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## Overview

This standard is about supervising the obtaining and preparing of materials and components needed for the renewal or maintenance of the permanent way to ensure that correct and adequate materials and components are available.

You will be required to supervise the obtaining and preparing of materials and components. You will know the types of components and materials needed and the materials preparations required for the renewal or maintenance of the permanent way.

During this work, you must take account of the relevant worksite operational requirements, procedures and safe working practices as they apply to you.

You will be expected to work within approved procedures and specifications and will work within the limits of your own responsibility.

Your underpinning knowledge will provide a good understanding of your work and will provide an informed approach to applying problem-solving techniques and procedures during this supervision.

You will comply with any organisational procedures, and legislative or regulatory health, safety and environmental requirements applicable during this supervision.

This standard is for all supervisors carrying out permanent way engineering activities.

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## Performance criteria

### *You must be able to:*

- P1 maintain safe working practices and comply with all relevant health and safety regulations, directives, and guidelines
- P2 ensure the required materials and components are obtained and check them for quantity and quality
- P3 establish how the materials and components need to be prepared
- P4 supervise that preparations are carried out using suitable equipment
- P5 supervise the preparation of materials and components
- P6 prepare appropriate documentation to update on progress and report completion of activities in line with your organisation's procedures
- P7 address problems within your control and report unresolved issues

## Knowledge and understanding

### *You need to know and understand:*

K1 the relevant health and safety regulations, directives, guidelines, and safe working practices and procedures defined by your organisation, as appropriate to the activity and your working area

K2 your responsibilities in respect of health, safety and environment, including the limits of your personal responsibility, your legal responsibility for your own health and safety and the health and safety of others

K3 the importance of wearing protective clothing and other appropriate type of safety equipment (PPE) and where to obtain it from

K4 the hazards associated with working on permanent way infrastructure

K5 the methods and requirements for work area preparation, including:

K5.1 access requirements

K5.2 storage requirements

K5.3 levelling requirements[SN1]

K5.4 securing materials

K6 the types of materials and components that may be required for the renewal or maintenance of the permanent way, including:

K6.1 ballast

K6.2 sleepers/bearers

K6.3 chairs and base plates

K6.4 insulations

K6.5 fastenings

K6.6 rails

K6.7 S&C components

K6.8 drainage materials and components

K6.9 consumables

K6.10 gas bottles (non-welding)

K7 the type and complexity of material preparations, including:

K7.1 handling, stacking and storage

K7.2 pre-treatment

K7.3 access and surface constraints (including in tunnels, on slopes, bridges, S&C) - some of the S&C components may be vulnerable to damage by incorrect handling

and/or storage

K8 how to source and interpret information relating to the correct storage of materials and components

K9 how to check the quality and quantity of materials and components

K10 the types of defects that may occur on materials and components that can be identified by visual means

K11 the methods and techniques for material/component handling and preparation, including:

K11.1 timescales for preparation

K11.2 manual handling techniques

K11.3 mechanical handling

K11.4 lifting regulations

K11.5 lifting plans

K12 the types of problems that can occur when obtaining materials and components and how these can be overcome

K13 your organisation's procedures and methods for monitoring the preparation of materials and components

K14 your organisation's procedures for the care and control of tools and equipment

K15 the relevant data management processes and technologies for recording information

K16 the relevant reporting lines, timeframes and procedures as approved by your organisation

K17 the impact of your work on the operations of other departments and the impact of their work for you

K18 the allocation of tasks and duties

K19 the benefits of team working and methods to achieve this

K20 the limits of your own authority and responsibility and those of others involved

K21 deal with problems within your control and report those that cannot be resolved

SEMPW409

Supervise the obtaining and preparing of materials and components needed for the renewal or maintenance of the permanent way



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