



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