

Network Safeworking Rules and Procedures

Overdue Occupancies

Rule Number: 4017

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Document History

Version	Effective Date	Pages updated	Reasons for change
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1. Purpose

The purpose of this rule is to provide instructions for dealing with overdue *Occupancies* in the *Network*.

2. General

Where the agreed or expected reporting, *Clearance* or *Section* running times are exceeded by 15 minutes, the *Network Controller* must act in accordance with Rule 2029 Responsibilities of Network Controller; and

- contact the *Competent Worker* in charge of the *Track Occupancy* activities; or
- contact the *Rail Traffic Crew*.

If this contact cannot be made, the *Network Controller* must advise the *Track Workers'* or *Rail Traffic Crews'* organisation and alert them to the circumstances.

The requirements of Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN) must be observed if the *Network Controller* cannot communicate with the crew of an overdue *Rail Traffic* movement.

The crew of overdue *Rail Traffic* must act in accordance with Rule 2027 Responsibilities of Rail Traffic Crews.

If the *Track Worker's* or *Rail Traffic Crew's* safety cannot be established, the *Network Controller* must initiate *Emergency* procedures.

3. Stopped Rail Traffic

If *Rail Traffic* is delayed due to an unscheduled stop the *Rail Traffic Crew* must immediately advise the *Network Controller*:

- the *Location* of the stopped *Rail Traffic*;
- the reason why the *Rail Traffic* has stopped; and
- the expected duration of the stoppage.

If a *Rail Traffic* stoppage is or will become extended, the *Rail Traffic Crew* must:

- tell the *Network Controller* the reason why the *Rail Traffic* stoppage is extended;
- *Secure* the *Rail Traffic* in accordance with Rule 4003 Rail Traffic Integrity; and
- provide *Protection* for the *Rail Traffic* in accordance with Rule 4001 Protecting Disabled Rail Traffic.

4. Inspecting Stopped Rail Traffic



WARNING: Where there is a risk of being struck by *Rail Traffic* on *Adjacent* lines, the *Rail Traffic Crew* must arrange to implement safety measures in accordance with Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines.



WARNING: *Adjacent* lines may be under the control of different *Network Controllers* or *Access Providers*.

If it is necessary to inspect their *Rail Traffic* the *Rail Traffic Crew* must:

- make sure that they are *Protected* against *Rail Traffic* on *Adjacent* lines in accordance with Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines; and
- tell the *Network Controller* the result of the inspection.

5. Disabled Rail Traffic

If the *Rail Traffic Crew* reports overdue *Rail Traffic* as *Disabled*, the *Network Controller* must act in accordance with Rule 4009 Removing Disabled Rail Traffic.

6. Overdue Track Occupancy

If a *Track Occupancy* is overdue, the *Possession Protection Officer* or *Protection Officer* must tell the *Network Controller*:

- the reason why the *Authority* is overdue; and
- the *Location*, if assistance is required.

7. References

2009 Reporting and Responding to a Condition Affecting the Network (CAN)

2027 Responsibilities of Rail Traffic Crews

2029 Responsibilities of Network Controllers

4001 Protecting Disabled Rail Traffic

4003 Rail Traffic Integrity

4009 Removing Disabled Rail Traffic

9010 Protecting Work from Rail Traffic on Adjacent Lines

8. Effective Date

21 November 2022