

Network Safeworking Rules and Procedures

Annett's Keys

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Brookfield
Rail

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Glossary for this Procedure

<i>AKOL</i>	Annett's Key on Locomotive.
<i>Brookfield Rail</i>	Brookfield Rail Pty. Ltd.
<i>Competent Worker</i>	A worker certified as competent to carry out a relevant task.
<i>Cross</i>	To cross or pass other rail traffic.
<i>Crossing Locations/Stations</i>	May consist of single or double ended portion of track, to hold rail traffic, connected to a main line that is used to permit other rail traffic to cross or pass.
<i>Crossover</i>	A portion of line that is used to divert rail traffic from one continuing line to another.
<i>Fulfil</i>	To advise the Network Controller that the instructions on, and associated activities for, an Occupancy Authority have been completed and can be terminated.
<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>Locomotives</i>	Self-propelled, non-passenger-carrying railway vehicles used for hauling other (typically freight or passenger) rolling stock.
<i>Main Line</i>	The running line (not including Loops) normally used for running rail traffic through and between locations
<i>Network Control Diagram</i>	A diagram used by Network Controllers showing operational information for a Rail Traffic control area, also known as a Network Control graph to create a permanent record.
<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>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>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>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>Restraint Authority</i>	The Restraint Authority directs rail traffic not to depart the location irrespective of any available Proceed Authority.
<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>Secure</i>	To safeguard against accidental or unauthorised access or movement.
<i>Shunting</i>	To move rail traffic, rakes of vehicles, or vehicles on lines for purposes other than through movement.
<i>Siding</i>	A portion of track where vehicles can be placed clear of the running lines. Also see intermediate siding.
<i>Station</i>	A system of tracks within station limits at the beginning or end of a section at which rail traffic may cross, pass or run around.
<i>Terminal Line</i>	A dead-end line.
<i>Track Vehicle</i>	A vehicle, usually self-propelled, used for inspecting and/or maintaining infrastructure.
<i>Train Order</i>	An authority issued by the Network Controller for the movement of rail traffic or issue of LPA track work authorities.
<i>Train Order Territory</i>	The portions of line where the Train Order system of Safeworking is used.

1. Purpose

This Procedure details the protocols for using Annett's Keys, which provide access to *Crossing Locations* or *Sidings* in *Train Order Territory* that are *Secured* by Annett's locks.

2. General

Annett's locks *Securing Main Line Points* at *Crossing Locations* and *Sidings* in *Train Order Territory* can only be unlocked by means of an Annett's key. The Annett's key can only be removed from the lock when the *Points* have been returned to their normal position and securely locked.

Except where otherwise authorised, Annett's locks are not attached to *Main Line Points* at *Terminal Stations* or on *Main Line Crossovers* at *Junction Stations*.

Annett's keys are *Issued* in accordance with W110-200-032 Procedure for the Issue and Control of Annett's Keys.

All *Locomotives* operating in *Train Order Territory* are provided with an Annett's key that is branded with the *Locomotive* number.

Rail Traffic Crews must ensure the Annett's key is in its receptacle on the *Locomotive* at all times when not in use.

3. Shunting and Crossing Rail Traffic

On completion of *Shunting a Siding* or *Crossing Rail Traffic* at a *Crossing Location* that is *Protected* with an Annett's lock, the *Rail Traffic Crew*, including *Track Vehicles* must advise the *Network Controller* that;

- the *Points* have been restored to normal "*Siding Secured*" (SS); and
- the Annett's key is in their possession, or the *Annett's key is on the Locomotive*. (AKOL)

The *Network Controller* must endorse the *Network Control Diagram* "AKOL" and "SS" once confirmed with the *Rail Traffic Crew* or *Competent Worker*.

When required to *Shunt a Siding* using two Annett's keys the *Network Controller* must confirm with the *Rail Traffic Crew* that both keys are in their possession or on the *Locomotive*, and endorse the *Network Control Diagram* "2AKOL".

4. Fulfilling Train Orders

Upon arrival at a *Station* where a *Train Order* is to be *Fulfilled*, the *Rail Traffic Crew* must:

- confirm the *Annett's key is on the Locomotive* (AKOL);
- endorse the *Train Order* "FULFILLED" and "AKOL"; and
- advise the *Network Controller*, who will endorse their copy of the *Train Order*.

The *Network Controller* must also endorse the *Network Control Diagram* "FULFILLED" and "AKOL".



NOTE: If a *Train Order* is to be "FULFILLED" where two Annett's keys have been used, the *Train Order* and the *Network Control Diagram* must be endorsed "2AKOL".

5. Missing Annett's Keys

If the Annett's key is missing from the *Rail Traffic*, the *Network Controller* must:

- initiate action to recover the missing Annett's key; and
- advise the *Rail Traffic Crew* of the next *Rail Traffic* movement to check the *Points* at the preceding *Station* before traversing them.

If the key is not recovered before the next *Rail Traffic* approaches a *Siding* that has been previously *Shunted* by means of an Annett's key prior to the *Train Order* being *Fulfilled*, or is required to Proceed through the *Section*, the *Rail Traffic Crew* must be warned, in accordance with Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN).



NOTE: If the Annett's key is not on the *Locomotive*, the *Network Controller* must be advised.

6. Faults

If an Annett's key becomes jammed in a lock, the *Rail Traffic Crew* must advise the *Network Controller* who will report the fault to the relevant *Infrastructure Representative*. The *Network Controller* must also warn any *Rail Traffic* entering the *Section* towards the *Siding*, in accordance with Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN).

7. Lost Annett's Keys

If an Annett's key becomes lost and cannot be found, arrangements must be made for a replacement key to be provided.

If an Annett's key becomes lost, refer to W110-200-032 the Procedure for the Issue and Control of Annett's Keys.



NOTE: If the original Annett's key is subsequently found, it must be returned to *Brookfield Rail*.

8. References

2009 Reporting and Responding to a Condition Affecting the Network.

W110-200-032 Procedure for the Issue and Control of Annett's Keys.

9. Effective Date

4 May 2016