

# Network Safeworking Rules and Procedures

## Infrastructure Booking Advice

Rule Number: 3015



**Brookfield**  
Rail

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## Authorisation



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# Table of Contents

Glossary for this Rule.....	4
1. Purpose .....	6
2. General .....	6
3. Advertising Infrastructure Work .....	6
4. Compiling Infrastructure Booking Advice Form .....	6
5. Securing Infrastructure.....	7
6. Certifying Infrastructure.....	7
7. Booking Infrastructure Back into Use.....	7
8. Using Uncommissioned Infrastructure.....	8
9. References .....	8
10. Effective Date.....	8
11. Attachments .....	9

## Glossary for this Rule

<i>Advertise</i>	To give written or electronic notice, usually in advance, of planned activities.
<i>Authority</i>	Formal name for a written Authority (e.g. Local Possession Authority, Alternative Proceed Authority).
<i>Certified</i>	Infrastructure or rolling stock that is fit for purpose.
<i>Civil Infrastructure</i>	The track, track formation and drainage, and fixed structures beside, over or under the track. The term includes supports for overhead electric traction equipment and supports for signalling and telecommunications equipment, but not the equipment itself.
<i>Commission</i>	To formally place into active service or use.
<i>Electrical Infrastructure</i>	may include:  Equipment and systems for supplying and distributing electricity  Wires, cables, electrical equipment, electrical switch rooms, signalling and substations.
<i>Infrastructure</i>	See civil infrastructure; electrical infrastructure; signalling infrastructure and telecommunications infrastructure.
<i>Infrastructure Representative</i>	An authorised Brookfield Rail employee or an organisation contracted to Brookfield Rail, responsible for constructing or maintaining Network infrastructure.
<i>Issue</i>	To provide or send copies of authorities, warnings, notices and Network publications to affected Competent Workers by voice, hand delivery or electronic means.
<i>Local Possession Authority (LPA)</i>	An authority that closes a defined portion of track for a specified period.
<i>Network</i>	A combination of track and other associated infrastructure controlled by Brookfield Rail.
<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>Possession Protection Officer</i>	The Competent Worker responsible for coordinating protection of worksites under a Local Possession Authority.
<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>Secure</i>	To safeguard against accidental or unauthorised access or movement.
<i>Section</i>	The line between the departure end station limit of one location and the arrival end station limit of another location. A section consists of one or more blocks.
<i>Signalling and Communications Infrastructure</i>	Signalling equipment and telecommunications equipment used as part of the safeworking and operating systems of the Network.
<i>Special Train Notice (STN)</i>	A notice issued by Brookfield Rail which contains safeworking information for competent workers.
<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>Track Work Authority (TWA)</i>	An authority for non-exclusive occupancy of track by track workers and equipment within a defined portion of track for a specified period..
<i>Unauthorised</i>	Not given approval, or exceeding the limit of authority.

## 1. Purpose

This Rule describes the protocols for recording and notifying of approved changes to the *Network* regarding *Infrastructure* when it has been booked out of or back into use and when new *Infrastructure* is *Commissioned*.

## 2. General

The *Infrastructure* Booking Advice (IBA) form is used to notify of the temporary or permanent installation or removal of *Infrastructure*.

## 3. Advertising Infrastructure Work

*Infrastructure Representatives* must make sure that work on *Infrastructure* that affects the configuration of the *Network* is documented and *Advertised* by the *Issue* of a *Special Train Notice (STN)*.

New *Infrastructure* must be *Advertised* before it is *Certified* and *Commissioned*.

## 4. Compiling Infrastructure Booking Advice Form

The *Infrastructure Representative* must use an IBA form to detail work that requires *Infrastructure* equipment to be:

- temporarily booked out of use;
- permanently removed;
- booked back into use; or
- newly *Commissioned*.

*Infrastructure Representatives* must compile the IBA form before equipment is removed or *Commissioned*.

The *Infrastructure Representatives* must:

- send a copy of the IBA form to the appropriate *Network Controller*, or
- jointly fill out the IBA form with the *Network Controller*.

The *Infrastructure Representative* must give a copy of the IBA form for:

- work associated with a *Local Possession Authority (LPA)*, to the *Possession Protection Officer*, or
- work associated with a *Track Occupancy Authority (TOA)* or *Track Work Authority (TWA)*, to the *Protection Officer*.

The *Network Controller* and the *Infrastructure Representatives* must keep completed IBA forms.

## 5. Securing Infrastructure

*Infrastructure* that is not yet *Commissioned*, or has been decommissioned but not yet removed, must be *Secured* against *Unauthorised* use.

## 6. Certifying Infrastructure

*Infrastructure* that has been installed or removed must be *Certified* in an IBA form:

- filled out by the relevant *Infrastructure Representatives*; and
- acknowledged by the *Network Controller*.

## 7. Booking Infrastructure Back into Use

If *Infrastructure* has been *Certified* as working correctly, the relevant *Section* of the IBA form must be signed.

The *Infrastructure Representative* must endorse the copy of IBA form held by the *Possession Protection Officer* or the *Protection Officer*.

If parts of the *Infrastructure* remain un-certifiable at the end of work, they must be booked out of use again using a new IBA form.

The new IBA form must:

- be compiled before the original advice is signed; and
- include a reference to the IBA form it replaces.

The completed IBA form must include a reference to the new IBA form for those parts of the *Infrastructure* that were not *Certified*

## 8. Using Uncommissioned Infrastructure

*Infrastructure* that is not yet *Commissioned* (uncommissioned) may be given limited certification for specific purposes including *Rail Traffic* movements.

Before uncommissioned *Infrastructure* is used:

- an *Infrastructure Representative* must certify that it is fit for the specific purpose; and
- it must be *Advertised*.

Uncommissioned *Infrastructure* must be:

- unsecured before use; and
- *Secured* after use.

## 9. References

Nil

## 10. Effective Date

4 May 2016



# 11. Attachments

Infrastructure Booking Advice (IBA) form.

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## Infrastructure Booking Advice (IBA)

(In accordance with Rule 3015 Infrastructure Booking Advice.)

Advice No.	Serial No.	Time	00:00	te	dd/mm/yyyy
<input type="checkbox"/> Previous IBA No.	Form No.	Dated	dd/mm/yyyy	d	dd/mm/yyyy
Location	Location Identifier				
between	Location	and	Location	station	
Special Train Notice No.	STN No.	Dated	dd/mm/yyyy		
<b>Equipment details</b>					
ID Number	Description	Certification	FARF No.		
		Y/N			
		Y/N			
		Y/N			
		Y/N			
		Y/N			
<b>Booking-Out Confirmation</b>					
We certify that in accordance with Special Train Notice No. <input type="text" value="STN No."/> dated <input type="text" value="dd/mm/yyyy"/> the equipment listed above is now:					
<input type="checkbox"/> Temporarily out of use <input type="checkbox"/> Permanently removed					
Division	Time	Date	Name	Signature	
Signals					
Civil					
Electrical					
Network Control					
<b>Booking-In Confirmation</b>					
We certify that the equipment detailed above is operating correctly and is now:					
<input type="checkbox"/> Back in service and fit for purpose <input type="checkbox"/> commissioned for use in accordance with					
Special Train Notice No. <input type="text" value="STN No."/> dated <input type="text" value="dd/mm/yyyy"/>					
Division	Time	Date	Name	Signature	
Signals					
Civil					
Electrical					
Network Control					
<input type="checkbox"/> New IBA No.	Form No.	Dated	dd/mm/yyyy	Signed	Signature