

Justification:
Instruction
(Operations & Maintenance)

**Private Owner
Circular Letter
555 Issue 4**

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Title

Transit Moves,
Storage, De-
Registration and
Re-Commissioning
of Wagons

AUTHORISATION

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1. INTRODUCTION

POCL 555, Issue 4 provides information on transit moves, storage, de-registration and re-commissioning of PWRA wagons. It details the processes for the above and also covers wagons withdrawn from operation and/or wagons falling out of certification.

2. TRANSIT MOVES

Wagons shall only make a transit move* if the journey has been certificated by an Approval Body. Upon receipt of certification, the Senior PWRA Engineer will transfer the wagon to a transit pool. Note: At least two working days shall be required for this transfer process to be completed by the Senior PWRA Engineer.

* Note: A Transit Move is defined as:

- a). The movement of a registered, but non-conforming wagon for repair/overhaul, modification, testing or disposal.
- b). A movement (in support of an application for Route Acceptance) of an unregistered wagon on Network Rail managed infrastructure.
- c). The movement of an unregistered wagon of historical interest to a location where it is to be displayed.

3. STORAGE OF WAGONS

3.1 Wagons out of traffic for up to 12 months

Wagons that remain out of traffic (i.e. not running on Network Rail infrastructure) for up to 12 months shall not be deemed to be stored if all the following criteria apply:

- a). The Senior PWRA Engineer is advised in advance that wagons are stored.
- b). The wagons continue to be maintained in accordance with a certificated Maintenance Plan.
- c). Proof of maintenance is retained.

3.2 Wagons stored from 12 to 24 months

Wagons shall be deemed to be stored if no movement of the wagon has been registered on the Total Operations Processing System (TOPS) for 12 months.

Stored wagons shall be removed from their normal operational pool and placed in a storage pool within the range 1930 to 1999 by the Senior PWRA Engineer.

3.3 De-registration of wagons stored for more than 24 months

Wagons stored for a period greater than 24 months shall be de-registered on the Rolling Stock Library (RSL).

4. **RE-COMMISSIONING OF STORED WAGONS**

To re-commission wagons and return them to operational status (following a period in storage) the following shall apply:

4.1 Wagons stored from 12 to 24 months (and having an alternative maintenance regime specified in their Maintenance Plan)

The Owner shall provide the Senior PWRA Engineer with evidence that the wagons have:

- a). Been maintained in accordance with the alternative maintenance regime specified in the Owner's Maintenance Plan/Policy during the period of storage.
- b). Received a safety examination, are up to date with regard to their maintenance regime and have been passed as fit to run in operational service by a Rolling Stock Inspector (or equivalent).

Upon receipt of the above evidence the Senior PWRA Engineer shall transfer the wagons to the required live pool. Note: At least two working days shall be required for this transfer process to be completed by the Senior PWRA Engineer.

4.2 Re-certification of de-registered wagons

The Owner shall arrange for an Approval Body, with the required scope, to undertake the re-certification process. Upon receipt of the following the Senior PWRA Engineer shall transfer the wagons to the required live pool:

- a). A copy of the Maintenance Certificate.
- b). Evidence that the maintenance regime is up to date.
- c). The wagons have been passed as fit to run in operational service by a competent person.

Note: At least two working days shall be required for this transfer process to be completed by the Senior PWRA Engineer.

5. WAGONS FALLING OUT OF CERTIFICATION

When a wagon's Maintenance Plan is not maintained (i.e. reviewed at least annually) or the Engineering Acceptance Certification or Certificate of Authority to Operate expires, is withdrawn or is suspended, to avoid unintended de-registration of the wagon in the Rolling Stock Library (RSL), the following process should be followed:

- a). The Owner shall remove the wagon from service and request RSL to transfer the wagon to 'non-operational' status, using RSL form RSL4*, which shall be copied to the Senior PWRA Engineer.
- b). On re-instatement of Certificated status, (if within 12 months of step a). above) the Owner shall request RSL to re-instate the operational status of the wagon for re-entry to operational service, again by means of form RSL4 and copy this to the Senior PWRA Engineer. The form shall be endorsed by the Owner's authorised signatory confirming that the wagon has been maintained according to the Maintenance Plan/Policy and is being returned to service within the 12 month period.
- c). The Owner shall then re-invoke the previously certificated maintenance regime appropriate to the wagon in-service operation.

*Note: Copies of RSL4 may be obtained by application to:

PWRA Technician
PWRA Management Group
Room 207 Derwent House
rtc Business Park
London Road
Derby
DE24 8UP

6. SCOPE

This POCL applies to all PWRA registered wagons that operate on Network Rail managed infrastructure.

7. IMPLEMENTATION

This document shall be implemented immediately. In order to comply with this document, Owners shall include within their Maintenance Plan details of the process by which storage and re-commissioning will be achieved. In particular, if a wagon is to be stored for more than 12 months without needing re-certification, then the Maintenance Plan/Policy shall specify:

- a). The alternative maintenance requirements.

- b). The safety examination required prior to re-introduction to service.

In the event of any query arising, or clarification required, please contact:

Senior PWRA Engineer
PWRA Management Group
Room 207 Derwent House
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London Road
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DE24 8UP

