

Network Safeworking Rules and Procedures

Piloting Rail Traffic

Procedure Number: 9006



Brookfield
Rail

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Glossary for this Procedure

<i>Associated Rail Traffic</i>	Rail traffic that performs track maintenance or construction tasks for the work.
<i>Authority</i>	Formal name for a written Authority (e.g. Local Possession Authority, Alternative Proceed Authority).
<i>Clear</i>	A proceed indication displayed by a signal. In reference to a track circuit, block, section or signal route, the absence of rail traffic. In reference to track workers being clear of track.
<i>Competent</i>	Having the ability, skill and certification to carry out a relevant task.
<i>Competent Worker</i>	A worker certified as competent to carry out a relevant task.
<i>Crossover</i>	A portion of line that is used to divert rail traffic from one continuing line to another.
<i>Effective Communication</i>	The ability to successfully send, receive and understand information. The communication does not need to be continuous.
<i>In-Field Protection</i>	One or more devices approved by Brookfield Rail that provide warning to protect rail traffic crew and workers. The device or devices may be used in conjunction with signalling or blocking facilities.
<i>Local Possession Authority (LPA)</i>	An authority that closes a defined portion of track from non-associated rail traffic for a specified period.
<i>Location</i>	A place in the Network with a designated name, identification number, or signalling reference.
<i>Network Controller</i>	A Competent Worker who authorises and issues Occupancy Authorities, and works points, signals and other signalling equipment to manage routes for safe and efficient transit of rail traffic in the Network.
<i>Permanent Record</i>	A record made in writing or in an electronic system, and kept for reference and audit.
<i>Pilot</i>	To direct or guide rail traffic crews and tell them about local conditions and operating restrictions on running lines and at worksites.

<i>Points</i>	A track component consisting of paired pieces of tapered rail (blades) that can be moved and set to allow tracks to diverge or converge.
<i>Possession Protection Officer</i>	The Competent Worker responsible for coordinating protection of worksites under a Local Possession Authority.
<i>Protection</i>	The means used to prevent rail traffic from entering a worksite or other portion of track, or to prevent road or pedestrian traffic entering a level crossing.
<i>Protection Officer</i>	The Competent Worker responsible for managing the rail safety component of worksite protection (i.e. compliance with Network Safeworking Rules and procedures).
<i>Rail Traffic</i>	Trains and track vehicle or vehicles travelling on the network.
<i>Rail Traffic Crew</i>	Competent Workers responsible for the operation of the Motive Power Unit.
<i>Route</i>	The rail traffic path from one limit of authority to the next in the direction of travel.
<i>Secure</i>	To safeguard against accidental or unauthorised access or movement.
<i>Track Occupancy Authority (TOA)</i>	An authority for Competent Workers and their equipment to occupy a defined portion of track for a specified period.
<i>Travel</i>	Planned or purposeful movement from one location to another.
<i>Work on Track Authority</i>	An authority to perform work on track. See Local Possession Authority (LPA); Track Occupancy Authority (TOA) and Track Work Authority (TWA),

1. Purpose

This Procedure details the protocols where, when required, *Pilots* accompany *Rail Traffic Crews* to direct *Rail Traffic* movements.

2. General



WARNING: *Rail Traffic Crews* are responsible for the safe operation of *Piloted Rail Traffic*.

A *Pilot* must be used when the *Rail Traffic Crew* is unfamiliar with the *Route*, the *Pilot* must be qualified for the *Route*.

A *Pilot* may be used when *Rail Traffic* is to *Travel* through a *Work on Track Authority* and the Rules allow for *Rail Traffic* entry to the worksite.

The *Pilot* must:

- confirm with the *Network Controller*, *Possession Protection Officer* or *Protection Officer*, as required by this Procedure, when and where to meet the *Rail Traffic* to be *Piloted*;
- have knowledge of the *Route*;
- give clear directions to the *Rail Traffic Crew*; and
- tell *Rail Traffic Crews* about operating restrictions and conditions in a timely manner.

3. Piloting Over an Unfamiliar Route

To *Pilot Rail Traffic* over a *Route* unfamiliar to the *Rail Traffic Crew*, the *Pilot* must:

- be *Competent* in the operation of *Rail Traffic* over the *Route*;
- ensure that the *Rail Traffic* has an *Authority to Travel* over the *Route*; and
- ensure that *Rail Traffic* is operated safely over the *Route*.

4. Piloting Rail Traffic Through Work on Track Authorities

The *Possession Protection Officer* or *Protection Officer* must appoint a suitably qualified worker to act as the *Pilot*.

The *Pilot* must:

- establish and maintain *Effective Communication* with the *Network Controller* and the *Possession Protection Officer* or the *Protection Officer*;
- confirm how entry into, and exit from, a *Work on Track Authority* will be authorised;
- confirm with the *Possession Protection Officer* or *Protection Officer*:
 - the *Route* to be taken;
 - the *Locations* of all worksites; and
 - the contact details of all *Protection Officers* within the *Work on Track Authority*.

4.1. Rail Traffic Entering a Work on Track Authority



WARNING: Only Rail Traffic Associated with an LPA or TOA may enter the LPA or TOA

The *Pilot* must get authority to enter a:

- *Local Possession Authority (LPA)* from the *Possession Protection Officer*, or
- *Track Occupancy Authority (TOA)* from the *Protection Officer*.

The *Pilot* must:

- act under the direction of the *Possession Protection Officer* or *Protection Officer*;
- make sure that *Points* and *Crossovers* are set and *Secured* correctly before *Travelling* over them; and
- tell the *Rail Traffic Crew* the *Locations* of worksites.

4.2. Rail Traffic Entering a Worksite

Before making a movement within a *Work on Track Authority* the *Pilot* must contact the *Possession Protection Officer* or *Protection Officer* and get:

- authority for the movement; and
- an assurance that the intended *Route* is *Clear* and that no conflicting movements have been, or will be, authorised.

If there is no *Competent Worker* at the *Location* of the *In-Field Protection* the *Pilot* must:

- get the authority of the *Possession Protection Officer* or *Protection Officer* to remove the *Protection*;
- remove or arrange to remove the *Protection* before passing the *Location*; and
- replace or arrange to replace the *Protection* after passing the *Location*.

4.3. Rail Traffic Departing the Authority

The *Pilot* must get the *Network Controller's* authority for *Rail Traffic* to exit a *Work on Track Authority*.

The *Pilot* must tell the *Network Controller* and *Possession Protection Officer* or *Protection Officer* when the *Rail Traffic* has exited the *Work on Track Authority*.

5. Keeping Records

The *Network Controller*, *Possession Protection Officer* and *Protection Officer* must make a *Permanent Record* of relevant details, including the details of entry into and exit from worksites and *Work on Track Authorities*.

6. References

Nil

7. Effective Date

4 May 2016