



## Procedure - Rail

**Subject: Maintenance of Tools and Equipment**

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### Maintenance

All tools and equipment used on Matchtech assignments must be fit for purpose, properly maintained, free from damage or defects, and inspected at the manufacturers/industry defined periodicity. Using tools and equipment which have not been adequately cared for may impart risk onto the Network Rail Managed Infrastructure (NRMI) and can breach Industry Standards and the Sentinel Scheme Rules.

On most assignments, tools and equipment will be issued to Matchtech workers by the Client, and serviced centrally by the Client/maintainer, these will remain the responsibility of the provider and fall under their inspection and maintenance regimes. Matchtech workers shall adhere to these requirements

In certain circumstances (and at the Client's direct request), Matchtech will purchase and issue certain tools and equipment, and these items will fall within the scope of this procedure. Items personally owned by Matchtech workers, and which are authorised and permitted for use on NRMI will also fall under the scope of this procedure.

Procurement of tools and equipment by Matchtech shall only be from a Matchtech approved supplier.

All workers will be asked at induction and at subsequent periods to declare tools and equipment they personally own, and use on NRMI, which are subject to an inspection and maintenance schedule. Matchtech will maintain a log of these items and will require evidence of their maintenance/calibration (images and certificates etc.).

These inspection and calibration dates will be logged onto the Matchtech database, and the owner is obliged to demonstrate to Matchtech compliance with the equipment maintenance schedules at the manufacturer or industry defined periods.

Reminders of inspection/calibration dates will be sent to the owner at intervals of 3 months before the next scheduled inspection/calibration is due. If the owner of the equipment does not or cannot provide evidence to Matchtech that the item has been adequately maintained, Matchtech will consider the item 'out of use' and notify the worker and the worker's current Client Manager/Supervisor.

Any tools or equipment for which current inspection, calibration, or maintenance evidence cannot be provided, must not be taken onto the NRMI.

**Note: It is the responsibility of the equipment owner, not to bring improperly maintained tools and equipment onto the NRMI. Equipment must be in good repair and efficient working order.**

Manufacturer maintenance schedules determine the maintenance requirements for all tools and equipment. All maintenance shall be carried out on or before the maintenance periods defined by legislation and manufacturers guidance, and only by companies holding the required industry standards for carrying out such work.

All maintenance and repair records must be complete, and a record held by the owner. Matchtech may ask for access to these records if there is a legitimate interest. Any servicing in and out of work, and any repair work should be logged on the equipment logbook where applicable.



Workers must ensure they have the competence, knowledge and experience to use all tools and equipment safely. Where use of tools and equipment is permitted only with a specific competence, workers shall bring this to the attention of Matchtech, and the competency shall be monitored and maintained by the Matchtech Competency Management Procedure (Rail/PR/05).

Tools and equipment not compliant with manufacturer's or industry defined requirements must be appropriately marked 'out of use' and quarantined in a secure area away from other tools and equipment.

It will be the responsibility of the Rail Compliance Team to ensure (by periodic review) that tool and equipment maintenance is adequately maintained. They shall also ensure (via the Reg Pack review) that health self-assessment has been undertaken for all staff using plant and equipment, for prolonged exposure to noise, HAVS, and dust etc. Where instances of equipment related health issues are declared by the worker, these shall be reported to the Matchtech HSQE Manager, and a health surveillance plan will be coordinated.

### **Safe use of rail plant and machines**

Matchtech staff shall only use plant or machines which have been maintained to applicable statutory requirements. They must seek assurance from the machine owner/maintainer that the inspection, routine maintenance and planned preventive maintenance schedule of the machine is up to date. The service and maintenance record should be kept with the machine.

Before using plant or machines the worker must also ensure that:

- There is a safe method of use based on the risk assessment findings
- Considerations have been made to ensure there is safe transportation, access, egress and use of the machine for the task being undertaken
- The machine has been maintained and the relevant certificates have been provided
- All staff involved in the works are trained and competent to do so.
- Occupational Health hazards have been assessed prior to the works and measures are in place to control the risk.
- Pre-delivery and pre-start checks have been undertaken to ensure that the machine is safe to operate.

If any of the above criteria cannot be achieved, works should not continue, and it should be reported to the site safety manager for resolution.