

**CHANNEL TUNNEL SAFETY AUTHORITY  
WORK PLAN – 2017**

**SUPERVISION (INSPECTION AND AUDIT)**

Inspection/audit subject	Link to the supervision strategy of the IGC	Objective	Lead working group	Joint working group	Methodology	Frequency and resources
<b>RESCUE &amp; PUBLIC SAFETY WORKING GROUP</b>						
Fire detection systems	<p>Management of ageing equipment and infrastructure</p> <p>Emergency response</p> <p>Management of safety</p>	<p>Follow-up of the CTSA inspection undertaken in April 2016</p> <p>Review Eurotunnel's commissioning of an independent review of its fire detection systems (early 2017, with a view to replacing the systems in 2018) . Particular focus on the Running Tunnels and on board HGV shuttles</p> <p>Confirm what review process is used to assess any new technology developments that could improve the speed and efficiency of fire detection</p>	RPSWG		Joint UK & FR inspection	<p>Inspection date dependent on the timing of ET's review process.</p> <p>1 x UK and 1 x FR inspector</p>

Inspection/audit subject	Link to the supervision strategy of the IGC	Objective	Lead working group	Joint working group	Methodology	Frequency and resources
First aid/trauma care for passengers in the event of major disaster incidents	Emergency response  (Specific item at the request of the JSC)	Review current procedures, equipment and training in place to deal with major incidents which result in serious trauma injuries.	RPSWG		Objectives to be achieved through the work of Security Evacuation Working Group.  Report to CTSA, JSC and IGC on outcomes.	Continuation of work from 2016.  Review work to be completed by May 2017.
Review of Binational Emergency Plan	Emergency response  Management of safety	Review each element of the binational plan, in particular: <ul style="list-style-type: none"> <li>• binational alerting procedures.</li> <li>• command liaison between the PCO and ICC</li> <li>• communications during an emergency incident</li> </ul>	RPSWG		Ad hoc Binational working group to be established and led by UK RPSWG co-chair.  Representatives from UK and French emergency services, local authorities, ET and Eurostar to be consulted on amendments.  Final version to be approved by CTSA and IGC.	Continuation of work from 2016.  Plan to be completed by May 2017.

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Emergency response arrangements for security related incidents	Emergency response	Review the current arrangements for ET and SLOR in relation to security related incidents  Follow up outcomes and recommendations following the Binat 27 exercise	RPSWG		Workstreams to be identified following production of the Binat 27 debrief report.	TBC
Communications systems used in the event of an emergency	Emergency response  Management of safety	Review the existing arrangements for communications systems and procedures in the event of an emergency, following the introduction of GSMR	RPSWG		Ad hoc working group of communications specialists (ET and SLOR) reporting to RPSWG	Review to be completed by April 2018
Annual safety exercise Binat 28	Emergency response  Management of safety	Test arrangements in place, including the medical treatment, identification and dispatch of casualties for hospital treatment	RPSWG		Strategic planning group	FR-led exercise  First meeting of strategic planning group to take place in July 2017  Exercise to take place in January 2018

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Review of firefighting following incident of 17 January 2015	Emergency response  Management of safety	At the request of the IGC following the publication of the BEATT/RAIB report.  Key review areas: <ul style="list-style-type: none"> <li>• Alerting and mobilising of the FLOR/SLOR</li> <li>• Initial organisation of the command of the FLOR</li> <li>• Firefighting tactics deployed by the FLOR</li> <li>• Specific focus on the tasks detailed to the FLOR and the safety event involving the French Breathing Apparatus team</li> <li>• Interface between UK and FR FLOR</li> </ul> Interface between FLOR and SLOR including command arrangements and communication to the PCO/ICC	RPSWG		Document review and interview of selected personnel	Review commenced in September 2016 and due to report to the IGC in May 2017

Inspection/audit subject	Link to the supervision strategy of the IGC	Objective	Lead working group	Joint working group	Methodology	Frequency and resources
New ET procedures for mobilising STTS drivers in emergency situations	Emergency response	Assess the effectiveness of the new STTS driver mobilisation procedures that ET issued in response to recommendation 6 of the BEATT/RAIB report after the fire of 17 January 2015	RPSWG		<p>Inspection</p> <p>Q&amp;A with staff involved in managing and implementing the procedures</p> <p>Observe one of the specific training/testing sessions that ET is planning to run</p>	<p>One off inspection</p> <p>1 x UK and 1 x Fr inspector</p> <p>2 inspector days to plan</p> <p>4 inspector days to conduct inspection</p> <p>2 inspector days to compile/audit report.</p> <p>Expected time = 8 days (Total hours to be included in final report)</p>

Inspection/audit subject	Link to the supervision strategy of the IGC	Objective	Lead working group	Joint working group	Methodology	Frequency and resources
<p>Management of fire prevention</p> <p>Operation of controls on the terminals during loading processes</p>	<p>Emergency response</p> <p>Management of safety</p>	<p>Review of the Agent de Feu (ADF) arrangements, including:</p> <p>Checking training records and competence levels of the ADF</p> <p>Review the roles and responsibilities of the ADF</p> <p>Assess progress in researching advancements in detection equipment</p> <p>Assess progress on new aerial detection systems</p>	RPSWG		Joint UK and FR inspection	<p>1 planned inspection.</p> <p>2 inspector days to plan</p> <p>4 inspector days to conduct inspection</p> <p>2 inspector days to compile/audit report.</p> <p>Expected time = 8 days (Total hours to be included in final report)</p>
Review of ET's internal Operations Plan Volume E	<p>Emergency response</p> <p>Management of safety</p>	Review the latest version of Volume E and, if necessary, make suggestions for amendment to ET	RPSWG		Ad hoc working group, reporting progress and findings to RPSWG	<p>One representative from FR and UK delegations, plus ET.</p> <p>Target date for completion July 2017.</p>

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<b>CIVIL ENGINEERING</b>						
Piston relief ducts (PRD)	Integrity of infrastructure  Staff skills	Make sure this equipment is in working order under normal conditions	CTSA (FR)		Verify what checks are carried out by Eurotunnel staff and sub-contractors  Inspect PRD in tunnel	One-off inspection
SAFE stations	Integrity of infrastructure  Staff skills	Make sure systems in tunnel work efficiently under normal conditions	CTSA (FR)		Verify what checks are carried out by Eurotunnel staff and sub-contractors.  Examine the SAFE station performance indicators supplied by Eurotunnel in the minutes of the Concession Safety Committee.  Check general condition of equipment at a SAFE station.	One-off inspection

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RAIL SAFETY & TRANSPORT WORKING GROUP						
<b>Eurotunnel</b> Management of change	Management of ageing equipment and infrastructure, in particular, management of modifications and changes	Check implementation of the recommendation made following the change management inspection of 2016.	RSTWG		Joint inspection	14 days  [7 days per UK and FR inspector]
<b>Eurotunnel</b> Strategy and risk control arrangements to prevent potential electrical arcing between freight vehicles being transported and the overhead electrical power system	Management of fire prevention and railway operations for shuttles		RSTWG	RPSWG	Inspection  Regular monitoring of ET's progress  Analysis by specialist personnel	Inspection = 2 days  [1 day per FR and UK inspector]  Monitoring at RSTWG meetings and ad hoc analysis
<b>Eurotunnel</b> Follow-up inspection to determine whether Eurotunnel has implemented recommendations from	Management of safety	To determine whether Eurotunnel has implemented recommendations from earlier CTSA inspections	RSTWG		Inspection	Brought over from 2016  10 days  [5 days per UK and FR



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previous CTSA inspections.						inspector]
<p><b>Eurotunnel</b></p> <p><b>EPSF annual audit</b></p> <p>Arrangements in Eurotunnel for “ return of experience” through Eurotunnel’s incident management and follow-up system.</p>		Check that the “return of experience” system is operating satisfactorily and that appropriate lessons are being learned and changes to risk control being implemented after incidents.	EPSF	RPSWG	Joint inspection	<p>EPSF resources</p> <p>4 days [UK inspector for opening and closing meetings; and matters arising]</p>
<p><b>Eurotunnel and its contractors in ElecLink</b></p> <p>Risk analyses and risk controls relating to the installation and operation of the eleclink cable.</p>		To monitor and provide assurance on Eurotunnel’s compliance with the conditions of IGC’s consent to install ElecLink	RSTWG	RPSWG	<p>Progress updates from contractors and Eurotunnel at meetings of ad hoc group</p> <p>Joint inspection/ supervision by members of the ad hoc group</p>	<p>UK &amp; FR delegates: x 2 days per meeting.</p> <p>Up to 10 days per UK &amp; FR ad hoc group member, to conduct work as planned and detailed for the purpose of proper</p>

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						supervision of the design, installation and operation as determined by the group itself.
<p><b>Eurotunnel</b></p> <p>Follow up on recommendations and invitations arising from BEA-TT/RAIB investigation into 17 January 2015 fire</p>		<p>Monitor progress of, and check outcomes from, Eurotunnel's implementation of the BEA-TT/RAIB recommendations and invitations</p>	<p>RSTWG &amp; RPSWG</p>		<p>Eurotunnel to provide updates at RSTWG &amp; RPSWG meetings</p> <p>Site visit(s) as necessary</p>	<p>Continuation of work from 2016</p> <p>10 days</p> <p>[5 days per UK and FR inspector]</p>
<p><b>Eurostar</b></p> <p>Life extension of TMSTs</p>	<p>Fire hazard</p> <p>Management of fire prevention</p> <p>Management of</p>	<p>Build upon CTSA's knowledge from 2016 and check that:</p> <ul style="list-style-type: none"> <li>• improvements arising from the fire investigations are being enacted;</li> <li>• the methodology for life extension to e300 is sound and components</li> </ul>	<p>RSTWG</p>		<p>Site visits</p> <p>Regular reporting by Eurostar at CTSA meetings about their progress with improvements and remedial actions arising from the fires; and any</p>	<p>14 days total [7 days per UK inspector plus 1 day for consideration of written information]</p>

Inspection/audit subject	Link to the supervision strategy of the IGC	Objective	Lead working group	Joint working group	Methodology	Frequency and resources
	<p>ageing equipment</p> <p>Management of modifications and changes, and renewal of older equipment and arrangements to cope with obsolescence.</p>	<p>have been replaced or renewed appropriately; and</p> <ul style="list-style-type: none"> <li>• maintenance of e300s is organised, resourced and undertaken properly by competent people, and coordinated properly across depots in UK and France.</li> </ul>			incidents since.	
<p><b>Eurotunnel &amp; Eurostar</b></p> <p>OHLE compatibility with e320s</p>		<p>Monitor discussions for the OHLE compatibility with e320s</p>	RSTWG (FR)		<p>Via presentations at CTSA and e320 meetings</p> <p>Note : this could lead to a formal submission by Eurotunnel for an assessment of a substantial change.</p>	<p>Continuation of work from 2016</p> <p>May also require input from ORR's RPP</p>

## SAFETY CERTIFICATION & SAFETY AUTHORISATION AND AUTHORISATION TO PLACE INTO SERVICE

Task	Objective	Lead	Advice	Methodology	Timing and Resources
<p><b>Eurostar</b></p> <p>Consider <b>Eurostar's</b> application for re-issuing its <b>safety certificate</b></p>	To ensure timely and robust consideration by IGC	RSTWG	CTSA	ORR: Part A EPSF: Part B <b>IGC: Part B</b> SSICF: Part B	Continuation of work from 2016  8 days  Due 18 April 2017 (engagement commenced Autumn 2016)
<p><b>DB Cargo</b></p> <p>Consider DB Cargo's application for renewing its <b>safety certificate</b></p>	To ensure timely and robust consideration by IGC	RSTWG	CTSA	ORR: Part A <b>IGC Part B</b>	Continuation of work from 2016  3 days per UK and FR assessors  Due 19 March 2017
Consideration of applications for authorisation to place vehicles or sub-system into service	To ensure timely and robust consideration by IGC of any applications for authorisation to place new vehicles or sub system into service in the Channel Tunnel	RSTWG	CTSA/Sec	Clarify the process and requirements, and deliver timely authorisation.	Ad hoc when necessary  Secretariat, ORR (RPP) / EPSF assessors
				For <b>Eurotunnel's new fleet of HGV shuttle wagons:</b> <ul style="list-style-type: none"> <li>• Engagement with Eurotunnel on</li> </ul>	<b>Eurotunnel HGV shuttle wagons:</b>

Task	Objective	Lead	Advice	Methodology	Timing and Resources
				<ul style="list-style-type: none"> <li>developing its technical file</li> <li>Handling of application through to IGC's decision</li> </ul>	<p>4 days per UK &amp; FR assessor</p> <p>Aiming for completion in first half of 2017</p>
Consideration of applications for authorising vehicles already authorised in other Member States	To deliver timely additional authorisation of passenger and freight vehicles in accordance with Chapter V of the bi-national regulation	RSTWG	Sec (on process)	As per handling process in published guidance on the bi-national regulation	<p>Ad hoc when necessary</p> <p>ORR (RPP) /EPSF assessors, secretariat</p>
Consideration of Eurotunnel applications for authorisation of infrastructure projects	<p>To ensure timely and robust consideration by IGC of any applications from Eurotunnel to place into service non-vehicle projects in accordance with Directive 2008/57/EC.</p> <p>To ensure timely and robust consideration by IGC of safety issues arising any applications from Eurotunnel for infrastructure projects in accordance with the Concession Agreement.</p>	<p>RSTWG</p> <p>RSTWG</p>	<p>CTSA</p> <p>RPSWG, JSC, CTSA</p>	<p>Applications will be dealt with in accordance with Chapter IV of Directive 2008/57/EC</p> <p><b>Application to install GSM-R Voice equipment on freight shuttle locomotives and Krupps locomotive expected to be received in early 2017</b></p> <p>Applications will be dealt with in accordance with the relevant provisions of the Concession Agreement.</p>	<p>On going as required</p> <p>For each application: 6 days (assessment); 2 days (review by WG); 2 days (consideration by CTSA and advice to IGC)</p>

CTSA Work Plan 2017

Task	Objective	Lead	Advice	Methodology	Timing and Resources
<p>Consideration of applications for authorisation to place Eurostar e320 into service (trainsets 11-17).</p> <p>Re-assessment of the IGC's authorisation of Eurostar's e320s in light of The Netherlands granting authorisation (trainsets 1-17)</p>	<p>To ensure timely and robust consideration by IGC</p>	<p>RSTWG</p>	<p>CTSA</p>	<p>Applications for additional trainsets expected to be received in first half of 2017</p> <p>Re-assessment, if necessary, expected to be received in second half of 2017</p>	<p>Continuation of work from 2016</p> <p>On-going as required</p> <p>Meetings of relevant NSAs, the Agency, Siemens &amp; Eurostar (every other month)</p>

## DEVELOPMENT OF THE SAFETY REGULATORY FRAMEWORK

Task	Objective	Lead	Advice	Methodology	Timing and Resources
Complete the corrective action plan agreed following the cross-audit of IGC as national safety authority (certification and authorisation)	To deliver the corrective action plan, which seeks to improve the IGC's supervision capability, its guidance and procedural documents	RSTWG	Inspectors and secretariat	Update the current " <b>Inspector Guide</b> "	Inspector guide: <ul style="list-style-type: none"> <li>• 1 day UK inspector for revisions</li> <li>• CSTA approval March 2017</li> <li>• IGC approval May 2017</li> </ul>
		RSTWG	CTSA	Evaluate the pilot use of EPSF's system to see whether it fulfils the requirement to have a <b>more systematic approach to examining and understanding the wealth of data</b> and information we receive from Eurotunnel, and other operators	Pilot during 2017
Cleaning of national safety rules about vehicles and operations	To be in accordance with European legislation and requests from the Commission	RSTWG	Secretariat	Compare those rules with TSIs, clean the one which are now useless or relevant to infrastructure compatibility or RINF. Ask for specific case or open points in TSIs for others	To be defined after a first list of rules concerned
Harmonisation of operating rules following TSI OPE	To work with Eurotunnel and other operators to contribute to implementation of TSI Operations for the Tunnel, principally through identification and	Secretariat	CTSA	Analysis of operating rules by ad hoc group (with Eurotunnel and others)  Preparation of notification (if required)	Implementation plans must be notified by July 2017  4 days per ad hoc

CTSA Work Plan 2017

Task	Objective	Lead	Advice	Methodology	Timing and Resources
	<p>harmonisation of operating rules in accordance with Appendix B of the TSI</p>				<p>group meeting [2 days x UK and 2 x FR]</p>
<p>Conclusion of IGC's review of unified safety rules</p>	<p>To ensure that the agreed unified safety rules are finalised, published and notified in accordance with the EU legal framework for rules</p> <p>To maintain the reference document of Channel Tunnel vehicle authorisation rules</p>	<p>Secretariat</p>	<p>CTSA</p>	<p>Review and maintenance of notification in time of 4RP</p> <p>Ensure reference document remains up to date and reflects any changes to national rules</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>CTSA involvement in cross-acceptance</p>	<p>To participate in the UK-FR geographical interest group considering equivalence of rules and mutual recognition of authorisations</p>	<p>Secretariat</p>	<p>CTSA</p>	<p>Learn from ORR-EPSP work on cross-acceptance and take forward task specific to Tunnel</p> <p>Produce an authorisation guide</p>	<p>Continuation of work from 2016</p> <p>Ongoing (2 days per meeting)</p> <ul style="list-style-type: none"> <li>• Authorisations guidance:5 days per UK &amp; FR inspector for draft</li> <li>• CTSA approval Sept 2017</li> <li>• IGC approval &amp; publication Oct 2017</li> </ul>