

2. GENERAL OBLIGATIONS

1. The Contractor shall comply with its obligations under this Schedule 5 (Access).
2. The Contractor shall be responsible for supplying to the Company's Representative and the Access Manager all such information and taking all such steps as may be necessary to enable the Company's Representative to obtain where applicable Operational Assurance in respect of the Access required by the Contractor.
3. The Parties agree that:
 - 3.1 the dates and times of any Access approved may be cancelled, altered or delayed on notice (or no notice in the case of an emergency or for safety reasons). Alternative arrangements shall be made as soon as the Company's Representative and Access Manager can permit;
 - 3.2 the provisions of Clause 28 of the Contract shall be deemed to apply during such cancellation, alteration or delay to approved Access provided that such cancellation, alteration or delay is not caused (in whole or part) by a failure by the Contractor to comply with its obligations under this Schedule 5;
 - 3.3 neither Party shall have any claim against the other as a consequence of such cancellation, alteration or delay; and
 - 3.4 the Contractor shall as soon as practicable take all reasonable steps necessary to avoid, overcome or minimise the effect of such cancellation, alteration or delay.
4. For access to Network Rail and/or train operating companies' infrastructure and stations, the Contractor is solely responsible for securing access. The Contractor shall make all necessary arrangements directly with Network Rail and/or train operating companies and shall comply with all their rules and regulations.
5. For Access, following a request to the Contractor from the Company's fault reporting centre for a part or all of the Works, the Contractor shall apply for Access in accordance with the requirements of this Schedule 5.
6. The Company shall have no responsibility to the Contractor, and the Contractor shall hold the Company harmless against any Losses that may arise out of any failure by the Contractor to comply with this Schedule 5.

3. THE ACCESS PLAN

1. The Contractor shall, in accordance with the timescales detailed in the Mobilisation Plan, prepare an Access Plan with the objective of maximising the efficient use of the available Working Time and taking account of the following:
 - the information provided in the Local Station Access Arrangement Reference Files (the use of any potential storage areas identified by the Local Station Access Arrangement Reference Files remains subject to the Contractor obtaining the appropriate storage licences);
 - if the Works can be carried out in Traffic Hours (and the Contractor shall construct the Access Plan to achieve the optimisation of Working Time);
 - the minimisation of the number and duration of closures;
 - the utilisation and extension of existing planned closures;
 - the hours/shifts/days in the week required to be worked in order to comply with the Programme;
 - the timescales for booking access and closures as defined in this Schedule 5;
 - the sharing of Access with Others and the minimisation of disruption of the work of Others;
 - if the productivity of Engineering Hours working can be increased, safely, by completing the clearance of workers, materials tools and equipment tools in Traffic Hours (and the Contractor shall support plans with method statements detailing appropriate measures for the protection of the public);
 - the maximisation of Working Time during Engineering Hours when accessing the Track through a Station (where it is safe to do so, all persons, plant and equipment may be positioned within the Station ready to access the Track immediately on confirmation of traction current being turned off);
 - a minimum call back time of twenty (20) minutes for Track access before the expiry of each shift of Engineering Hours (to allow for the safe removal of all workers, materials, tools, equipment and the like) unless a shorter period is agreed by the Company's Representative;
 - any limitation on Engineering Hours specific to the Works as may be specified by the Company's Representative;
 - the time required for the Contractor to ensure the Site is left clean and safe; and
 - Night Tube.
2. The Contractor shall submit its proposed Access Plan to the Company's Representative for acceptance. Within two (2) weeks of the Contractor submitting an Access Plan for acceptance the Company's Representative shall either accept the Access Plan or notify the Contractor of his reasons for not accepting it. A (non-exclusive) reason for not accepting an Access Plan is that:

- it is not compatible with the Access Plan Template;
 - it does not take into account the information provided in the Local Station Access Arrangement Reference Files;
 - it does not optimise the Working Time;
 - it proposes an excessive number or duration of closures;
 - it does not adequately make use of existing planned closures;
 - it is not compatible with the Programme;
 - it does not comply with the timescales for booking Access and closures as set out in this Schedule 5;
 - it assumes the use of an existing closure for which an Application to Work Form has not been approved by the Access Manager;
 - it assumes an extension to an existing planned closure which has not had the prior approval of the Access Manager;
 - requests an access or closure type which is not appropriate for the Works;
 - it does not adequately provide for the work of Others;
 - it does not maximise the use of available access;
 - it does not allow for minimum call back periods or other working constraints detailed by the Company's Representative;
 - it does not provide as a minimum all the information provided in the Access Plan Template;
 - it does not allow sufficient time for the Site as a whole to be left clean and safe;
or
 - it does not allow for the operation of Night Tube.
3. The Contractor shall submit a revised Access Plan for acceptance in the following circumstances:
- if the Accepted Access Plan is no longer applicable in all the circumstances;
 - when a change is required to align with the Programme; or
 - within the period for reply after the Company's Representative has instructed the Contractor to do so. For the avoidance of doubt such instruction does not constitute a Variation Proposal or entitle the Contractor to apply for an extension of time.
4. Should the Contractor need to work hours additional to those stated in the Accepted Access Plan (within the constraint of the maximum working hours available within the booked access types), the Contractor shall give at least five (5) Working Days' notice and obtain the Company's Representative's prior written acceptance.

4. BOOKING AND ARRANGING ACCESS

1. The Contractor shall be required to book and co-ordinate access to the Sites with the Access Manager in accordance with the Work Request/SABRE process and the Accepted Access Plan. The Contractor accepts that access to the Sites will be refused without a valid SABRE number and the Contractor shall be responsible for checking that it is in possession of a valid SABRE number for all access requirements detailed on the Accepted Access Plan. If the Contractor is not in possession of the same it shall advise the Company's Representative accordingly.
2. The Contractor shall comply with the requirements of the use of LUCAS (London Underground Combined Access System) and Sentinel (Network Rail's Access and Competency System), particularly in the context of access control at the point of Site entry. The Contractor acknowledges that TfL is phasing out the use of LUCAS cards and is adopting Sentinel as a replacement access and competency system. On expiry of existing LUCAS cards the Contractor shall sponsor the Contractor Personnel required to work on TfL infrastructure to obtain replacement Sentinel cards if they are not already a Sentinel card holder.

3. Training, Certificates, Identity Cards and Entry Permits

- 3.1 The Contractor is responsible for ensuring that all staff and Contractor Personnel are suitably trained, competent and carry the appropriate and requisite certification for performing the roles required of them in carrying out the Works.

The Standards, and in particular QUENSH and the LUL Rule Book(s) set out the training and certifications required to be met by the Contractor.

- 3.2 The Contractor is responsible for arranging, booking, and paying for all requisite medicals, training and certification of its staff and/or Contractor Personnel.
- 3.3 The Contractor shall allow a minimum of twenty-eight (28) days' notice period for all TfL provided training and certification courses and will include the same on any proposed Access Plan or programme. The Contractor acknowledges that any time period less than this cannot be guaranteed, and although the Company may make efforts to facilitate a shorter notice period wherever possible, the Contractor does not rely on such reduced time periods being accommodated.
- 3.4 At the Contract Commencement Date, the Contractor shall produce a competency matrix for all its staff or Contractor Personnel involved in providing the Works detailing the training, certification and other competency information held on record. The Contractor shall update the matrix until the Expiry Date and make the same available on request of the Company's Representative.

4. London Underground Access Control

- 4.1 LUCAS (London Underground Combined Access System) smartcards have not been issued since 01/04/2015. Unexpired cards issued before this date remain valid until they expire or by further notification from TfL.

- 4.2 All Contractor Personnel require either:

- a valid LUCAS smartcard; or
- a Sentinel smartcard endorsed with the Industry Common Induction (ICI) competence plus the LU ICI endorsement

(in each case a "Smartcard")

in order to access the Sites and carry out works on London Underground operational infrastructure.

- 4.3 The Contractor shall register to become a Sentinel Sponsor (as such term is defined in RISQs) via the Rail Industry Contractor Qualification Scheme ("RISQs"). Further details can be found at the following Achilles website address (Achilles administer the scheme on the behalf of RISQs).

http://www.achilles.com/en/?option=com_content&view=article&id=285.

- 4.4 The Contractor will and will procure that any sponsored individuals must abide by the Sentinel Scheme Rules, the latest version of these can be found at the following Sentinel website address:

<https://www.railsentinel.co.uk/Content/Downloads/SentinelSchemeRules.pdf>

- 4.5 The Smartcard is specific to an individual and is not transferable.

- 4.6 The Contractor shall procure that the Contractor Personnel carry their Smartcard at all times when working on operational Underground Network property and present their Smartcard to any authorised representative of TfL for inspection when requested to do so. Failure to produce a valid Smartcard, or requisite certification, for inspection may result in the individual being instructed to leave the Site or London Underground property. A Smartcard is not required when working solely on non-operational Underground Network property.

- 4.7 The Smartcard does not entitle the Contractor Personnel to any benefits other than permitting access to the Site or London Underground operational infrastructure for the purpose of carrying out the Works during the agreed hours of work. The LUCAS Smartcard remains the property of the Company and is required to be returned immediately upon request.

- 4.8 Details or required courses and medicals are detailed in QUENSH.

- 4.9 Exceptions to the Smartcard process

For certain exceptional access circumstances it may not always be practical or cost effective to enrol the Contractor, the Contractor Personnel or Others on to the Sentinel Scheme. In such a case, the Company shall issue a temporary LUA-LU paper certificate.

Such scenarios whereby temporary LUA-LU paper certificates are issued would be:

- specialised contractors requiring limited access; and
- survey work requiring limited access.

If the Company's Representative decides to permit exceptional access to the Site or any working areas, the Contractor must obtain the Company's Representative's written acceptance regarding the personnel and work activities prior to commencement on Site.

4.10 The Contractor acknowledges that any person attempting to gain access to the Site or working areas who is not in possession of a valid LUCAS or Sentinel Smartcard shall be treated as a visitor. All visitors, except for authorised collection or delivery drivers, must be escorted or supervised at all times by an authorised member of staff whilst on Site.

The Contractor shall maintain a register of all visitors including:

- name;
- employer;
- nature of business / persons being visited;
- time in;
- time out; and
- supervisor/escort name including signature.

The Contractor shall provide a health and safety Site briefing to each visitor and shall procure that such visitor shall sign a form to confirm that they have received the briefing and understand the Site rules and their respective responsibilities as a visitor.

The Contractor shall issue the visitor with a temporary pass that is valid for a maximum 24 hours and which clearly indicates the expiry date and time of such visit.

The Contractor shall ensure the temporary pass is returned when the visitor leaves the Site and that a list of any lost passes is maintained.

The Contractor shall ensure that lost electronic visitor passes are de-activated immediately on the Contractor being made aware of the loss.

5. London Underground - Access Control

5.1 When booking in and out of the Site, the Contractor shall procure that the Contractor Personnel report in, record entry and exit, and present their Smartcards when and where required, in accordance with the local access control arrangements.

5.2 Where a Smartcard reader is installed on Site as part of the local access control arrangements, then the Contractor shall procure that all Contractor Personnel as a mandatory requirement swipe their Smartcard on entry and egress from the Site. Any individuals found on Site where such a card reading system is in place who have not followed such a procedure may be instructed to leave Site for the duration of the associated shift, regardless of whether they may hold the appropriate Smartcard. The Company takes no responsibility for any abortive costs or impact to schedule of any such instruction to any member of the Contractor's staff under such circumstances.

- 5.3 If the Contractor wishes to make a change to the Accepted Access Plan or to the Contractor's requirements for Access after being approved by the Company's Representative and Access Manager, the Contractor shall submit written request of such change and a revised programme and Access Plan to the Company's Representative and Access Manager confirming any and all revised Access requirements.

5. CLASH CHECKING

1. The Contractor shall be responsible for checking for clashes (Clash Checking) in respect of access booked by Others and the Company's Representative in respect of which the Company's Representative has provided the Contractor with the Access Visualisation Tool. The Contractor shall also monitor the following publications:
 - (a) Engineering Look Ahead Notice;
 - (b) Engineering Notice;
 - (c) Nightly Engineering Protection Arrangements (NEPA) Notice;
 - (d) Traffic Circular; and
 - (e) Station Works Plan.
2. In the event of clashes the Contractor shall notify the Company's Representative and where instructed submit a revised Access Plan for acceptance. The indicative publication timescales (in advance of proposed works) for the above notices are as provided in Appendix 3.
3. Clash Checking is a condition precedent in respect of any entitlement to apply for relief pursuant to Clause 28 or Schedule 12, paragraph 6.1.
4. In the event that the Contractor attends the Site and access is not provided by TfL in accordance with the Accepted Access Plan, the Contractor shall complete the Cancelled or Delayed/Curtailed Access Form contained in Appendix 6.
5. Without prejudice to the generality of Clause 28, Clash Checking, the completion of a Cancelled or Delayed/Curtailed Access Form in full (including the obtaining of all necessary signatures) and the identification of the period of access in question on the Accepted Access Plan (with the relevant SABRE number) are all condition precedents in respect of any entitlement to apply for a Relief Event under Clause 28 in relation to the frustration of any access booked by the Contractor in accordance with this Schedule 5 (subject to compliance by the Contractor with the requirements of Schedule 5).

6. TYPES OF ACCESS

1. Summarised below are the types of access that the Contractor's Access Plan shall be based upon. In preparing the Access Plan the Contractor shall select the type of access required for the Works. The Contractor shall consult with the Access Manager as to the appropriateness of the selection as set out in the Access Plan. The Access Manager's decision as to the types of access and closures which can be used in the formulation of the Access Plan is final and binding.

1.1 General Access

General Access is a category of access for undertaking non-exclusive/non-restrictive works on the Underground Network, using all necessary tools and equipment. It is valid for both Station and Track. SABRE numbers may be valid for up to a whole financial year, but can also be issued for shorter time periods to suit work demands.

General Access may be applied for to cover large areas of the Underground Network, for example whole lines, or for more discreet locations or worksites to suit work demands. The Contractor may apply for a number of General Access SABRE numbers, but the Access Manager will aim to limit the proliferation of General Access SABRE numbers for the same or similar work teams, projects, or areas etc.

General Access does not need to be Published.

1.2 Non-Restrictive/Exclusive Access

Non-Restrictive/Exclusive Access is a category of access for undertaking non-restrictive and non-exclusive works on the Underground Network, using all necessary tools and equipment. It is valid for both Station and Track.

The Contractor shall clearly define the area covered by a Non-Restrictive/Exclusive Access request and shall limit the area to the minimum required to deliver the Works.

Non-Restrictive/Exclusive Access does not need to be Published.

1.3 Restrictive Access

Restrictive Access is a category of access that places a restriction on what can take place within a particular worksite and where the restriction will apply to all parties attempting to work that particular shift.

In the event that the Contractor believes that Restrictive Access is necessary, the Contractor shall demonstrate that this is the most appropriate form of access and shall take account of the impact that the granting of Restrictive Access would have on the network and other work streams. The Contractor acknowledges that Restrictive Access will not typically be permitted to cover a protracted number of shifts or consecutive shifts, across the same geographical area.

The Contractor shall clearly define the area covered by a Restrictive Access request and shall restrict the area to the minimum required to deliver the works and avoid unduly impeding the works of Others.

Restrictive Access will need to be Published.

1.4 Exclusive Access

Exclusive Access is a category of access that prohibits any party not directly involved in the works (for which Exclusive Access has been booked) from working in that worksite.

In the event that Exclusive Access is necessary, the Contractor shall demonstrate that this is the most appropriate form of access and shall take account of the impact that granting Exclusive Access would have on the Underground Network and other work streams. Exclusive Access will not typically be permitted to cover a protracted number of shifts or consecutive shifts, across the same geographical area.

The Contractor shall clearly define the area covered by an Exclusive Access request and shall restrict it to the minimum area required to deliver the works and to avoid unduly impeding the works of others.

Exclusive Access will need to be Published.

1.5 Emergency Access

Emergency Access is access required to deal with an Incident as defined in the LUL Rule Book, or which is required to rectify the failure of an asset which, if not rectified, would have a material adverse impact on passenger works for the following day. Emergency Access takes precedence over any other booking or request as directed by the Incident Officer.

1.6 Major Closures

A Major Closure can be classified as any planned disruptive work which results in any TfL service being unavailable between 0600 and 2100 on a weekday (excluding Bank Holidays).

1.7 Minor Closures

A Minor Closure can be classified as any planned disruptive work, apart from L&E Closures (defined below) which results in any TfL works being unavailable outside the hours of 0600 and 2100 on a weekday (excluding Bank Holidays) or at any other time at Weekends and Bank Holidays (including the Night Tube Period for work within the Night Tube Sections).

1.8 L&E Closures

L&E Closures are closures of lifts, escalators, travelators, fixed stairways, routeways or cross-passageways which can be accommodated without requiring a Station or platform to be closed. The Contractor will liaise with the Access Manager to review the impact of any requested L&E Closure in the context of any other concurrent Underground Network closures. The Company's Representative may also participate in such liaison.

1.9 Access Subcategories

Within the above access types there are a number of access subcategories which are used in the booking system. The subcategories are detailed in Appendix 4 hereto and a description of the typical work to which they apply, such as track

possession, is also provided in order to assist the Contractor in identifying the type of access applicable to particular works.

7. CLOSURE REQUESTS PROCESS

1. Where the Contractor intends to make a closure request, the Contractor shall attend a Pre-Closure Request Meeting or Possession Meeting with the Access Manager before a Work Request is submitted by the Contractor for approval. The Company's Representative may attend such meetings.
2. Where the Company's Representative and the Contractor agree a proposed closure has business justification the Contractor shall confirm with the Access Manager the acceptability of the proposed closure. Where the Access Manager confirms that the proposed closure dates are not acceptable the Contractor will liaise with the Access Manager to identify alternative closures that are as near as possible and equivalent to, the closures originally proposed by the Contractor. The Company's Representative may also participate in such liaison. The Contractor acknowledges that the Access Manager's decision as to acceptability of a proposed closure or proposed alternative closures is final and binding.
3. The Access Manager may reject proposed closures on (without limitation) the grounds that if granted such proposed closures would unduly limit journey opportunities. By way of guidance, and without limitation, examples of such a limitation of journey opportunities would be:
 - a closure of a central London Station during a seasonal event;
 - a closure of a key Station for access to a popular one-off event during the period of the event;
 - a closure of a key branch for access to airport terminals during a peak travel weekend; or
 - a closure on a part of a line when there is a concurrent closure on the only alternate line during an abnormally busy period.

Similarly a closure request may be rejected where it is considered that the level of disruption caused is not justifiable given the nature and the scope of the works.

8. TIMESCALES FOR BOOKING ACCESS AND CLOSURES

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

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

Notes:

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

9. UTILISING EXISTING CLOSURES

1. The Contractor shall actively seek to utilise TfL's existing closure programme to progress the Works. The Contractor may request details of such closure programme from the Company's Representative, to the extent relevant to the provision of the Works.
2. The Contractor shall identify all possible opportunities to use TfL's existing closure programme and shall provide the information necessary to complete the Application to Work Form. The Contractor shall complete the Application to Work Form and submit this to the Access Manager and the Company's Representative for approval. The Contractor shall submit such form a minimum of fifteen (15) weeks prior to the relevant closure start date. The Contractor shall attend the planning meetings for the relevant closure and the Contractor shall prepare for submission by the Contractor any information as may be requested by the Access Manager as part of this planning process. The Company's Representative may attend such planning meetings.
3. The Contractor may also propose an extension to an existing planned closure. The Company's Representative shall consider the proposal and where the benefits of the extension more than offset the increased customer disruption, shall authorise the Contractor to seek endorsement by the Access Manager. The Access Manager shall determine whether the request should be taken forward as a formal application and shall advise the Contractor accordingly. Where such application has been approved by the Company's Representative, the Contractor shall submit an updated Access Plan, to reflect such application, to the Company's Representative for approval. Where such application has been approved by the Company's Representative, the Contractor shall submit an updated Access Plan, to reflect such application, to the Company's Representative for approval.
4. The Contractor recognises the level of disruption and limitation of journey opportunities which result from closures and where the Contractor plans any change to the scope or type of works to be undertaken under an existing closure, shall seek the approval of the Company's Representative accordingly. The Contractor shall seek consent for the change from the Access Manager. The Contractor accepts that if the Access Manager or the Company's Representative considers that the changes in scope are such that the business benefit of the works to be carried out is no longer commensurate with the disruption caused, that the closure may be cancelled. For the avoidance of doubt where a closure is cancelled in these circumstances the provisions of Clause 28 and paragraph 6.1 of Schedule 12 do not apply and the Contractor shall submit a revised Access Plan for acceptance by the Company's Representative.

10. PROTECTION

1. The Contractor shall consult and agree all protection arrangements (including provision of additional Specialist Protection resources) with the Company's Representative and the Access Manager. The Contractor shall seek formal approval for the agreed protection arrangements (including provision of agreed Specialist Protection resources) by submitting a Work Request.
2. The Contractor shall provide a minimum of one (1) qualified SPC for each work party where relevant. The Contractor's SPC (who work on the track) shall hold a dual qualification enabling them to provide protection as well as provide work site supervision and shall work as part of the protection detail. If works are planned to take place during Engineering Hours, the SPC shall hold a dual qualification enabling them to provide protection during Engineering Hours, and shall be familiar with the area that they will be working in and safe routes to / from the worksite, as such there should be no need for additional protection staff to be employed.
3. In the event of additional Specialist Protection staff being required, the Contractor shall advise the Company's Representative accordingly and the Contractor 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 Contractor 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 Contractor 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 Contractor the cost of Specialist Protection staff as follows:
 - 1.1.1 cancellations made 96 hours or more in advance of the activity start date – no charge will be levied by the Company;
 - 1.1.2 cancellations made less than 96 hours before the activity start date – the full cost shall be charged by the Company to the Contractor.

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

11. EQUIPMENT ROOMS

1. The Contractor 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 Contractor 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 Contractor shall be responsible for safe working conditions within the Switch, Relay, Machine and other Equipment Rooms.
3. The Contractor Personnel shall not be permitted to leave the Site in possession of a LUL key or to manufacture a duplicate of any of LUL's keys.

Appendix 1: Access Plan Template

Transport for London
London Underground Limited

<Programme>
 <Project>
 <UJF 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>
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Document History

Revision	Date	Summary of changes

Access Plan

1.0 GENERAL INFORMATION

Programme	<input type="text" value=" <Programme>"/>	Document Ref	<input type="text" value=" <Document Reference>"/>
Project Title	<input type="text" value=" <Project>"/>	Project / UHP Code	<input type="text" value=" <UHP Code>"/>
SAP MPD No.	<input type="text"/>	Lifecycle Stage	<input type="text" value=" <Lifecycle>"/>
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email	<input type="text"/>	phone	<input type="text"/>
Access Man	<input type="text"/>	phone	<input type="text"/>
email	<input type="text"/>		

2.0 ACCESS LOGISTICS

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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"/>																																												
Vehicles (Other)	<input type="checkbox"/>																																												
Plant	<input type="checkbox"/>																																												
Possession	<input type="checkbox"/>																																												
Specialist Resources	<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?	Will you need specialist resources?	Will you need a closure?
How many phases? <input type="text"/>	<input type="text"/>	L&E Closure <input type="checkbox"/>
Further Details Attached <input type="checkbox"/>	Do you need vehicles / plant / equipment? <input type="checkbox"/>	Minor Closure <input type="checkbox"/>
		Major Closure <input type="checkbox"/>

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	SID Code	Area Description	Type of Access	Details of Work

6.0 DATES & SHIFTS

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

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

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

How much time?

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 Req'd.	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 req'd. 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					
Worksite Notification: Date Worksite Notification accessible for review.		Yes	No		

Appendix 4: Access Subcategories

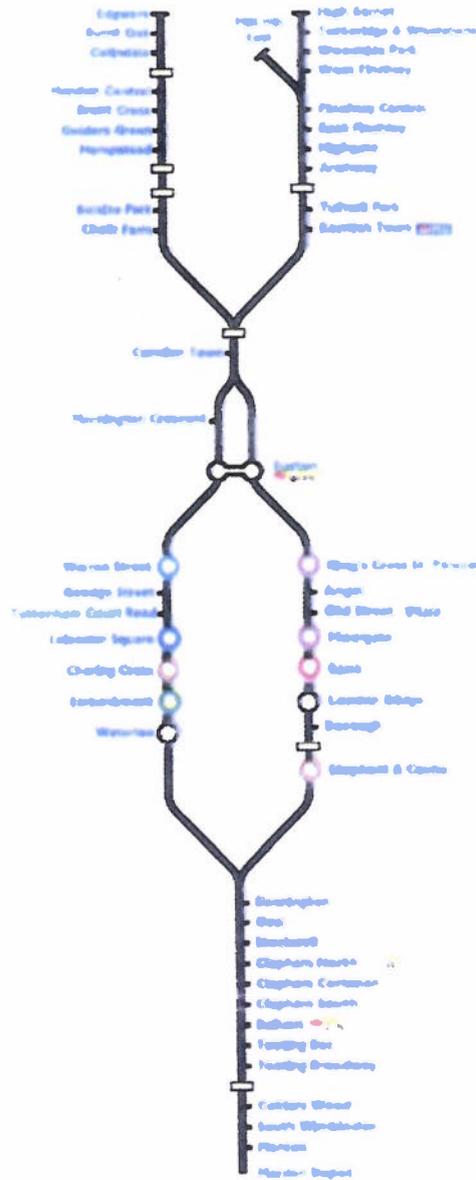
Station works			
Access Type	Booking Description	Days	Work Type Description
General Access	General Access (non Track)	14	For undertaking the majority of everyday access needs, using relevant tools and materials. Not to be used for works that imposes a restrictive or exclusive requirement on other access 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.

Northern line



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

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

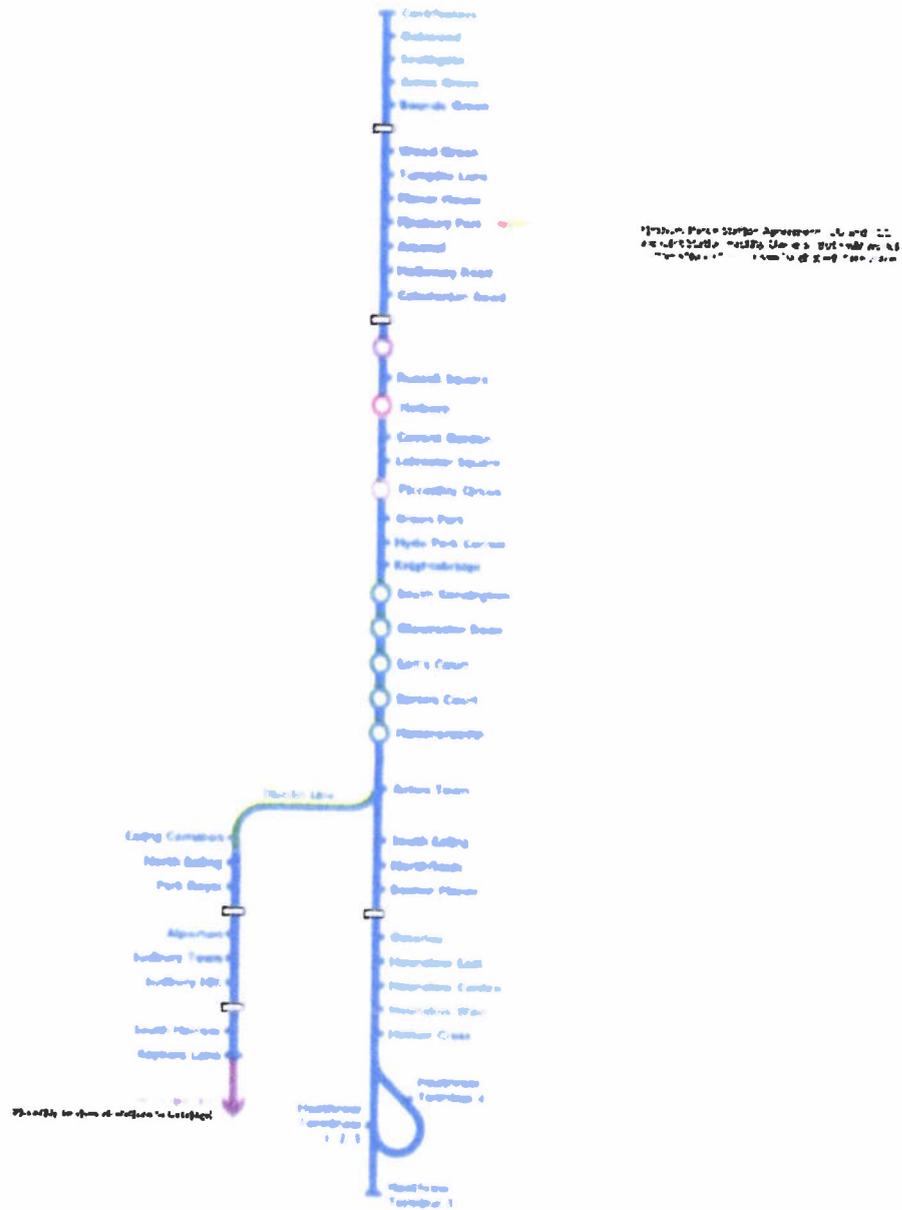
Legend for track agreements and land/property boundaries.

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

Created 30 March 2011

Produced by Infrastructure Protection 2nd Floor Albany House 4 Ave 28728

Piccadilly line



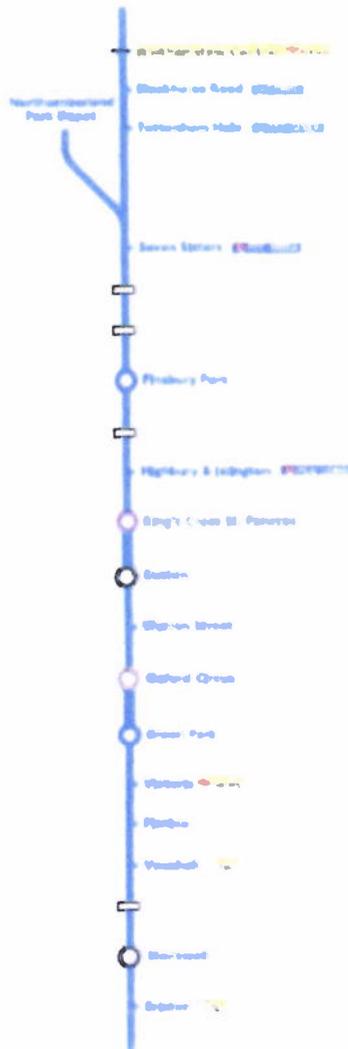
■ Network Rail Station Agreements - LNE and LNW are not shown on this map as they are not applicable to this line.
■ Track Agreements
■ Station Track Agreements

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

Created 22 March 2013

Produced by Infrastructure Protection - 26 Moor Abbey House - A616 0B700

Victoria line



Land and Property Agreements
 Stations with red circles have Land and Property Agreements in place with the relevant landowners.

No Land or Property Agreements
 Stations with black circles do not have Land and Property Agreements in place with the relevant landowners.

Land and Property Agreements
 Stations with yellow circles have Land and Property Agreements in place with the relevant landowners.

Land and Property Agreements
 Stations with red circles have Land and Property Agreements in place with the relevant landowners.

	Stations with yellow circles have Land and Property Agreements in place with the relevant landowners.
	Stations with red circles have Land and Property Agreements in place with the relevant landowners.
	Stations with black circles do not have Land and Property Agreements in place with the relevant landowners.

Created 30 March 2017

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

Prepared by Infrastructure Protection Site Floor Albany House - AUL024736

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: <input type="checkbox"/> Cancelled <input type="checkbox"/> Delayed / Curtailed											
Date: <input type="checkbox"/> Day: ____/____/____ <input type="checkbox"/> Night: from ____ - end ____/____/____											
Access Authority Details: <input type="checkbox"/> <input type="checkbox"/>											
Booking Ref. (1): <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>											PICER Ref. (required): _____
Booking Ref. (2): <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>											Access Type: TRACK / STATION / OTHER <small>(tick as appropriate)</small>
Access Location:											
Access Location (or Code):	Work Location or Code (SE/NE/EE/WB)										
Station Supervisor Name:	Track Current Sections Booked Out (ref required):										
Work to be done (ref req):											
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: <input type="checkbox"/>											
Name:	Company:	Contact No:	Email:								
LU Accountable Manager Details:											
Name:	Directorate / delivery Group:	Contact No:	Email:								
Contractors / Sub-Contractors affected: <input type="checkbox"/>											
Contractor	Ops in work Party (no.)	Contractor	Ops in work Party (no.)	Contractor	Ops in work Party (no.)						
Cause of Lost Time / Shift: <input type="checkbox"/>											
Engineers Train Y/N	Train ref. no.	Was train published in E/W/L?	If so, which ref?	Was Train published in Eng Notice?	If so, which ref?						
	Reason for late running (if known):										
Passenger Train Y/N	Train ref. no.	Line	Direction (circle one) SE / NE / EE / WB	Destination							
	Reason for late running (if known):										
Other Contractor	<input type="checkbox"/>	Name									
LU Supervisor	<input type="checkbox"/>	Name									
Late Book on TAC	<input type="checkbox"/>	Details									
Early call back TAC	<input type="checkbox"/>										
Other	<input type="checkbox"/>										
Signature of station supervisor				Was further investigation completed by DCE / DCME? Y / N							

This form must be faxed to XXXXX or emailed to XXXX

Schedule 14
Strategic Labour Needs and Training
NOT USED

APPENDIX 1 TO SCHEDULE 14

NOT USED

APPENDIX 2 TO SCHEDULE 14

NOT USED

APPENDIX 3 TO SCHEDULE 14

NOT USED

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

NOT USED

SLNT Monitoring Form

Organisation: _____

Date: _____

TfL Period: _____

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