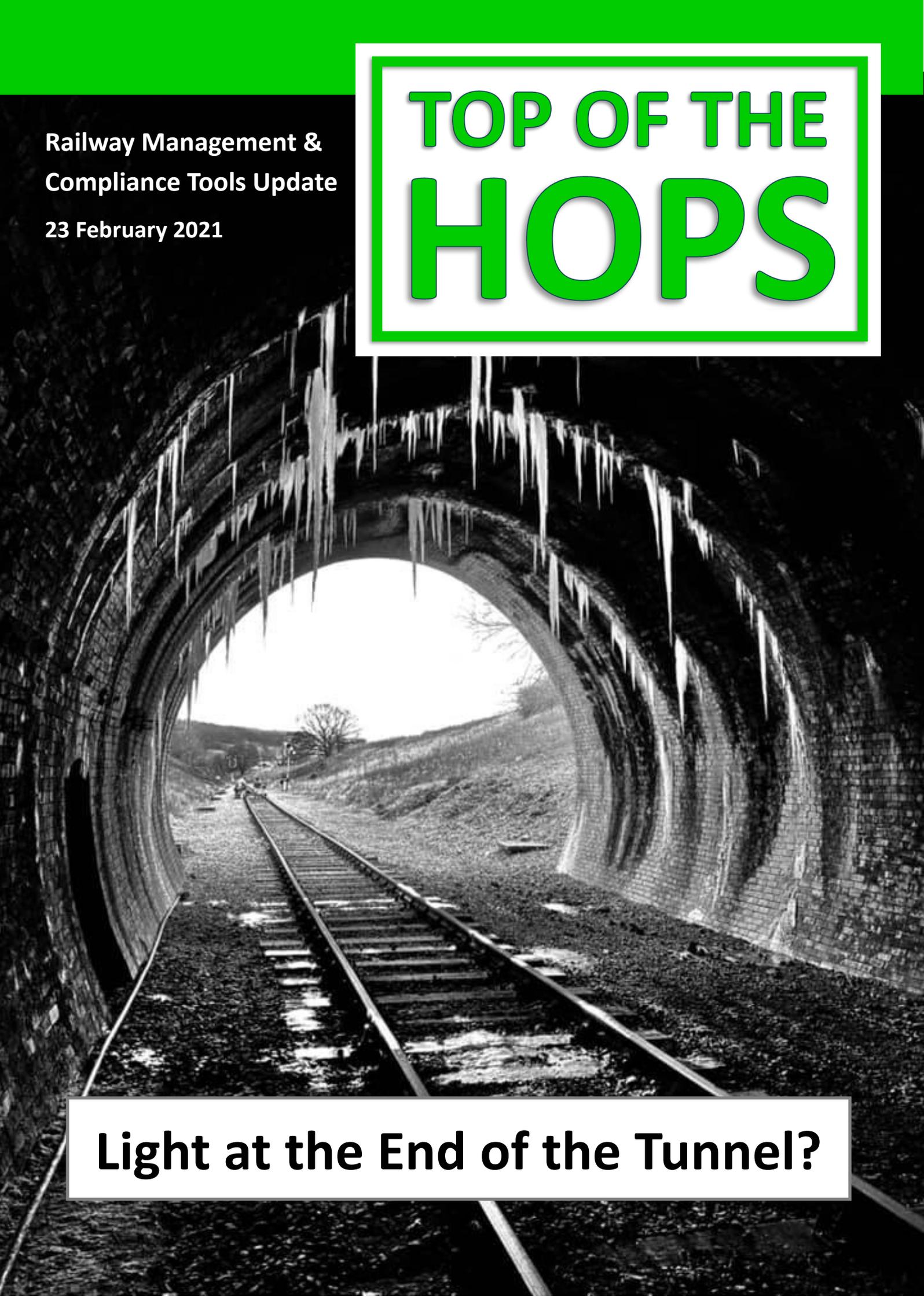


**Railway Management &
Compliance Tools Update**

23 February 2021

TOP OF THE HOPS



Light at the End of the Tunnel?

BACK TO NORMALITY IN FOUR EASY STEPS?

In the first bit of good news related to Covid for a long time, yesterday the Prime Minister announced a four-step plan for the removal of all restrictions on mixing. It is likely that different parts of our heritage railway businesses will fall into different steps for being allowed to re-open, which will cause inevitable imbalances in cost:benefit for railways and value for money for visitors when re-opening an organisation in parts.

The ORR previously published [Guidance on Heritage Railways' Recovery Plans](#) and promoted the idea of “Shakedown” operations before resuming public running. Many railways undertook these in 2020 and over 5000 shakedown refreshes were recorded in HOPS before lockdown was reintroduced. A later article in this newsheet describes a new ‘reset’ tool for shakedown, as railways look to resume operations in 2021 after another lengthy shutdown.

Although there is not a single recipe for success in this respect, there is certainly a single recipe for defence if anything goes wrong safety-wise, and that is the formation and recording of detailed plans for **how** the revised operation will work, what the **risks** are, and what the **mitigations** are. Your SMS should detail the process for completing risk assessments and the criteria on which they are to be scored.

Recording this really is key: to repeat a phrase used in a previous prosecution related to processes: “if it isn’t written down, it didn’t happen”.

This newsletter is a development of the ‘HOPS Updates’ emails and will be an *occasional* publication, aimed at those involved in managing and operating heritage railways, department managers and assessors, and those responsible for volunteer co-ordination and assessment.

We hope it will create interest and promote development of systems and compliance maturity on heritage railways.

Suggestions or articles for inclusion may be sent to admin@heritage-ops.org.uk

COVER PHOTO:

Icicles in Greet Tunnel taken by Andrew Stratford from GWSR P-Way. The tunnel is between Winchcombe and Gotherington and is 693-yards long (the second longest on a preserved railway?)

DISCLOSURE: This newsletter is published by HOPS for the benefit of heritage railways, the promotion of good management and compliance, and the promotion of HOPS’s services. HOPS is a software and consultancy company for heritage railway management, operations and compliance, it is not an enforcing authority. HOPS is independent and not directly associated with any individual railway. Duty holders are responsible for ensuring that actions taken are appropriate for their own organisation, and a suggestion in this newsheet is not a guarantee that everything is suitable for everyone.

COMPETENCE SHAKEDOWN “RESET” TOOL

In spring 2020, before the brief period where lockdowns eased enough for some operations to recommence, we provided the Competence Shakedown tool in HOPS. Over 5000 operational competences were managed via HOPS in the leadup to the summer.

Every railway got to a different stage of resuming operations before everything was stopped again and it is likely that some degree of shakedown will be required again before operations resume in 2021.

The Shakedown tools are all still in HOPS, and still holding the status that you reached in 2020.

If your risk assessment for resuming operations determines that those shakedowns are still valid (for example, because those staff have been working continuously since then on maintenance / departmental duties) then no action is required in terms of HOPS.

If you are 're-setting' everyone and requiring everyone to undertake a new round of shakedowns (or, at least, to look at each person and determine if a new shakedown is required on a case-by-case basis), then a reset of the ticks and crosses in HOPS is required..... and that's exactly what we've made you!

Navigating to the department > Competence > Shakedown tab there is a new 'Re-set Shakedown' option that resets everyone to 'no shakedown'.

Note that the shakedown ticks and crosses are only a visual indication, they are not interlocked with competence at a system level. This is because many staff will be required to be rostered before they have undertaken their shakedown for turns after they are due to have undertaken their shakedown, and we determined there was less risk overall to allow these staff to remain 'competent' than encourage a culture of rostering non-competent staff in advance.

(If you require an INTERLOCKED equivalent, please create a Shakedown competence element and use that instead.)

Also a reminder, when Competence Shakedown is no longer required it can be switched off (department-by-department) in Department > Competence > Competence Structure.

Department Competence
Download this page as PDF.

Roles
Role Expiries
Competence Elements
Element Expiries
Lapses (To date)
Lapses (Inc Future)
Shakedown
Archive
Help

Post-Covid Competence Shakedown List

List shows all competences in the department and their current 'shakedown' status.

Existing competence statuses are unaffected by Post Covid shakedown status.

Details of functionality in [HOPS Workshop Video 08/06/2020](#).



Reset Shakedown. ←

Completed (1)
Not Completed (60)



Name	Position	Competence Level	Status	Individual Competence Expiry	Elements Expiry	Master Expiry	Shakedown
 Adamson, Danny	Appletree East Signal Box	Qualified	Expired	18/05/2022	Incomplete	-	✔
 Adamson, Danny	Appletree West Signal Box	Qualified	Expired	(Never)	Incomplete	-	✘
 Adamson, Danny	Castledown Signal Box	Qualified	Valid	(Never)	None	(Never)	✘
 Adamson, Danny	Duck Pond Junction Box	Qualified	Valid	(Never)	None	(Never)	✘
 Beale, Donald	Appletree East Signal Box	Qualified	Expired	16/09/2022	Incomplete	-	✘
 Beale, Donald	Appletree West Signal Box	Qualified	Expired	(Never)	Incomplete	-	✘
 Beale, Donald	Castledown Signal Box	Qualified	Valid	(Never)	None	(Never)	✘

SMS Workshops

- ✓ Free for all railways to take part in Live Workshops
- ✓ Ask questions and make comments live
- ✓ Gain from others' experiences and share your own
- ✓ Standard suite of best practice documents for Advanced members

Tuesdays at 7pm live on the HOPS Facebook page, and then also posted to YouTube for catching up later.

2021

- | | |
|---------------------|--|
| 2 March | General Intro to the Workshops and First Topic:
Drug & Alcohol Policy |
| 13 April | Management of Fatigue Risk & Control of Working Hours |
| 25 May | Competence Management for Safety-Critical Staff |
| 6 July | Management of Lone Working Risk |
| 17 August | Track Safety |
| 28 September | SMS Structure and Document Control |
| 9 November | Change Control |

Queries and comments to: admin@heritage-ops.org.uk
www.heritage-ops.org.uk

HOPS ANNUAL GENERAL FORUM



Registration is now open for the HOPS Annual General Forum for Advanced HOPS Members organisations at 7pm on 9 March. [Register here](#).

The purpose of the AGF is to further strengthen the links HOPS has with its client organisations, by giving summaries of developments, plans for the future, and encouraging feedback from clients. This will help to steer HOPS's development for the future.

[This video](#) is to talk you through what that involves and what your role will be!

Attendees must register using the link above to gain access to the meeting. More than one attendee per railway is permitted.... but please not hundreds!

Each attending organisation may be allocated a short period of floor time to feed back on behalf of their organisation on the key items for discussion (plus anything else they wish to):

- HOPS's Big Hitters in 2020 (Risk Assessment system, Time Register, Covid tools)
- Membership System
- HOPS at Ten
- ID Cards System Developments
- SMS Best Practice Workshops
- HOPS Library
- Long Term Succession Plan — CIC Company



HOPS Admins can join the HOPS Admins' Facebook Group for all the latest news and updates, and discussion with other HOPS Admins.

MIGRATION OF COMPETENCE MANAGEMENT FROM 'ROLES' TO 'ELEMENTS'

Competence Elements have been in HOPS for 5 years now, and are a much more comprehensive way to manage competence than in roles (which used to be called 'positions').

[This video](#) introduces a new tool for converting role data (history and evidence etc) to elements.

All clients should be looking to migrate the management of competence (i.e. expiry dates, evidence, etc) to elements. This will enable further development work to take place on the roles (to cope with requirements such as driving turns refreshing secondmen, etc).

NOTE. This is about moving the management of competence into elements, such as expiry dates, evidence, etc. In many cases it will still be appropriate to keep the role too, which groups many elements together, into a final yes/no status and for rostering.

The move to this method makes clear the important distinction between someone being appointed to a role and them being actually

competent to carry it out. The former is an administrative issue and the latter is a competence issue. It also enables the management of competence to be simplified in the system as at present competence can be managed in roles *and* elements, which can cause confusion. As we have been working with railways to migrate their competence management to elements we have found a lot of unnecessary and unmanaged expiry dates in roles. I'm pleased that we are removing this dodgy data as we're going through this process.

Thank you to everyone who has embraced 'Migrating the Management of Competence to Elements' since our video release - it's great to see so much migration taking place and the management of competence becoming stronger as a result!

We have been asked by a number of railways "Are our roles already ok?" To help with this we have added a few red/green light indications:

- In the department > Competence > Competence Structure > Roles tab there is now a red/green light that shows whether the role meets the 'perfect' settings.

- For Admins, we have produced [this temporary page](#) (picture on next page) which shows ALL the roles in the organisation and their red/green status for each of the key settings (visible only to HOPS Admins [permission 015]).

Name	Competent	Attained	Last Main Turn	Last Add'l Turn	Lapses (1Y)	Expires	F & E
Adamson, Danny	Incomplete (O)	06/06/2020	01/05/2020	(None)	01/05/2021	18/05/2022	3
Beale, Donald	Incomplete (O)	18/09/2020	(None)	(None)	16/09/2021	16/09/2022	None
Blythe, Will	Training (TRG)	29/01/2020	31/12/2020	(None)	31/12/2021	(Never)	None
Brunel, Isambard Kingdom	Incomplete (O)	26/12/2020	(None)	(None)	26/12/2021	26/12/2022	None
Controller, Fat	Incomplete (O)	29/01/2020	(None)	(None)	29/01/2021	(Never)	None
Demo, HOPS	Competence Withdrawn (X)	02/01/2021	(None)	(None)	02/01/2022	02/01/2023	None
Demco, David	Incomplete (O)	06/06/2020	01/05/2020	(None)	01/05/2021	18/05/2022	3

There are demonstration videos for a range of HOPS features and updates on the YouTube Channel.

TOP OF THE HOPS

Many of the settings, we have observed, will just be set that way because 'it's always been like that', but the actual facility isn't used, so can be turned to green by just changing the setting. I.e. where "allow files to be uploaded" is set to 'yes' for a role where competence isn't managed, such as shop staff, so there will be no impact from changing this to 'no' to obtain a green.

In other cases, where it is your current policy to store files on the role, a change of policy and some conversion of data (which we can automate as shown in the video) might be required.

Here is a [link to the video](#) in case you want to watch again.

We are more than happy to talk through each 'red' by phone if it helps. This support is extended to Basic HOPS members in this case.



HOPS has sourced a batch of realistic replica signal box level cloths. These are publicly available in the [HOPS shop](#), or with a 10% discount for orders of 20 units of more from HOPS member railways.

Role Perfect Settings

[Download this page as PDF..](#)

This pages shows whether each role has the perfect settings for managing competence in elements instead of roles. A green indication is shown when the role is set to competence length 'never expire', may not deviate from the default, not showing attained or expiry dates on the competence matrix, not allowing files, and all existing competences are 'does not expire'. All of these things are better-managed in elements. Managing competence in roles is discouraged. Please contact us if you need assistance. [More details](#)

For ease of returning to this page, the 'Edit' link opens in a new tab. After making changes, refresh this page to see if green has been obtained.

Commercial: BOOKING OFFICE

Perfect	ID	Name	Default Competence Length	May Deviate from Default	Show Date Attained on Matrix	Show Expiry Date Matrix	Allow Files	All Existing Appointments Never Expire	Edit
●	2361	Booking Office Clerk	● Does Not Expire	● N	● N	● N	● Y	● N	Edit
●	4230	Cash Officer	● Does Not Expire	● N	● N	● N	● N	● Y	Edit

Commercial: Catering

Perfect	ID	Name	Default Competence Length	May Deviate from Default	Show Date Attained on Matrix	Show Expiry Date Matrix	Allow Files	All Existing Appointments Never Expire	Edit
●	2353	Station Master ON	● 2Y 0M 0D	● N	● N	● N	● Y	● N	Edit
●	2373	Station Master NW	● 2Y 0M 0D	● N	● N	● N	● Y	● N	Edit

Commercial: UC and CC

Perfect	ID	Name	Default Competence Length	May Deviate from Default	Show Date Attained on Matrix	Show Expiry Date Matrix	Allow Files	All Existing Appointments Never Expire	Edit
●	2378	Desmond Signal Box	● Does Not Expire	● N	● N	● N	● N	● Y	Edit

TOP OF THE HOPS

CARRIAGE & WAGON

News Stories from the
[Heritage Railway C&W/M Facebook Group](#)

➔ The Bodmin & Wenford Railway has run a small Rake of up to five clay wagons over the years, this week there are 8 clay wagons around Bodmin General, which has not been seen for over 37 years, since the line to Wenford Dries closed in 1983.

Clay is an important part of the history of the railways of Cornwall.

Photo by the [Clay Wagon Project](#).



← 2020 saw the North Staffordshire Railway Company take the lead on acquiring more coaches to support the future expansion of services into Leek. Volunteers and staff have made extensive progress with the restoration of TSO E3809, seen here stripped down. Photo by [North Staffordshire Railway](#).

You control the News!

Show off your excellent Carriage & Wagon work to the [Heritage Railway C&W/M Facebook Group](#) and a selection will be promoted here. Also post items for sale or 'wants' in connection with your restoration work.

TOP OF THE HOPS



← Lift exams taking place to Mk1 coaches on the Foxfield Railway.

Some Mk1 coaches are now approaching 80 years old, having been in preservation for much longer than main line use. Good asset maintenance and examinations are important for ensuring continued safe operation.

Photo by Kieron Mark Rigby / Foxfield C&W.

↓ A new future for SRPS Railtours on the mainline! FO 3150 has had a bodywork overhaul for continued operation on the mainline and has now arrived back at Bo'ness from contractors for final finishing. RBR 1730 has now departed for the same work, but to continue the process we really need your help! The cost of the overhaul programme will run into several hundred thousand pounds; donations very welcome: www.virginmoneygiving.com/fund/srpsraltours Pics by J Ormiston



SHARE WITH PAIN

A look at significant events from similar organisations.

Two relevant prohibition notices have been issued by the ORR recently, both of which relate to guards on workshop machinery.

It is worth noting that prohibition notices and prosecutions very frequently relate to the *lack of or inadequate system* rather than the existence of the issue itself or an incident occurring.

It is not the case that it is just a requirement on us all 'to not have accidents' — even the best-run operations have accidents — The requirement on us is to have the *systems in place* to minimise the risk of accidents.

In the case of guards on workshop machinery: The Provision & Use of Work Equipment Regulations (PUWER) requires measures to be in place to prevent access to dangerous parts of machinery. The mechanism of achieving this is down to the duty holder, but guards are the most prevalent option.

To be satisfactorily robust....

- ☑ SMS: The provision of guards and other safety devices that enable the duty holder to meet the requirements of PEWER should be detailed in a sub-document of the SMS (such as a Workshop Machinery Safety document).
- ☑ The requirement for safety devices such as guards should be an output of a risk assessment.
- ☑ PROCESS: There should be a process for ensuring that the guard and other safety devices are checked before use on every occasion. This could be the pre-use check card, displayed adjacent to the machine.

☑ TRAINING: There should be a written process for training staff on the use of all workshop machinery, and this should include the requirement to check the guard and other safety devices before use.

☑ ASSESSMENT: The assessment criteria for training on items of machinery should include safety and pre-use checking requirements.

☑ DEMONSTRATE: Duty holders should be able to demonstrate that this training has taken place and been assessed (such as uploading evidence to the element in HOPS).

☑ PROCESS: It should be possible to demonstrate the mechanism by which only staff who have been trained and retained their skills use the appropriate machinery.

As with all processes, training, and assessments the mitigation should be appropriate for the risk. Test your defence: If there was an incident, have you done everything reasonably practicable?

HOPS SAFETY CIRCULAR

HOPS provides a FREE, anonymous safety alert service to all heritage railways.

Help others to learn from you, and avoid the need for everyone to learn the hard way independently by sharing your lessons-learned or discoveries.

HOPS reviews all information submitted and may append comments from an independent safety consultant.

Request your HOPS Admin to allocate you the appropriate permissions 359/360/361 today.

RECENT HOPS UPDATES

Calendar Updates

It is now possible for a Calendar entry to apply to more than one calendar. One of the calendars still 'owns' the entry, and a selection of tick-boxes allow it to appear in other calendars too.

This is useful for activities that involve more than one department, i.e. a point replacement job might be 'owned' by the P-Way but also need to appear in the calendar for 'S&T' so that the bonding and FPL can be set up, and in the calendar for 'Additional Moves' so that the train movements are shown, etc.

The Daily Operations page has also been tidied up in development of this. This is one of the oldest pages in HOPS so appreciated a bit of a service! [Read more...](#)

Updates to Question Papers:

The first stage of scores analysis to view aggregate scores on questions and identify training focus needs has been implemented. [Read more...](#)

Tools have also been added to allow recycling of feedback given to candidates on questions they got wrong. [Read more...](#)

The HOPS Question Paper facility provides an easy way for test papers that would otherwise be undertaken on paper to be taken online. Questions can be yes/no, true/false, number answer, text answer or multiple choice. Picture questions can also be accommodated.

Marking is done online by the assessor. (The human assessor always makes the ultimate competence decision).

Terms of Use of HOPS Updated

Summary of changes: ([Read more...](#))

- Many corrections to spellings, and re-wordings to improve clarity without change to intention.
 - Detail for the 'Response Plan for Breach of Data Security' added.
 - Backups page restored to generally pre-Covid service.
 - The length of time for which backups are kept has been reviewed and is reduced to a maximum of six months. This is in line with the industry's growing interpretation of GDPR in terms of recognising the reason why the data is stored (backups for restoration from storage failure) and the reasonable time during which they are likely to be required for restoration.
 - A paragraph has been added regarding obtaining access to emergency contact or medical information during interruptions to service.
- The Data Controller (for data for which HOPS is the Data Controller) has been specifically stated as the Program Manager.
- A new tab has been added detailing the data protection relationships for non-UK railways, reflecting the growing number of international HOPS client railways.
 - The support terms for Advanced Members has been adjusted to replace references to the 'Support Licence Scheme' with 'Advanced HOPS members'; to reflect that nearly all clients now pay their subscription fees monthly instead of annually; clarifying that the primary method for Advanced Members to obtain support is via the ticket system.

FREE Best Practice Safety Management System Workshops for Heritage Railways

We would like to invite you to a series of FREE heritage railway SMS best practice workshops in 2021.

HOPS has been involved in writing, reviewing or updating Safety Management Systems on a number of railways and is often asked for help on the subject, so we have arranged to continue our successful live online workshops programme in 2021 with the series of SMS Best Practice workshops. The Workshops will take place at six-week intervals at 7pm on Tuesday nights. They are live discussion videos, freely available to everyone to attend and ask questions live which we will try our best to answer as we go along based on our experience of SMSs and the management in general of heritage and main line railways. The videos will also be available to watch again later on YouTube.

While all railways are different, there are many opportunities for overlap in SMS wording and a majority of overlapping SMS principles that can be applied.

The six-week interval between workshops gives time in between each session for the local review and, where railways wish to, adaptation of the output to suit their local needs, before moving on to the next subject.

Whatever the strength of your current SMS, it is always good to review it, and good to be able to demonstrate you've reviewed it and engaged with the peer-reviewed best practice. So please do join in the HOPS workshops, share your knowledge, and see what you can learn from other organisations too!

TOP OF THE HOPS

Objectives of HOPS SMS Workshops

- Cost Saving
- Time Saving
- Sharing of Best Practice

**First Workshop:
7pm, Tuesday 2 March**

We hope these workshops will, in the long term, provide the opportunity for a (voluntary) standardised approach to SMS structure and content across HOPS members, in the same way as other HOPS tools have done. This will reduce the burden, cost and time spent on each railway 're-inventing the wheel' independently and provide a robust basis for everyone to be able to demonstrate that their SMS is developed from a standard suite of documents that have been peer-reviewed by a wide community of similar organisations.

It is important, more so with every passing year, that we work together to make the most of all of our limited resources to achieve a better future for us all.

For Advanced HOPS Members:

For Advanced HOPS members, the best practice resulting from the workshop and contributors' comments will be published into a standard suite of SMS documents.

We do not suggest that it will always be appropriate for railways to pick up the standard document or workshop output, re-badge it with the railway name, and publish it as your SMS. However, we do believe that, following careful consideration of the adequacy of the contents of that standard document in meeting the railway's particular local risks, understanding the principles of how the document was arrived at by taking part in the workshop, and then making local alterations accordingly, that a lot of the hard work of SMS writing can be saved, even if only in 'knowing where to start' and the bones of what to include.

PERMANENT WAY

News Stories from the
[Heritage Railway P-Way Facebook Group](#)



↑ Drainage is one of the most important aspects of good P-Way management. Digging trenches for drainage pipes on the Swanage Railway. Photo by Swanage Railway P-Way ([Follow on Facebook](#))

↘ The North Yorkshire Moors Railway's Carriage Stable Project is nearing another significant milestone this week when their P-Way team started to lay the new turnout at Trout Farm crossing. When complete this facility will hold up to 40 of the railway's carriages to enable servicing and cleaning tasks to be completed under cover.

The Carriage Stable forms part of Yorkshire's Magnificent Journey Appeal and was made possible by grants from National Lottery Heritage Fund, the Rural Payments Agency, the Local Enterprise Partnership and the generosity of supporters .



TOP OF THE HOPS

↓ Kevin from the Epping Ongar Railway. The man, the legend, the chainsaw! Photo by Jeff Porter.



↗ Robert Gardiner from the Downpatrick & County Down Railway has had us all spellbound with videos of stencil speed signs being plasma cut from 6mm steel.

Robert is happy to share designs etc with other railways, contact via the D&CDR or Heritage P-Way Facebook Group.



← The West Somerset Railway are on the lookout for a RRV new weedkilling contractor.

If anyone has any recommendations please contact Andrew Young at the WSR via info@wsrail.net or via the Heritage P-Way Facebook Group.

SHARE WITH PAIN

Runaway Vehicles

There have been several incidents of runaway vehicles recently, both on the main line and on heritage railways.

Text from the RAIB website:

10 December 2020: a rail vehicle detached from a winch rope during unloading from a heavy haulage road trailer directly onto the railway. It ran away and collided with the gates of a nearby level crossing. The vehicle broke through the gates and came to rest over an open, public road.

9 March 2020 (report published 23 December 2020): a loaded wagon ran away from a siding located within the Hanson UK cement works in Clitheroe. It travelled a distance of about 0.75 miles (1.2 km) on a falling gradient, before it derailed at Horrocksford Junction, where the freight only branch line from the cement works connects to the main railway lines.

17 January 2021: a rake of 22 wagons ran away from a siding within Old Bank sidings at Toton. Twenty-one wagons were loaded and the full rake had a reported weight of about 1870 tonnes. As it ran away out of the siding, the rake passed a red signal [...] then passed a second red signal and [...] the leading four wagons derailed at the end of the run-out rails associated with a set of trap points at Toton South junction. The trap points worked as intended to derail the unauthorised movement.

The rake of wagons ran away for a total distance of about 0.5 miles (0.8 km).

All three are unfortunate incidents which underline one of the key risks involved in shunting operations. There were no injuries in any of the incidents, but in at least two of the incidents level

crossings were involved, so the outcomes could have very easily been different.

SMS sub-documents need to detail the procedures and rationale for

- Shunting Operations
- Yard Workings
- Unloading Vehicles.

As always, the mitigation should be appropriate for the risks, one of which is runaway risk.

DOCUMENTED PROCESS: Provide written documentation for how these activities should be carried out

RISK ASSESSMENT: The activities should be risk assessed (recorded) and those involved made aware of the risks and mitigations.

TRAINING & ASSESSMENT: There should be a written process for training and assessing staff undertaking these activities. Part of the training and assessment criteria should be the understanding and mitigation measures for risks involved.

DEMONSTRATE: Duty holders should be able to demonstrate that this training has taken place and been assessed (such as uploading evidence to the element in HOPS).

PROCESS: It should be possible to demonstrate the mechanism by which only staff who have been trained and retained their skills use the appropriate machinery.

Incidents can happen in even the best-run organisations, but it is the factors that led up to it, and the processes in place to minimise it, on which we will be judged.

EMAILS & NOTIFICATIONS

Competence Emails

There are now three types of competence email in HOPS:

- Email to an individual 30 days before one of their competence elements is due to expire. Includes details of which roles are dependent on this element, and also a link to the Question Paper if one is available. Can be switched off per-element in the element configuration settings. Permission 429 required.
- Email to a department manager, monthly, showing all the competences in their department that are expired and expiring soon. Permission 137 required.

- Email to a person responsible for an element group, monthly, showing all the awards in the element group that are expired and expiring soon. Permission 428 required.
- Email to a person with an interest in an element group when an award is updated in that group. Appropriate teams of inspectors etc. Permission 276 required.

Email Opt-In / Opt-Out

A new tool has been added to allow users to opt-in or opt-out of certain types of email.

By default all emails are 'on' and users can't opt-out, but admins can now set certain types of email to be 'normally on but users can opt-out' or 'normally off but users can opt-in'.

Hopefully this should help enable email notifications to be more targeted.

Already Expired

H78559	Donald BEALE	Volunteer Identity Card	Expires: 31/01/2021
H78560	Oliver BULLIED	Volunteer Identity Card	Expires: 31/01/2021
H50133	Fat CONTROLLER	Volunteer Identity Card	Expires: 31/01/2021
H78561	Daniel GOOCH	Volunteer Identity Card	Expires: 31/01/2021

Don't forget to 'Save' when done =>

Organisation Staff List	Always On	Users Can Decide		Permission
		Default On	Default Off	
Approve User Details Change Notifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	397. Approve User Details Change Notifications (+) <i>Allows the user to approve notifications of changes of users' contact details and medical details</i>
Documents - General Downloads	Always On	Users Can Decide		Permission
Receive email updates for new General Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	156. Receive email updates for new General Documents <i>The user will receive notifications of new General Documents when the person uploading them ticks the 'notify' box.</i>
Competence	Always On	Users Can Decide		Permission
Personal Competence Summary EMAIL (Feb, June, October)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	344. Personal Competence Summary EMAIL (Feb, June, October) <i>Allows the user to receive a monthly email of their personal competence profile.</i>
Dept Competence Follower EMAIL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	204. Dept Competence Follower EMAIL (+) <i>The user will receive an email whenever a competence in the department is updated or added.</i>
Dept Competences Expiring Soon EMAIL (Monthly)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	137. Dept Competences Expiring Soon EMAIL (Monthly) (+) <i>User will receive a monthly list of staff in the department whose competence expires soon.</i>

SIGNAL & TELEGRAPH

News Stories from the [Heritage Railway S&T Facebook Group](#)



← The volunteers of the Royal Deeside Railway Preservation Society assembling a new ground frame and point rodding connections at West Lodge this weekend.

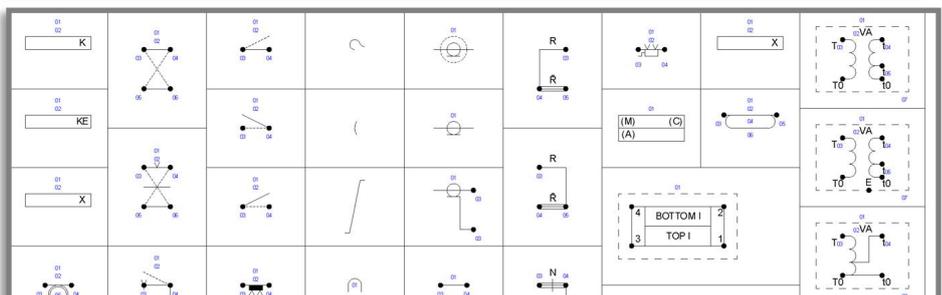
Mechanical signalling fitting skills like these are kept alive on our heritage railways.

Photo by [Royal Deeside Railway Preservation Society](#).

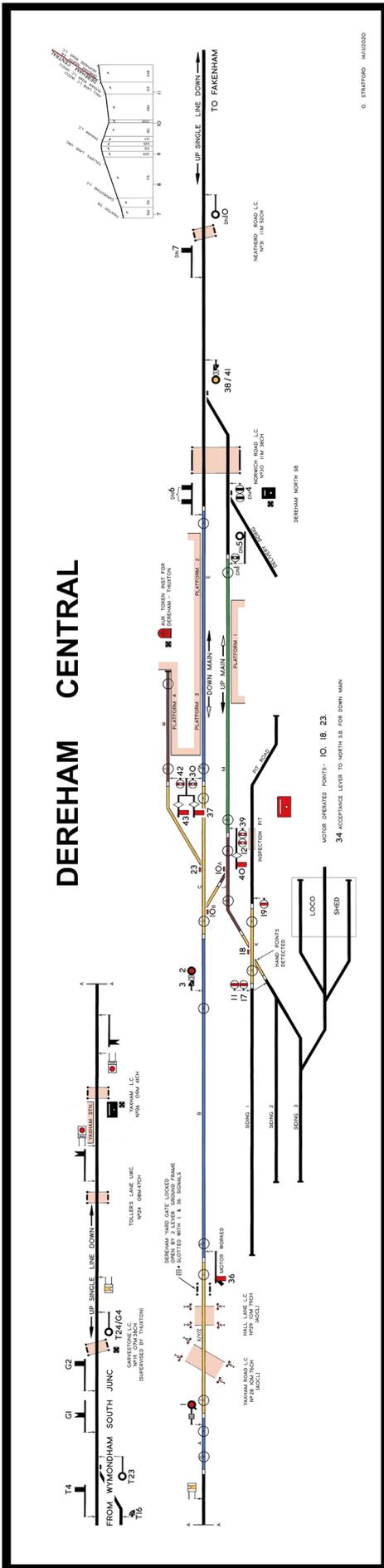
→ The Severn Valley Railway recently published a [superb video](#) showing 'behind the scenes' in the life of modern-day staff maintaining very heritage signalling equipment. Well worth a watch for general interest, or getting ideas!

↘ Well done to Adam Williams from the Dean Forest Railway S&T who has published a set of Visio template symbols for signalling circuit drawings.

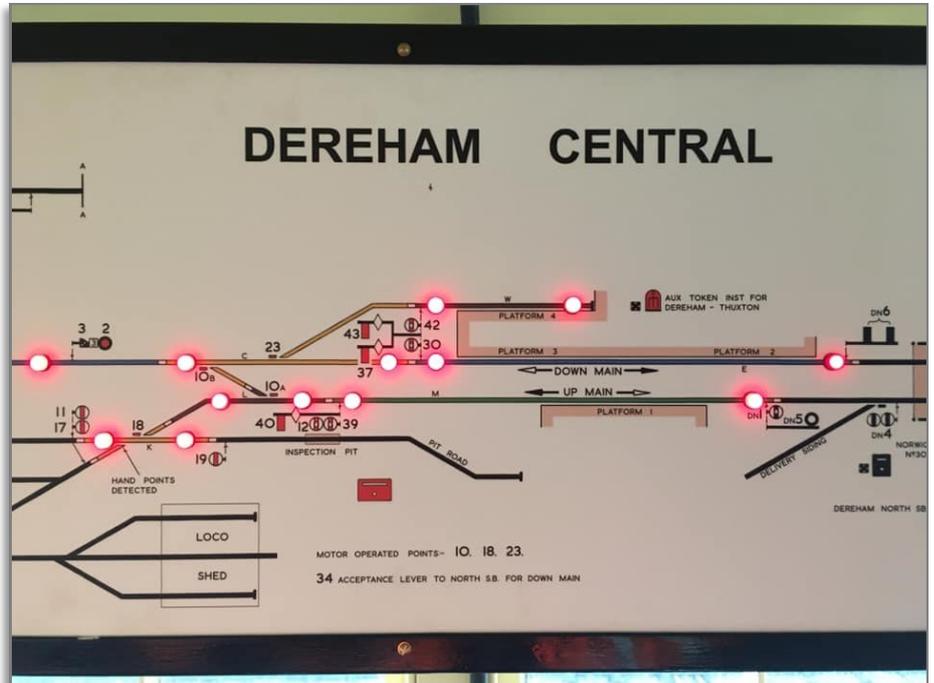
These are available to anyone who wants them from the [Heritage Railway S&T Facebook Group](#)



TOP OF THE HOPS



← Owen Stratford from the Mid-Norfolk Railway has recently posted a set of excellent signal box diagram drawings for new installations at Dereham Central and Dereham North. They are very good quality drawings and offer a lot of interesting detail!



↓ Useful items of equipment are often posted for sale on the group. [Join today](#) to take part!

£5 · SITTINGBOURNE, ENGLAND
(SOLD) Metal Railway/level crossing Signs

DEAR AUNTY HOPS...

Readers send in their problems...

Dear Aunty HOPS,

I understand the principle of managing roles via elements. However, I'm struggling to understand how this will work in practice.

At present in our Guards department, we add a new user and the department head assesses that they are suitable to become a trainee. At present we add this detail to their role appointment. Likewise when the trainee becomes qualified, we "update appointment" in the role, and file the paperwork at role level etc.

In the new arrangement, will we have competence elements for "suitability interview" and "guards assessment"; the former would be given when assessed as suitable for training and the latter when passing out, or having a reassessment. We would then manage whether someone was qualified or not through the "guards assessment" element. Will we still need to "update appointment" each time (if so, what's the benefit?)

Send in your HOPS questions to Aunty HOPS and she will do her best to answer them.

Or, if you are a HOPS Admin, you can post them on the HOPS Admins' Facebook Group.

The group is open to Admins and others involved in the administration of HOPS at a senior level.

Aunty HOPS Replies...

I wouldn't necessarily suggest having an element for 'suitability interview' (unless there is any safety criticality to it?). I would have an element for 'guards rules', one for 'route knowledge', one for 'PTS', one for 'Medical', etc, and make all these required in the Guard role.

The paperwork would be filed in the element that it relates to, rather than the role. Files on roles will eventually go away.

It is still necessary to record the appointment in the role at 'training' when the person becomes a trainee, and update it to 'qualified' when the person *first* passes out, but after that it does not need to be updated again (unless the person changes competence level, i.e. becomes an assessor). Only the elements need to be updated when the person re-certs in the various assessments every x years.

I recognise that for a relatively simple role the process may seem as good the old way as the new, but overall it makes for a more powerful competence management system which I am confident will be of benefit as the each role develops.

We can easily move all the competence data (i.e. expiry dates, files, etc) from your Guards role into a Guards Assessment element, and change all the current guards appointments to 'does not expire' if you wish. (The expiry date will be in the element, and when it expires it will drag the role down with it.)

TOP OF THE HOPS

Competence

The full details of files on each person's award is now shown on the list of element holders (instead of the old '2F' abbreviation). This makes it much easier to see at-a-glance when evidence is missing (bottom picture).

Full details of files for all elements required in a role are now shown on the role appointment detail page as well (picture, right). This means all files and evidence applicable to the role are now visible on the same page.

[Download this page as PDF..](#)

Role Appointment Detail

William Stanier

Role	Department	Competence Level	Status	Certificate
Appletree East Signal Box	Signalmen	Assessor	Competent	A4

Overview
Files & Evidence
History
Visits
Roster History
Update Appointment
Shakedown
Delete

Appointment

Date Appointed:	31/05/2020
Assessor:	Daniel Gooch
Remarks:	Post-Covid Competence Shakedown: swertyuytre
Logged:	31/05/2020 19:21 by Danny Scroggins

Expiry

Appointment Expires:	31/05/2022
Elements Expire:	20/01/2022

Competence Maintenance

Files:	<ul style="list-style-type: none"> Competence Assessment Certificate Observation Notes from Practical Assessment Training Notes Personal Development Plan
Most Recent Visit:	22/12/2016

Competence Elements

Elements required for: Signalmen > Appletree East Signal Box > Assessor.

Group	Element	Status	Awarded	Assessor	Expiry	Files & Evidence
Driving	Rule Book 2021	Competent	21/02/2021	Danny Adamson	21/02/2026	Acknowledgement Slip
Rules	General Rules	Competent	21/02/2021	Wilbert Awdry	21/02/2023	Report from Verbal Assessment
Safety	Induction	Competent	21/01/2019	Richard Trevithick	Never.	-
Safety	Personal Track Safety	Competent	20/01/2019	Danny Scroggins	20/01/2022	-
Safety	Work Permit	Competent	21/02/2021	James Jim	21/02/2022	(Download)
Signalling	General Signalling Rules	Competent	15/01/2020	Alan Johnson	15/04/2023	Convincing Evidence Observation Report

Visits to Operations Personnel

Showing: Visits to in Appletree East Signal Box only. View visits to William Stanier in: [Signalmen department](#) | [All departments](#) | [+ LOG NEW]

Ref	Date	Time	Type	Visitor
896	22/12/2016	12:00 - 13:00	Routine	Felix Pole

UCE Ref	Name	Competent	Attained	Expires	Date Sort	Files & Evidence
97011	Awdry; Wilbert	Competent	21/02/2021	22/05/2023	2023-05-22	Observation Report Application Form
93883	Baker; Ally	Competent	09/02/2021	10/05/2023	2023-05-10	Observation Report Application Form
94679	Bat; Bat	Competent	13/02/2021	14/05/2023	2023-05-14	-
86948	Blah2; A1nthonny	Competent	21/12/2020	21/12/2022	2022-12-21	Observation Report Application Form

Redundant Assets

Network Rail frequently disposes of redundant railway assets, particularly signalling equipment, machinery and building/civils materials on the 'open market'.

Email NR at RedundantAssets@networkrail.co.uk to request to be added to the distribution list.

When equipment is available an email is sent round and sealed bids are expected.

NR has a lot of trouble with some (heritage-oriented) bidders making bids which they can't back up, or pulling out after winning when the practicalities become apparent.

For all our benefits, please only bid if serious, funds available, and your railway officially agrees to collecting the material.

This signal still stands today, at Greenford East Junction. Greenford's mechanical signals from South Junction and LUL Bay Junction both found their way into preservation a few years ago.

