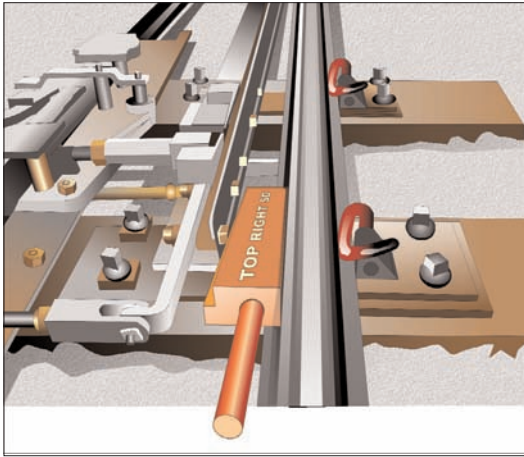


# Scotching and clipping



## Best practice for clip and scotch

### Operational Standards Issue 01



Step 4 shows an image of a correctly inserted scotch



Step 5 shows an image of a clip under the other rail



Step 6 shows an image of a correctly secured clip

#### To unsecure the points

1. Stand in the cess or six foot, as appropriate.
2. You must hold the clip in position and unwind the screw.
3. You must slide the clip clear of the rail.
4. You must move clear of the track, then leave the clip in a place of safety.
5. Return to the cess or six foot, as appropriate, and hold the scotch by the handle and pull it towards you to release it.
6. You must lift the scotch clear of the points.
7. You must move to a place of safety.

#### Once the points have been unsecured

1. You must tell the signaller that:
  - the points have been unsecured
  - you are clear of the track
  - you are ready to observe the points being tested.
2. You must check, as far as possible, that the points have moved correctly, and inform the signaller accordingly.
3. You must arrange for the method of protection to be removed, if previously applied by you.

*If traction current was switched off for the points to be unsecured*

1. You must tell the controller that it is now safe for traction current to be switched on to the section(s) concerned.
2. You must receive confirmation from the controller that traction current has been switched on.

*In all circumstances*

1. You must return the equipment to its storage location. The equipment might be stored in a blue box adjacent to each set of points.

#### Leaving the site and confirming the points have been secured

1. You must move to a place of safety.

*If traction current was switched off for the points to be secured*

2. You must tell the controller it is now safe for traction current to be switched on to the section(s) concerned.
3. You must receive confirmation from the controller that traction current has been switched on to the section(s) concerned.

*In all circumstances*

1. You must arrange for the method of protection to be removed, if previously applied by you.
2. You must tell the signaller that:
  - you have secured the points in the required position
  - you are clear of the track
  - and to remove any protection arrangements that may have been put in place by the signaller.

## Before securing and unsecuring points



When securing points, the scotch must be inserted first. This is to stop the points moving whilst the clip is being attached.

Except where local arrangements apply, you must arrange for traction current to be switched off while points are secured and unsecured using clips and scotches.

1. You must discuss traction current arrangements with the controller.



The controller will tell you to agree the details of the points to be secured with the signaller. If traction current is to be switched off, the controller will also ask you to confirm when you want it switched off.

2. You must ask the signaller about the points to be secured, whether they need to be secured in normal or reverse position, and agree the method of protection.



The signaller will advise you of the details of train movements on adjacent lines and tell you whether protection will be provided or whether you will need to arrange your own protection.



Switch on tunnel lighting, if necessary.

## REMEMBER

1. You must wear LU approved high visibility clothing and personal protective equipment at all times when you are on or near the track.
2. When working on the track, do not step on any rail. Be aware of the danger from moving trains.
3. Take care when carrying, handling and placing equipment. Make sure the clips do not come into contact with the traction current rails.
4. If in any doubt about your safety when working on or near live traction current rails, arrange for traction current to be switched off.
5. Make sure you have arranged protection, as previously agreed.
6. The points and associated equipment could move at any time – keep your hands and feet clear.

## Collecting the equipment and going to site

1. Go to the storage area and collect the equipment



The equipment might be stored in a blue box adjacent to each set of points (see figure below). This box might be padlocked.



For each set of points you will need a:

- scotch
- clip
- padlock and key or number of the combination lock (if required).



Make sure you have the correct equipment for the points being secured.

## Securing the points



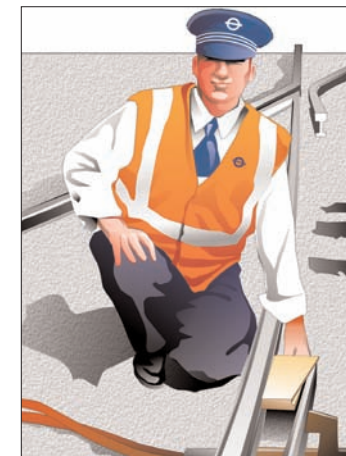
If you need traction current switched off, ask the controller to arrange for traction current to be switched off from the section(s) concerned. In all circumstances check, as far as possible, that the points are fully set in the correct position for the required train movement. If the points are set in the wrong position, tell the signaller.



Step 1 Check that you are at the correct set of points, and that they are in the correct position, as shown below (for example).



Step 2 Stand in the cess or six foot, and hold the scotch by the handle



Step 3 Place it in the open side of the points and push it fully home