



Operational Assurance Notification (BCV and SSR)

SECTION 1: to be submitted by the supplier (at least 28 days before work starts).					
SABRE or Access Request Form Reference:		If you have a SABRE number already or an ARF reference insert here otherwise leave blank			
Supplier Name and contact details:		Click here to enter text.	e-mail:	Click here to enter text.	Tel: Click here to enter text.
Main Contractor undertaking work (in full):		Click here to enter text.			
Work Description:		A brief non-technical description of the work to be carried out e.g. Maintenance of lighting on District Line platforms			
Station Name:		Station Name where work will take place or where access is required			
Station specific areas (include SIDs where known):		Include specific SID numbers where known e.g. 1/731 CER, 1/643 Switch room etc Or provide general areas such as 'Ticket Hall', 'District Line platforms' or 'All public areas' as appropriate			
Line and Track Location:		Identify for track works only		Identify for track works only	
Other (if different from above):		Identify for track works only			
Planned start date (dd/mm/yy):		Click here to enter a date.	Planned completion date (dd/mm/yy):		Click here to enter a date.
Will work be done in Traffic Hours?		When trains are running	Engineering Hours:		When trains are not running
Do you require to work in Station Preparation Time? (This is the period immediately prior to the station opening)					You may be able to utilise this time if works will not impact on the station opening. If unsure of this time email stationaccesssteam@tfl.gov.uk
Does the work activity involve any of the following at any time?					
An impact on trains/train services:	No	Dusty or noisy works:	No	Hot Works:	Yes
Disrupting floor surfaces in station public areas:	Yes	Impact to customers or residents:	No	Hazardous Materials:	No
An impact to LU staff facilities:	No	Isolations of lighting or electrical systems:	No	Impact on emergency exit routes:	No
If yes to any of the above provide specific details: If you tick yes to any of the above then provide a brief explanation of the activity and any relevant controls e.g:					
We will be carrying out welding on the District Line platforms in Engineering Hours. A Hot Works Permit will be applied for and available on site. Works will be in accordance with method statement, and include having a fire watch person on site.					
We will be lifting the platform voids in Engineering Hours as part of the works. During the works the voids will be protected by barriers. The Site Person in charge will ensure that the voids are locked secure on completion of work and do not present a trip hazard.					
Does the work activity involve any of the following activities during Traffic Hours (station opening hours)?					
Escalators, lifts or trav-o-lators:	No	PA, CCTV, OPO or communications equipment:	No	Erection of hoarding:	No
Moving equipment or materials through public areas (excluding hand tools):	No	Fire Protection Systems:	No	Interruption to passenger flows:	No
If yes to any of the above provide specific details: If you tick yes to any of the above then provide a brief explanation of the activity and any relevant controls e.g:					
We will be carrying out system maintenance on the station P.A equipment. This will not impact on the availability of the P.A system and the back-up P.A will remain available at all times.					
Is the LU Landlord aware of these works?				In some cases the landlord will already be aware of the works	
Is there an appointed LU Operational Task Manager for these works? If so please provide name:				In some cases an OTM will be appointed. It is useful to record this here to speed up any communications.	
To be completed by the Supplier. I certify the work will comply with all LU relevant requirements as defined in the Rule Books. For the avoidance of doubt, a fully LU Compliant Method Statement will be issued, approved, and in place prior to works commencing on site.					
PRINT Name:	Click here to enter text.			Date:	Click here to enter a date.

For LU Access Manager and Landlord Completion:

I have reviewed this document and am content for the work to proceed	LU Access Manager Name:	Click here to enter text.	Click here to enter a date.
I have reviewed this document and am content for the work to proceed	LU Landlord or representative:	Click here to enter text.	Click here to enter a date.
An Access Meeting is Required:	No	Date of Meeting held:	Click here to enter a date.



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Please provide a brief description of the proposed works to be undertaken. <u>This should not be a method statement or technical work summary</u>	
ACCESS/EGRESS ROUTE: Leave blank if not known or relevant. (Access Manager may define route)	If you have a specific route please include it here, if not leave blank: e.g. staff and materials will use entrance 1 and escalators 2 & 4 to access work site
WHEN: Provide any relevant time-specific information (e.g. required booking on/off times)	If you have a specific time information please include it here, if not leave blank: Work will be carried out between 10:00 and 16:00 or Work will start in Engineering Hours but we will arrive on site to brief staff from 23:30
HOW: (Provide a brief non-technical description of how the work will be carried out and any relevant control measures)	A Brief non-technical description to enable to reader to understand the work e.g: A Cable Lineman will perform the isolation at Paddington substation. Operative will be working to approved method statements and isolation plans. At least one operative will remain on-site until the first 2-3 trains have passed through the station in all directions to monitor any potential faults. Task lighting and temporary supplies will be set up on site. All asset owners will be notified prior to isolations and afterwards to ensure their assets/supplies are working and operational
SUMMARY OF ACCESS MEETING: (To be completed by an Access Manager, where applicable)	Where an Access Meeting has taken place the Access Manager will complete this section

At this point: email form to StationAccessTeam@tfl.gov.uk

If necessary continue on a separate sheet.