

Skills Development

Equipment room awareness

Notes for Authorised Person



Document history

Approval of document

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I McKay (Signals – Business Partner)

Date: 14 Dec 2018

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V0.5	17.08.20	Update on when to contact FRC/ASR for secure room access. Additional information for alarmed secure rooms	I Mitchell	TBD
V0.6	04.02.21	Operational Grades/Roles/ Departments updated	A Neary	TBD

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1.0 Course aim and objectives

The secure equipment room awareness course provides you with key knowledge and appreciation of the level of risk that exists when work takes place in this type of room. The nature of the various equipment found within SERs and the variety of functions that they carry out are vital to the safe and efficient running of London Underground Limited's operations.

Course aim:

To give an awareness to all internal and external staff, of the dangers of working in various secure equipment rooms. To understand the process of applying for authorisation for access to the rooms.

To demonstrate via examination the required level of competence deemed necessary to ensure safe working practices can be achieved when accessing and working in equipment rooms.

Course objectives

- Be able to identify different types of secure equipment rooms (SER) and the associated hazards.
- Understand actions required to mitigate risks
- Understand the impact on the railway if procedures and guidelines are not adhered to.
- Demonstrate how to gain keys for SERs
- Explain the process relating to and SER lost keys
- Be able to state the key holders' responsibilities when gaining access, working in and leaving an SER
- Identify standard safety labelling
- Understand process regarding application for authorisation to access SERs
- Explain safe working practices in SERs
- Explain how to access station areas
- Highlight any variation to access and key holder processes during a possession
- Identify relevant LUL policies relating to working / entering a SER
- Identify relevant legislation relating to working / entering a SER
- Identify relevant specific electricity at work regulations relating to working / entering a SER

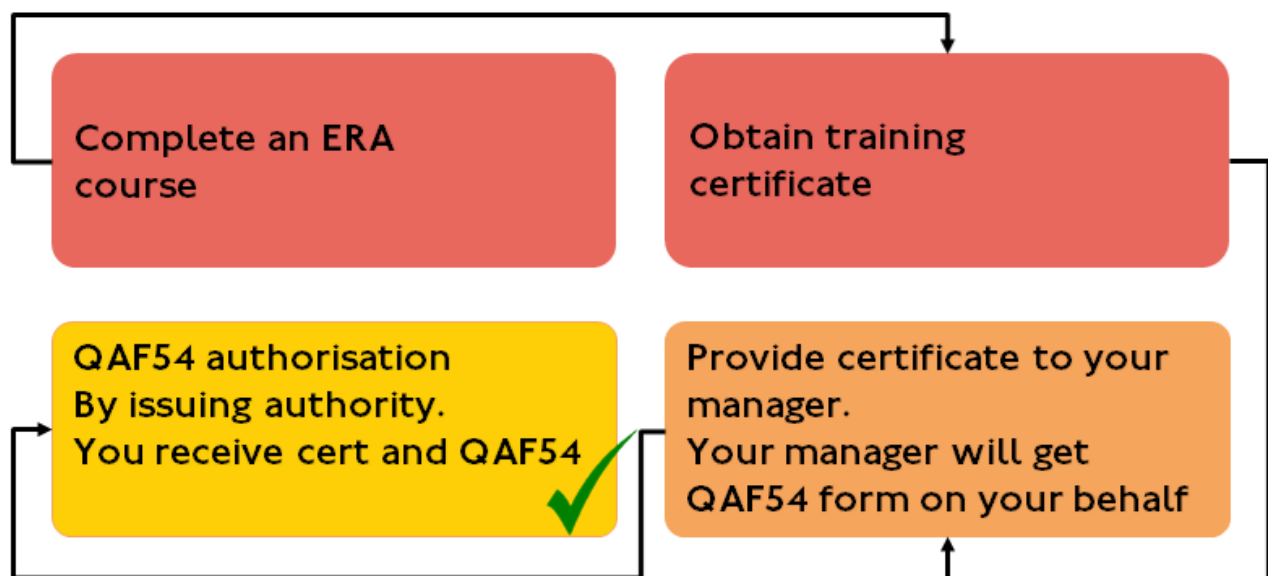
- Explain the specific risks associated with signalling equipment when working in an SER
- Explain the emergency evacuation procedure when working in a SER (as a key holder)
- QAF54 - complete, adhere to, submit.

1.0 Application for Secure Room access

Applications for authorisation for access should be made through your manager/supervisor to the Issuing Authority.

Notes for individuals who have just completed the Equipment Room Awareness training:

After course completion, please hand your A5 training certificate to your manager/supervisor for them to proceed with your application. Please assist your manager/supervisor by completing the QAF54 with all details, **please ensure all details are correct and match the details indicated on your training certificate as failure to do this will result in your application being rejected.** Please supply a copy of your Sentinel Permit/ LU staff pass to your manager.



Notes for Managers/Supervisors:

Please contact the relevant Issuing Authority below to obtain a current blank QAF54 application form. Please ensure that your staff complete the forms and hand back to you to obtain the relevant LUL/Project managers signatures along with their A5 training certificate. Please send all details to the Issuing Authority.

(For more details please refer to the instruction sheets on the next pages).

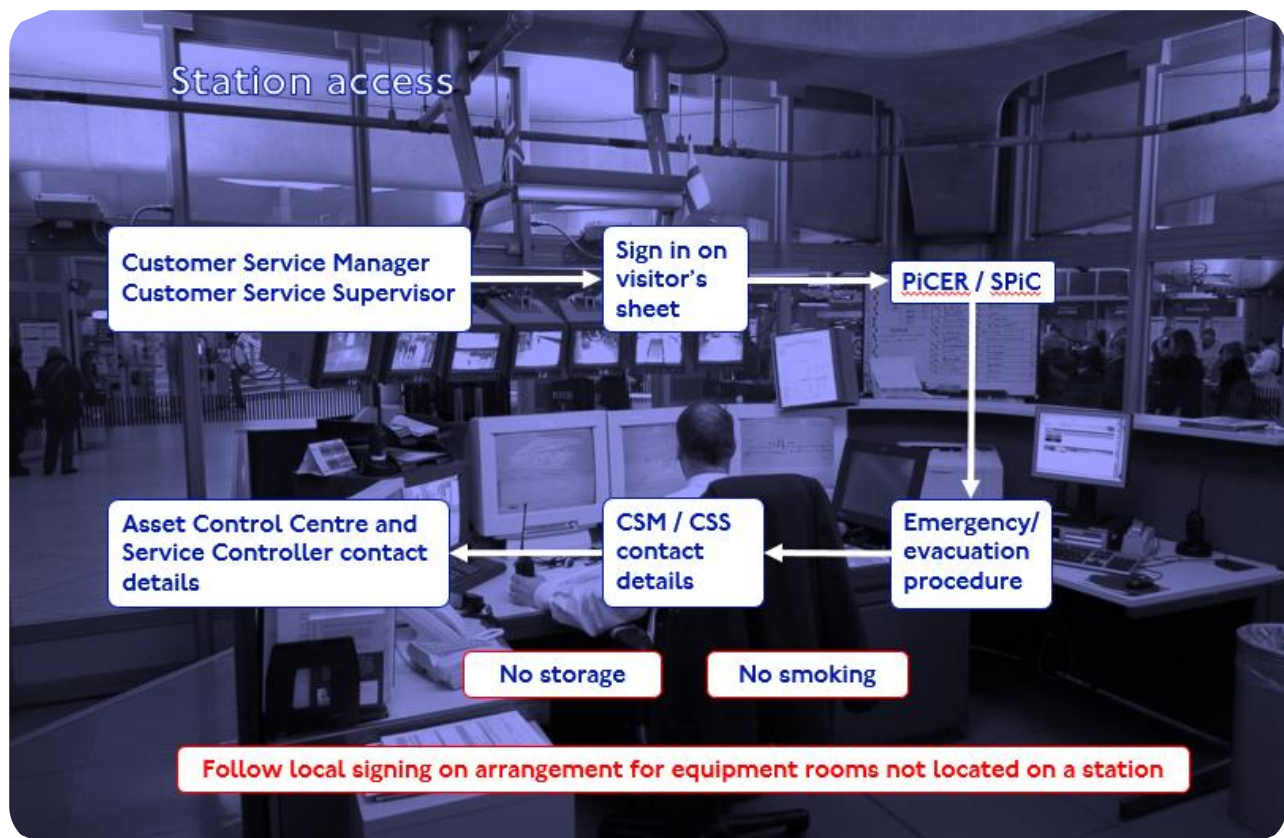
The QAF54 and Training Certificate will be stamped and authorised by the relevant issuing authority. **Applications must be made within 6 months after completion of training!**

Personal key will only be issued by exception to TO's, SOMs and SIMs. Only persons who have a 24/7 need to enter Equipment Rooms will be issued with keys

Any queries that you have regarding the issues of keys please contact the individuals on the relevant number for each issuing authority.

The flowchart below gives you a simple step-by-step reminder of the steps needed when arriving at a station location to carry the work the required you to apply for the QAF54.

Remember that once you have been granted access by the customer service supervisor, you are not allowed to store any tools or equipment associated with your work in the secure room.



1.0.1 Contact details

Address	Contact Name & Number
LU/ TfL 7 th Floor 7Bl, 5 Endeavour Square Westfield Avenue Stratford, London E20 1JN	Angella Palmer Tel: 020 7027 5735 Internal Auto: 55735 QAF54SecureRoomAccess@tube.tfl.gov.uk
LU/TfL Palestra 4 th Floor, 197 Blackfriars Road Southwark, London SE1 8NJ	Michael Wilson Tel: 020 7126 4165 Internal Auto: 64165)
All Thales, Connect Programme Staff Deal only with Thales staff listed	David Ouda (TfL) Tel: 020 7126 4079 Internal Auto: 64079 Claire Peacock (Thales) – 0800 163469 Sarah Scott (Thales) – 020 7904 3458

1.2 Instruction Sheet 1 – LUL and TfL access

- **Use either black or blue ink.**
- Print off the QAF54 form onto a single sheet of paper (**double sided**).
- Please ensure that the information on the screen is on the paper when this is printed off.
- Please ensure that applicants read the application form and instruction sheets before completing
- **Also read** the Guidance notes for form filling (on the reverse of the QAF54) and complete the relevant sections (**Applicant: Section 1 and Endorsing Manager Section 2**) as requested.
- Please ensure that all the areas within Section 1 are completed and the reverse to be signed and dated by the applicant.
- **Section 2 to be endorsed by the LU/TfL manager.**
- **Please do not deface the QAF54 form with highlighters.**

Please note that application for access must be submitted within 6 months of attending the ERA training course.

Exemptions: Please note that training exemptions are only applicable to specified permanent staff (eg. Signal Operational Managers [SOMs], Technical Officers [TOs]) as agreed by the Head of Road & Rail Traffic Control Systems.

Once the applicant's information has been completed, the form should be submitted along with the attachments in green below to an appropriate authorised manager for endorsement.

Once endorsed the QAF54 form is then to be submitted to the Approved Access Authorising Managers for authorisation together with the following:

- Training Certificate (**A5 - one original**)
- **A clear copy of the LU ACCESS or SENTINEL permit or LU STAFF PASS (LUL staff pass if you do not have the LU Access Permit - as proof of applicant's identity)**
- If the application is to renew an existing QAF54, include a copy of the current document unless you have the applicant's existing authorisation number
- Contact name, number and address for return of completed QAF54.

I trust that this proves useful and if there is any further information required, please do not hesitate to contact me.

Angella Palmer - Key Issuing Authority
Tel: 020 7027 5735

1.3 Inst. Sheet 2 – LUL and TfL contractors

LUL, TfL and Contractors – Instructions Sheet 2

Checks to be made before sending QAF54 forms to be endorsed.

Please ensure that the following checks are carried out before sending QAF54's to be endorsed and processed. This instruction/help sheet is to be passed onto **all applicants** to be used when completing their applications. Some of the information requested is specific to either permanent or contract staff.

Please follow instructions carefully.

NOTE: (ALL) indicates information required from all applicants.

Section 1 - To be fully completed in the area provided by Applicant or his/her Manager	
Sections	Info Required
Name (ALL)	Applicant's full name
Company/Agency Name (ALL)	Name of Company or Agency (The one who pays your salary/wages)
Directorate (LU and TfL) (ALL)	Within the TfL/LU Directorate – where work is being undertaken – e.g. TfL Engineering, Asset Operations, Major Projects, Technology & Data, Renewals & Enhancement, Network Operations, Health, Safety & Environment, Commercial Operation, Rail & Sponsored Services, Corporate, HR
Department (LU and TfL) (ALL)	Within the Department – the person's area that is endorsing the QAF54 (if known) e.g. LU Engineering, Central Engineering, Track & Signals, Signals, E&M Engineering, Premises & Structures, Communications, IM – EUC - Telephone Services, Stations, Stations Engineering, Cooling the Tube, (ISP) Integrated Stations Programme, Crossrail, LUCT Team, C&I, COMMS & Electrical, Connect Programme, Track Partnership, Track Delivery Unit (TDU), RCC Contract/Prestige, Signalling, Power & Cooling, Farringdon & Blackfriars Upgrade, LVAC, Commercial, Operations, IM - IT, TCR Up, (VSU) Victoria Stations Upgrade, BSCU, Command & Control Incident Response (C&CIR), (4LM) 4 Lines Modernisation, ATC, Legacy Train Systems, Power & Electrical, Commercial Development, Asset & Ops Support, London Overground Infrastructure, SBP LUL Ticket Hall, Project Power, Apprenticeship, Infrastructure Protection, Business & Digital, Built Environment, Operational Facilities.
Work Address (ALL)	Full address (applicant's location LU) and not the HQ. (Contractor company. address incl. postcode of company or agency [Employing Company]).
Previous authorisation number (IF YOU HAVE HAD PREVIOUS ACCESS via the QAF54)	This information will be on the previous/current form if the applicant has worked for the Underground and/or TfL prior to this application.
Job Title/Grade	Grade and/or job title for all TfL and LUL staff.
Job Title (CONTRACTORS/AGENCY)	Job title for all other applicants.
Employee No	Required by permanent LUL and TfL.
National Insurance Number (NI)	Required by all contractors and agency staff.
Company telephone number (ALL)	Full employing company telephone number in all cases (The one who pays your salary/wages) (THE APPLICANT).
Mobile number (ALL)	Should we need to contact you directly to resolve a problem quickly!
Room Types (ALL)	Ensure the boxes are ticked to indicate the rooms to be entered into in order to undertake work.
Reason for access (ALL)	The information should be a brief description of work to be done and <u>not just 1 or 2 words.</u> e.g. Survey, Installation and Maintenance.
ERA Training Cert. No & Expiry Date (ALL)	Enter Certificate No. and expiry date (from/to).
IRSE Licence, Number, Issue, Code, Category, Surveillance & Renewal Due Date	Enter Licence details as requested. (LU/TfL TOs & Specialist Staff)
Applicant Declaration (ALL)	Signature on the reverse must be an original of the applicant and not a photocopy. To be signed before the endorsing manager signs QAF54.
Section 2: Managers Endorsement	
TfL/LUL Manager's Endorsement Signature (ALL)	Endorsed by the LUL/TfL Manager (ENDORISING MANAGER MUST BE ON THE AUTHORISED APPROVED SIGNATURES LIST) – held within my Department. Contact me if you need assistance.
Reverse – Contains Instructions, contact details and general information.	

Please ensure that the above is checked, correct and in place before sending the endorsed application forms with the attachments to me for processing.

Thank you for your assistance.
Angella Palmer – 020 7027 5735

Information for Staff/Contractors re QAF54

Please note the following extract from the procedure for staff re QAF54's for access to LU secure rooms.

1. Two copies are for Staff/Contractor's use.
2. **The ERA certificates must not be laminated.**
3. **The QAF54 must be carried with them at all times whilst attending sites.**
4. **The QAF54 forms are not to be photocopied.**
5. **The QAF54 forms are not to be reduced to A5 size or smaller.**
6. **The QAF54 forms must not be laminated.**
7. When one form becomes too illegible to use, use the other one.
8. Inform me or your manager that the final form is being used and a replacement will be sent.
9. Ensure that the applicant has read and understood the QAF54.
10. Approval for access to the rooms is only when the holder is in possession of a valid, fully authorised and approved QAF54. To be valid, a QAF54 must display
 - Fully completed Section I (Details in Section I must be current)
 - Personal Issue keys held
 - Locally controlled keys held.
 - Site access
 - To state authorised method of access:
 - Section 2 Endorsed by LUL/TfL Manager.
 - Section 3 authorised and a valid authorisation number detailed.
 - The form should be stamped, signed and dated with the following at the top right hand side of form:
 - TfL/London Underground – Secure Room Access Authorisation.
11. Section 4 – This is completed for personal issue key users or for use only.
12. Persons found in rooms without a valid QAF54 form and without the correct authorisation and may be asked to leave the site.
13. Secure Room Access keys found in possession of an unauthorised holder may be regarded as stolen and confiscated.
14. QAF54's found in possession of a person other than the named person may be regarded as stolen and confiscated.

When you leave your **company you must return the QAF54 and/or keys to your manager** so that your records will reflect your current status.

1.3 Authorisation and entry flowcharts

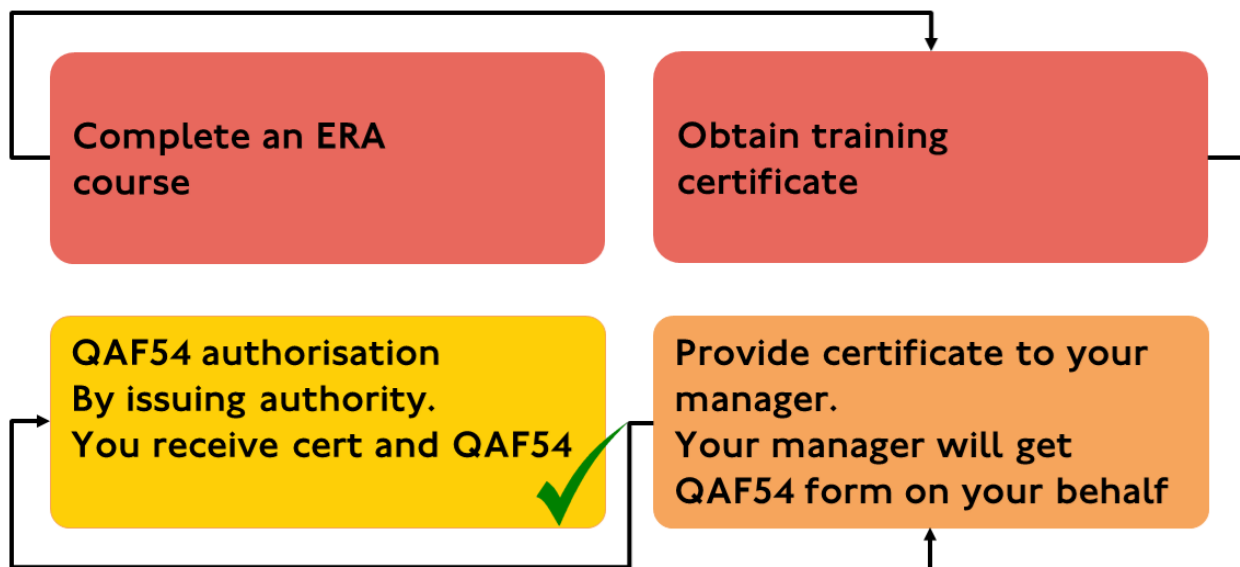


Fig. 1.1 Obtaining authorisation to enter equipment rooms

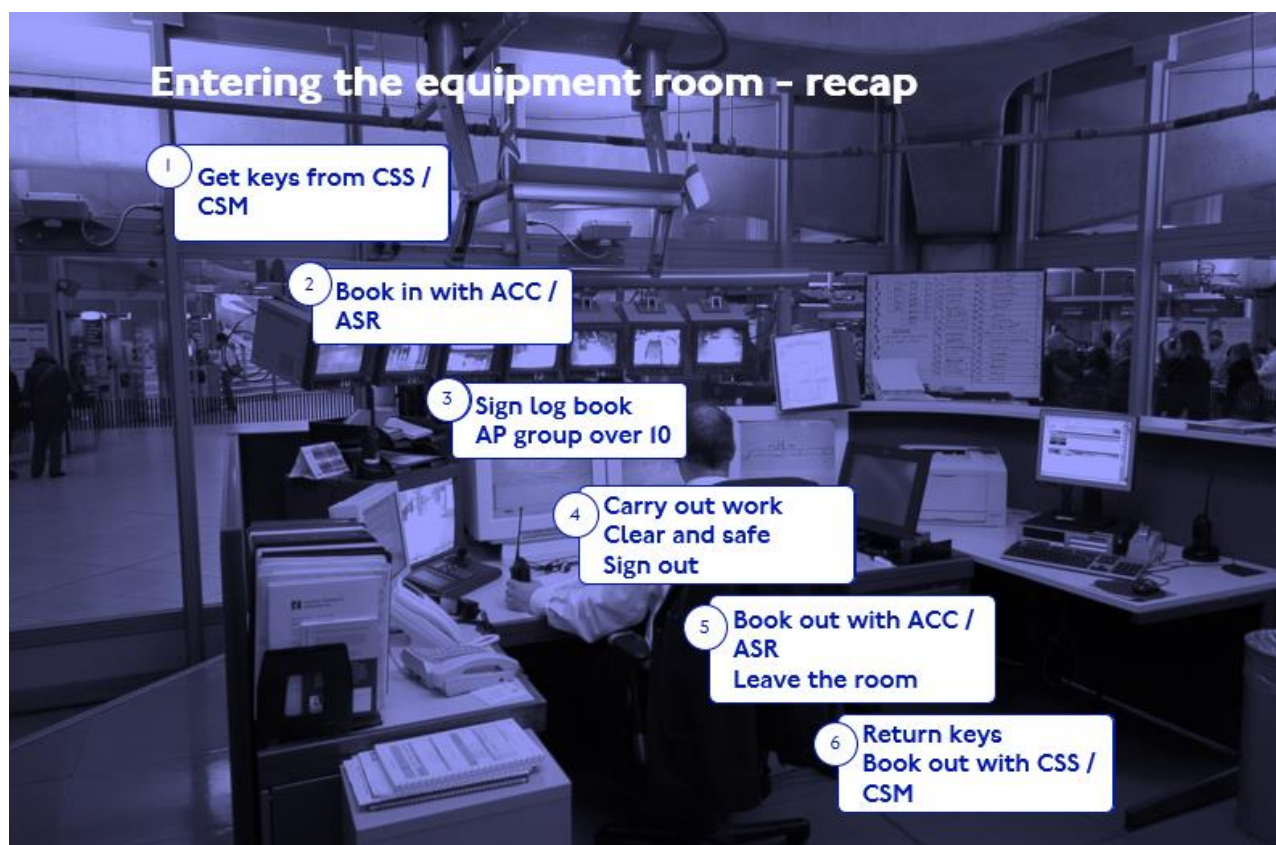


Fig. 1.2 Entering equipment rooms flow

2.0 Authorised Person responsibilities

LUL/TfL Signalling and Control Systems Engineering Licensing.

1. The authorised person must contact the Asset Control Centre/ Engineering Control Centre/Asset Stewards Representative for secure room access.
2. Authorised persons are responsible for the safe keeping and control of the keys whilst in their possession. Any loss or theft must be reported to the Asset Control Centre/ E.C.C./Asset Stewards Representative, the issuing Authority/ CSM or CSS and the British Transport Police.
3. Visits to the room are registered in the Log Book, if one is present, when entering, and on leaving the room.
4. The main hazards present in the room are exposed fuse bays and bus-bars.
5. The keys are for the use of the authorised person only. It is not permissible to borrow or lend out keys. Keys are not transferable to any other person.
6. Ensure room is secure when leaving.
7. Report any non-urgent faults to the Asset Control Centre/ E.C.C, and report any urgent faults to the Service Controller.
8. London Underground Limited and state that smoking is not permitted on their premises.
9. Room to be left clean and tidy and no storage of equipment allowed in any room.
10. Must comply with all health and safety and other regulations currently applicable.
11. Just carry with them at all times whilst on duty proof of having passed the ERA assessment (QAF 54)

Note:

- A. Only licensed work to be carried out as a result of authorised person gaining access.
- B. If measurements are required for inspection, these must be carried out using **a non-conductive** measuring device. Ultrasonic, laser, infrared measuring devices and Bluetooth **are not to be used**.
- C. Mobile Phones must be **switched off**.

3.0 Legal requirements

3.1 Health and Safety at Work Act 1974 (HSWA)

Key aspects of the HASAWA 1974 relating to working in equipment rooms are:

- General duty to provide safe working environment.
- General duty to operate safe working practices.

3.2 Electricity at Work Regulation 1989 (EAWR)





Key aspects of the EAWR 1989 relating to working in equipment rooms are:

- All systems, plant and equipment to be designed to ensure maximum practical level of safety.
- Installation and maintenance to reflect specific safety requirements.
- Access, Light and Working Space to be adequate.
- Means of cutting off power and isolating equipment to be available.
- Precautions to be taken to prevent charging.
- No live working unless absolutely essential.
- Specific precautions to be taken where live work is essential.
- All persons to be effectively trained and supervised.
- Responsibility for observing safety policy to be clearly defined.

All equipment and tools to be appropriate for safe working.

3.2.1 Standard safety signs

To support the company's responsibilities under legislation, standard safety signs are common place. These are grouped into the four example types shown in Table I.

Example sign	Purpose	Instruction
 No access for unauthorised persons	Prohibition sign Danger alarm	Dangerous behaviour; stop; shutdown; emergency cut-out devices; evacuate
 Danger: electricity	Warning sign	Be careful; take precautions; examine
 Eye protection must be worn	Mandatory sign- Anything blue, 'must do'.	Specific behaviour or action, eg wear protective equipment
	Emergency escape First-aid sign No danger	Doors; exits; escape routes; equipment and facilities Return to normal

Tab. I – standard safety signs

4.0 Protective coverings

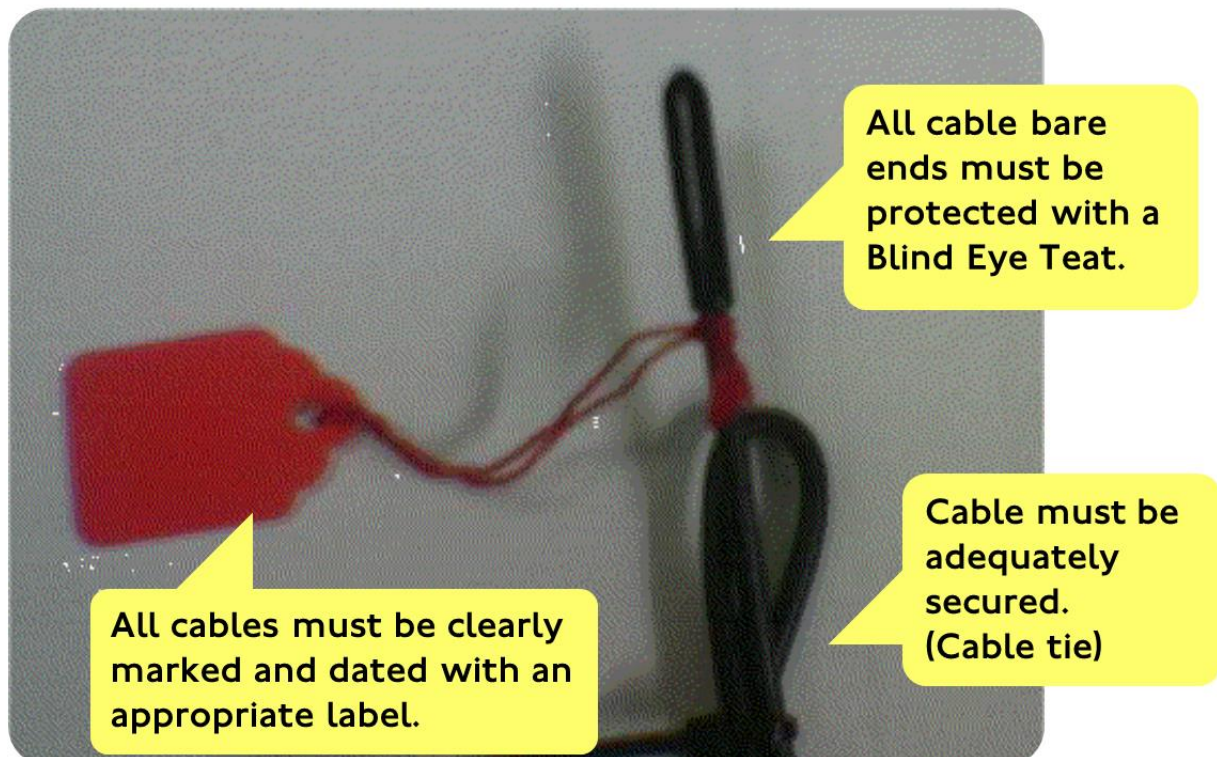
4.1 protective sheeting

Sheeting Approved by LUL/TFL

Please find below a list of the Approved Sheeting materials.

1. PD Interglass Technologies contact Lisa Mogg 01935811813
Address: Westbury, Bradford Abbas, Sherborne DT9 3RB,
Main Tel :01935 813722
2. ESB Environmental Ltd, 01243 672 455, contact Jon Bird, Compliant
product is Sandel 60502.1
Address: 5 Ella Cl, West Wittering, Chichester PO20 8EZ

4.2 Protecting bare cable ends



5.0 Working in equipment rooms

Rule Book 10 Section 2, 3,5,6.7, and 7.

Operational standards

Operational notices

5.1 Initial check on arrival at the station

5.1.1 Reporting to the Customer Service Supervisor / Manager

Reporting to the station, you must report to the station supervisor and:

- Give your name and show your identification
- Explain the purpose of the visit
- Give all relevant details

5.1.2 Checking passes and certification

You must make sure all persons carrying out work on LU infrastructure have either:

- a valid LU staff pass or
- a valid LUCAS or Sentinel card
- a valid LU access briefing card.

5.1.3 Checking Permit Access System and reference numbers

You must make sure that all work has either:

- a valid SABRE/Railsys number
- a recognised fault reference number.

You must check all work to be done with a valid SABRE/Railsys or Fault number is consistent with the details in the Permit Access System.

If you are requesting access to these rooms, you must have one of the following:

- a valid QAF54 form which has an original red stamp and is dated from January 2000 onwards
- a safety critical licence or a supporting IRSE licence. This applies only to technical officers (signalling) and signalling operations managers who have no QAF54

- a signed written exemption from the chief signals engineer or an asset signalling engineer. This must be an original letter on LU headed paper, stating your name and the time period of the exemption.
- an unqualified person can enter a secure room when accompanied by a qualified person.

5.1.3 Access to an unstaffed station

If you need to access a station when it is closed or unstaffed, you must make arrangements beforehand and agree where you will sign in and collect any keys (if required).

5.2 Additional rules for access to a secure equipment room

For the purpose of this section, the term 'secure equipment room' applies to all types of signalling equipment rooms including the following:

- Relay rooms
- Interlocking Machine Rooms(IMRs)
- Floodgate relay rooms
- Train Descriptor, Dot Matrix or Positive Train Identification rooms
- Signal and Control & Information computer rooms

The term 'secure equipment rooms' also applies to all types of communication equipment rooms, including the following:

- Tunnel telephone rooms
- Telephone exchanges
- Station Computer Rooms(SCRs)

5.2.1 If the secure equipment rooms is not on station premises.

If the secure equipment room is not on a station premises, you must follow the appropriate arrangements for that location.

5.2.2 Issuing keys

Keys are held in the CSS / CSM office, you must make sure the details of the authorised person are recorded in the key register before issuing the key.

5.2.3 Switching off mobile phones and radio's

You must also make sure that all mobile phones and radios are switched off.

5.3 Granting access and working at a station

5.3.1 Working in a secure equipment room

The authorised person is responsible for the security of all secure equipment rooms that they enter.

The authorised person must inform the ACC/Asset Steward's Representative as soon as they enter a secure equipment room. The contact details of the ACC/Asset Steward Representative will be displayed in a prominent position in the room.

Please Note: Secure rooms in some areas may be alarmed and will require that the ACC/Asset Stewards Representative be contacted BEFORE accessing the secure rooms to prevent any unauthorised activation of the alarm.

Signing the secure equipment room log book

The authorised person must also sign the secure equipment room log book and enter the required information.

The authorised person must also tell the ACC/Asset Steward's Representative if there is no log book available in the room or if the log book is full.

Before starting work

The authorised person must make sure that all equipment that might be disturbed or affected is suitably protected.

During the work

The authorised person must ensure that there is no interference with the safe operation of the equipment in the secure equipment room.

If any equipment becomes accidentally damaged or disconnected the authorised person must:

- Make sure it is not further interfered with and
- Inform the supervisor and asset steward's representative immediately.

5.4 When the work or visit has finished

5.4.1 Clearing the worksite

The authorised person must ensure that the work area is clear of the following:

- Clear of all persons in the work group.
- Clear of tools, equipment and materials or any other obstructions.
- Left in a clean and tidy condition with all doors locked and secured.

Before leaving a secure equipment room

The authorised person must also:

- Sign out of the secure equipment room log book
- Notify the Asset Stewards Representative that you are leaving the room.

5.4.2 Reporting back to the supervisor

The authorised person must return any secure rooms keys to the Customer Service Supervisor / Manager. All details must be entered in the key register at the correct location.

6.0 Useful contacts

Useful numbers for Authorised Persons

LUL BCV areas

Service controllers			
Bakerloo Line		Central Line	
Emergency	912	Emergency	903
Routine Calls	102	Routine Calls	103
Free Phone	0800 616 961	Free Phone	0800 616 011
Local BT	0207 224 6352	Local BT	0207 918 6137
Victoria Line		Waterloo and City Lines	
Emergency	917	Emergency	41290
Routine Calls	107	Routine Calls	48620
Free Phone	0800 616 813	Free Phone	0800 917 9644
Local BT	0208 387 6016	Local BT	0207 918 4620

Line information assistants	
Bakerloo Line	25512
Central Line	31346
Victoria Line	32589

Line Service Centre / Asset Control Centre / Engineering Control Centre	
Bakerloo and Waterloo & City Lines	1220
Central Line	1230
Victoria Line	1270
External	0207027 2295

LUL SSL areas

Service controllers			
District Line		Metropolitan & Circle Line	
Emergency	904	Emergency	910
Routine Calls	104	Routine Calls	110
Free Phone	0800 121 4843	Free Phone	0800 616 861
Local BT	0207 487 2835	Local BT	0207 935 1500
Hammersmith & City Line		Line information assistants	
Emergency	910	Dist. Line	45405 or 45404
Routine Calls	110	Met. Line	37585 or 37410
Free Phone	0800 616 861	East London Line	49907
Local BT	0207 935 1500	External number	0207 918 1501

Line Service Centre / Asset Control Centre / Engineering Control Centre	
District and East London Lines	Int: 6826201 Ext: 0207 088 6201
Met., Circle and H&C Lines	

JNP areas

Service controllers			
Jubilee Line		Northern Line	
Emergency	913	Emergency	906
Routine Calls	113	Routine Calls	106
Free Phone	0800 0208 4857	Free Phone	0800 616 813
Local BT	0208 208 2290	Local BT	0207 387 6016
Piccadilly Line		Line information assistants	
Emergency	905	Jub. Line	40338
Routine Calls	105	North. Line	34469
Free Phone	0800 616 941	Picc Line	46572
Local BT	0208 370 5228	External number	0207 918 1501

Line Service Centre / Asset Control Centre / Engineering Control Centre	
Jubilee Line	1210
Northern Line	1260
Piccadilly Line	1250

Incident Desk	1800 or 1558
External Number	0207 222 6268 or 0844 292 0292
Incident Desk Emergency	0800 616 031
Line Controller Emergency Priority	1809
Incident Desk Station Emergency	1899

Notes

This image shows a full page of blank handwriting practice paper. It features approximately 28 evenly spaced, horizontal blue lines across the entire page, providing a guide for letter height and placement. The background is plain white, and there are no margins, text, or other markings present.

Contact
LU Skills Development
email: LUSDdesign@tfl.gov.uk



EVERY JOURNEY MATTERS