
Overview

This standard is about handing over responsibility of Tram vehicle assets prior to and following work activities and before the Tram vehicle returns to operational service. It includes identifying the personnel involved in the handover process and confirming and agreeing the condition of the asset prior to undertaking work activities and also following the completion of work activities. You will be able to confirm that the allocated tasks, the required integrity tests and checks and all the necessary documentation have been completed in line with your organisation's procedures. This may include the consideration of manufacturer and supplier warranties and contract arrangements. Upon the handover of a Tram vehicle asset you will be expected to highlight any new, current or changed operating features and equipment. You will also be able to ensure you receive confirmation that those involved in the handover process accept that the Tram vehicle is in a satisfactory condition.

This standard is for those who work in the Tram engineering environment at supervisor/technician level.

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Handover responsibility of Tram vehicle assets

Performance criteria

- You must be able to:*
- P1 confirm integrity test and checks have been carried out, as required, and in line with organisational procedures
 - P2 confirm the Tram vehicle asset is in a satisfactory condition for the handover to take place
 - P3 identify the **personnel** involved in the handover process
 - P4 confirm that the personnel involved in the handover accept the condition and status of the Tram vehicle asset
 - P5 make the handover in line with your organisation's procedures
 - P6 complete a record of the handover in line with your organisation's requirements

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Knowledge and understanding

You need to know and understand:

- K1 what a satisfactory condition of a Tram vehicle asset means and how this is confirmed
- K2 the personnel involved in a handover of Tram vehicle assets
- K3 the importance of highlighting, where appropriate, any new, current or changed operating features of the tram vehicle asset
- K4 how to confirm that the personnel you are handing over the Tram vehicle asset to accepts that it is in a satisfactory condition
- K5 the importance of confirming that the personnel involved in the handover accept the condition and status of the Tram vehicle asset
- K6 the problems that can occur during the handover process, and how these can be overcome
- K7 the importance of the handover process of a Tram vehicle asset
- K8 the **documents** that are required to be in place prior to the handover of a Tram vehicle asset
- K9 the importance of considering manufacturer, supplier warranty and contract arrangements when gathering documents and completing records
- K10 the organisational requirements for recording a handover of responsibility of Tram vehicle assets

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Additional Information

Scope related to performance criteria

P1 **Personnel** may include; Tram driver, team leader, supervisor, manager, other department (e.g. cleaning), other specified person.

Scope related to knowledge criteria

K8 **Documents** may include; job card, maintenance log or report, accident report, servicing, breakdown report, modification drawings, diagrams, certificates, company specific information.

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Additional Information

Glossary

Tram

Tramcars, tram vehicle, and any other rail vehicles that operate on tramways. It includes one or more trams coupled together and includes non-passenger-carrying vehicles.

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