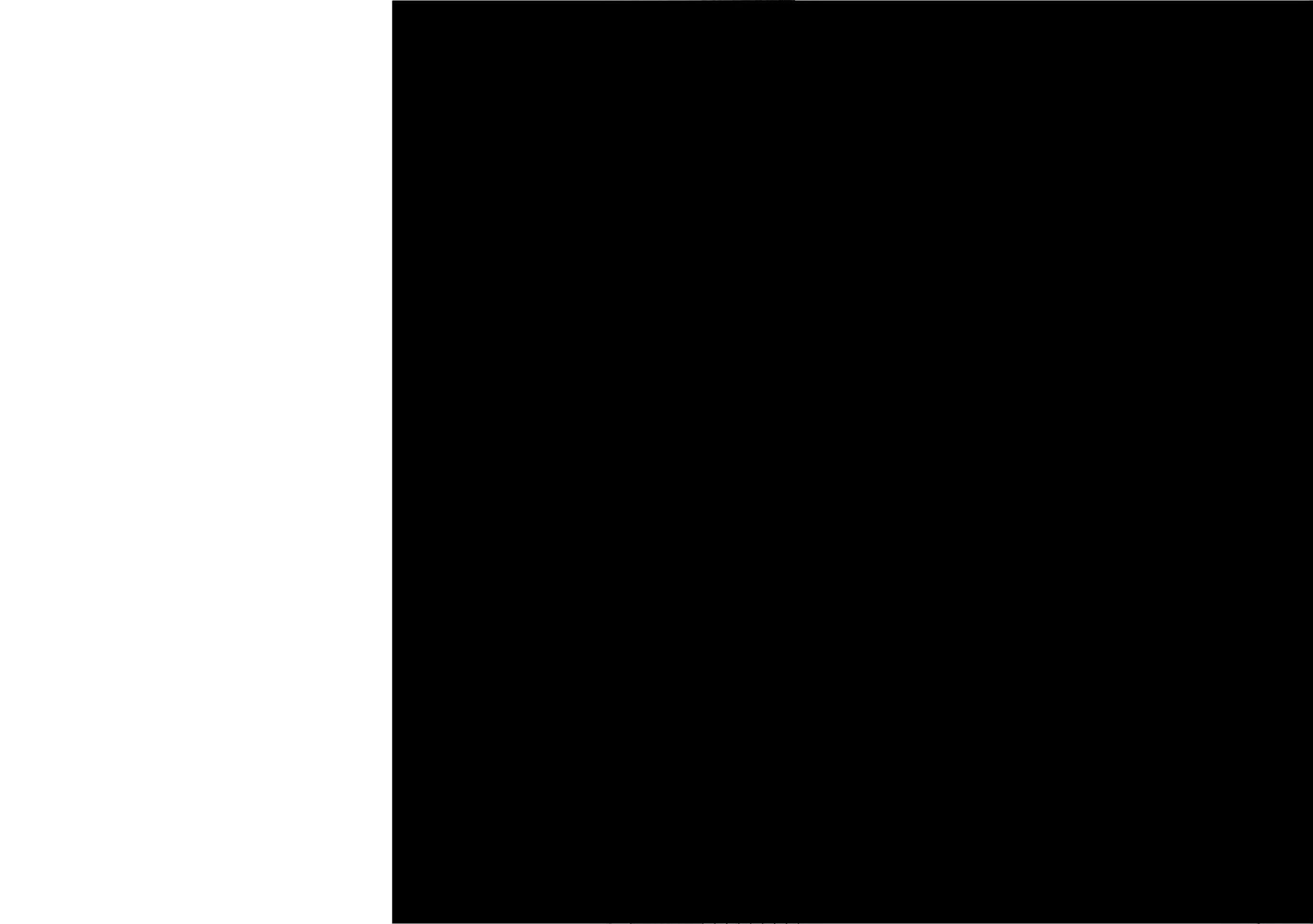


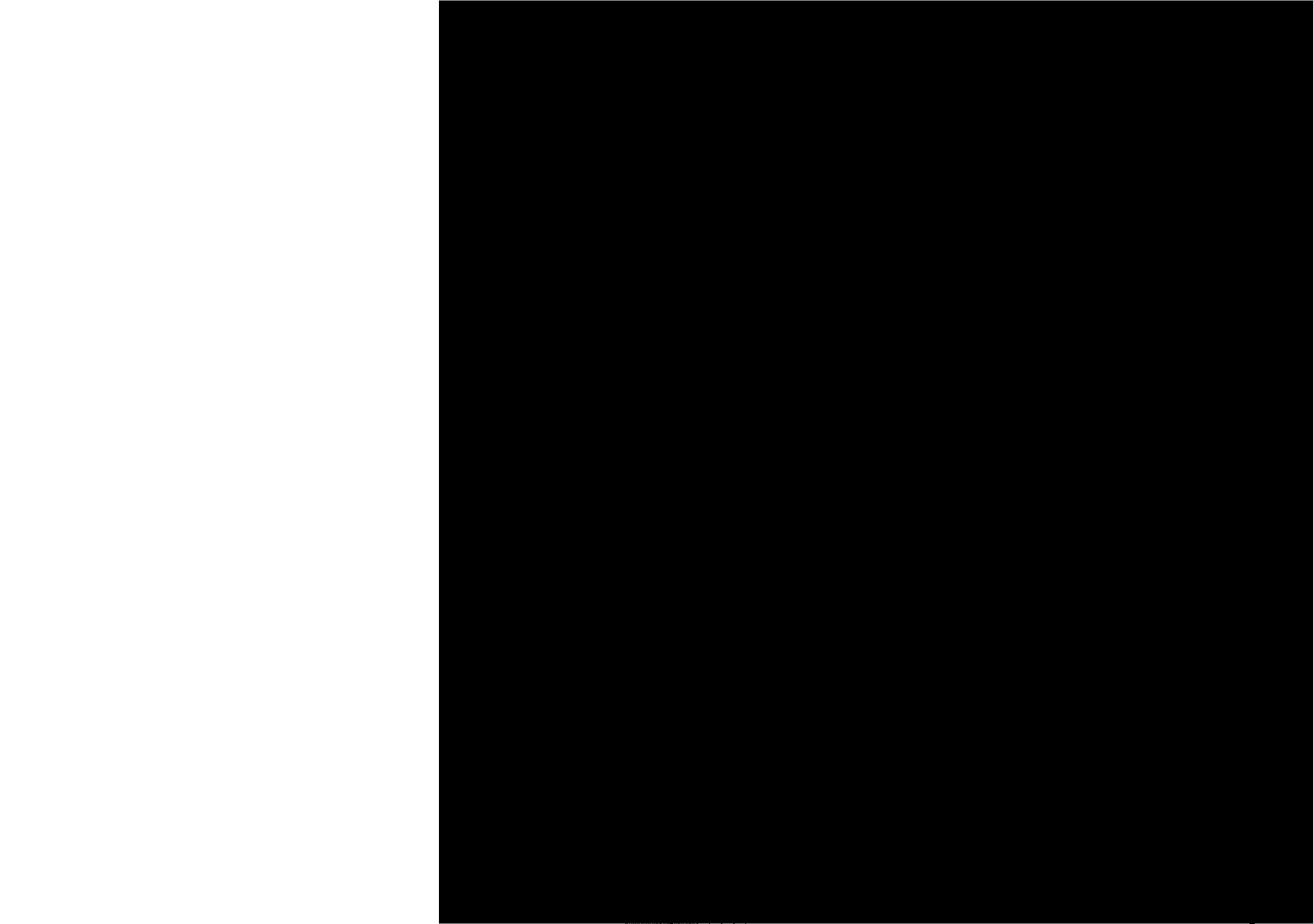


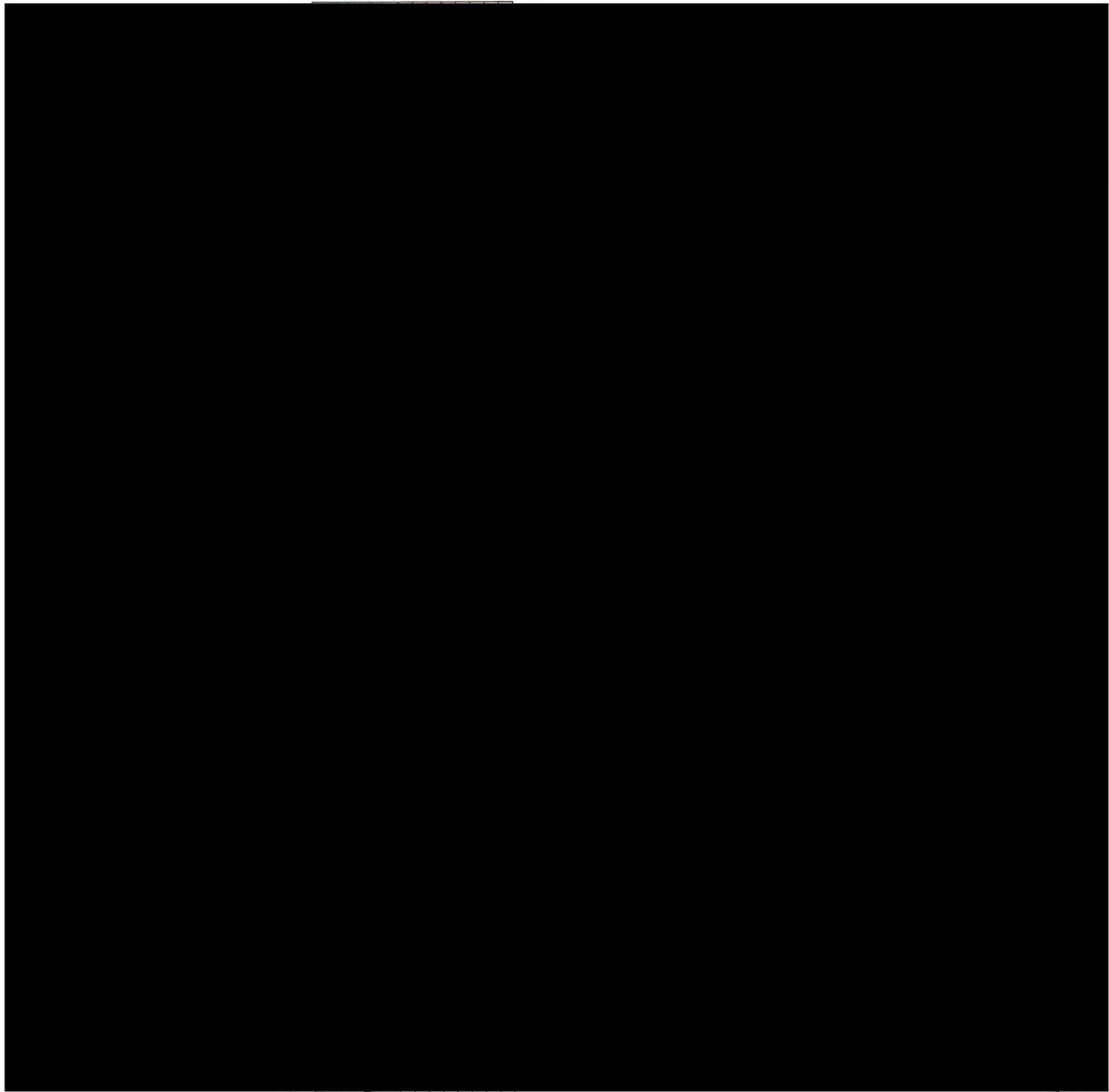


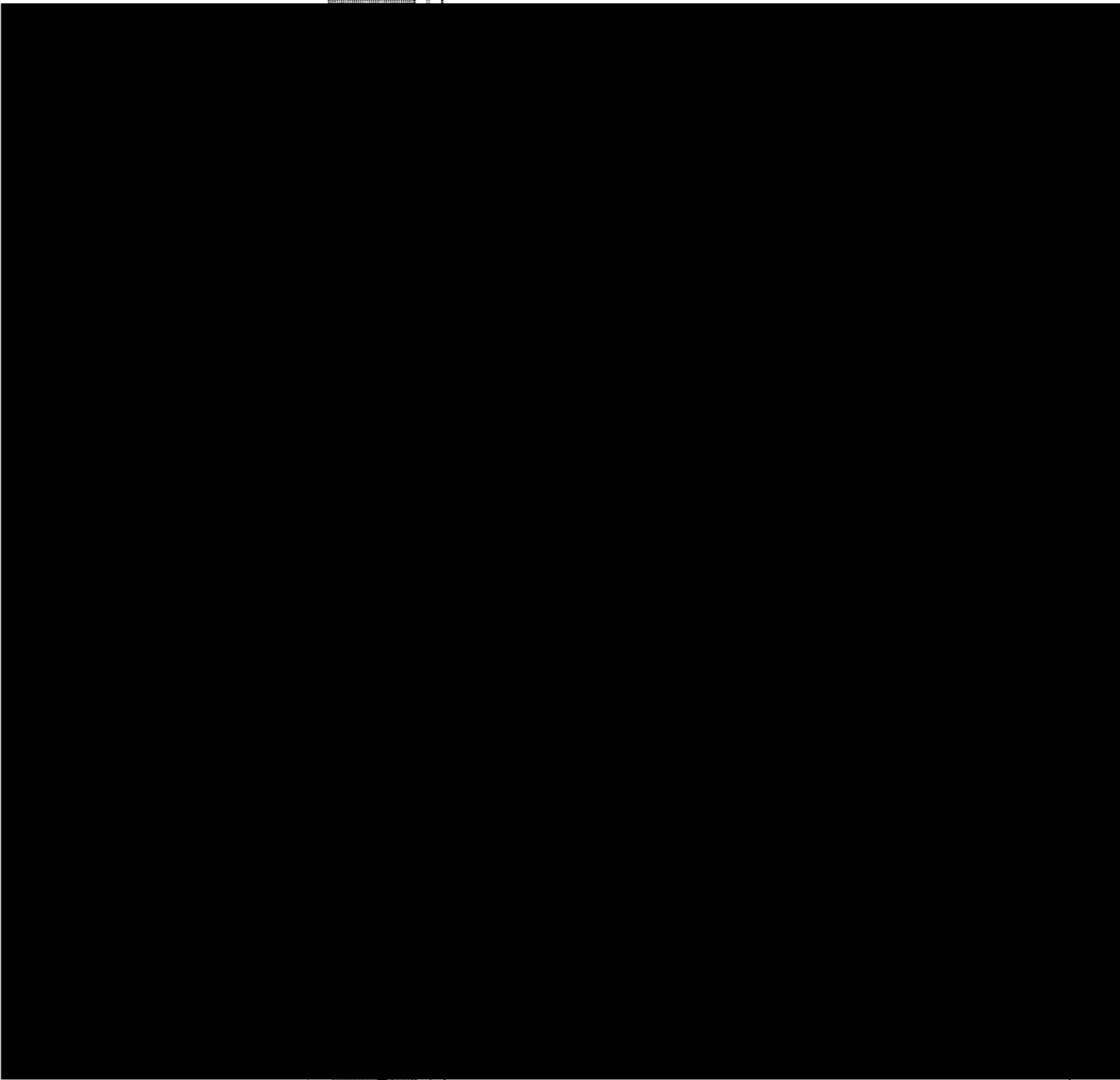


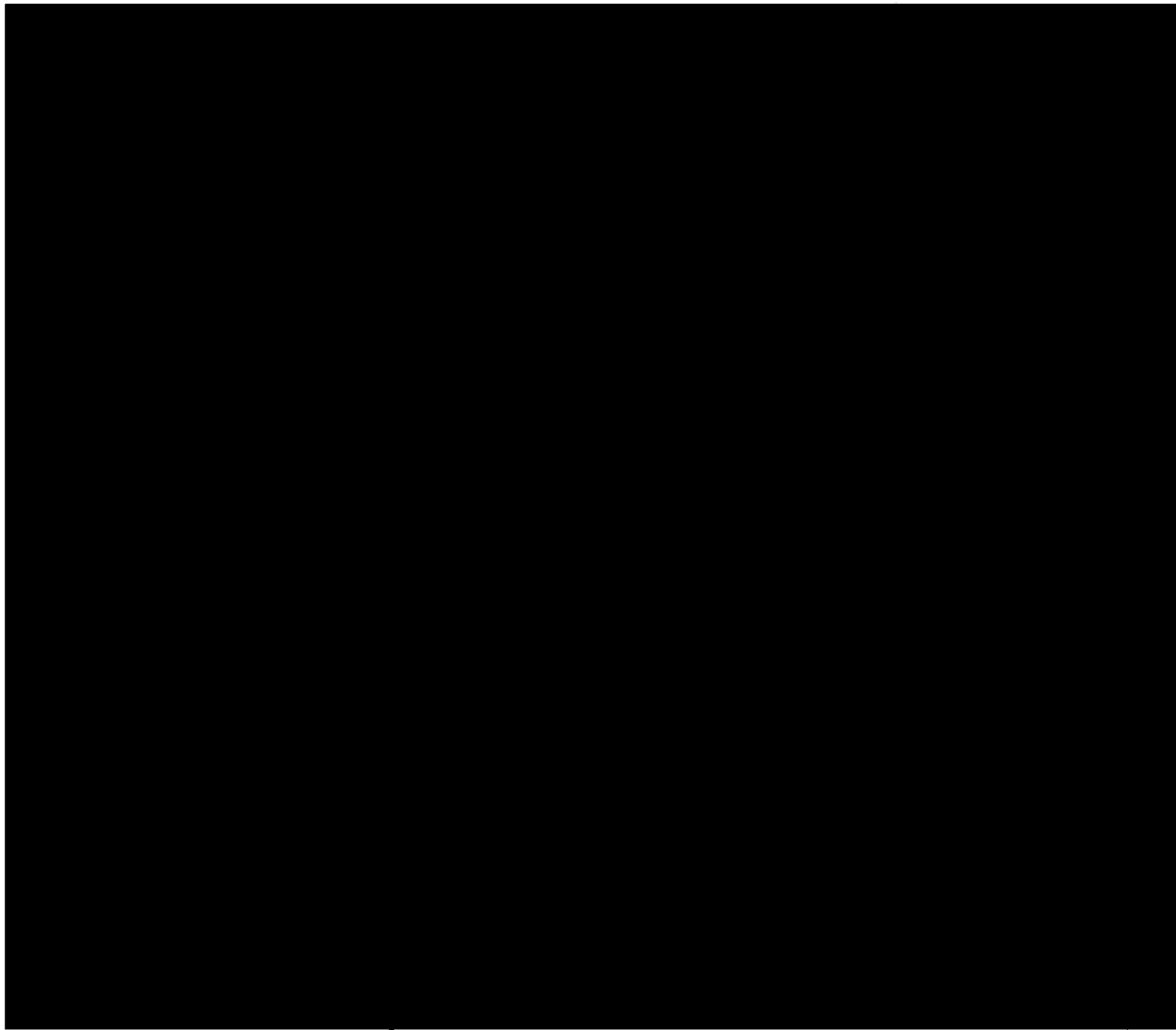


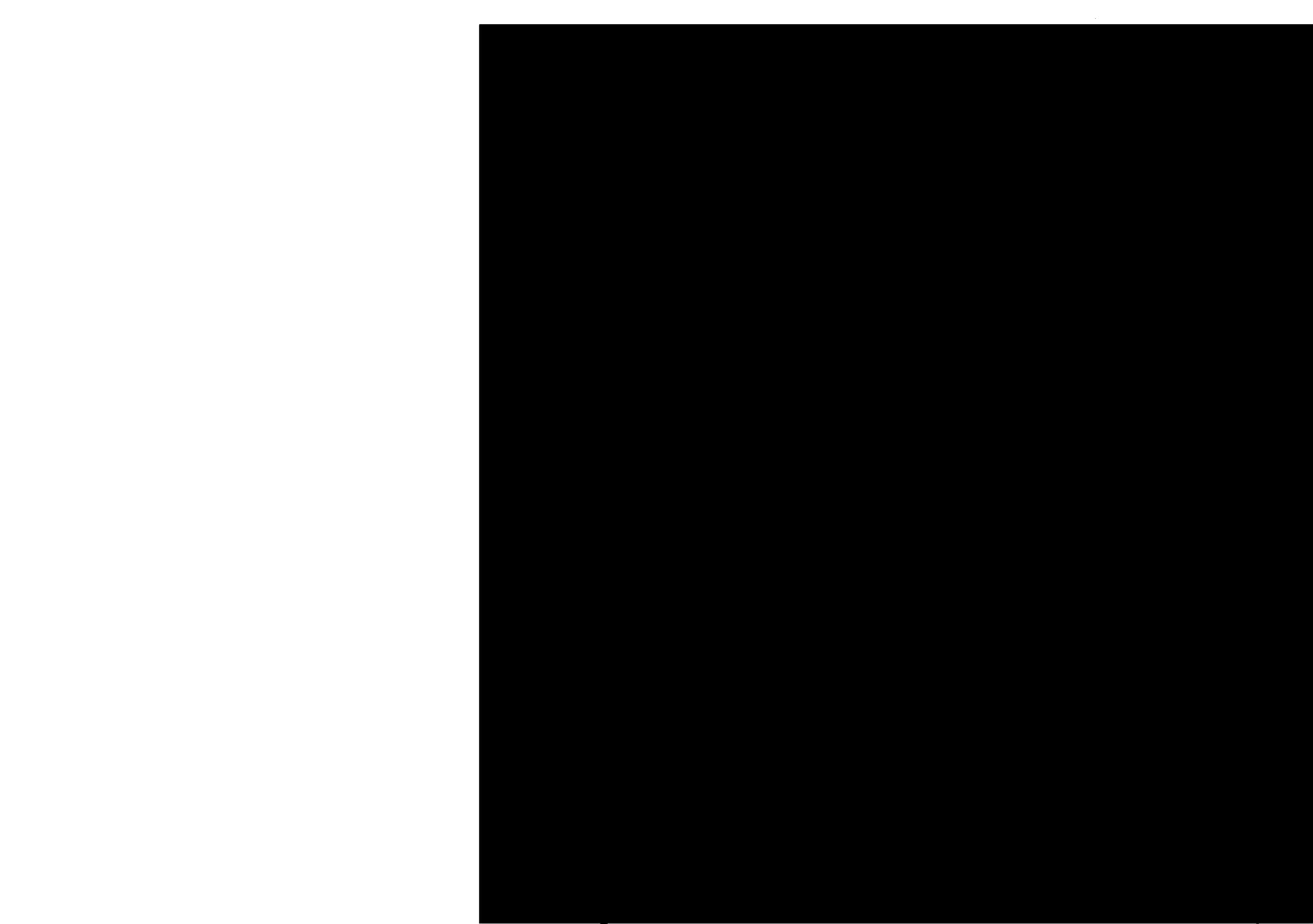


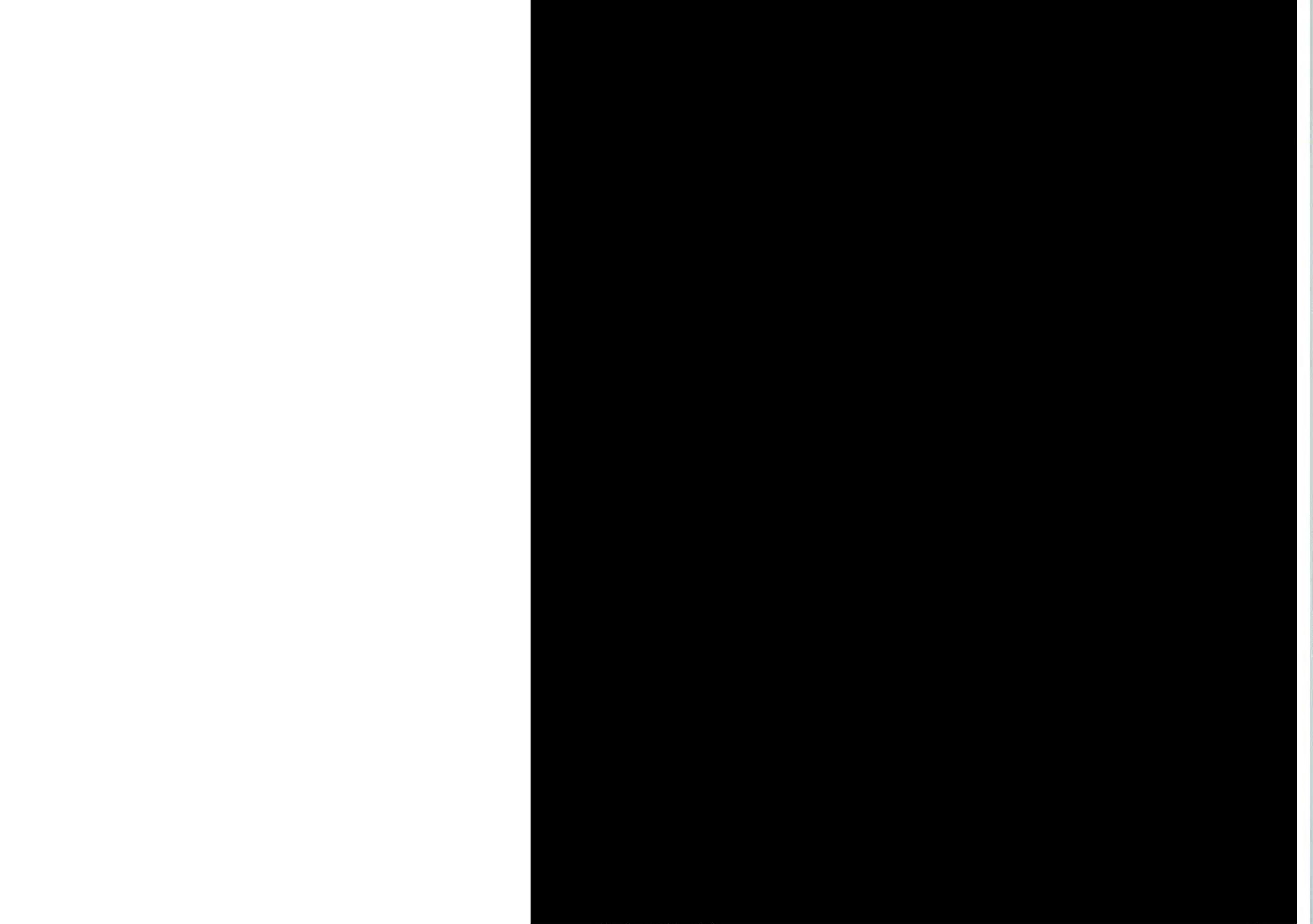


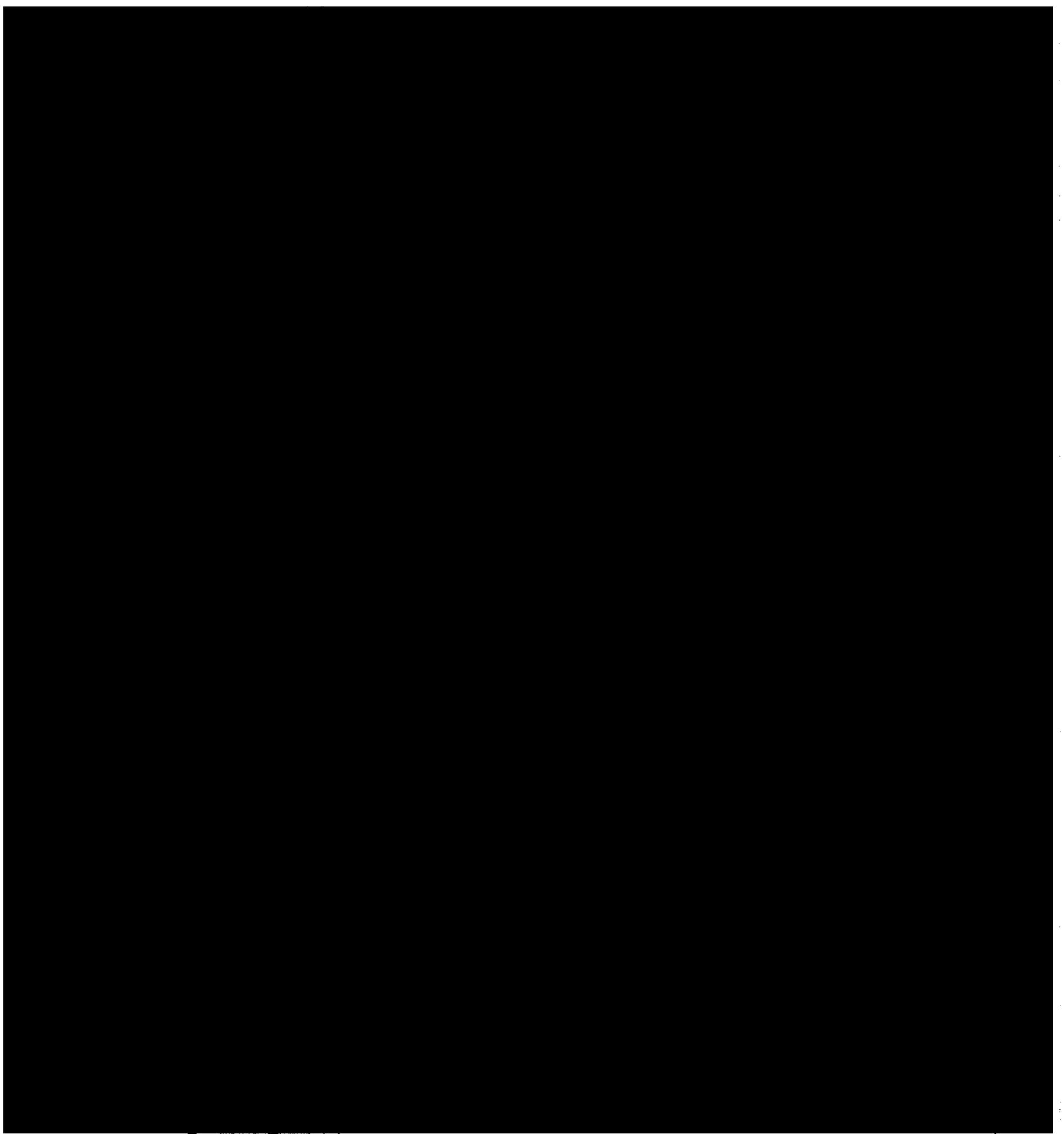


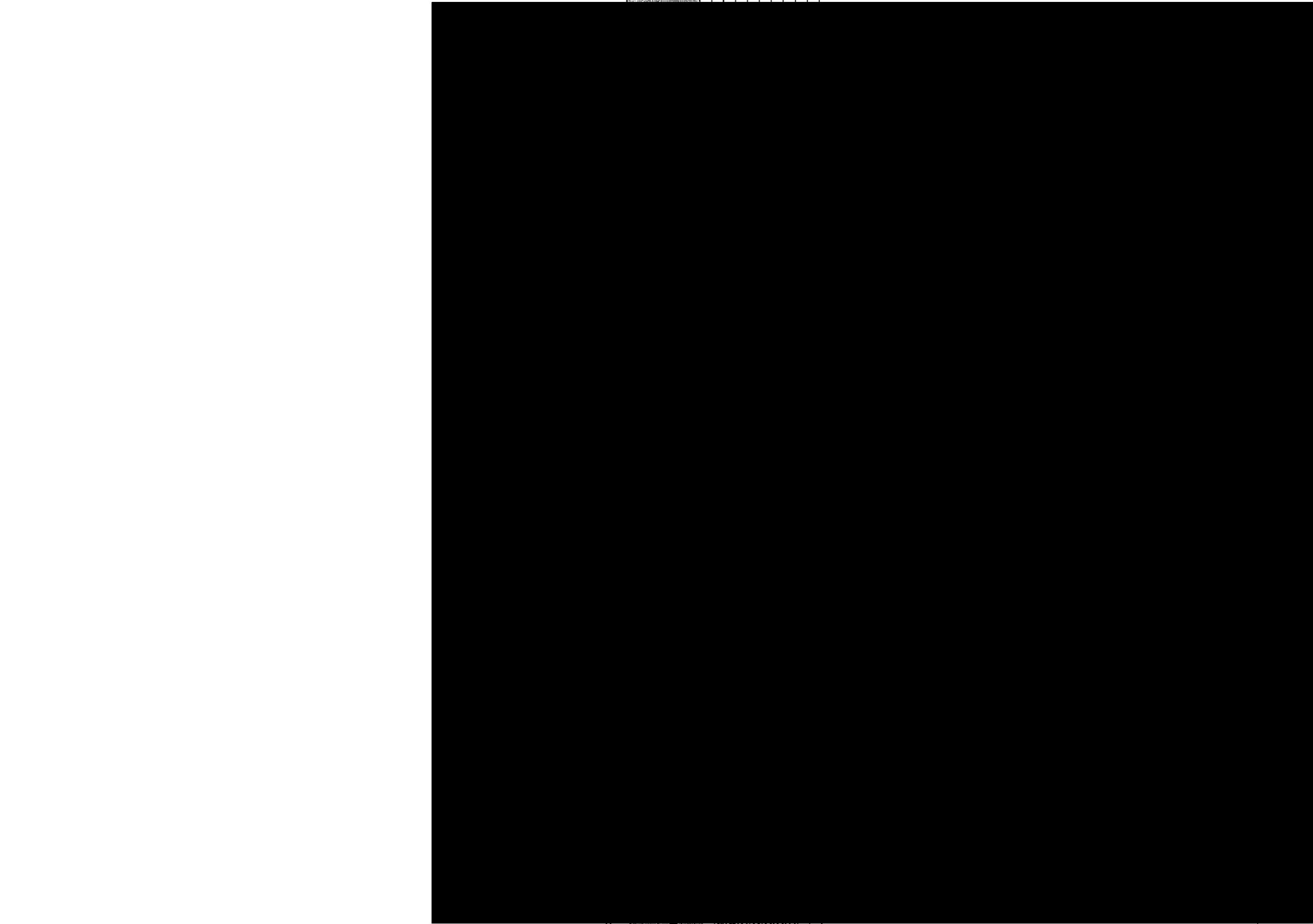


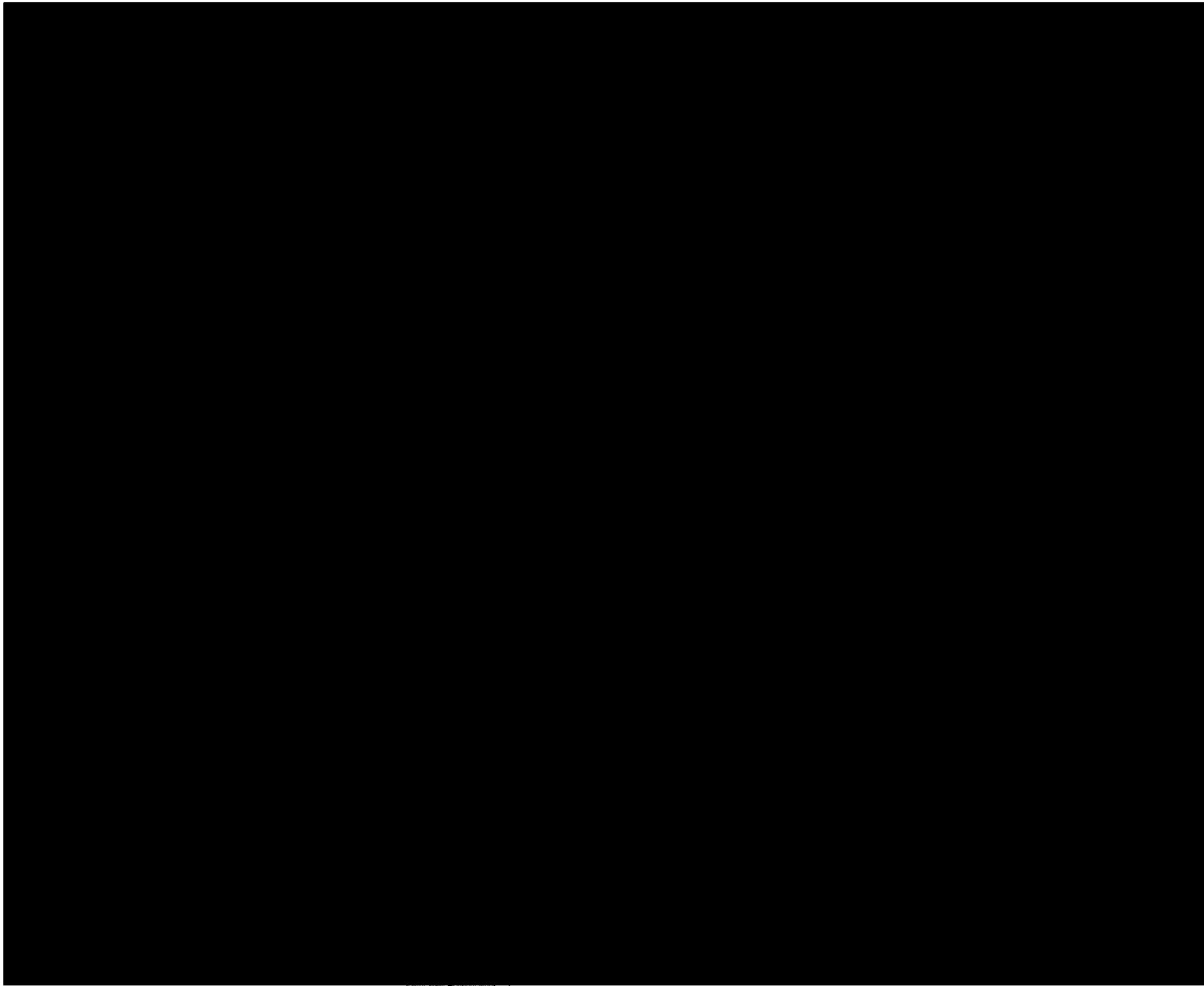


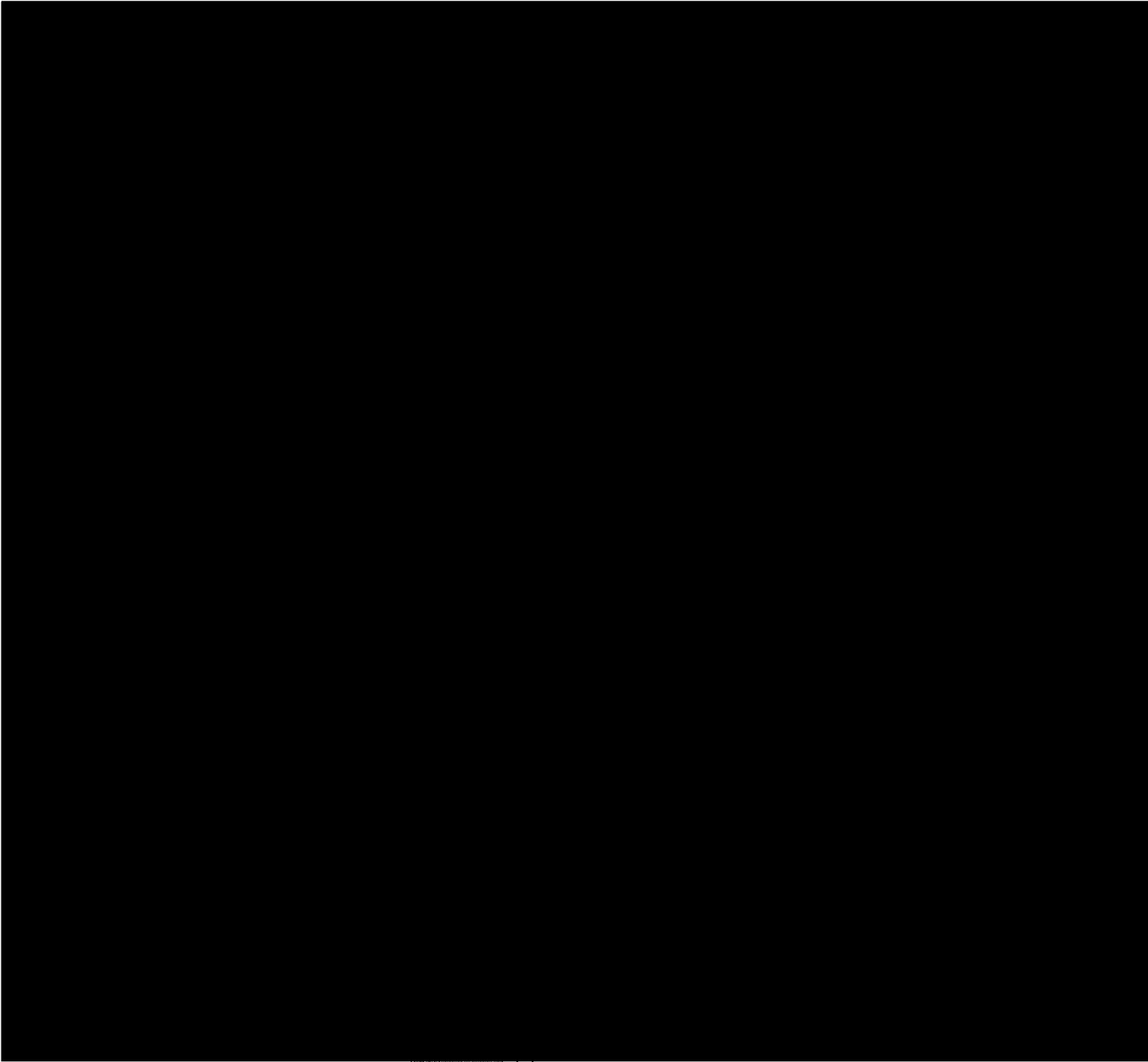


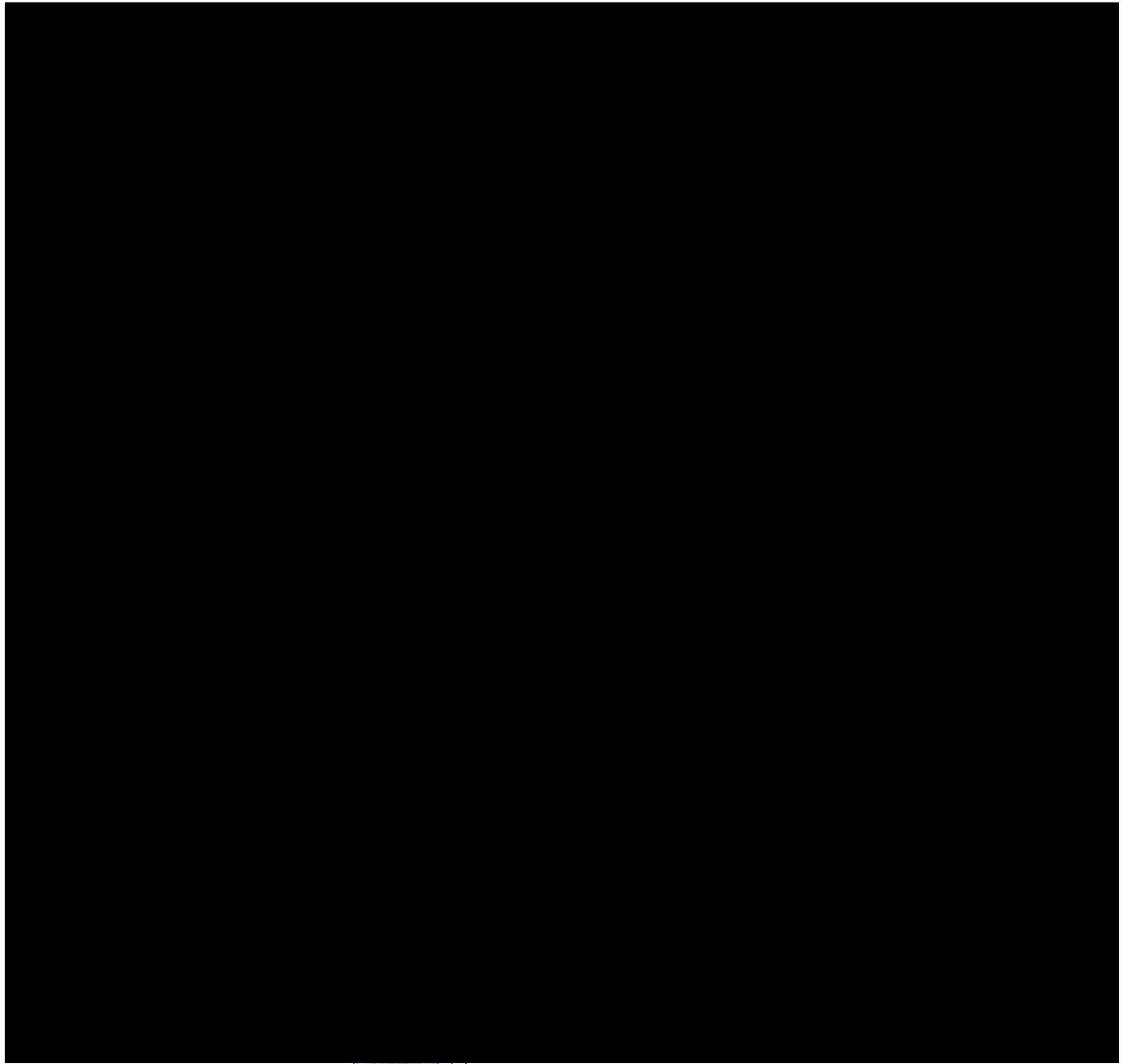








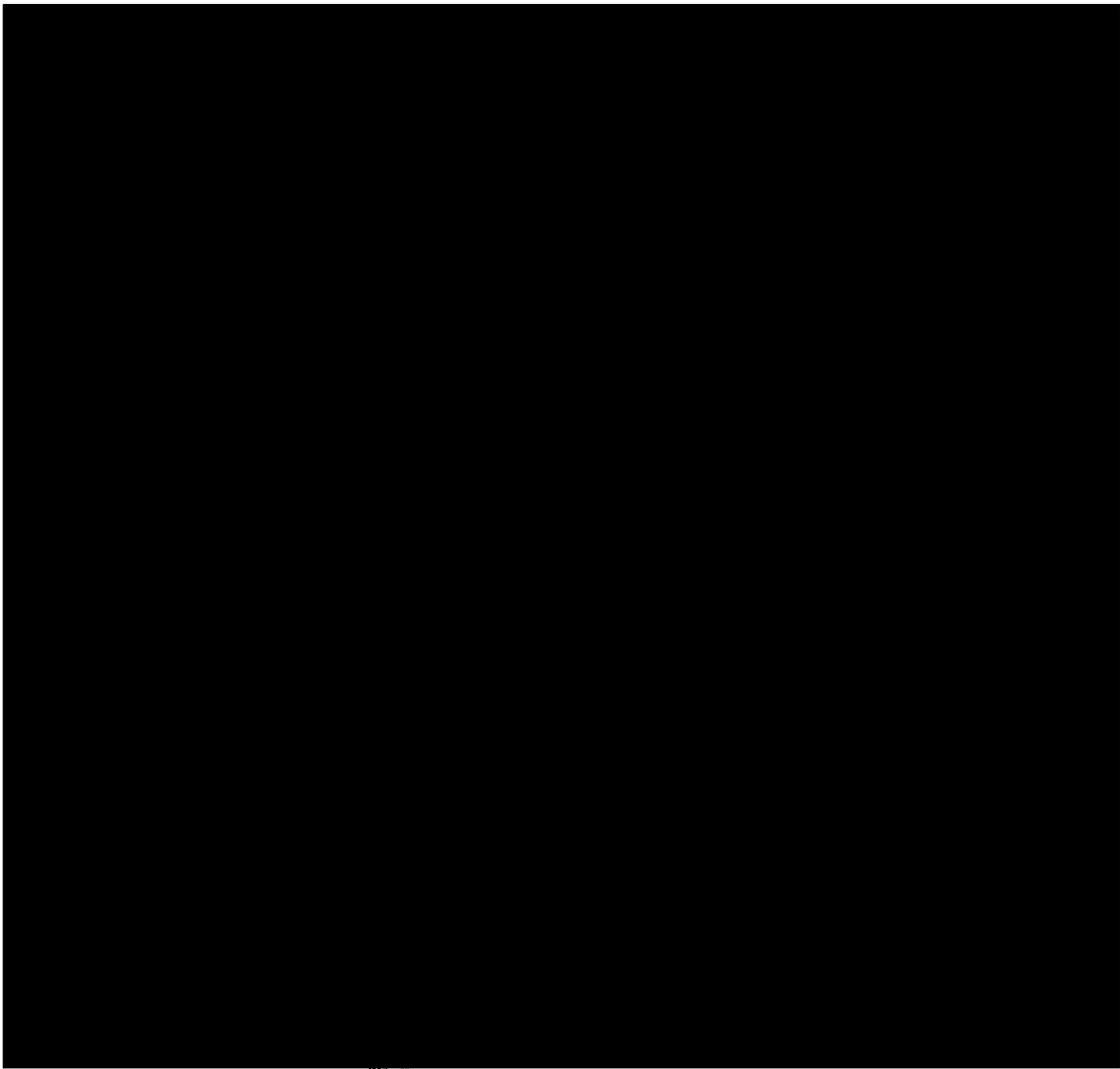


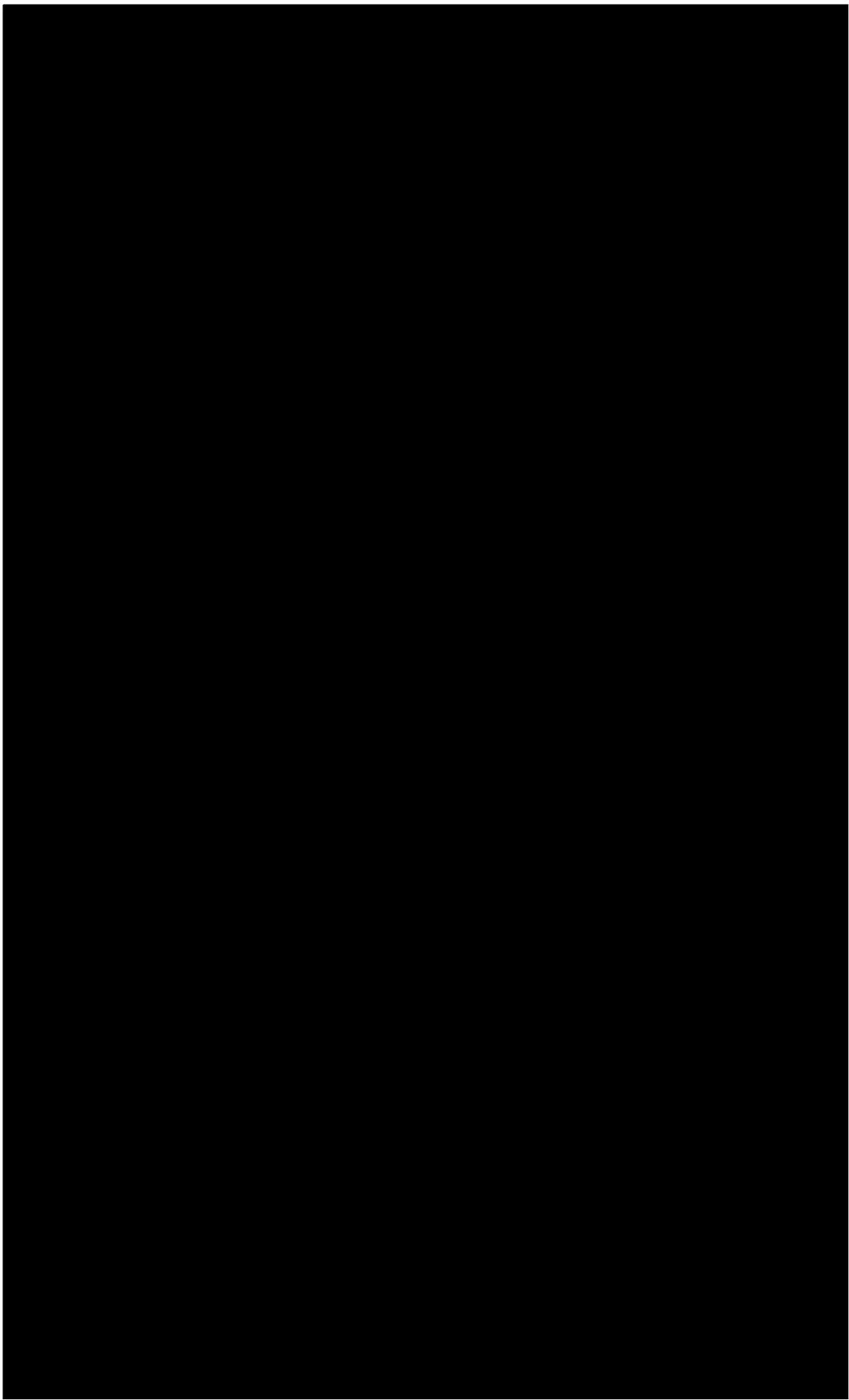


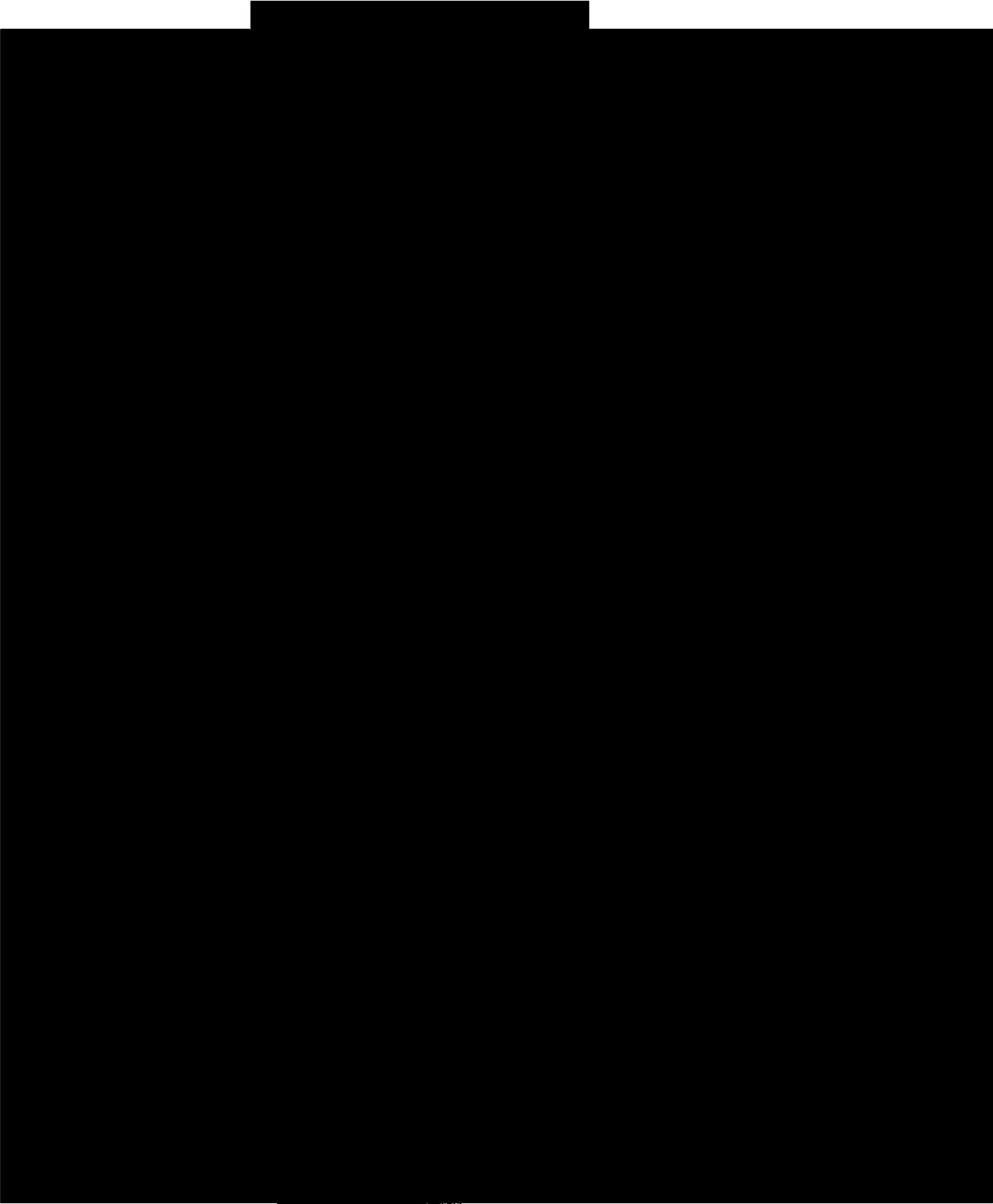


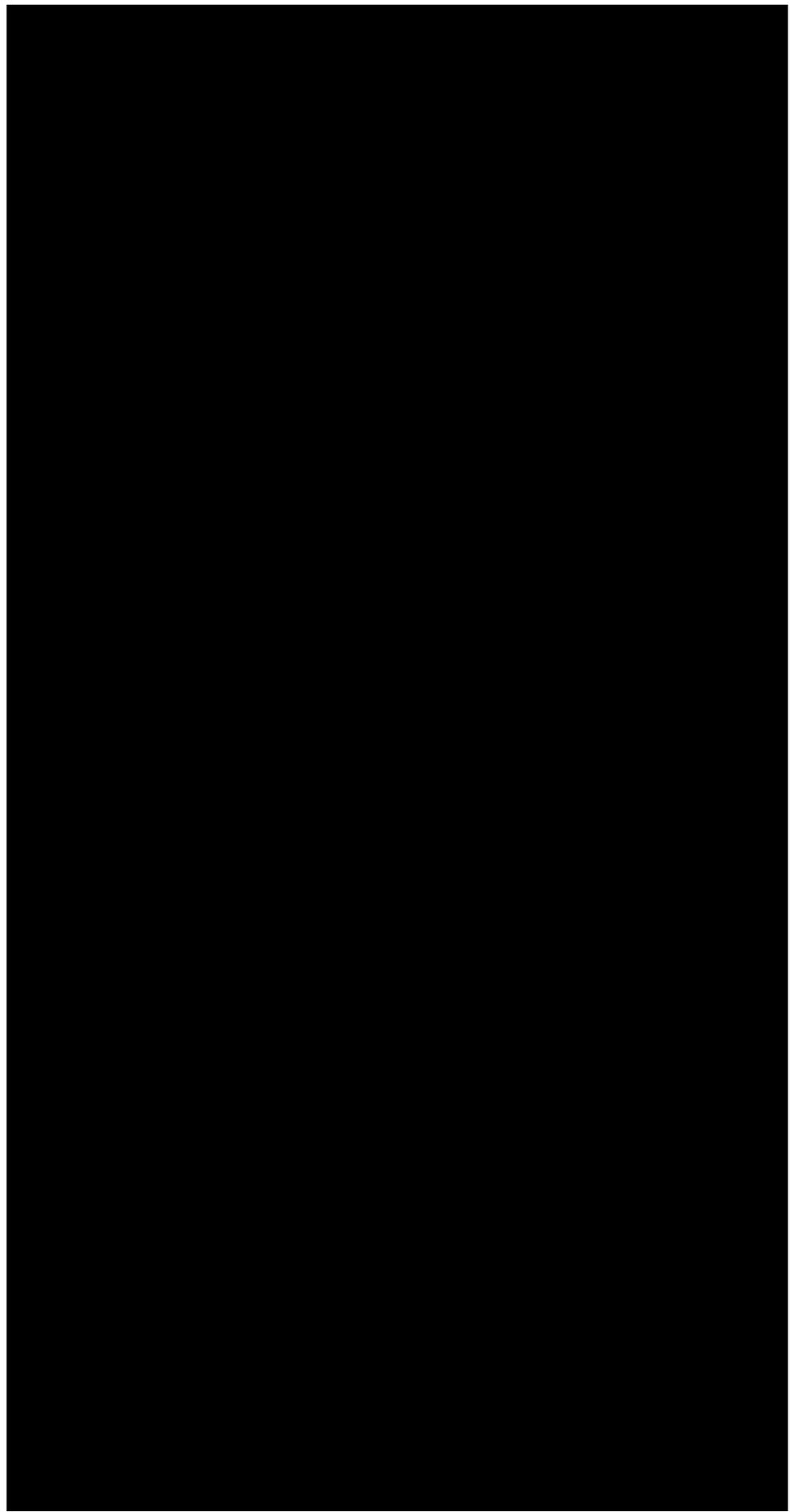
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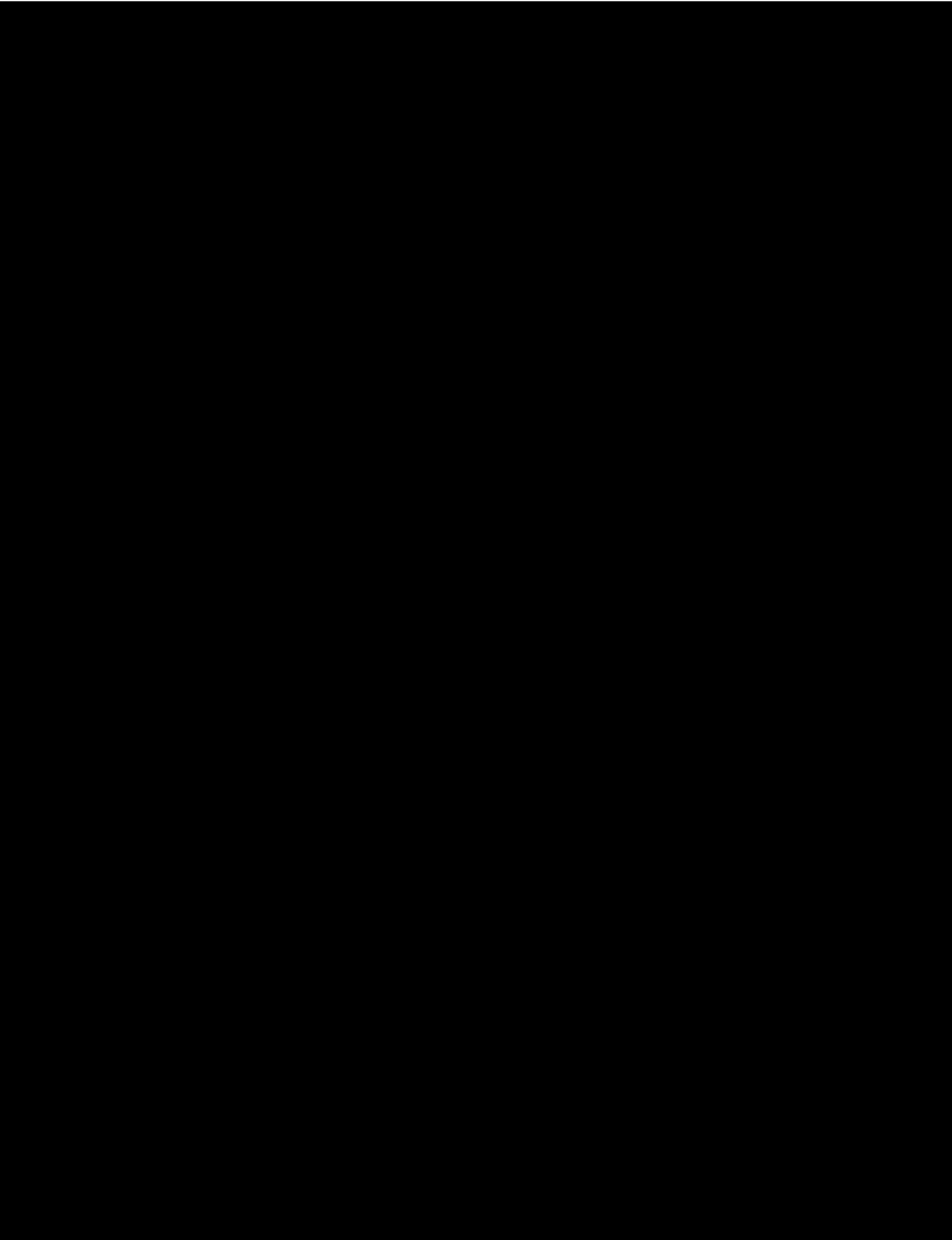


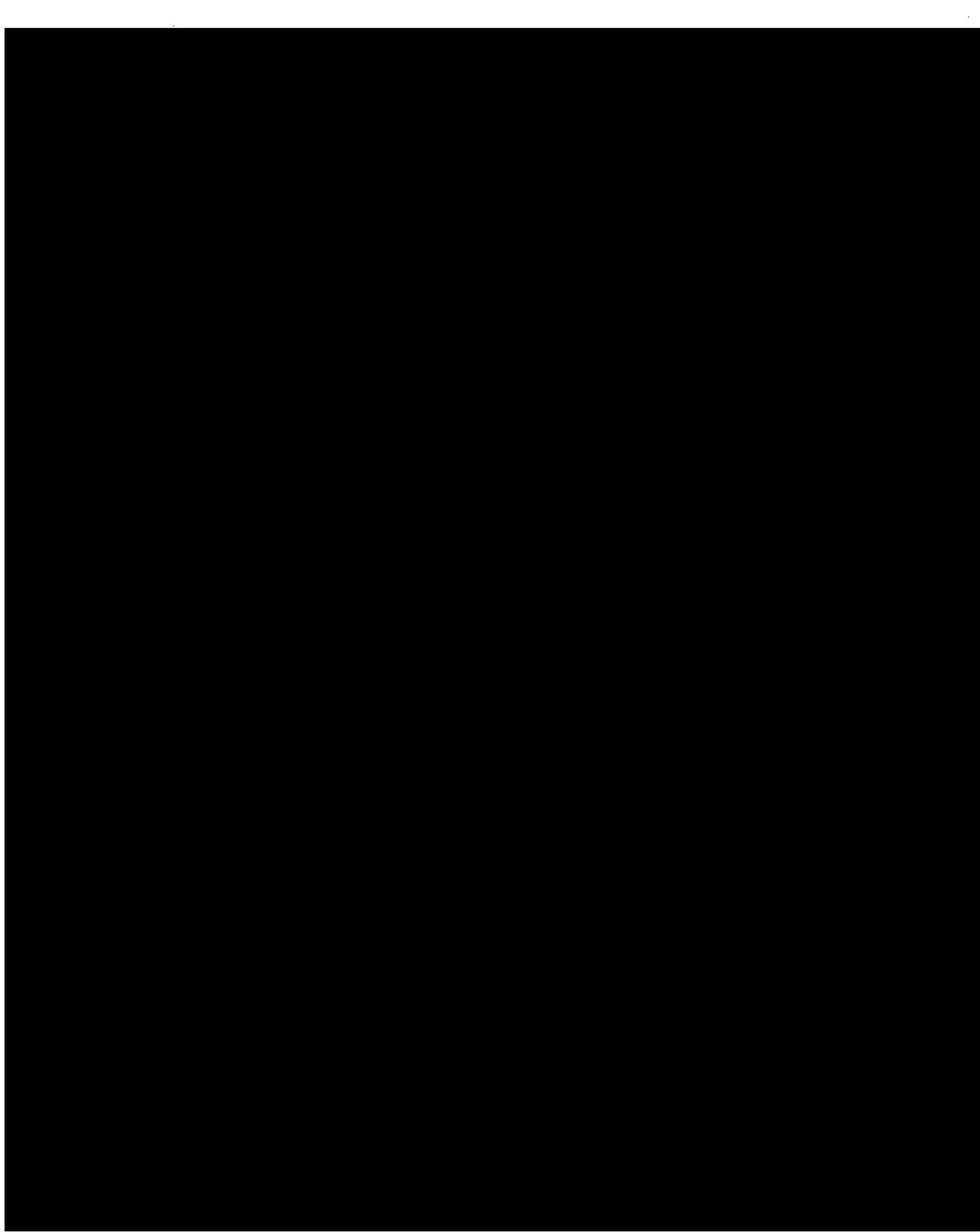


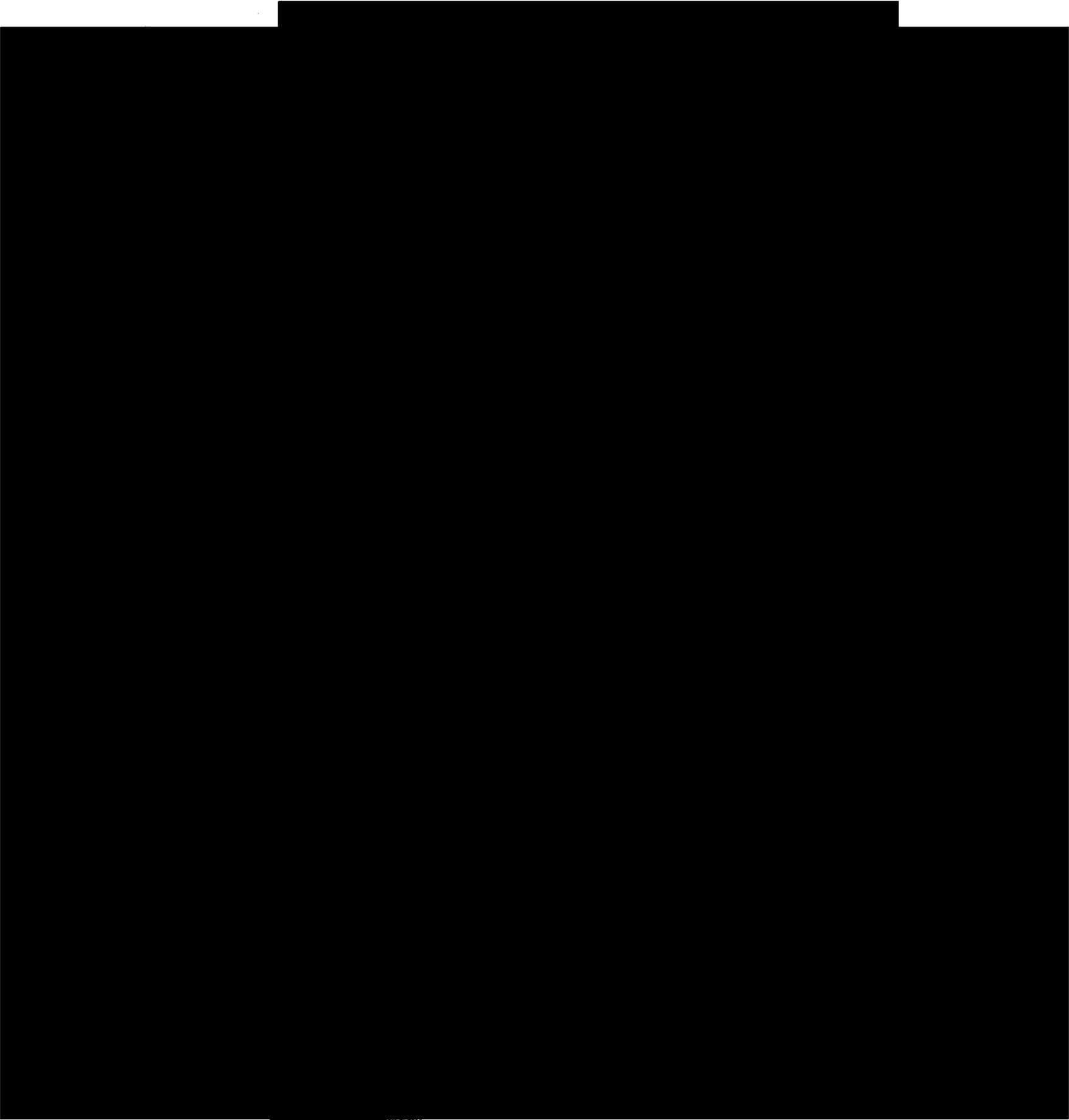




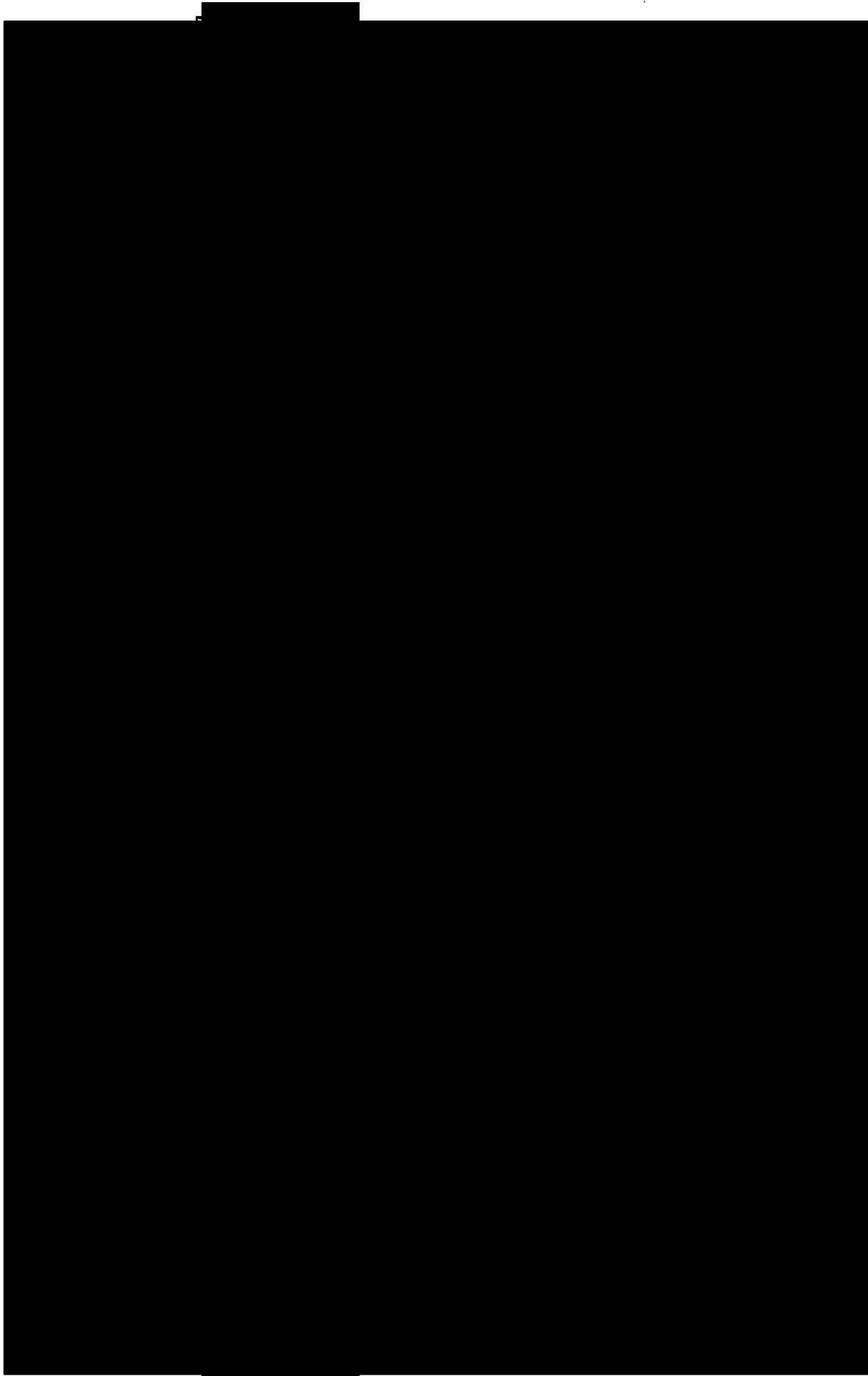






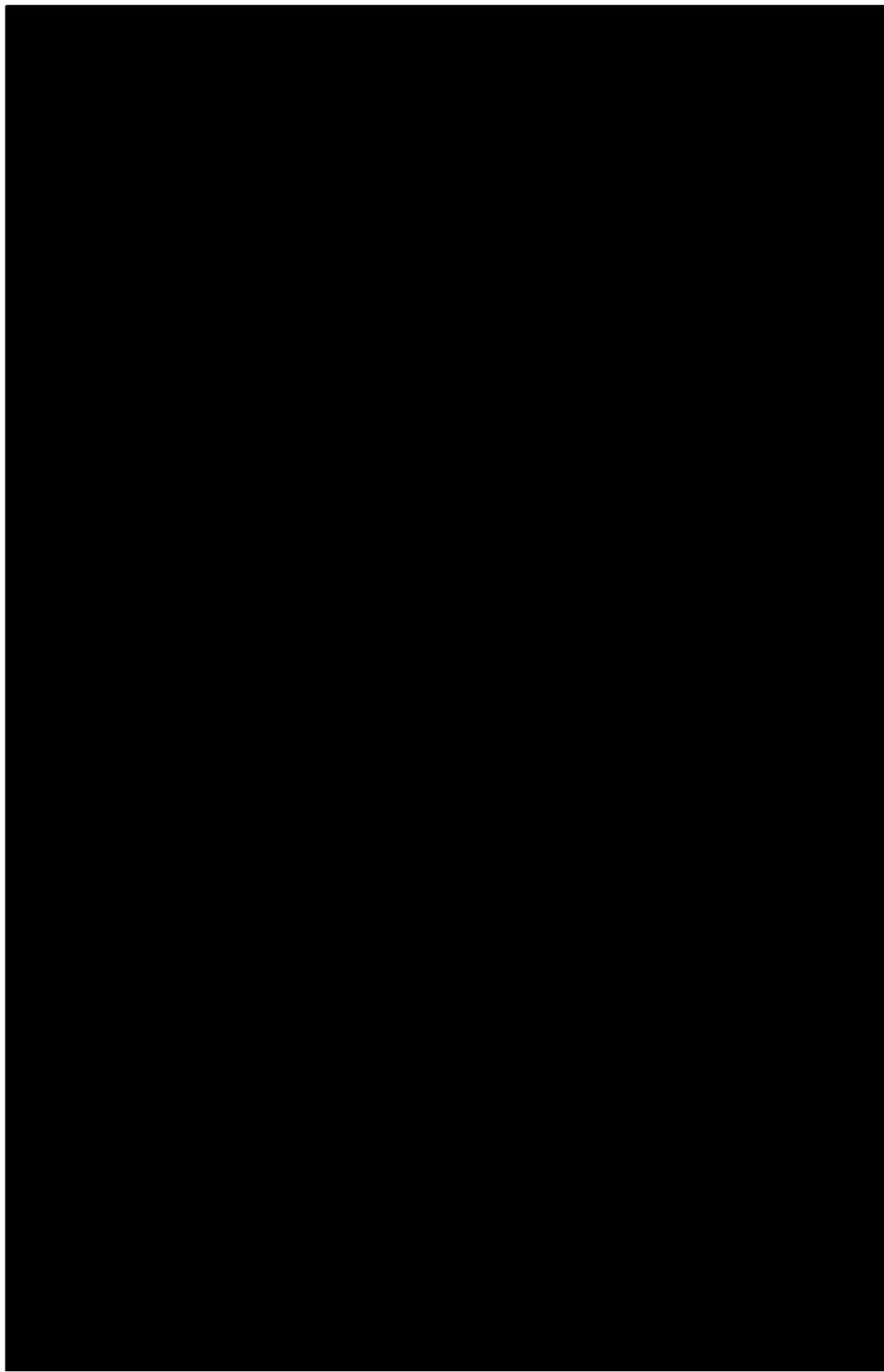






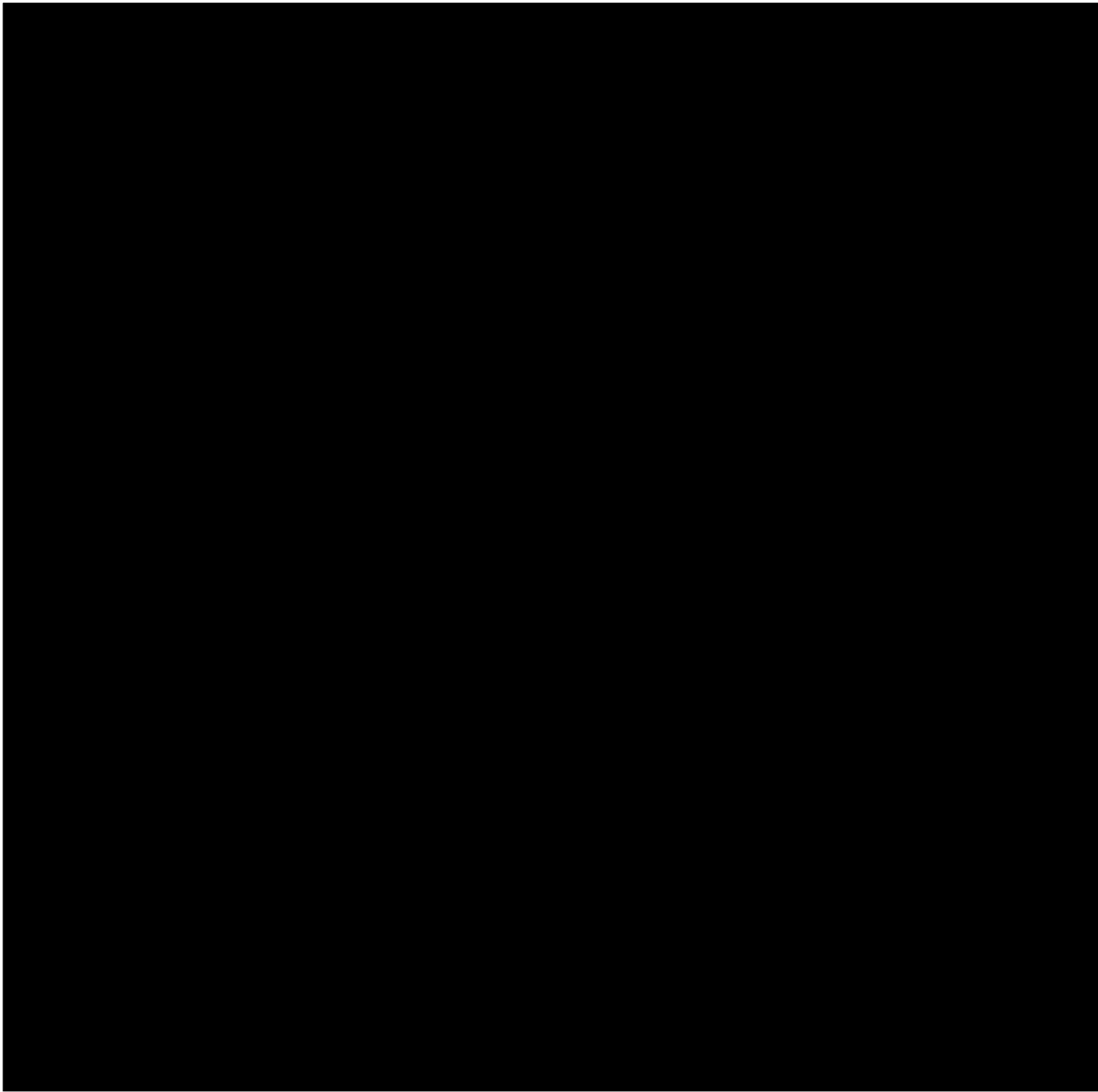


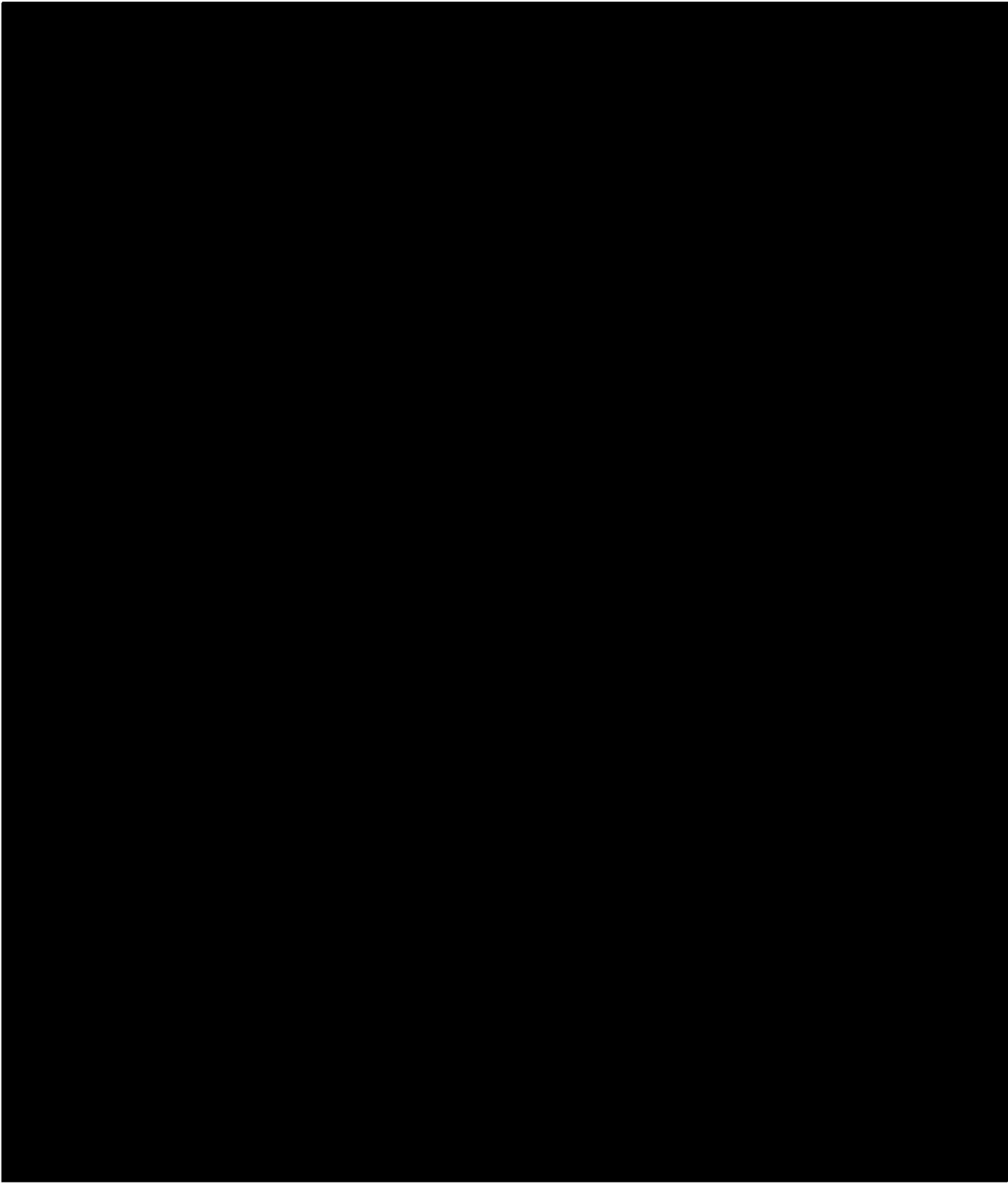


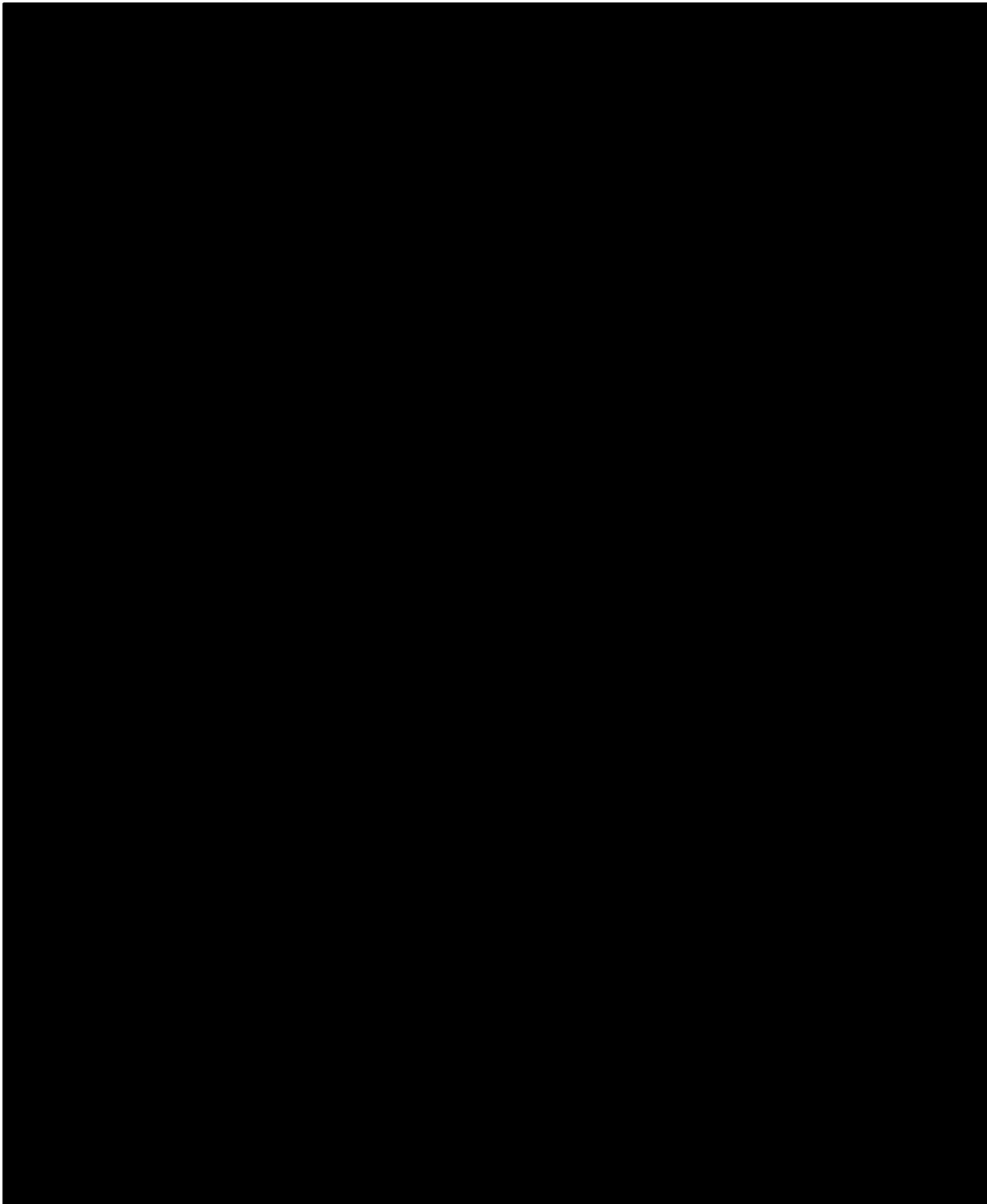


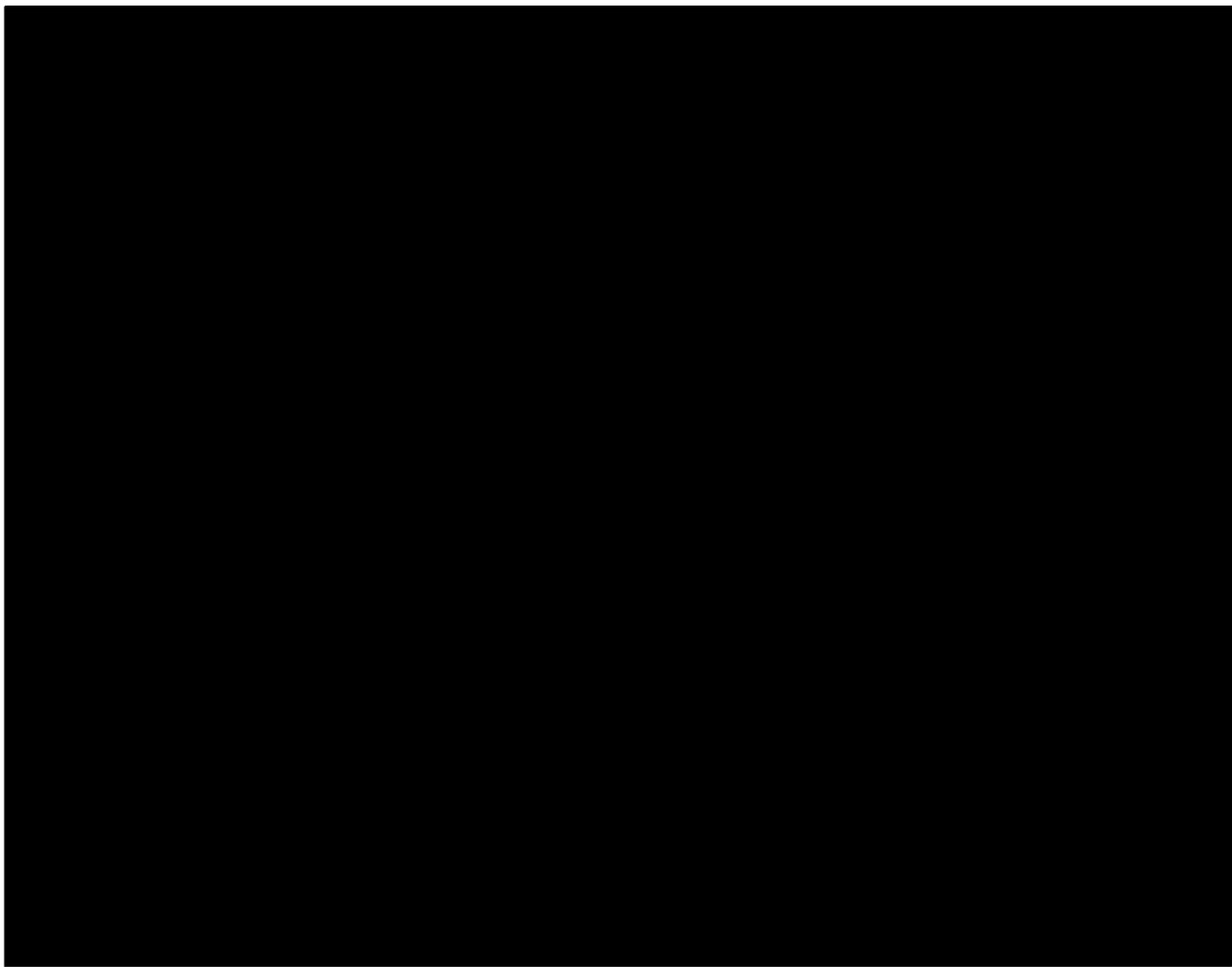




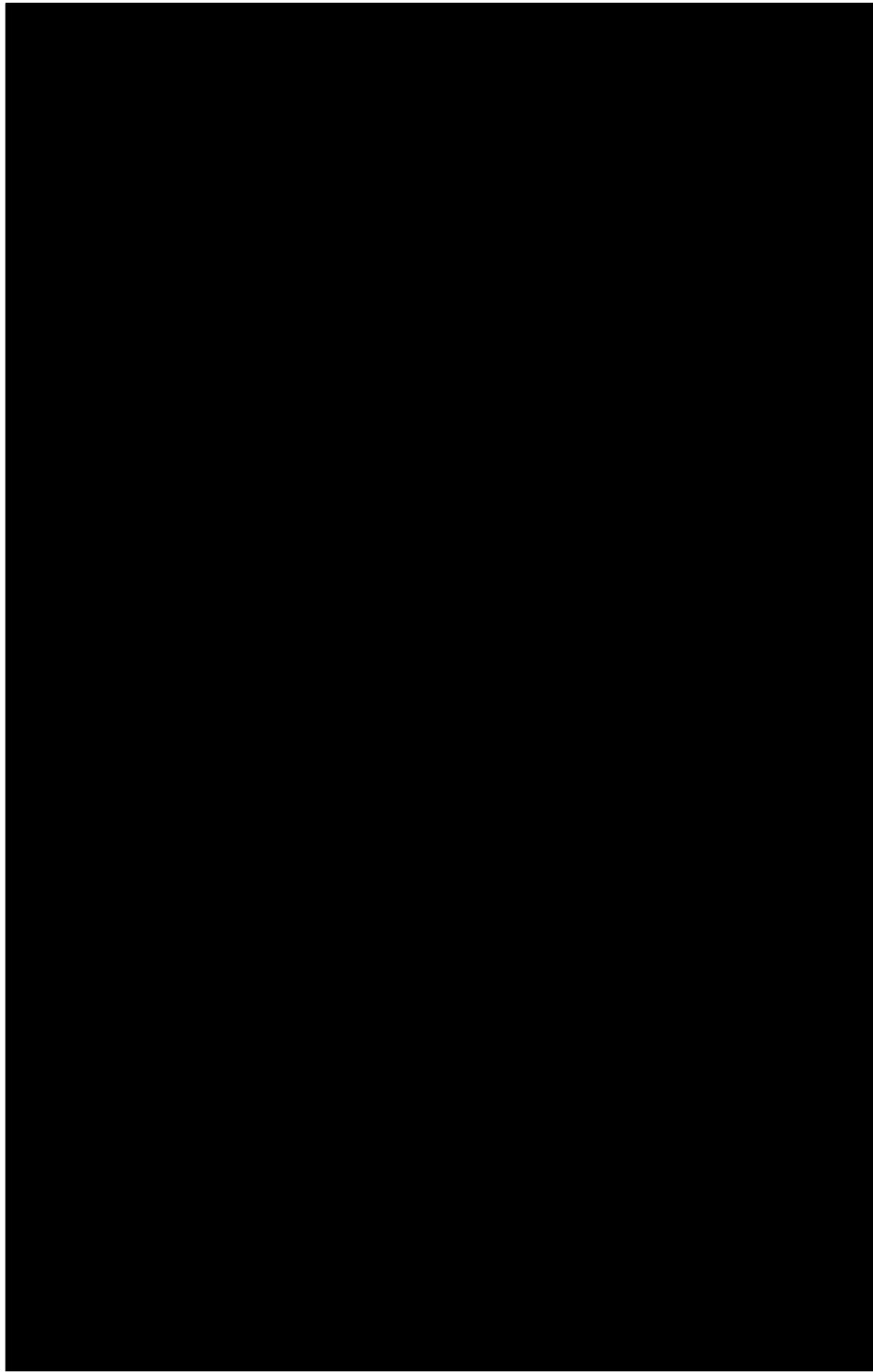


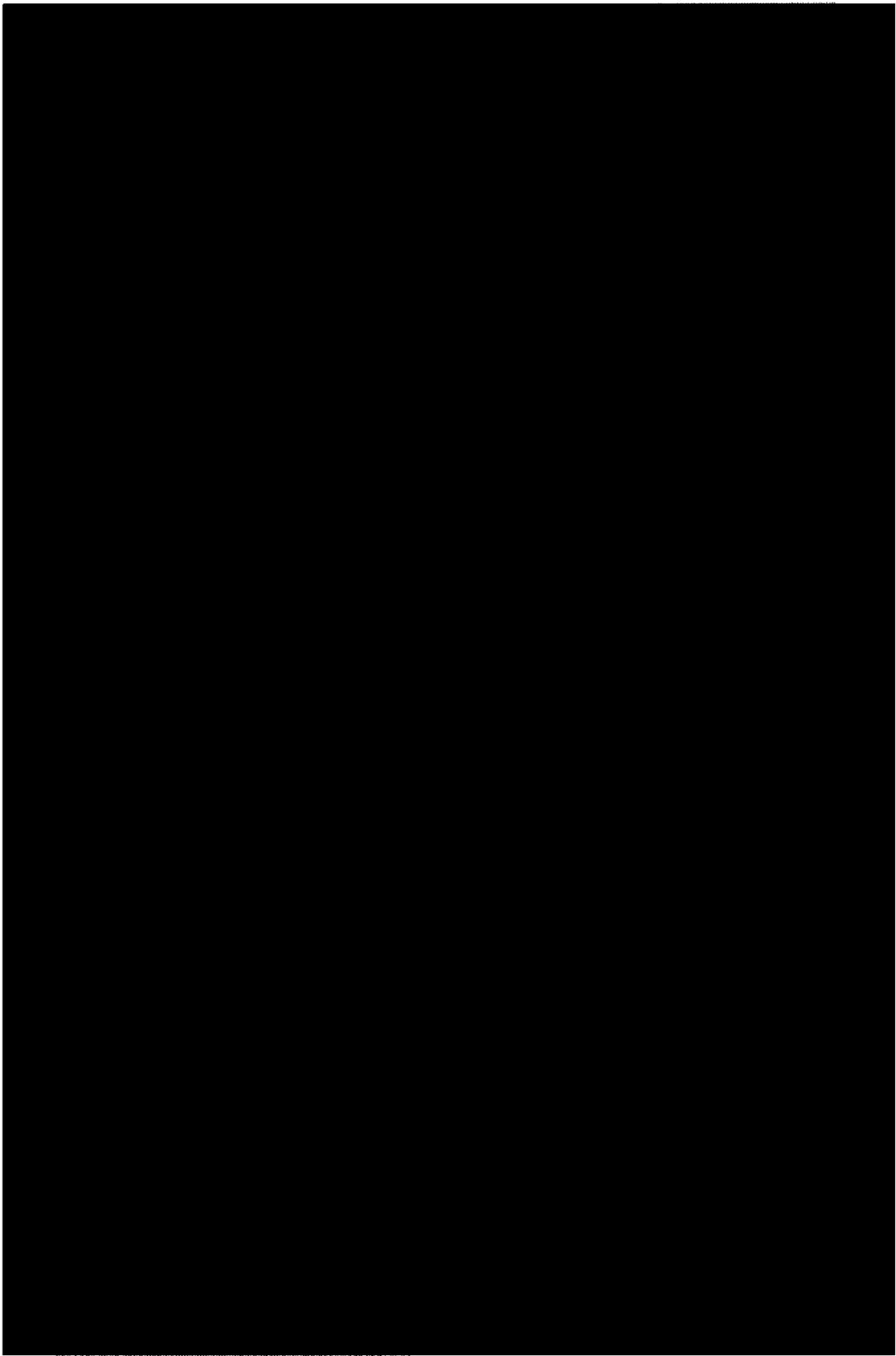


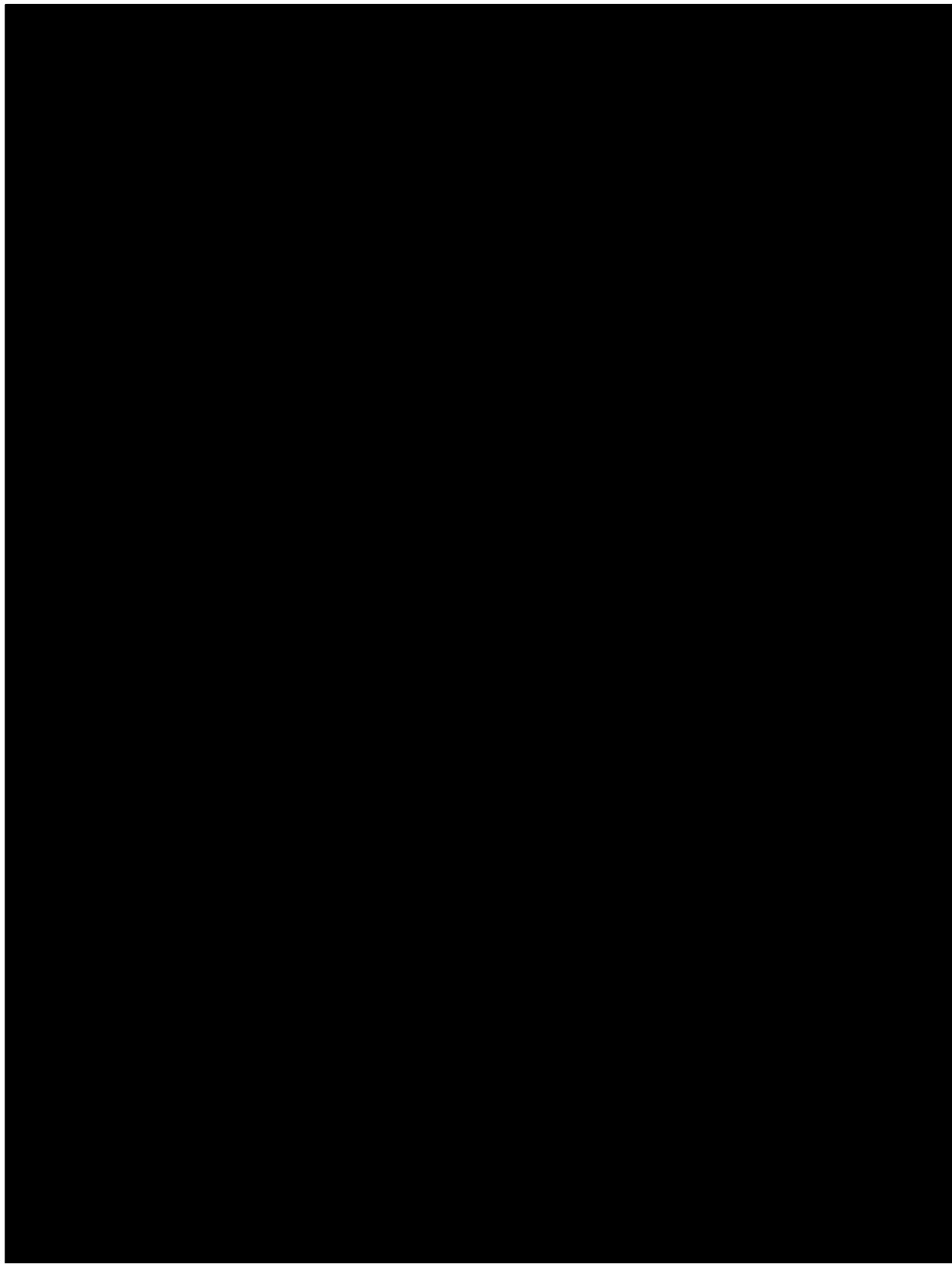


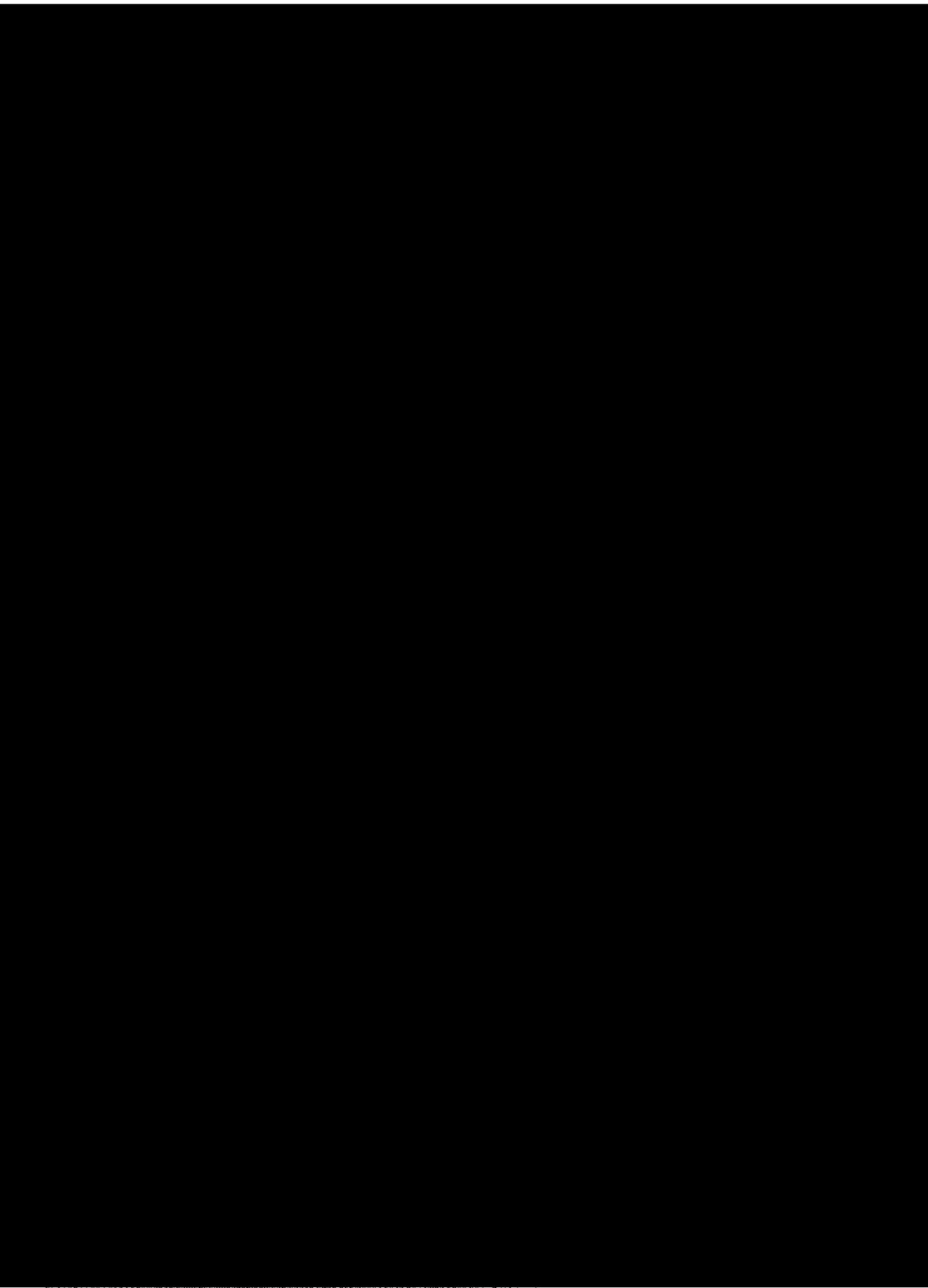


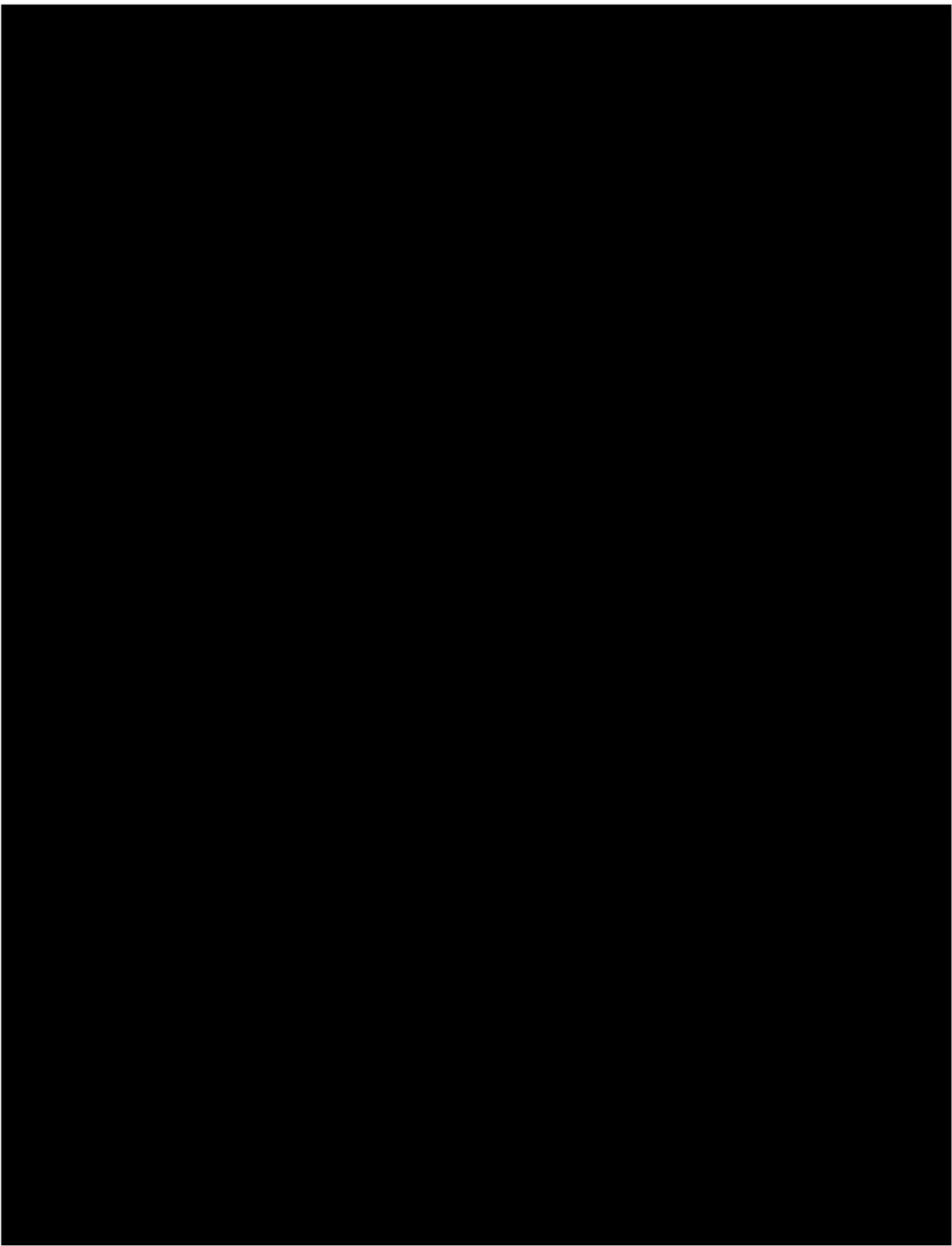


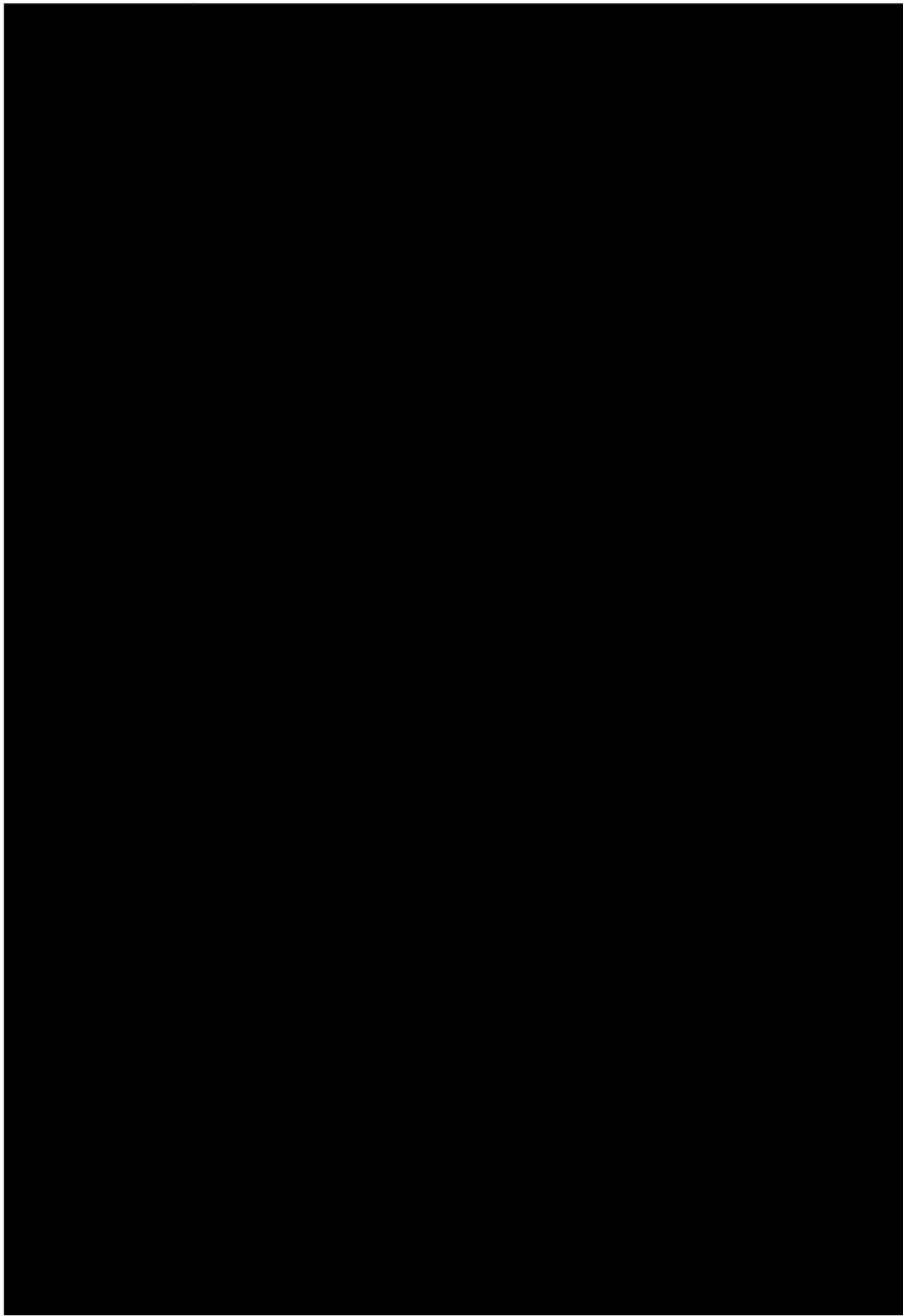


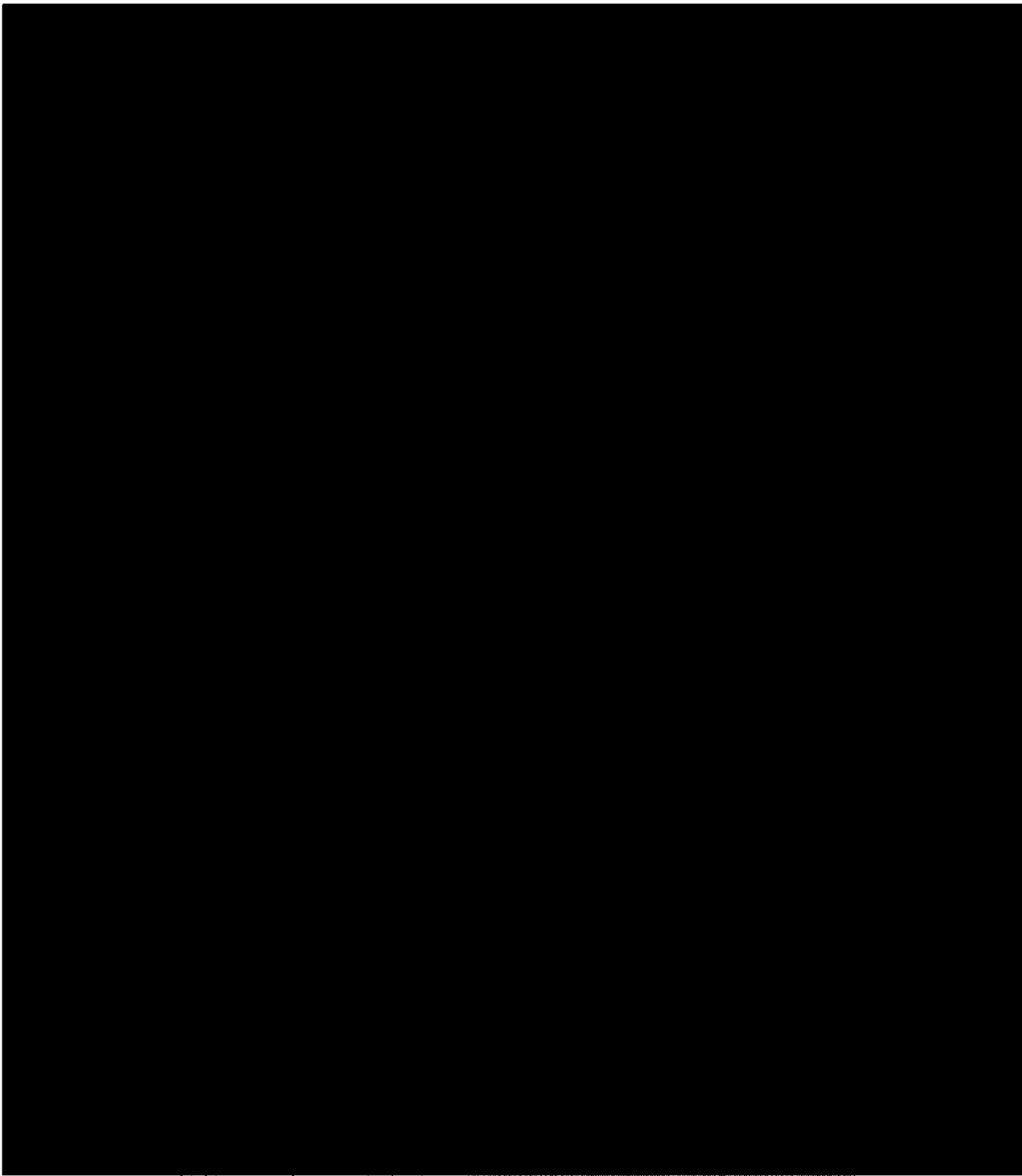


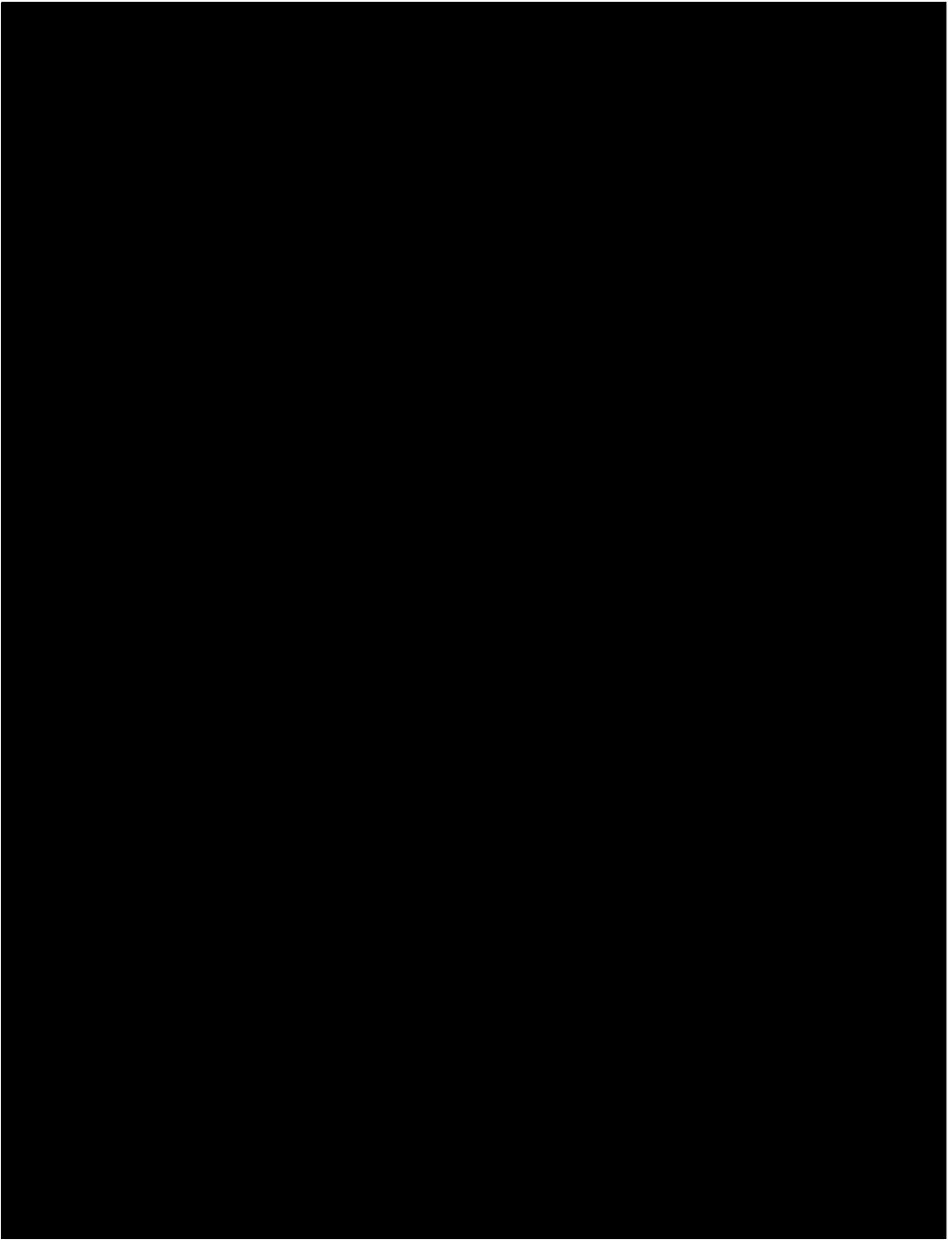


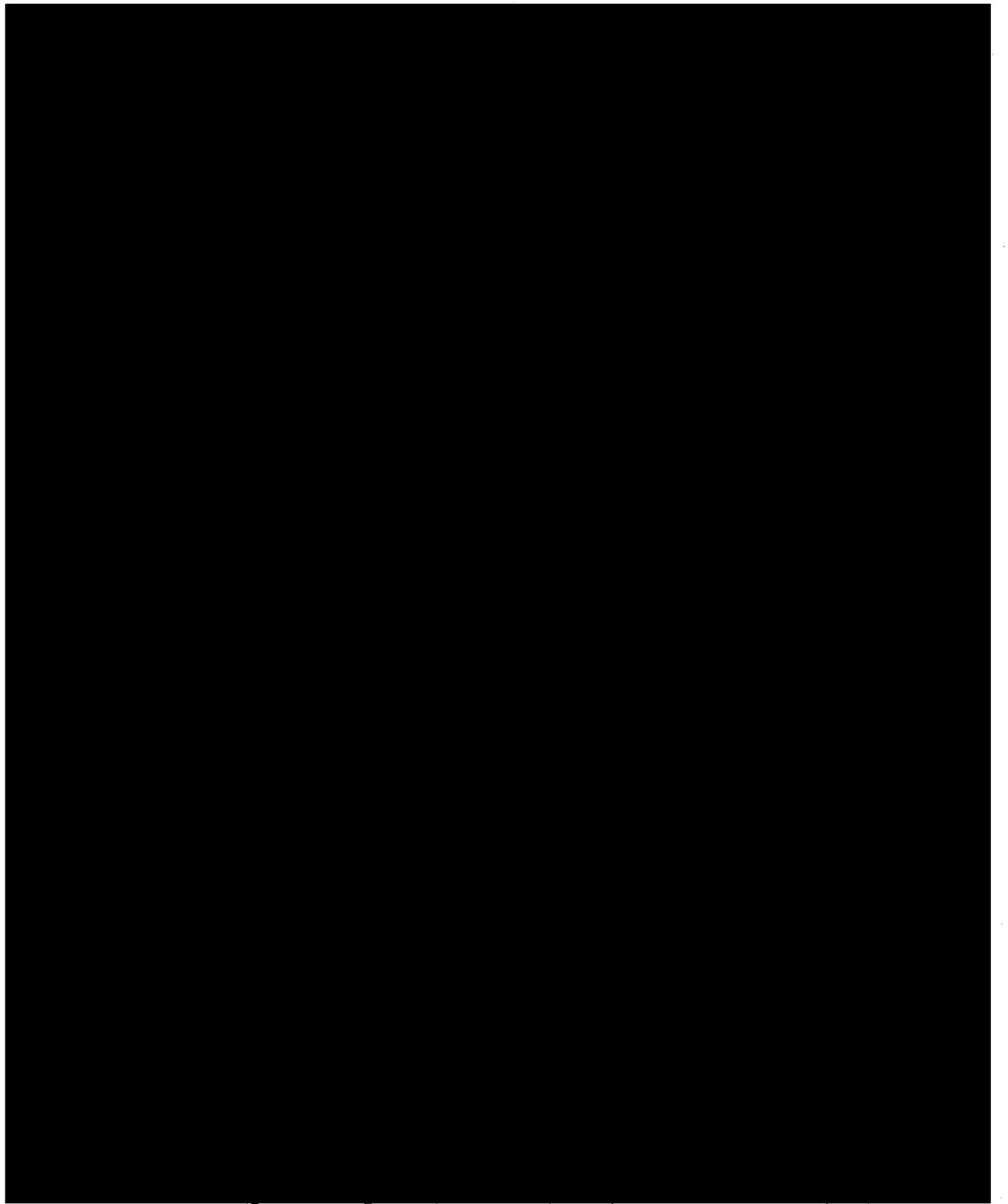


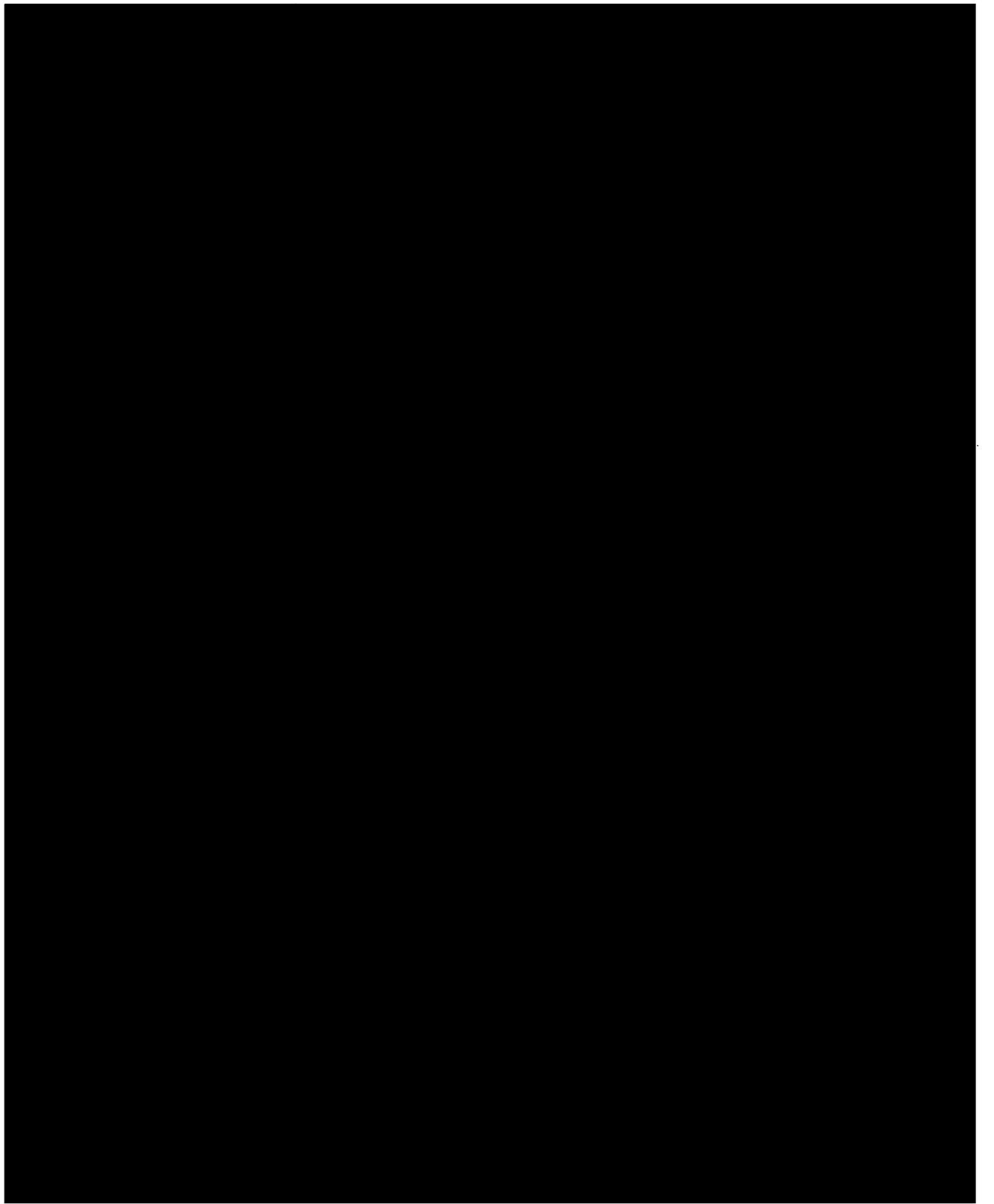


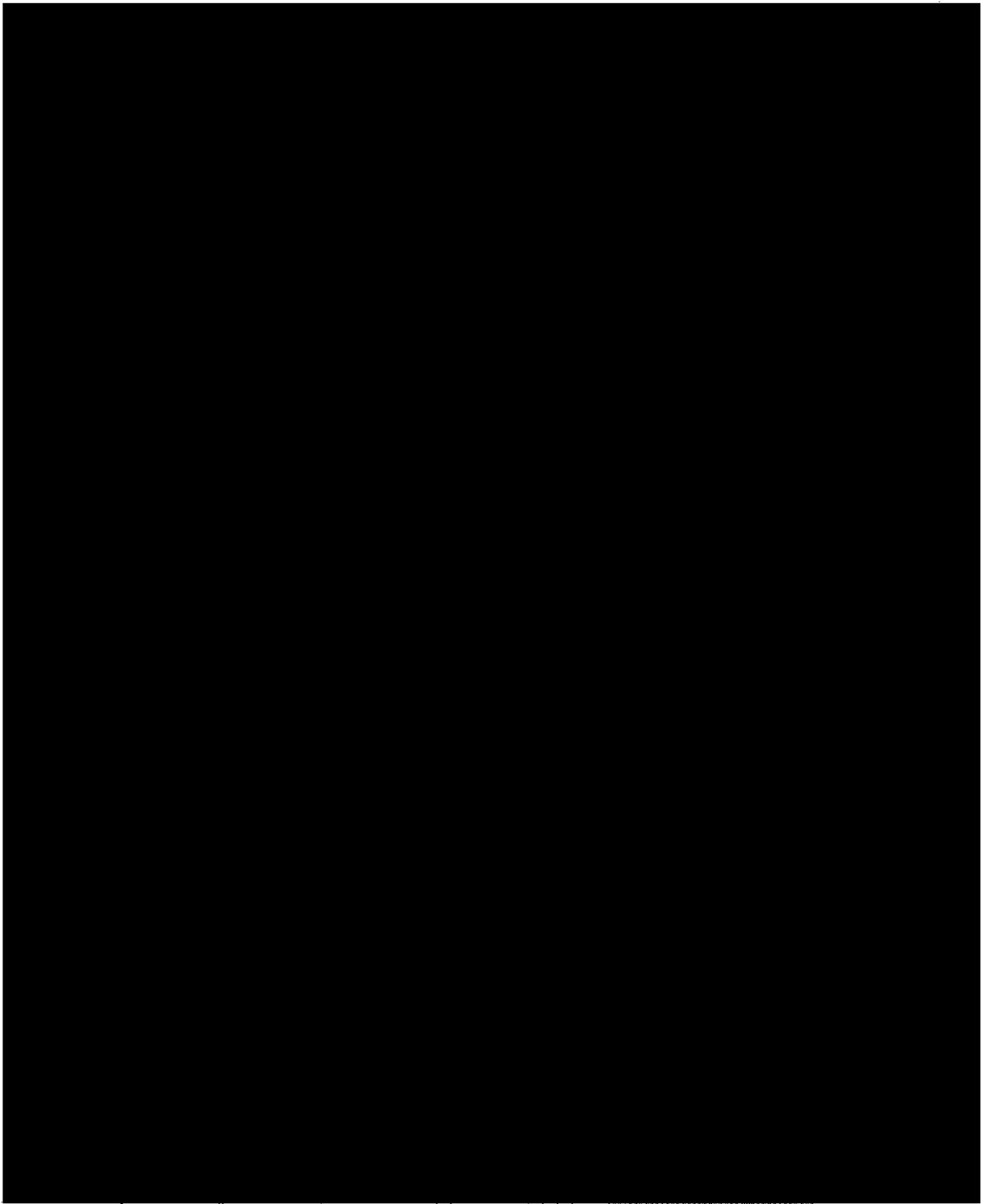


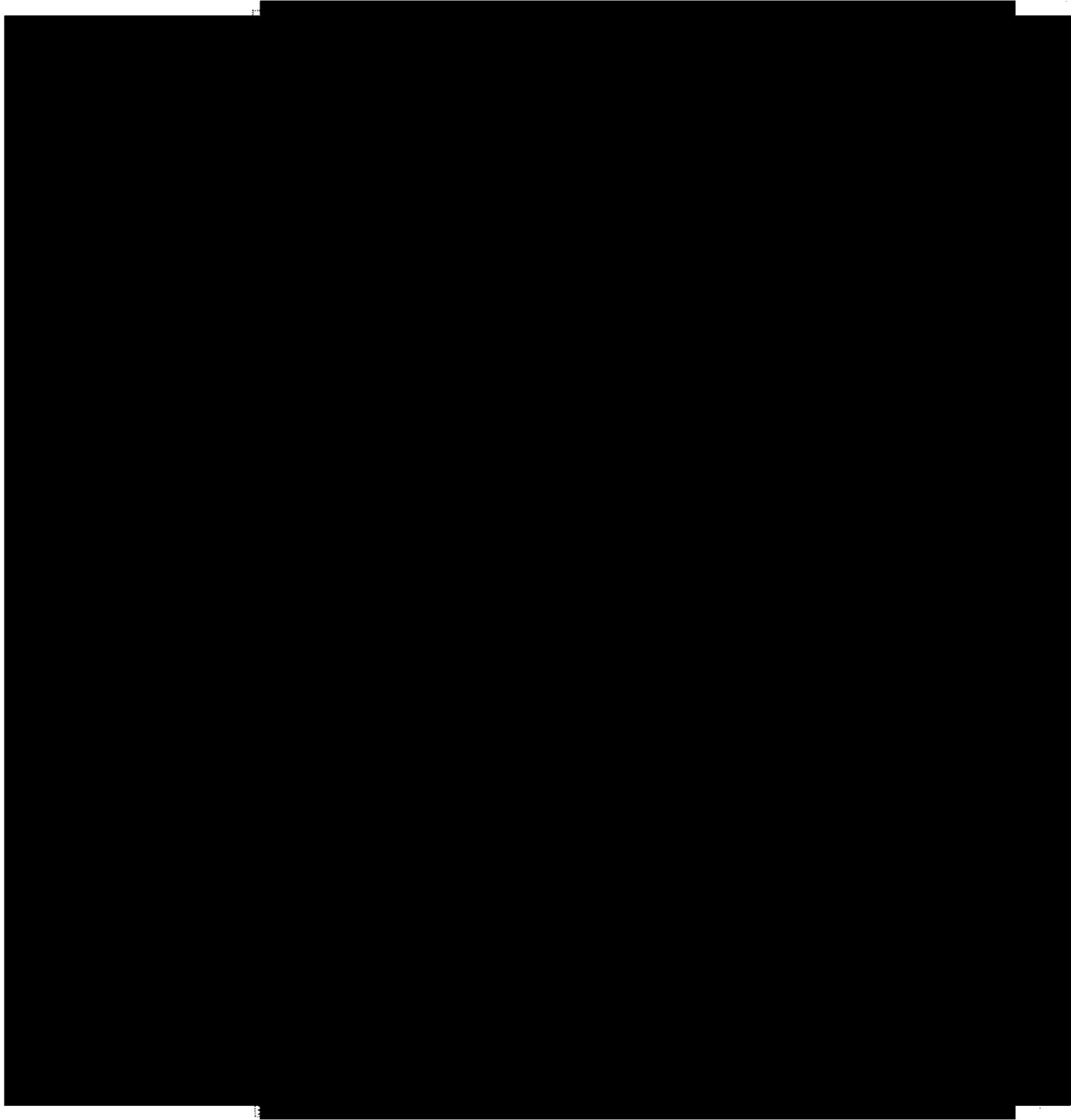


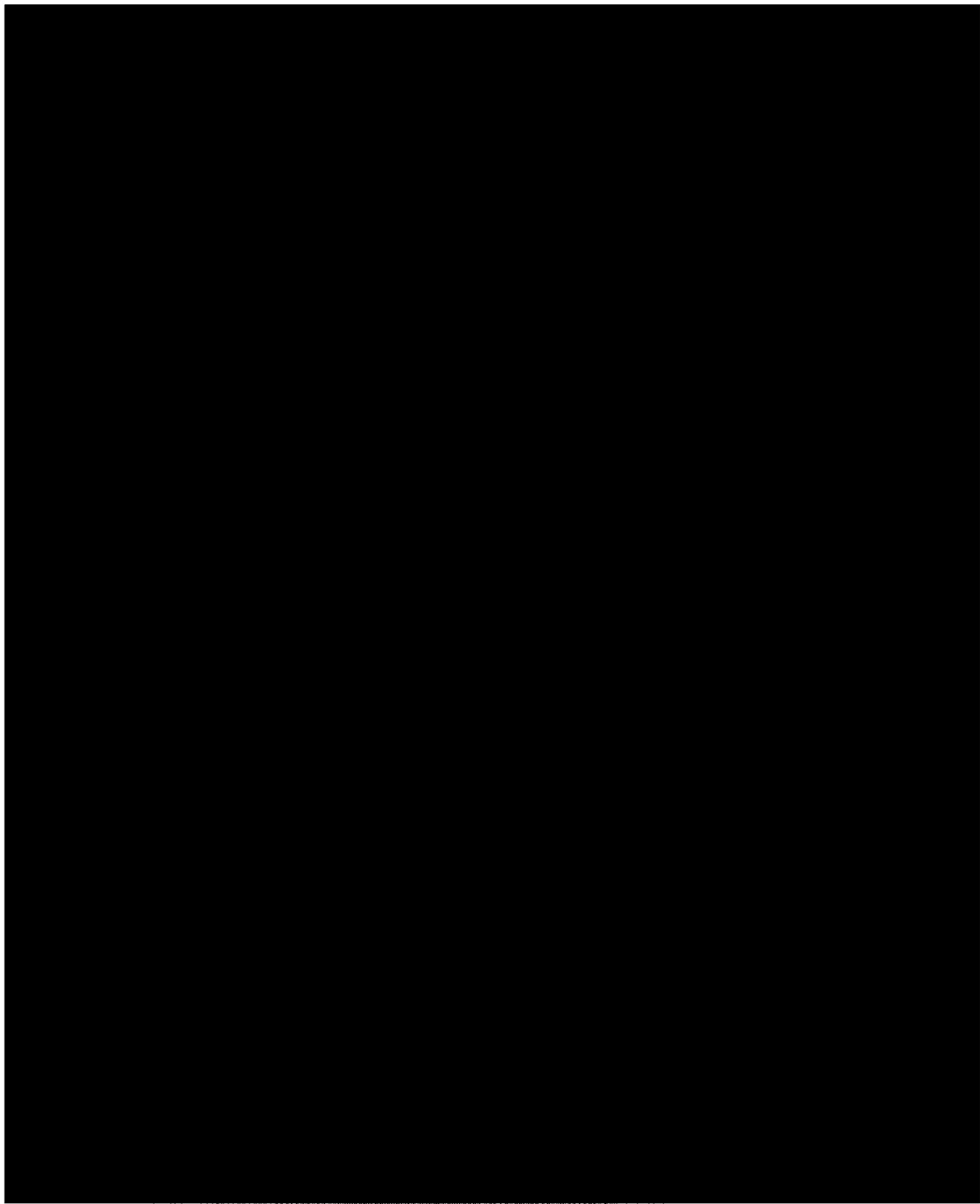


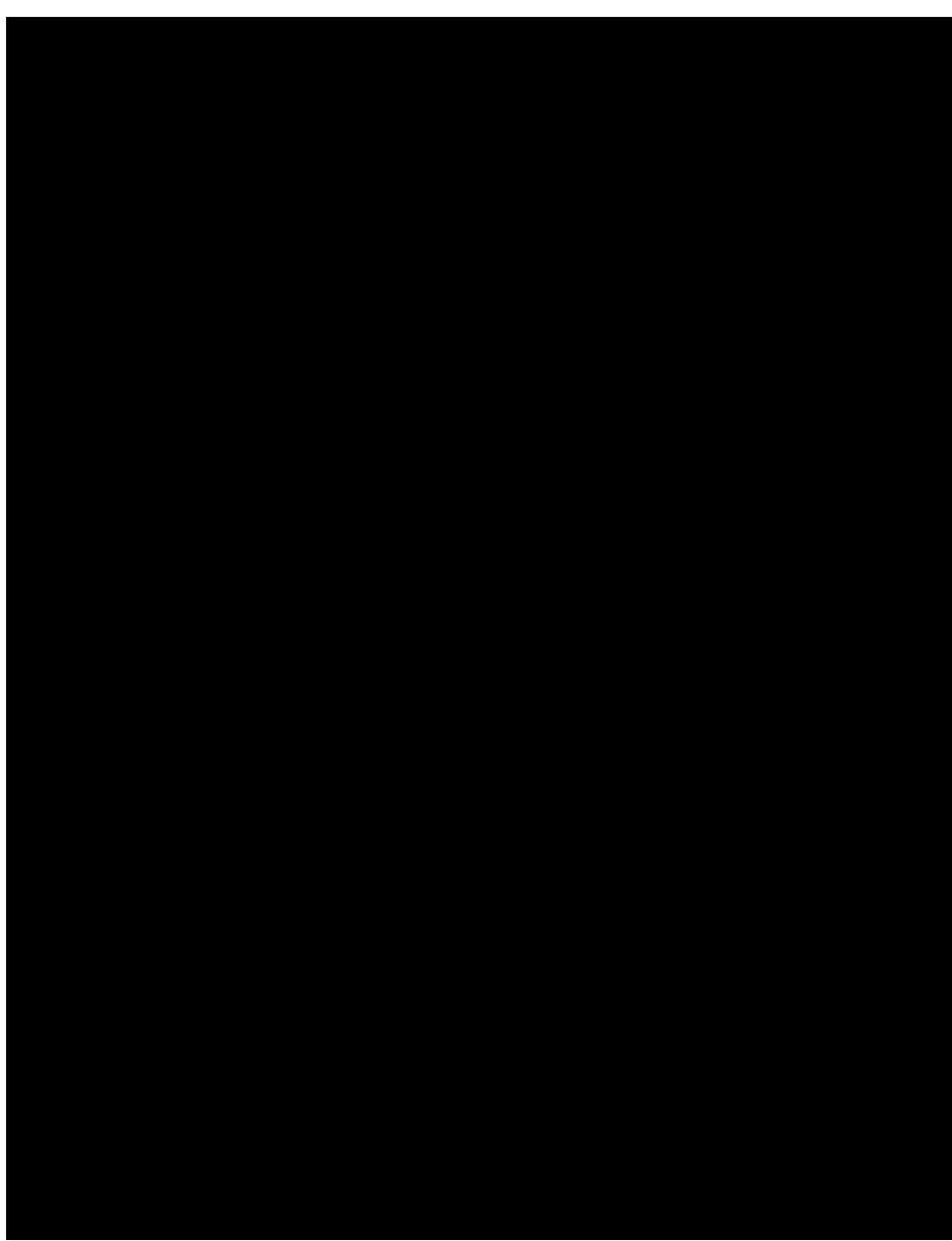




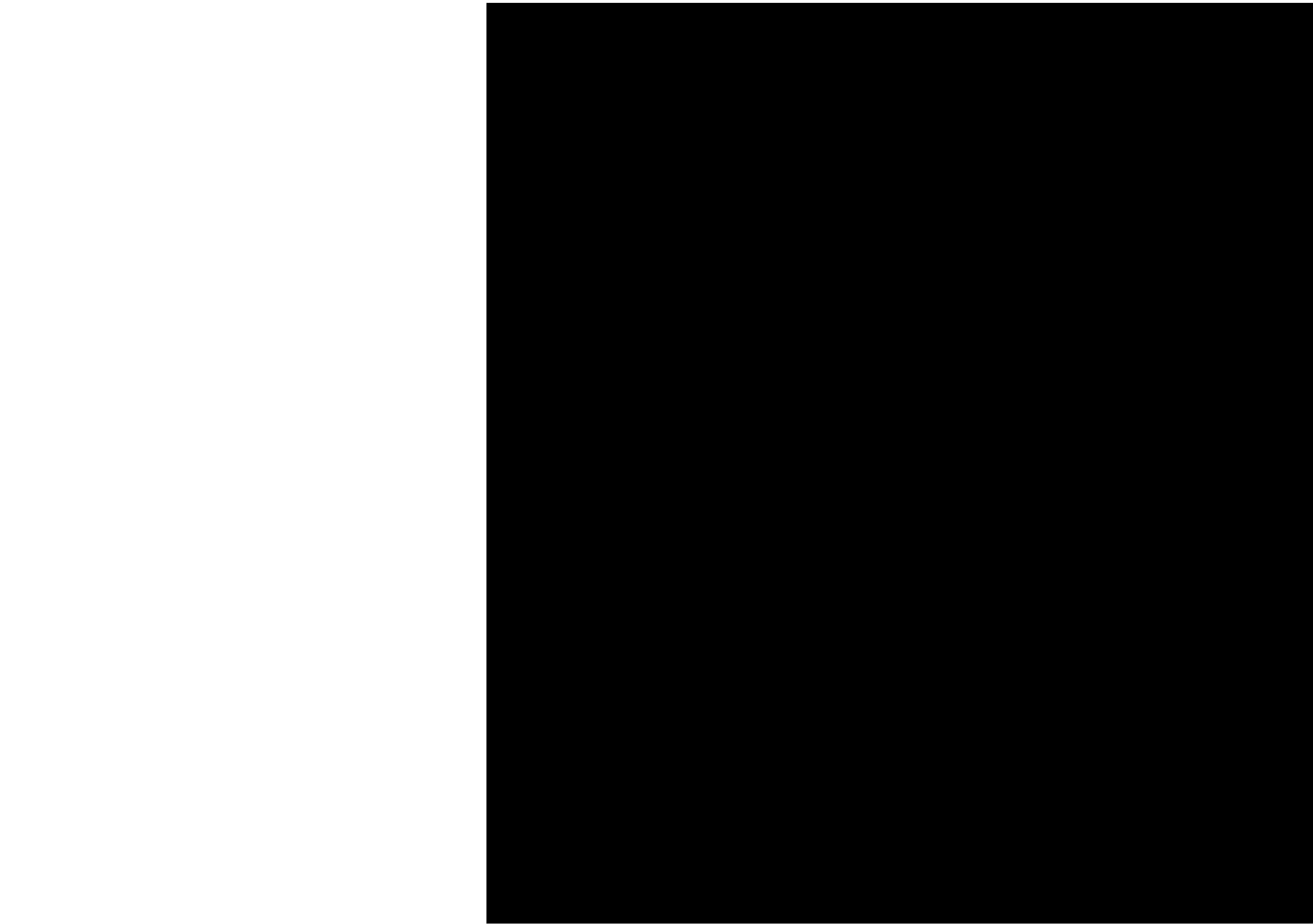






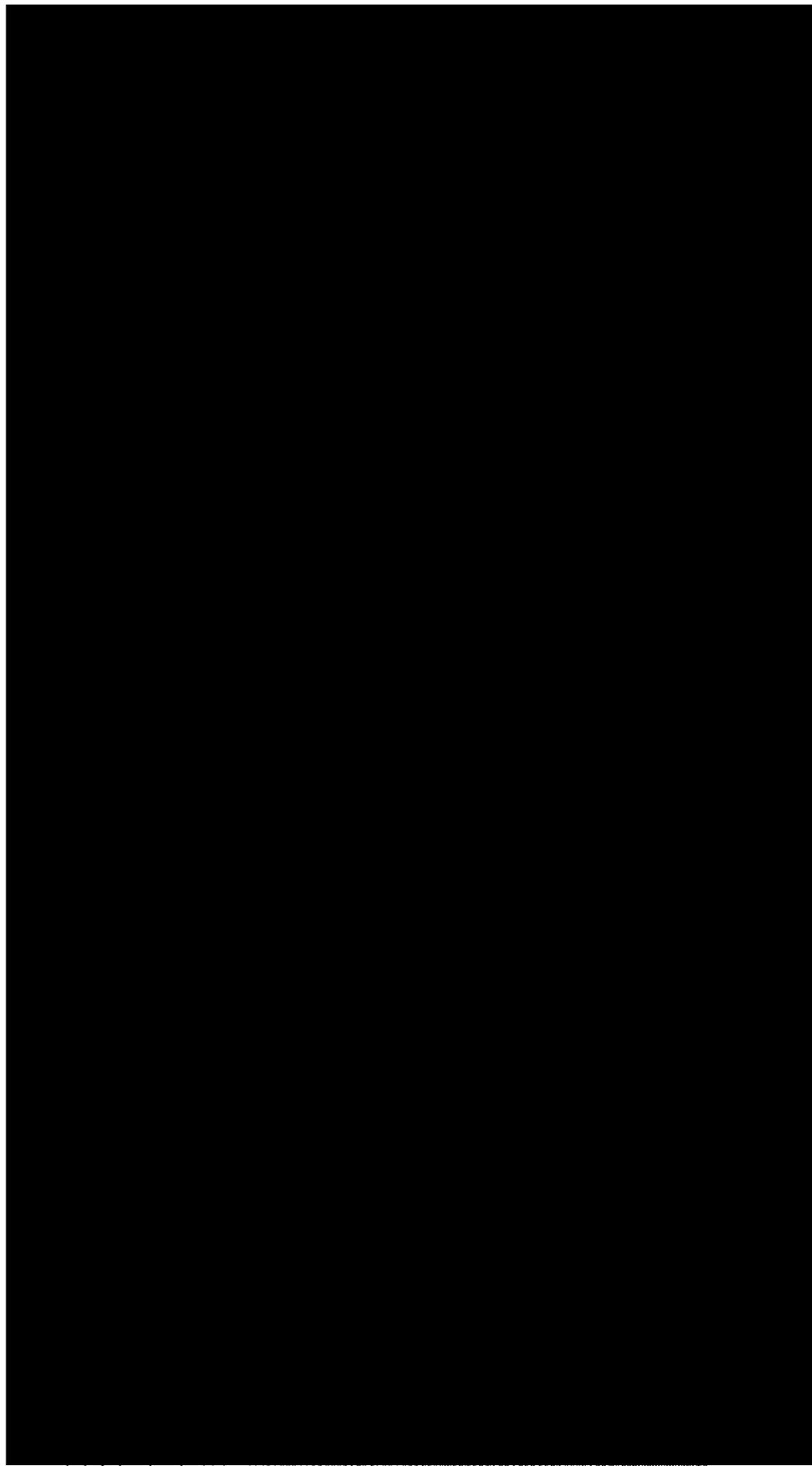


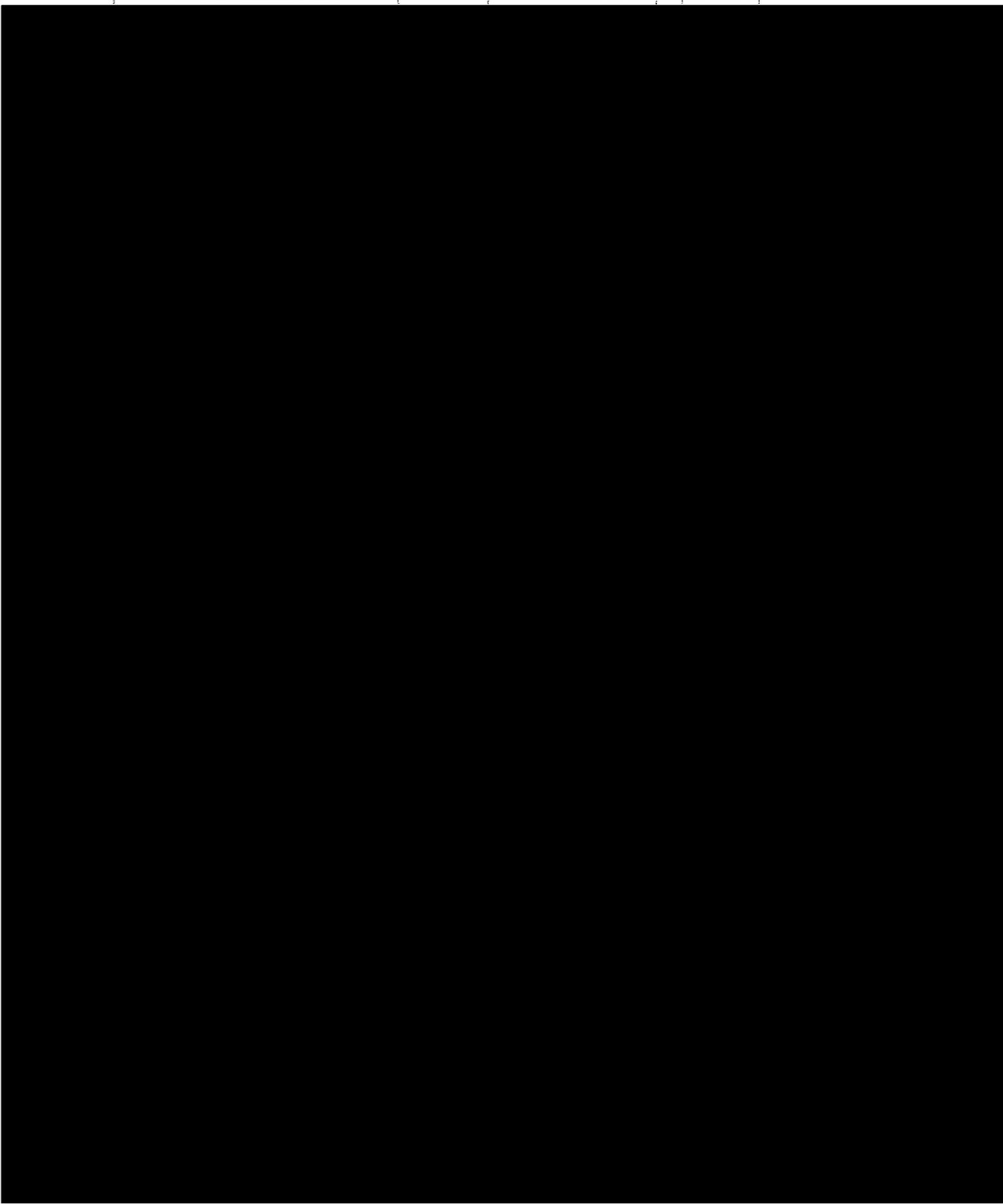


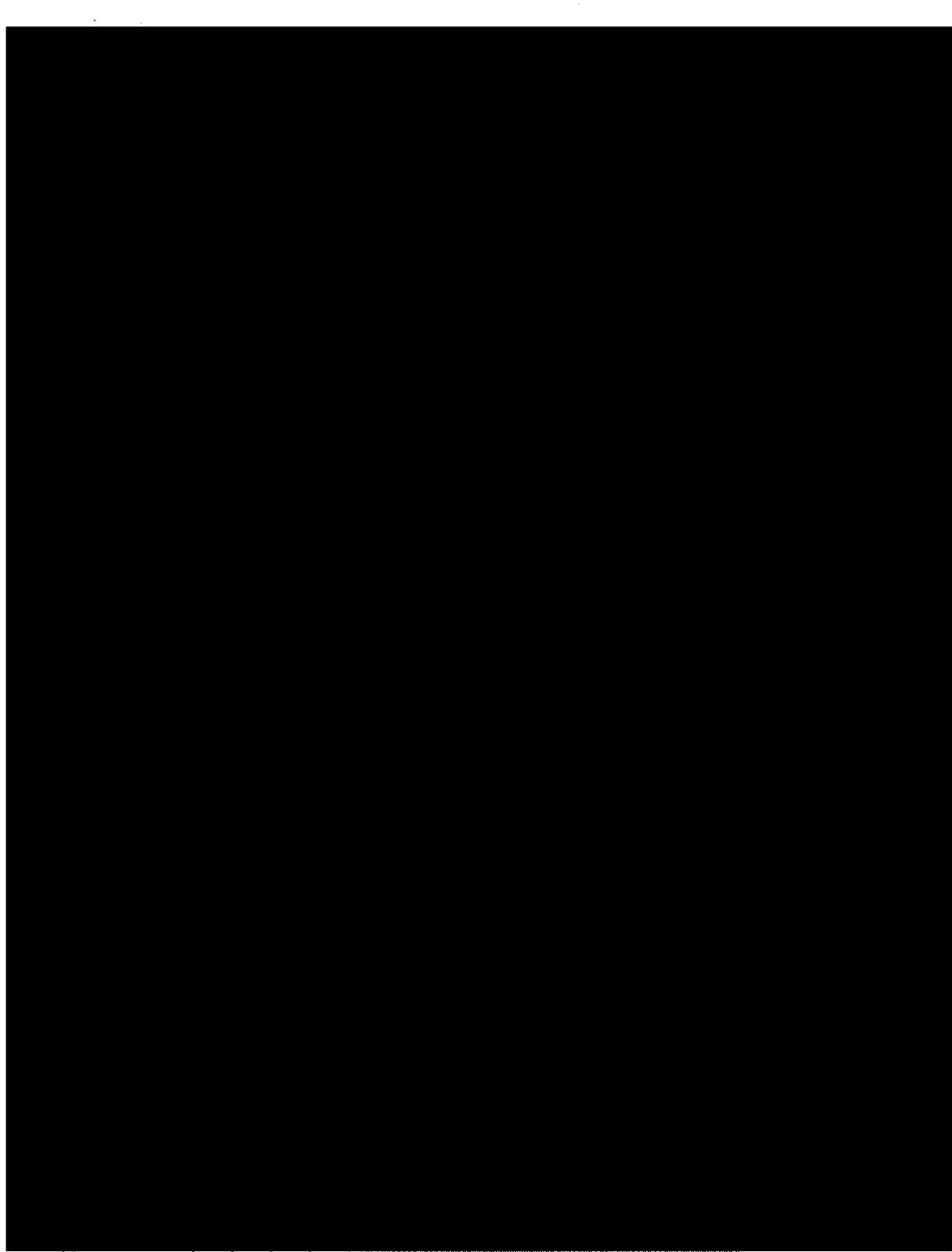




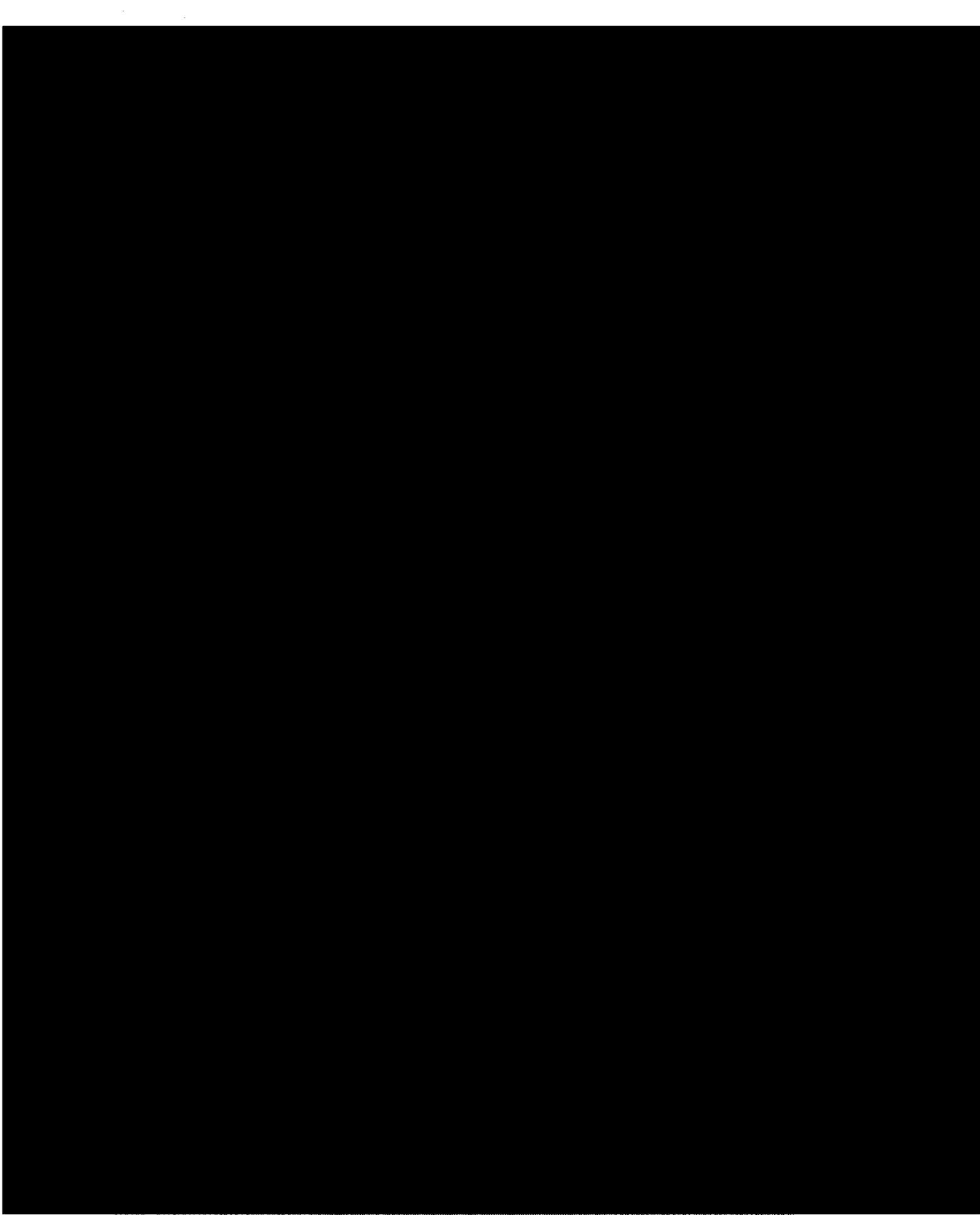


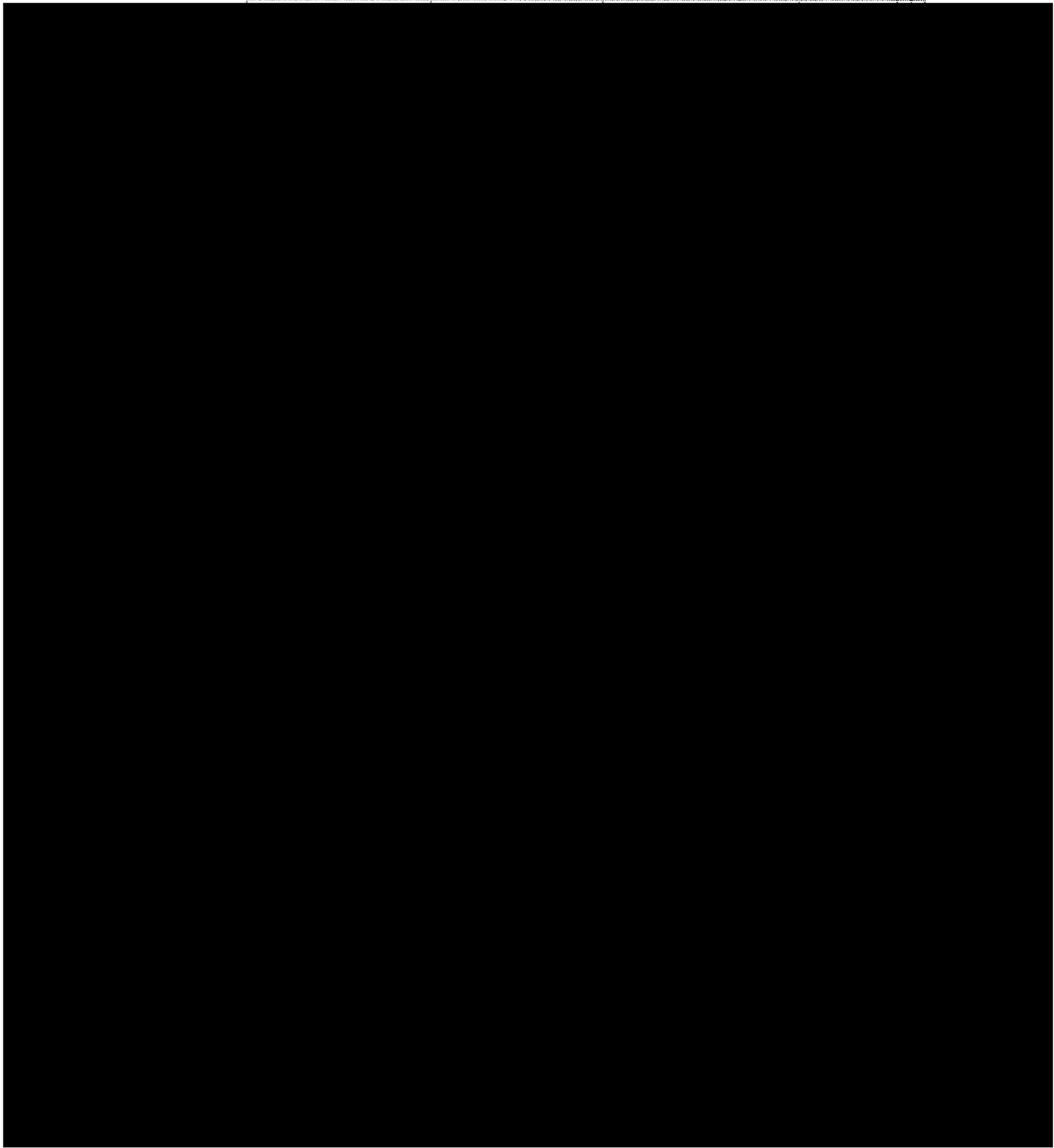


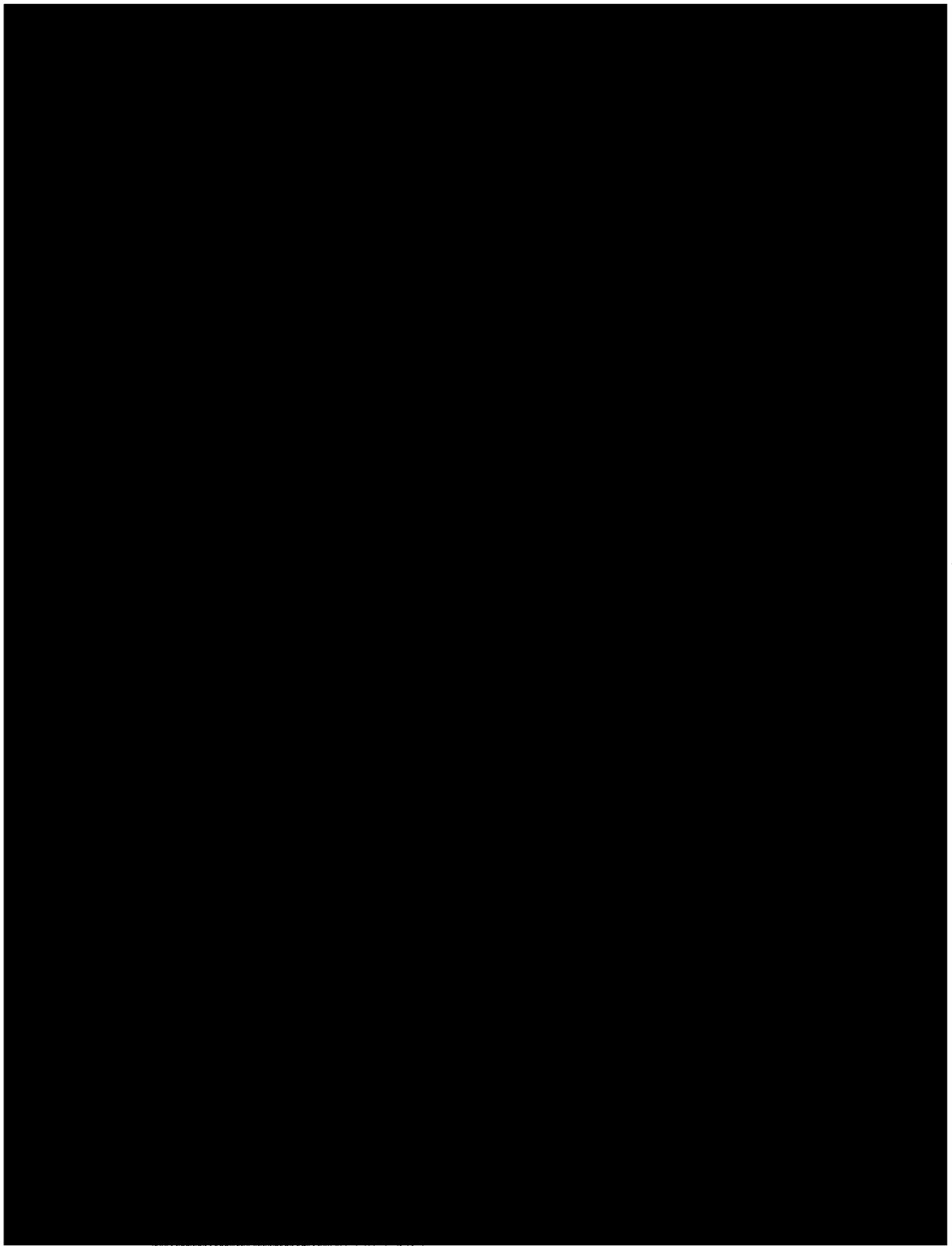


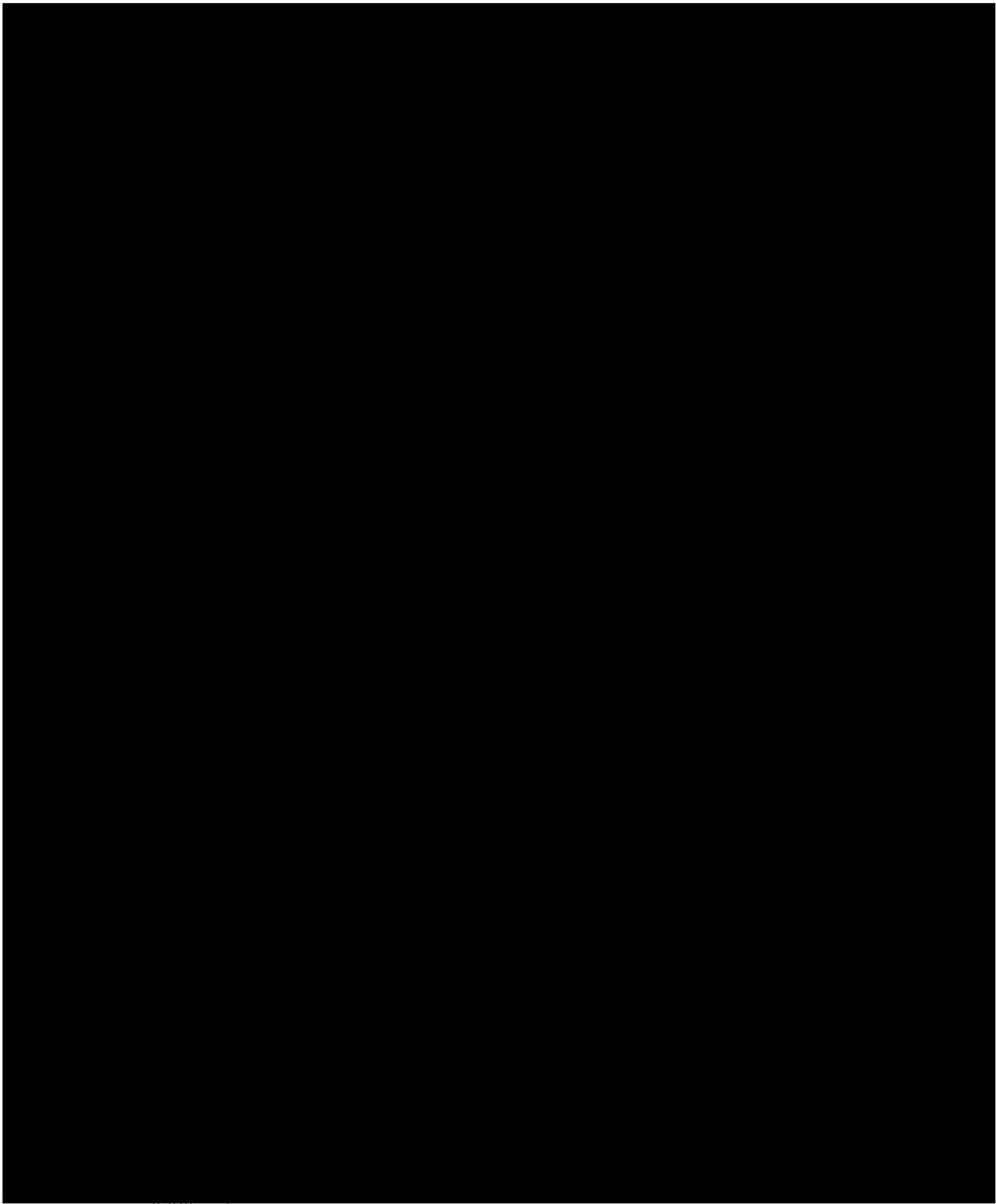


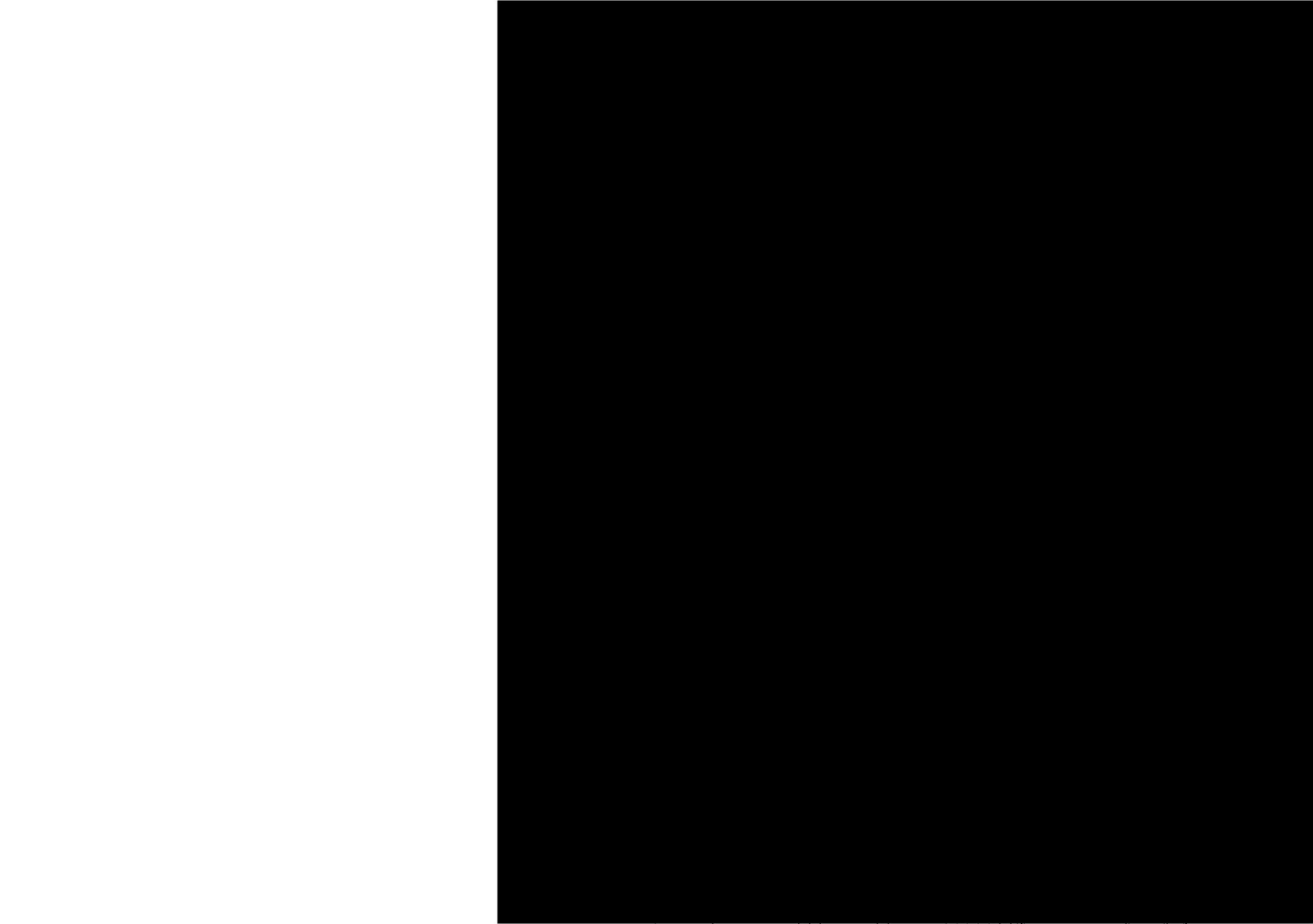


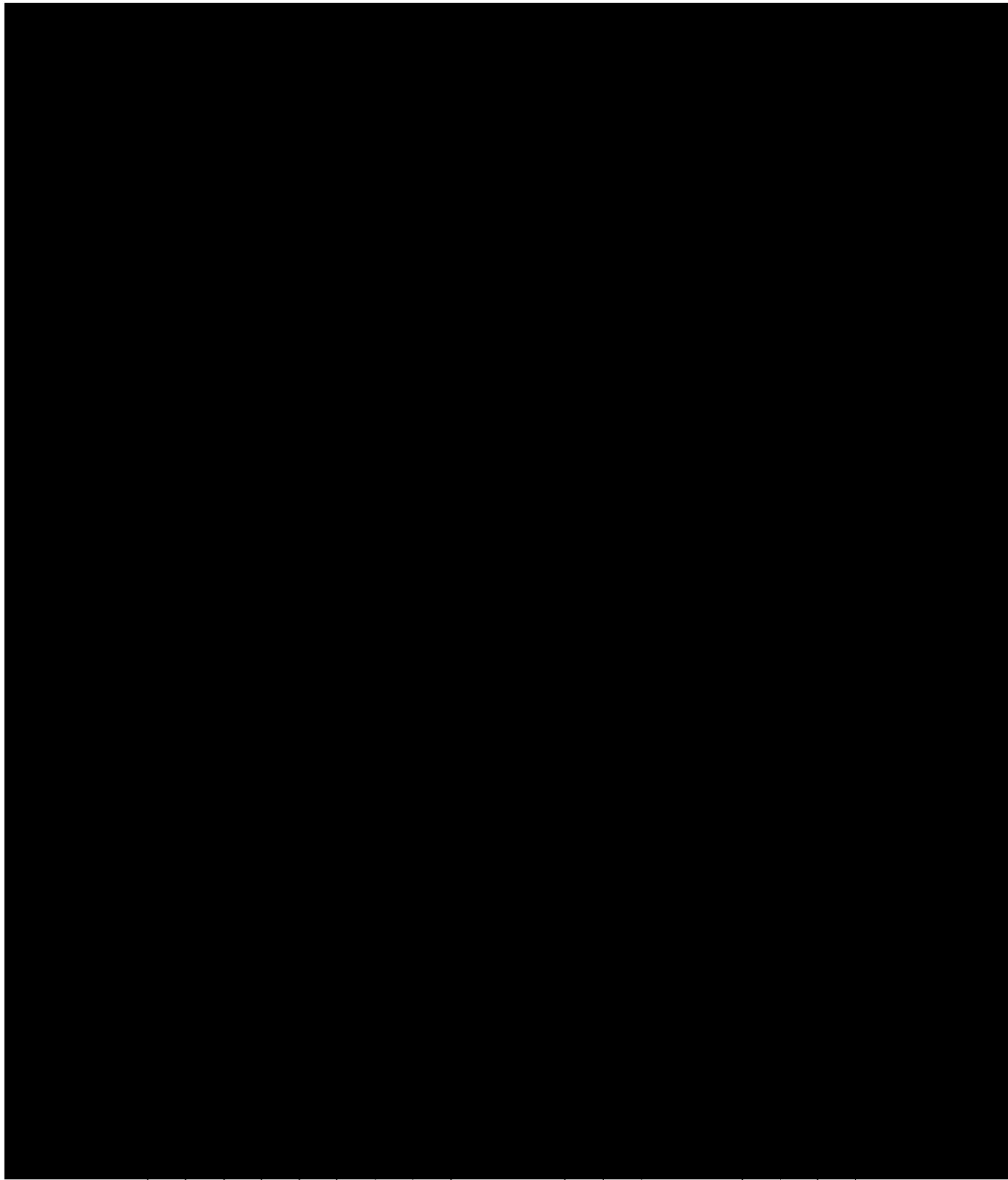




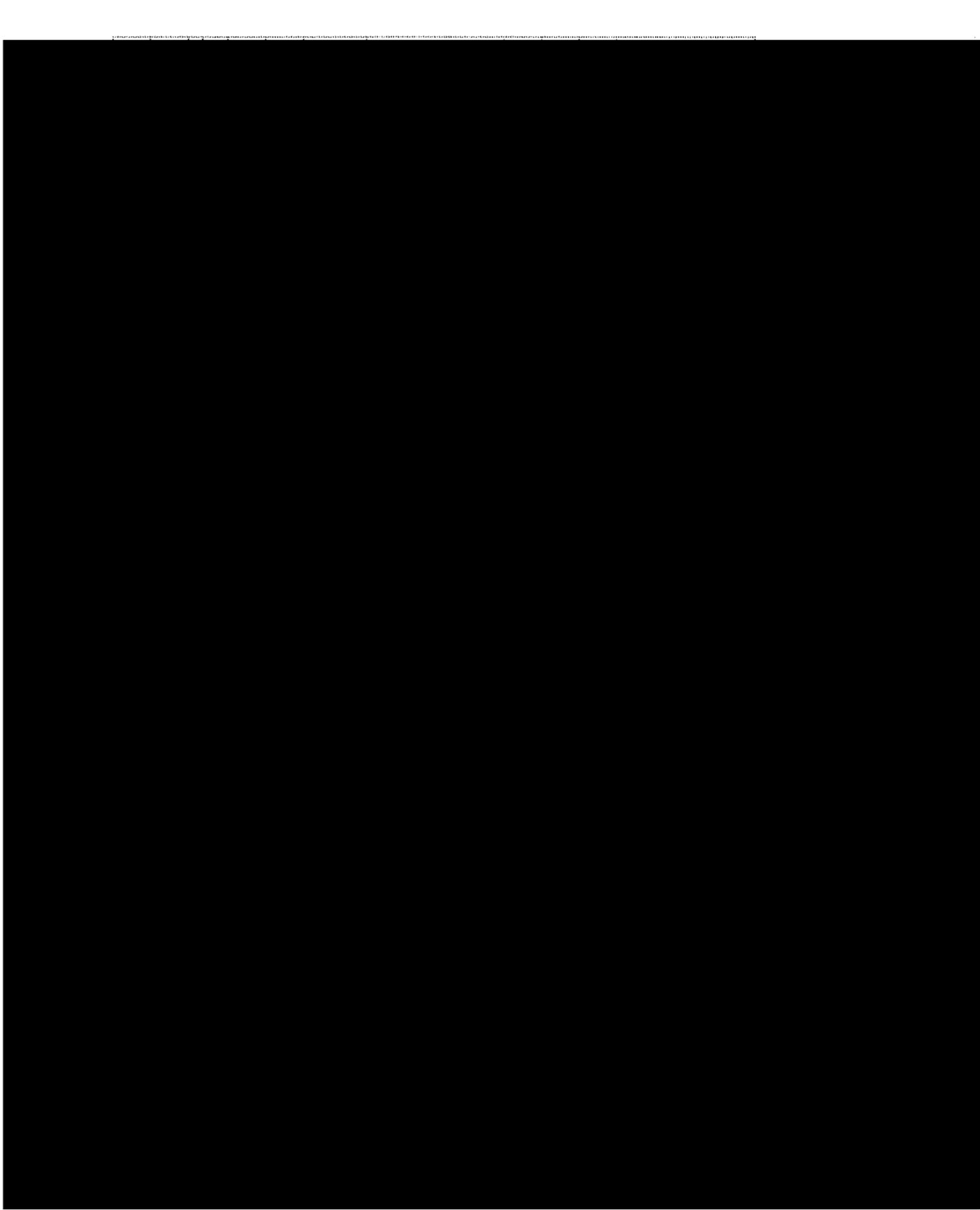


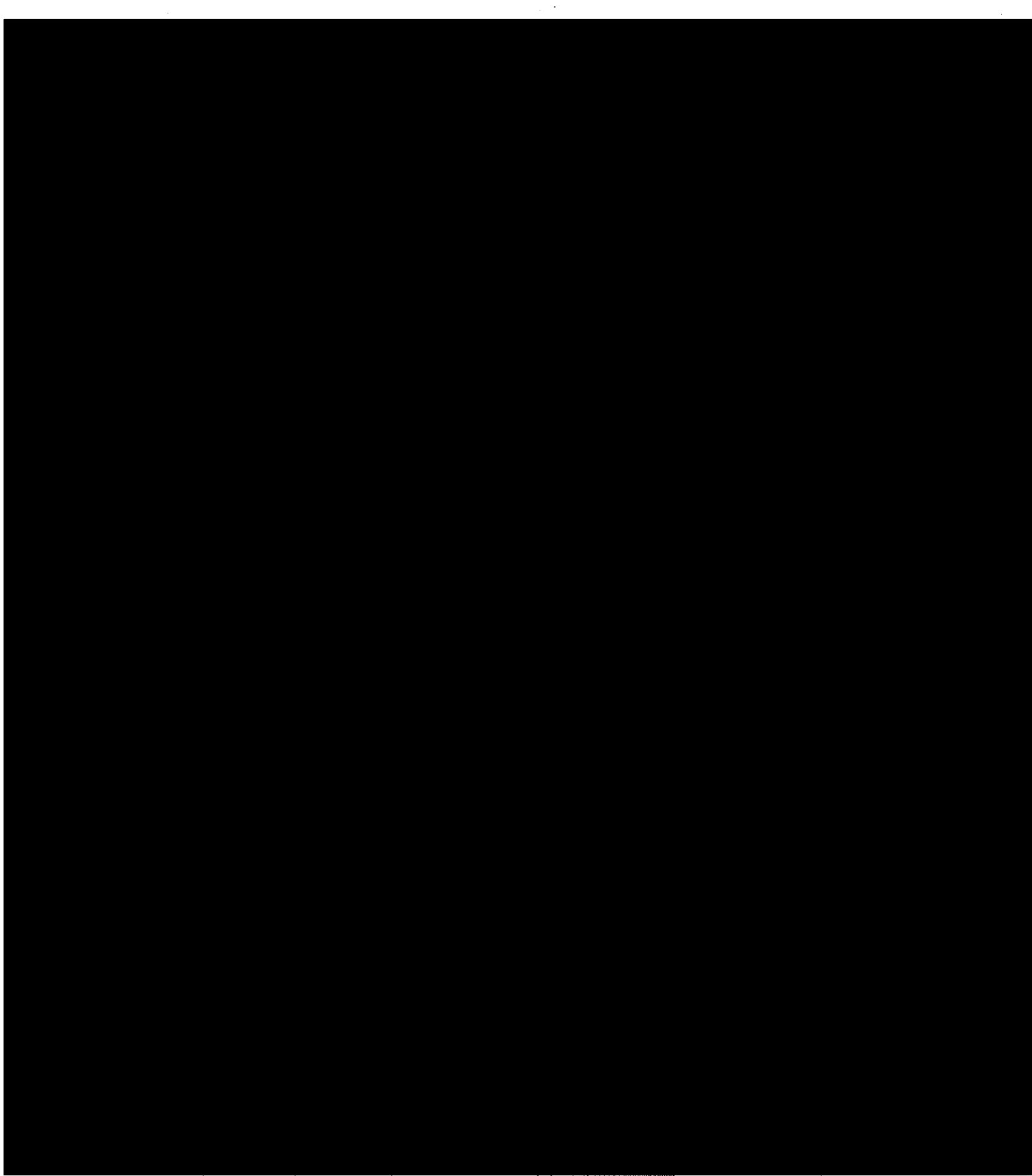




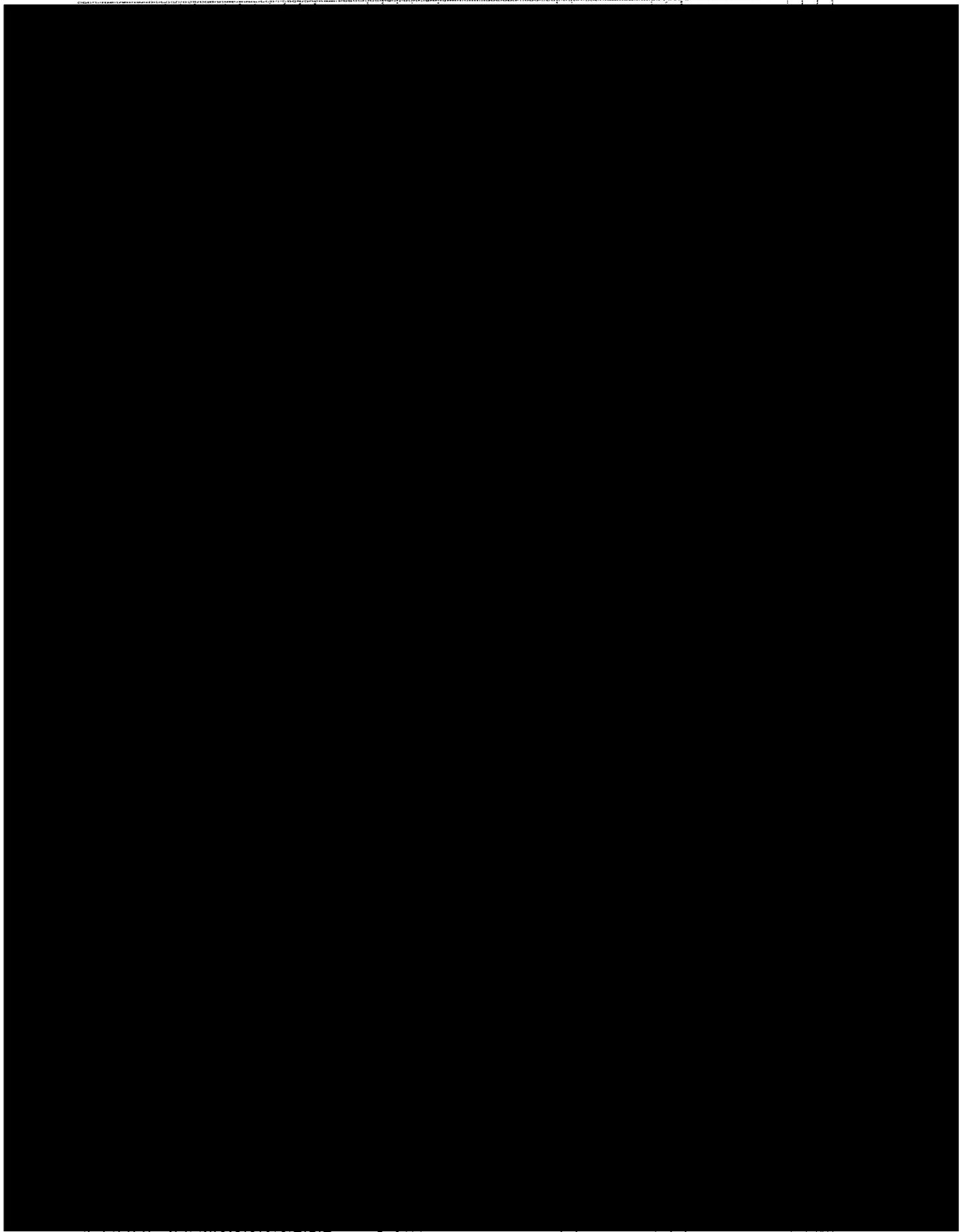






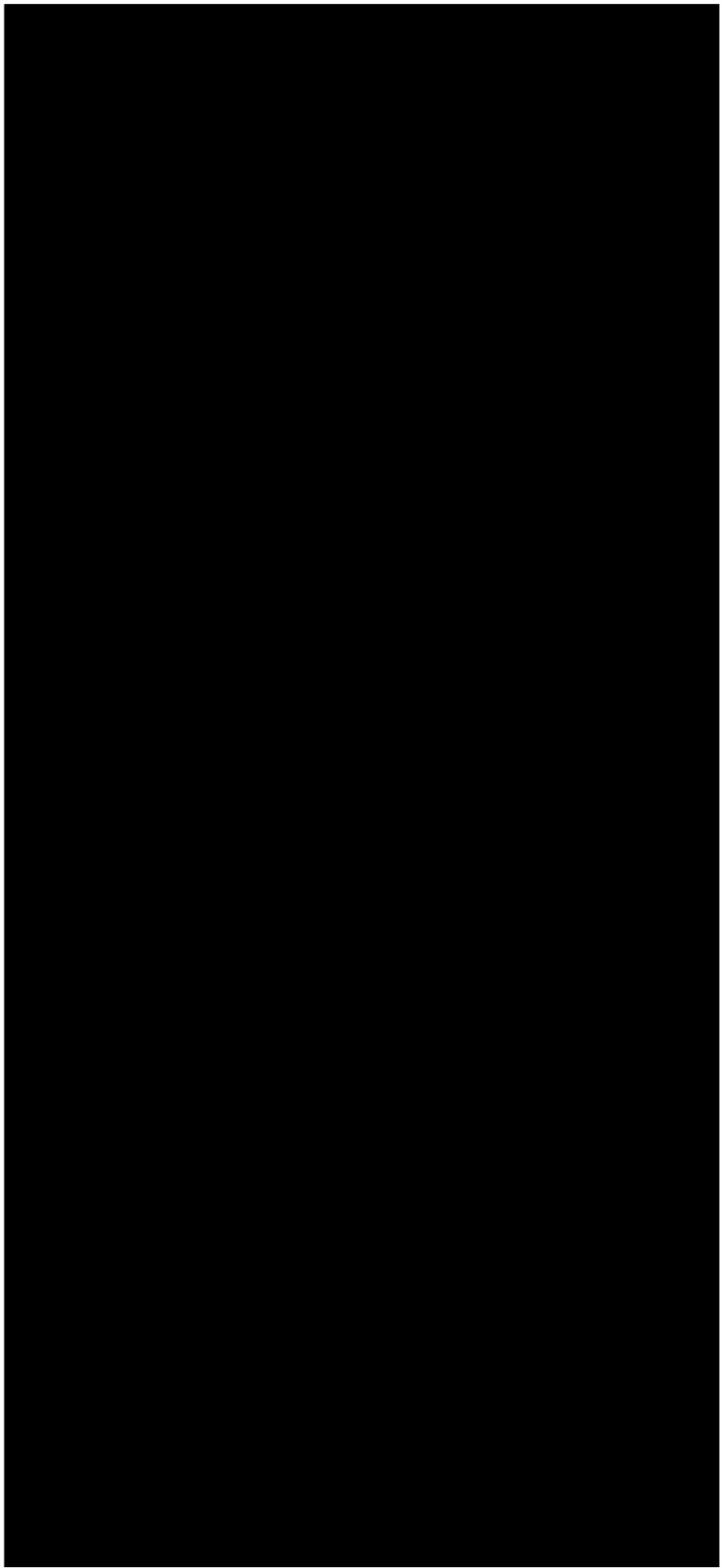






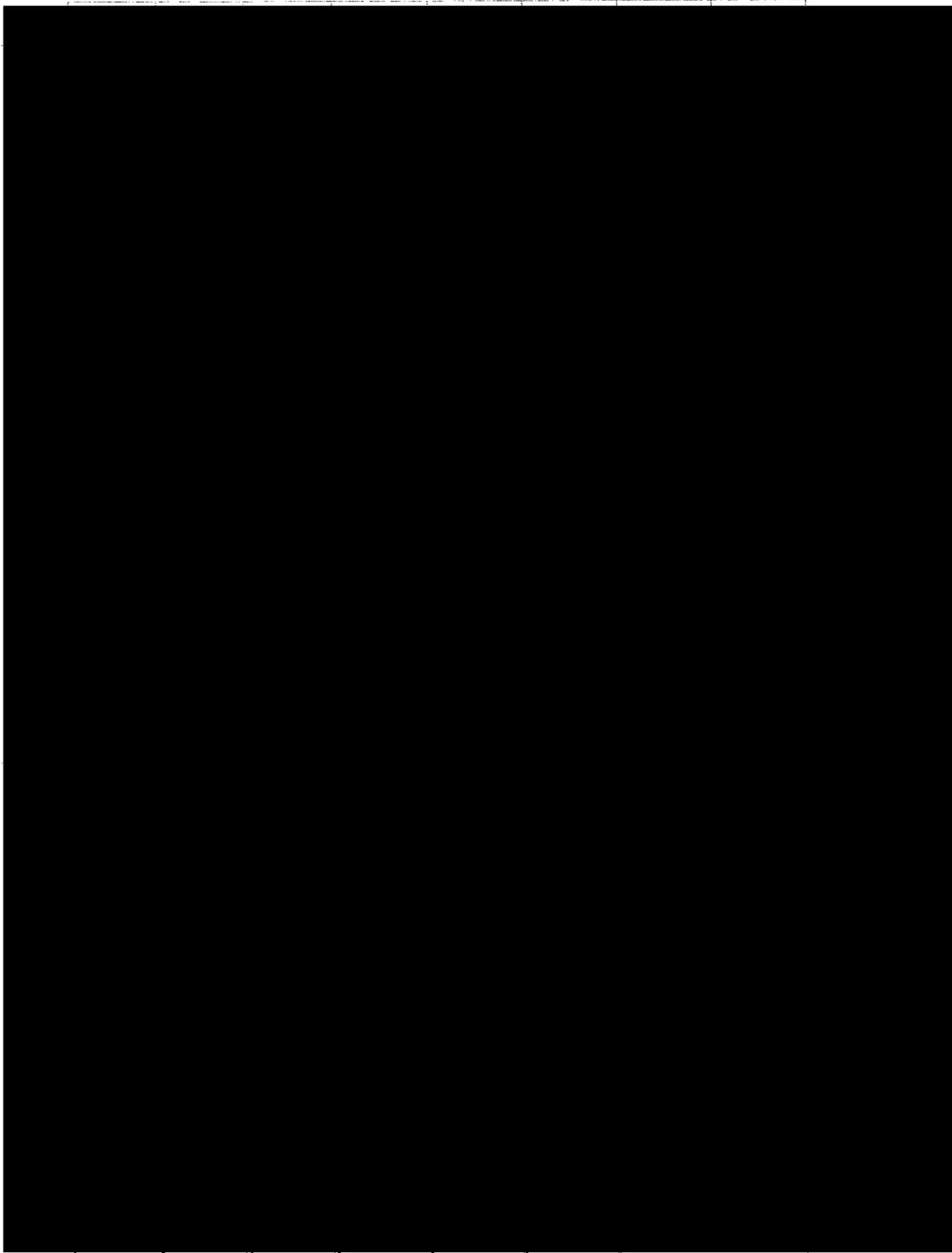




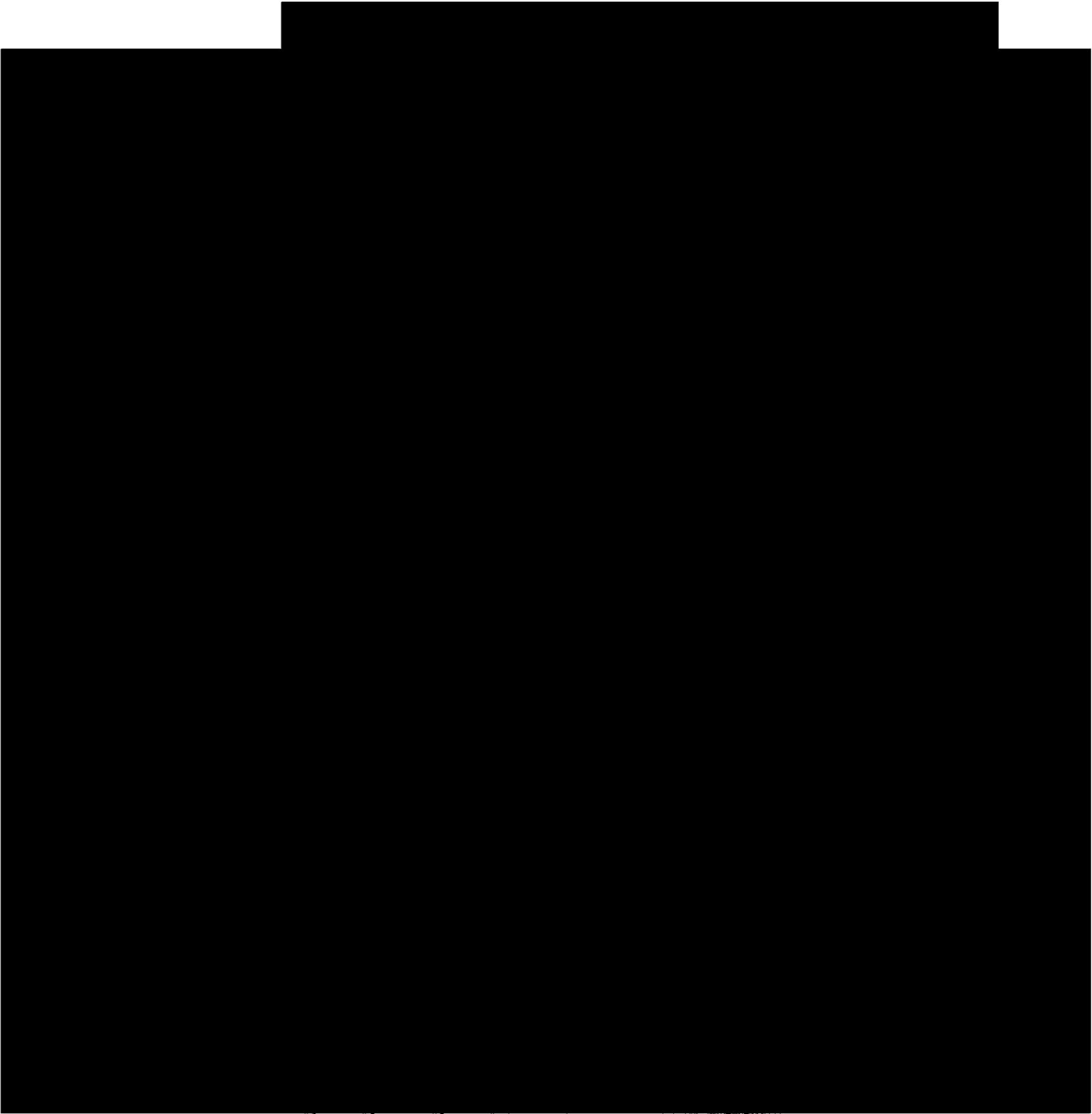




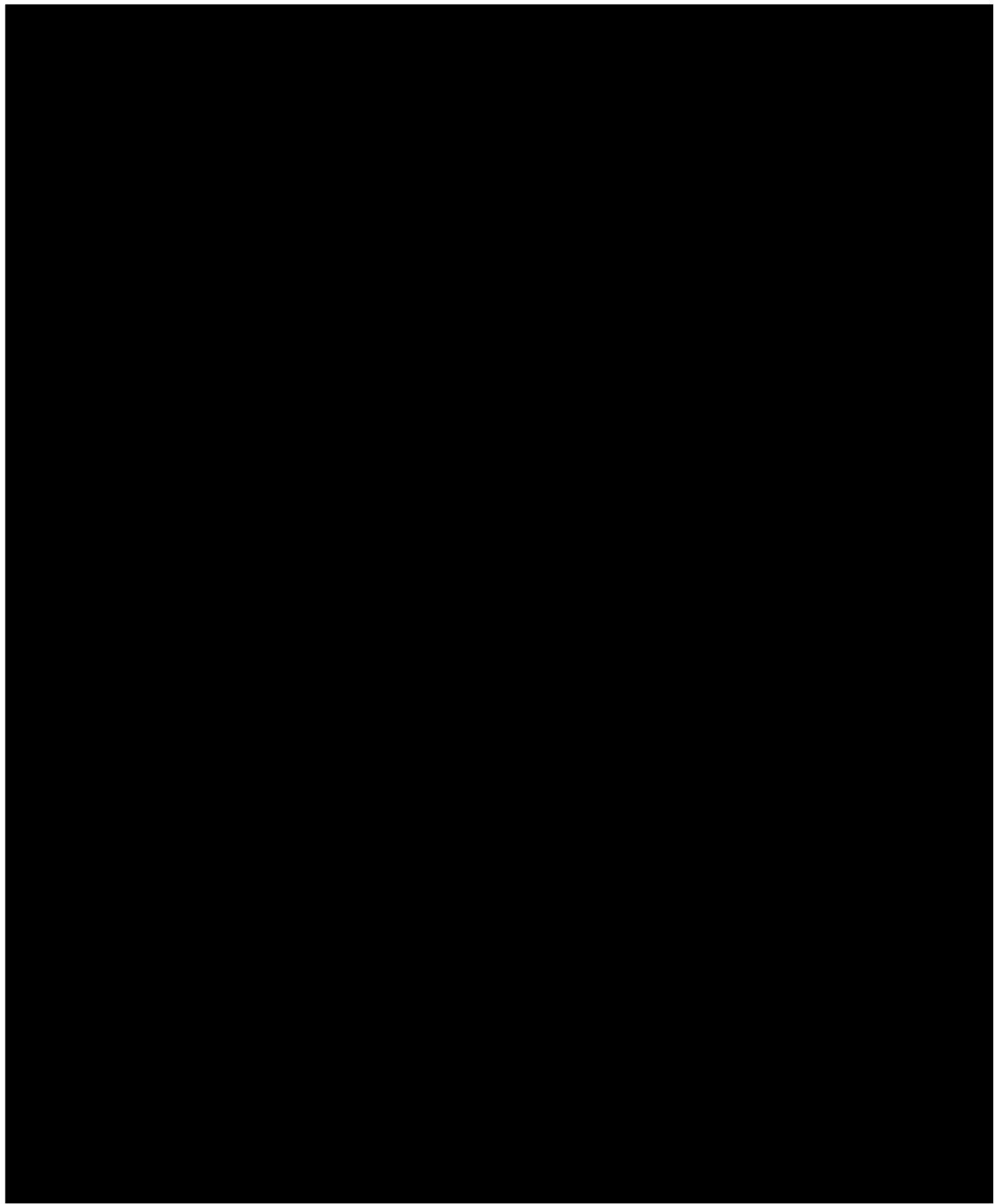




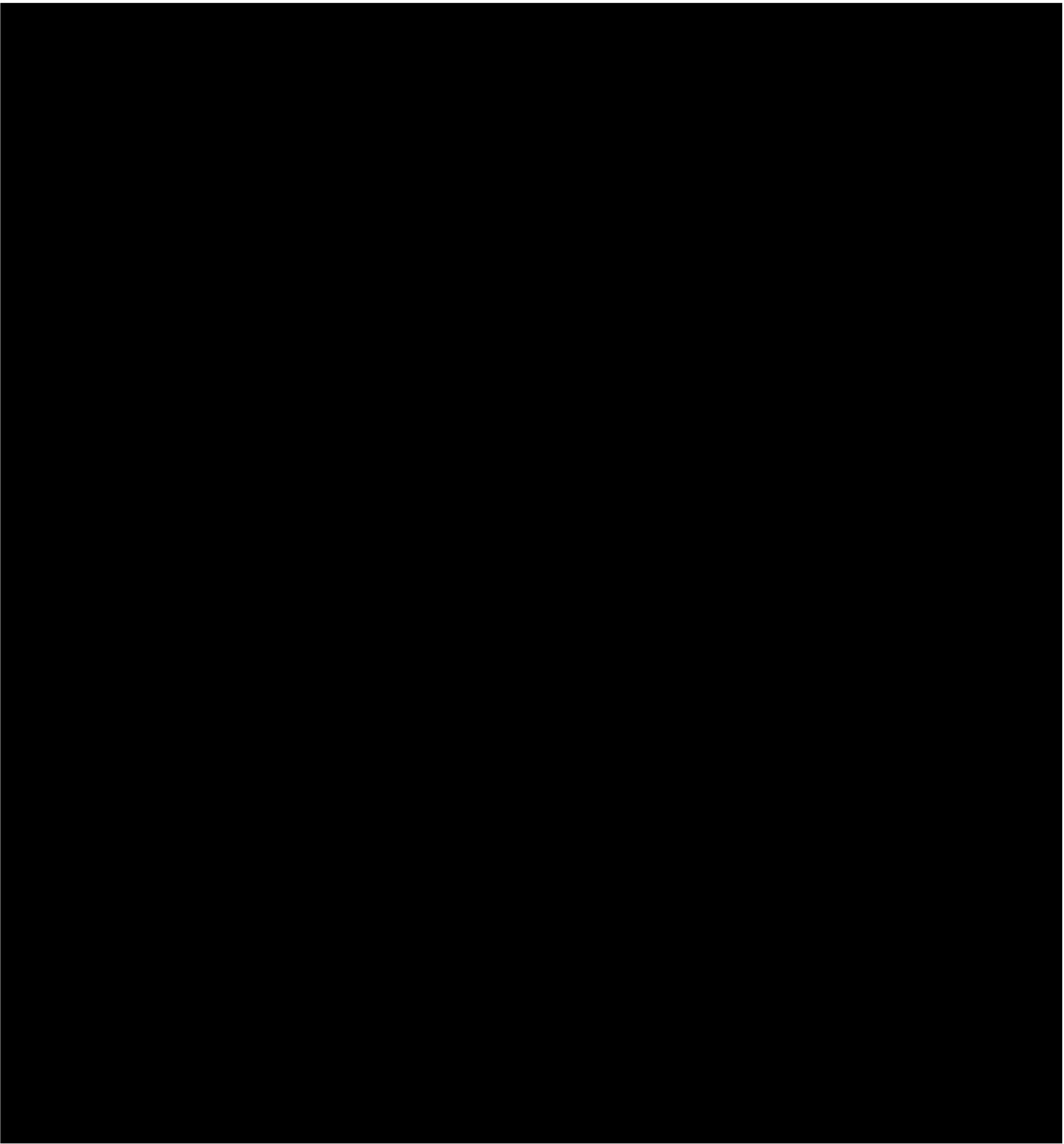


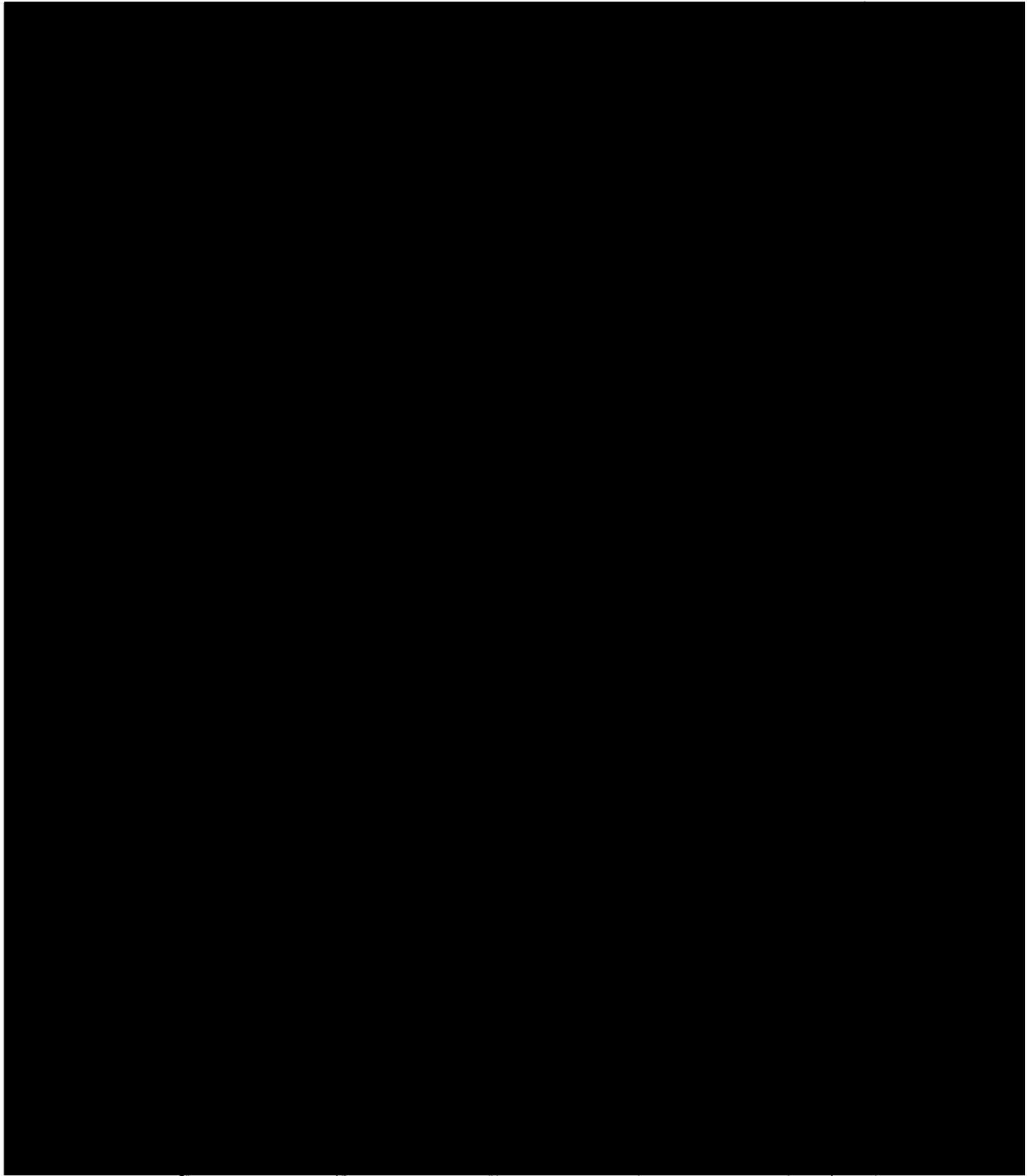


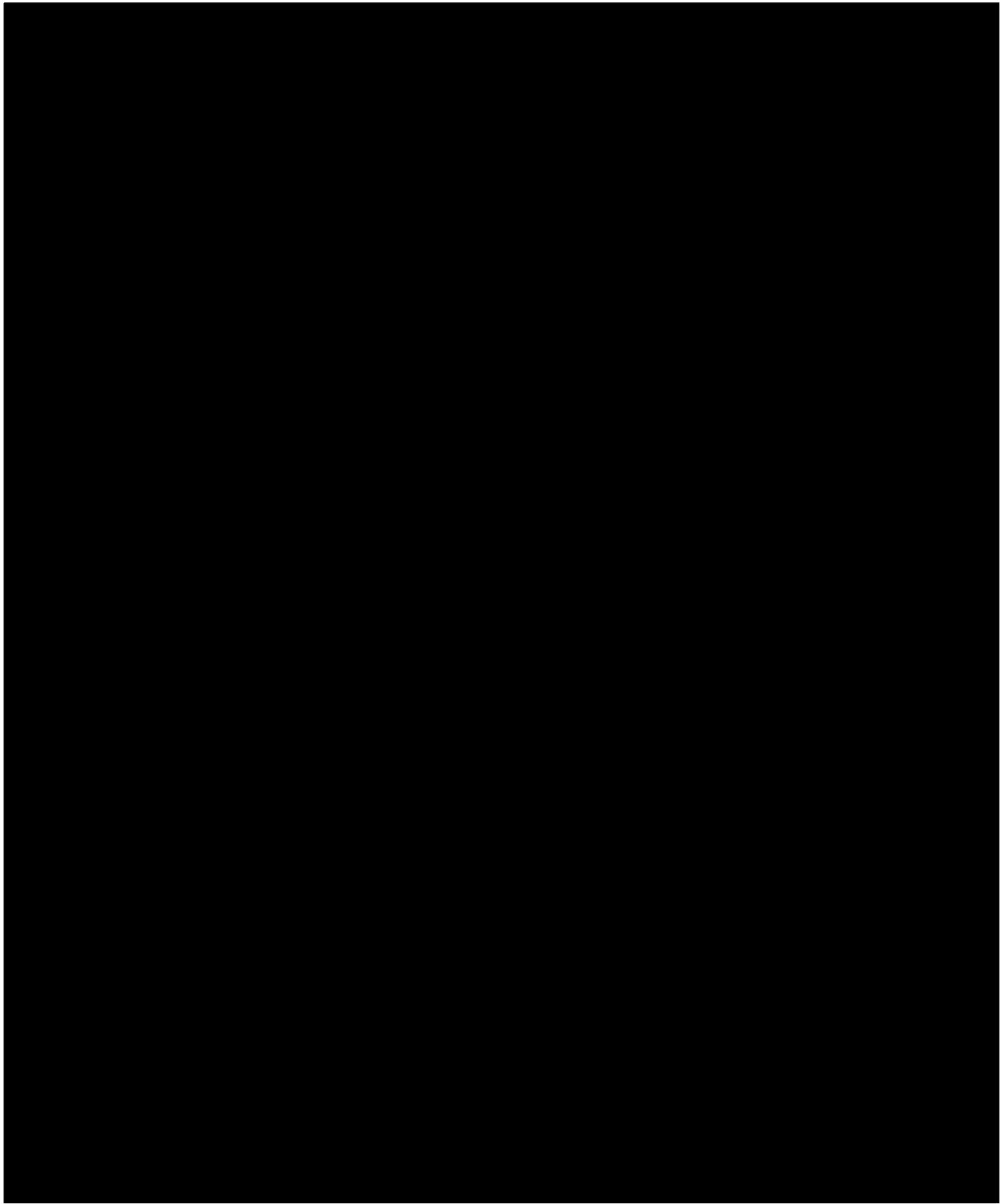
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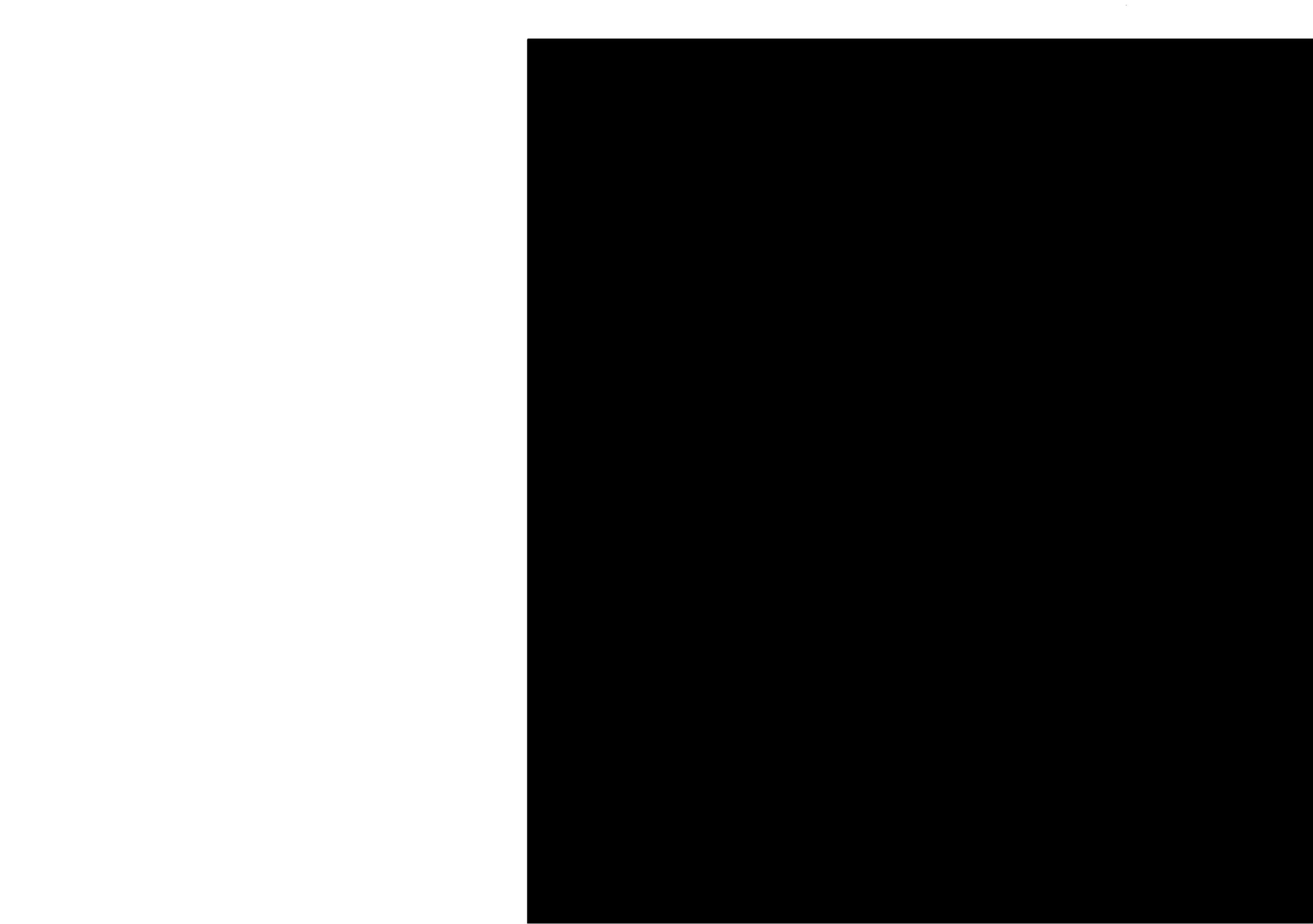




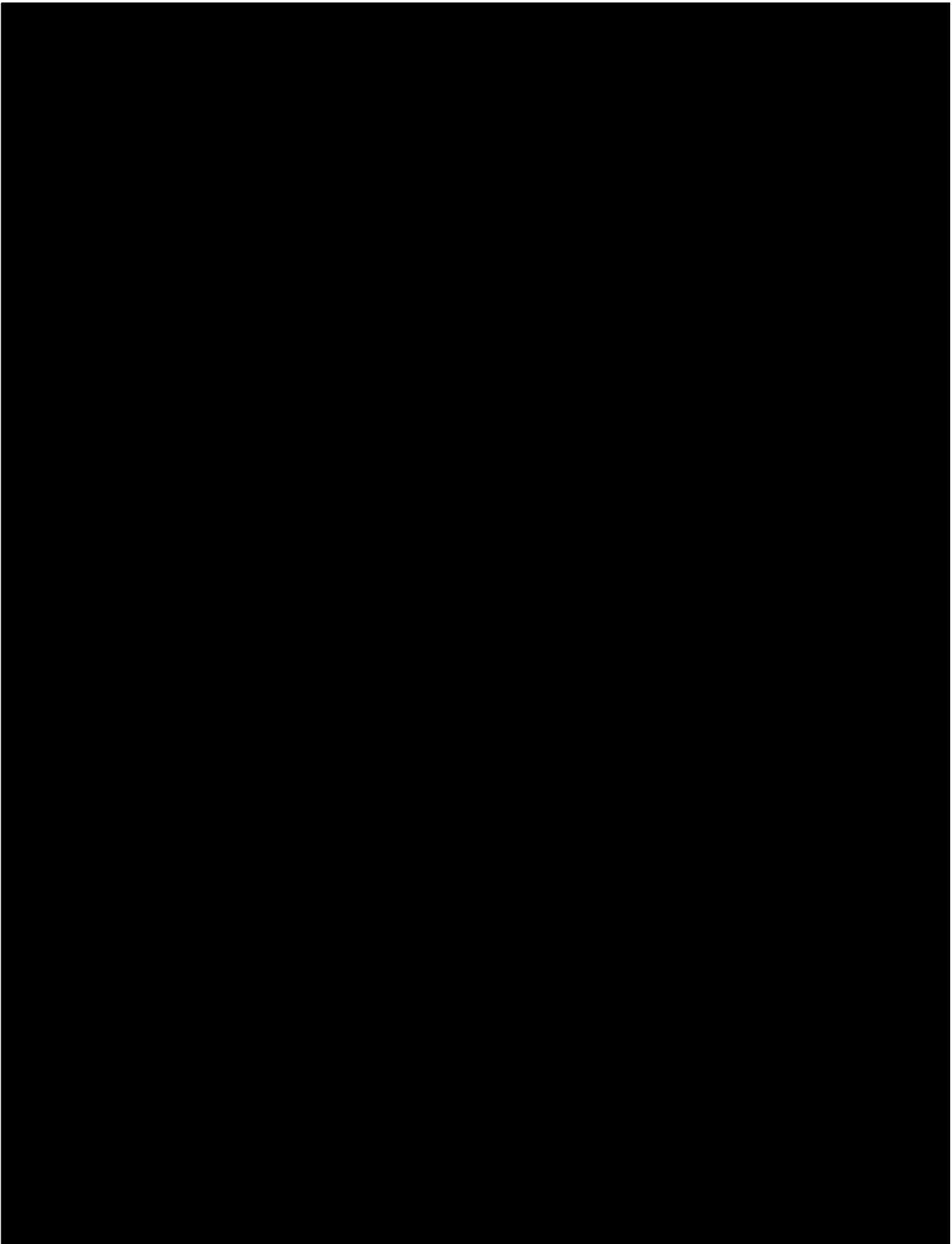


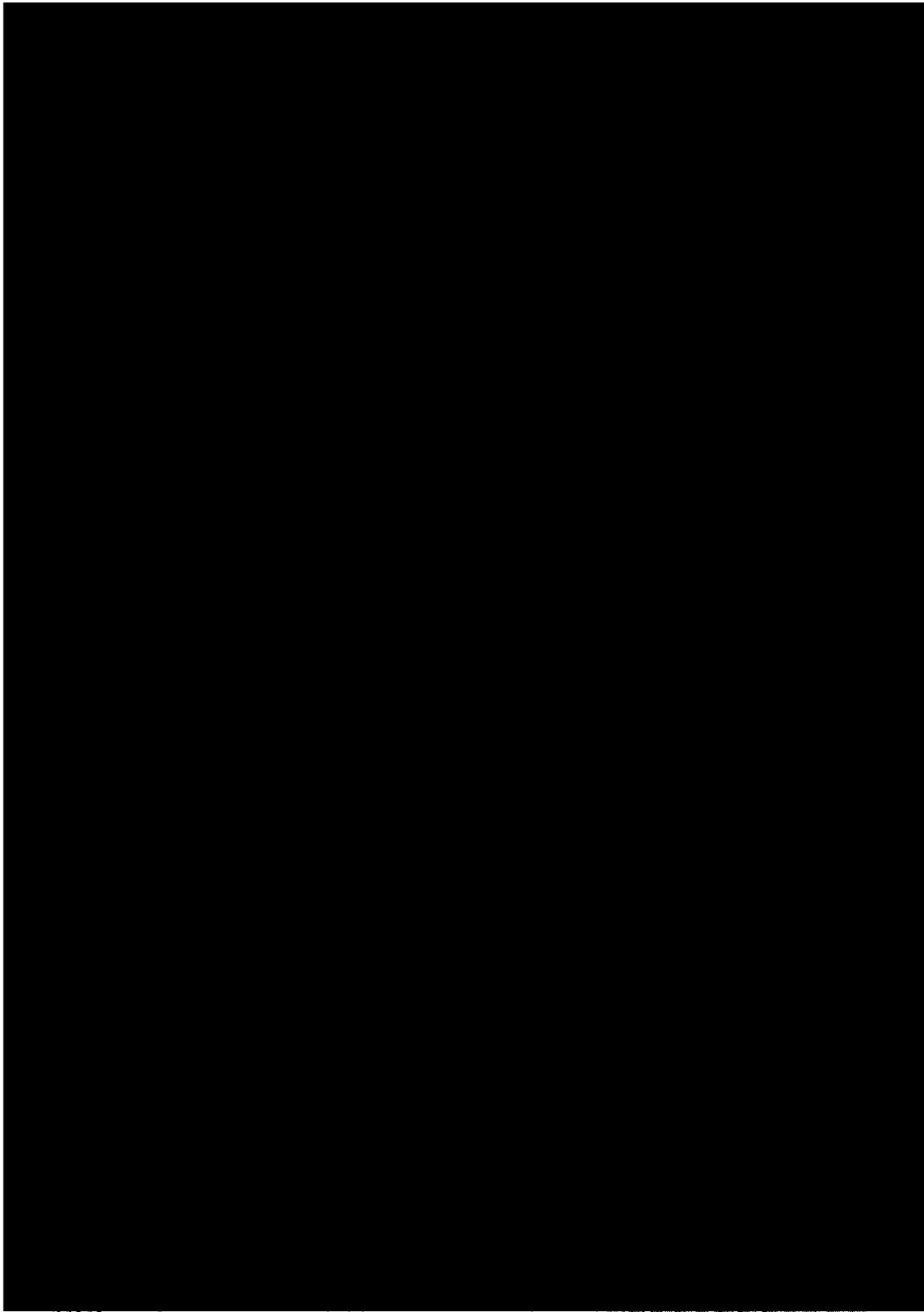


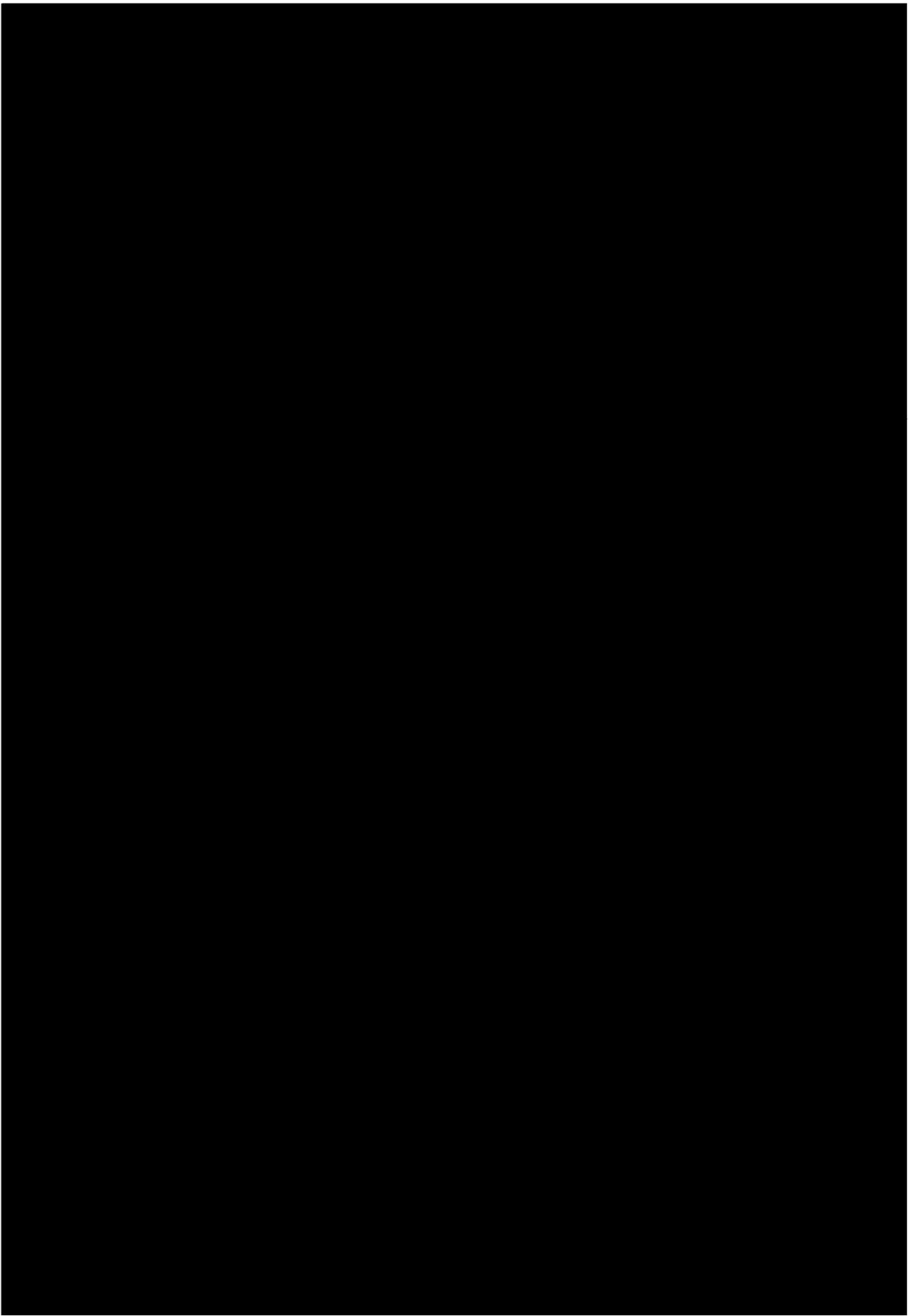


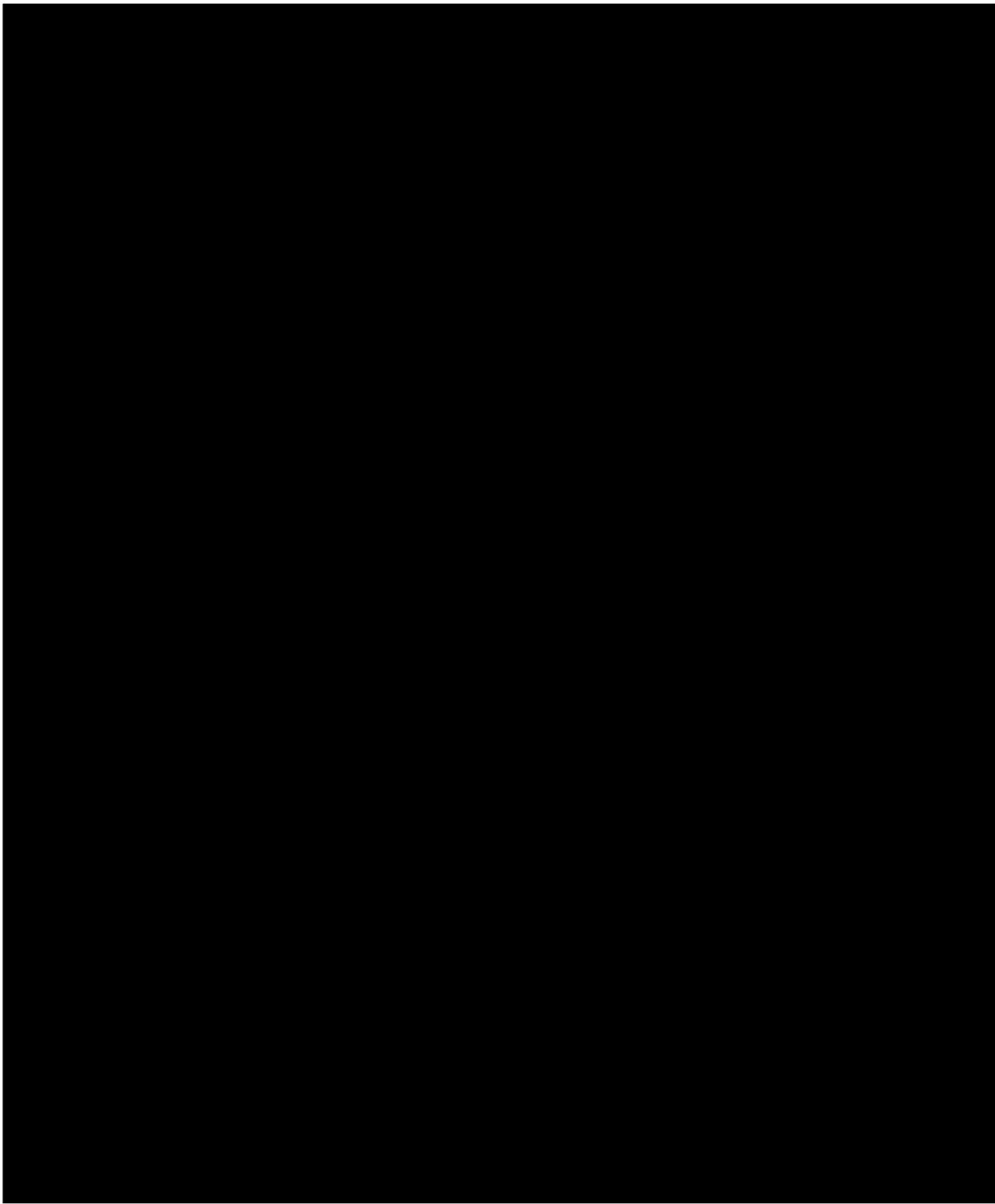


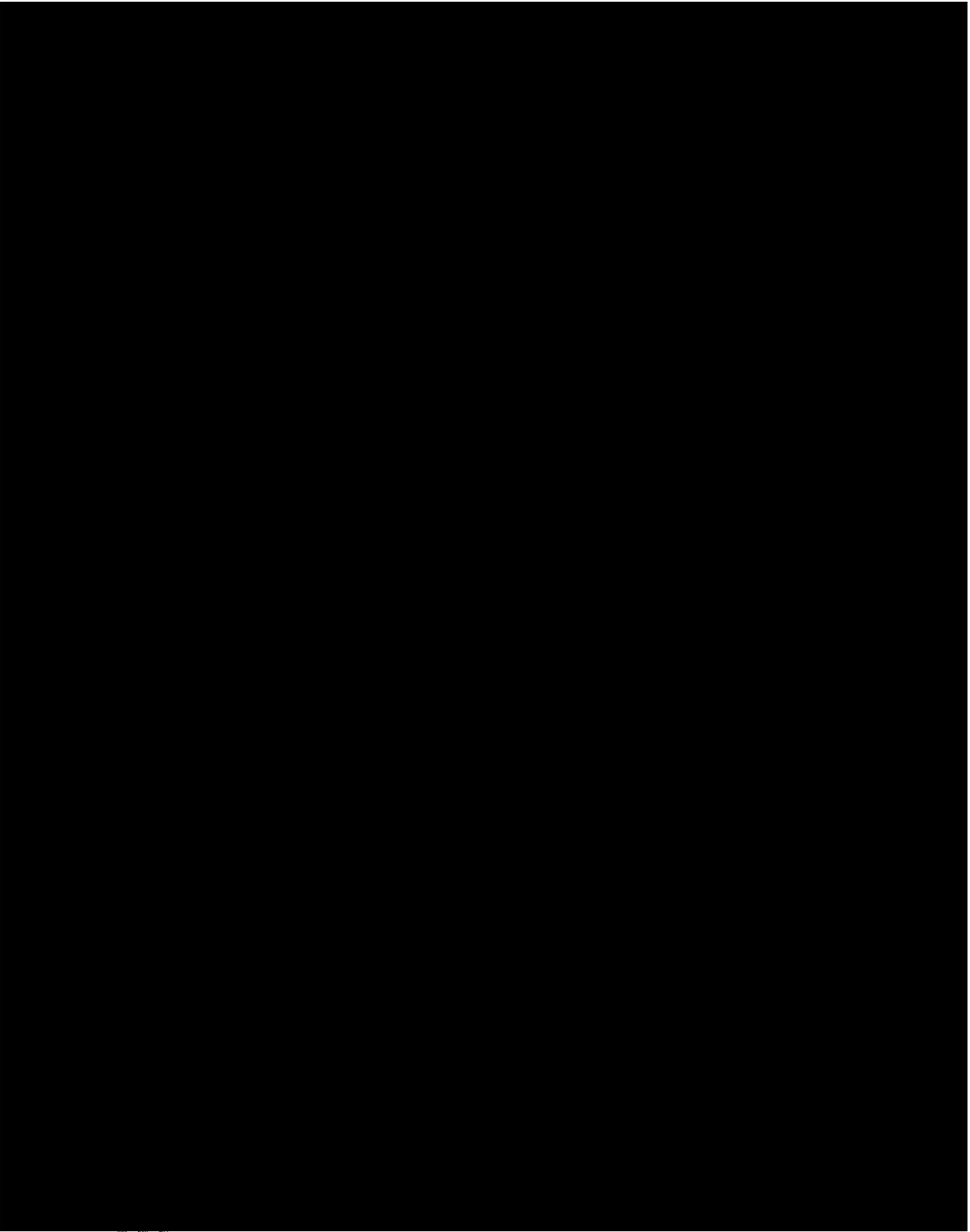


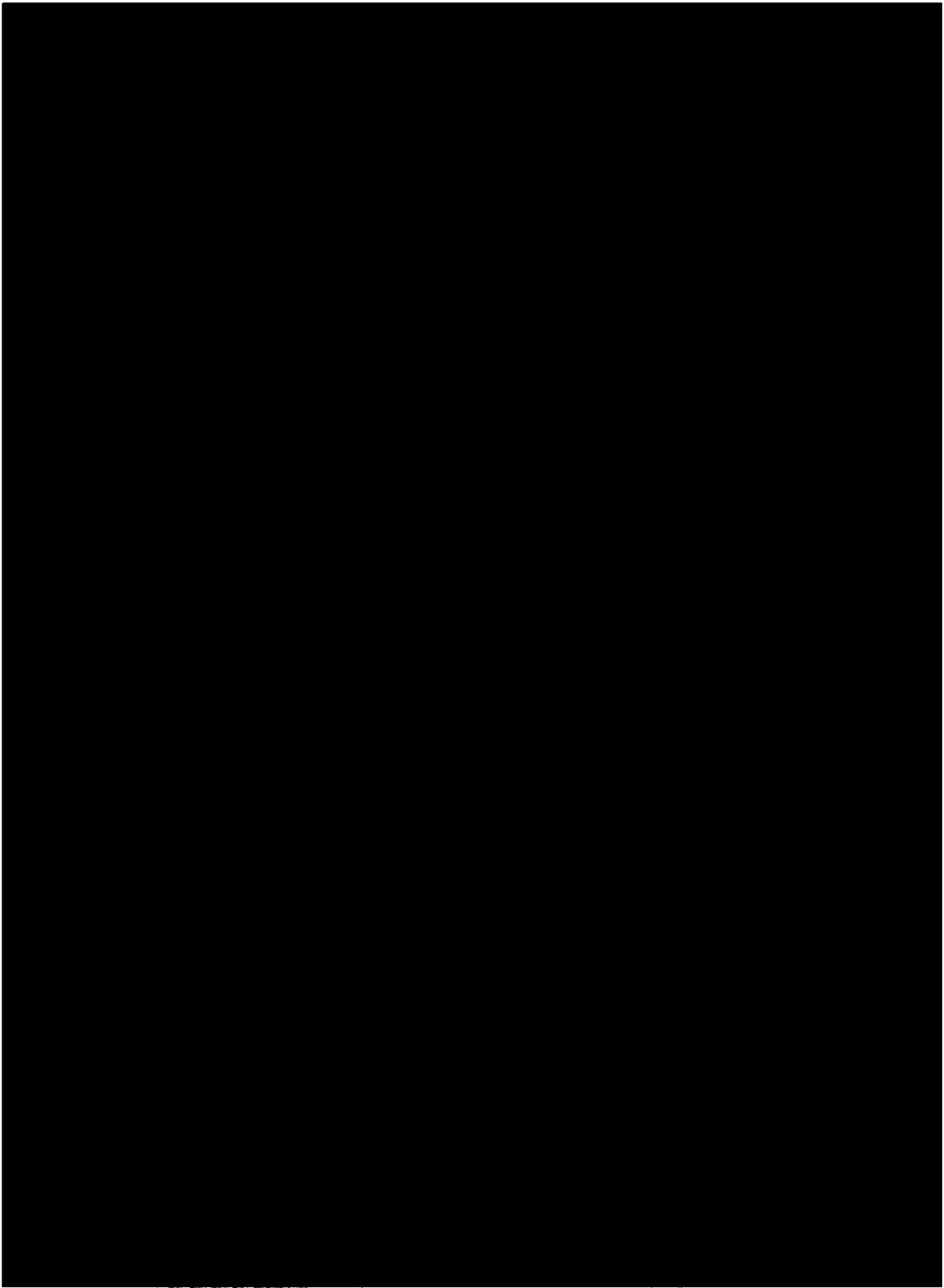




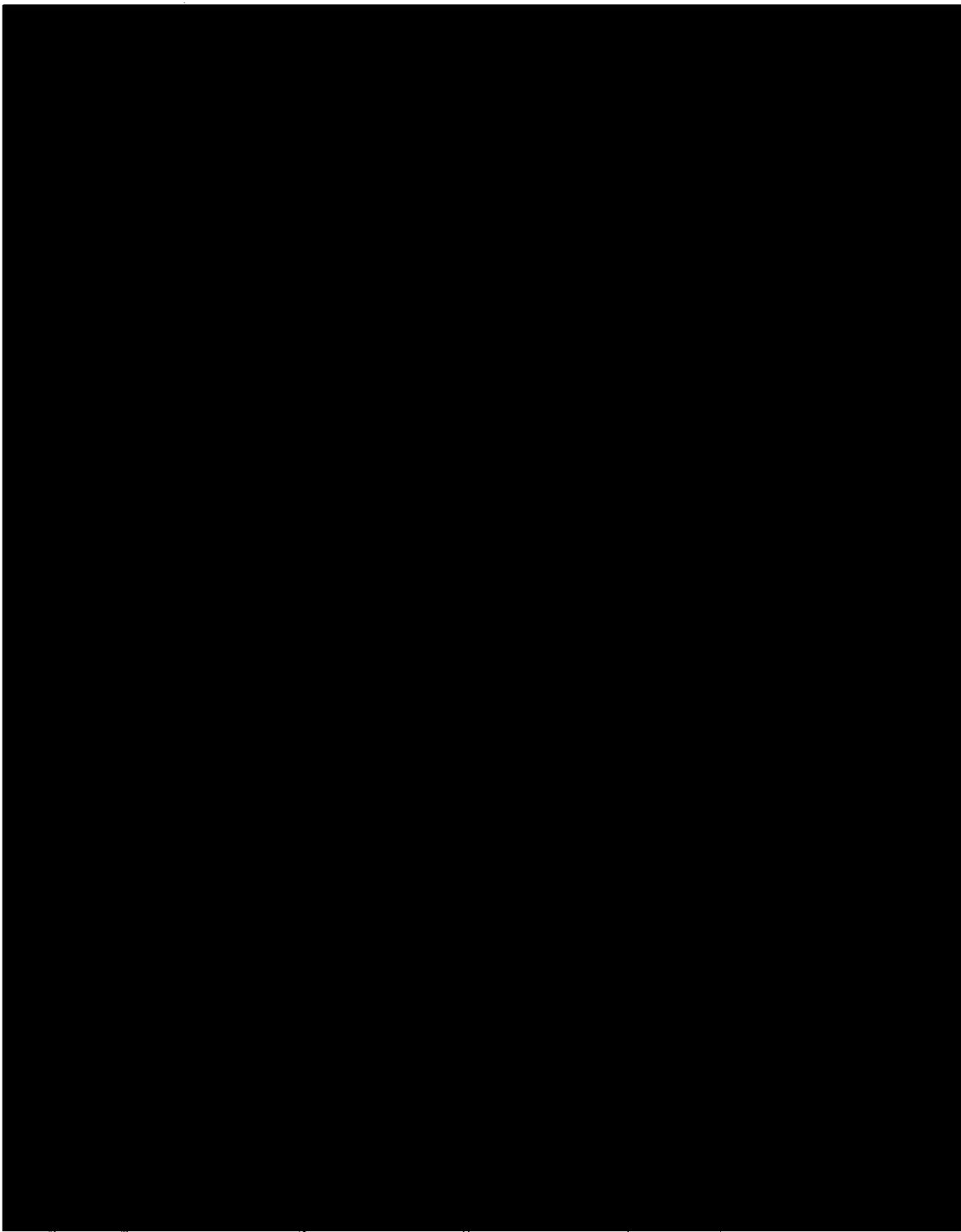


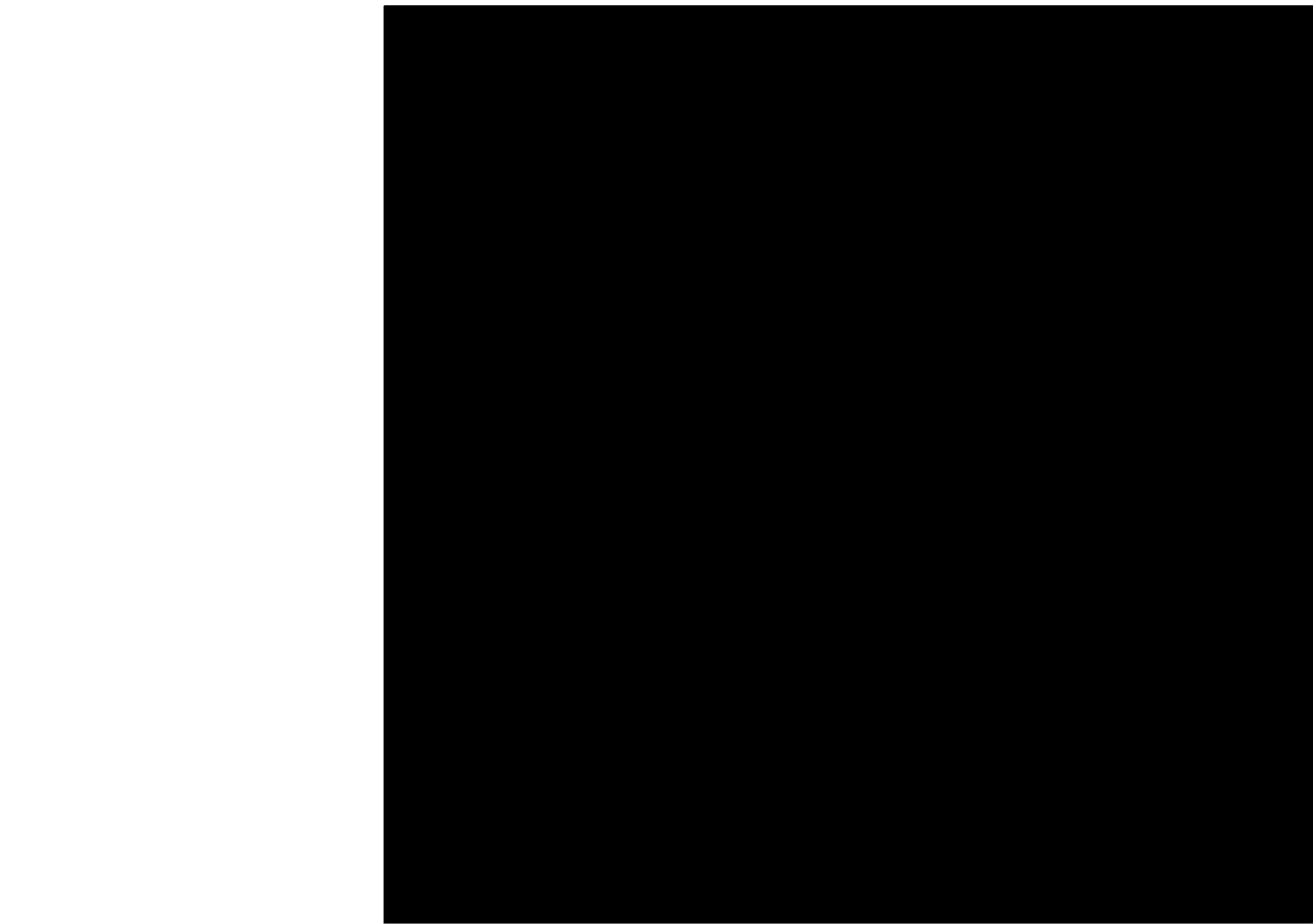


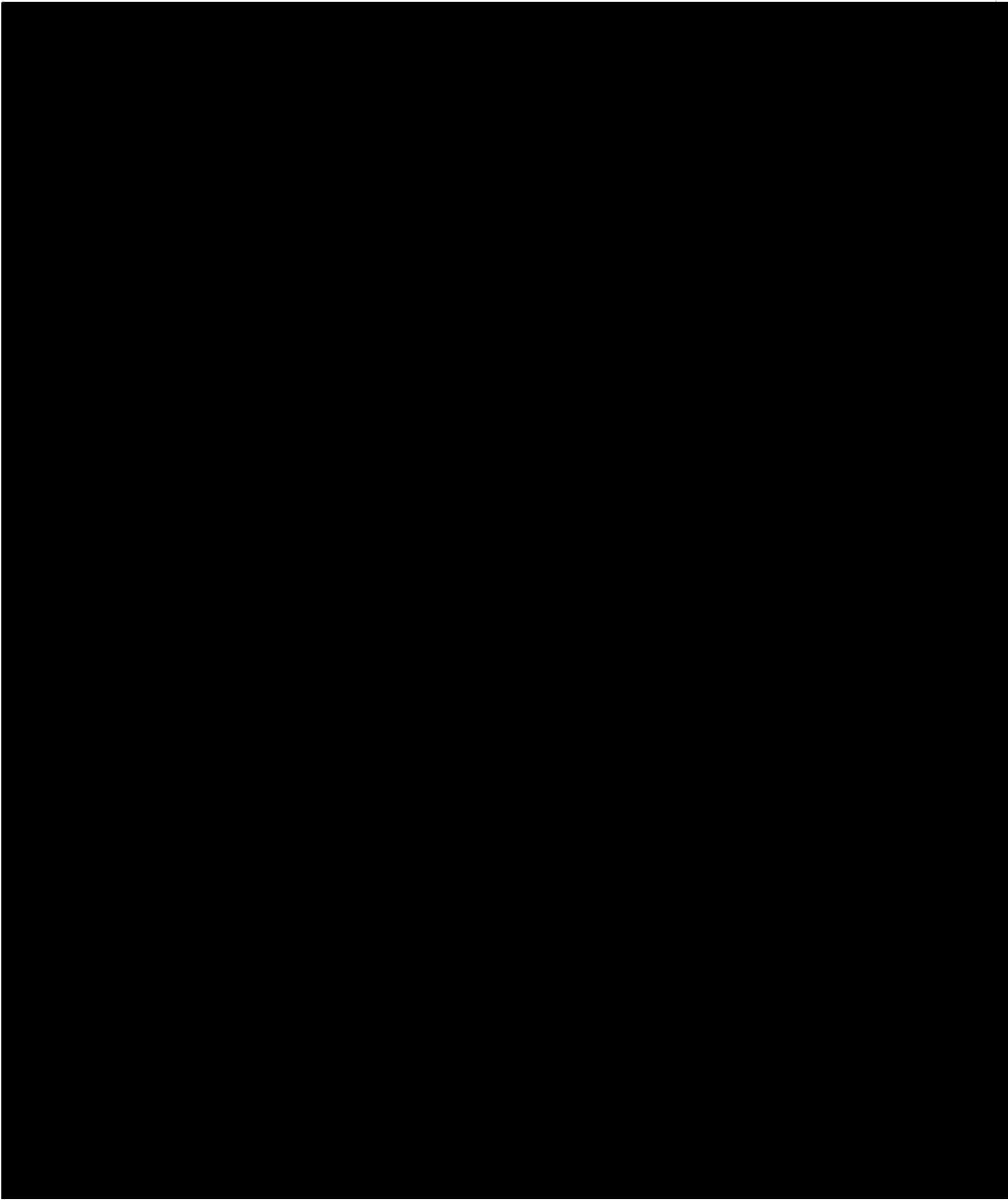


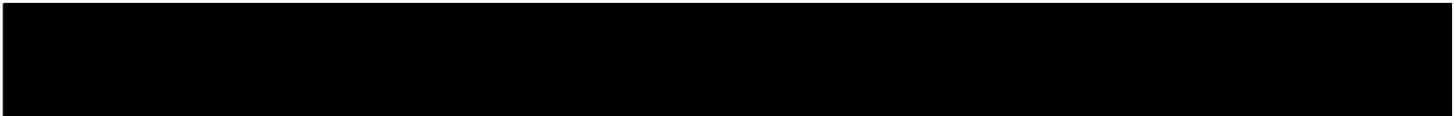


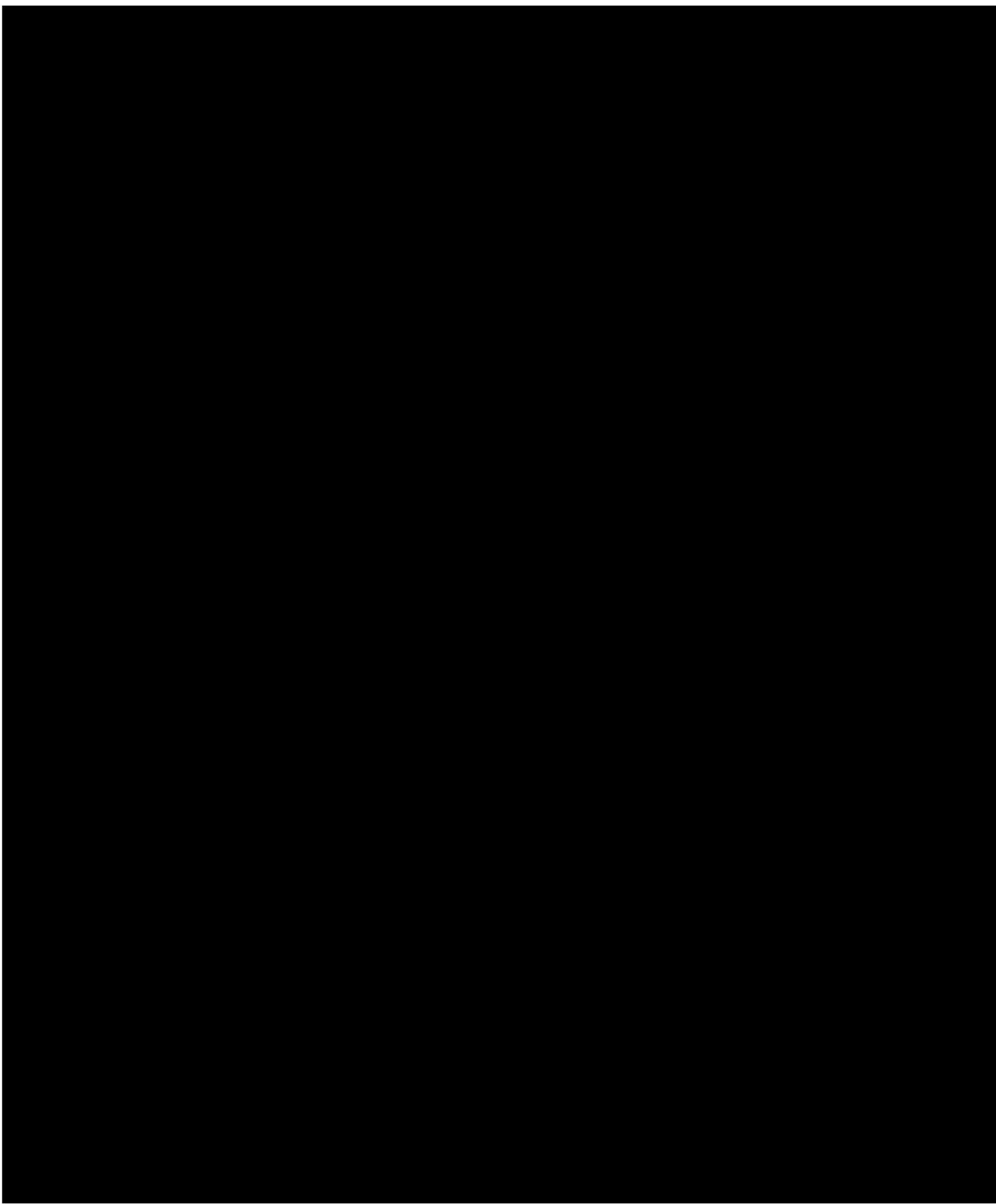


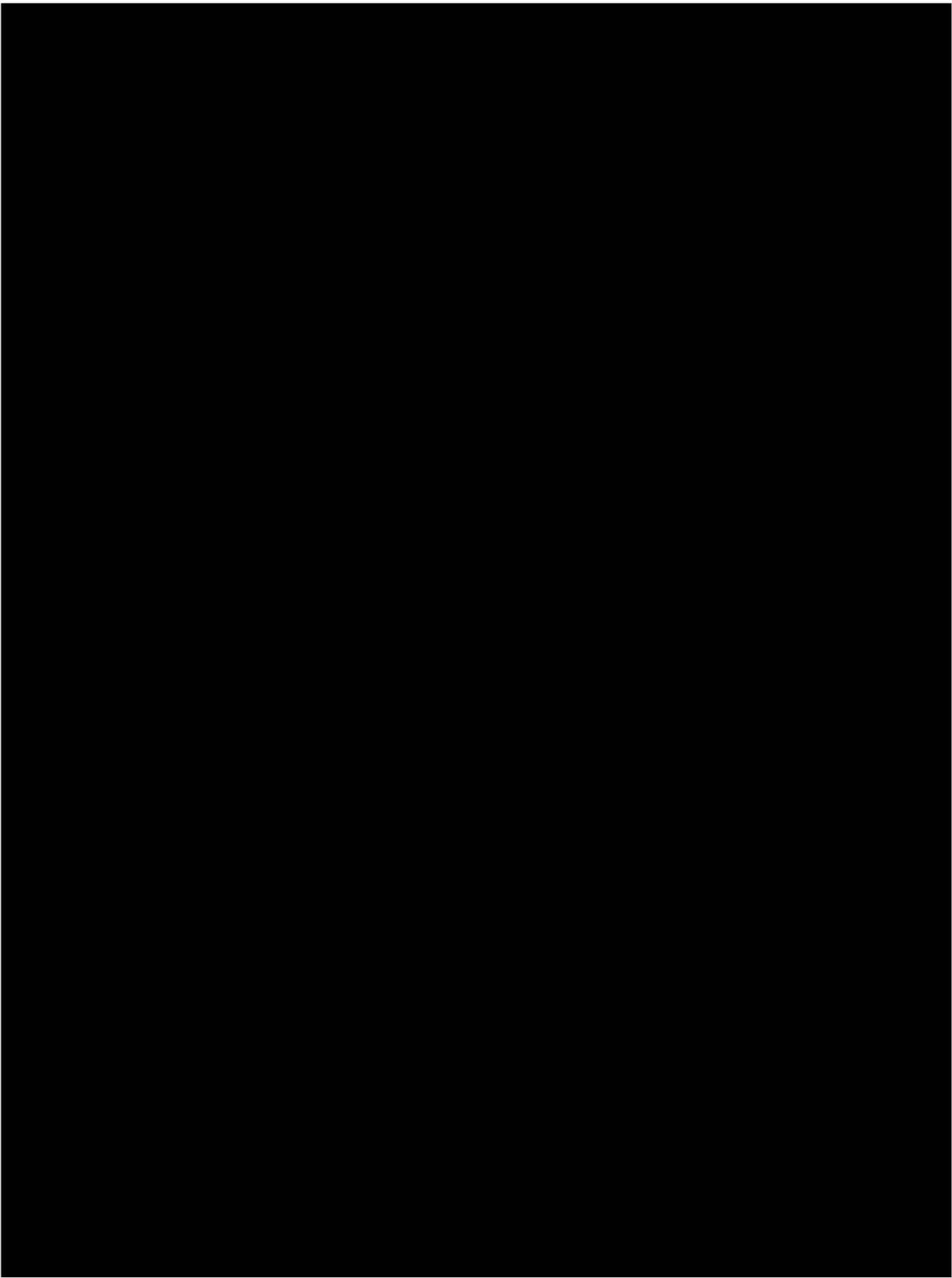


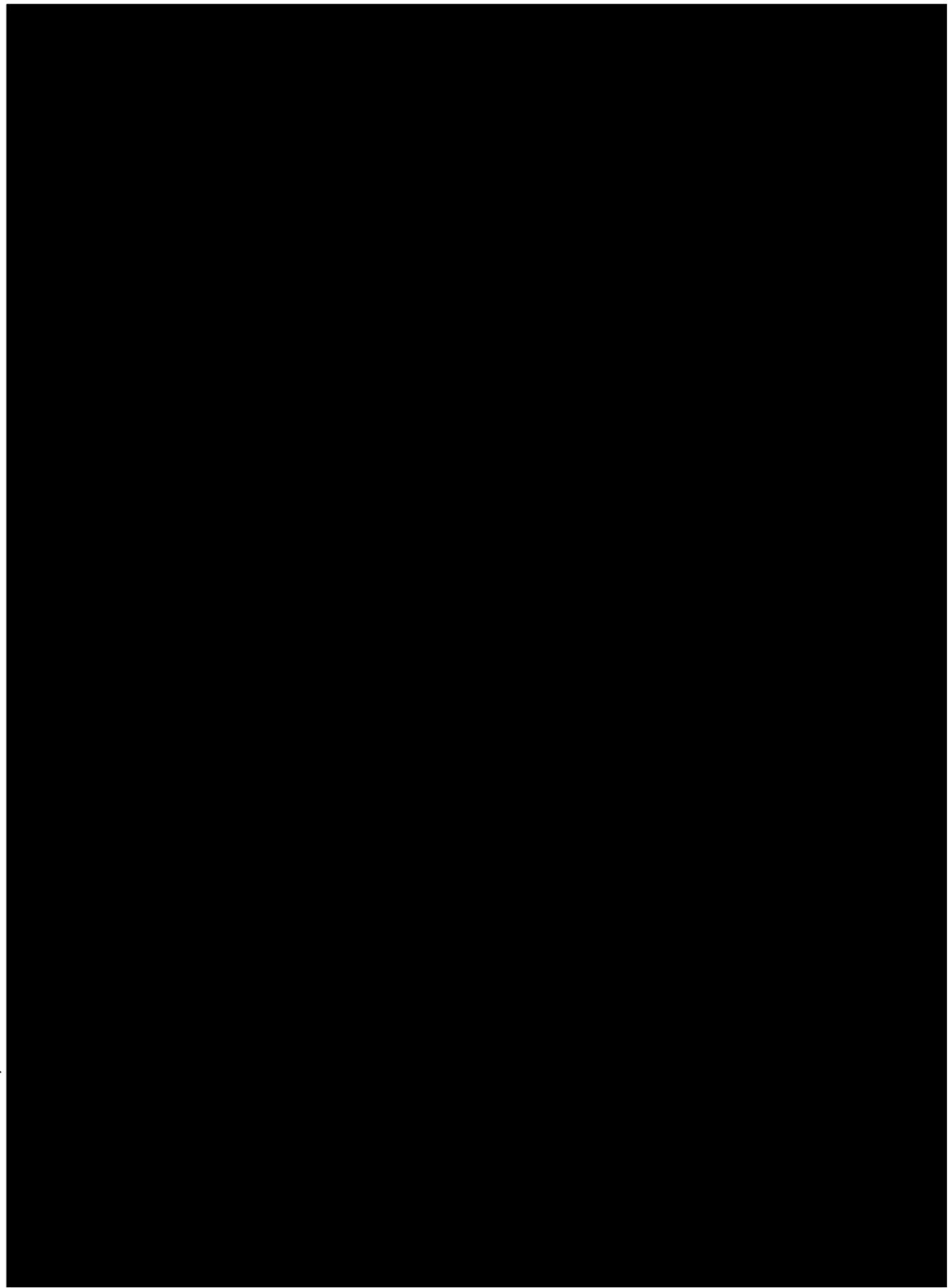


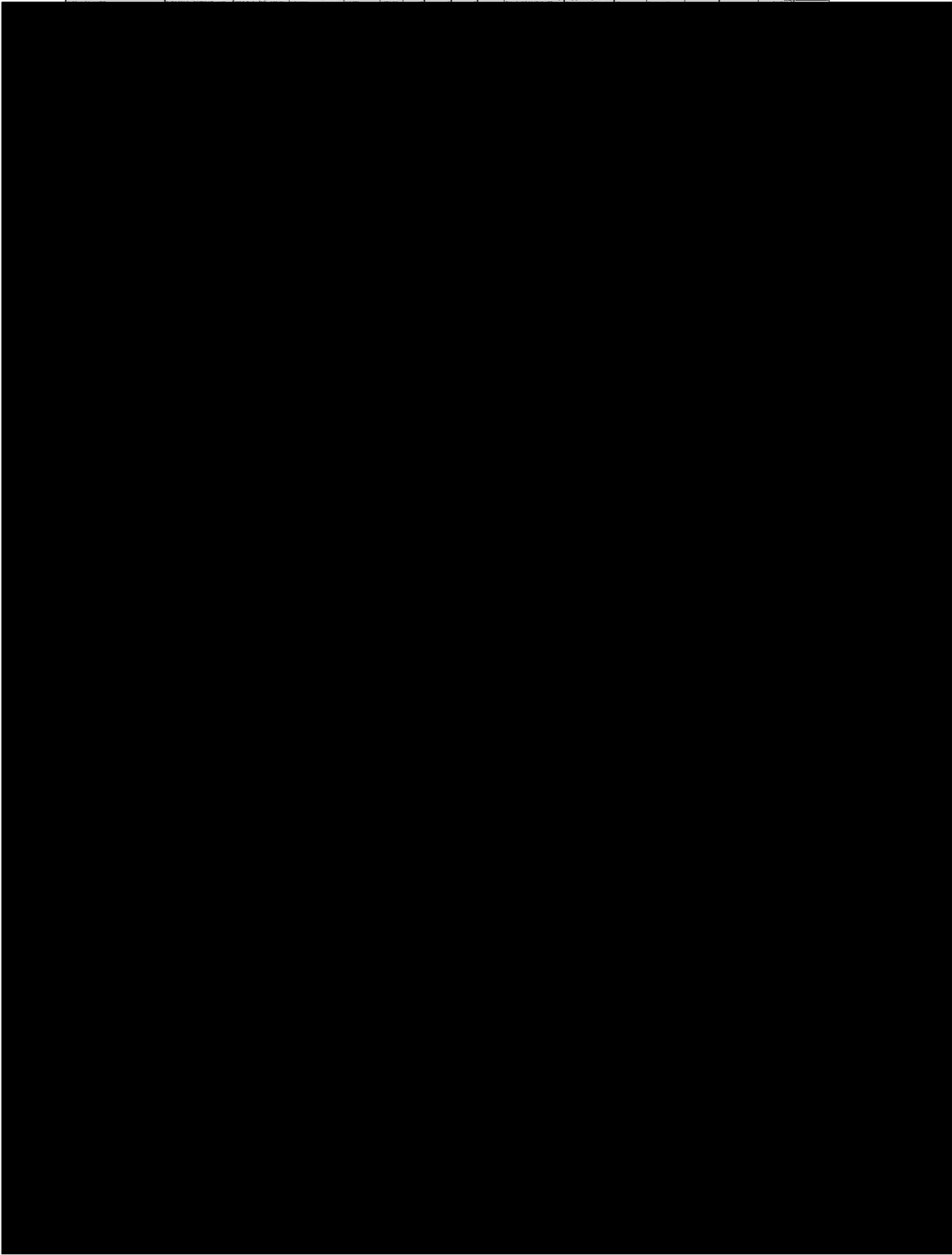


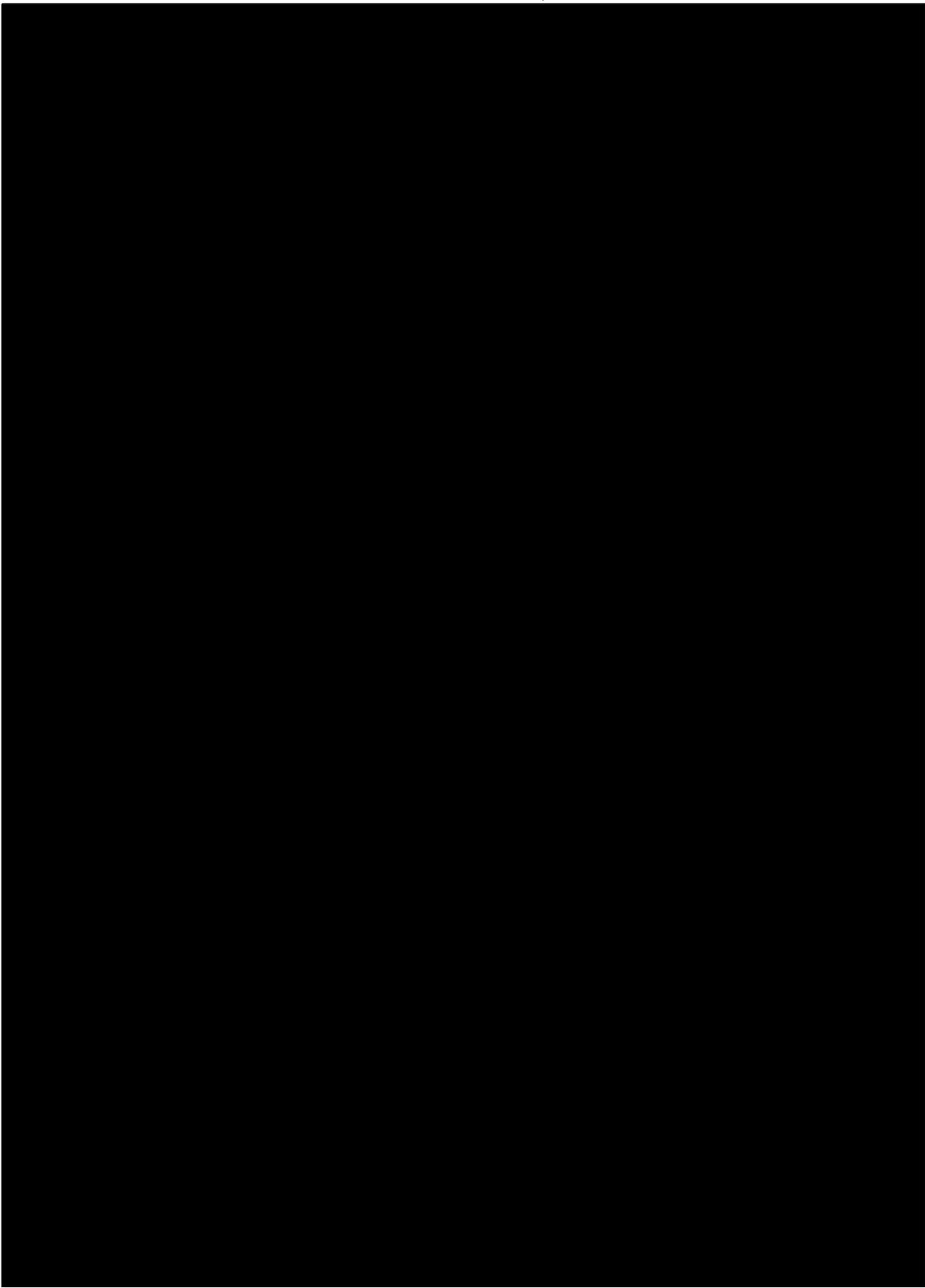


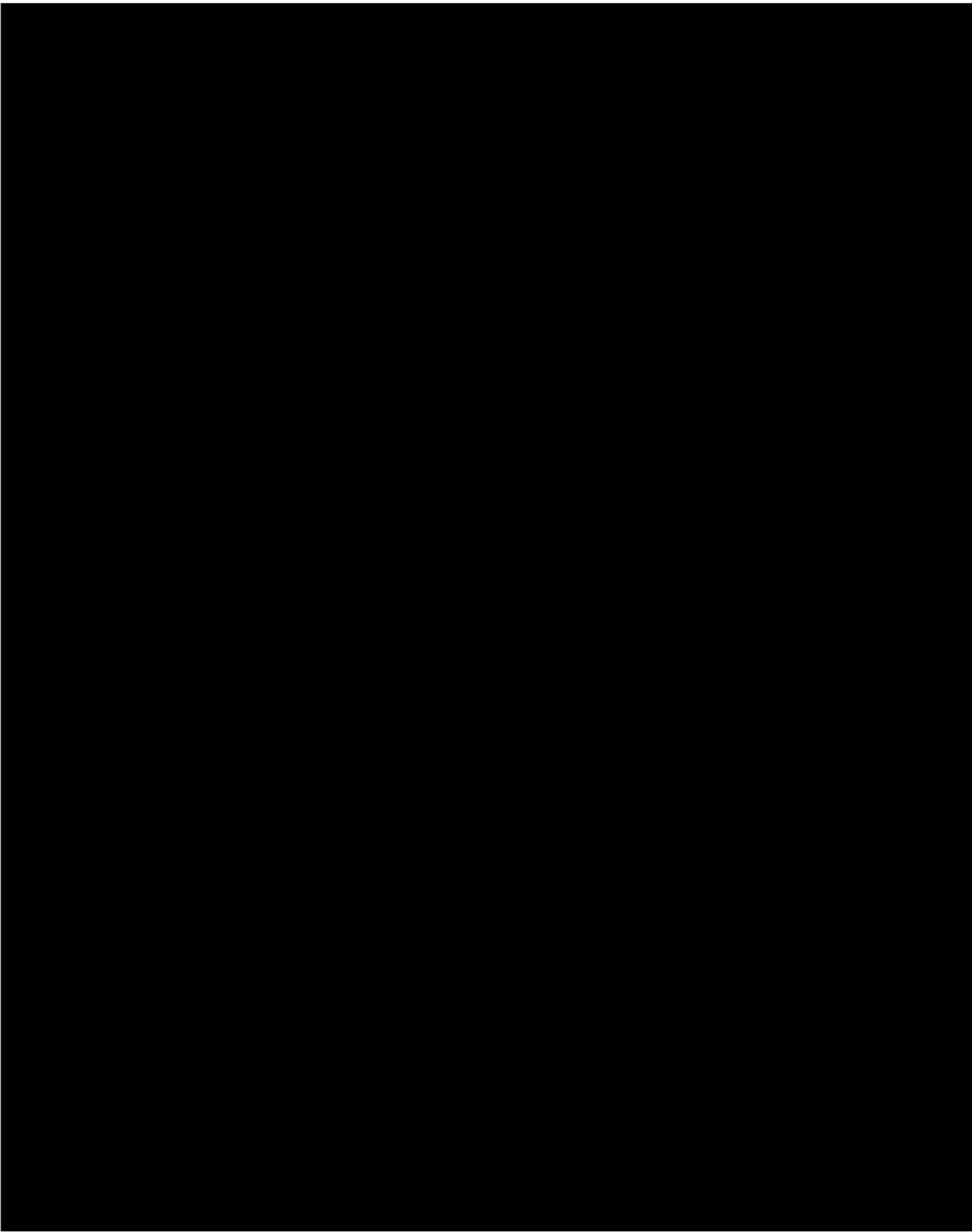


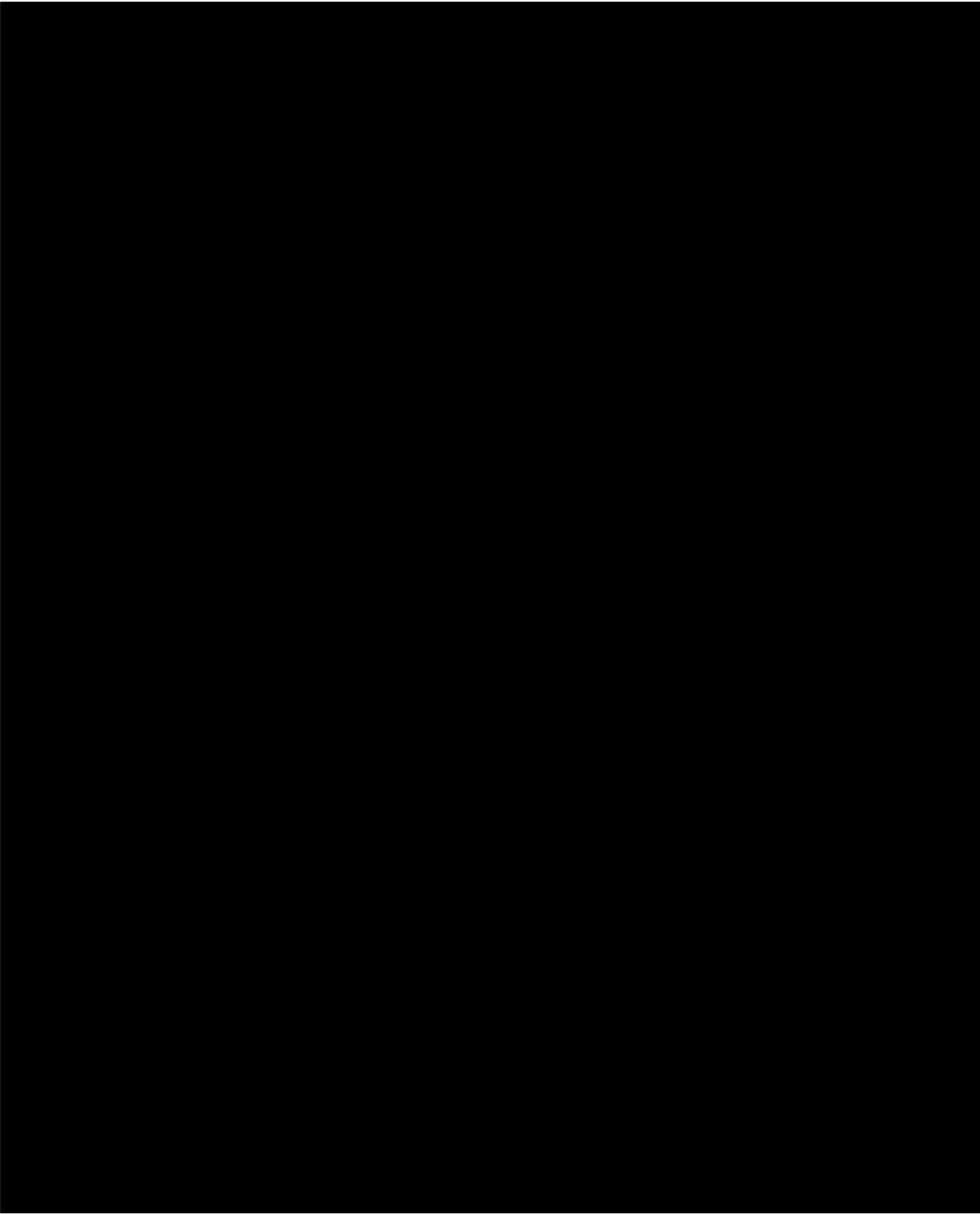




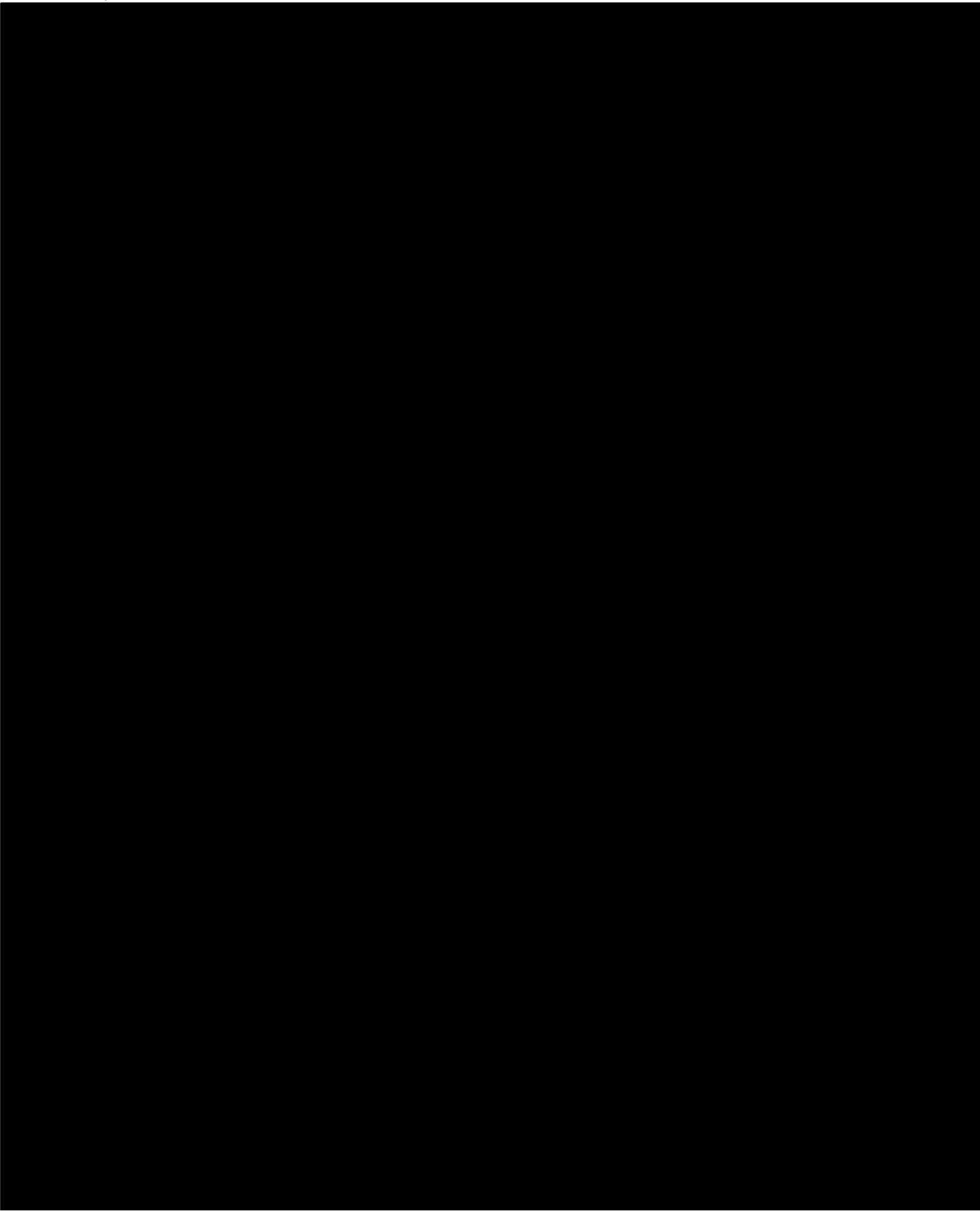














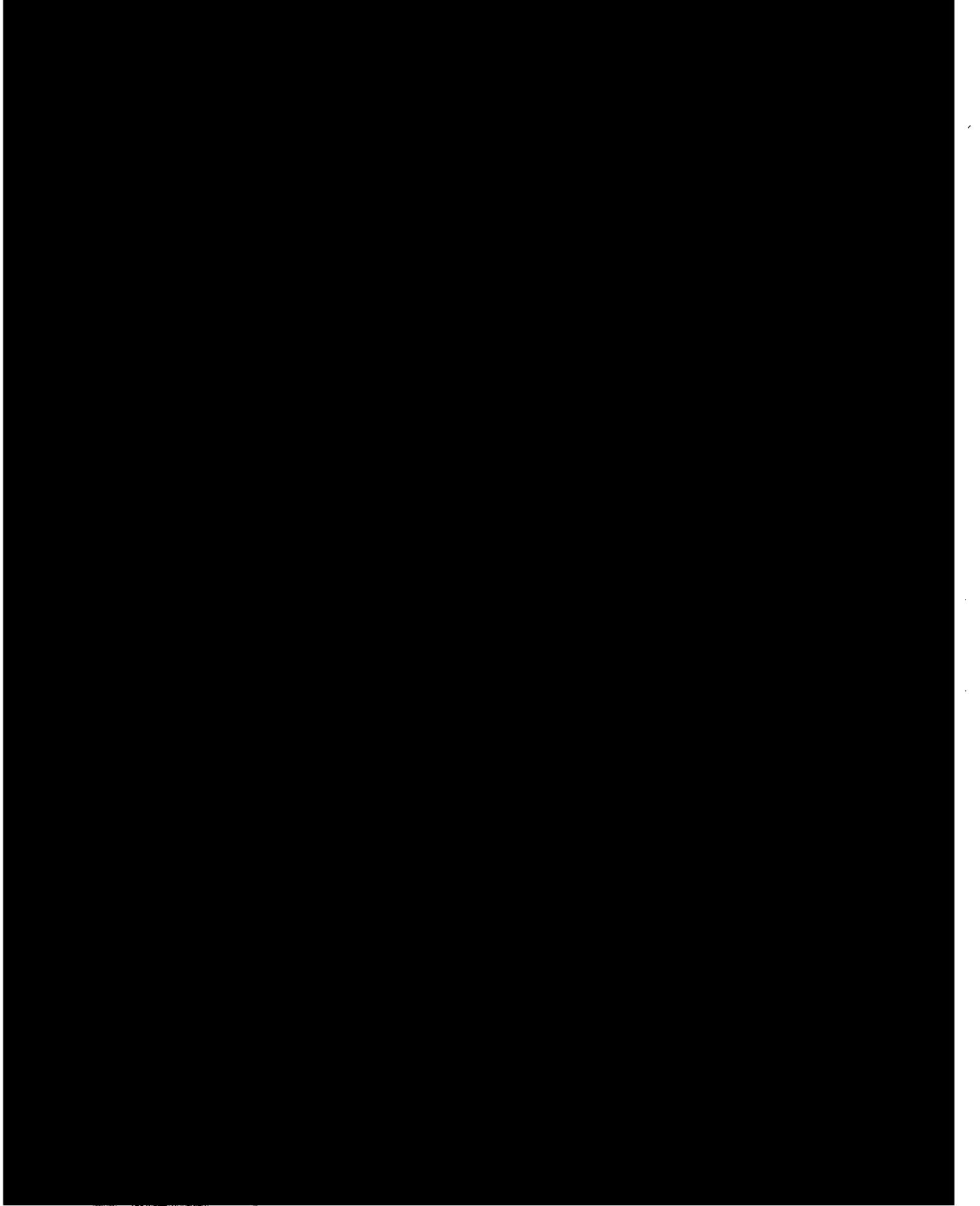
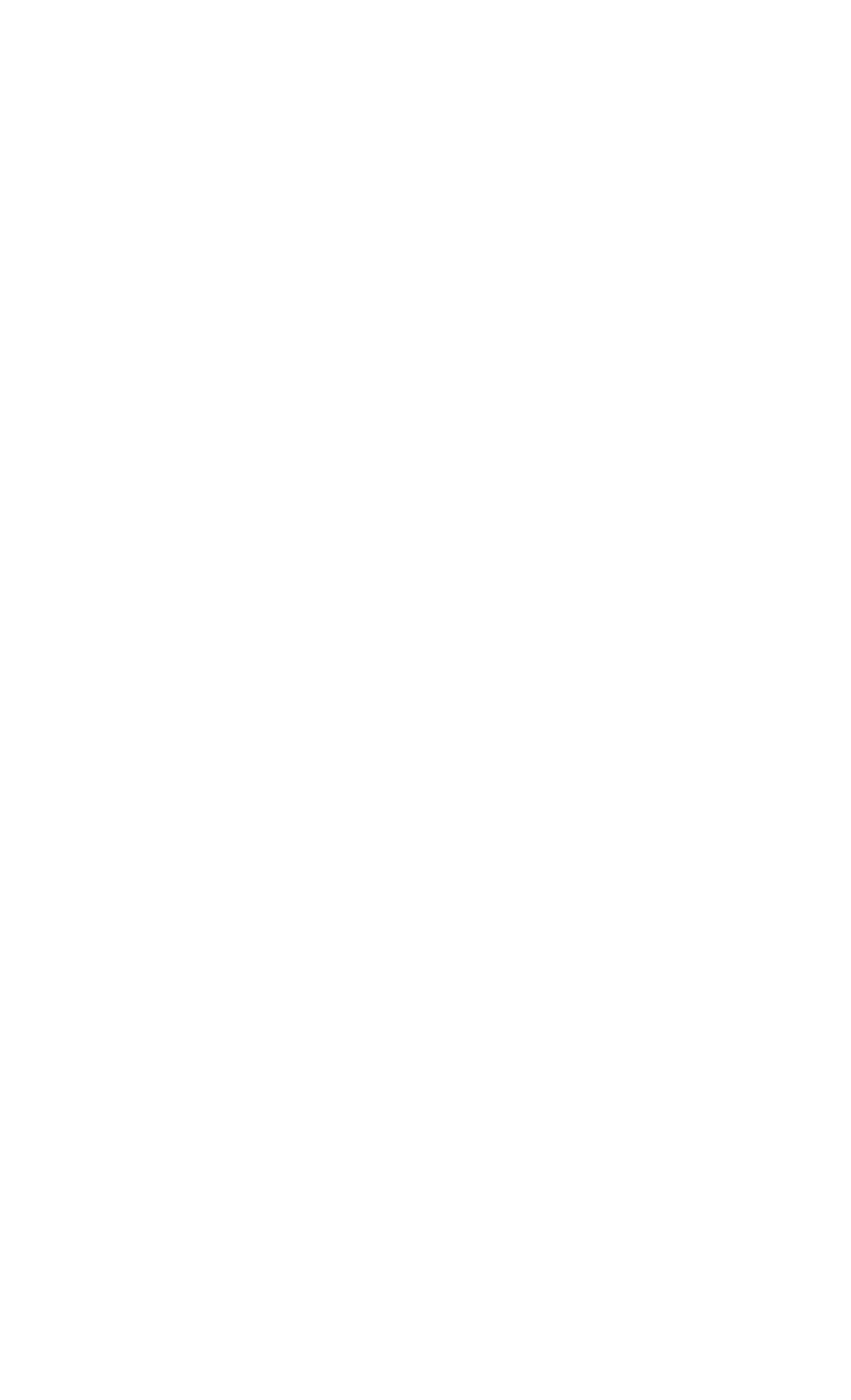




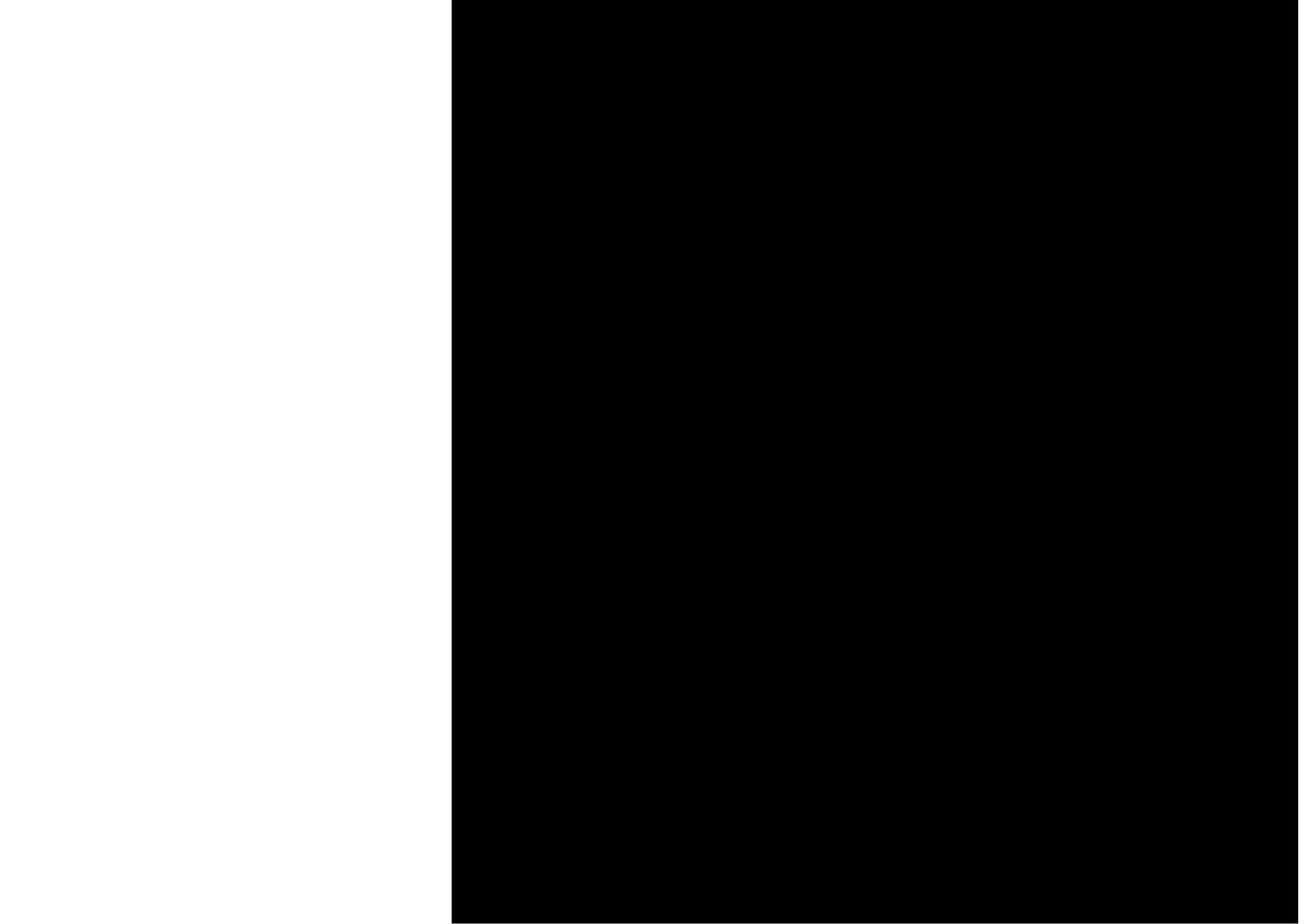
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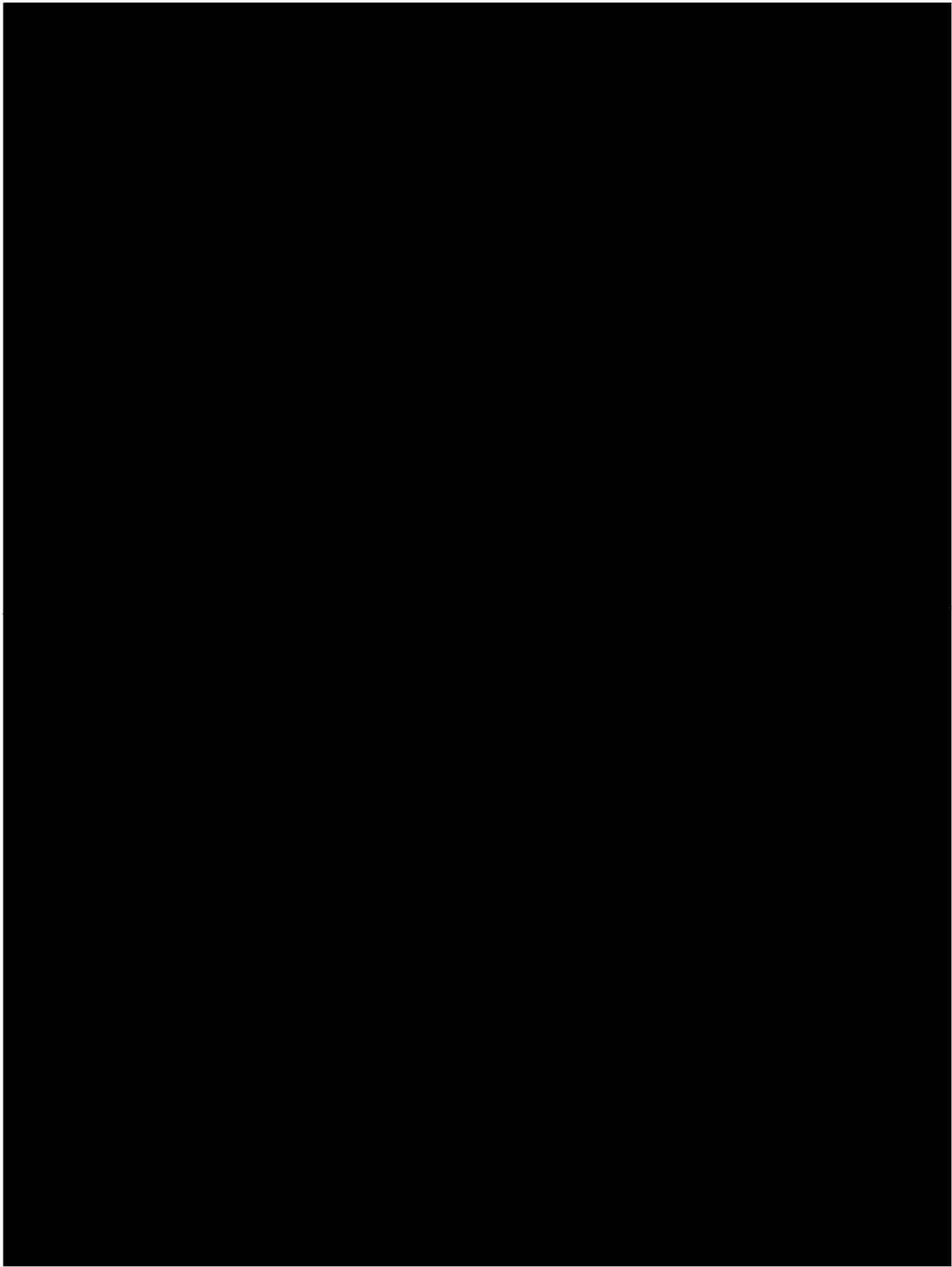






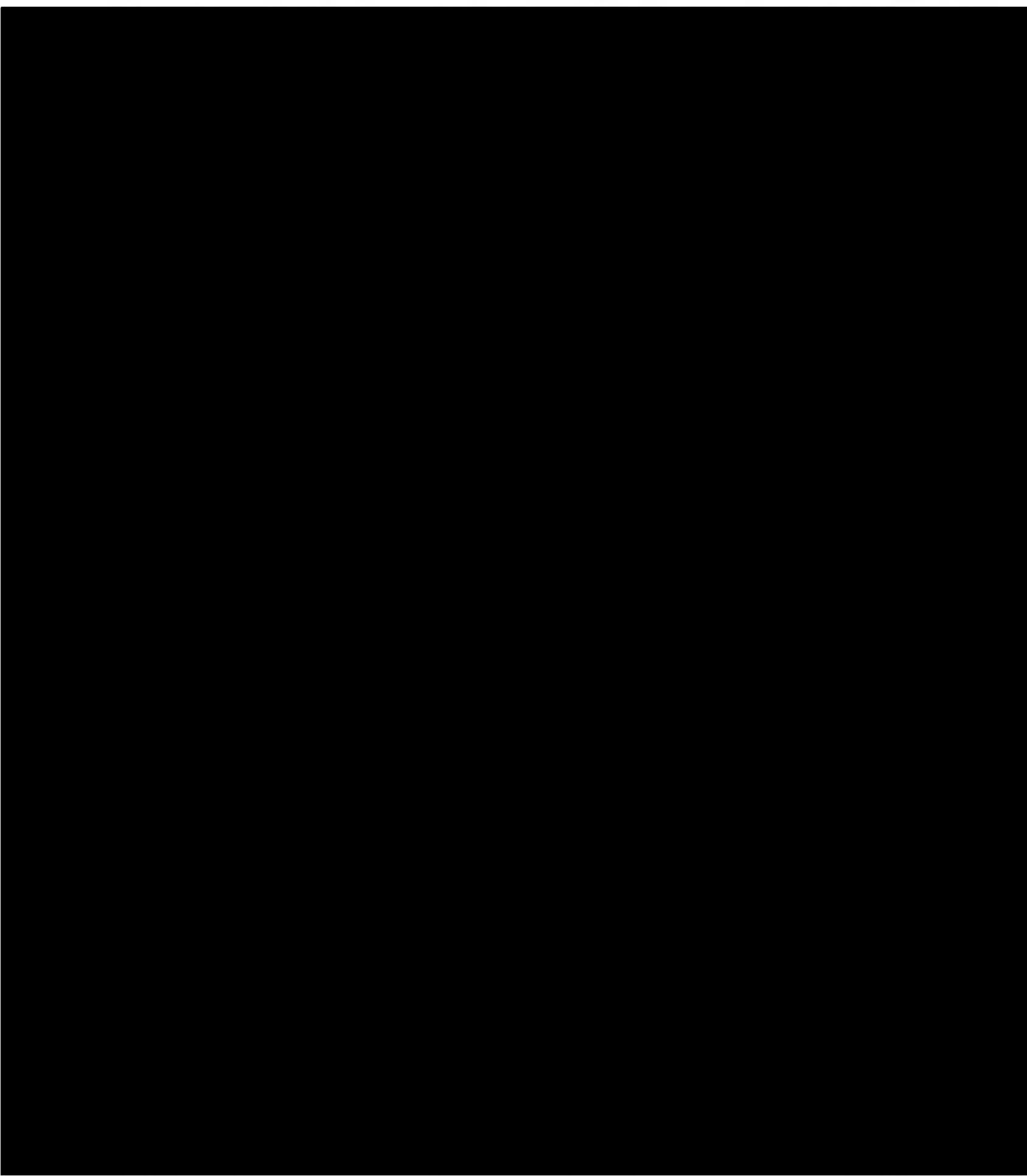


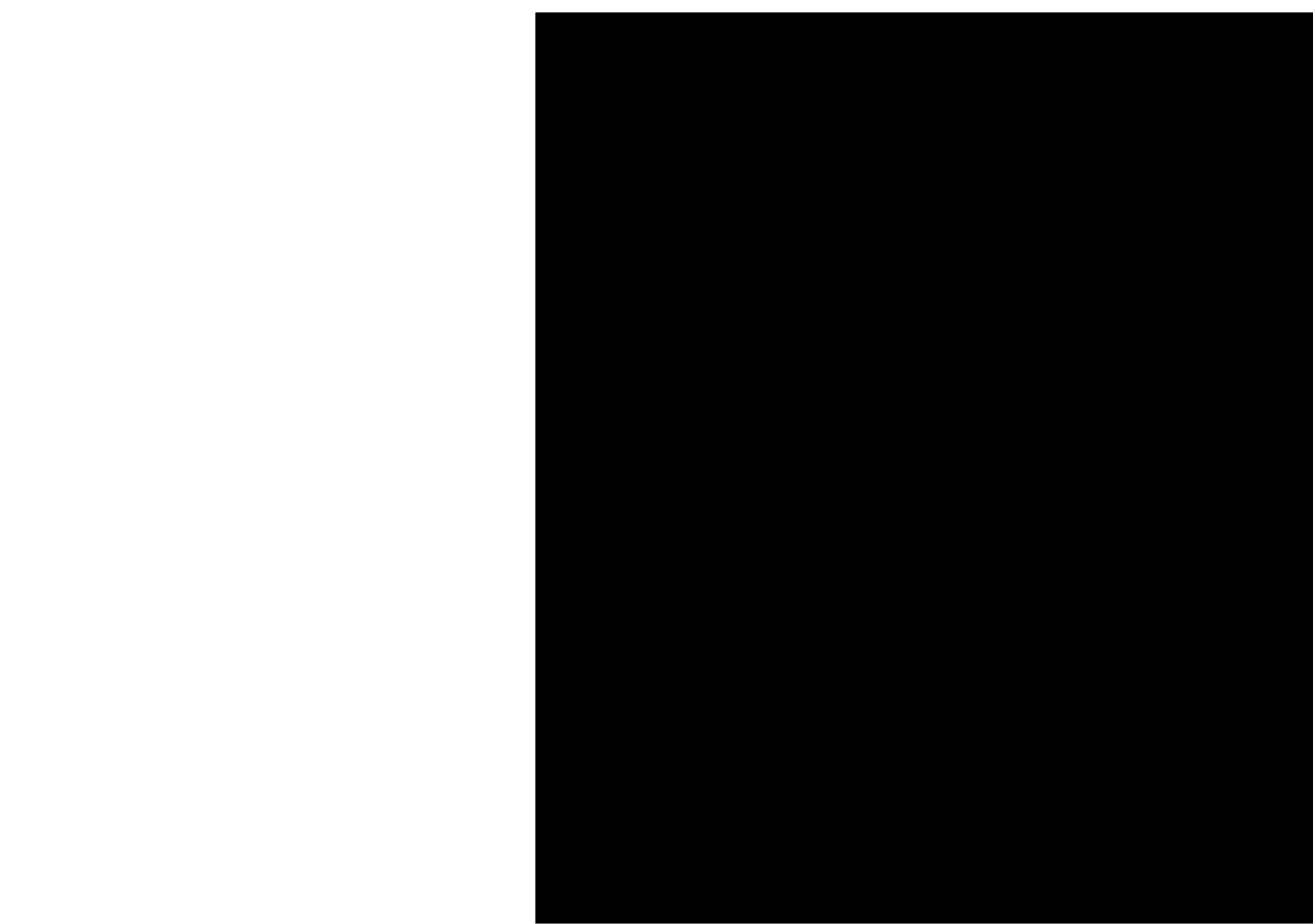




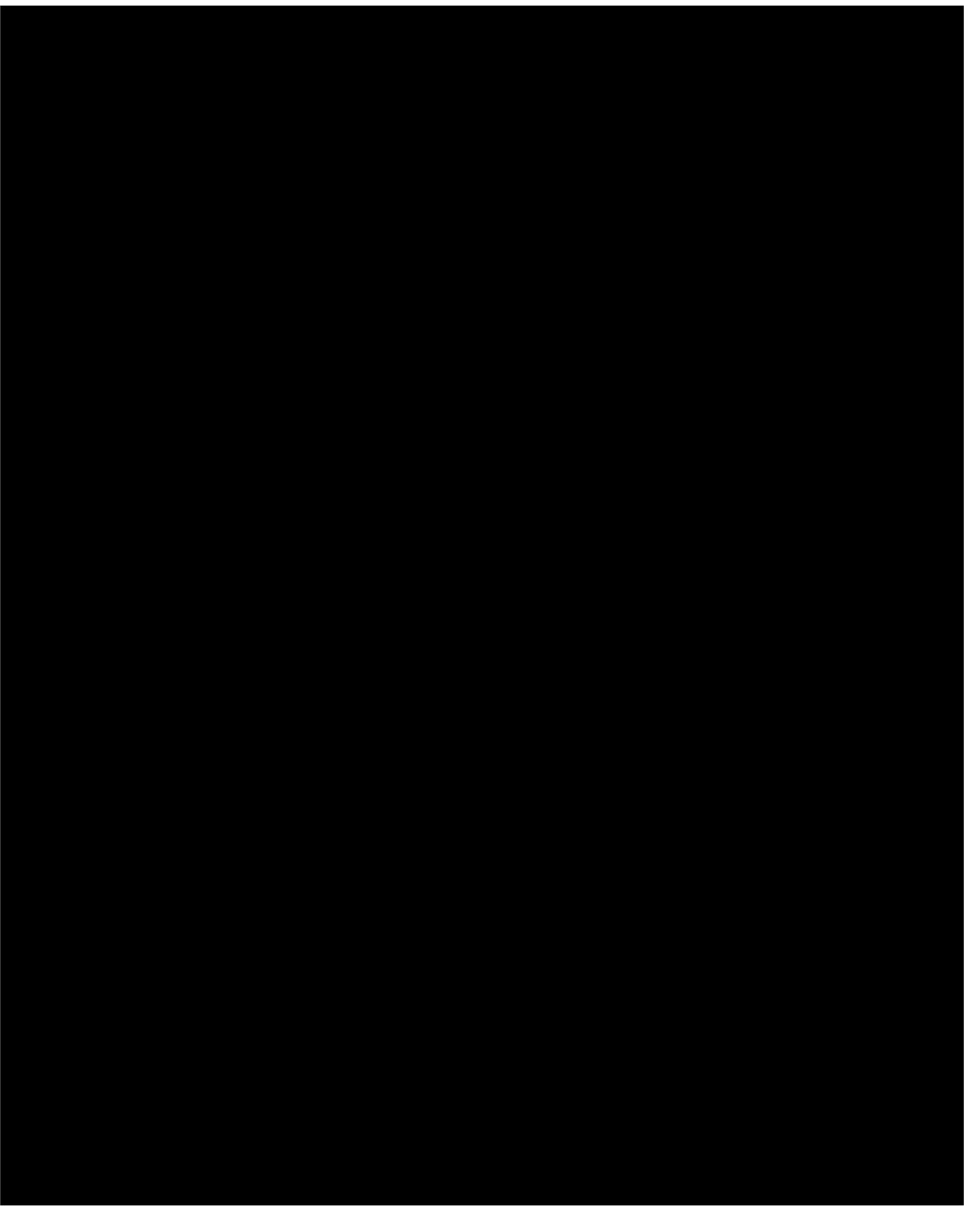


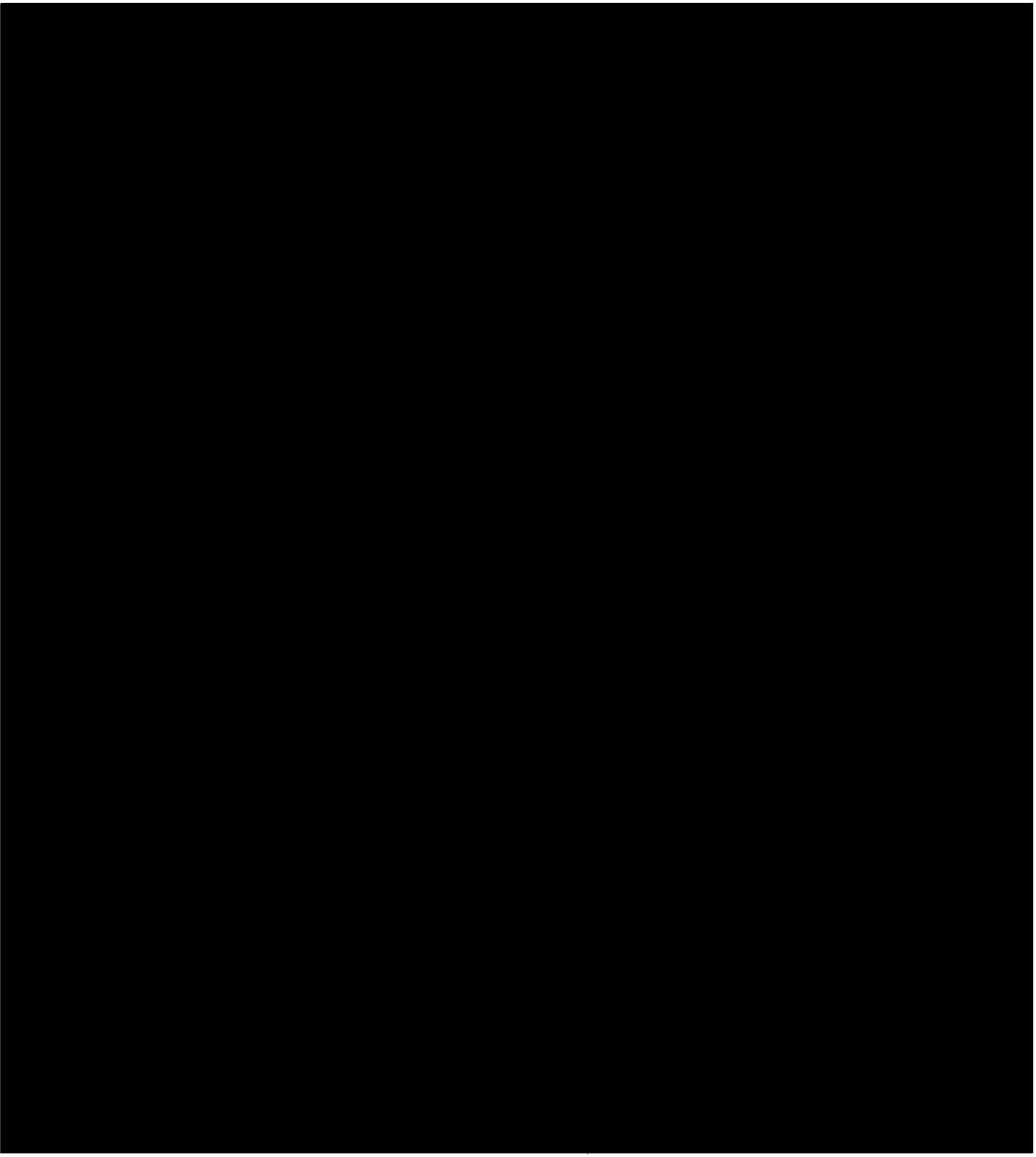












**Schedule 4
Form of Order**

Master Agreement for the supply of Services Contract Reference Number: [•]

THIS ORDER IS AGREED AND ENTERED INTO BY THE COMPANY AND THE SUPPLIER PURSUANT TO, AND STRICTLY SUBJECT TO THE TERMS OF, THE ABOVE-REFERENCED MASTER AGREEMENT FOR THE SUPPLY OF SERVICES.

<p>Notes: 1. Please confirm receipt of this Order immediately by [fax/email] to the Company's Representative. 2. Please quote the Contract Reference Number and the Order number in all correspondence and on all Payment Applications. 3. Please address all correspondence and enquiries to the Company's Representative.</p>

Company:	London Underground Limited
Supplier:	
Contract Reference Number:	
Order Number:	
Order Title:	
Company's Representative: Address for service of notices: Telephone: Fax:	
Supplier Representative: Address for service of notices: Telephone: Fax:	
Delivery Address	
Order Commencement Date:	
Order Completion Date:	
Order Specification:	[As set out in Appendix 1] [Specification reference number []]
Order Programme:	
Order Price (exclusive of VAT):	
Order Payment Profile [and application for payment dates]:	Please see Schedule 2
Additional Comments/Special Instructions:	

Schedule 5
Contract Variation Procedure

- 1 The cost of any Variation Order shall be agreed between the parties taking account of the reasons why the Variation Order was required.
- 2 The Company may propose a variation by completing Part A of the Variation Proposal and supplying three (3) copies of it to the Supplier. Within five (5) Working Days of receipt, or such other time as may be agreed by the Company, the Supplier shall complete Part B of the Variation Proposal and shall supply two (2) copies of the Variation Proposal to the Company. The Company shall be entitled, at any time within thirty (30) days of receipt, to instruct and authorise the Supplier to proceed with the variation on the terms so set out by each party by completing and signing Part C of one copy of the Variation Proposal (which, following such signature, will be referred to as a "**Variation Order**") and supplying such Variation Order to the Supplier. The relevant part(s) of the Agreement and any Contract shall thereupon be varied accordingly.
- 3 The Supplier may propose a variation, after requesting the issue by the Company of a Variation Proposal variation number, by completing Parts A and B of a Variation Proposal and supplying two (2) copies of it to the Company. The Company shall be entitled, at any time within thirty (30) days of receipt, to instruct the Supplier to proceed with the variation on the terms so set out by the Supplier by completing and signing Part C of one copy of the Variation Proposal (which, following such signature, will be referred to as a "**Variation Order**") and supplying such Variation Order to the Supplier. The relevant part(s) of the Agreement and any Contract shall thereupon be varied accordingly.
- 4 The Supplier may indicate in a Variation Proposal that the price is an estimated price but, if it does so, it shall supply a firm price to the Company in writing at least seven (7) days before the expiry of the time within which the Company is entitled to instruct the Supplier to proceed with the variation.
- 5 The price indicated by the Supplier must be the full price and shall cover all costs associated with the variation. If appropriate a range of prices may be shown corresponding to the extent of the Services to be carried out.
- 6 In an emergency, both parties shall use their reasonable endeavours to expedite the actions permitted or required under the Contract Variation Procedure.

- 7 The Company will not accept any retrospective claims for additional work caused by a variation which has not been approved by the Company in accordance with the Contract Variation Procedure before the commencement of such additional work.
- 8.1 All authorised additional work resulting from any Variation Proposal shall be priced in accordance with any applicable rates set out in Schedule 2.
- 8.2 The Supplier shall at all times act reasonably and shall price each Variation Proposal at the least possible additional cost to the Company that it is reasonably and economically practicable for the Supplier to offer and which has the least possible impact on the terms of the Agreement and any Contract, including but not limited to, the Specification and the Order Programme.
9. Strict adherence to the procedure described in this Schedule 5 shall be a condition precedent to any addition to the price for the Services. If the Supplier does not adhere to each paragraph in this Schedule 5 then the Supplier shall not be entitled to any addition to the price for the Services notwithstanding that the Supplier may have supplied additional or varied Services.

Appendix 1

Form of Variation Proposal/Variation Order

To:	From:
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Contract Reference:
 Variation Number:
 Variation Title:

PART A (TO BE COMPLETED BY THE ORIGINATOR OF THE VARIATION ORDER)	
Description of change:	
Reason for changes and impact (if any) on Agreement:	
Variation Proposal Authorised by:	Proposal Date:

PART B (TO BE COMPLETED BY THE SUPPLIER)	
Price Breakdown	
Note: If a further breakdown is needed please append details as a separate sheet.	
Expected Delivery Date:	
Supplier's Representative:	
Print Name:	Signature: Date:
Completed document to be returned to the Company's Representative	

PART C (TO BE COMPLETED BY THE COMPANY'S REPRESENTATIVE)	
Comment on Parts A and B:	
Variation Authorisation	
Company's Representative:	
Print Name:	Signature: Date:

Schedule 6

QUENSH

