Network Safeworking Rules and Procedures

Infrastructure Booking Advice

Rule Number: 3015

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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*.

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 *Work on Track Authority (WoTA)* 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 the 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

21 November 2022