

SAFE Notice

0027-17

2017

ETW Application and TOA Supplementary Code Network Rule and Procedure changes

Implementation

Commencing from 0500hrs on Wednesday 6th September 2017, John Holland Rail (JHR) will introduce improved safety controls within the Track Occupancy Authority process. These improvements will be:

- Introduction of the ETW Application, and
- Supplementary codes for Track Occupancy Authorities.

To allow for these changes, the following Network Rules, Procedures and Forms have been amended:

- CNWT 304 Track Occupancy Authority,
- CNPR 701 Using a Track Occupancy Authority,
- CNRF 002 and 002B Track Occupancy Authority, and
- Glossary.

Introduction of ETW Application

The ETW application has been designed to improve location assurance and remove the reliance on verbal communication to transfer information between the Protection Officer and the Network Control Officer.

The application provides an alternate means for Protection Officers to obtain and manage TOAs within the Country Regional Network. Through this new process John Holland can provide more information to Protection Officers than previously available, which will assist with decision making.

ETW is compatible with both Android and iOS platforms and will be available for download from both the Play Store and App Store prior to commissioning on 6 September 2017. For more information on how to register to use the application, visit www.jhrcrn.com.au/etw

The current paper based TOA process will continue to be utilised within the Country Regional Network, until further notice to provide a transition period.



TOA Supplementary Codes

The use of Supplementary Codes will be expanded to provide additional controls when managing overlapping Track Occupancy Authorities. As a result of this change, all TOA forms, both for RVD and Train Order systems, will be updated to reflect this additional code.

When Protection Officers come to agreed arrangements regarding how overlapping TOAs will be managed, the holder of the first TOA will provide the Supplementary Code to the second Protection Officer, who will then provide to the Network Control Officer, to allow the second TOA to be issued.

Network Rules and Procedures

Below is a summary of the changes to the Network Rules, Procedures and Forms, which will be implemented as a result of these improvements:

- **CNWT 304 Track Occupancy Authority**

This rule has been updated for the use of ETW application that allows Work on Track authorities to be managed on an electronic device. Additional amendments made to introduce the use of supplementary codes when issuing a second Track Occupancy Authority with the same or overlapping limit.

- **CNPR 701 Using Track Occupancy Authority**

This rule has been updated for the use of ETW application that allows Work on Track authorities to be managed on an electronic device. Additional amendments made to introduce the use of supplementary codes when issuing a second Track Occupancy Authority with the same or overlapping limit.

- **CNRF 002 & CNRF 002 B. Track Occupancy Authority**

JHR has amended the Track Occupancy Authority forms with minor revision of the formatting and added provision for the Protection Officers contact number and supplementary code.

- **Glossary**

JHR has provided additional glossary definitions to:

- o introduce ETW application,
- o allow electronic system to recorded details on permanent form, and
- o introduce the use of supplementary codes to allow a second TOA with the same or over lapping limits.

JHR CRN Web site

A copy of the revised Network Rules, Procedures and Forms are published adjacent the existing material on the JHR CRN website.

All relevant publications are available on the JHR CRN website www.jhrcrn.com.au.

Attachments

- CNWT 304 Track Occupancy Authority,
- CNPR 701 Using a Track Occupancy Authority,
- CNRF 002 and 002B Track Occupancy Authority, and
- Glossary

Mayfield, 7 August 2017

Manager Network Operations
Mayfield Network Management Centre

work on track

Track Occupancy Authority

Purpose To prescribe the rules for *authorising, issuing* and using a *Track Occupancy Authority (TOA)*.

General A TOA authorises *occupation of track* within specified limits, for *work on track* or *track vehicle* movements.

The *Danger Zone* must not be occupied before the TOA is issued and protection is applied.

A TOA must have an identifying number.

A TOA *may* be authorised for:

- *exclusive occupancy* of track, or
- *joint occupancy* of track if:
 - following a *unidirectional rail traffic* movement, or
 - rail traffic is *disabled*, or
 - agreed arrangements have been made with the holder of another TOA for the same limits or overlapping limits, or
 - agreed arrangements have been made with the holder of a *Track Work Authority (TWA)*.

A TOA is issued to the *Protection Officer* for an agreed period.

For track within the specified limits, a maximum of two TOAs may be in *effect* at any one time.

A TOA may involve one or more track vehicles and machines working within the specified limits.

A TOA may be issued for track vehicles to *travel* singularly or in convoy.

A TOA must be issued

- using the ETW application, or
- using a Track Occupancy Authority form
 - CNRF 002 in Train Order Territory, or
 - CNRF 002B in Rail Vehicle Detection Territory.

TOA limits The limits of a TOA must be stated as being between nominated *locations* such as:

- one *yard limit* and another yard limit, or
- defined clearance points wholly within one yard's limits, or
- one yard limit to a defined clearance point within another yard, or
- a defined clearance point within one yard's limits to a defined clearance point within another yard's limits, or
- defined clearance points wholly within an *intermediate siding*.

Track Occupancy Authority

TOA limits cont.

A TOA may include more than one section, provided the TOA does not extend:

- into the yard limits controlled by another Network Control Officer, or
- beyond a location where rail traffic is shunting in the section ahead, or
- beyond an unattended junction location.

Authorisation

Only *Network Control Officers* may authorise a TOA for track under their control.

If the proposed limits of a TOA affect more than one Network Control Officer the:

- Network Control Officers must agree about the Train Control area most affected, and
- Network Control Officer responsible for the area most affected must authorise the TOA.

Before authorising a TOA, the Network Control Officer must make sure that:

- the track is unoccupied, and will remain unoccupied, except as specified in the TOA,
- the Protection Officer knows about existing obstructions,
- the Protection Officer understands and agrees to the limits of the TOA,
- blocking facilities have been applied to prevent unauthorised rail traffic entry into the TOA limits, and
- the location has been verified using, for example a:
 - kilometre sign and section, or
 - points number, or
 - signal number, or
 - GPS location.

Staffs and half-staffs

Where practicable, the Protection Officer must arrange to take and secure, the staff for the section or half-staffs for the sections at the limits of the TOA for the period of the TOA.

Network Control Officers must make a *permanent record* stating that the staffs have been:

- secured for work on track, or
- for a track vehicle movement.

work on track

Track Occupancy Authority

Authorisation cont.

Occupancy following a unidirectional rail traffic movement

Before issuing the TOA, the Network Control Officer must make sure that preceding rail traffic is authorised for a unidirectional movement only, and has passed *clear and complete* beyond the:

- limits of the proposed TOA, or
- limits of the proposed worksite, or
- starting point of the track vehicle movement.

The Protection Officer must:

- make sure that the TOA does not include multiple worksites,
- watch the rail traffic pass complete beyond the worksite location or the starting point of track vehicle movement, and
- tell the Network Control Officer the rail traffic identification number of the leading vehicle of a train or last vehicle of a track vehicle movement.

If the Protection Officer cannot confirm the rail traffic identification number of the leading vehicle of a train or the last vehicle of a track vehicle movement, the Protection Officer must confirm with the Network Control Officer that the:

- rail traffic has passed complete beyond the worksite location or the starting point of the track vehicle movement, or
- section is clear.

A TOA must not be authorised for multiple worksites following a unidirectional rail traffic movement.

Occupancy with disabled rail traffic

To allow *infrastructure* restoration work, the Network Control Officer may authorise a TOA for a portion of track occupied by disabled rail traffic, in accordance with *Network Rule* CNGE 206 Reporting and responding to a Condition Affecting the Network (CAN).

Authorising a second TOA

The Network Control Officer may authorise a second TOA for the same or overlapping limits after the second Protection Officer has:

- made agreed arrangements with the holder of the first TOA, and
- obtained the supplementary code from the holder of the first TOA, and
- provided the supplementary code to the Network Control Officer.

Each TOA must be recorded in *permanent form* separately, and where possible have its own blocking facility applied.

Track Occupancy Authority

Authorisation cont.

Joint occupancy with a Track Work Authority (TWA)

The Network Control Officer may authorise a TOA where there is a current TWA:

- after the Protection Officers have made agreed arrangements, and
- with the agreement of the TWA Protection Officer.

Prior to the issue of a TOA for a track vehicle journey that will travel in the wrong running-direction on a unidirectional line, the TWA Protection Officer must place three Railway Track Signals at least 500m, and not more than 1000m, from the worksite in the wrong running-direction.

Protection Officer

At all times there must be a nominated Protection Officer for a TOA.

A Protection Officer is responsible for managing the rail safety component of worksite protection. A Protection Officer's primary duty and responsibility is to keep the worksite and workers safe.

The Protection Officer must:

- get the TOA,
- protect workers from rail traffic,
- make sure that the limits of the TOA are protected against the unauthorised entry or exit of rail traffic.
- tell workers about the:
 - locations of *safe place*,
 - safety measures in place,
 - the extent of the area protected, and
 - changes to protection arrangements.
- be satisfied that other work will not interfere with protection duties, and
- make sure the protection is in place before work starts.

Protecting TOA limits

The Network Control Officer must apply blocking facilities to prevent unauthorised rail traffic entry into the TOA limits.

If rail traffic can approach from more than one direction, all points of entry into the TOA limits must be protected.

Terminal lines

If the Network Control Officer tells the Protection Officer that there is no rail traffic between worksites and the end of a *terminal line*, Railway Track Signal protection from that direction is not necessary.

work on track

Track Occupancy Authority

Protecting worksites

Worksites must be protected by three Railway Track Signals and red flags/red lights placed at least 500m on each side of each worksite.

If there is only one worksite within the limits of the TOA, Railway Track Signal protection is not required:

- if a staff or half-staff for the section can be secured for the duration of the TOA, or
- if points are secured to prevent unauthorised entry to the TOA limits.

Worksite within 500m of TOA limits

Unless a set of points can be secured to prevent access to the portion of track within the TOA limits, the distance between the signal protecting the limits of the TOA and the worksite must not be less than 500m.

Multiple Worksites

If there is more than one worksite within the limits of the TOA, worksites must:

- have three Railway Track Signals and red flags/red lights placed at least 500m on each side of each worksite, and
- be recorded within the Worksite Protection Plan.

If worksites are more than 500m but less than 1000m apart, three Railway Track Signals and red flags/red lights must be placed midway between the worksites.

If worksites are less than 500m apart the worksites must be co-ordinated as one work site.

Intermediate sidings

If the limits of a TOA are wholly within an intermediate siding, the points allowing entry to the *siding* must be secured for the duration of the TOA. Additional Railway Track Signal protection is not required.

If the *release* for the points can be given from a remote location, the Network Control Officer must apply blocking facilities to the release controls.

Track vehicle journey

Railway Track Signal protection is not required for a track vehicle journey.

If a track vehicle journey is stopped to carry out work, which cannot be completed within 10 minutes with the use of light powered and light non-powered hand tools, that work must be protected as a worksite.

Track Occupancy Authority

Rail traffic

Only rail traffic authorised and associated with the TOA may enter the TOA limits.

The Protection Officer must make sure that rail traffic associated with the TOA does not exceed the limits of the TOA.

Protection Officers must manage rail traffic in accordance with *CNWT 314 Work trains* and *CNPR 710 Piloting Rail Traffic*.

Adjacent lines

If the safety assessment indicates that workers need to be protected from rail traffic on adjacent lines, the Protection Officer must arrange for adjacent lines to be protected as per Network Procedure *CNPR 712 Protecting work from rail traffic on adjacent lines*.

The Protection Officer may arrange for the speed of rail traffic on adjacent lines to be restricted.

Piloting

The Protection Officer or a *delegate* must act as the Pilot.

Entering and Within TOA limits

Rail traffic movements associated with the TOA limits must be piloted.

Departing rail traffic

Rail traffic may depart from the TOA limits only on the authority of the Network Control Officer.

Liaison with Network Control

The Protection Officer must be the only point of contact between *Network Control* and workers for matters of worksite protection.

The Protection Officer must:

- tell affected Network Control Officers about protection applied to lines adjacent to the TOA,
- tell affected Network Control Officers about work progress,
- arrange for the movement of rail traffic associated with the TOA, and
- if necessary, seek an extension of time.

Change of Protection Officer

An outgoing Protection Officer must tell the incoming Protection Officer about the worksite protection arrangements.

The incoming Protection Officer must tell affected Network Control Officers about the changed contact details and:

- sign the TOA form to acknowledge handover of the TOA, or
- confirm the authority has been transferred using the ETW application.

work on track

Track Occupancy Authority

Fulfilling the TOA

The TOA may be fulfilled only when the Protection Officer:

- arranges for work to continue under another *Work on Track Authority*, *Work on Track Method*, or
- confirms the fulfilment details using the ETW application, or
- tells the Network Control Officer that:
 - the portion of track included in the TOA is clear and available for use,
 - if required, the portion of track included in the TOA has been *certified* as fit for use,
 - point securing devices have been removed,
 - Railway Track Signals and red flags/red lights have been removed, and
 - staffs or half-staffs have been returned.

The Protection Officer must tell the Network Control Officer about operating restrictions that have been placed or removed.

If arrangements have been made to continue work under another *Work on Track Authority*, the Protection Officer must ensure that the protection for the TOA is not removed until the new *Work on Track Authority* is issued and the required protection is in place.

Keeping records

Network Control Officers must make a *permanent record* of the TOA details.

The Protection Officer must keep permanent record of:

- the TOA details,
- protection arrangements for worksites,
- arrangements for rail traffic management,
- any communications with the Network Control Officer about:
 - current worksite protection arrangements, and
 - changes to the worksite protection arrangements.

CRN Network Procedures

CNPR 701 Using a Track Occupancy Authority

CNPR 702 Using a Track Work Authority

CNPR 707 Clipping points

CNPR 709 Using Railway Track Signals

CNPR 710 Piloting rail traffic

CNPR 712 Protecting work from rail traffic on adjacent lines

Effective date

6 September 2017

Using a Track Occupancy Authority

Introduction

Track Occupancy Authorities (TOA) are used to occupy a defined portion of *track* within specified limits for an agreed period.

A TOA may:

- allow the track to be broken or *obstructed*,
- allow *rail traffic* associated with the TOA to work within the specified limits, and
- be granted for *track vehicles* to travel singly or in convoy.



NOTE

The preferred method of obtaining a TOA is to take and safeguard the staff for the section, or half-staffs where practicable.

Obtaining a Track Occupancy Authority

The Protection Officer obtains a TOA from the Network Control Officer responsible for the portion of track.

Protection Officer

1. Tell the Network Control Officer:
 - your name and contact details,
 - the location of the work or track vehicle travel, including track name and at least one of the following identifiers:
 - kilometre sign and section location,
 - points number,
 - signal number,
 - station name,
 - if there are multiple tracks, the names of the tracks,
 - if within yard limits or at an intermediate siding, clearance points and give signals, points or crossover numbers,
 - permanent structures, such as bridges, roadways or overpasses. These must be used only in conjunction with one of the above identifiers,
 - the type of work to be done,
 - the limits of the TOA,
 - the protection arrangements for the TOA,
 - the track clearance method for rail traffic associated with the TOA e.g. take off rail, goods siding, refuge, and
 - the intended start and finish times.

Using a Track Occupancy Authority

Network Control Officer

2. Confirm the details about the location and proposed limits of the TOA.
3. Make sure that approaching rail traffic can be restrained at the ends of the section that includes the TOA limits.
4. Make sure that:
 - there is no rail traffic within the proposed limits of the TOA, or
 - a unidirectional rail traffic movement within the limits has passed clear and complete beyond the proposed worksite or the starting point of the track vehicle movement, by confirming the:
 - rail traffic identification number of the lead vehicle of a train or the last vehicle of a track vehicle movement with the Protection Officer, or
 - location of the rail traffic with the rail traffic crew, or
 - section is clear.
5. If the TOA is to be authorised to start after a unidirectional rail traffic movement, confirm with the Protection Officer that the TOA does not include multiple worksites.
6. Apply blocking facilities to prevent unauthorised rail traffic entry into the affected section.

Protection Officer

7. If the TOA is authorised to start after a unidirectional rail traffic movement:
 - make sure that the TOA does not include multiple worksites, and
 - watch the rail traffic pass complete beyond the worksite location or the starting point of track vehicle movement, and
 - tell the Network Control Officer the rail traffic identification number of the leading vehicle of a train or the last vehicle of a track vehicle movement.
8. If the Protection Officer cannot confirm the rail traffic identification number of the leading vehicle of a train or the last vehicle of a track vehicle movement, the Protection Officer must confirm with the Network Control Officer that the:
 - rail traffic has passed complete beyond the worksite location or the starting point of the track vehicle movement, or
 - section is clear.
9. Where practicable, and if authorised by the Network Control Officer, take and safeguard the staff or a half-staff from the limits of the TOA, and make a permanent record that they have been taken.

Using a Track Occupancy Authority

10. Confirm the details of the TOA by:
 - repeating back to the Network Control Officer, or
 - using the ETW application.
11. Confirm with the Network Control Officer that blocking facilities have been applied to prevent unauthorised entry of rail traffic into the portion of track within the TOA limits.
12. When authorised, put the required protection in place and commence work or travel.

Authorising a Track Occupancy Authority

Network Control Officer

1. Confirm that the TOA will affect only one Network Control Officer's area.
2. If the proposed limits of a TOA affect more than one Network Control Officer area, the affected Network Control Officers must confer and nominate a Coordinating Network Control Officer.
3. Issue the TOA.
4. Make a permanent record of all information about the authorisation and issue of the TOA.
5. Ask the Protection Officer to repeat back information about the TOA or accept the TOA using the ETW application.
6. Authorise the TOA.

Occupancy with disabled rail traffic

A TOA may be authorised for a portion of track occupied by disabled rail traffic.

Network Control Officer

Make sure that the rail traffic will not be moved before authority is obtained from the Protection Officer.

Joint Occupancy with another Track Occupancy Authority

A second TOA may be authorised for a portion of track with an existing TOA.

Network Control Officer

1. Tell the Protection Officer requesting the second TOA to consult with the Protection Officer holding the existing TOA.
2. Obtain the supplementary code from the Protection Officer requesting the second TOA confirming Protection Officers have agreed arrangements.

Using a Track Occupancy Authority

3. If the second TOA is for a track vehicle movement, confirm that the protection has been placed in the direction that the track vehicle is to approach.
4. Where possible, apply additional blocking facilities.
5. Issue the second TOA.
6. Make a permanent record of all information about the authorisation and issue of the TOA.
7. Ask the Protection Officer to repeat back information about the TOA, or accept the TOA using the ETW application.
8. Authorise the TOA.

Protection Officers

9. consult on the proposed work, and
10. agree on the protection arrangements and rail traffic management, and
11. record the agreed arrangements in permanent form, and
12. Protection Officer holding the existing TOA provides the Protection Officer requesting the second TOA the supplementary code, and
13. Protection Officer requesting the second TOA, provides the Network Control Officer the supplementary code

Joint Occupancy with a Track Work Authority

A TOA may be authorised in an area where a Track Work Authority (TWA) is current.

Network Control Officer

1. Tell the Protection Officer seeking the TOA to consult with the Protection Officer holding the TWA.
2. Confirm that the Protection Officers have consulted and agree with the protection arrangements.
3. If the TOA is for a track vehicle movement, confirm that the protection has been placed in the direction that the track vehicle is to approach.
4. Record the details of the TOA.
5. Where possible, apply additional blocking facilities.
6. Issue the TOA.

TOA Protection Officer

7. If the TOA is for a track vehicle movement, confirm with the TWA Protection Officer:
 - the direction of travel, and
 - the protection arrangements are agreed.

Using a Track Occupancy Authority

Protection Officers

8. consult on the proposed work,
9. agree on the protection arrangements and rail traffic management, and
10. record the agreed arrangements in permanent form.

Protecting worksites



NOTE

When using Railway Track Signals, make sure that red flags/red lights are placed in the middle of the four-foot, adjacent to the Railway Track Signal closest to the worksite.

Protection Officer

Establish if Railway Track Signal protection is required.

If required:

1. Make sure that Railway Track Signal protection is placed on all points of entry to the worksite. Place three Railway Track Signals and red flag/red light at least 500m from the worksite.

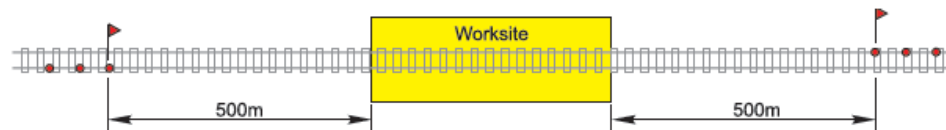


FIGURE 1: Example of protection arrangements for a single worksite

2. If a controlled absolute signal is within 500m of the worksite, a controlled absolute signal more than 500m from the worksite must be used for worksite protection.

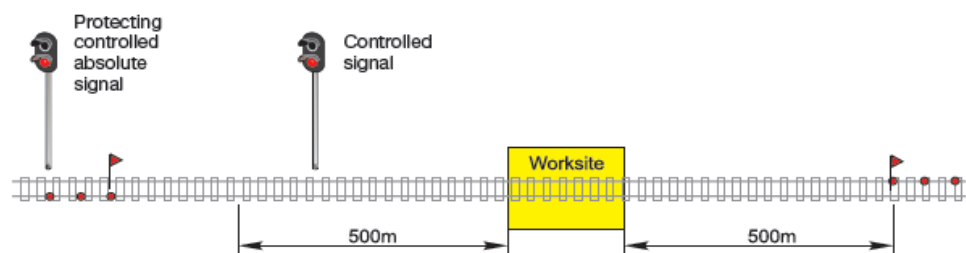


FIGURE 2: Example of protection arrangements for a worksite when the closest signal is less than 500m from the worksite, a signal more than 500m from worksite used for protection

Using a Track Occupancy Authority

3. If a controlled absolute signal, less than 500m from the worksite, is used to prevent access to the portion of track within the TOA limits, and a set of points is available for a different route, then secure the points for the different route.

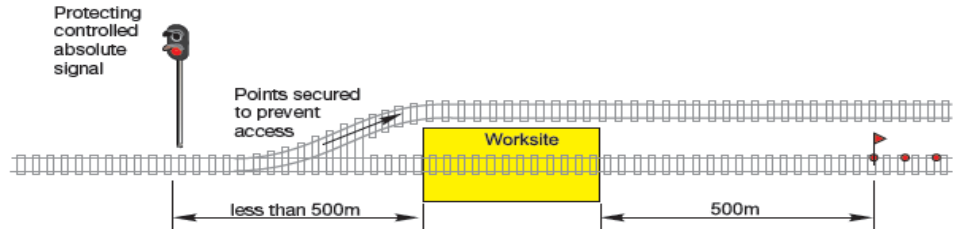


FIGURE 3: Example of protecting signal less than 500m from worksite, points secured for a different route

4. If points cannot be secured for a different route, use a controlled signal at least 500m from the worksite.

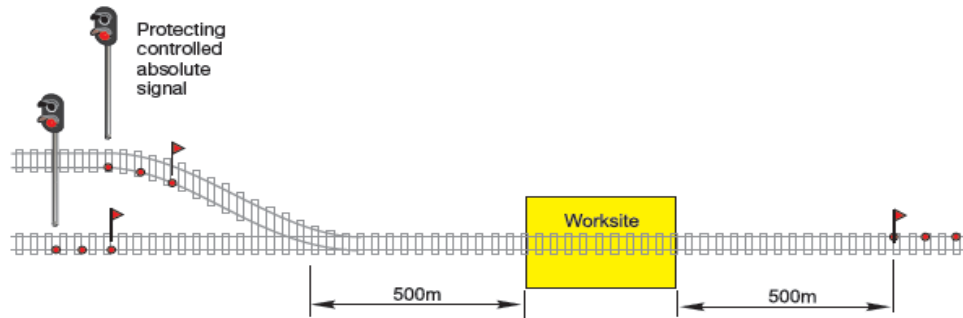


FIGURE 4: Example of protecting a worksite with signals more than 500m from worksite

5. Where multiple worksites are located within TOA limits or additional Work on Track Authorities have been authorised, three Railway Track Signals and red flag/ red light must be placed at least 500m from the entry limits of each worksite.

If worksites are more than 500m but less than 1000m apart, three Railway Track Signals and red flag/red light must be placed midway between the worksites.

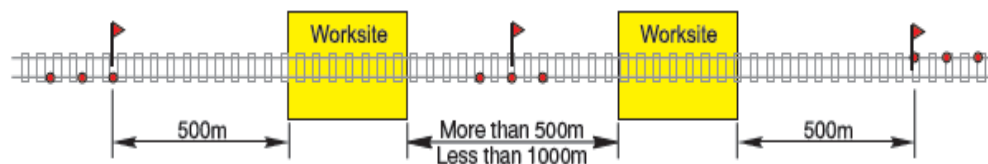


FIGURE 5: Example of protection arrangements for multiple worksites more than 500m but less than 1000m apart

Using a Track Occupancy Authority

- Where multiple worksites are less than 500m apart, they are to be co-ordinate as one worksite.

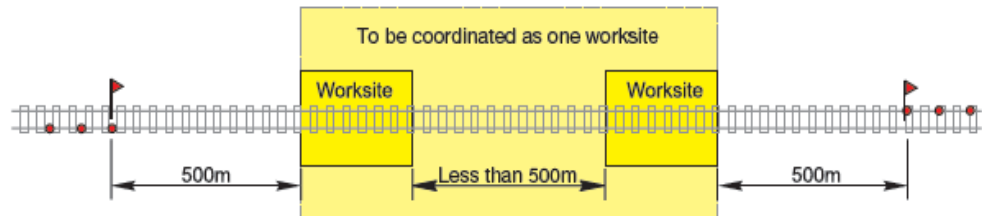


FIGURE 6: Example of protection arrangements for worksites to co-ordinate as one worksite.

Obtaining an extension of time for a TOA

Protection Officer

- If necessary, ask the Network Control Officer for an extension of time for the TOA.
- When an extension is authorised, record the new expiry time and the authorising Network Control Officer's name on the TOA form, or make a permanent record about the time extension details.

Network Control Officer

- Tell other affected Network Control Officers about the new TOA expiry time.

Returning the track to service

Protection Officer

- Make sure that rail traffic and equipment are clear of the line.
- Make sure that all workers have cleared the worksites.
- Make sure that:
 - points securing devices have been removed,
 - Railway Track Signals and red flags/red lights have been removed,
 - if necessary, signals have been restored to normal use, and
 - the track is safe for use.
- If necessary, when advised that the line is *certified* fit for use, tell the Network Control Officer.
- Tell affected Network Control Officers about any restrictions on track use.
- If necessary, replace the staffs or half-staffs, as required by the Network Control Officer.
- Fulfill the TOA.

Using a Track Occupancy Authority

Network Control Officer

8. Confirm with the Protection Officer:
 - their name, contact number and worksite location,
 - the TOA number, and
 - workers and equipment are clear of the *Danger Zone*.
9. Remove blocking facilities.
10. If necessary, test signals.

Keeping records

Network Control Officers must record in permanent form the TOA details, including protection arrangements.

The Protection Officer must record in permanent form details of:

- the TOA,
- protection arrangements for worksites,
- arrangements for rail traffic management, and
- communications with the Network Control Officer about current protection arrangements and changes in protection arrangements.

Each TOA must be shown separately on the Train Control diagram or diary.

Related CRN Network Procedures

CNPR 704 Using Infrastructure Booking Authorities

CNPR 707 Clipping points

CNPR 709 Using Railway Track Signals

CNPR 710 Piloting rail traffic

CNPR 712 Protecting work from rail traffic on adjacent lines

Effective date

6 September 2017

Track Occupancy Authority (TOA)

Introduction

A Track Occupancy Authority (TOA) form is used to authorise occupancy of track, within specified limits, for an agreed period. The form has two parts:

- Items 1 to 11 are completed when a TOA is granted.
- Items 12, 13 and 14 are completed:
 - if a time extension is allowed for a TOA, or
 - if a second TOA is issued.

Mandatory items

The following items must be completed:

- 1 Number
- 2 Protection Officer details
- 3 Authority to occupy the
- 4 Duration
- 9 Blocking facilities have been applied at
- 10 Repeated back ok at
- 11 Authorised by
- 14 Authorised by (Only required, if the time of a TOA is extended or if a second TOA is issued)

Optional items

Item 5 – Type of work to be performed

Record the work to be performed under the TOA.

Item 6 - Train Number

If there is no rail traffic ahead in the specified limits, put a cross in the check box **6** .

If there is rail traffic ahead in the specified limits, put a tick the check box **6** and record the train identification number.

Item 7 - Security code and Supplementary code

If the security code is not required, put a cross in the check box **7** .

If the security code is required, put a tick in the check box **7** and record the security code and the supplementary code.

Track Occupancy Authority (TOA)

Optional items **Item 8 – Train(s) standing on**

If there is no train/s standing within the specified limits put a cross in the check box **8** **x**.

If there is a train/s standing within the specified limits, put a tick the check box **8** and record the line and location where the train/s standing.



NOTE

The Network Control Officer must not record the security code or the supplementary code issued by the computerised Train Order system.

Item 12 - Extension of time until

If an extension of time is allowed for a TOA, tick the check box **12** , and complete Item 14.

Item 13 - Another Track Occupancy Authority is current for this portion of line

If a second TOA is being issued, tick the check box **13** .

Tick **Yes** when confirmed that the Protection Officers have agreed arrangements and complete Item 14.

Effective date

6 September 2017

Track Occupancy Authority (TOA)



Track Occupancy Authority (TOA)

1 **Number**

2 **Protection Officer details**
Protection Officer name Protection Officer contact number

3 **Authority to occupy the** line
between and
Location / nominate clearance point Location / nominate clearance point

4 **Duration** Commencing at hours Date
To be fulfilled by hours Date

5 **Type of work to be performed** _____

6 **Train Number** is ahead; follow and be prepared to stop

7 **Security code** **Supplementary code**

8 **Train(s) standing on** at
Line Location

9 **Blocking facilities have been applied at**
location

10 **Repeated back ok at** hours

11 **Authorised by**
Network Control Officer

Use this section only if the time of a TOA is extended or if a second TOA is issued

12 **Extension of time until** hours Date

13 **Another Track Occupancy Authority is current for this portion of line**
Protection Officers have agreed arrangements Yes Tick when confirmed
Confirm agreed arrangements are included in the Protection Officer Diary

14 **Authorised by** at
Network Control Officer Location

Note: Relieving Protection Officers must sign and date the back of this form to acknowledge handover

Form Number: CNRF 002 V 2.0 Issue Date: September 2017



Track Occupancy Authority (TOA)

1 **Number**

2 **Protection Officer details**
Protection Officer name Protection Officer contact number

3 **Authority to occupy the** **line**
between **and**
Location / nominate clearance point Location / nominate clearance point

4 **Duration** Commencing at hours **Date**
To be fulfilled by hours **Date**

5 **Type of work to be performed**

6 **Train Number** is ahead; follow and be prepared to stop

7 **Security code** **Supplementary code**

8 **Train(s) standing on** **at**
Line Location

9 **Blocking facilities have been applied at**
location

10 **Repeated back ok at** hours

11 **Authorised by**
Network Control Officer

Use this section only if the time of a TOA is extended or if a second TOA is issued

12 **Extension of time until** hours **Date**

13 **Another Track Occupancy Authority is current for this portion of line**
Protection Officers have agreed arrangements Yes Tick when confirmed
Confirm agreed arrangements are included in the Protection Officer Diary

14 **Authorised by** **at**
Network Control Officer Location

Note: Relieving Protection Officers must sign and date the back of this form to acknowledge handover

Track Occupancy Authority (TOA)

Introduction

A Track Occupancy Authority (TOA) form is used to authorise occupancy of track, within specified limits, for an agreed period.

The form has five parts:

Part 1 – REQUEST

Part 2 – VALIDATION

Part 3 – AUTHORISATION

Part 4 – EXTENSION

Part 5 – FULFILMENT

Items 1 to 17 are completed when a TOA is granted (Request, Validation and Authorisation).

Items 18 and 19 are completed if a time extension is allowed for a TOA (Extension).

Items 20 to 26 are completed when a TOA is to be fulfilled (Fulfilment).

Mandatory items

The following items must be completed:

1. TOA Number.
2. Protection Officers name, contact details and current location.
3. Request to occupy the line.
4. Type of work to be done:
 - The work to be performed under the TOA.
12. Authority Duration of the TOA commencing at and fulfilled by.
14. Blocking facilities have been applied at:
 - Insert location including details of signals to which blocking facilities have been applied.
16. The details of this form have been read back by the Protection Officer.
17. Authorised by Network Control Officer and their location.
19. Authorised by – if an extension of time is allowed record the Network Control Officers name and location.
20. Provide the Network Control Officer with the correct TOA number to be fulfilled.
21. All worksites have been cleared of workgroups, track vehicles and equipment.
22. Worksite protection has been removed (including detonators, flags and point clips).

Track Occupancy Authority (TOA)

Optional items

Item 5 – Track Vehicle Journey

- Tick the check box 5, if the TOA is for a track vehicle journey,
- Record the location from and to for the track vehicle journey, or
- Put a cross in the check box 5, if the TOA is not for a track vehicle journey

Item 6 – Fixed Worksite

- Tick the check box 6, if the TOA is for a fixed worksite and record the worksite boundary, or
- Put a cross in the check box 6, if the TOA is not for a fixed worksite.

Item 7 – Another Track Occupancy Authority or Track Work Authority is current

- If a second TOA is being issued or a TWA is current, tick the check box 7 and complete item 8, or
- Put a cross in the check box 7, if a second TOA is not being issued or a TWA is not current and do not complete item 8.

Item 8 – Protection Officer have agreed arrangements

- tick the check box 8, if a second TOA is being issued or a TWA is current, and
- tick the check box YES, when the Protection Officer for the second TOA or TWA confirms they have spoken to the Protection Officer holding the first TOA or TWA have agreed on the proposed work, protection arrangements and rail traffic management and have recorded the agreed arrangements in the Protection Officer Diary CNRF 017, or
- put a cross in the check box 8, if there is not a TOA or TWA current for the portion of line.

Item 9 – No trains in the TOA limits

If there are no Trains in the TOA limits:

- Tick the check box 9 and put a cross in the check box items 10 and 11, or

If there are Trains in the TOA limits:

- Put a cross in the check box 9 and complete item 10 or 11.

Track Occupancy Authority (TOA)

Optional items cont.

Item 10 – Train Number

If there is rail traffic within the limits of the TOA:

- tick the check box 10 and record the:
 - train number given by the Network Control Officer,
 - location the rail traffic is proceeding towards given by the Network Control Officer, and
 - identification number of the lead unit of the train when it has passed beyond the starting point of the track vehicle journey or the boundaries of the fixed worksite, and give this to the Network Control Officer.
- Put a cross in the check box 10 , if there is no rail traffic ahead or a track vehicle journey is to commence within the yard limits.



Note

The Network Control Officer must:

- record the identification number of the lead unit of the train on the form, and
- confirm that the Protection Officer has given the correct identification number of the lead unit of the train.

Item 11 – A track vehicle journey is to commence within the yard limits and a train is still within the TOA limits

If a track vehicle journey is to commence within the yard limits and a train is still within the limits of the TOA:

- tick the check box 11 and record the:
 - location the track vehicle journey is to commence from,
 - train number given by the Network Control Officer,
 - location the rail traffic is proceeding towards given by the Network Control Officer, and
 - time the rail traffic departed the location of the starting point of the track vehicle journey.

If a track vehicle journey is to commence within the yard limits and there is no train within the TOA limits:

- put a cross in check box 11

Track Occupancy Authority (TOA)

Optional items cont.

Item 13 – Security code/s and Supplementary code

When issued, write the Security code/s and the Supplementary code dictated by the Network Control Officer.

- tick the check box 13 ,
- record the Security code/s and the Supplementary code, and
- record details about the line and location of the standing rail traffic.



Note

The Network Control Officer must not record the security code issued by the computerised system.

Item 15 – Staffs, or Half Pilot Staffs – Section details

If staffs or half pilot staffs have been safeguarded for the TOA:

- tick the check box 15 , and
- record the section details and staff number where applicable, or

If staffs or half pilot staffs have not been safeguarded for the TOA:

- put a cross in the check box 15

Item 18 – Extension of time until

If an extension of time is allowed for a TOA, tick the check box 18 and complete item 19.

Item 23 – Track is certified as available for use

If work associated with the TOA affects the infrastructure and the track is to be certified:

- tick the check box 23 , and
- advise the Network Control Officer the track is certified as available for use and tick the check box YES , or
- place a cross in the check box 23 , if work associated with the TOA does not affect the infrastructure.

Track Occupancy Authority (TOA)

Optional items cont.

Item 24 – Details of any operating restrictions

If operating restrictions are to apply after the TOA is fulfilled:

- tick the check box 24 , and
- advise the Network Control Officer of the operating restrictions and tick the check box YES , or

If there are no operating restriction after the TOA is fulfilled:

- put a cross in the check box 24 and advise the Network Control Officer.

Item 25 – Staffs, or Half Pilot Staffs

If staffs or half pilot staffs have been used for the TOA:

- tick the check box 25 , and
- when the staffs or half pilot staffs have been restored tick the check box YES and advise the Network Control Officer, or

If staffs or half pilot staffs have not been removed for the TOA:

- put a cross in the check box 25 .

Item 26 – Security Code

Where issued, provide the security code/s dictated by the Network Control Officer:

- tick the check box 26 , and
- provide the Network Control Officer the correct security code/s and tick the check box YES .

Effective date 6 September 2017

Track Occupancy Authority (TOA)

John Holland		COUNTRY REGIONAL NETWORK		Track Occupancy Authority (TOA)	
1	TOA Number	<input type="text"/>			
2	Protection Officer details	<input type="text"/> <small>Protection Officer name</small>	<input type="text"/> <small>Protection Officer contact number</small>	<input type="text"/> <small>Current location / Kilometrage</small>	
3	Request to occupy the	<input type="text"/> Line			
	between	<input type="text"/> <small>Location / nominate clearance point</small>	and	<input type="text"/> <small>Location / nominate clearance point</small>	
4	Type of work to be done	<input type="text"/>			
5	Track Vehicle Journey	from <input type="text"/> <small>Location / Kilometrage at which the journey will commence</small>	to <input type="text"/> <small>Location / Kilometrage at which the journey will finish</small>		
6	Fixed worksite	from <input type="text"/> <small>Worksite location Kilometrage</small>	to <input type="text"/> <small>Worksite location Kilometrage</small>		
7	<input type="checkbox"/> Another Track Occupancy Authority / Track Work Authority is current for this portion of line.				
8	<input type="checkbox"/> Protection Officers have agreed arrangements. <input type="checkbox"/> Yes Confirm agreed arrangements are included in the PO Diary				
9	<input type="checkbox"/> There are no Trains in the TOA limits.				
10	Train Number	<input type="text"/>	is still within the limits of the TOA proceeding towards	<input type="text"/> <small>Location</small>	and the
			Protection Officer has observed the identification number of the lead unit of the train	<input type="text"/> <small>Identification number</small>	which has
			passed beyond the starting point of the track vehicle journey or fixed worksite boundary, if following be prepared to stop.		
			NOTE: THE NETWORK CONTROL OFFICER must confirm the correct identification number of the lead unit of the train.		
11	A track vehicle journey is to commence within the yard limits at	<input type="text"/> <small>Location</small>			
	Train Number	<input type="text"/>	is still within the limits of the TOA proceeding towards	<input type="text"/> <small>Location</small>	
			This train departed the starting point of the track vehicle movement, at	<input type="text"/> <small>hours</small>	follow and be prepared to stop.
12	Authority Duration	Commencing at <input type="text"/> <small>hours</small>	Date	<input type="text"/>	<input type="text"/>
		To be fulfilled by <input type="text"/> <small>hours</small>	Date	<input type="text"/>	<input type="text"/>
13	Security code	<input type="text"/> <small>Code 1</small>	<input type="text"/> <small>Code 2</small>	Supplementary code	<input type="text"/>
	Train(s) standing on	<input type="text"/> <small>Line</small>		at	<input type="text"/> <small>Location</small>
14	Blocking facilities have been applied at	<input type="text"/> <small>Insert location including details of signals to which blocking facilities have been applied</small>			
15	Staffs, or Half Pilot Staffs – Section details	<input type="text"/> <small>Note: In addition to section details insert staff number where applicable</small>			
16	The details of this form have been read back by the Protection Officer	<input type="text"/> <small>Protection Officer name</small>			
	to	<input type="text"/> <small>Network Control Officer</small>	at	<input type="text"/> <small>Location</small>	<input type="text"/> <small>hours</small>
17	Authorised by	<input type="text"/> <small>Network Control Officer</small>	at	<input type="text"/> <small>Location</small>	
Use this section only if the time of a TOA is extended					
18	Extension of time until	<input type="text"/> <small>hours</small>	Date	<input type="text"/>	<input type="text"/>
19	Authorised by	<input type="text"/> <small>Network Control Officer</small>	at	<input type="text"/> <small>Location</small>	
				Note: Relieving Protection Officers must sign and date the back of this form to acknowledge handover	
Fulfilling the TOA – Protection Officer must tell the Network Control Officer: Tick when confirmed					
20	The correct TOA number	Yes	<input type="checkbox"/>		
21	All worksites have been cleared of work groups, track vehicles and equipment	Yes	<input type="checkbox"/>		
22	Worksite protection has been removed (including detonators, flags, point clips)	Yes	<input type="checkbox"/>		
23	The track is certified as available for use	Yes	<input type="checkbox"/>		
24	Details of any operating restrictions to apply after fulfilment	Yes	<input type="checkbox"/>		
25	Staffs, or Half Pilot Staff, have been replaced (where used)	Yes	<input type="checkbox"/>		
26	The correct security code	Yes	<input type="checkbox"/>		
	When all of the conditions have been meet, fulfil the TOA form.				
<small>Form Number: CNRF 002 B V 3.0 Issue Date: September 2017</small>					

REQUEST

VALIDATION

AUTHORISATION

EXTENSION

FULFILMENT



Track Occupancy Authority (TOA)

1 TOA Number

2 Protection Officer details
Protection Officer name Protection Officer contact number Current location / Kilometrage

3 Request to occupy the **Line**
 between and
Location / nominate clearance point Location / nominate clearance point

4 Type of work to be done

5 Track Vehicle Journey from to
Location / Kilometrage at which the journey will commence Location / Kilometrage at which the journey will finish

6 Fixed worksite from to
Worksite location Kilometrage Worksite location Kilometrage

REQUEST

7 **Another Track Occupancy Authority / Track Work Authority is current for this portion of line.**

8 **Protection Officers have agreed arrangements.** Yes Confirm agreed arrangements are included in the PO Diary

9 **There are no Trains in the TOA limits.**

10 **Train Number** is still within the limits of the TOA proceeding towards and the
Location
 Protection Officer has observed the identification number of the lead unit of the train which has
Identification number
 passed beyond the starting point of the track vehicle journey or fixed worksite boundary, if following be prepared to stop.
NOTE: THE NETWORK CONTROL OFFICER must confirm the correct identification number of the lead unit of the train.

11 **A track vehicle journey is to commence within the yard limits at**
Location
Train Number is still within the limits of the TOA proceeding towards
Location
 This train departed the starting point of the track vehicle movement, at hours, follow and be prepared to stop.

VALIDATION

12 Authority Duration Commencing at hours Date
 To be fulfilled by hours Date

13 **Security code**
Code 1 Code 2 **Supplementary code**

Train(s) standing on **at**
Line Location

14 Blocking facilities have been applied at
Insert location including details of signals to which blocking facilities have been applied

15 **Staffs, or Half Pilot Staffs – Section details**
Note: In addition to section details insert staff number where applicable

16 The details of this form have been read back by the Protection Officer
Protection Officer name
 to at hours
Network Control Officer Location

17 Authorised by at
Network Control Officer Location

AUTHORISATION

Use this section only if the time of a TOA is extended

18 **Extension of time until** hours Date

19 **Authorised by** at
Network Control Officer Location

Note: Relieving Protection Officers must sign and date the back of this form to acknowledge handover

EXTENSION

Fulfilling the TOA – Protection Officer must tell the Network Control Officer: Tick when confirmed

20 The correct TOA number Yes

21 All worksites have been cleared of work groups, track vehicles and equipment Yes

22 Worksite protection has been removed (including detonators, flags, point clips) Yes

23 **The track is certified as available for use** Yes

24 **Details of any operating restrictions to apply after fulfilment** Yes

25 **Staffs, or Half Pilot Staff, have been replaced (where used)** Yes

26 **The correct security code** Yes

When all of the conditions have been meet, fulfil the TOA form.

FULFILMENT