

INFRASTRUCTURE

Guidance on Third Party Works

I-DEP-0120 Issue 1.0

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Departmental Standard

I-DEP-0120

Issue 1.0

Guidance on Third Party Works

Purpose

This standard provides information and guidance for third parties intending to carry out works over, under, adjacent to, or otherwise affecting the railway.

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Users are advised to check on the Iarnród Éireann website www.irishrail.ie to ensure that they have the most-up to date version.

Iarnród Éireann Infrastructure

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1 POLICY AND PRINCIPLES

1.1 Policy

- 1.1.1 The Railway Safety Act 2005 places an obligation on all persons carrying out any works on or near the railway to ensure that there is no increase in risk to the railway as a consequence of these works.
- 1.1.2 All work carried out adjacent to, or under or over the railway, or that may have a direct or indirect impact on the railway must be carried out in a safe manner which safeguards the interests of Iarnród Éireann (IÉ). This includes minimising the risk to the railway and minimising the general impact on the railway.
- 1.1.3 In the interests of national development, IÉ aims to facilitate such work by a third party in a timely manner while safeguarding the railway's interests.

1.2 Principles

- 1.2.1 A third party is defined here as an outside party who requires to do work that impacts the railway. A third party, as set out in this standard, may refer to the third party itself or its agents, consultants, representatives or contractors (including sub-contractors).
- 1.2.2 This standard does not cover works by first or second parties. As defined in this standard, IÉ is the first party and contractors engaged by IÉ for IÉ's own projects are second parties.
- 1.2.3 This standard outlines the main processes for meeting IÉ's requirements. An agreement is necessary in all cases. This agreement is the governing document between the third party and IÉ concerning all relevant issues with regard to the works.
- 1.2.4 IÉ may decide to change any of the requirements within this standard at its own discretion at any time.

2 ABBREVIATIONS

- 2.1.1 The following abbreviations are used in this standard:

- DE Divisional Engineer
- IÉ Iarnród Éireann
- CIÉ Córas Iompair Éireann (group holding company for IÉ)
- OHLE Overhead line equipment (DART overhead power lines)
- PSCS Project Supervisor, Construction Stage
- PTS Personal Track Safety
(minimum training course required for access to track)
- RSC Railway Safety Commission

3 BACKGROUND

3.1 Railway Operating Environment

- 3.1.1 IÉ has a statutory duty to operate a safe railway. It currently operates a railway network of 2288 km of track, carrying passengers and freight. As a result of major investments and service enhancements, IÉ now operates more frequent services at higher speeds with new rolling stock. Trains run at up to 100 mph (160 km/h) on continuous welded rail. An expansion of the rail network and higher speeds are currently planned. All of these developments are part of a continuing trend towards more frequent, faster and quieter trains.
- 3.1.2 It is important for third parties to understand that the railway is a very different environment from those such as roads or construction sites. The concept of train operation is that a route is available for a train to run with a dedicated right of way between signals. A train cannot swerve, nor can it stop in the same distance as a road vehicle. For example, a train travelling at 90 mph (145 km/h) requires 2 km to stop. The operating rules required to safely operate a train (weighing hundreds of tonnes, carrying many hundreds of passengers and travelling at high speeds) have been developed over many years. These operating rules are detailed, wide ranging, and applied strictly and consistently. The operating rules are different from those applicable in other sectors, including that of construction.
- 3.1.3 Thus, third parties engaging with IÉ to carry out work that affects the railway are required:
- To conform to the relevant IÉ rules, procedures and standards as well as the normal legal conditions such as wayleaves, licences or commercial agreements
 - To demonstrate that their proposed works and system of working will be planned, designed and constructed to minimise impact and risk to the railway
- 3.1.4 It is necessary for the third party to engage competent expertise (both in design and construction) with regard to the railway interface.
- 3.1.5 This standard provides preliminary outline guidance for third parties on:
- What to expect
 - Who to contact
 - How permission to carry out the works may be granted
 - What activities will be charged for
 - What supplementary information may be required, such as method statements, design approvals and movement monitoring
- 3.1.6 Further information on railway safety arrangements is given in the Infrastructure Standard *I-DEP-0121 Third Party Works: Railway Safety Requirements*.
- 3.1.7 Note that this standard is a guide only. IÉ decides the exact internal process and procedures for dealing with each project on an individual basis.

- 3.1.8 **WARNING:** The railway is private property. A third party (including personnel or agents acting on its behalf) may only access IÉ property including track for such purpose as surveys after the necessary arrangements have been made, including insurance, and after having obtained written permission from the Divisional Engineer. Note should also be taken that even though permission to proceed with works may be given during the stages of the process, the third party may enter the railway to carry out works only with the written permission of the Divisional Engineer for the specific task in question and in conformance with the specified safety arrangements; this applies at all stages of the preliminary and construction process.

4 TYPE OF WORK

4.1 Work Covered

- 4.1.1 This standard covers all third party works, both temporary and permanent, that may impact the railway. The variety of these projects is vast. The following is a non-exhaustive list of such activities:
- Construction of, or alterations to existing, tunnels and overbridges or underbridges (bridges are named in relation to the railway, so an overbridge is over the railway).
 - Insertion of pipes or ducts under or over the railway.
 - Placing of cables under or over the railway.
 - Excavations adjacent to the railway.
 - Any work over railway airspace.
 - Cranes that are adjacent to the railway and might impact the railway while in lifting, slewing, or potential collapse mode. This includes tower cranes, crawler rigs, piling rigs and other large plant.
 - Any adjacent piling works that induce vibrations.
 - Work close to the OHLE (overhead line equipment – DART overhead power lines).
 - Work on boundaries, such as fencing.
 - Temporary use of IÉ land for access or alteration to boundary fences or structures.
 - Surveys or site investigations on or near the railway.
 - Alterations to drainage adjacent to the railway that may increase the risk of scour and washout of railway infrastructure (including drainage). New developments may increase run-off where previously there was adequate soakage. IÉ does not allow new drainage connections to existing railway culverts and watercourses.
 - Increased traffic at level crossings (temporarily arising from construction, or permanently arising from a full development such as a new housing estate).

- Traffic arising from developments (permanent or temporary) that results in increased traffic on railway bridges and increased risks such as heavier loads on bridges, damage to parapets and high loads striking limited headroom bridges.
 - Third party developments that require change to IÉ infrastructure (such as level crossings, rail diversions and signalling).
 - New stations, such as required by a developer as part of planning requirements and/or enhancement of the development.
 - Construction of buildings or structures (or temporary structures during construction) that are adjacent to the railway and have the potential to impact it – for example, signs that may blow over onto the railway.
 - Resurfacing of roads under railway underbridges or alterations to overbridges.
 - Access for maintenance and inspection of structures or properties owned by third parties – for example, an overbridge (road over rail) or painting or re-roofing of adjacent properties.
- 4.1.2 There is another category of work that may be more wide ranging in its scope. This covers activities that may be some distance from the railway but that can have a serious potential impact on it. Examples include work that may change the water table of the railway formation. This could be caused by alterations to drainage, or dewatering, or disruption of groundwater flows.
- 4.1.3 Third parties who intend to carry out work on adjacent (non-railway) property are requested to contact the relevant Divisional Engineer's (DE's) office well in advance if the work has the potential to impact the railway. They will be advised by DE staff of the specific process to be followed.
- 4.1.4 Local authority planners are requested to contact the relevant DE's office in respect of any developments that may impact the railway and its operations in any manner.
- 4.1.5 The Railway Safety Act 2005 in Section 37(3) states it "shall be the general duty of every person, in carrying out any activity on or near a railway premises or railway land, to ensure in so far as reasonably practicable that no person who is involved in the operation of a railway or who is being carried on a railway is exposed to danger as a consequence of any act or omission on the part of such person".
- 4.1.6 In addition, Section 113 of the Act deals with roadworks in the vicinity of railway infrastructure and obligations not to affect the safe working of that infrastructure. It includes a requirement that a road authority, if it intends to commence any works on a public road that may affect the safe working of the infrastructure, must notify the railway of its intentions and must consider any objections or representations by the railway.

4.2 Work Not Covered

- 4.2.1 This standard does not cover a situation where there is a major joint venture by IÉ/CIÉ with a developer. An example could be a station/retail/office/apartment development on or over CIÉ land. This type of work is covered under different arrangements and the IÉ Manager, Transport 21 should be contacted in the first instance. It should be noted that the core safety requirements as indicated in this standard will apply.

5 CATEGORISATION OF WORK

5.1 General Impact

- 5.1.1 IÉ assesses projects primarily by looking at the potential impact. The project itself may have a permanent impact on the railway. This includes:
- Affecting the viewing distances of approaching trains for IÉ lineside staff
 - Impeding the future flexibility to realign the track for higher speed or to include additional tracks
 - Impeding the future flexibility to carry larger loads
- 5.1.2 In addition, a project may temporarily impact the railway by requiring measures during the works such as:
- Protection for the safety of persons on the railway
 - In exceptional circumstances, special arrangements to control the movement of trains
- 5.1.3 The consequences to the railway arising from these projects can be large in relation to safety and also the resources needed to mitigate the risks.
- 5.1.4 Every project is unique but can be broadly divided into two types: minor impact and major impact. It is the impact on the railway that is the key issue – some small construction works may result in a major impact on the railway. For example, a small project might have the potential to affect the overhead power lines to the DART; here, the consequences of damage or accident would greatly impact IÉ train services.
- 5.1.5 Categorisation helps to identify how a project might be dealt with and who is the IÉ contact for the third party in the first instance. Some projects may be difficult to categorise or may span the categories. IÉ decides which category a third party project falls within and the particular process to be applied.
- 5.1.6 The categories are explained below with some examples for illustration. Note: IÉ stakeholders in this instance are those departments or sections potentially affected by the project. They may include, among others, the Operations Department, the Divisional Engineer, the Structural Engineer and CIÉ Group Property Management.

5.2 Minor Impact Project

5.2.1 A minor impact project is one that affects few IÉ stakeholders and has little impact on the railway. Examples include:

- A small diameter pipe inserted under the railway
- A cable erected over the railway
- New boundary fencing or wall to be constructed

5.3 Major Impact Project

5.3.1 A major impact project may affect several IÉ stakeholders, and could have significant consequences for the railway. It may involve alterations to signalling or OHLE etc. The safety implications of these projects require thorough assessment. Examples of a major impact project include:

- Construction of a new overbridge or underbridge
- Construction of a new structure, adjacent to the track, with foundations that could impact the stability of the railway track
- Construction of a new station that requires alteration to the OHLE and/or new signalling

6 OTHER ELEMENTS TO CONSIDER

6.1 Who to Contact

6.1.1 The third party must contact IÉ well in advance of the project and obtain IÉ acceptance of the various project elements, as detailed later in this standard. Who to contact depends on the type of project.

6.1.2 IÉ Infrastructure is directed by the Chief Engineer, Infrastructure (based in Track and Signals HQ, Inchicore, Dublin). Three line divisions responsible for the maintenance of the rail network report to the Chief Engineer. Each division is managed by a Divisional Engineer (DE). DE staff usually handle minor impact third party projects directly. There are three principal divisional offices: Dublin, Limerick Junction and Athlone. Third parties should contact the appropriate regional office in respect of minor impact projects.

6.1.3 IÉ Infrastructure has appointed a Third Party Coordinator who coordinates the major impact projects.

6.1.4 Specialised projects are handled by specific sections within IÉ. For example, the Manager, Transport 21 deals initially with joint venture projects.

6.1.5 CIÉ (the group holding company) deals with insurance, legal and commercial aspects on behalf of IÉ. Within CIÉ, commercial aspects of agreements are dealt with by CIÉ Group Property Management. The CIÉ Solicitor prepares the legal agreements. In many instances, these are complex documents and it is advisable for the third party to consult its own legal advisor at an early stage.

- 6.1.6 Appendix A is a guide on who to contact in the first instance, with contact details.

6.2 Pre-Project Planning

- 6.2.1 Developers of projects that affect the railway will be asked to demonstrate that their proposal has been designed to minimise impact and risk to the railway.
- 6.2.2 The principle to be applied in the planning and design of the project by the third party is to design out the risks and disruption to IÉ where possible.
- 6.2.3 When projects are being developed, the third party and/or its planners and designers should be aware that possessions (special arrangements to control movement of trains) are granted only in exceptional circumstances. Costs charged for overrunning possessions and delaying trains are substantial.
- 6.2.4 Disruptive possessions (i.e. those which affect IÉ train services) will not be considered.
- 6.2.5 Designers of projects are advised to design for minimum site work and to take account of the railway environment. With an overbridge, for example, the usual construction method is to use precast or ready-made units – it is not usually possible to place shuttering underneath for in-situ placing of a concrete bridge deck.
- 6.2.6 Surveys or site investigation work required for design of the works must be arranged well in advance. Insurance and method statements for this work must be submitted at least 8 weeks in advance to the Divisional Engineer for approval.
- 6.2.7 Third party personnel who have to work in the vicinity of the railway line are required to attend a personal track safety (PTS) course delivered by IÉ and to be in possession of the appropriate certificate. The third party is advised to arrange for this well in advance of the time the personnel are due to go on or near the railway line, and to factor this into its project timescale. For further information, see Infrastructure Standard *I-DEP-0121 Third Party Works: Railway Safety Requirements*.

6.3 Safety Management

- 6.3.1 Safety is a principal consideration in IÉ. This applies to the safe operation of trains and safe systems of work for personnel on or near the railway.
- 6.3.2 In addition to the usual construction safety management responsibilities, the third party must work within the constraints of the IÉ railway safety arrangements when working in the vicinity of the railway.
- 6.3.3 The Infrastructure Standard *I-DEP-0121 Third Party Works: Railway Safety Requirements* gives detailed information on the safety arrangements required by IÉ as relevant to third party projects.

6.4 Railway Safety Act 2005

- 6.4.1 Third parties are advised to consult this Act and ensure that they carry out their responsibilities under the Act in relation to the works.

6.5 Maintenance

- 6.5.1 Completed work, particularly a structure, will require maintenance. This is the responsibility of the third party. Works should be designed to minimise the requirements for maintenance access from the trackside.
- 6.5.2 Maintenance considerations, including access requirements to facilitate regular inspections, need to be addressed during the design phase and also catered for in the legal agreement(s) for the project.

6.6 Documents

- 6.6.1 At each stage of the process, IÉ issues documents that may assist the third party to plan and design the relevant works insofar as they impact the railway. These consist of relevant IÉ standards, engineering requirements and other information appropriate to the work being carried out.
- 6.6.2 The third party is required to provide information to IÉ at various stages of the acceptance process. This standard outlines the general requirements. Specific requirements for each project are given in advance of each stage. Documentation must be submitted in hard copy (6 copies unless otherwise specified). Drawings should be folded. Electronic versions of the submissions may also be requested.
- 6.6.3 Third parties are requested to make full and adequate submissions. Inadequate submissions are returned with a request for more information. This delays the process.

6.7 Insurance

- 6.7.1 Insurance must be put in place and verified by CIÉ in advance of the work proceeding. It should be noted that past projects have experienced start-up delays due to third parties underestimating this element of the process.
- 6.7.2 The types of insurance required depend on the circumstances and the third party is notified of the requirements at an early stage of the process. Setting out of the insurance requirements is subject to IÉ having received sufficient information from the third party in order to determine the risk IÉ may be exposed to as a result of the project. The forms of insurance include some or all of the following, but not exclusively: public liability, employers liability, professional indemnity, pollution liability, motor third party property damage, non-negligence and contractors all risks cover. The administration and approval of the various types of insurance is dealt with by the CIÉ Group Secretarial Services Manager. All communication concerning insurance must be made through Iarnród Éireann.

6.8 Cost and Timescale

- 6.8.1 The third party pays the charges relating to the various activities that IÉ/CIÉ has to carry out before, during and after the works as may be necessitated by the project. Payment must be made in advance of the IÉ/CIÉ activities taking place. Details of the principal chargeable activities are given in Appendix B. Information on the actual charges is made available to the third party at an early stage of each phase.
- 6.8.2 Where applicable, the third party is required to submit a refundable bond in advance of the works. The level of the bond is determined by IÉ. The bond is returned to the third party after satisfactory completion of the works, receipt of outstanding charges and receipt by IÉ of a copy of the safety file (including two A3 and two A1 hard copies of the as-built drawings, and one digital copy).
- 6.8.3 For a small project, such as erecting a boundary wall or fencing with minor impact on the operating railway, the process is likely to be quick and work might proceed over a relatively short timescale. IÉ chargeable activities are likely to be minor for this type of project.
- 6.8.4 For a project with significant impact on the operating railway, the time for the overall process is likely to be extensive. There are significant IÉ chargeable activities involved in this type of project.
- 6.8.5 For any third party project that could impact the railway, the third party should consult with IÉ at the earliest possible stage. This could prevent or reduce the necessity to change plans and, in turn, reduce the time and costs involved.

7 RAILWAY SAFETY COMMISSION (RSC) ASSESSMENT

7.1 Requirements for Assessment

- 7.1.1 For new infrastructure works in the vicinity of the railway, the Railway Safety Act 2005 requires the railway undertaking to submit a Safety Assessment of New Infrastructure Works to the Railway Safety Commission (RSC). This is also applicable to third party works that interface with the railway.
- 7.1.2 In the Act, new works are defined in Section 42 (15) as “new and material changes to railway infrastructure of operational significance, including, for the avoidance of doubt, railway lines or other additions to existing railway lines, bridges and structures, stations or other buildings required to operate or maintain railways, level crossings and signalling systems or other such works as may, by order, be specified by the Minister, after consultation with the Commission and railway undertakings.” It is understood that some smaller scale works may not require RSC approval.
- 7.1.3 *Guidelines for the Safety Assessment of New Infrastructure Works and New Rolling Stock*, published by the RSC, sets out the particulars to be included in the Safety Assessment. The guidelines also state that further clarification can be sought from the RSC. The RSC website is www.rsc.ie.

- 7.1.4 IÉ requires the third party to prepare the information that comprises the submission of the Safety Assessment of New Infrastructure Works. This may be needed at different stages of the acceptance process. IÉ will consider the impact of the works on its Safety Case in accordance with the RSC guidelines. Submissions are sent on to the RSC by IÉ.
- 7.1.5 RSC acceptance is normally only given for the stage to which the submission applies, i.e. it is a staged acceptance with preliminary design, detailed design and commissioning being the steps.
- 7.1.6 If it is satisfied with the information provided in the submission, the RSC issues a letter of acceptance for the Safety Assessment of the New Infrastructure Works. This may include conditions. Site inspections of the works may be carried out as deemed necessary by the RSC.
- 7.1.7 While IÉ facilitates the third party in the interaction with the RSC on the new infrastructure works assessment, it can take no responsibility for errors, omissions, losses or delays arising from this.

8 OVERVIEW OF PROCESS FOR MAJOR IMPACT PROJECT

8.1 General

- 8.1.1 This section gives an overview of the process that is likely to take place for a major impact project. Note that some of the activities described below may not be sequential but may occur in parallel. For example, the legal agreements may be in preparation or nearing completion during the design phase. For a flowchart illustration of the overall process, see 8.9.
- 8.1.2 A minor impact project is likely to be simpler, with fewer requirements. For a flowchart illustration of this process, see 8.10.
- 8.1.3 A major impact project has 7 phases:
- Initial Assessment: initial letter of application and submission for pre-project assessment
 - Preliminary Design Review
 - Detailed Design Review
 - Completion of Agreements
 - Pre-Construction Arrangements
 - Construction
 - Post-Construction

8.2 Initial Assessment

- 8.2.1 The third party's initial contact on a major impact project is usually with the Third Party Coordinator. Third parties are advised to make contact at an early stage of project development. In the case of roads (with associated railway bridges), it is advisable to consult with IÉ during the route selection process.

- 8.2.2 The third party begins the formal process by sending in an Initial Application Form (see Appendix C). It is possible to print this form from the online version.
- 8.2.3 On the basis of the initial written application, the Third Party Coordinator makes the initial response.
- 8.2.4 This initial response provides information for the third party. The information varies depending on the project, but is likely to contain details of:
- The requirement for a pre-project assessment of the application for third party work, and the cost of this payable in advance
 - IÉ's nominated single point of contact for communications and submissions
 - General arrangements and procedures to follow, relevant standards and documents
- 8.2.5 The initial response also includes a request for further information from the third party. The request is made so that IÉ will have sufficient information to assess the impact on the railway and thus decide whether Initial Acceptance may be granted to the project. This information will also allow IÉ to begin to establish the costs that need to be charged. The specific information requested depends on the project but the third party is likely to be asked for:
- A demonstration that the conceptual proposal has been designed to minimise the risk and impact to IÉ
 - An indicative project timescale that should also take account of the time required by IÉ to review the submitted documentation
 - Location drawings
 - Conceptual plans and elevations for the project
 - An outline of the proposed construction method and materials
 - Outline maintenance considerations
- 8.2.6 In the case where novel technology or systems are proposed, an early submission to the RSC may also be required at this stage.
- 8.2.7 The third party makes the submission for pre-project assessment, including the fee for this assessment and the information requested in 8.2.5 above.
- 8.2.8 The time for IÉ to review each formal submission is likely to be a minimum of 8 weeks.
- 8.2.9 The Third Party Coordinator distributes the information for comment to the relevant IÉ/CIÉ stakeholders. The stakeholders review the submission and assess the implications in their respective areas.
- 8.2.10 Depending on the complexity of the project, the Third Party Coordinator may decide to arrange a meeting between the third party and the stakeholders.

- 8.2.11 On the basis of the information submitted, IÉ decides whether or not to grant Initial Acceptance to the project. The applicant is informed of the decision.
- 8.2.12 If the project has received Initial Acceptance, the third party may proceed to the next phase. Specific conditions and information on fees covering IÉ's activities for the next phase(s) are given at this stage.

8.3 Preliminary Design Review

- 8.3.1 The third party instructs its legal advisors to engage with the CIÉ Solicitors' office to commence the process of preparing legal agreements.
- 8.3.2 The third party submits the Preliminary Design for the project to the Third Party Coordinator.
- 8.3.3 The third party now pays IÉ the relevant project charges for this phase.
- 8.3.4 The time for IÉ to review each formal submission is likely to be a minimum of 8 weeks.
- 8.3.5 Enough information on the project must be submitted to allow IÉ to review and accept the preliminary approach, resulting in the main parameters being agreed and allowing the third party to proceed with the Detailed Design. The third party will be expected to have used the design approach of minimising risk and impact to IÉ.
- 8.3.6 Eight copies of the Preliminary Design information and design statement must be provided, in hard copy only, and include:
- Location maps, preliminary elevations and plans of the project showing all relevant horizontal and vertical clearances to the track (e.g. clearances to structures, access routes and overhead electrified lines).
 - Surveys of existing installations and station/trackside services, if applicable, including any necessary diversions.
 - Preliminary site investigation results.
 - Identification of impact on the railway infrastructure and train operations.
 - Identification of the need for temporary enabling works necessary for the safety of the railway infrastructure or train operations.
 - A design statement including a list of the standards to which the works will be designed and constructed. The design statement may be in the form of the Approval in Principle document contained within *National Roads Authority Design Manual for Roads and Bridges*, BD2/05.
 - A risk assessment concerned with the impact of the works on railway operations, personnel and infrastructure, and the impact of the train operations on the works and personnel. Details must also be given of how these risks will be evaluated, minimised and managed.

- Measures to prevent unauthorised access (including vehicular containment) to railway property.
 - The overall project timescale, including allocation for the IÉ design review, RSC approval, and completion of legal agreement activities.
 - An outline programme for the construction phase.
- 8.3.7 The Third Party Coordinator reviews the submitted information and requests further details if necessary. The Third Party Coordinator then circulates the Preliminary Design information to the IÉ/CIÉ stakeholders so that it may be assessed.
- 8.3.8 Depending on the complexity of the works, IÉ may require the third party to submit a separate set of information on the preliminary design to the Railway Safety Commission at this stage (see Section 7). If required, the third party must forward 8 hard copies of the RSC preliminary design submission to IÉ for forwarding to the RSC. The RSC may issue acceptance for this stage provided it is satisfied with the information submitted. The information submitted by the third party for the RSC must include:
- A statement of the type, purpose and location of the new infrastructure works. This must consist of a comprehensive description of the proposed new infrastructure works and include all railway disciplines, i.e. track, signalling, electrification and structures.
 - A comprehensive description of the enabling works. Details must be provided on the protection of the operational railway during these works.
- 8.3.9 If the Preliminary Design proposal (as listed in 8.3.6) is acceptable to IÉ, the third party is given Acceptance of Preliminary Design by IÉ together with any relevant conditions. If the proposal is not acceptable, the third party may be requested to submit a revised proposal. The applicant is advised not to commence Detailed Design prior to the Acceptance of the Preliminary Design by IÉ.

8.4 Detailed Design Review

- 8.4.1 The third party submits the completed Detailed Design for the project, and the associated design and check certification as required, to the Third Party Coordinator who reviews it for completeness and requests further information if necessary. The Third Party Coordinator then circulates the information to the relevant IÉ/CIÉ stakeholders for assessment.
- 8.4.2 The time for IÉ to review each formal submission is likely to be a minimum of 8 weeks.
- 8.4.3 Eight copies of the Detailed Design information for IÉ must be provided, in hard copy only. The information must consist of drawings and calculations describing in detail the permanent works and outlining the temporary works necessary for the construction works. (Note: only 2 copies of reinforcement drawings and design calculations are required; reinforcement schedules are not required.) The Detailed Design submission must include:

- Location maps, elevations and plans of the project.
- Detailed horizontal and vertical clearances to the track (and OHLE if applicable).
- Geotechnical investigation reports.
- Calculations, drawings.
- Original design and check certificates, as required. (The design and check procedures must be in accordance with Appendix D Design and Check Procedures.)
- Intended construction methodology.
- Design specifications for significant components.
- Declaration of the intended life cycle of the works and identification of requirements to achieve this.
- Details of the safety management arrangements specific to the railway-related works being undertaken (e.g. details of an entire road project are not required). See *I-DEP-0121 Third Party Works: Safety Requirements* for more details.
- Updated overall project timescale, including allocation for IÉ design review, RSC approval, and completion of legal agreement activities.
- Updated programme for the construction phase.

8.4.4 The third party sends the detailed design submission for the RSC to IÉ for forwarding to the RSC. This submission must be presented as 8 hard copies and include:

- The information listed in 8.3.8, if this has not previously been requested.
- Design specifications. This should be a high-level performance specification for significant components (what it is designed to do/deliver). More detailed specifications may be required. This must be accompanied by general arrangement drawings and a programme of works.
- A list of the standards to which the new infrastructure works will be designed and constructed. Any non-compliance must also be included with reasons for same.
- Details of the safety management systems governing the design, construction, operation, maintenance and disposal of the proposed infrastructure works – including a risk assessment.
- A declaration of the intended life cycle of the project and identification of safety requirements in order to achieve this (e.g. OHLE replacement).
- Compliance with any relevant principles and guidelines adopted by the RSC and relevant legislation, including a description of the compliance. Specifically highlight any items of non-compliance or partial compliance.
- Compatibility of the new infrastructure works with the existing infrastructure, rolling stock and railway operations.

- Confirmation that the commissioning and bringing into operation of the new infrastructure works is consistent with the operation of the railway and the duty of the railway undertaking under the legislation. This must include details of the testing and commissioning regime and test results where appropriate.

Note: IÉ will consider the impact of the works on its Safety Case in accordance with the RSC guidelines.

- 8.4.5 If the Detailed Design review material for IÉ (as listed in 8.4.3) is acceptable to IÉ, the third party is given Acceptance of Detailed Design by IÉ together with any relevant conditions. If the proposal is not acceptable, the third party may be requested to submit a revised proposal. Note that Acceptance of Detailed Design does not signify that the works may commence on site. Permission to proceed can only be given by the Divisional Engineer after a number of arrangements are in place including RSC acceptance (see 8.6.4).
- 8.4.6 IÉ submits the detailed design submission for the RSC (as listed in 8.4.4) to the RSC for acceptance. RSC acceptance of the submission for this stage of the Safety Assessment of New Infrastructure Works is required prior to the commencement of the works. The RSC may issue acceptance provided it is satisfied with the information submitted. Note: RSC approval does not in itself grant approval to commence construction.

8.5 Completion of Agreements

- 8.5.1 If the project is granted acceptance by the RSC, and Acceptance of Detailed Design by IÉ, the third party may progress to completion of the necessary legal agreements, wayleaves, licences, disposals or other understandings between the third party and IÉ/CIÉ. These cover the legal relationship between IÉ/CIÉ and the third party, and incorporate the various requirements of IÉ/CIÉ in respect of the third party works and arrangements.
- 8.5.2 A bond may be required in respect of satisfactory completion of the project, payment of charges and the delivery of a copy of the safety file (including two A3 and two A1 hard copies of the as-built drawings, and one digital copy).
- 8.5.3 Where a legal agreement has to be executed between IÉ/CIÉ and the third party, it must be submitted for CIÉ Board approval.
- 8.5.4 The requirements for insurance must be put in place and all insurance must be to the satisfaction of the CIÉ Group Secretarial Services Manager prior to any works commencing.

8.6 Pre-Construction Arrangements

- 8.6.1 The third party must submit to IÉ evidence of the competence of its selected contractor to carry out the works insofar as they impact the railway (this includes the competence of any sub-contractors who may carry out significant parts of the works). This evidence must briefly set out the relevant experience and technical ability of personnel. It must also include evidence of the contractor's safety management system.

- 8.6.2 The third party now begins planning the construction arrangements by submitting an early method statement and any associated temporary works designs to IÉ, including design and check certificates. Note: the required method statements only apply to the section of the works which impacts railway operations, infrastructure and property.
- 8.6.3 Usually, a meeting is held with the relevant DE staff to discuss the IÉ railway safety requirements. Topics may include project monitoring and temporary works arrangements. The content, type, timing and range of these railway safety requirements are entirely the decision of IÉ.
- 8.6.4 The third party then submits 4 hard copies of the detailed method statement for the immediate work to the DE for review (see Appendix E for guidelines on method statements). The time for IÉ to review each formal method statement submission is likely to be a minimum of 8 weeks.
- 8.6.5 The DE may now give agreement for the initial work to proceed and issue a written communication granting Permission to Proceed to the third party if satisfied with the detailed method statement and having ascertained that the following arrangements are in place:
- Acceptance of Detailed Design
 - Acceptance by RSC of the detailed design submission for the Safety Assessment of New Infrastructure Works
 - Legal agreements
 - Verification of insurance by CIÉ
- 8.6.6 Permission to Proceed is not a blanket approval to enter the railway. The third party must understand that it can only carry out the works with the specific agreement of the DE for specific phases of the works, where the relevant safety arrangements have been planned and set up.
- 8.6.7 At this stage, the DE staff set up the railway safety arrangements. This takes a minimum of 10 weeks in the planning schedule. Arrangements may include the provision of protection staff, arrangements for possessions, or other measures as necessary. Refer to *I-DEP-0121 Third Party Works: Railway Safety Requirements*.
- 8.6.8 While every attempt is made to accommodate the construction schedule, the exigencies of railway maintenance work mean that provision of such railway safety arrangements cannot be guaranteed at the time required.
- 8.6.9 If a track monitoring system has been specified, the DE must be satisfied that a suitable system is in place. Where required, it is usual for 2 weeks of readings to be established before the commencement of works that have the potential to cause any movements (for guidelines, see Appendix F Movement Monitoring of Railway Track).

8.7 Construction

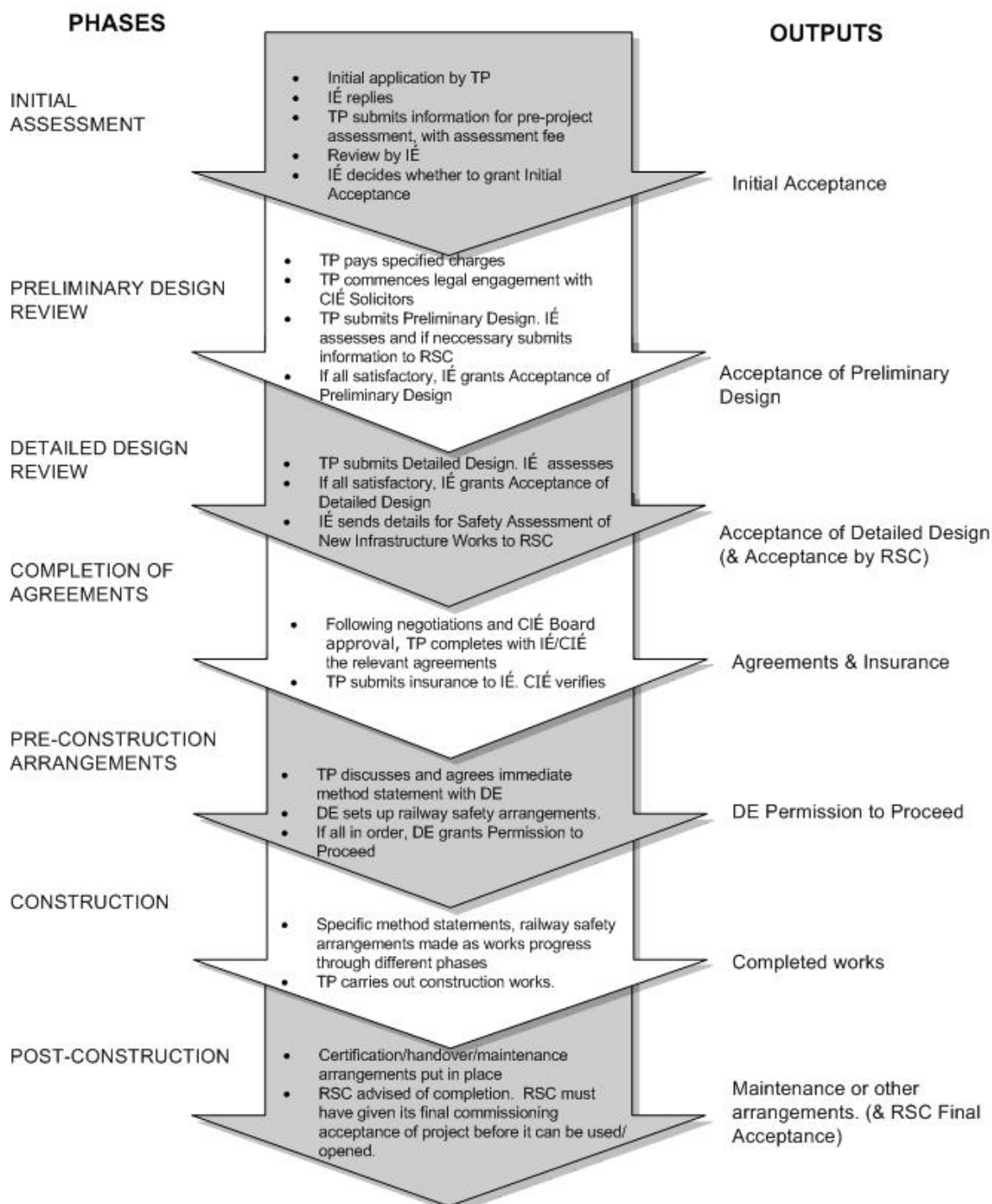
- 8.7.1 Construction must take place in accordance with the legal agreement(s), the approved design, method statement and the railway safety requirements.

- 8.7.2 In many cases, specific method statements must be issued for acceptance by DE staff on a rolling basis for different phases of the works.
- 8.7.3 Appropriate railway safety arrangements are made as the project progresses, subject to the necessary 10-week notification period being observed.
- 8.7.4 For minor changes to method statements or design, the third party must inform the nominated IÉ contact person in advance. For major changes, the third party must re-submit the affected documents and drawings to IÉ for evaluation and formal acceptance.
- 8.7.5 IÉ may carry out safety and technical audits on the construction process in order to establish that the work is being carried out in accordance with the approved documents. The third party is required to facilitate the auditing process and to abide by the audit report recommendations.
- 8.7.6 Should circumstances arise during the construction works which create a risk to the railway in IÉ's opinion, IÉ will serve notice to the third party and take such steps as are necessary to safeguard the railway operation and infrastructure.

8.8 Post-Construction

- 8.8.1 Upon certification of completion (refer to *I-DEP-0121 Third Party Works: Railway Safety Requirements* for forms), the maintenance arrangements come into being as set out in the legal agreement(s).
- 8.8.2 At this stage, IÉ informs the RSC that the works have been completed. An RSC Inspector may wish to undertake an inspection. If the RSC is satisfied, it issues the final acceptance, i.e. commissioning acceptance.
- 8.8.3 Third parties are advised that the RSC must have given its acceptance for the commissioning of the project before it can be opened and/or used.
- 8.8.4 Where applicable, the previously submitted bond is returned to the third party after satisfactory completion of the works, receipt of outstanding IÉ charges and receipt by IÉ of a copy of the safety file (including two A3 and two A1 hard copies of the as-built drawings, and one digital copy).

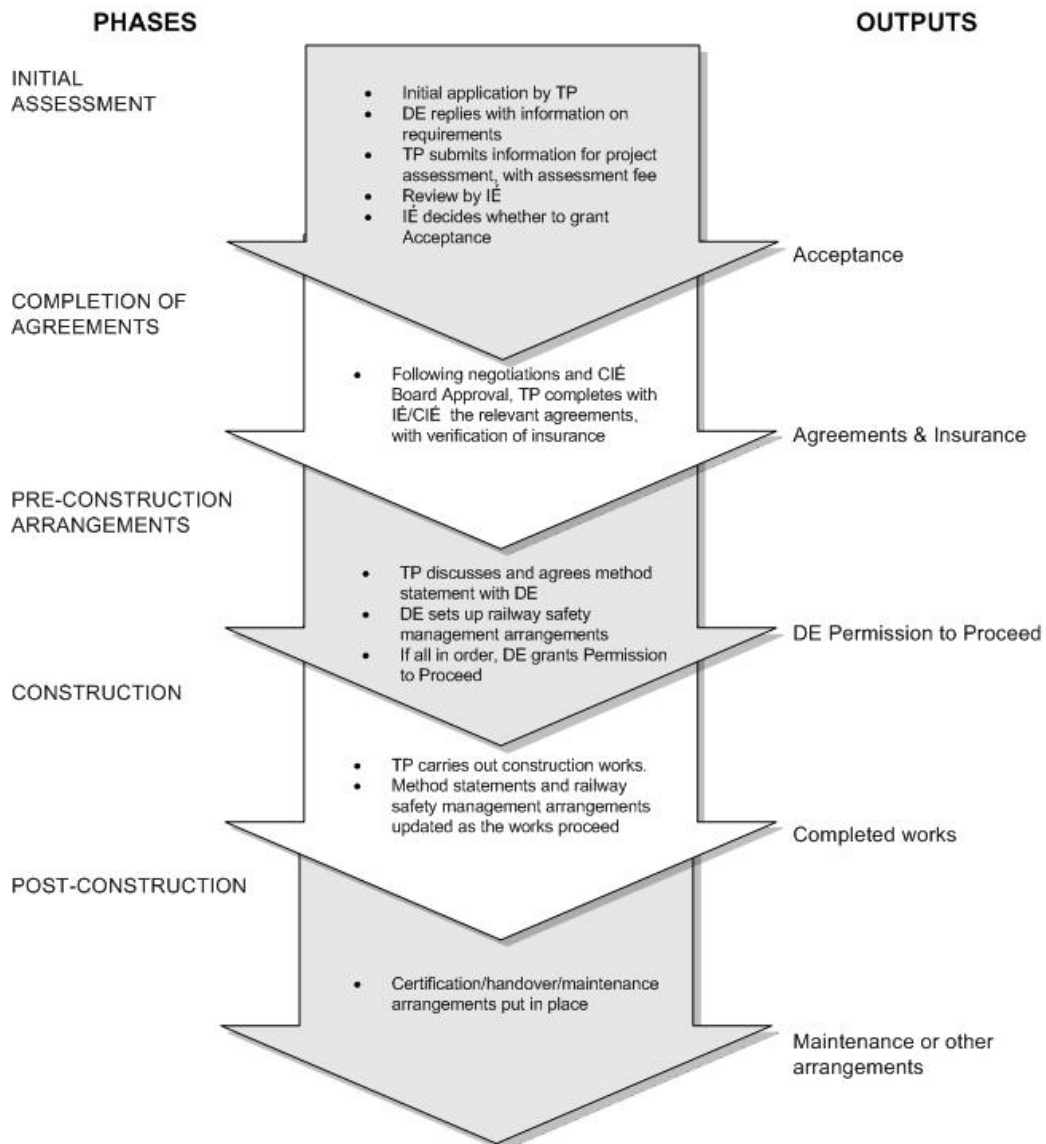
8.9 Major Impact Project: Activities Flowchart



8.9.1 This chart is given for guidance only. Some activities such as legal agreements may commence earlier and run in parallel. Actual circumstances may change.

8.9.2 TP refers to the third party.

8.10 Minor Impact Project: Activities Flowchart



8.10.1 This chart is given for guidance only. Actual circumstances may vary. The chart is presented for a situation where RSC approval is not necessary.

8.10.2 TP refers to the third party.

9 REVIEW

9.1 Review Procedure

- 9.1.1 This standard will need to be reviewed every five years or earlier if required.
- 9.1.2 If changes arise from the review, this standard will be reissued. If no changes arise from the review, the current version of this standard will remain in force.

10 REVISION HISTORY

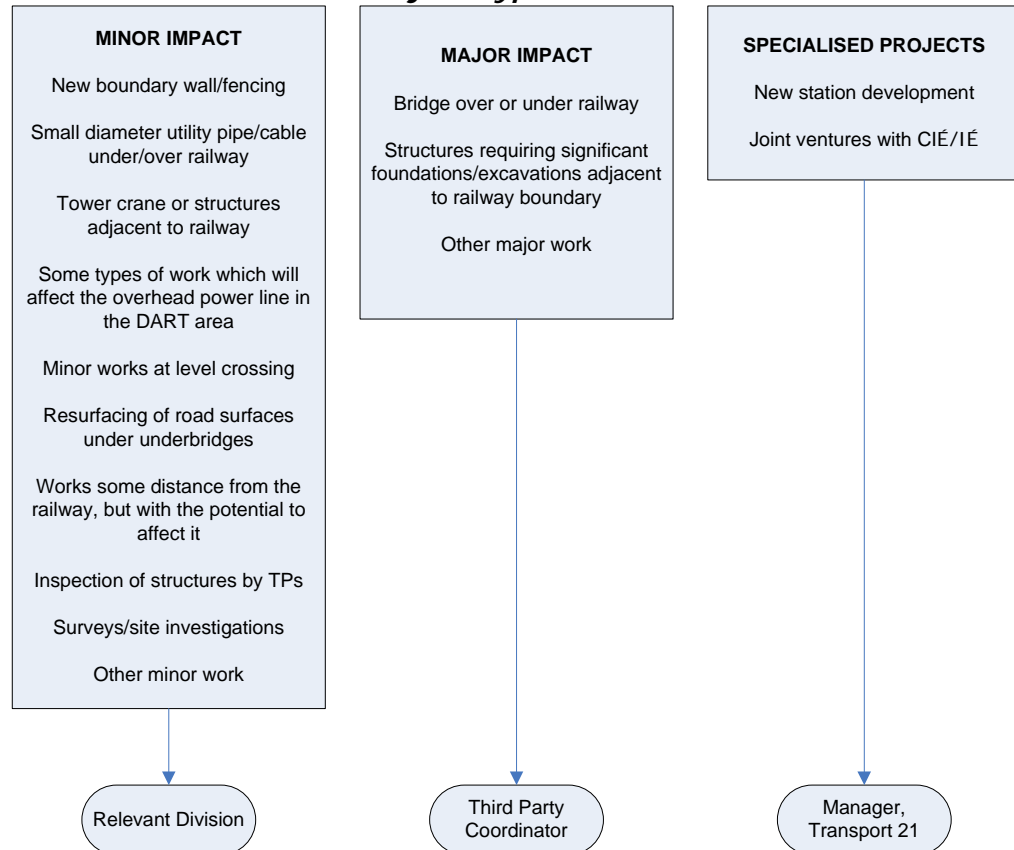
<i>Issue No and Date</i>	<i>Section No and Reason for Change</i>

APPENDIX A WHO TO CONTACT IN IARNRÓD ÉIREANN

A.1 Summary

A.1.1 This is a guide on who to contact in the first instance in relation to third party (TP) works that may impact the railway. It includes details on where to send the initial application form. Note that Iarnród Éireann (IÉ) decides the classification of work and a third party might subsequently be redirected to another section within IÉ depending on the specific detail of the project.

Table A.1: Contacts for Project Types



A.2 Relevant Division

A.2.1 IÉ Infrastructure is divided into three divisions responsible for maintenance of the rail network. Their main offices are in Dublin, Limerick Junction, and Athlone. See the map in A.4 for the relevant division.

A.3 Contact Addresses

Dublin

Divisional Engineer's Office
 Iarnród Éireann
 Pearse Station
 Westland Row, Dublin 2
 Tel: 01 7033651
 Fax: 01 7033591

Athlone

Divisional Engineer's Office
 Iarnród Éireann
 Old Railway Station
 Grace Road, Athlone
 Co Westmeath
 Tel: 090 6487711
 Fax: 090 6494333

Limerick Junction

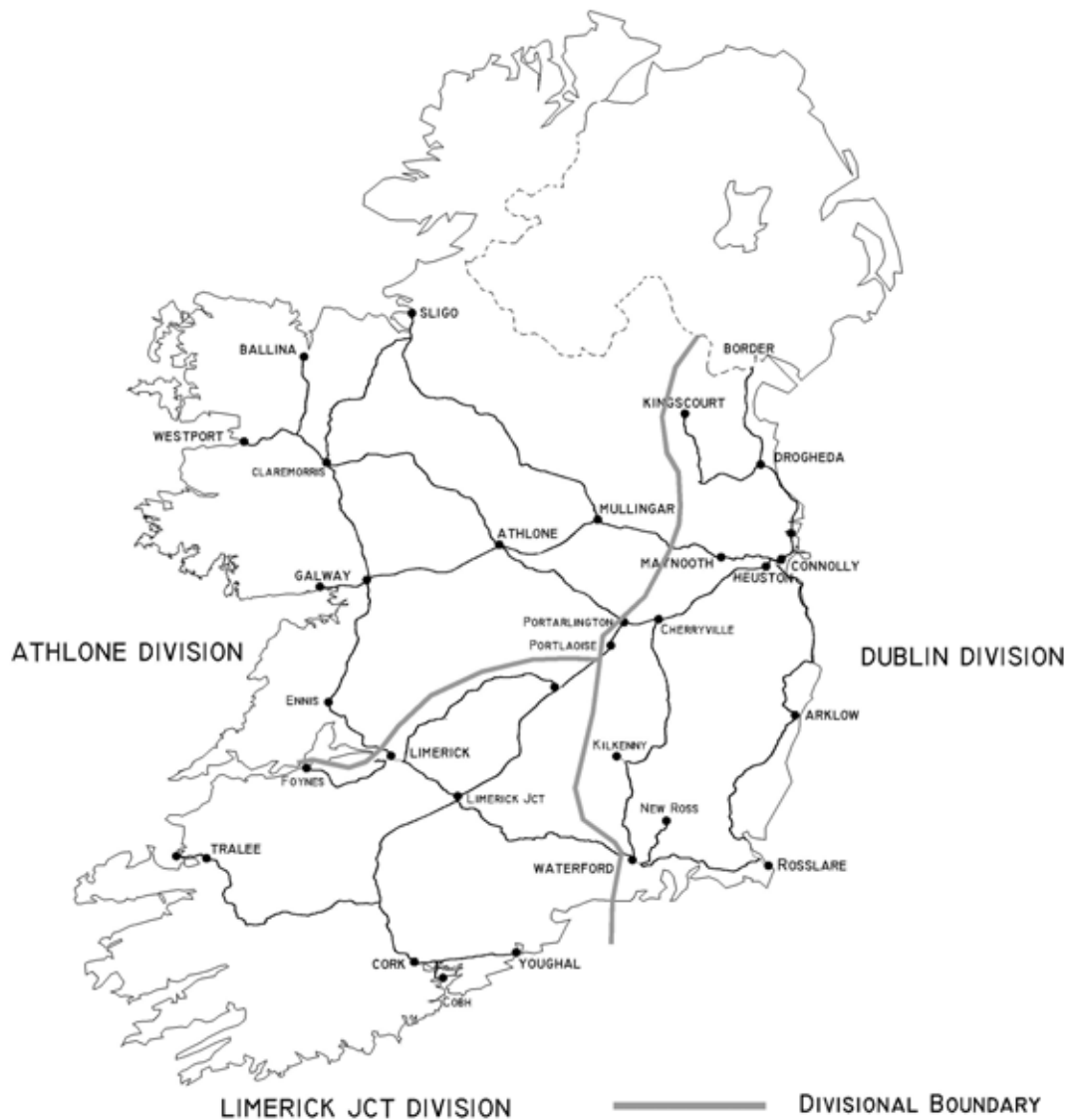
Divisional Engineer's Office
Iarnród Éireann
Limerick Junction
Co Tipperary
Tel: 062 51083
Fax: 062 52219

Manager, Transport 21

Iarnród Éireann
Connolly Station
Dublin 1
Tel: 01 7032593
Fax: 01 7032515

Third Party Coordinator

Infrastructure
Track and Signals HQ
Iarnród Éireann
Inchicore, Dublin 8
Tel: 01 7034494
Fax: 01 7031789

A.4 Division Map

APPENDIX B COSTS

B.1 Chargeable Activities

- B.1.1 All costs incurred by Iarnród Éireann (IÉ) arising from the works are charged to the third party.
- B.1.2 Charges by IÉ depend on several factors, including:
- The complexity of the works and the number of interfaces
 - The quality of submitted information at the various stages of the process
- B.1.3 The following is a non-exhaustive list of activities, arising from the works, for which the third party is charged by IÉ. The full range of charges depends on the type of project and the resultant activities that need to be carried out by IÉ/CIÉ. Payment must be made in advance of the activities being executed.
- B.1.4 The necessity to carry out any such activities is solely the decision of IÉ.

Table B1: Charges

PHASE	CHARGEABLE IÉ/CIÉ ACTIVITIES
Initial Assessment	Pre-project assessment of the project by IÉ.
Design Review	IÉ review of the preliminary and detailed design of the project. Liaison with IÉ stakeholders and other bodies. Cost of providing access for site surveys at all stages (including protection arrangements).
Review, Investigation, Design, Validation	As may be deemed necessary by IÉ: any design work carried out by IÉ in connection with the works. IÉ interface with RSC, as required. Engagement by IÉ of external expertise to review, investigate, design or validate in connection with the works.
Agreements and Insurance	Legal work to prepare wayleaves, agreements etc. Work in respect of specification and validation of insurance.
Pre-Construction Arrangements	Preliminary engineering planning. Assessment of method statements. Planning/set-up of railway safety management arrangements.
Construction	Provision of IÉ personnel on protection duties. Arrangements for possessions. Provision of alternative services for passengers. Supervision of excavation works in the vicinity of IÉ cables.

PHASE	CHARGEABLE IÉ/CIÉ ACTIVITIES
Construction continued	<p>Slowing of trains (through setting up or cancelling temporary speed restrictions).</p> <p>The carrying out by IÉ of works to facilitate the third party development. This may include physical works by IÉ (e.g. alterations to signals, widening of level crossings, permanent way works).</p> <p>Safety and/or engineering supervision and coordination of the project by IÉ.</p> <p>Engagement of external expertise to provide site presence and/or condition recording and monitoring.</p> <p>Displacement monitoring of railway infrastructure.</p> <p>The taking of all precautionary measures for the prevention of injury, loss or damage to persons or property.</p> <p>Any additional cost or expense incurred by IÉ arising from the third party works.</p>
Post-Construction	<p>Post-project handover and certification.</p> <p>Any post-project rectification works.</p> <p>Maintenance.</p>

B.2 Other Charges

- B.2.1 In the event of possession overrun by the third party with delay to train services, there is a significant charge based on the time involved.
- B.2.2 Where applicable, a refundable bond is submitted in advance of the works. The level of the bond is determined by IÉ. The bond is returned to the third party after satisfactory completion of the works, receipt of all outstanding IÉ charges and receipt by IÉ of a copy of the safety file (including two A3 and two A1 hard copies of the as-built drawings, and one digital copy). Satisfactory completion means completion of the works in adherence to the accepted detailed design and method statement(s) and no damage and/or disruption to IÉ property, infrastructure or operations.
- B.2.3 PTS training (necessary for third party personnel on or near the railway) is provided by IÉ on a charge per person-day, as appropriate.

B.3 Basis and Management of Charges


- B.3.1 The charges are calculated using, as a guideline, current Irish construction industry and consultancy methods of charging and calculating fees.
- B.3.2 Information on the charges and schedule of rates is made available to the third party at an early stage of each phase.

- B.3.3 As a general rule, the DE manages IÉ costs incurred during minor impact projects. For major impact projects, the Third Party Coordinator manages IÉ costs incurred during the assessment and acceptance phases, and the DE manages IÉ costs incurred during the pre-construction and construction phases.

B.4 Commercial Charges

- B.4.1 A charge is made for wayleaves. There may also be charges for licences or agreements, depending on the type of project. These are determined by CIÉ Group Property Management. The third party is advised on these at the time of negotiating the agreement(s).

APPENDIX C INITIAL APPLICATION FORM

 Iarnród Éireann	THIRD PARTY INITIAL APPLICATION FORM
Third parties planning to undertake works that may impact Iarnród Éireann (IÉ) infrastructure must complete this form. For guidance, please refer to <i>I-DEP-0120 Guidance for Third Parties</i> . Completed forms must be submitted to the relevant contact in IÉ (see Appendix A of <i>I-DEP-0120</i>).	

For IÉ use only	Project Name	File Ref No
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CONTACT DETAILS

Third Party		
Agent acting on behalf of the third party (if applicable)	Name: Relationship to third party:	
Contact Name		
Contact Address		
Tel	Fax	E-mail

PROJECT DESCRIPTION

General summary (e.g. development, construction)	
Details of work that may impact the railway	
Work location as it impacts the railway (include sketch map or other details if possible) Between which IÉ stations: Located in which townland:	
Overall project timescale	
Intended timescale for works affecting the railway	

Note: attach any additional information as you may wish.

Signed by: _____ **Date:** _____

Position: _____

APPENDIX D DESIGN AND CHECK PROCEDURES

D.1 General

- D.1.1 This appendix outlines the design and check procedures required by Iarnród Éireann (IÉ) for third party designs that may affect the safety or operation of the railway.

D.2 Permanent Works Design

- D.2.1 The design and check requirements for permanent works must be in accordance with the procedures in the *National Roads Authority (NRA) Design Manual for Roads and Bridges* or as agreed with the designated representative of the Principal Engineer, Track and Structures (PETS).
- D.2.2 Submissions for designs carried out in accordance with the procedures in the *NRA Design Manual for Roads and Bridges* must contain design and check certificates completed by the designer and checker and accepted by the third party.

D.3 Temporary Works Design

- D.3.1 The design and check requirements for temporary works, other than bridges and tunnels with an internal diameter or span greater than 1.5 m, must be in accordance with D.5 for the structure categories classified in D.4.
- D.3.2 The design and check requirements for temporary bridges and tunnels with an internal diameter or span greater than 1.5 m must be in accordance with the procedures in the *NRA Design Manual for Roads and Bridges*, or as agreed with the designated representative of the PETS.
- D.3.3 Design and check requirements for temporary track supporting systems must be agreed with the designated representative of the PETS.
- D.3.4 Submissions for designs carried out in accordance with the *NRA Design Manual for Roads and Bridges* must contain design and check certificates completed by the designer and checker, as appropriate, and accepted by the third party.

D.4 Structure Categories (Temporary Works)

- D.4.1 All temporary structures, excluding bridges and tunnels with an internal diameter or span greater than 1.5 m, must be assessed by the third party to ascertain their category in accordance with the guidelines set out below. It should be noted that the category of structures must be agreed with the designated representative of the PETS prior to the commencement of works and that the representative is not bound by the guidelines below.
- D.4.2 **Category T1 Structures** are defined as simple proprietary products for which there is approved certification by a recognised authority for the intended purpose.

D.4.3 **Category T2 Structures** are defined as follows:

- Structures, 6 m or less in height, where the design is carried out by simple analytical methods and to current accepted standards
- Bridge deck temporary supports, where the design is carried out by simple analytical methods and to current accepted standards
- Earthworks, where the design is carried out by simple analytical methods and to current accepted standards
- Tunnels with a temporary or permanent internal diameter, height or width not exceeding 1.5 m

D.4.4 **Category T3 Structures** are defined as follows:

- Structures, 6 m or less in height, where the design is carried out by complicated but recognised analytical methods and to current accepted standards
- Bridge deck temporary supports, where the design is carried out by complicated but recognised analytical methods and to current accepted standards
- Earthworks, where the design is carried out by complicated but recognised analytical methods and to current accepted standards
- Structures greater than 6 m in height, where the design is carried out by simple analytical methods and to current accepted standards

D.4.5 **Category T4 Structures** are defined as structures exceeding Category T3 limits.

D.5 Design and Check Requirements (Temporary Works)

D.5.1 The design and check of temporary works, other than bridges and tunnels with an internal diameter or span greater than 1.5 m, must be carried out in accordance with this section. See D.6 and D.7 for samples of the design and check certificates that must be completed in connection with the procedures below.

D.5.2 **Category T1 Structures** must meet the following requirements:

- The proprietary design must be checked by a competent engineer with experience in the design of the particular type of construction for the suitability of the product
- The submission to IÉ may include:
 - product data sheets
 - the original check certificate (signed by the checker and accepted by the third party) with all output drawings and documents
 - a copy of any calculations

D.5.3 **Category T2 Structures** must meet the following requirements:

- The design must be carried out by a competent engineer.
- The check must be carried out by a chartered engineer with relevant experience. The checker may make reference to the designer's calculations for the purpose of carrying out his/her duties.
- The submission to IÉ must include:
 - the original design certificate (signed by the checker in this instance and accepted by the third party) with all output drawings and documents
 - a copy of any design calculations

D.5.4 **Category T3 Structures** must meet the following requirements:

- The design of category T3 structures must be by or under the close supervision of a chartered engineer with relevant experience
- The check must be carried out by or under the close supervision of a chartered engineer with relevant experience
- The designer and checker must not be from the same organisation
- The checker must **not** make reference to the designer's calculations in order to fulfil his/her duties
- The submission to IÉ must include:
 - the original design certificate (signed by the designer and accepted by the third party) with all output drawings and documents, and a copy of any design calculations
 - the original check certificate (signed by the checker and accepted by the third party)

D.5.5 **Category T4 Structures** must meet the following requirements:

- The design of category T4 structures must be by or under the close supervision of a chartered engineer with relevant experience
- The check must be carried out by or under the close supervision of a chartered engineer with relevant experience
- The designer and checker must not be from the same organisation, group or consortium
- The checker must be from a civil or structural engineering design consultancy
- The checker must **not** make reference to the designer's calculations in order to fulfil his/her duties
- The submission to IÉ must include:
 - the original design certificate (signed by the designer and accepted by the third party) with all output drawings and documents, and a copy of any design calculations
 - the original check certificate (signed by the checker and accepted by the third party)

D.6 Temporary Works Design Certificate

 Iarnród Éireann	TEMPORARY WORKS Design Certificate
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<i>For IÉ use only</i>	<i>Project Name</i>	<i>File Ref No</i>
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Third Party	
Name of Project	
Name of Structure	
Category of Structure	
Name of Design Organisation	

We certify that reasonable skill and care has been used in the preparation of the design of the temporary works comprising <insert description> to ensure that:

- (i) The design has been carried out in accordance with:
<Insert the design standards>
- (ii) The design proposal secures the safety of the railway, contractor, public, property and permanent works during the construction of the permanent works described below:
<Describe the permanent works>
- (iii) The design of the temporary works has been accurately translated onto the following drawings:
<Insert the drawing and schedule numbers>

Signed* _____
Name _____
Title _____
Date _____

This certificate is received and accepted by the third party

Signed _____
Name _____
Title _____
Organisation _____
Date _____

*The designer signs for T3 and T4 structures. The checker signs for T2 structures.

D.7 Temporary Works Check Certificate

 Iarnród Éireann	TEMPORARY WORKS Check Certificate
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<i>For IÉ use only</i>	<i>Project Name</i>	<i>File Ref No</i>
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Third Party	
Name of Project	
Name of Structure	
Category of Structure	
Name of Design Organisation	

We certify that reasonable skill and care has been used in checking the design of the temporary works comprising <insert description> to ensure that:

- (i) The design has been carried out in accordance with:
<Insert the design standards>
- (ii) The design proposal secures the safety of the railway, contractor, public, property and permanent works during the construction of the permanent works described below:
<Describe the permanent works>
- (iii) The design of the temporary works has been accurately translated onto the following drawings:
<Insert the drawing and schedule numbers>

Signed (Checker) _____
Name _____
Title _____
Date _____

This certificate is received and accepted by the third party

Signed _____
Name _____
Title _____
Organisation _____
Date _____

APPENDIX E METHOD STATEMENT GUIDELINES FOR THIRD PARTIES

E.1 General

- E.1.1 Method statements are required for works on Iarnród Éireann (IÉ) property or for works that have the potential to impact railway operations, infrastructure and property or the people associated with any of these.
- E.1.2 Third parties (including their contractors or agents) carrying out such works must submit a method statement in advance for the railway-related work they are planning to undertake. It is the responsibility of the third party (including its contractors or agents) to provide complete and accurate information in a timely manner sufficient for review and acceptance by IÉ prior to commencement of the works.
- E.1.3 The guidelines in this section are intended to assist third parties (including their contractors or agents) carrying out such works. They outline the information which IÉ requires in a method statement.
- E.1.4 It is important that the method statement includes all activities to be carried out by sub-contractors (to the third party's main contractor), and that the sub-contractors are fully aware of and engage in the safety arrangements for the works.
- E.1.5 Approval of a method statement does not give permission to operate on IÉ property. The third party may enter the railway to carry out works only with the written permission of the Divisional Engineer for the specific task in question.
- E.1.6 A method statement is a plan of activity for a specific element of work. It identifies the resources required and the means of ensuring the safety, health and welfare of all persons, including IÉ staff and customers, operations, infrastructure and property who/which may be affected by the work. The method statement must accurately reflect the method of work to be carried out and the equipment to be used.
- E.1.7 Work activities and tasks must be examined and subjected to a process of rigorous hazard identification, risk assessment and risk control. As much relevant information as possible should be entered in the method statement. This applies particularly to the hazards identified, the measures and systems for controlling risks associated with those hazards, and the contact numbers of responsible persons and emergency services.
- E.1.8 The method statement must be prepared by the person planning the work in consultation with those who will carry out the work. The planner must be experienced and competent in the area of work covered by the method statement. The method statement must be signed by the author, checked by a competent person and approved by the Project Supervisor, Construction Stage (PSCS).
- E.1.9 The method statement must be submitted to IÉ for review and acceptance at least 8 weeks prior to the planned commencement of the works. It must have adequate detail and the necessary signatures. The method statement will be returned if not correct. This may result in a delay to the start of the works.

- E.1.10 IÉ reserves the right to carry out safety and technical audits on the construction process in order to establish that the work is being carried out in accordance with the approved documents and method statements.
- E.1.11 During the work and after its completion, a copy of the method statements must be kept on file on site for safety audit purposes.

E.2 Contents of a Method Statement

E.2.1 The method statement must contain:

- Cover sheet signed by the author, checked by a competent person and approved by the PSCS
- The scope of works
- References
- Resources
- Location particulars
- Programme of work
- Briefing arrangements
- Reporting relationships, including names and telephone numbers
- Emergency contact details
- Hazard identification
- Risk assessment
- Risk control measures and systems
- Supporting information (e.g. temporary works designs and certificates, and associated calculations, drawings or sketches)

E.2.2 Scope of Works

1. Describe the work to be carried out and clearly identify the method and sequence of construction including explanatory sketches where applicable.
2. Note: only cover the works which impact the railway.

E.2.3 References

1. Refer to standards, specifications and other relevant documentation as well as specifically to any relevant drawings and/or sketches associated with the works.
2. Ensure that IÉ has a copy of, or access to, any documentation referred to in order to facilitate the review process.

E.2.4 Resources

1. Give details of the machinery and manpower required for the job.

2. Include information on any special arrangements necessary to ensure safety and security – e.g. competence requirements to operate or erect plant and equipment.

E.2.5 Location Particulars

1. Describe the location of the worksite including the limits of where the worksite begins and ends as well as access and egress details (provide sketches where appropriate).
2. In the risk control measures and systems section, give details of how the worksite is to be cordoned off or isolated from the public or unauthorised entry, if deemed necessary, and also outline measures for protecting access and egress points.

E.2.6 Programme of Work

1. Record the start and finish dates and times of the work. If it is not possible to provide exact dates and times, provide the most accurate projection possible.
2. Provide a programme of the works proposed.
3. If the dates or times have to be changed, the updated method statement must be re-submitted.

E.2.7 Briefing Arrangements

1. State who is responsible for briefing the method statement. (This includes briefing of sub-contractors.)
2. Provide details of how understanding is confirmed.
3. Specify how briefing is recorded.

E.2.8 Reporting Relationships

1. Provide names and contact details of persons in charge of the work, e.g. PSCS, on-site manager, supervisor. Include contact details outside normal working hours in case of emergency.
2. Provide the names of persons involved in safety consultation and communication, e.g. site safety officer/coordinator, in accordance with the Safety Health and Welfare at Work (Construction) Regulations 2001.
3. Specify procedures for reporting of hazards, accidents or incidents, or near-miss incidents, e.g. who reports what to whom.

E.2.9 Emergency Contact Details

Provide contact details of emergency services and IÉ emergency contacts particular to the worksite, including:

- Designated IÉ representative
- Relevant DE staff
- Other relevant IÉ contact details
- Local fire marshal
- Nearest hospital
- Local doctor
- Ambulance Service

- Fire Brigade
- Gardai
- Health and Safety Authority

E.2.10 Hazard Identification

1. Provide a record of all the hazards identified for the work to be carried out.
2. Take account of all factors specific to the worksite (see the following for a non-exhaustive list of possible hazards):

train movements	work adjacent to railway lines
local environmental hazards	temporary lighting blinding train drivers
machinery	dust/emissions affecting train drivers' viewing distances
movement of vehicles & equipment/materials	road traffic management
unauthorised access	use of driver-operated machines for lifting purposes, e.g. cranes
security of materials and plant from vandals	identification of hidden services (include a sketch showing locations of services)
passenger interfaces	disconnection and reconnection of services
maintenance of emergency exits	
erection and/or removal of scaffolding or temporary works	

E.2.11 Risk Assessment

Provide the record of the risk assessment carried out for the list of hazards identified above and any others applicable.

E.2.12 Risk Control Measures and Systems

1. Provide the record of the risk control measures and systems proposed to eliminate or control the hazards identified in the risk assessment.
2. The risk control measures and systems must take account of all persons exposed to the hazard, i.e. IÉ staff, contractors, visitors, passengers, general public and trespassers as well as railway operations, infrastructure and property.
3. This list of risk control measures and systems must be practical and include the name of the person in charge who is responsible for ensuring that these risk control measures and systems have been implemented fully. The list may include procedures for movement monitoring of IÉ Infrastructure (see Appendix F).

E.2.13 Supporting Information

This may include details on:

- Temporary structures
- Temporary works design, supporting calculations, checking and approval
- Method of authorising the start of work

APPENDIX F MOVEMENT MONITORING OF RAILWAY TRACK

F.1 Introduction

- F.1.1 Iarnród Éireann (IÉ) may require movement monitoring of track during the relevant period of the works by the third party. This appendix gives an overview of requirements.
- F.1.2 The actual monitoring system to be used will depend on the proposed type of construction, ground conditions and the specific train operations that apply at the site. IÉ will provide detailed requirements to the third party, specific to the proposed works.
- F.1.3 These requirements will include the need for the engagement by the third party of an independent survey specialist to carry out the monitoring work.

F.2 Survey Points and Control Points

- F.2.1 If movement monitoring has been deemed necessary by IÉ, the third party must establish survey points and control points for monitoring railway track levels before any works may commence adjacent to the railway line. At least 2 weeks of readings are required in advance of construction activities to establish baseline readings. Readings continue during construction and during the maintenance period.
- F.2.2 The third party must prepare and submit, in advance, a method statement (see Appendix E for guidelines) and a location plan showing the numbering system and location of all survey points and control points relative to the proposed works.
- F.2.3 The method statement must define actions to be taken in the event of the green, amber and red trigger levels (as defined by IÉ) being reached. The method statement must also contain all relevant IÉ contact details, including emergency numbers.
- F.2.4 IÉ issues a table to the third party for inputting survey data. This table indicates the criteria for red, amber and green triggers. The table is issued in electronic format as an Excel worksheet.
- F.2.5 The survey points must be set up as follows:
1. Permanent station markers for the survey points must be located at intervals along each rail.
 2. The survey points must extend along the railway for the full extent of the anticipated area of influence of the works plus a distance beyond as specified by IÉ.
- F.2.6 The monitoring schedule is agreed with the IÉ designated representative.
- F.2.7 Reports are made to a frequency and format specified by IÉ.

F.3 Actions to be Taken Following Readings

- F.3.1 The actions required for different types of movement readings will be specified by IÉ. Procedures for emergency measures will be set out where movements may occur. These depend on the amount of recorded movement as indicated by the green, amber and red triggers.