

Ref: **ER-CSTAN-013**
 Date of issue: **05/07/2024**
 Location: **Eastern Region**
 Contact: **Paul Mint,**
Principal Engineer, Contact Systems



Eastern Region – Contact Systems – Technical Advice Note

Switching, Testing and Earthing Details (STED) Forms

NR/L3/ELP/29987/STED Issue 6 03/09/2022			
FORM STED		NETWORK RAIL SWITCHING, TESTING, EARTHING AND DETAILS	
To (Authorised Person) _____ Contact no. _____ Date and time _____ Signature _____		From (Nominated Person) _____ Contact no. _____ Date and time _____ Signature _____	
<input type="checkbox"/> SWITCHING – Operate the following lineside disconnector(s) under the direction of the Electrical Control Operator			
Location (Structure Number)	Disconnector Number	Remarks	Disconnector Operation
	/		
	/		
	/		
	/		
	/		
	/		
	/		
<input type="checkbox"/> TESTING NETWORK RAIL LIFE SAVING RULE “ALWAYS TEST BEFORE APPLYING AN EARTH OR STRAP” Testing shall take place at all Locations where earths are to be applied as specified by Module 7 clause 10. <u>Testing shall be conducted a minimum of 3m along the conductor from OLE structures and/or in-line insulation where there is sufficient conductor length. Where 3m is not possible a resistive voltage testing device shall be used.</u>			
<input type="checkbox"/> Tick to confirm that the Authorised Person fully understands these conditions			

Overview

During recent assurance activities on Eastern Region, it has been identified that Nominated Persons are not always issuing / briefing STED forms to Authorised Persons when implementing OLE Isolations.

It has also been determined that Nominated Persons are not issuing themselves STED forms when they are personally performing Switching, Testing, Earthing duties.

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Advised Actions

1. On Eastern Region, Nominated Persons shall **always** issue and brief a STED form to Authorised Persons. The STED form shall **always** be briefed by the Nominated Person, in person to the Authorised Person. The STED form shall receive 'wet signatures' by both parties to record that this briefing and issuing has occurred.
2. On Eastern Region, Nominated Persons shall **always** issue themselves a STED form, when the Nominated Person is directly performing Switching, Testing, Earthing duties themselves.

In the '*To (Authorised Person)*' section they are to write 'Issued To Self' and the '*From (Nominated Person)*' section shall be fully completed with their details and signed with a wet signature.

3. All Nominated Persons shall check that they are using the current version of the STED form - NR/L3/ELP/29987/STED, by checking on the Network Rail Standards & Controls Intranet page.

At the time of publication of this document, the current version of the STED form is Issue 6.

Distribution list

- Technical Head of Discipline [E&P]
- Route Asset Engineers (E&P)
- EPME's
- Project Engineers (Works Delivery)
- Principal Engineer (CDE)
- Operations Manager (Electrical Control)
- Isolation Contractor – Responsible Manager

The above recipients should distribute and onward brief to effected parties as necessary.