

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

Access Plan

1.0 GENERAL INFORMATION

Programme <input style="width: 90%;" type="text" value=" <Programme>"/>	Document Ref <input style="width: 90%;" type="text" value=" <Document Reference>"/>
Project Title <input style="width: 90%;" type="text" value=" <Project>"/>	Project / UIP Code <input style="width: 90%;" type="text" value=" <UIP Code>"/>
SAP MPD No. <input style="width: 30%;" type="text"/>	Lifecycle Stage <input style="width: 30%;" type="text" value=" <lifecycle>"/>
Sponsor <input style="width: 90%;" type="text"/>	Date <input style="width: 30%;" type="text"/>
Proj Man <input style="width: 90%;" type="text"/>	Prog Man <input style="width: 90%;" type="text"/>
email <input style="width: 90%;" type="text"/>	phone <input style="width: 90%;" type="text"/>
Access Man <input style="width: 90%;" type="text"/>	phone <input style="width: 90%;" type="text"/>
email <input style="width: 90%;" type="text"/>	

2.0 ACCESS LOGISTICS

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Applicant</th></tr> <tr><td>Station</td><td><input type="checkbox"/></td></tr> <tr><td>Track</td><td><input type="checkbox"/></td></tr> <tr><td>Depot / Sidings</td><td><input type="checkbox"/></td></tr> <tr><td>Veh/Plant</td><td><input type="checkbox"/></td></tr> <tr><td>Protection</td><td><input type="checkbox"/></td></tr> </table>	Applicant		Station	<input type="checkbox"/>	Track	<input type="checkbox"/>	Depot / Sidings	<input type="checkbox"/>	Veh/Plant	<input type="checkbox"/>	Protection	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Access Manager</th></tr> <tr><td>Closure (Maj)</td><td><input type="checkbox"/></td></tr> <tr><td>Closure (Min)</td><td><input type="checkbox"/></td></tr> <tr><td>Closure (L&E)</td><td><input type="checkbox"/></td></tr> <tr><td>Published Work</td><td><input type="checkbox"/></td></tr> <tr><td>Unpublished Work</td><td><input type="checkbox"/></td></tr> </table>	Access Manager		Closure (Maj)	<input type="checkbox"/>	Closure (Min)	<input type="checkbox"/>	Closure (L&E)	<input type="checkbox"/>	Published Work	<input type="checkbox"/>	Unpublished Work	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Exclusive</td><td><input type="checkbox"/></td></tr> <tr><td>Restrictive</td><td><input type="checkbox"/></td></tr> <tr><td>General Access</td><td><input type="checkbox"/></td></tr> <tr><td>NR / 3rd Party</td><td><input type="checkbox"/></td></tr> </table>	Exclusive	<input type="checkbox"/>	Restrictive	<input type="checkbox"/>	General Access	<input type="checkbox"/>	NR / 3rd Party	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Vehicles (T/Plant)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Vehicles (Other)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Plant</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Possession</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Specialist Resources</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Vehicles (T/Plant)	<input type="checkbox"/>	<input type="checkbox"/>	Vehicles (Other)	<input type="checkbox"/>	<input type="checkbox"/>	Plant	<input type="checkbox"/>	<input type="checkbox"/>	Possession	<input type="checkbox"/>	<input type="checkbox"/>	Specialist Resources	<input type="checkbox"/>	<input type="checkbox"/>
Applicant																																																		
Station	<input type="checkbox"/>																																																	
Track	<input type="checkbox"/>																																																	
Depot / Sidings	<input type="checkbox"/>																																																	
Veh/Plant	<input type="checkbox"/>																																																	
Protection	<input type="checkbox"/>																																																	
Access Manager																																																		
Closure (Maj)	<input type="checkbox"/>																																																	
Closure (Min)	<input type="checkbox"/>																																																	
Closure (L&E)	<input type="checkbox"/>																																																	
Published Work	<input type="checkbox"/>																																																	
Unpublished Work	<input type="checkbox"/>																																																	
Exclusive	<input type="checkbox"/>																																																	
Restrictive	<input type="checkbox"/>																																																	
General Access	<input type="checkbox"/>																																																	
NR / 3rd Party	<input type="checkbox"/>																																																	
Vehicles (T/Plant)	<input type="checkbox"/>	<input type="checkbox"/>																																																
Vehicles (Other)	<input type="checkbox"/>	<input type="checkbox"/>																																																
Plant	<input type="checkbox"/>	<input type="checkbox"/>																																																
Possession	<input type="checkbox"/>	<input type="checkbox"/>																																																
Specialist Resources	<input type="checkbox"/>	<input type="checkbox"/>																																																

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? <input style="width: 50px;" type="text"/> How many phases? <input style="width: 50px;" type="text"/> Further Details Attached <input style="width: 50px;" type="text"/>	Will you need specialist resources? <input style="width: 50px;" type="text"/> Do you need vehicles / plant / equipment? <input style="width: 50px;" type="text"/>	Will you need a closure? <input style="width: 50px;" type="text"/> L&E Closure <input style="width: 50px;" type="text"/> Minor Closure <input style="width: 50px;" type="text"/> Major Closure <input style="width: 50px;" type="text"/>
---	--	---

4.0 LOCATIONS

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

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

5.0 STATION SPECIFIC DETAILS (If applicable)

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

6.0 DATES & SHIFTS

Earliest Start Date <input style="width: 50px;" type="text"/>	Earliest Finish Date <input style="width: 50px;" type="text"/>	Minimum Duration <input style="width: 50px;" type="text"/>	Traffic / Opening Hours <input style="width: 50px;" type="text"/>
Likely Start Date <input style="width: 50px;" type="text"/>	Likely Finish Date <input style="width: 50px;" type="text"/>	Maximum Duration <input style="width: 50px;" type="text"/>	Engineering / Closed <input style="width: 50px;" type="text"/>
Latest Start Date <input style="width: 50px;" type="text"/>	Latest Finish Date <input style="width: 50px;" type="text"/>	Contingency <input style="width: 50px;" type="text"/>	Both <input style="width: 50px;" type="text"/>

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

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

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

T - 4 weeks							T - 3 weeks							T - 2 weeks							T - 1 week							Work due this week						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				Closing date for draft ELAN						Draft ELAN published for requesters comments																								

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 invert). 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.