



Telecoms Safety Programme - Work Party Briefing Form

This form is to be used when a work party enters a signal box or moves onto the lineside. A signal box can only be entered with the permission of the signaller. Work on a "Signals" circuit can only be started with the permission of the signaller. If trains are not running, work can be undertaken without a signaller's permission. Singleton work can only be undertaken at Signal Boxes or type 1 category sites. The form will be prepared by the PICOW before any signal box or lineside work is undertaken by Telecoms staff. It will be signed by all members of the work party after a briefing from the PICOW. The form will be signed off on return of the work party and stored in the register.

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Date :

Form Number :

Red Zone Work / Green Zone Work / Signal Box :
Locations & Type Number :

Nature of Work :

Name of PICOW :

Name of COSS if used :

Name of Lookout :

Name of Signaller (or other) advised :

Signaller advised of work on operational signals equipment to be undertaken : Yes / No

If no signaller, note of work undertaken left on booking desk : Yes / No

Approach to Work Site :

Approach Hazards :

Site Survey Sheets Available : Yes / No

Worksite Hazards :

Work Party to be Split Over Two Locations : Yes / No

Walkie Talkies Required : Yes / No

Tele Butt with Croc Clips Required : Yes / No

Cabinet Keys Required : Yes / No

Mobile Network Available : Yes / No

Time Work Started :

Work Party Details

Name and Membership Number :

Name and Membership Number :

Name and Membership Number :

Name and Membership Number :

Time Work Completed :

Job Completion Certification, Name :