

Using crossovers for special working

Introduction

During special working, crossovers may need to be controlled locally by a Qualified Worker acting as a Signaller. Handsignallers may assist the Qualified Worker, as necessary.

Location, signalling and other details about crossovers are given in the *Network Local Appendices*.



WARNING

During special working, workers must expect that there will be unscheduled, wrong running-direction and unsignalled movements.

Operating a crossover

Qualified Worker in charge of the crossover

1. Place a Handsignaller at each signal that:
 - will be set at STOP by taking the release for the crossover
 - will need to be passed to enter or exit the limits of special working.
2. Make sure of effective communication with:
 - the Signaller
 - Handsignallers.
3. Get the relevant Signaller's:
 - assurance that rail traffic is not closely approaching the crossover
 - authority to take the release.
4. Take the release or remove the key to operate the points.

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5. Check that signals protecting the crossover are at STOP.
6. Record, in permanent form, the time the release for the crossover was taken.
7. Tell Handsignallers to give STOP handsignals to approaching rail traffic.
8. As necessary, set the crossover for the correct routes.
9. As necessary, arrange for:
 - facing point locking
 - points to be clipped and locked
 - WARNING and STOP signs to be placed.
10. Signal Drivers or Track vehicle operators to proceed.

Handsignaller

11. Place three railway track signals at the signal or STOP sign.
12. If you have to leave your position:
 - leave the railway track signals in place
 - put a red warning flag/red warning light in the four-foot next to the railway track signal nearest to your position.

Signallers

13. If there is rail traffic between a protecting signal set at STOP and the crossover to be used, tell the Qualified Worker in charge of the crossover.
14. Tell the Qualified Worker at the crossover to take the release if you are assured that rail traffic:
 - has passed complete beyond the crossover, or
 - has been stopped before and clear of the crossover.
15. Record, in permanent form, the time the release for the crossover was taken.

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Network Controller

16. Record, in permanent form, the time the release for the crossover was taken.
17. Coordinate the movement of trains with:
 - Signallers at adjoining signal boxes
 - the Qualified Worker in charge of the crossover.

Ending use of a crossover for special working

Qualified Worker in charge of the crossover

1. If the crossover is no longer required for special working:
 - restore the crossover to **NORMAL**
 - secure the crossover equipment
 - if necessary, clip and lock the points
 - return the release switch or the key.
2. Tell the Signallers and the Network Controller that the release has been restored.
3. In conjunction with relevant Signallers, make sure that the signals operate correctly.

Signallers

4. If possible, test affected signals to make sure that:
 - they are working correctly
 - normal Proceed Authorities are available.
5. Record, in permanent form, the time the release for the crossover was restored.

Qualified Worker in charge of the crossover

6. Arrange for the removal of **WARNING** and **STOP** signs.
7. Tell Handsignallers that they are no longer required.

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- Record, in permanent form, the time the release for the crossover was restored.

Network Controller

- Record, in permanent form, the time the release for the crossover was restored.

Network Procedures

NPR 707 Clipping points

NPR 709 Using railway track signals

NPR 719 Operating groundframes

NPR 721 Spoken and written communication

Effective date

30 September 2018