

# Network Safeworking Rules and Procedures

## Annett's Keys

Procedure Number: 9026

---

Arc Infrastructure maintains the master for this document and publishes the current version on the Arc Infrastructure website. All changes and updates to the Network Safeworking Rules and Procedures are authorised by the Arc Infrastructure Rule Book Committee. This document is uncontrolled when printed.

---

#### Document History

| Version | Effective Date | Pages updated | Reasons for change          |
|---------|----------------|---------------|-----------------------------|
| 4       | 01/07/2026     | Page 3        | Referenced document removed |

## Table of Contents

|    |                                          |   |
|----|------------------------------------------|---|
| 1. | Purpose.....                             | 3 |
| 2. | General .....                            | 3 |
| 3. | Shunting and Crossing Rail Traffic ..... | 3 |
| 4. | Fulfilling Train Orders .....            | 4 |
| 5. | Missing Annett's Keys .....              | 4 |
| 6. | Faults .....                             | 4 |
| 7. | Lost Annett's Keys.....                  | 5 |
| 8. | References .....                         | 5 |
| 9. | Effective Date .....                     | 5 |

# 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 an Arc Infrastructure internal procedure, and a register of issued keys is maintained. 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 *Rail Traffic* 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 *Location* where a *Train Order* is to be *Fulfilled*, the *Rail Traffic Crew* must:

- confirm the Annett's key is on the *Locomotive*;
- 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, a responsible person must investigate and provide a written report on the lost Annetts Keys to the Head of Operations and Customer Management. .



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

## 8. References

2009 Reporting and Responding to a Condition Affecting the Network.

## 9. Effective Date

06:00 hrs on Wednesday 1<sup>st</sup> July 2026