

**RECORD OF ARRANGEMENTS AND BRIEFING FORM**

<b>GENERAL INFORMATION</b>									
Name of COSS/IWA					Sentinel card No.				
Date									
Nature of Work *									
Time work started					Time work finished				
Location and lines affected *									
How to contact the Signaller in an emergency *									
Lines at the site *									
Direction (any SLW etc?)									
Open or blocked? *									
Speed (line or T/ESR)									
Access and egress arrangements to / from working area *									
Hazards associated with access / egress (conductor rails tripping, vegetation, overhead cables or OLE, etc.) *									
Hazards associated with the site (conductor rails, tripping, vegetation, overhead cables or OLE, buried services, etc.) *									
Limits of the working area and how these are defined *									
Permit to work arrangements (AC or DC lines) if appropriate. If no permit to work is held electrified lines are LIVE *									
<b>Hierarchy of control</b>									
Tick the relevant box. Only tick 'Planned' column if <b>you have been provided with</b> a planned safe system of work	Walking on or near the line to / from the working area			Whilst carrying out the work					
	Planned *	Actual		Planned *	Actual				
Safeguarded									
Fenced									
Separated									
Warning System - Permanent									
Warning System - TOWS									
Warning System – Human activated									
Warning Systems - Portable									
Lookout Warning									
Reason for change from planned safe system of work									
Name of Responsible Manager <b>authorising</b> the change				Signature / Authority No.					

**RT9909**

For training purpose only

<b>FENCED OR SEPARATED (complete as applicable) *</b>			
Type of fence (fenced only)			
Distance from nearest open line (fenced)			
Distance between site of work and nearest open line (separated)			
How the warning will be given			
<b>WARNING SYSTEMS OR LOOKOUT WARNING ONLY</b>			
How the warning will be given *			
Location(s) of position(s) of safety			
Details of any Site Wardens (Separated), ATWS Operator or Lookouts (TOWS, LOWS, distant, intermediate, site, machine or touch)			
Name	Sentinel Card No.	Location	Role

<b>DECLARATION. (Each member of the group to sign to confirm that they have understood the briefing)</b>			
Signature	Sentinel Card No.	Signature	Sentinel Card No.

<b>COSS/IWA DECLARATION. Each member of the group to sign to confirm that they have understood the briefing</b>	
Signature	

\* Where the work is pre-planned, these parts of the form should be completed before it is provided to the COSS/IWA