10. PROTECTION

1. The Supplier shall consult and agree all protection arrangements (including provision of additional Specialist Protection resources) with the Company's Representative and the Access Manager. The Supplier shall seek formal approval for the agreed protection arrangements (including provision of agreed Specialist Protection resources) by submitting a Work Request.

2. The Supplier shall provide a minimum of one (1) qualified SPC for each work party where relevant. The Supplier's SPC (who work on the track) shall hold a dual qualification enabling them to provide protection as well as provide work site supervision and shall work as part of the protection detail. If works are planned to take place during Engineering Hours, the SPC shall hold a dual qualification enabling them to provide protection during Engineering Hours, and shall be familiar with the area that they will be working in and safe routes to / from the worksite, as such there should be no need for additional protection staff to be employed.

3. In the event of additional Specialist Protection staff being required, the Supplier shall advise the Company's Representative accordingly and the Supplier shall request the additional Specialist Protection resources from the Access Manager a minimum of twenty-one (21) days before the Specialist Protection is required. The Supplier shall seek the approval of the Company's Representative before the submission of such request. The Access Manager shall review the protection arrangements and determine the number and qualifications of any Specialist Protection staff that may be required. This shall be done in consultation with the Supplier and the Company's Representative. The Access Manager shall arrange, and the Company shall provide, any Specialist Protection.

4. In the event of cancellation or non-utilisation, the Company shall charge back to the Supplier the cost of Specialist Protection staff as follows:

   (a) cancellations made 96 hours or more in advance of the activity start date – no charge will be levied by the Company;

   (b) cancellations made less than 96 hours before the activity start date – the full cost shall be charged by the Company to the Supplier.

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

11. EQUIPMENT ROOMS

1. The Supplier shall arrange access to Switch, Relay, Machine and other Equipment Rooms by giving the Company's Representative a minimum of two (2) days' notice of his intention to access these areas.

2. The Supplier shall ensure that the security of the Switch, Relay, Machine and other Equipment Rooms are maintained and that all access doors are securely locked when the work in the room is completed. The Supplier shall be responsible for safe working conditions within the Switch, Relay, Machine and other Equipment Rooms.

3. The Supplier Personnel shall not be permitted to leave the Site in possession of a TfL key or to manufacture a duplicate of any of TfL's keys.

Appendix 1: Access Plan Template

Transport for London

London Underground Limited

<Programme>

<Project>

<UIP Code>

<Document Reference>

Access Plan

Lifecycle Stage <lifecycle stage>

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

Distributed to:

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

Document History

Revision	Date	Summary of changes

MAYOR OF LONDON

Transport for London UNDERGROUND

Access Plan

1.0 GENERAL INFORMATION

Programme	<Programme>	Document Ref	<Document Reference>
Project Title	<Project>	Project / UIP Code	<UIP Code>
SAP MPD No.		Lifecycle Stage <lifecycle	Date
Sponsor		Prog Man	
Proj Man			
email		phone	
Access Man			
email		phone	

2.0 ACCESS LOGISTICS

Applicant		Access Manager					
Station		Closure (Maj)		Exclusive		Vehicles (T/Plant)		Urg	
Track		Closure (Min)		Restrictive		Vehicles (Other)			
Depot / Sidings		Closure (L&E)		General Access		Plant		App	
Veh/Plant		Published Work				Possession			
Protection		Unpublished Work		NR / 3rd Party		Specialist Resources			

All planning & works request applications must be complete & submitted [ ] days in advance of the Monday of the week access is required

3.0 WORK DESCRIPTION & PHASING

Description of works & particular requirements

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

4.0 LOCATIONS

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

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

5.0 STATION SPECIFIC DETAILS (if applicable)

Station Specific Details:

Station	SID Code	Area Description	Type of Access	Details of Work

6.0 DATES & SHIFTS

Earliest Start Date		Earliest Finish Date		Minimum Duration		Traffic / Opening Hours	
Likely Start Date		Likely Finish Date		Maximum Duration		Engineering / Closed	
Latest Start Date		Latest Finish Date		Contingency		Both	

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

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

7.0 SPECIALIST PROTECTION (if applicable)

Describe what specialist resources will be required & whether these will be provided by LU / Contractor or a Third Party

8.0 VEHICLES / PLANT / EQUIPMENT (if applicable)

Describe what Vehicles / Plant / Equipment will be required

Describe any access / planning requirements

9.0 ADDITIONAL INFORMATION

Add any other information which may be pertinent to the access requirements here

For details on completion timescales for processing Access Requests, talk to an Access Manager

A resource loaded schedule of work is to be attached when the form is submitted for final approval & processing

Appendix 2: Application to Work Form

Multi-Worksite Possession Team Application to Work Form						
Date of Application			Week No.		Equivalent Engineering hours shifts	
Date of Possession			Week No.			
Responsible manager for work	Name					
	Organisation			Cost Centre		
	Contact number			E mail:		
Scope of work: Brief Description						

Chainage	Line(s) Affected	Times Reqd.	Limits
Worksite Location Lines Affected Including EB – WB – IR – OR –NB - SB Limits 1 No. Form For Each Respective Worksite			

Is it Possible to Pass Engineering Trains through your worksite. Ensure all information is correctly entered.	Yes If Yes, how much notice reqd. to clear site	No If No, enter justification below

Engineering Trains

Are Engineering trains working in your worksite	Yes		If Yes, how many and which type:
	No		

Road Rail Vehicles (RRVs)

Are EHs Possessions required to Outstable RRVs prior to Closure	Yes		Are EHs Possession required to return RRVs following Closure	Yes	
	No			No	
Comments					

On Track Plant / machinery

Are any On Track Plant / machinery Working in your worksite	Yes		If yes ensure you enter all information correctly in the respective boxes below
	No		

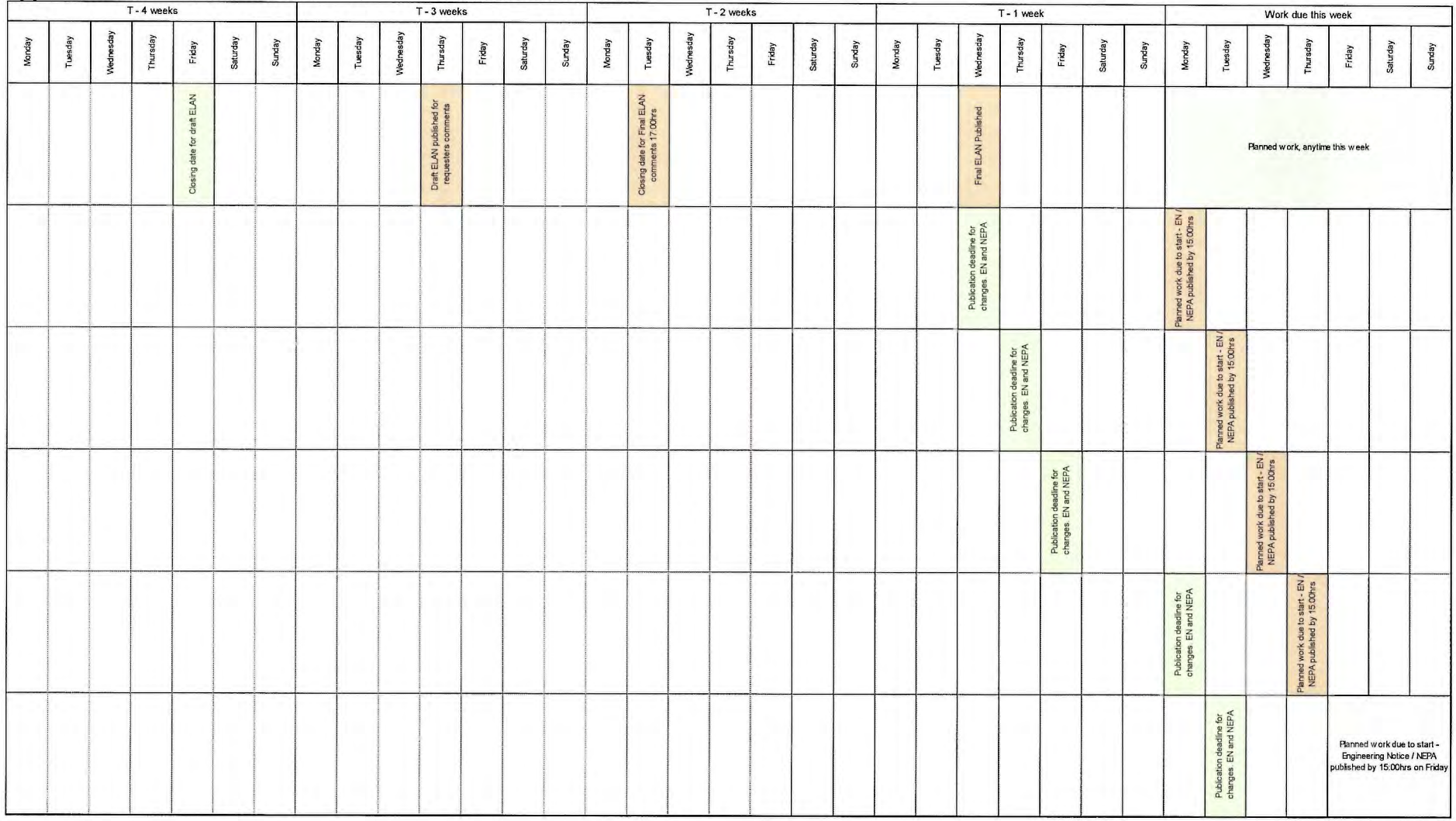
Line(s) Affected	Access	Egress

Resources

Are any specific resources required for your worksite	Yes		If yes ensure you enter all information correctly in the respective boxes below
	No		

Are all staff on site Track Accustomed certificated?	Yes		
	No		If no ensure, adequate time is allocated to clear line(s) of all non cert. staff to allow passage of Engineering train if applicable
Anticipated No of staff in worksite			
Control measures for access to worksite			
Is station Access required	Yes	No	
Worksite Notification: Date Worksite Notification accessible for review.			

Appendix 3: Indicative Timescales for the Publication of Notices



Notes
ELAN = Engineering Look Ahead Notice
EN = Engineering Notice
NEPA = Nightly Engineering Protection Arrangements

Appendix 4: Access Subcategories

Station works			
Access Type	**Booking Description**	**Days**	**Work Type Description**
General Access	General Access (non Track)	14	For undertaking the majority of everyday access needs, using relevant tools and materials. Not to be used for works that imposes a restrictive or exclusive requirement on other access users.
Non Restrictive/ Exclusive Access	Non Restrictive/ Exclusive Access (non Track)	14	For undertaking everyday access needs, using relevant tools and materials within a defined area
Restrictive Access	Restrictive - Asbestos Premises	21	Only issued to specialist asbestos contractors registered with LU for asbestos works. Access for asbestos works e.g. removal for which no other parties can be present on grounds of safety.
	Restrictive - Bright Lights	21	For where access introduces the use of additional lighting that could potential impact other access users. Rarely applied.
	Restrictive - Closure Area	21	To define an area of a station subject to a closure (i.e. taken out of service for the purposes of engineering works).
	Restrictive - Movement of Materials	21	For where access necessitates the movement of materials either through a station that may impact on other access users. May include craning over of materials.
	Restrictive - Noisy Works	21	For where access will result in particularly noisy works that may have an impact on other access users.
	Restrictive - Plant / Chemicals in a confined space	21	For where access introduces the use of plant and chemicals in a confined space. Rarely used.
	Restrictive - Power Cessation- Power Outages Possible	21	For where access will introduce a cessation of power that may impact other access users (e.g. need for temporary supplies/portable lighting).
Exclusive Access	Exclusive – Asbestos Exclusion Zone	21	Only issued to specialist asbestos contractors registered with LU for asbestos works. Access for asbestos works e.g. removal for which no other parties can be present on grounds of safety.

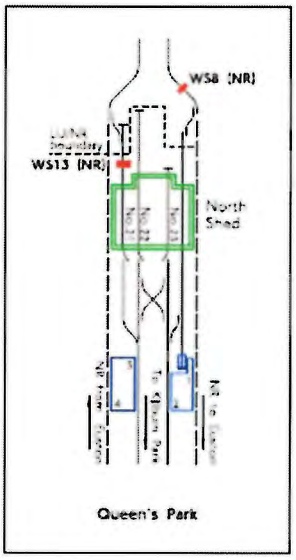
Track			
Booking Description	**Booking Description**	**Booking Description**	**Booking Description**
General Access (Non Exclusive/ Non-Restrictive	General Access (Track)	14	For undertaking the majority of everyday access needs, using relevant tools and materials. Not to be used for works that imposes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

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

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

Appendix 5: Network Rail Interface Locations

Bakerloo line



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

Central line

Ealing Broadway • Station Agreement
FGW is the Station Facility Owner
LU is the customer but owns the
Central and Ojmpic line platforms

West and South Ruislip • Station Agreements
LU is the station owner. Chiltern Railways is
LU's customer but manages its own platforms

Greenford • Station Agreement. LU is the station
owner. FGW is LU's customer.
Network Rail owns the track in the bay platform.

Richmond Network Rail owned station (with SFO, may be other TOC's)

TOC Track Agreement

Location of Track Agreement

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

Created: 20 March 2013

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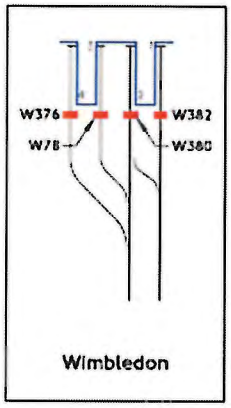
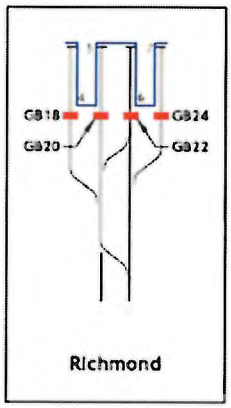
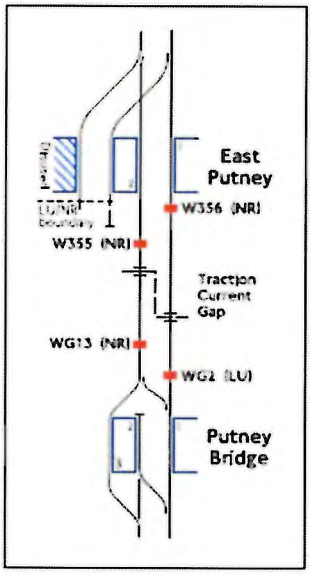
District line

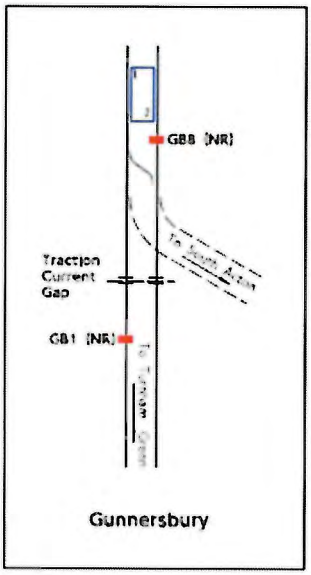




TO2 East Putney to Wimbledon Track Agreement. Gives South West Trains a diversionary and empty stock route. Network Rail supplies the traction current and signal operation but is LUL's customer for track

Kensington Olympia Station Agreement. LOROL is the Station Facility Owner. LUL is the customer





Barking and Upminster - Station Agreements. C2C is the Station Facility Owner. LUL is the customer

Richmond Network Rail owned station (with SFO, may be other TOC's)

TO1 Track Agreement

Location of Track Agreement

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

Created: 28 March 2012

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Jubilee line

Canning Town • Station Agreement. LU is the Station Facility Owner. The Docklands Light Railway's interest is covered by a lease but LU provides some station services.

West Ham • Station Agreement. LU is the station facility owner. C2C is the customer but manages its own platforms.

Stratford • Station Agreement. High level platforms and subways • NXEA are the Station Facility Owner. LU (Central line) is the customer, but staff Central line platforms.

Richmond — Network Rail owned station (with SFO, may be other TOC's)

TOC — Track Agreement

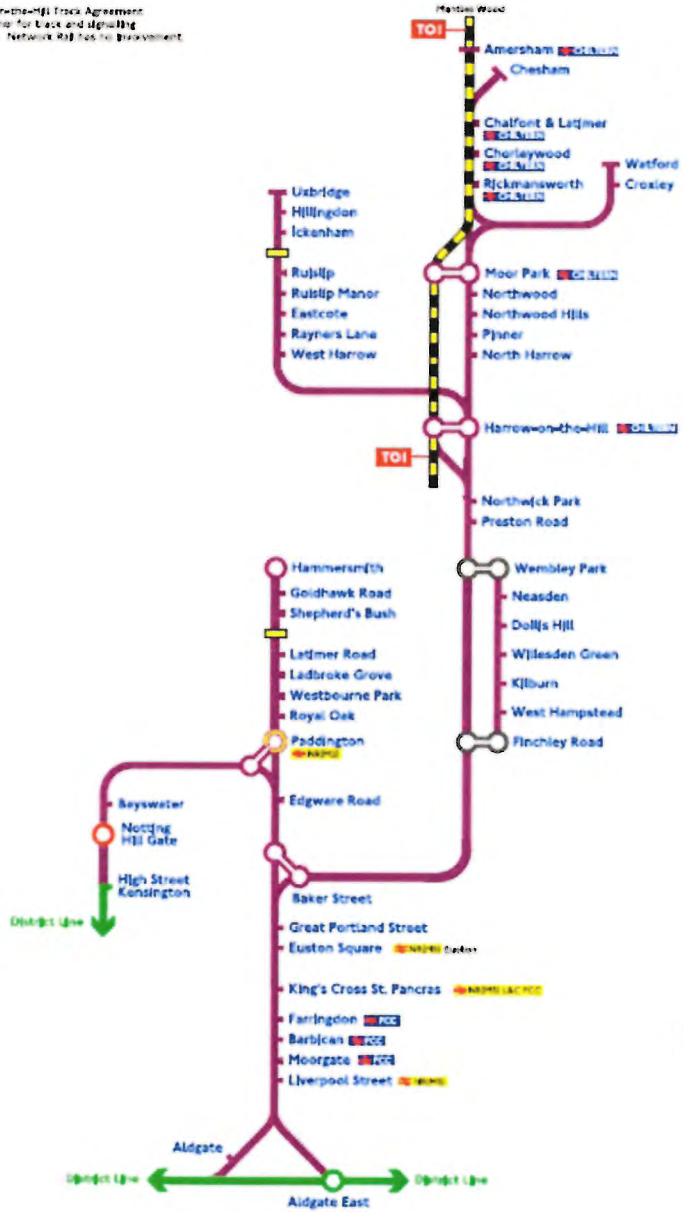
Location of Track Agreement

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

Created: 30 March 2013

Produced by Infrastructure Protection 3rd Floor Albany House • Auto 58736

Metropolitan line



Station Agreements between Amersham and Harrow-on-the-Hill: LU is the station facility owner. Chiltern Railways is the customer. Chiltern uses Moor Park in emergencies only.

Farringdon and Moorgate • Station Agreements: LU is the Station Owner. FCC is the customer at Moorgate but manages its own platforms.

Richmond (LW) Network Rail owned station (with SFO, may be other TOCs)

TOI Track Agreement

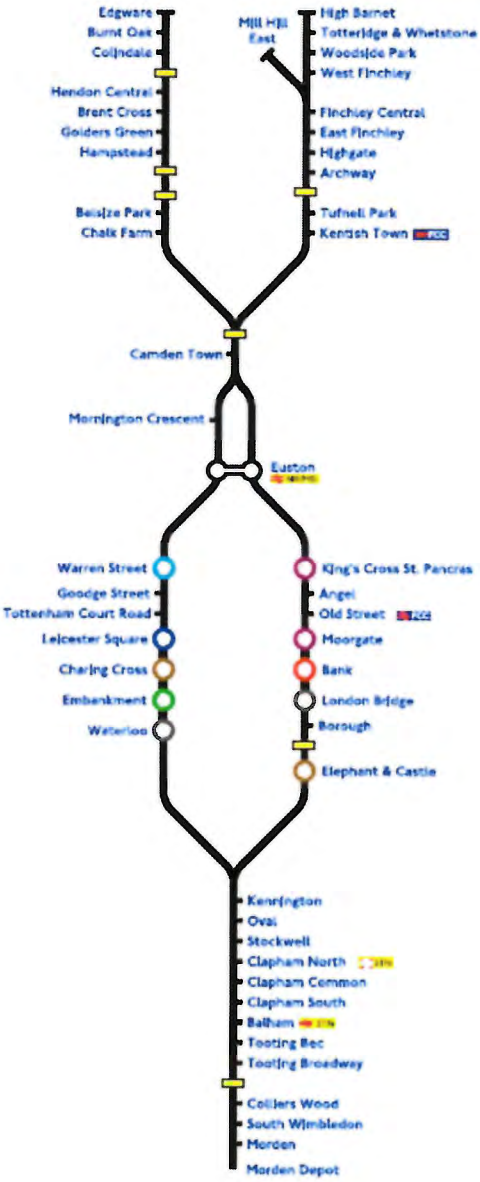
Location of Track Agreement

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

Created: 30 March 2012

Produced by Infrastructure Protection: 3rd Floor Albany House • Auto 58756

Northern line



Kentish Town - Station Agreement: LU is the Station Facility Owner. FCC is the customer but manages its own platforms.

Old Street - Station Agreement: LU is the Station Facility Owner. FCC is the customer but manages its own platforms.

Richmond: Network Rail owned station (with DFO, may be other TOC's)

TOC: Track Agreement

Location of Track Agreement

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

Created: 30 March 2012

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Piccadilly line

Finsbury Park • Station Agreement. LU and FCC are joint Station Facility Owners. Both will work in partnership and no crew changing will take place.

Richmond Network Rail owned station (with SFO, may be other TOC's)

TOL Track Agreement

Location of Track Agreement

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

Created: 30 March 2012

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Victoria line

Walthamstow Central - Station Agreement. NXEA is the Station Facility Owner. LU is the customer but owns its own part of the station at sub surface level.

Blackhorse Road - Station Agreement. LU is the Station Facility Owner. LOROL Train Services is the customer but manages its own platforms.

Tottenham Hale and Seven Sisters - Station Agreements. LU is the Station Owner. NXEA is the customer but manages it own platforms.

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

Richmond (ORC) Network Rail owned station (with SFO, may be other TOC's)

TOC Track Agreement

Location of Track Agreement

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

Created: 30 March 2012

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Appendix 6: Cancelled or Delayed/Curtailed Access Form

London Underground	
Frustrated Access (Cancelled / Delayed / Curtailed) Form	FAC-001 v1
Directorate:	Upgrade / Asset Group:
Project / Work Title:	Project Id / Work Order / Job Ref:

Line: _____ Unique Ref.: _____

Access Affected: (tick one) Cancelled: ☐ Delayed / Curtailed: ☐

Date: (shift start) Day: ____/____/____ Night: (start) ____ - (end) ____/____/____

Access Authority Details: (must be valid)

Booking Ref. (1): ☐☐☐☐☐☐☐☐☐☐ PICER Ref (copy required) _____

Booking Ref. (2): ☐☐☐☐☐☐☐☐☐☐ Access Type: TRACK / STATION / OTHER (Circle as applicable)

All details Mandatory

Access Location (or Code):	Work Location or Code (+ SB/NB/EB/WB):
Station Supervisor Name:	Track Current Sections Booked Out (ref required):
Work to be done (brief details)	

Time Booked on Station:	Time Booked on with TAC:	Call Back Time given by TAC:		TAC Ref. No:
Planned Start time:	Actual Start time:	Planned finish time:	Actual finish time:	Total Shift or Time Lost:

Reporters Details: (mandatory)

Name:	Company	Contact No. Email

LU Accountable Manager Details:

Name:	Directorate / delivery Group	Contact No. Email

Contractors / Sub-Contractors affected: (mandatory)

Contractor	Ops in work Party (no.)	Contractor	Ops in work Party (no.)	Contractor	Ops in work Party (no.)

Cause of Lost Time / Shift (mandatory)

Engineers Train Y/N	Train ref. no.	Was train published in ENLA?	If so, which no?	Was Train published in Eng Notice?	If so, which no?
	Reason for late running (if known)				
Passenger Train Y/N	Train ref. no.	Line	Direction (circle one) SB / NB / EB / WB	Destination	
	Reason for late running (if known)				

Other Contractor	☐	Name
LU Supervisor	☐	Name
Late Book on TAC	☐	Details
Early call back TAC	☐	
Other	☐	

Signature of station supervisor	Was further investigation completed by DOE / DOME? Y / N

This form must be faxed to XXXXX or emailed to XXXX

SCHEDULE 6: 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 twenty (20) Working 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 (1) 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 this 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 twenty (20) Working 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 (1) 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 this 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 five (5) Working 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. All authorised additional work resulting from any Variation Proposal shall be priced in accordance with any applicable rates set out in Schedule 2.