

Application for Carrying out Works on the Railway: WORK REQUEST FORM

Guidelines

This form is to be used to submit a request to undertake any Works on the DLR Network, See SOP PC 2.01 "Application to Carry Out Work on the Docklands Light Railway" for more information.

Work Planning Unique Reference Number	DR5854
Method Statement Review Sheet Number	1409194201
Person Responsible for Works Planning	B.SEEWOO

Part A - To be completed by the Person responsible for Works Planning (PRWP).

Please tick the relevant box(s). For cross boundary works and maintenance works more than one box may be selected:

BOOKING TYPE		ACCESS TYPE	
		*Exclusive Access	Non-Exclusive Access
Station Access			
Track Access			✓
Access to Restricted Rooms			
Access to Operational Rooms			
Access to other Non-Operational Areas			
Access to Trains in Depots			
Access to Trains in Service			
Live Possession Access			
Trackside without Possession and Isolation (Restricted to Franchisee Staff only)			
Access to non-trackside Areas in Depot			
ACCESS TIMES		Engineering Hours	✓
		All Hours	
		Closure Specific	✓
<i>*Exclusive Access should only be booked where there is a risk to others from the process or works being carried out. Works requiring exclusive access may only be carried out in Engineering Hours or Station Closures</i>			
Applying Organisation:	Keolis Amey Docklands`		Submission Date:04.12.2025
Date of Works:	Start	01.01.2026	Finish 31.12.2026
Location of Work: (Work Site Limits)	Network Wide inc. Depots - Work Site limits and Protection as per Isolated Possession Limits for which this will be used. Where there is a roving worksite, marker boards will not be required due to being impractical as per SOP PC 3.01 Implementation, Management and Supervision of Worksites with Possessions and Isolations, Section 4.11.		
Description of Work:	Permanent Way Inspection Works inc. Patrolling, Supervisory, Engineers Inspections. Works may also include S&C Inspections and any other associated non-intrusive works in association with the AMP and in accordance with applicable standards and the Franchise Agreement. .		
Static Worksite:	TBC Prior	Access Point:	Nearest Station/ Authorised Trackside Gate
Method Statement Reference:	MS/PW/AMP/2026 Rev 8	Risk Assessment Reference:	WRA-ENG-GEN 02 / WRA - HSQE GEN 01,02,04/ WRA END- TR 01,02,03,04
Engineering Vehicles Required:	TBC Prior to works	Engineering Vehicle Route:	TBC Prior to works

Vehicle Consist and PAN Numbers:	GEC Loco, CT30, Battery Loco, KAD RRV and / or Contract RRV(s) – PAN to be communicated with PPM.		
PICOW Required	Yes	Local Electrical Protection Required	Yes (3 rd Rail Works)
Do Not State "See Risk assessment" - the below must be populated.			
Significant Hazards:		Identified Control Measures:	
Dust Noise and Vibration		Correct PPE	
HOT Works		Safety Briefing, Correct PPE, HOT Works Kit, PICOW to ensure staff are clear of such works.	
Hazardous Chemicals		Safety Briefing, correct PPE, COSHH assessments attached, competent staff	
Vehicle Movements		PILOT to be present, safety briefings and correct PPE.	

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Part B – To be completed by the Franchisee Possessions Planning Manager Tick the relevant box(s).

2C. Asset disciplines affected and check certification (CC) requirements					
	Affected	CC Required		Affected	CC Required
Track (Permanent Way)	YES	NO	Communications		
Structures, including temporary works			Information Technology		
High Voltage Systems			Signalling Systems		
Low Voltage Systems			Escalators		
SCADA			Lifts		
Fire Protection Systems			Rolling Stock		
Other Building Services			Other Assets (Give details)		

Part C - This form must be authorised by the Franchisee Possessions Planning Manager

I hereby confirm that this request is:

Authorised to Proceed:	YES	
Comments:		

Parties accessing the DLR infrastructure in receipt of an approved Work Request must ensure that;

- All Works comply with the approved Method Statement and Risk Assessment referenced herein.
- The PICOW or Works Supervisor books on with the Infrastructure Access Controller at least 30 minutes before the start of possession and isolation, if applicable.
- The Work Party shall not go trackside without the authority of the Control Room Technician. (SOP PC 3.04 applies)

Name DAVE MACGILLIVRAY **Title** PPM KAD

Signature  **Date** 30/12/25