

Infrastructure Instruction	INFRASTRUCTURE INSTRUCTION DISPATCH & CATCH	I/NAS/INS/1903	
		Issue:	1.0
		Date:	Oct 19

INFRASTRUCTURE INSTRUCTION

DISPATCH & CATCH

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REVISION HISTORY

This document will be revised as necessary by the issue of amended pages and these will be recorded in the revision history. Revised or additional pages will be marked with a black line in the left hand margin. Where the document is updated by the issue of a complete replacement, the issue number will be changed and no black line will be shown.

Date	Issue / Revision	Page(s)	Detail of Amendment	Amended By
OCT 2019	1.0	All	New Document	G. Thompson

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1.0 Introduction

This instruction will come into force on Sunday 1st December 2019.

In Rule Book Section Q **3.0 INSTRUCTIONS TO THE RRVO** (Page Q7) and **4.0 INSTRUCTIONS TO THE RRVC** (Page Q10) it states that:

- a RRVC must be present when a RRV is:
 - about to go on or near the line
 - on-tracking
 - travelling
 - working
 - off-tracking

This instruction outlines an additional process called “Dispatch and Catch” which can be used when it has been risk assessed and planned via the method statement (RAMS) that it is not safe or practicable for an RRVC to be present during travelling as stated above.

2.0 Dispatch & Catch Process

The RRVC who will be present when a RRV is on-tracking before dispatching a RRVO under this process must first contact ES/PICOP for authority for the Dispatch & Catch movement.

This dispatching RRVC must establish with the ES/PICOP:

- authority for the Dispatch & Catch movement
- the position of all points
- the arrangements at all level crossings
- any other hazards within the route
- the exact limits where the RRVO will be dispatched to

(NOTE: This will be at the ES Marker Board where the receiving RRVC will meet the RRVO who has been dispatched)

The RRVC must then fill out the Dispatch & Catch Arrangements form with the RRVO for the movement and the RRVO must only sign this form when they are sure they fully understand what is required.

NOTE: If a RRVO cannot visually confirm that any points that they are to pass over are set correctly for the movement, they must stop short of the points and contact the dispatching RRVC for further instructions.

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3.0 Dispatch & Catch Form

SECTION Q PART 1 - DISPATCH & CATCH ARRANGEMENTS (DCA1) FORM

PART A - ARRANGEMENTS								
Name of RRVC:		Staff No./ Employer:		Name of PICOP:		Staff No./ Employer:		
Name of RRVO:		Staff No./ Employer:		Name of ES:		Staff No./ Employer:		
RRVC & RRVO means of communication in place?							YES <input type="checkbox"/>	NO <input type="checkbox"/>
SPEED OF MOVEMENT: 10mph <input type="checkbox"/> 15mph <input type="checkbox"/> 20mph <input type="checkbox"/>				REMINDER: 5mph over P&C & within ES Site				
DISPATCH LOCATION: <i>(milepost/description)</i>				CATCH LOCATION: <i>(milepost/description)</i>				
ADDITIONAL INFORMATION: <i>(Location of EO's/CAs, Points that may have be thrown in the possession, any other known hazards)</i>								
RRVC AUTHORITY: I certify that the RRVO has been briefed and instructed to check all points are in the correct position before travelling over them at 5mph , stop short of any obstruction at a Level Crossing and will meet the receiving RRVC at the ES marker boards at the CATCH location.						RRVC SIGNATURE:		
						RRVO SIGNATURE:		
PART B – DISPATCH TIME				PART C – CATCH TIME				
DISPATCH	DATE	TIME	RRVC SIGNATURE	CATCH	DATE	TIME	RRVC SIGNATURE	
1								
2								
3								
4								
5								

**Note:* If there are any changes to Part A you must use a new form. This book should travel with the RRVO.