

Isolation Reporting Application – Frontline Staff User Guide

Region: LNW North

Audience: Nominated Persons

Purpose: Gather and collate accurate isolation data to enhance the accuracy and clarity of isolation reporting for the LNW North region at the end of each planned engineering shift.

Question	Description / What to Enter
1. Area	Select the relevant area for the isolation (e.g., Crewe, Manchester).
2. EIDF No	Enter the EIDF reference number linked to the planned isolation.
3. Year	Enter the planning year (e.g., 2025).
4. Week No	Enter the planning week number (e.g., Week 42).
5. Company	Name of the isolation provider (e.g., Network Rail).
6. Name of Nominated Person	Full name of the person nominated to oversee the isolation.
7. Location(s) of Permit(s) Issued	List all locations where permits were issued.
8. No. of ROLE Devices to Install	Enter the number of ROLE devices applied during the isolation.
9. Form B Issued	Time when Form B was issued. To be entered in time format (e.g. 00:15)
10. 1st Form C Issued	Time when the first Form C was issued. To be entered in time format (e.g. 00:15)
11. Last Form C Issued	Time when the last Form C was issued. To be entered in time format (e.g. 00:15)
12. Amount of Form C's Issued	Total number of Form C permits issued.
13. Last Form C Cancelled	Time when the last Form C was cancelled. To be entered in time format (e.g. 00:15)
14. Form B Cancelled	Time when Form B was cancelled. To be entered in time format (e.g. 00:15)
15. No. of TBT Actions Taken	Number of "Test Before Touch" actions carried out.
16. Method 1, 2, 3 or 4	Indicate which method(s) were used (e.g., Method 1 x2).
17. Authorised Person Used to Earth & Apply ROLE	Number of Authorised Persons (APs) involved in earthing and ROLE application.
18. Comments / Post-Isolation Notes	Include any incidents, access issues, DEP problems, worksite times, or other relevant notes.
19. Has the Isolation Been Utilised?	Select Yes or No depending on whether the isolation was used.
20. Resource	List the staffing used (e.g., 1x NP, 1x AP, 2x EA).

Tips for Accurate Reporting

- Double-check times and reference numbers before submitting.
- Use clear, concise language in comments.
- If unsure about a field, consult area Isolation Interface Manager.

Points to Note Following 11/11/2025 Brief –

- Should isolation not be taken, Form B and Permit times to inputted as 00:00 to populate PowerBi data.
- EOSR to be submitted at the end of the shift when all permits and Form Bs have been cancelled. If not possible, EOSR to be submitted at the earliest opportunity on the next shift.
- Amendments will be submitted for re-wording of Question 8 & 17.
- Question 20 will be removed.
- Additional Question for Worksite Times, ES times and switching requirements to be included.