



Rethinking safety through  
**INCLUSION**  
+  
**WELLBEING**

**RAIL**

**ELEMENT 16A**

20/10/2023

# PROCUREMENT OF ROLLING STOCK

## PURPOSE AND SCOPE

The purpose of this Procedure is to advise Laing O'Rourke personnel involved in the purchasing and / or procurement of rolling stock of the processes to be applied during the relevant phase. In particular, the following need to be addressed:

- Determine that the item of rolling stock is appropriate for its intended use
- Select **Rolling Stock Equipment Procurement Checklist** is completed
- Receive from the manufacturer / supplier details of all tests and examinations undertaken prior to supply
- Receive from the manufacturer / supplier a Plant risk assessment of the specific item which incorporates all aspects of the machine. Where the machine itself has Rail Guidance systems fitted by another organisation, it will be the responsibility of Select to ensure a Plant risk assessment is developed and available
- Rail Operations / the project are to carry out an operational risk assessment (if not supplied) so the machine can be used safely
- Receive from the manufacturer / supplier verification that an independent, qualified assessment and certification of the item of rolling stock against relevant standards has been undertaken prior to delivery
- Ensure Laing O'Rourke receives all relevant information and documentation prior to acceptance of delivery
- Ensure all contractual specifications have been met, e.g., Factory acceptance testing complies with the scope of supply and LOR Minimum standards
- Ensure that the item of rolling stock meets the registration requirements of the network owner on whose railway the item will operate.

This Procedure applies to all items of rolling stock purchased, leased or hired by Select on behalf of Laing O'Rourke for the railway operations they will be engaged in throughout Australia.

Whilst the process will be generic across the country, there will be specific requirements set by the relevant Rail Infrastructure Manager (RIM) for the Network on whose railway the rolling stock will operate, that will need to be taken in to account prior to the purchasing process.

## 1.0 PROCEDURES

### 1.1 PURCHASING OF PLANT - CONCEPT

At the preliminary stage, when a need is identified for an item of rolling stock, Select must ensure that:

- Identification of the asset to be purchased by Rail Operations is done in conjunction with Select
- Select conduct a CAPEX viability assessment to ensure it meets the requirements
- Approval has been obtained from Rail Operations for all rail plant purchases, whether being as a replacement or an additional item
- A business case, commercial evaluation & CAPEX calculation has been completed by Select
- **Rolling Stock Equipment Procurement Checklist** is complete
- LOR minimum standards are sent to the supplier
- Approval has been obtained according to CAPEX procedures and authority levels.



## 1.2 DESIGN

Design management processes contained in **E17F Design Management of Rolling Stock** will be determined where relevant prior to procurement. This will enable the management of the design function for rolling stock to be applied during the procurement process and prior to the commissioning process.

The **Rolling Stock Equipment Procurement Checklist** must be completed prior to purchase and the acceptance check on receipt of the machine. If the procurement is for multiple units of the same type and model of machine only one assessment will need to take place.

## 1.3 PURCHASE

1. **Prior to purchase** the **Fixed Asset and CAPEX Purchase, Transfer, Disposal, and Depreciation Procedure** located in iGMS must be followed. Suppliers confirm they are able to meet the relevant standards for the Network (s) the rolling stock is to operate. Details of the standards need to be provided to the suppliers at the earliest stage of negotiations for the purchase of the item(s). A copy of the Laing O'Rourke Minimum standards will also need to be provided.
2. **The final authorisation** needs to be undertaken by Select to ensure the rolling stock originally requested is the item to be purchased.
3. **The purchase order** should be supported with full details of the item of rolling stock, including the make and model, and needs to have any supporting standards, certification and registration requirements identified and any training requirements to be provided by the manufacturer / supplier. It must also include the operation, maintenance manuals and Plant Risk assessment for the item to be purchased. A detailed Scope of Supply is to be provided to the supplier as part of the capex process.
4. **Prior to delivery**, Select shall arrange for an evaluation of the item of rolling stock at the place of manufacture or purchase. A detailed analysis of the item of rolling stock will be undertaken by a suitably qualified Laing O'Rourke representative or agent approved by Select. The analysis will be recorded as confirmation that the item of rolling stock being presented for purchase meets the standards provided with the purchase order or supply contract.
5. **Should there be any deficiencies** identified during the detailed analysis Select is to consult with key stakeholders within Laing O'Rourke, including Rail Operations, to determine the implications of the identified deficiency. There may be cases where the deficiency is accepted. However, the Management of Change (MoC) process shall be applied to analyse all risks that may be generated by the change.
6. **Should the deficiencies not be acceptable** to the key stakeholders, the manufacturer / supplier shall be advised by Select and appropriate action taken against the manufacturer / supplier. Under no circumstances shall an item of rolling stock with an unacceptable deficiency be accepted by Select and or Laing O'Rourke.
7. **It is Select's responsibility** to ensure that the rolling stock is delivered in accordance with the CAPEX specifications, complies with relevant rail safety requirements and is correctly tagged with an asset number and appropriate Laing O'Rourke and Select livery.
8. **The Rail Operations & Project Leader shall ensure** that any training required to be undertaken, is undertaken by those involved in the operation and maintenance of the item of rolling stock. Receipt of the relevant manuals will be acknowledged with instruction of each provided to the respective personnel.
9. **Where additional work is required**, the Management of Change (MoC) process shall be applied with the relevant Select Depot to oversee the commissioning process until the asset is fully commissioned and available for use.  
At this stage the custody of the asset is assumed by Select.
10. **When received at the relevant Select depot** a detailed operational risk assessment must be undertaken by key LOR Rail Operations personnel.

## 1.4 PROCUREMENT OF ROLLING STOCK THROUGH HIRE

Where it is necessary for a project to require items of rolling stock from a 3rd party supplier, all such hires must be sourced through Select unless there is an alternative process approved by all stakeholders.

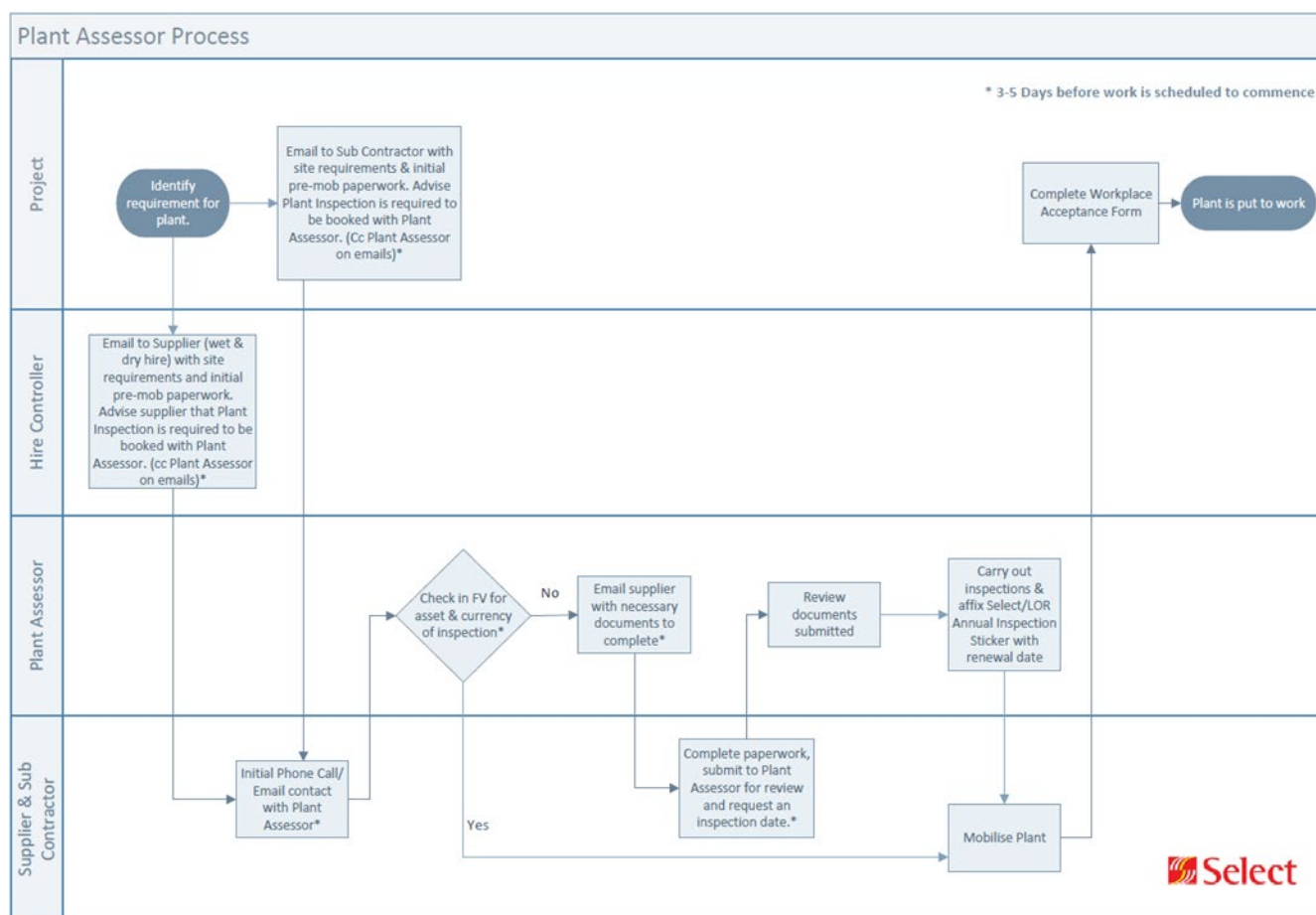
Where Select procure items of rolling stock from 3rd party suppliers the pre-mobilisation process must be followed.

For projects who have engaged the use of a plant assessor they are responsible for maintaining a database of those items of rolling stock that have been issued with a plant pre-mobilisation Sticker.

There are specific responsibilities applied to representatives from the project / operations, Select, plant assessor as well as the supplier.

The below process flow (**Figure 1**) represents one plant inspection or mobilisation. The same process should be repeated for each asset within a supplier's fleet so that items are inspected in advance of the project requiring the plant. Expiry dates in the management system e.g. Field View should be set to 12 months, and a designated person (or people) from the supplier should monitor the expiry dates (see inspection stickers affixed to the asset).

All Rolling Stock Plant inspections must be requested and approved in writing by the Project team member (i.e. engineer, supervisor and logistics).



**Figure 1 One plant inspection or mobilisation**

Mass inspections of large supplier's assets must be requested and approved in writing by the Project team member. A registration sticker as identified below must be displayed on all items of plant supplied to Laing O'Rourke.



Image 1 Registration Sticker

It will be the responsibility of a project representative to conduct a final check of the items and record the findings on **Mobilisation Checklist Workplace Acceptance Form**.

Audits of third-party suppliers must be undertaken on an as needs basis in line with the Select audit program and be undertaken by a competent person.

## 2.0 INTRODUCTION OF ROLLING STOCK TO THE WORKPLACE

Prior to use on rail infrastructure, for any new or significantly altered rolling stock, Select must ensure the commissioning processes defined in **E17A Commissioning of Rolling Stock** is applied. Where rolling Stock is to operate across networks, arrangements must be made to have the relevant access agreements where required obtained from the respective network owners.

## 3.0 LEGISLATION, GUIDES AND STANDARDS

- Rail Safety National Law
- ONRSR Guideline Preparation of a Safety Management System
- PS Plant and Equipment
- Rail Infrastructure Manager's rolling stock standards
- RISSB Rolling Stock Standards
- AS-7472 2018 Railway operations management of change
- Element 11 Management of Change (MoC)

## 4.0 FORMS, TEMPLATES AND REPORTS

- MoC Control Form
- MoC Implementation Action Plan
- Rolling Stock Equipment Procurement Checklist
- Mobilisation Checklist Workplace Acceptance Form
- Inspection test and commissioning plan
- Pre-mobilisation Checklist and Minimum Standards relative to the item of rolling stock
- iGMS Fixed Asset & CAPEX purchase, transfer, disposal and depreciation