

**Justification:
Instruction
*(Operational)***

**Private Owner
Circular Letter
569 Issue 3**

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Title

**Incident
Management and
Evidence Gathering**

AUTHORISATION

Authorised by:



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1. INTRODUCTION

POCL 569 Issue 3 references the requirements on Private Owners when attending incident sites involving PWRA wagons.

2. INSTRUCTION

When attending incident sites, Private Owners, or their representatives, need to be aware of the requirement to establish initial contact with the appropriate person in charge of the site, in particular the Rail Incident Officer (RIO) and comply with any instructions given.

Private Owners or their representatives shall also comply with any instructions given regarding site safety, security and policing.

During attendance on the site other parties involved with the incident, in particular the Train Operators' Liaison Officer (TOLO), may wish to make contact with Private Owners regarding their wagons.

There is also the need to be aware of the requirement to preserve all evidence. Any requests to examine evidence should be made through the RIO. The RIO shall be informed when the examination of evidence is completed. Detailed notes of the evidence collected must be kept in their original form for use at any enquiry.

In instances where a Private Owner wishes to be accompanied by a PWRA Engineer, a request should be made to the Senior PWRA Engineer.

3. SCOPE

This POCL is applicable to all incidents on Network Rail managed infrastructure (including accident sites) and private sidings that involve PWRA wagons. It also applies to any subsequent on site involvement by the either the Owner or their representative(s).

4. IMPLEMENTATION

This document shall be implemented immediately.

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

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