

Track Occupancy Authority (TOA)

1 TOA Number

2 Protection Officer details Protection Officer name Protection Officer contact number

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

4 Duration To be fulfilled by hours Date

5 Type of work to be done

6 Track Vehicle Journey Location / Kilometrage at which the journey will commence

7 Fixed worksite from Worksite location / Kilometrage to Worksite location / Kilometrage

8 Train Number is ahead; follow and be prepared to stop

9 Another Track Occupancy Authority is current for this portion of line Yes Tick when confirmed

10 Protection Officers have agreed arrangements Yes Tick when confirmed
Confirm agreed arrangements are included in the Protection Officer Diary

11 Security Code Code 1 Code 2 Code 3
Supplementary Code Code 1

12 Train(s) standing on at

13 Pilot Staff – Section details
Note: In addition to section details, insert staff number where applicable

14 Blocking facilities applied at Location

15 Repeated back at hours

16 Authorised by Network Control Officer

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

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

17 Extension of time until hours Date 20

18 Authorised by Network Control Officer at Mayfield Control Centre Location

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

Fulfilling the TOA – Protection Officer must confirm with the Network Control Officer:

19	The correct TOA	<input type="checkbox"/> Yes <input type="checkbox"/>
20	If work is continuing under another Work on Track authority	<input type="checkbox"/> Yes <input type="checkbox"/>
21	Are all people and equipment clear of the Danger Zone?	<input type="checkbox"/> Yes <input type="checkbox"/>
22	Has ALL worksite protection been removed?	<input type="checkbox"/> Yes <input type="checkbox"/>
23	The track is certified as available for use	<input type="checkbox"/> Yes <input type="checkbox"/>
24	Details of any operating restrictions to apply after fulfilment	<input type="checkbox"/> Yes <input type="checkbox"/>
25	The Pilot Staff has been returned as directed	<input type="checkbox"/> Yes <input type="checkbox"/>

When all of the conditions have been met, fulfil the TOA.