

# SAFE Notice

0029-17

2017

## Revision of Special Proceed Authority Form

### General

Commencing from 0500hrs on Wednesday 6<sup>th</sup> September 2017, John Holland Rail (JHR) will introduce a revised Network Form CNRF 005 Special Proceed Authority.

This change will introduce an additional assurance field to confirm that blocking facilities have been applied as part of the process of issuing a Special Proceed Authority.

### Safeworking Arrangements

All affected Rail Safety Workers who authorise or who may be issued with a Special Proceed Authority, must be briefed in this SAFE Notice before utilising the revised Special Proceed Authority Form as of Wednesday 6th September 2017

### JHR CRN Web site

A copy of the revised Form is published adjacent the existing material on the JHR CRN website.

All relevant publications are available on the JHR CRN website [www.jhrcrn.com.au](http://www.jhrcrn.com.au).

### Attachments

- CNRF 005 Special Proceed Authority

Mayfield, 7 August 2017

Manager Network Operations  
Mayfield Network Management Centre

## Special Proceed Authority (SPA)

### Introduction

A Special Proceed Authority (SPA) form is used to authorise rail traffic movements when the Proceed Authority normally provided by the system of Safeworking in operation is not available.

### Mandatory items

The following items must be completed:

- 1 Number
- 2 Authority
- 3 As a result of
- 4 Assurances
- 10 Issued to
- 11 Authorised by

#### Completing Item 2 - Authority

Give clear details of the SPA limits as locations and/or kilometrages.

#### Completing Item 3 - As a result of

Give brief and clear details about why a SPA is needed.

#### Completing Item 4 - Assurances

Review each assurance and:

- write NA in the check box  NA if the assurance has been considered but is not applicable in this instance, or
- write Y in the check box  Y if the assurance does apply in this instance.

### Optional item

Review Items 5, 6, 7, 8 and 9, and:

- put a cross in the check box  X if the item does not apply in this instance, or
- tick the check box  ✓ if the item does apply in this instance, and complete the details.

#### Completing Item 5 – Worksites

Review this Item, and:

- put a cross in the check box  5 X if there are no worksites, or
- tick the check box  5 ✓ if there are worksites then:
  - write the kilometrage where worksites are located, and
  - write the details of Railway Track Signal protection in Item 6.

## Special Proceed Authority (SPA)

### Optional items cont.

#### Completing Item 6 – Railway Track Signal Protection

Review this Item, and:

- put a cross in the check box  6  if there is no Railway Track Signal protection, or
- tick the check box  6  if there is Railway Track Signal protection, and
- write the kilometrage where Railway Track Signal protection is located.

#### Completing Item 7 – Facing Points

Review this Item, and:

- put a cross in the check box  7  if there are no points to be set and secured, or
- tick the check box  7  if there are points that need to be set and secured, and complete the details.

#### Completing Item 8 – Travelling in the wrong running-direction

Review this Item, and:

- put a cross in the check box  8  if movement is not in the wrong running-direction (on a unidirectional line), or
- tick the check box  8  if the movement is in the wrong running direction (on a unidirectional line).

#### Completing Item 9 – Special Instructions

Review this Item, and:

- put a cross in the check box  9  if there are no further instructions, or
- tick the check box  9  if there are further instructions, and complete the details including details of speed restrictions.

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**Effective date** 06 September 2017

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# Special Proceed Authority (SPA)

			<h2 style="margin: 0;">Special Proceed Authority (SPA)</h2>					
<b>1</b>	<b>Number</b>							
<b>2</b>	<b>Authority</b> is given to the Driver of train	Train No.	to travel on the		UP	DN	Line	
	From	YL	EYL	Km	Sig	<small>cross out if not applicable</small>		
		<small>cross out if not applicable</small>		to	YL	EYL	Km	Sig
		<small>cross out if not applicable</small>						
<b>3</b>	<b>As a result of</b>							
<b>4</b>	<b>Assurances</b> <i>(Mark each check box with either Y (Yes) or NA (Not Applicable) as appropriate)</i>							
	<input type="checkbox"/>	The track within the limits of this authority, excluding yard limits of attended locations, will be occupied only by authorised rail traffic.						
	<input type="checkbox"/>	Unauthorised rail traffic is, or will be, restrained from entering the limits under this authority.						
	<input type="checkbox"/>	Effective communication is established between: <ul style="list-style-type: none"> <li>• Drivers and track vehicle operators, and</li> <li>• affected Competent Workers</li> </ul>						
	<input type="checkbox"/>	Previously issued Proceed Authorities have been cancelled or fulfilled.						
	<input type="checkbox"/>	Obstructions are protected.						
	<input type="checkbox"/>	Current work on track authorities or work on track methods in affected sections are cancelled or fulfilled, or worksites are protected against movements under this authority.						
	<input type="checkbox"/>	Competent Workers known to be affected have been told about the planned movements under this authority.						
	<input type="checkbox"/>	Blocking facilities are applied.						
	<input type="checkbox"/>	Drivers and track vehicle operators are, or will be, advised of any known temporary speed restriction requirements.						
	<input type="checkbox"/>	The route to be taken by rail traffic: <ul style="list-style-type: none"> <li>• is set and secured, or</li> <li>• will be set and secured by a Competent Worker.</li> </ul>						
	<input type="checkbox"/>	Drivers and track vehicle operators are instructed to <b>STOP</b> at all active control level crossings and treat them as potentially faulty in accordance with CNGE 218 Type F level crossing management.						
		They are located at:						
		km	km	km	km	km	km	
<b>5</b>	<b>Worksites</b> are located at:	km	km	km	km	km	km	
<b>6</b>	<b>Railway Track Signal protection</b> has been placed at:	km	km	km	km	km	km	
<b>7</b>	<b>Facing points</b> you are instructed to set and secure:	Pts/km	Pts/km	Pts/km	Pts/km	Pts/km	Pts/km	
<b>8</b>	<b>Travelling in the wrong running-direction:</b> You are instructed to travel at a speed safe for the prevailing conditions, and <b>not exceeding 40km/h</b>							
<b>9</b>	<b>Special instructions:</b> You are instructed to _____							
<b>10</b>	<b>Issued to and read back by</b>							
	Driver	Name	Train No.	HH:MM	DD/MM/YYYY			
	Network Control Officer	Name	Location	HH:MM	DD/MM/YYYY			
<b>11</b>	<b>Authorised by Network Control Officer at Mayfield</b>	Name	Board		HH:MM	DD/MM/YYYY		



# Special Proceed Authority (SPA)

<b>1</b>	<b>Number</b>											
<b>2</b>	<b>Authority</b> is given to the Driver of train <input style="width:100px;" type="text" value="Train No."/>	to travel on the		UP	DN		Line					
cross out if not applicable												
	From		YL	EYL	Km	Sig	to		YL	EYL	Km	Sig
			cross out if not applicable									
<b>3</b>	<b>As a result of</b>											
<b>4</b>	<b>Assurances</b> <i>(Mark each check box with either Y (Yes) or NA (Not Applicable) as appropriate)</i>											
	<input type="checkbox"/>	The track within the limits of this authority, excluding yard limits of attended locations, will be occupied only by authorised rail traffic.										
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	<input type="checkbox"/>	Effective communication is established between:		<ul style="list-style-type: none"> <li>• Drivers and track vehicle operators, and</li> <li>• affected Competent Workers</li> </ul>								
	<input type="checkbox"/>	Previously issued Proceed Authorities have been cancelled or fulfilled.										
	<input type="checkbox"/>	Obstructions are protected.										
	<input type="checkbox"/>	Current work on track authorities or work on track methods in affected sections are cancelled or fulfilled, or worksites are protected against movements under this authority.										
	<input type="checkbox"/>	Competent Workers known to be affected have been told about the planned movements under this authority.										
	<input type="checkbox"/>	Blocking facilities are applied.										
	<input type="checkbox"/>	Drivers and track vehicle operators are, or will be, advised of any known temporary speed restriction requirements.										
	<input type="checkbox"/>	The route to be taken by rail traffic:		<ul style="list-style-type: none"> <li>• is set and secured, or</li> <li>• will be set and secured by a Competent Worker.</li> </ul>								
	<input type="checkbox"/>	Drivers and track vehicle operators are instructed to <b>STOP</b> at all active control level crossings and treat them as potentially faulty in accordance with CNGE 218 Type F level crossing management.										
		They are located at:										
		km	km	km	km	km	km					
<b>5</b>	<b>Worksites</b> are located at:	km	km	km	km	km	km					
<b>6</b>	<b>Railway Track Signal protection</b> has been placed at:	km	km	km	km	km	km					
<b>7</b>	<b>Facing points</b> you are instructed to set and secure:	Pts/km	Pts/km	Pts/km	Pts/km	Pts/km	Pts/km					
<b>8</b>	<b>Travelling in the wrong running-direction:</b> You are instructed to travel at a speed safe for the prevailing conditions, and <b>not exceeding 40km/h</b>											
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<b>11</b>	<b>Authorised by Network Control Officer at Mayfield</b>		Name	Board								
			HH:MM	DD/MM/YYYY								