

Network Safeworking Rules and Procedures

Track Access Accreditation

Rule Number: 1004



Brookfield
Rail

Track Access Accreditation

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Glossary for this Rule

<i>Absolute Signal Blocking (ASB)</i>	A method used by Competent Workers to carry out work on track using controlled absolute signals set and kept at STOP, without a formally issued work on track authority.
<i>Access</i>	A designated safe way into, along, across or out of the Rail Corridor.
<i>Accredited Person</i>	Any person who holds a valid Brookfield Rail Track Access Permit in accordance with the established procedures and whose accreditation has not been cancelled or suspended.
<i>Authority</i>	Formal name for a written Authority (e.g. Local Possession Authority, Alternative Proceed Authority).
<i>Brookfield Rail</i>	Brookfield Rail Pty. Ltd.
<i>Cancel</i>	To withdraw permission for or to end previously authorised activities, such as Occupancy Authorities, without completing them.
<i>Competent</i>	Having the ability, skill and certification to carry out a relevant task.
<i>Competent Worker</i>	A worker certified as competent to carry out a relevant task.
<i>Danger Zone</i>	Everywhere within 3m horizontally from the nearest rail and any distance above or below this 3m, unless a safe place (see Safe Place) exists or has been created.
<i>Delegate</i>	A Competent Worker authorised and designated to act in place of another.
<i>Fit for Purpose</i>	Able to be used for the function required.
<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>Lookout</i>	A Competent Worker responsible for <ul style="list-style-type: none"> • keeping watch for approaching rail traffic; and • warning other workers to stand clear of the line before the rail traffic arrives.
<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>Network Safeworking Rules and Procedures</i>	The master set of Brookfield Rail rules and procedures that define how Access Users operate safely on the Brookfield Rail Network.

<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>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 Corridor</i>	The land on which a railway is built; comprising all property between property fences, or from the nearest rail in each direction for the distance defined under the Brookfield Rail lease.
<i>Rail Traffic</i>	Trains and Track Vehicle or vehicles travelling on the Network.
<i>Road Rail Vehicle</i>	A road vehicle fitted with additional rail gear that enables the vehicle to be driven on rail.
<i>Running Line</i>	A line (other than a siding) that is used for through movement of rail traffic, not normally used for stabling rail vehicles.
<i>Safe Place</i>	<p>A Safe Place is:</p> <ul style="list-style-type: none"> • where there is at least three metres clearance from the nearest Running Line; • on a Platform behind the safety lines; • within a purpose-built refuge or shelter; • where a structure or physical barrier has been erected to provide a position of safety; or • immediately in front of stationary and Secured Rail Traffic.
<i>Track</i>	The combination of rails, rail connectors, sleepers, ballast, points and crossings.
<i>Track Vehicle</i>	A vehicle, usually self-propelled, used for inspecting and/or maintaining infrastructure.
<i>Train</i>	A locomotive or self-propelled vehicle, alone or coupled to one or more vehicles. Rail Traffic.

1 Purpose

The purpose of this Rule is to detail information in regards to the types of Track Access Permits (TAP) to be used on the *Rail Corridor* and provide information on obtaining a Track Access Permit and when Exemption Certificates and General Exemptions will be issued.

2 General

The TAP process applies to any worker required to *Access* the *Danger Zone* for any reason.



NOTE: When a *Local Possession Authority (LPA)* or *Track Occupancy Authority (TOA)* has been *Issued*, workers do not require a Track Access Permit (TAP) or Track Exemption, provided *Rail Traffic* is excluded from their worksite.

All workers are required to make available their TAP or Exemption certificate for inspection when requested. Failure to do so will result in that person being unable to work on the *Network*.

2.1 Purpose of a TAP

The purpose of the TAP process is to ensure that all workers are made aware of hazards that exist when working on or around the *Network*.

Training is given to those that have the responsibility to apply *Network Safeworking Rules and Procedures* for the *Protection* of workers working on the *Network* and for those that carry out or assist in *Train* operations.

The TAP does not establish the health, fitness, skills or *Competence* of any person who is required to perform the work that the person is employed to do.

For example:

- The *Competence* to be a *Protection Officer* does not imply that the worker can declare that the *Track* or signals are *Fit for Purpose*. A worker who holds a *Protection Officer* permit is *Competent* to provide *Protection* for workers when they are on the *Network*.
- Holding a TAP does not mean that a worker has the *Competence* to operate a certain piece of equipment. A worker holding a TAP has been trained and is *Competent* to understand and identify hazards and carry out actions to their level of training in relation to safety on the *Network*.

The TAP provides identification and the level of authority and responsibility that the worker has in relation to *Network Safeworking Rules and Procedures*.

To carry out planned work in the *Rail Corridor*, authority to *Access* the operating railway reserve must be obtained from *Brookfield Rail* on the day of the work, from the *Network Controller*.

2.2 Cancellation and Suspension of a TAP

Brookfield Rail may at any time, *Cancel* or suspend the TAP of an *Accredited Person* for breaches of safety failure to comply with *Brookfield Rail's* Drug and Alcohol Policy.

2.3 Age Restrictions

A Rail Safety worker must be 16 years of age or older to hold a Supervised Worker TAP and be 18 years of age or older to hold all other levels of TAPs.

3 Accessing the Danger Zone



WARNING: The *Issue* of a TAP does not automatically give the holder the right to enter the *Danger Zone*.

No one is permitted to *Access* the *Danger Zone* for any reason without having:

- an up to date TAP or an Exemption Certificate;
- a valid reason to be on the *Rail Corridor*, and
- the appropriate authorisation to carry out work.



NOTE: When a *Local Possession Authority (LPA)* or *Track Occupancy Authority (TOA)* has been *Issued*, workers do not require a Track Access Permit (TAP) or Track Exemption, provided *Rail Traffic* is excluded from their worksite.

Regardless of who requires *Access* to the *Danger Zone* or for what reason a worker requires *Access* to the *Danger Zone*, the *Protection Officer* for the work group must advise, and have permission from, the *Network Controller* before entering.

4 Exemptions

Exemptions can be *Issued* to workers so that they are not required to carry a current TAP when in the *Rail Corridor*.

4.1 Exemption Certificates

An Exemption certificate can only be *Issued* by employees who have been authorised to do so by *Brookfield Rail*.

An exemption certificate can be *Issued* for workers who, by the nature of the work, do not work regularly on the *Network*.

When an exemption certificate is *Issued*:

- It is to be *Issued* for a period of up to 5 days or as approved by *Brookfield Rail*.
- The non-accredited worker must be directly supervised by an accredited worker;
 - an accredited worker can supervise up to a maximum of three non-accredited workers at the same time.
- The workers must be under the direct protection of the *Protection Officer*.
- Prior to being permitted to enter the *Danger Zone*, the *Protection Officer* must provide a safety briefing, outlining:
 - the hazards in the *Rail Corridor*, and
 - the actions expected of the non-accredited worker to warning signs and sounds.



NOTE: A record of the safety briefing must be retained in accordance with W110-200-021, Procedure for Treatment of Safeworking Forms.

An Exemption certificate can be *Issue* singularly or for a group of workers, when *Issued* for a group of workers all of the names must be on the Exemption Certificate.

4.2 General Exemptions

A General Exemption can only be *Issued* by the *approved Brookfield Rail Manager* or *Delegate*.

General Exemptions can be *Issued* when:

- the work can be completely separated by a fence that will prevent workers from the exempted area *Accessing the Danger Zone* of the *Rail Corridor*; or
- where the work is deemed to be within an area safely separated from the *Rail Corridor*.



NOTE: The type of fencing will be dependent on a risk assessment for the work.

When a General Exemption certificate is *Issued*:

- In addition to any other induction or briefing, all workers that work inside the General Exempted area must be given a safety brief outlining:
 - the limits of the exemption;
 - the Access and egress points for the General Exempted area;
- A permanent record of the safety briefing must be maintained;
- A copy of the General Exemption Certificate must be readily available for inspection.

5 National Standard for Health Assessment of Rail Safety Workers

Medical Standards for Track Accreditation are set out in the National Standard for Health Assessment of Rail Safety Workers.

The health assessment aim is to detect:

- conditions that may impact on workers' vigilance and attentiveness to their work; and
- medical conditions that could impact on a worker's ability to detect and react quickly to oncoming *Rail Traffic* or warnings.

The level of medical assessment required has been defined for each level of TAP.

The level of medical assessment is determined by the level of *Authority* and responsibility covered by the TAP.



NOTE: For further information regarding the levels of medical assessment, see the National Standard for Health Assessment of Rail Safety Workers website.

6 Accreditation Levels

6.1 Types of TAPs

Figure 1004-1 Accreditation level table.

Category	Description	Medical Category
Supervised Worker (SW)	<p>This level of TAP shows the worker has an understanding of the hazards in the <i>Rail Corridor</i> and provides them with knowledge of the mitigation of those hazards.</p> <p>Workers with this level of TAP must always be under direct <i>Supervision</i> and are not permitted to enter the <i>Rail Corridor</i> without a <i>Supervisor</i> being present.</p> <p>On Train Staff with this level of TAP may work under the direct Supervision of the Railcar Driver or <i>Network Controller</i> to enter the Rail Corridor for attending to Passenger emergencies / evacuations.</p>	Cat 3
Brookfield Rail Individual Access Card (BRIAC)	<p>This level of TAP shows the worker has the understanding of hazards in the <i>Rail Corridor</i> and the <i>Competence</i> to use rule 2001 <i>Walking in the Danger Zone</i>.</p> <p>Workers with this level of TAP may supervise up to 5 people on a site visit when accompanied by a Protection Officer.</p> <p>This level is an in-house (BR only) course and also used as an employee identification card.</p>	Cat 3
Track Machine Operator (TMO)	<p>This level of TAP shows the worker has the understanding of the hazards in the <i>Rail Corridor</i> and provides them with knowledge of the mitigation of those hazards.</p> <p>Workers with this level of TAP must always be under the direct <i>Supervision</i> of a Protection Officer Level 3 and are not permitted to enter the <i>Rail Corridor</i> without a Protection Officer Level 3 supervising.</p>	Cat 3
Protection Officer L1 (PO1) (Lookout, ASB, TOSB)	<p>This level of TAP shows the worker has the understanding of hazards in the <i>Rail Corridor</i> and the <i>Competence</i> to provide <i>Lookout Protection</i> to a work group including the use of <i>Absolute Signal Blocking (ASB)</i>.</p>	Cat 3
Protection Officer L2 (PO2) (TOA, TWA, LPA)	<p>This level of TAP shows the worker has the <i>Competence</i> of a PO1 and also the <i>Competence</i> to provide <i>Protection</i> to a work group that <i>Occupies</i> the <i>Running Line</i> or siding when an obstruction is placed on the <i>Track</i>.</p>	Cat 1
Protection Officer L3 (PO3)	<p>This level of TAP shows the worker has the <i>Competence</i> of a RRVO2 and RTC to operate <i>Track Vehicles</i> on the <i>Network</i>.</p>	Cat 1
Road Rail Vehicle Operator	<p>This level of TAP shows the worker has the <i>Competence</i> to apply <i>Network Safeworking rules and Procedures</i> to driving a <i>Road Rail Vehicles</i> on the <i>Network</i>. (This is not a standalone course and</p>	Cat 1

Category	Description	Medical Category
(RRVO)	must be coupled with a Protection Officer course)	
Rail Traffic Crew (RTC)	This level of TAP shows the worker has the <i>Competence</i> to apply <i>Network Safeworking Rules and Procedures</i> while driving <i>Rail Traffic</i> on the rail <i>Network</i> and apply ASB and TOSB for the protection of work associated with their <i>Rail Traffic</i> . To be <i>Issued by Brookfield Rail</i>	Cat 1
Operations Ground Support (OGS)	This level of TAP shows the worker has the <i>Competence</i> to apply <i>Network Safeworking rules</i> when working in and around rail operations on the rail <i>Network</i> .	Cat 1
Possession Protection Officer (PPO)	This level of TAP shows the worker has the <i>Competence</i> of a PO2 or PO3 and the management of multiple worksites in an <i>LPA</i>	Cat 1
Network Train Control (NTC)	This level of TAP shows the worker has the <i>Competence</i> of all TAP level requirements.	Cat 1 or 2

6.2 Variations of TAP levels

Figure 1004-2 Variations of TAP levels.

Category	Description	Medical Category
Road Rail Vehicle Operator L1 (RRVO1)	This level of TAP shows the worker has the <i>Competence</i> of a PO1 and also the <i>Competence</i> to apply the <i>Network Safeworking rules and Procedures</i> while driving <i>Road Rail Vehicles</i> on the <i>Network</i> .	Cat 1
Road Rail Vehicle Operator L2 (RRVO2)	This level of TAP shows the worker has the <i>Competence</i> of a PO2 and also the <i>Competence</i> to apply <i>Network Safeworking rules and Procedures</i> while driving <i>Road Rail Vehicles</i> on the <i>Network</i> .	Cat 1
Possession Protection Officer (PPO2)	This level of TAP shows the worker has the <i>Competence</i> of a PO2 and the competence to manage multiple worksites in an <i>LPA</i>	Cat 1
Possession Protection Officer (PPO3)	This level of TAP shows the worker has the <i>Competence</i> of a PO3 and the competence to manage multiple worksites in an <i>LPA</i>	Cat 1

7 Obtaining a TAP

Processing and maintaining the records of TAPs is the responsibility of the *Brookfield Rail* Health Safety and Environment section.

Brookfield Rail's Health Safety and Environment section will forward renewal notices to the last known postal address of the *Accredited Person*, three months prior to the renewal date. Should an *Accredited Person* fail to requalify or pay the renewal fee by the renewal date, that person's accreditation will automatically lapse.

Inspections and compliance with contract conditions will be the responsibility of the appointed Contract Manager for the project.

7.1 Applications for a Track Access Permit

All applications for a TAP will be forwarded to the *Brookfield Rail* Health Safety and Environment section for processing.

A list of training providers will be available on request to the *Brookfield Rail* Health Safety and Environment section.

7.2 Training Courses

Complete details of all of the training courses are available from the *Brookfield Rail* Health Safety and Environment section.

7.3 Issue of TAPs

TAP applications will only be processed when evidence of all appropriate training and medical certification has been received by the *Brookfield Rail* Health Safety and Environment section.

8 References

W110-200-021 Procedure for Treatment of Safeworking Forms

National Standard for Health Assessment of Rail Safety Workers

9 Effective Date

1 April 2017

Network Safeworking Rules and Procedures

Track Occupancy Authority

Rule Number: 3005



Brookfield
Rail

Track Occupancy Authority

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Glossary for this Rule

<i>Adjacent</i>	Near to, close to, parallel to.
<i>Advertise</i>	To give written or electronic notice, usually in advance, of planned activities.
<i>Aspect</i>	The displayed pattern or position of lights used to give a signal indication.
<i>Associated Rail Traffic</i>	Rail traffic that performs track maintenance or construction tasks for the work.
<i>At Grade Rail Crossing</i>	A point where two or more railway lines cross over at the same elevation, commonly known as a “Diamond Crossing”.
<i>Authority</i>	Formal name for a written Authority (e.g. Local Possession Authority, Alternative Proceed Authority).
<i>Blocking Facilities</i>	A facility used by a Network Controller to prevent either the unintended issue of an Occupancy Authority, or the operation of points or signalling equipment.
<i>Centralised Traffic Control (CTC)</i>	A system where points and signals at a number of locations are remotely controlled from a centralised control room or other locations along the route.
<i>Centralised Traffic Control (CTC) Territory</i>	The portions of line where the Centralised Traffic Control system of Safeworking is used.
<i>Certified</i>	To classify infrastructure or rolling stock as fit for purpose.
<i>Clear</i>	A proceed indication displayed by a signal. In reference to a track circuit, block, section or signal route, the absence of rail traffic. In reference to track workers being clear of track.
<i>Competent</i>	Having the ability, skill and certification to carry out a relevant task.
<i>Controlled Absolute Signal</i>	A signal that is controlled or operated by a Network Controller. The signal must not be passed at STOP without authority.
<i>Danger Zone</i>	Everywhere within 3m horizontally from the nearest rail and any distance above or below this 3m, unless a safe place (see Safe Place) exists or has been created.
<i>Delegate</i>	A Competent Worker authorised and designated to act in place of another.
<i>Departure Signal</i>	A Controlled Absolute signal controlling the entrance to a Single line section in CTC territory.

<i>Exclusive Occupancy</i>	Sole occupancy of track within defined limits.
<i>Fixed Signals</i>	A signal that is located permanently near the line.
<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>Half Pilot Keys</i>	A metal key located at the end of a single line CTC section and interlocked with the Departure signals' circuits. Two half pilot keys can be joined to provide a full pilot key for Pilot Key Working through the section.
<i>Handsignaller</i>	A Competent Worker who gives handsignals to rail traffic crew
<i>In-Effect</i>	Activate, become current, in force.
<i>In-Field Protection</i>	One or more devices approved by Brookfield Rail that provide warning to protect rail traffic crew and workers. The device or devices may be used in conjunction with signalling or blocking facilities.
<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>Location</i>	A place in the Network with a designated name, identification number, or signalling reference.
<i>Network Controllers</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>Obstruct</i>	To make a line unsafe for the passage of rail traffic by the placing of tools, equipment or plant on the track.
<i>Permanent Record</i>	A record made in writing or in an electronic system, and kept for reference and audit.
<i>Pilot</i>	To direct or guide rail traffic crews and tell them about local conditions and operating restrictions on running lines and at worksites.
<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>Protecting Signals</i>	A Controlled Absolute Signal that is held and maintained at Stop to prevent rail traffic entry into a worksite.
<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>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>Rail Traffic Crew</i>	Competent Workers responsible for the operation of the Motive Power Unit.
<i>Railway Track Signal's (RTS)</i>	A device attached to a rail that explodes on impact, used to attract attention of rail traffic crews.
<i>Restrained</i>	To prevent movement of rail traffic with signals, signalling equipment, blocking facilities, or the issue of a written warning.
<i>Route</i>	The rail traffic path from one limit of authority to the next in the direction of travel.
<i>Running Line</i>	A line (other than a siding) that is used for through movement of rail traffic, not normally used for stabling rail vehicles.
<i>Safe Place</i>	<p>A Safe Place is:</p> <ul style="list-style-type: none"> • where there is at least three metres clearance from the nearest Running Line; • on a Platform behind the safety lines; • within a purpose-built refuge or shelter; • where a structure or physical barrier has been erected to provide a position of safety; or • immediately in front of stationary and Secured Rail Traffic.
<i>Safety Assessment</i>	An assessment process used to identify hazards for all work planned for the Rail Corridor and its potential to intrude on the Danger Zone.
<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>Siding</i>	A portion of track where vehicles can be placed clear of the running lines. Also see intermediate siding.
<i>Single Line Automatic Signalling</i>	The portions of line where the Single Line Automatic Signalling system of Safeworking is used.
<i>Special Train Notice(STN)</i>	A notice issued by Brookfield Rail which contains safeworking information for competent workers.
<i>Stabled</i>	To leave rail traffic unattended and secured, usually in a 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>Track</i>	The combination of rails, rail connectors, sleepers, ballast, points and crossings.
<i>Track Closed Warning Device</i>	A Brookfield Rail approved Stop sign designed to lock into the gauge as part of in-field protection.
<i>Track Occupancy Authorities (TOA)</i>	An Authority for Competent Workers and their equipment to occupy a defined portion of track for a specified period.
<i>Track Vehicle</i>	A vehicle, usually self-propelled, used for inspecting and/or maintaining infrastructure.
<i>Train</i>	A locomotive or self-propelled vehicle, alone or coupled to one or more vehicles. Rail Traffic.
<i>Train Order</i>	An authority issued by the Network Controller for the movement of rail traffic.
<i>Travel</i>	Planned or purposeful movement from one location to another.
<i>Unauthorised</i>	Not given approval, or exceeding the limit of authority.
<i>Uni-Directional</i>	Allowing for normal travel in one direction only according to the infrastructure and system of Safeworking in use.
<i>Work on Track Authority</i>	An authority to perform work on track. See Local Possession Authority (LPA); Track Occupancy Authority (TOA) and Track Work Authority (TWA),

1 Purpose

This Rule details the protocols for *Issuing* and using *Track Occupancy Authorities (TOA)*. These *Authorities* are used to close a defined portion of *Track* for a specified period.

2 General

Only *Network Controllers* may authorise a *TOA* for *Track* under their control.

A *TOA* is *Issued* to the *Protection Officer* and gives *Exclusive Occupancy* unless issued in accordance with Section 3.1 of this rule.

The *Protection Officer* applying this Rule must have a minimum of *Protection Officer Level 2 (PO2) Competency* in accordance with Rule 1004 Track Access Accreditation.

A single work group, including that group's equipment, and *Associated Rail Traffic*, may occupy the portion of *Track* defined by the *TOA*.

The *Track* may be broken or *Obstructed*.

3 Authorisation

Before authorising the *TOA*, the *Network Controller* must make sure that:

- another *Work on Track Authority* is not in use within the proposed limits;
- approaching *Rail Traffic* can be *Restrained* at the ends of the *Section* that includes the proposed limits;
- *Stabled Rail Traffic* not associated with the *TOA*, but is within the limits of the *TOA*, must not be authorised to move;
- *Rail Traffic* associated with the *TOA* within the limits has been identified and is being managed as agreed by the *Protection Officer* and the *Network Controller*;
- the *Protection Officer* knows about any existing obstructions; and
- *Blocking Facilities* have been applied in accordance with Rule 6003 Blocking Facilities to prevent *Unauthorised Rail Traffic* entry into the proposed limits.

The *Network Controller* must confirm with the *Protection Officer* the:

- Name, Track Access Permit number and contact details of the *Protection Officer*;
- type of work;
- intended start and finish times; and
- *Location* using two or more of the following identifiers:
 - a kilometre sign and *Section*;
 - *Station* name;
 - a *Points* number;
 - a signal number;
 - an observance of *Points* or signal *Aspect* change;
 - permanent structures, such as a bridge, roadway or overpass used only in conjunction with one of the above identifiers; or
 - another identifier.

3.1 Authorising a TOA where rail traffic is holding a Unidirectional Authority.

A *TOA* may be authorised when *Rail Traffic* holding a *Uni-Directional Authority* has *Cleared* the limits of the proposed worksite by confirming:

- with the *Protection Officer*, the *Rail Traffic* identification number of the lead vehicle of a *Train* or the last vehicle of a *Track Vehicle* movement;
- with the *Rail Traffic Crew*, the *Location* of their *Rail Traffic*; or
- that the *Section* is *Clear*.

4 Protection Officer

4.1 Protection Officer

There must be a *Protection Officer* present at the worksite until the TOA is *Fulfilled* unless otherwise approved by the *Manger Network Operations*.

A *Protection Officer* must:

- make sure that work in the *Danger Zone* does not begin before the required safety measures are in place;
- be responsible for the *Protection* of workers from *Rail Traffic*;
- make sure the *Tracks* between the worksite and protecting *Locations* remain *Clear* of obstructions;
- make sure that the worksite is *Protected* against the *Unauthorised* entry or exit of *Rail Traffic*; and
- tell workers about the *Locations* of *Safe Places*.

4.2 Change of Protection Officer

An outgoing *Protection Officer* must tell an incoming *Protection Officer* about the worksite *Protection* arrangements.

The incoming *Protection Officer* must:

- tell affected *Network Controllers* about the changed contact arrangements;
- confirm with the *Network Controller* the *TOA Authority* number; and
- make a *Permanent Record* of the handover of the *TOA*.

5 Obtaining a TOA

The *Network Controller* and the *Protection Officer* must confirm and record on the *TOA form*:

- the number of the *Special Train Notice (STN) Advertising* the *TOA*;
- the *TOA* limits;
- the unique identifying number;
- that *Blocking Facilities* have been applied to prevent entry of *Rail Traffic* into the portion of *Track* within the proposed limits;
- in *Single Line Automatic Signalling Territory*, that the *Half Pilot Keys* have been removed from both ends of the affected *Section*;
- the *Points* to be clipped, in accordance with Procedure 9000 Clipping Points, if required;
- the anticipated duration of the *TOA*;
- the *Protection Officer's name* and contact details;
- the name of the *Issuing Network Controller*;
- the time of *Issue*; and
- the date of *Issue*.

The *Protection Officer* must repeat the details of the *TOA* back to the *Network Controller*.

When the *TOA* is *Issued* the *Protection Officer* must ensure the required *Protection* is in place before work commences.

The *Network Controller* must make sure that other affected *Network Controllers* are aware of the *Protection*.

6 Protection



WARNING: Work must not start in the *Danger Zone* until the required *Protection* is in place.

The *Network Controller* must apply *Blocking Facilities*, where available, to prevent *Unauthorised Rail Traffic* from entering the *TOA*. Where required, the *Protection Officer* must place *In-Field Protection* at all points of entry to the *TOA*.

6.1 In-Field Protection

In-Field Protection can be one of the following:

- *Railway Track Signal's (RTS)* and *Handsignaller*;
- *RTS* and a *STOP* sign;
- *Track Closed Warning Device*; or
- *Points* clipped to prevent *Rail Traffic* entry.



NOTE: *RTS* must be used in accordance with Procedure [9004 Using Railway Track Signals](#).

6.2 Terminal Lines

In-Field Protection is not required between the worksites and the end of a Terminal Line if the *Network Controller* tells the *Protection Officer* that there are no planned *Rail Traffic* movements from that direction.

Where there is *Stabled Rail Traffic* not associated with the *TOA*, within the limits of the *TOA*, the *Protection Officer* must place *In-Field Protection* to prevent entry in to the *TOA*.

6.3 Centralised Traffic Control (CTC) Territory

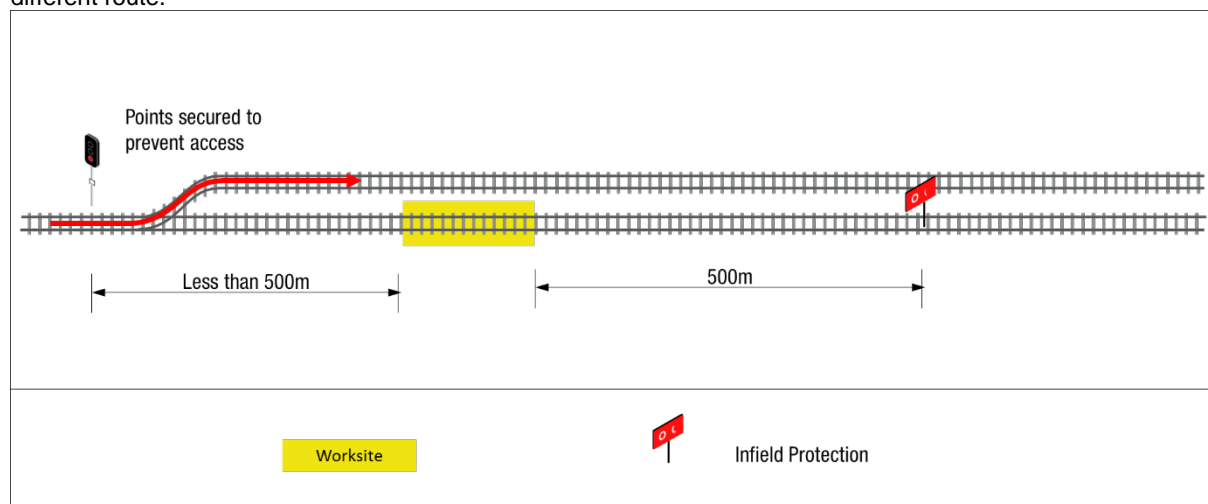
Protecting Signals must be placed to *STOP* with *Blocking Facilities* applied and *In-Field Protection* placed:

- at that *Protecting Signal*; or
- at least 500 metres from the worksite in such a position that any *Rail Traffic* entering the *TOA* limits must pass over that *In-Field Protection*.

Where a *Departure Signal* is the *Protecting Signal* the *Protection Officer* must also take possession of the *Half Pilot Key*.

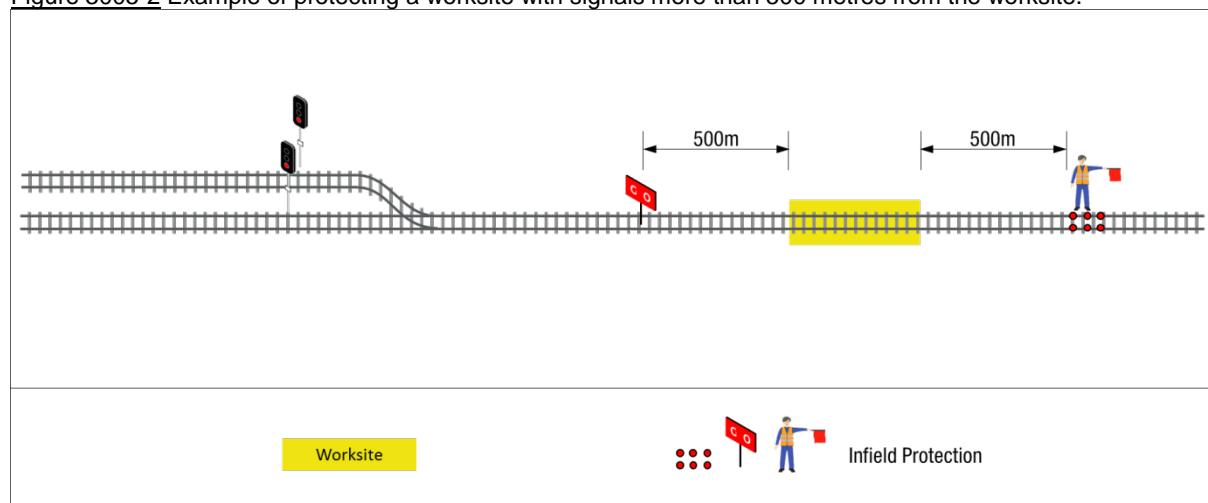
If a *Controlled Absolute Signal* less than 500 metres from the worksite is used to prevent access to the portion of *Track* within the *TOA* limits, and a set of *Points* is available for a different *Route*, then set and *Secure* the *Points* for the different *Route*.

Figure 3005-1 Example of a protecting signal less than 500 metres from the worksite and points secured for a different route.



If *Points* cannot be *Secured* for a different *Route*, a *Controlled Absolute Signal* at least 500 metres from the worksite must be used.

Figure 3005-2 Example of protecting a worksite with signals more than 500 metres from the worksite.



6.4 Train Order Territory

Where available, *Blocking Facilities* must be applied to the *Train Order System* and *In-Field Protection* placed at the entry to the *TOA* limits.

Figure 3005-3 Example of protection arrangements for an individual worksite on a single line

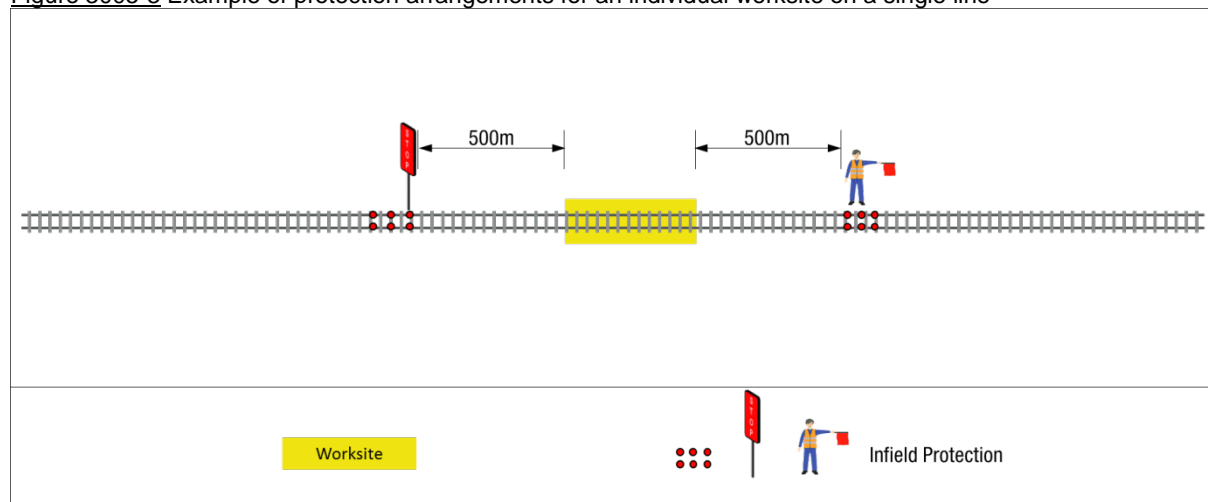
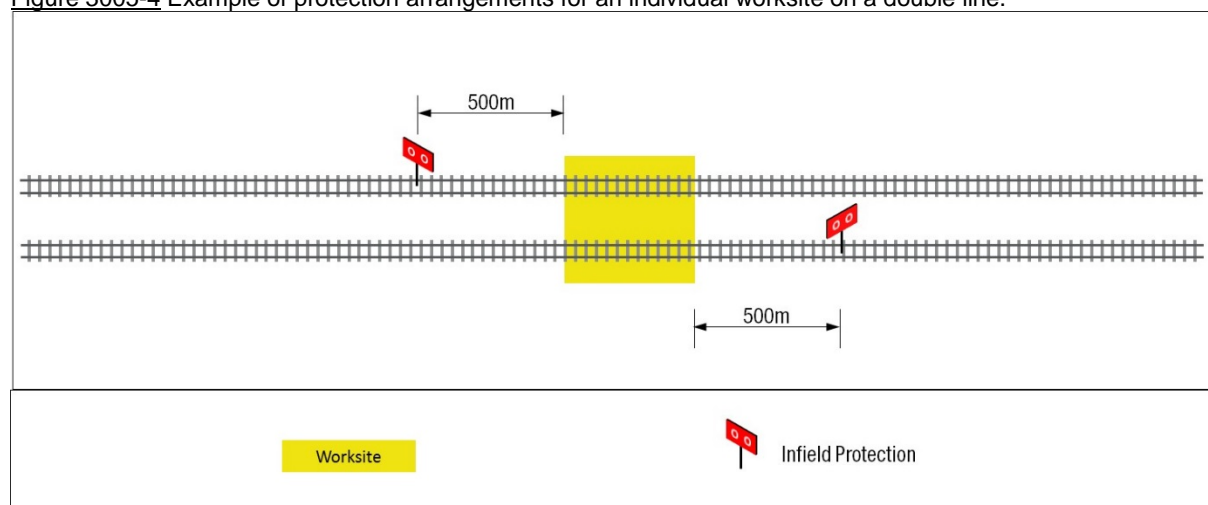


Figure 3005-4 Example of protection arrangements for an individual worksite on a double line.



6.5 Adjacent Line

If the *Safety Assessment* indicates that workers need to be protected from *Rail Traffic* on *Adjacent* lines, the *Protection Officer* must arrange for *Adjacent* lines to be *Protected* in accordance with Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines.

The *Protection Officer* may arrange for the speed of *Rail Traffic* on *Adjacent* lines to be restricted.

7 Rail Traffic

Only *Rail Traffic* associated with the *TOA* may enter the limits of the *TOA* unless the *TOA* has been suspended in accordance with section 8 of this rule.

Other *Rail Traffic* may cross the *TOA* to enter or exit a *Running Line*, *Siding* or *At Grade Rail Crossing*, but only with the *Protection Officer's* agreement.

Before entering the *TOA*, *Rail Traffic Crews* must verify with the *Protection Officer* that the *TOA* is *In-Effect*.

7.1 Rail Traffic Entering or Travelling Within the TOA Limits

The *Protection Officer* must manage all *Rail Traffic* movement within the *TOA*.

Where a *Pilot* is used, the *Protection Officer* or a *Delegate* must act as the *Pilot*.

The *Protection Officer* must make sure that *Rail Traffic* associated with the *TOA* does not exceed the limits of the *TOA*.

If Temporary Speed Restriction signs have not been erected, *Rail Traffic*, entering and Travelling within the *TOA* limits must:

- be *Piloted*; or
- Receive written or verbal instructions from the *Protection Officer*.

7.2 Fixed Signals

Fixed Signals within the limits of the *TOA* must, where possible, be placed to PROCEED for *Rail Traffic* movements.

Where *Fixed Signals* cannot be placed to PROCEED for *Rail Traffic* movement, they must be passed in accordance with Rule 6013 Passing Fixed Signals at Stop.



NOTE: Inside a *TOA*, the *Protection Officer* must approve all *Rail Traffic* movements passed *Fixed Signals* and would request the *Network Controller* to place *Fixed Signals* at PROCEED, the *Network Controller* can only place *Fixed Signals* at PROCEED on the request of the *Protection Officer*.

7.3 Rail Traffic Departing the TOA

Rail Traffic may depart the limits of the *TOA* only on the authority of the *Network Controller*.

8 Communications with Network Control

The *Protection Officer* must be the only point of contact between *Network Control* and work groups for matters of worksite *Protection*.

The *Protection Officer* must tell affected *Network Controllers* about:

- the *Protection* arrangements;
- *Protection* arrangements on *Adjacent* lines; and
- work progress at agreed times.

The *Protection Officer* must, if necessary, seek an extension of time.

When the agreed time limit has been exceeded by 15 minutes and the *Protection Officer* has not requested an extension of time the *Network Controller* must act in accordance with Rule 4017 Overdue Occupancies.

9 Suspending a TOA

A *TOA* is suspended when the *Protection Officer* tells the *Network Controller* that:

- work sites is clear of workers, tools and equipment, including any *Associated Rail Traffic*;
- *In-Field Protection* has been removed;
- *Half Pilot Keys* have been replaced, if necessary;
- the portion of track included in the *TOA* has been confirmed as fit for the *Rail Traffic* passage; and
- *Blocking Facilities* can be removed.

The *Protection Officer* must tell the *Network Controller* and the *Rail Traffic Crew* about operating restrictions that have been placed or removed in accordance with section 7.1 of this rule.

10 Reinstating a TOA

The *TOA* can be reinstated after the rear of the *Rail Traffic* has cleared the section or the worksite and the *Rail Traffic* is not returning.

The *Protection Officer* must:

- confirm with the *Network Controller* the *TOA* number;
- ask the *Network Control* to re-instate the *TOA* and apply new *Blocking Facilities*; and
- ensure all *Protection* has been replaced before allowing workers to re-enter the *Danger Zone*.

11 Fulfilling the TOA

Before *Fulfilling* the *Authority* the *Protection Officer* must make sure and tell the *Network Controller* that:

- *Associated Rail Traffic* and all equipment has *Cleared* the *Track*;
- all work groups have *Cleared* the worksites;
- *In-Field Protection* has been removed;
- if necessary, signals have been restored to normal use; and
- the portion of *Track* included in the *Authority* is *Certified* as available for use.

The *Protection Officer* and the *Network Controller* must *Fulfil* the *Authority*.

The *Network Controller* must confirm with the *Protection Officer* that:

- *Blocking Facilities* can be removed; and
- in *Single Line Automatic Signalling Territory*, the *Half Pilot Keys* have been replaced.



NOTE: The *Network Controller* must test the *Departure Signals* after *Half Pilot Keys* have been replaced before the *Protection Officer* leaves the site.

Testing of signals must be carried out in accordance with Rule [6005 Fixed Signals](#).

The *Protection Officer* must tell the *Network Controller* about operating restrictions that have been placed or removed.

12 Keeping Records

Network Controllers and the *Protection Officer* must keep *Permanent Records* about the details, including *Protection* arrangements and changes to the worksite *Protection* arrangements.

13 References

1004 Track Access Accreditation

4017 Overdue Occupancies

6003 Blocking Facilities

6005 Fixed Signals

6013 Passing Fixed Signals at Stop

9000 Clipping Points

9004 Using Railway Track Signals

9010 Protecting Work from Rail Traffic on Adjacent Lines

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1 April 2017

Network Safeworking Rules and Procedures

Alternative Proceed Authority

Rule Number: 5019



Brookfield
Rail

Alternative Proceed Authority

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Glossary for this Rule

<i>Absolute Signal</i>	An automatic fixed signal that is controlled by the passage of Rail Traffic (i.e. they are not operated by a Network Controller) and must not be passed at STOP without the authority of the Network Controller.
<i>Active Control Level Crossing</i>	A road or pedestrian level crossing where warning equipment warns road users and pedestrians about approaching rail traffic by devices such as flashing lights or barriers.
<i>Alternative Proceed Authority (APA)</i>	An APA may be used to authorise rail traffic movements when the Proceed Authority normally provided by the system of Safeworking is not available.
<i>Authority</i>	Formal name for a written Authority (e.g. Local Possession Authority, Alternative Proceed Authority).
<i>Block</i>	A portion of line with defined limits between which only one rail traffic movement is permitted at any one time (i.e. not a Permissive Block).
<i>Cancel</i>	To withdraw permission for or to end previously authorised activities, such as Occupancy Authorities, without completing them.
<i>Clear</i>	<p>A proceed indication displayed by a signal.</p> <p>In reference to a track circuit, block, section or signal route, the absence of rail traffic.</p> <p>In reference to track workers being clear of track.</p>
<i>Complete</i>	Rail traffic where the consist has not parted.
<i>Competent Worker</i>	A worker certified as competent to carry out a relevant task.
<i>Crossing Location/Station</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>Departure Signal</i>	A Controlled Absolute signal controlling the entrance to a Single line section in CTC territory.
<i>Double Line Automatic Signalling</i>	The portions of line where the Double Line Automatic Signalling system of Safeworking is used.
<i>Effective Communication</i>	The ability to successfully send, receive and understand information. The communication does not need to be continuous.
<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>In-Effect</i>	Activate, become current, in force.
<i>Infrastructure Representative</i>	An authorised Brookfield Rail employee or an organisation contracted to Brookfield Rail, responsible for constructing or maintaining Network infrastructure.

<i>Intermediate Siding</i>	A siding located within a section, generally used for purposes other than crossing or passing of rail traffic.
<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>Limit of Authority</i>	<p>The limit may be defined by a sign, a signal capable of displaying a STOP indication, or a specific kilometrage point on a line.</p> <p>It defines the location to which rail traffic may travel under a Proceed Authority or the limits of a work on track authority.</p>
<i>Location</i>	A place in the Network with a designated name, identification number, or signalling reference.
<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>Occupancy</i>	Presence of rail traffic or track workers on track.
<i>Permanent Record</i>	A record made in writing or in an electronic system, and kept for reference and audit.
<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>Proceed Authority</i>	An Authority (e.g. a PROCEED aspect on a signal, Train Order) that allows rail traffic to enter and occupy a portion of line and proceed in the forward direction.
<i>Protecting Signal</i>	<p>A fixed signal that is held and maintained at Stop to prevent rail traffic entry into a worksite.</p> <p>A signal that protects a train from conflicting movements and/or obstructions.</p>
<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>Restrain</i>	To prevent movement of rail traffic with signals, signalling equipment, blocking facilities, or the issue of a written warning.
<i>Restraint Authority</i>	The Restraint Authority directs rail traffic not to depart the location irrespective of any available Proceed Authority.
<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>Route</i>	The rail traffic path from one limit of authority to the next in the direction of travel.

<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>Single Line Automatic Signalling</i>	The portions of line where the Single Line Automatic Signalling system of Safeworking is used.
<i>Single Line Working</i>	Rail traffic working in both directions over a single line where multiple line unidirectional operation normally applies.
<i>System of Safeworking</i>	An integrated system of operating procedures and engineered systems used on the Network, for safe operation of rail traffic, and protection of people and property.
<i>Temporary Speed Restriction (TSR)</i>	An imposed reduction of the normal speed for a portion of track.
<i>Track</i>	The combination of rails, rail connectors, sleepers, ballast, points and crossings.
<i>Travel</i>	Planned or purposeful movement from one location to another.
<i>Uni-Directional</i>	Allowing for normal travel in one direction only according to the infrastructure and system of Safeworking in use.
<i>Work On Track Authority</i>	An authority to perform work on track. See Local Possession Authority (LPA); Track Occupancy Authority (TOA) and Track Work Authority (TWA),
<i>Wrong Running-Direction</i>	The direction opposite to the normal direction of travel on unidirectional lines.

1. Purpose

The aim of this Rule is to detail the protocols for using *Alternative Proceed Authorities (APA)*. These are *Issued* to authorise *Rail Traffic* movements when the *Proceed Authority* normally provided by the *System of Safeworking* is not available.

2. General

A written *APA* will be *Issued* to authorise *Rail Traffic* movements:

- past a *Departure Signal* at STOP in *Single Line Automatic Signalling* areas; and
- for *Single Line Working* in *Double Line Automatic Signalling* areas, in accordance with Rule 5027 Single Line Working.

During *APA* working, safe separation between *Rail Traffic* movements must be maintained.

Unless entry is authorised, *Rail Traffic* must be *Restrained* from entering the limits of *APA* working.

An *APA* must:

- specify the *Limit of Authority* for the movements it authorises;
- specify the line to be used; and
- where necessary, specify any speed restrictions that must be applied.

3. Assurances

The *Network Controller* must be assured that:

- conflicting *Occupancies* or *Routes* are not authorised;
- the *Track* within the limits of the *APA* will be *Occupied* only by authorised *Rail Traffic*;
- *Effective Communication* is established between:
 - *Rail Traffic Crews*; and
 - affected *Competent Workers*;
- previously *Issued Proceed Authorities* have been *Cancelled* or *Fulfilled*;
- the Half Pilot Key is in its switch and turned to in.
- current *Work on Track Authorities* in affected *Sections* are *Fulfilled*, or worksites are *protected* against movements under the *APA*;
- other *Competent Workers* known to be affected have been told about the planned movements under the *APA*;
- when *Rail Traffic* is *Travelling* in the *Wrong Running-Direction*, *Rail Traffic Crews* are advised of *Temporary Speed Restriction* details until *TEMPORARY SPEED RESTRICTION* signs are erected;
- the *Route* to be taken by *Rail Traffic* is:
 - set and *Secured*; or
 - will be set and *Secured* by a *Competent Worker*;
- *Protecting Signals* are at STOP with *Blocking Facilities* applied in accordance with Rule 6003 Blocking Facilities; and
- releasing switches for *Intermediate Sidings* are in the NORMAL position with *Blocking Facilities* applied.

Where *Blocking Facilities* cannot be applied, *Rail Traffic* must be *Restrained* in writing on a *Restraint Authority* in accordance with Rule 4001 Protecting Disabled Rail Traffic.

3.1 Active Control Level Crossings



WARNING: On *Uni-Directional* lines *Active Control Level Crossing* equipment may be operating correctly, however for a *Wrong Running-Direction* movement, it may not provide the required *Protection* due to the *Level Crossing* equipment not operating until the *Rail Traffic* is too close to the *Level Crossing*.

Where possible the *Network Controller* must be assured that *Active Control Level Crossings* are:

- operating correctly;
- attended by *Competent Workers* if not operating correctly; or
- closed to road and pedestrian traffic.

Where unable to obtain or apply these assurances, the *Network Controller* must advise *Rail Traffic Crews* to treat *Active Control Level Crossings* as faulty and act in accordance with Rule 2015 *Active Control Level Crossing Management*.

4. Issuing an APA

The *Network Controller* authorises *Travel* by compiling and *Issuing* an *APA* form.

The *Network Controller* must arrange for an *APA* to be *Issued* to the *Rail Traffic Crew* carrying out the authorised movements.

Rail Traffic Crews must not pass signals at STOP unless:

- authorised on the *APA* form; and
- in accordance with Rule 6013 Passing Fixed Signals at STOP.

Rail Traffic Crews must be advised on the *APA* form of:

- what is known about the condition of *Active Control Level Crossings*;
- any speed restrictions in the *Wrong Running-Direction*; and
- any speed restrictions that may be applied by the *Infrastructure Representative* because of the fault.

4.1 Competent Workers Receiving Authorities

Competent Workers may receive *APA*'s on behalf of the *Network Controller* and deliver them to *Rail Traffic Crews*.

If a *Rail Traffic Crew* does not receive an *APA* directly from the *Network Controller*, the *Rail Traffic Crew* must verify the *APA* with the *Network Controller* before departure.

5. Restraint of Rail Traffic

Rail Traffic must be *Restrained* from entering a *Block* in which *APA* working is *In-Effect*.

The *Restraint Authority* must direct *Rail Traffic* not to depart that *Location* irrespective of any available *Proceed Authority*.

6. Reporting

The *Network Controller* must tell *Rail Traffic Crews* or other *Competent Workers* of the *Locations* at which they are to report entry, progress and exit.

7. Authorising a Following Rail Traffic Movement

When unoccupied blocks behind *Rail Traffic Travelling* on an *APA* are to be released for following *Rail Traffic* movements, the *Network Controller* must tell the *Rail Traffic Crew* to report when the *Rail Traffic* has passed *Complete* beyond:

- nominated *Absolute Signals*; or
- the authorised *Non-Crossing Location* during *Single Line Working*.

When told by the *Rail Traffic Crew* that the *Rail Traffic* has passed *Complete* beyond nominated *Absolute Signals* or *Non-Crossing Locations*, the *Network Controller* may *Issue* an *APA* for a following *Rail Traffic* movement.

8. Cancelling an APA

An *APA* may be *Cancelled* only if the *Network Controller* is assured that the authorised movement has not started or has not been completed.

The *Network Controller* must tell affected *Competent Workers* that the *APA* has been *Cancelled*.

9. Fulfilling an APA

An APA must be *Fulfilled* only when the *Rail Traffic Crew* or *Competent Worker* assures the *Network Controller* that the authorised *Rail Traffic* movement has been completed and the *Section* is *Clear*.

The *Network Controller* must tell affected *Competent Workers* that the APA has been *Fulfilled*.

10. Returning to Normal Working

Before normal working is resumed the *Network Controller* must ensure that:

- any *Authority Issued* to enter the affected *Section* is *Cancelled* or *Fulfilled*;
- the affected *Section* is *Clear* of any *Rail Traffic*;
- any *Active Control Level Crossings* in the *Section* are restored to normal operation;
- *Blocking Facilities* are removed;
- if required, *Points* that had been *Secured* are restored for normal operation; and
- instructions still *In-Effect* for the *Restraint of Rail Traffic* are *Cancelled*.

11. Keeping Records

Network Controllers must keep a *Permanent Record* of:

- the *Issue* of an APA, and
- details of affected *Competent Workers* told about the authorised *Rail Traffic* movements.

Rail Traffic Crews and other *Competent Workers* must keep a *Permanent Record* of the *Issue* of an APA.

12. References

2015 Active Control Level Crossing Management

4001 Protecting Disabled Rail Traffic

5027 Single Line Working

6003 Blocking Facilities

6013 Passing Fixed Signals at STOP

13. Effective Date

1 April 2017

Network Safeworking Rules and Procedures

Single Line Working

Rule Number: 5027



Single Line Working

Rule Number: 5027

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Glossary for this Rule

<i>Active Control Level Crossing</i>	A road or pedestrian level crossing where warning equipment warns road users and pedestrians about approaching rail traffic by devices such as flashing lights or barriers.
<i>Advertise</i>	To give written or electronic notice, usually in advance, of planned activities.
<i>Alternative Proceed Authority (APA)</i>	An APA may be used to authorise rail traffic movements when the Proceed Authority normally provided by the system of Safeworking is not available.
<i>Arrived Complete</i>	Rail traffic where the last vehicle of a consist has arrived within a location.
<i>Authority</i>	Formal name for a written Authority (e.g. Local Possession Authority, Alternative Proceed Authority).
<i>Blocking Facility</i>	A facility used by a Network Controller to prevent either the unintended issue of an Occupancy Authority, or the operation of points or signalling equipment.
<i>Brookfield Rail</i>	Brookfield Rail Pty. Ltd.
<i>Cancel</i>	To withdraw permission for or to end previously authorised activities, such as Occupancy Authorities, without completing them.
<i>Clear</i>	<p>A proceed indication displayed by a signal.</p> <p>In reference to a track circuit, block, section or signal route, the absence of rail traffic.</p> <p>In reference to track workers being clear of track.</p>
<i>Competent Worker</i>	A worker certified as competent to carry out a relevant task.
<i>Complete</i>	Rail traffic where the consist has not parted.
<i>Crossing Location/Station</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>Effective Communication</i>	The ability to successfully send, receive and understand information. The communication does not need to be continuous.
<i>Facing Points</i>	Points with the switch blades facing approaching rail traffic where the track diverges.
<i>Fixed Signal</i>	A signal that is located permanently near the line.
<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>Handsignal</i>	A signal given by hand or lights movements, hand signals may be with or without flags.
<i>In-Effect</i>	Activate, become current, in force.
<i>Intermediate Signal</i>	An intermediate signal is an automatic fixed signal (absolute signal) used to divide a section to facilitate the movement of following rail traffic.
<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>Joint Occupancy</i>	Simultaneous occupancy of track within defined limits.
<i>Level Crossing</i>	A location where the railway line and a road or pedestrian walkway cross paths on the same level (at grade).
<i>Location</i>	A place in the Network with a designated name, identification number, or signalling reference.
<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>Occupancy</i>	Presence of rail traffic or track workers on track.
<i>Permanent Record</i>	A record made in writing or in an electronic system, and kept for reference and audit.
<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>Protecting Signal</i>	<p>A fixed signal that is held and maintained at Stop to prevent rail traffic entry into a worksite.</p> <p>A signal that protects a train from conflicting movements and/or obstructions.</p>
<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>Protection Officer</i>	An Authority (e.g. a PROCEED aspect on a signal, Train Order) that allows rail traffic to enter and occupy a portion of line and proceed in the forward direction.
<i>Rail Traffic</i>	Trains and track vehicle or vehicles travelling on the Network.
<i>Rail Traffic Crew</i>	The Competent Worker responsible for managing the rail safety component of worksite protection (i.e. compliance with Network Safeworking Rules and procedures).

<i>Railway Track Signal (RTS)</i>	A device attached to a rail that explodes on impact, used to attract attention of rail traffic crews.
<i>Restrain</i>	To prevent movement of rail traffic with signals, signalling equipment, blocking facilities, or the issue of a written warning.
<i>Right Running-Direction</i>	The normal direction of travel on unidirectional lines.
<i>Route</i>	The rail traffic path from one limit of authority to the next in the direction of travel.
<i>Running-Direction</i>	See right running direction; wrong running direction.
<i>Running Signal</i>	A fixed signal placed near a running line to authorise and control running movements.
<i>Safe Place</i>	<p>A Safe Place is:</p> <ul style="list-style-type: none"> • where there is at least three metres clearance from the nearest Running Line; • on a Platform behind the safety lines; • within a purpose-built refuge or shelter; • where a structure or physical barrier has been erected to provide a position of safety; or • immediately in front of stationary and Secured Rail Traffic.
<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>Single Line Working</i>	Rail traffic working in both directions over a single line where multiple line unidirectional operation normally applies.
<i>Station Limits</i>	A defined operational limit of controlled locations or a running line.
<i>Track</i>	The combination of rails, rail connectors, sleepers, ballast, points and crossings.
<i>Track Closed Warning Device</i>	A Brookfield Rail approved Stop sign designed to lock into the gauge as part of in-field protection.
<i>Trailing Points</i>	Points with the switch blades facing away from approaching rail traffic.
<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>Travel</i>	Planned or purposeful movement from one location to another.

<i>Unauthorised</i>	Not given approval, or exceeding the limit of authority.
<i>Uni-Directional</i>	Allowing for normal travel in one direction only according to the infrastructure and system of Safeworking in use.
<i>Work on Track Authority</i>	An authority to perform work on track. See Local Possession Authority (LPA); Track Occupancy Authority (TOA) and Track Work Authority (TWA),
<i>Wrong Running-Direction</i>	The direction opposite to the normal direction of travel on unidirectional lines.

1. Purpose

The purpose of this Rule is to detail the protocols for using *Single Line Working*. This allows *Rail Traffic* to be worked in both directions over a single line where *Uni-Directional* (Double line) operations normally apply.

2. General

Single Line Working may be established over *Uni-Directional* multiple line *Sections*, if one or more lines are not available for normal use.

Single Line Working allows following *Rail Traffic* entries into an *Occupied Single Line Working Section*, but not into the same block.

When *Single Line Working* is planned in advance, it must be *Advertised*.

Single Line Working must be confined to the most suitable *Crossovers* on each side of the unavailable portion of line.

Station Limits signs may be placed to designate the limits of *Single Line Working* if *Points* or a *Crossover*, used for *Single Line Working*, is not *Protected* by a *Running Signal* in the direction of approach.

Where used, a *Station Limits* sign must be placed at least 120 metres before the *Facing* or *Trailing Points* of the *Crossover*.

The *Network Controller* must:

- manage *Rail Traffic* in both directions over the *Single Line Working Section*; and
- apply *Blocking Facilities*, in accordance with Rule 6003 Blocking Facilities, to prevent the entry of *Unauthorised Rail Traffic* into the *Single Line Working Section*.

The *Network Controller* must advise *Rail Traffic Crews* approaching the *Single Line Working*:

- that *Single Line Working* is *In-Effect*; and
- to expect the signal at the start of the *Single Line Working Section* to be at STOP.

2.1 Joint Occupancy

When *Single Line Working* is *In-Effect*, a *Joint Occupancy* between a *Track Work Authority (TWA)* and an authorised *Rail Traffic* movement is permitted.

3. Assurances

Before introducing *Single Line Working*, the *Network Controller* must ensure that:

- *Effective Communication* is established with *Competent Workers*;
- the affected *Section of Track* is *Clear* of all *Rail Traffic*;
- *Work on Track Authorities* have been *Fulfilled* or have been *Protected* for *Wrong Running-Direction* movements
- prior *Proceed Authorities* for the affected *Section* have been *Fulfilled*;
- signals allowing entry have been set to STOP and *Blocking Facilities* in accordance with Rule 6003 Blocking Facilities have been applied to prevent *Unauthorised* entry of *Rail Traffic*;
- other *Rail Traffic* has been *Restrained*;
- affected *Network Controllers* are advised of the *Single Line Working*; and
- workers known to be affected have been advised of *Single Line Working*.

3.1 Active Control Level Crossings

When *Single Line Working* is planned in advance, *Active Control Level Crossings* that are not designed to operate normally in both directions, must be *Protected* by *Competent Workers* or closed to road and pedestrian traffic.

Unless the *Network Controller* has ensured that *Active Control Level Crossing* equipment is operating correctly, or *Competent Workers* are in attendance, the *Network Controller* must tell *Rail Traffic Crews* to treat *Active Control Level Crossings* as potentially faulty and act in accordance with Rule 2015 Active Control Level Crossing Management.

3.2 Approaching Rail Traffic

The *Network Controller* must tell *Rail Traffic Crews*:

- that *Single Line Working* will be *In-Effect*;
- the *Protecting Signal* identification number and, if applicable, the *Locations* of any additional *Station Limits* signs; and
- that the signal before the entry to the *Single Line Working Section* will be at STOP.

Rail Traffic Crews must report to the *Network Controller* when their *Rail Traffic* arrives at the *Protecting Signal*.

Rail Traffic must be *Restrained* from entering a *Section* in which *Single Line Working* is *In-Effect* until authorised to enter.

3.3 Entry of Rail Traffic

Before authorising *Rail Traffic* to proceed into *Single Line Working Sections*, the *Network Controller* must be assured that:

- the block over which *Rail Traffic* is to *Travel* is *Clear* of *Rail Traffic*; and
- the *Route* is set, or will be set by the *Rail Traffic Crew* or other *Competent Worker*.

4. Authority to Travel

The *Authority to Travel* in the *Right Running-Direction* is an *Alternative Proceed Authority (APA)* Issued by the *Network Controller* to the *Rail Traffic Crew* in accordance with Rule 5019 Alternative Proceed Authority.

When *Travelling* in the *Right Running-Direction*, *Rail Traffic Crews* must obey *Intermediate Signal* indications.

The *Authority to Travel* in the *Wrong Running-Direction* is an *APA* Issued by the *Network Controller* to the *Rail Traffic Crew* in accordance with Rule 5019 Alternative Proceed Authority.



NOTE: The passing of signals at STOP must be in accordance with Rule 6013 Passing Fixed Signals at Stop.

Before authorising the *Rail Traffic* to enter the single line *Section*, the *Network Controller* must set the *Route*, or tell the *Competent Worker* or *Rail Traffic Crew* to set the *Route* for the safe passage of *Rail Traffic*.

The *Rail Traffic Crew* must ensure the *Route* is set for the safe passage of the *Rail Traffic*.

The *APA* must contain details of:

- the *Route* to be taken;
- any *Points* to be checked, set and *Secured*;
- any *Fixed Signals* that are to be passed at STOP;
- any Speed Restriction applicable;
- the operating status of *Active Control Level Crossings*; and
- any reporting requirements.

The *Network Controller* will *Issue* the *APA* to the *Rail Traffic Crew*, and the *Rail Traffic Crew* must read it back in accordance with Procedure 9016 Written Authorities and forms.

5. Travelling Through a Single Line Working Section

When *Travelling* in the *Right Running-Direction*, *Rail Traffic Crews* must obey *Intermediate Signal* indications.

Unless assured that *Active Control Level Crossings* are operating correctly, *Rail Traffic Crews* must treat the *Level Crossings* as faulty in accordance with Rule 2015 Active Control Level Crossing Management.

6. Reporting

Rail Traffic Crews must tell the *Network Controller* when the *Rail Traffic* has:

- entered the *Single Line Working Section*;
- passed *Complete* beyond nominated *Locations* as detailed on the *APA*; and
- exited *Complete* from the *Single Line Working Section*.

7. Departing the Single Line Working Section

Rail Traffic must not depart the *Single Line Working Section* without the authority of the *Network Controller*.

Before authorising *Rail Traffic* to depart the *Single Line Working Section*, the *Network Controller* must be assured that:

- the block *Section* ahead is unoccupied;
- no conflicting *Routes* are set; and
- the *Route* is set, or will be set by the *Rail Traffic Crew* or other *Competent Worker*.

The *Rail Traffic Crew* must ensure the *Route* is set for the safe passage of the *Rail Traffic*.

The *Network Controller* and the *Rail Traffic Crew* must *Fulfil* the *APA* when the *Rail Traffic* has *Arrived Complete*.

8. Establishing a Non-Crossing Location

The *Brookfield Rail* Network Rail Operations Manager may approve the use of a *Non-Crossing Location* to facilitate the movement of following *Rail Traffic*.

A *Non-Crossing Location* may be used to divide a *Section* to allow for following *Rail Traffic* to enter the single line *Section* before the preceding *Rail Traffic* has *Cleared* the single line *Section*.

The *Network Controller* must:

- confirm that approval to establish a *Non-Crossing Location* has been given by the *Brookfield Rail* Network Rail Operations Manager;
- confirm that the affected *Section of Track* is *Clear* of all *Rail Traffic*;
- ensure that *Rail Traffic* will not be authorised to *Occupy* the *Single Line Working Section* before the *Non-Crossing Location* has been established;
- ensure there is a *Competent Worker* with *Effective Communication* at the designated *Non-Crossing Location*;
- tell the *Competent Worker* at the designated *Non-Crossing Location*:
 - the *Running Directions* for which the *Non-Crossing Location* will be used; and
 - the *Running Direction* for the first movement.

The *Competent Worker* at a *Non-Crossing Location* must:

- make sure they have *Effective Communication* with the *Network Controller*;
- confirm whether the *Non-Crossing Location* applies for both *Running Directions*;
- confirm the *Running Direction* for the first movement;
- stand in a *Safe Place*; and
- ensure *Rail Traffic Crews* approaching from expected *Running Directions* will have a *Clear* view of that *Location*.

9. Working a Non-Crossing Location

The *Network Controller* may *Issue* an *APA* for *Rail Traffic* to *Travel*:

- through the single line *Section*; or
- only as far as the *Non-Crossing Location*.

The *Network Controller* must advise the *Competent Worker* at the *Non-Crossing Location* before *Issuing* an *APA* for *Travel* through or to the *Non-Crossing Location*.

9.1 Issue of an APA to the Non-Crossing Location

On advice from the *Network Controller* that an *APA* is to be *Issued* to the *Non-Crossing Location*, the *Competent Worker* must prevent that *Rail Traffic* from passing the *Non-Crossing Location* by placing on the line:

- a *Stop Handsignal* and three *Railway Track Signals (RTS)*;
- a *Stop sign* and three *Railway Track Signals (RTS)*; or
- a *Track Closed Warning Device*.

The *Competent Worker* will remove the *Protection* after the *Rail Traffic Crew* is in possession of an *APA* to *Proceed*.

When assured that the block *Section* is *Clear* the *Competent Worker* must remove the *Protection* from the line and give a *proceed Handsignal*.

9.2 Rail Traffic Passing Beyond the Non-Crossing Location

After *Rail Traffic* has passed the *Non-Crossing Location*, and until advised by the *Network Controller* that the *Rail Traffic* has *Arrived Complete* out of the *Single Line Working* area, the *Competent Worker* must *Protect* the *Occupied* line.

When *Rail Traffic* has passed *Complete* beyond the *Non-Crossing Location* the *Competent Worker* must get confirmation of the direction of approach of the next *Rail Traffic* movement from the *Network Controller*.

10. Removing a Non-Crossing Location

Before removing the *Non-Crossing Location*, the *Network Controller* must confirm that:

- the line between the limits of *Single Line Working* is *Clear* of all *Rail Traffic*; and
- *Rail Traffic* will not be authorised to enter the *Single Line Working Section* before the *Non-Crossing Location* has been removed;

The *Network Controller* must tell the *Competent Worker* at the *Non-Crossing Location*:

- that the *Non-Crossing Location* is no longer needed;
- to remove *Protection* from the line; and
- to advise when this has been done.

11. Cancelling an APA

An *APA* may be *Cancelled* only if the *Network Controller* is assured that the authorised movement has not started.

The *Network Controller* must tell affected *Competent Workers* that the *APA* has been *Cancelled*.

12. Fulfilling an APA

An *APA* must be *Fulfilled* only when the *Rail Traffic Crew* or *Competent Worker* assures the *Network Controller* that the authorised *Rail Traffic* movements have been completed and the *Section* is *Clear*.

The *Network Controller* must tell affected *Competent Workers* that the *APA* has been *Fulfilled*.

13. Returning to Normal Working

Before normal working is resumed the *Network Controller* must ensure that:

- any *APA Issued to Travel* through the *Single Line Working Section* is *Cancelled* or *Fulfilled*;
- the affected *Section* is *Clear of Rail Traffic*;
- any *Active Control Level Crossings* in the *Section* are restored for normal operation or *Protected*;
- *Station Limits* signs, where used, have been removed;
- any *Points* that were set and *Secured* are restored for normal operation;
- if a *TWA* is *In-Effect*, the *Protection Officer* holding a *TWA* is told; and
- *Blocking Facilities* are removed.

14. Keeping Records

The *Network Controller* and *Competent Worker* must keep a *Permanent Record* of details of the *Single Line Working*, including *Rail Traffic* arrival and departure times.

15. References

2015 Active Control Level Crossing Management

5019 Alternative Proceed Authority

6003 Blocking Facilities

6013 Passing Fixed Signals at STOP

9016 Written Authorities and Forms

16. Effective Date

1 April 2017

17. Attachments

Institution of Single Line Working on Double Line Automatic Signalling form.

Brookfield Rail		DRAFT	
Institution of Single Line Working On Double Line Automatic Signalling (In accordance with Rule 5027 Single Line Working)			
AUTHORITY	Authority No.	Serial No.	¹ Controller / Comp. Worker A
	Authority No.	B	Authority No.
	Authority No.	C	Authority No.
INSTITUTION	1. Institution of Single Line Working has been authorised by;		
	1.1	<input checked="" type="checkbox"/>	Network Rail Operations Manager or delegate at
	1.2	<input checked="" type="checkbox"/>	Special Train Notice No.
	Date <input type="text" value="dd/mm/yyyy"/>		
	STN number <input type="text"/> Dated <input type="text" value="dd/mm/yyyy"/>		
INSTITUTION	2. Owing to the ¹ Up / Down main being unavailable between <input type="text" value="Location Identifier"/> and <input type="text" value="Location Identifier"/> station/location, the institution of Single Line Working in accordance with Rule 5027 Single Line Working and as per the instructions detailed on the above STN.		
	2.1	All rail traffic will now travel between <input type="text" value="Station Identifier"/> station and <input type="text" value="Station Identifier"/> station on the ¹ Up / Down main.	
	2.2	No Rail Traffic will be permitted to enter the <input type="text" value="Station Identifier"/> to <input type="text" value="Station Identifier"/> section unless in possession of an Alternative Proceed Authority (APA) issued by the train controller.	
	2.3	<input checked="" type="checkbox"/> Approved Non Crossing station/s exist at the <input type="text" value="KM"/> ¹ and <input type="text" value="KM"/> location/s.	
	2.4	Authorised by: <input type="text" value="Train Controller Name"/> at <input type="text" value="00:00"/> hours.	
ISSUE CONFIRMATION	3. Instituted by: <input type="text" value="NROM or Delegates Name"/> Train Controller at <input type="text" value="00:00"/> hours.		
	3.1	<input checked="" type="checkbox"/> Issued to the Competent Worker at;	
	A.	<input type="text" value="Location Identifier"/> station at <input type="text" value="00:00"/> hrs. Repeat back <input type="text" value="00:00"/> Date <input type="text" value="dd/mm/yyyy"/>	
	B.	<input type="text" value="Location Identifier"/> station at <input type="text" value="00:00"/> hrs. Repeat back <input type="text" value="00:00"/> Date <input type="text" value="dd/mm/yyyy"/>	
	C.	<input type="text" value="Location Identifier"/> station at <input type="text" value="00:00"/> hrs. Repeat back <input type="text" value="00:00"/> Date <input type="text" value="dd/mm/yyyy"/>	
CANCELLATION	4. The conditions which required the introduction of Single Line Working over the ¹ Up / Down main between <input type="text" value="Location Identifier"/> station and <input type="text" value="Location Identifier"/> station no longer exists and normal working of rail traffic will now apply.		
	4.1	The last rail traffic movement through the <input type="text" value="Location Identifier"/> to <input type="text" value="Location Identifier"/> section was <input type="text" value="Service/Train No."/> which arrived complete at <input type="text" value="Station name"/> station at <input type="text" value="00:00"/> hours.	
	4.2	<input checked="" type="checkbox"/> Confirmed repeat back of cancellation by the Competent Worker at;	
	A.	<input type="text" value="Location Identifier"/> station at <input type="text" value="00:00"/> hours Date <input type="text" value="dd/mm/yyyy"/>	
	B.	<input type="text" value="Location Identifier"/> station at <input type="text" value="00:00"/> hours Date <input type="text" value="dd/mm/yyyy"/>	

NOTE: ¹ Delete non applicable.

Alternative Proceed Authority (APA) form.

<div> <div>Brookfield Rail</div> <div>DRAFT</div> </div>	
<div> <div>Alternative Proceed Authority (A.P.A)</div> <div>Incorporating a Pilot Key Caution Authority for Pilot Key Working</div> <div>(In accordance with Rules 5019 Alternative Proceed Authorities / 5003 half Pilot Keys and Pilot Key Working)</div> </div>	
	<div> <div>Authority No.</div> <div>Serial No.</div> <div>Enter here the Network Controllers or Competent Workers form No.</div> </div>
DELEGATION	<div>1. To the Rail Traffic crew of;</div> <div> <div>1.2</div> <div> <input checked="" type="checkbox"/> Rail Traffic No. <div>Service or Train No.</div> <div>ID No.</div> <div>Loco/Railcar/TM No.</div> <div>at,</div> </div> </div> <div> <div>1.3</div> <div> <input checked="" type="checkbox"/> SN No. <div>Special Notice No.</div> <div>ID No.</div> <div>TM No/s</div> <div>at,</div> </div> </div> <div> <div>1.4</div> <div> <input checked="" type="checkbox"/> Signal No. <div>Signal No</div> <div>at</div> <div>Station or location identifier</div> <div>¹station / location.</div> </div> </div> <div> <div>1.5</div> <div> <input checked="" type="checkbox"/> <div>Location Identifier</div> <div>¹kilometre / location</div> </div> </div>
VALIDATION	<div>2. Condition of the ¹block / section;</div> <div> <div>2.1</div> <div> The last Rail Traffic movement to enter the section was <div>Service or Train No.</div> and ¹has / has not arrived complete at <div>Location Identifier</div> station ¹at <div>00:00</div> hours </div> </div> <div> <div>2.2</div> <div> <input checked="" type="checkbox"/> ²The Half Pilot Key has been checked and is turned to the IN position? <div>Y/N</div> </div> </div> <div> <div>2.3</div> <div> <input checked="" type="checkbox"/> ²The full pilot key for the section has been sighted? <div>Y/N</div> </div> </div> <div> <div>2.4</div> <div> <input checked="" type="checkbox"/> Opposing signal/s at STOP. <div>Signal No/s</div> <div>Y/N</div> </div> </div> <div> <div>2.5</div> <div> <input checked="" type="checkbox"/> Blocking facilities? Block type <div>SPA</div> Block code <div>Serial No.</div> <div>Authority No.</div> <div>Authority No</div> Blocking facilities have been applied? <div>Y/N</div> </div> </div> <div> <div>2.6</div> <div> <input checked="" type="checkbox"/> An Approved Non Crossing Station/s ¹is / are located at the <div>KM</div> and <div>KM</div> location. </div> </div>
AUTHORISATION	<div>3. You are authorised to;</div> <div> <div>3.1</div> <div> <input checked="" type="checkbox"/> ²Pass Departure signal No. <div>Signal No</div> <div>at "STOP".</div> </div> </div> <div> <div>3.2</div> <div> <input checked="" type="checkbox"/> ³Pass signal No. <div>Signal No</div> <div>at "STOP", and enter the</div> <div>Station Name</div> <div>to</div> <div>Station Name</div> <div>section on the ¹Up / Down main, then proceed to Station Limits</div> <div>at</div> <div>Station name/location identifier</div> <div>¹station / Non-crossing station.</div> </div> </div> <div> All other signals at STOP must be passed in accordance with Rule 6013 Passing Fixed Signals at Stop. </div>
INSTRUCTION	<div>4. You must;</div> <div> <div>4.1</div> <div> <input checked="" type="checkbox"/> Check level crossings as they may be faulty at the following locations; <div>KM location</div> <div>KM location</div> <div>KM location</div> </div> </div> <div> <div>4.2</div> <div> <input checked="" type="checkbox"/> Inspect and manually set and secured points for the movement? <div>Y/N</div> </div> </div> <div> <div>4.3</div> <div> <input checked="" type="checkbox"/> Other instruction e.g. authorised speeds, speed restrictions etc <div>Authorised section speeds, speed restrictions</div> </div> </div>
CONFIRMATION	<div>5. Issue;</div> <div> <div>5.1</div> <div> Issued by <div>Network Controller Name</div> at <div>Network Control Area</div> control </div> </div> <div> <div>5.2</div> <div> Received by <div>Competent Workers Name</div> </div> </div> <div> <div>5.3</div> <div> Read back confirmed correct at <div>00:00</div> hours. Date <div>dd/mm/yyyy</div> </div> </div>

NOTE: ¹ Delete non applicable. ² Applies to single line automatic signalling. ³ Applies to single line working in double line territory.

Network Safeworking Rules and Procedures

Passing Fixed Signals at Stop

Rule Number: 6013



Passing Fixed Signals at Stop

Rule Number: 6013

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Brookfield Rail
1 April 2017



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Glossary for this Rule

<i>Alternative Proceed Authority (APA)</i>	An APA may be used to authorise rail traffic movements when the Proceed Authority normally provided by the system of Safeworking is not available.
<i>Authority</i>	Formal name for a written Authority (e.g. Local Possession Authority, Alternative Proceed Authority).
<i>Clear</i>	<p>A proceed indication displayed by a signal.</p> <p>In reference to a track circuit, block, section or signal route, the absence of rail traffic.</p> <p>In reference to track workers being clear of track.</p>
<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>Competent Worker</i>	A worker certified as competent to carry out a relevant task.
<i>Controlled Absolute Signal</i>	A signal that is controlled or operated by a Network Controller. The signal must not be passed at STOP without authority.
<i>Departure Signal</i>	A Controlled Absolute signal controlling the entrance to a Single line section in CTC territory.
<i>Electrical Infrastructure</i>	<p>may include:</p> <p>Equipment and systems for supplying and distributing electricity</p> <p>Wires, cables, electrical equipment, electrical switch rooms, signalling and substations.</p>
<i>Fixed Signal</i>	A signal that is located permanently near the line.
<i>Handsignal</i>	A signal given by hand or lights movements, hand signals may be with or without flags.
<i>Handsignaller</i>	A Competent Worker who gives handsignals to rail traffic crew
<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 maintaining network infrastructure.
<i>Interlocking</i>	Interaction of interconnected locking equipment controlling points and/or signals to prevent conflicting movements to make sure routes are set correctly.
<i>Level Crossing</i>	A location where the railway line and a road or pedestrian walkway cross paths on the same level (at grade).

<i>Limit of Authority</i>	<p>The limit may be defined by a sign, a signal capable of displaying a STOP indication, or a specific kilometrage point on a line.</p> <p>It defines the location to which rail traffic may travel under a Proceed Authority or the limits of a work on track authority.</p>
<i>Local Possession Authority (LPA)</i>	An authority that closes a defined portion of track from non-associated rail traffic for a specified period.
<i>Location</i>	A place in the Network with a designated name, identification number, or signalling reference.
<i>Locomotive</i>	Self-propelled, non-passenger-carrying railway vehicles used for hauling other (typically freight or passenger) rolling stock.
<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>Normal Speed</i>	A speed that does not exceed the speed limit currently in effect for the section of line and type of rail traffic.
<i>Obstruct</i>	To make a line unsafe for the passage of rail traffic by the placing of tools, equipment or plant on the track.
<i>Occupancy</i>	Presence of rail traffic or track workers on track.
<i>Permanent Record</i>	A record made in writing or in an electronic system, and kept for reference and audit.
<i>Pilot Key</i>	Where two half pilot keys from each end of a section have been joined to provide a full pilot key for the section.
<i>Pilot Key Caution Authority</i>	A written authority issued after a rail traffic crew has seen the full pilot key for a section.
<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>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>Rail Traffic Crew</i>	Competent Workers responsible for the operation of the Motive Power Unit.

<i>Restrain</i>	To prevent movement of rail traffic with signals, signalling equipment, blocking facilities, or the issue of a written warning.
<i>Restricted Speed</i>	<p>Restricted speed is a speed that allows rail traffic to stop short of an obstruction within half the distance of clear track that is visible ahead.</p> <p>Restricted speed must not exceed 25 km/h.</p>
<i>Route</i>	The rail traffic path from one limit of authority to the next in the direction of travel.
<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>Set Back</i>	To move in the reverse direction to that provided in the current Proceed Authority.
<i>Shunt</i>	To move rail traffic, rakes of vehicles, or vehicles on lines for purposes other than through movement.
<i>Signalling and Communications Infrastructure</i>	Signalling equipment and telecommunications equipment used as part of the safeworking and operating systems of the Network.
<i>Track</i>	The combination of rails, rail connectors, sleepers, ballast, points and crossings.
<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>Travel</i>	Planned or purposeful movement from one location to another.

1. Purpose

The purpose of this Rule is to describe how to manage *Rail Traffic* when passing *Fixed Signals* at Stop in the *Network*.

2. General

The authority for passing *Fixed Signals* at STOP applies to signals that cannot be *Cleared* for an intended movement.

For a signals other than a Controlled Absolute Departure Signal, Rail Traffic must not pass a *Fixed Signal* at STOP unless it is authorised to do so by:

- Verbal Permission from the *Network Controller*;
- a *Handsignaller* acting under the *Network Controller's* instructions; or
- the *Possession Protection Officer* in charge of a *Local Possession Authority (LPA)*.

2.1. Controlled Absolute Departure Signal

Where the *Fixed Signal* to be passed at STOP is a *Controlled Absolute Departure Signal* the authority to pass it at STOP must be verbal permission from the network controller and:

- written *Authority* on an *Alternative Proceed Authority (APA)* in accordance with Rule 5019 Alternative Proceed Authority;
- Relief Rail Traffic Authority (RRTA) form in accordance with Rule 4009 Disabled Rail Traffic; or
- *Pilot Key* or *Pilot Key Caution Authority* during *Pilot Key Working* in accordance with Rule 5003 Half Pilot Keys and Pilot Key Working.

Where associated *Rail Traffic* is to enter the limits of an *LPA* or *TOA* past a *Controlled Absolute Departure Signal* at STOP, the movement must be authorised by the *Possession Protection Officer* in charge of an *LPA* or the *Protection Officer* in charge of a *TOA*.

2.2. Changing Over of Locomotives

A *Network Controller* may verbally authorise the *Rail Traffic Crew* to pass a *Departure Signal* at STOP during a *Locomotive* change over provided a *Competent Worker* is available to *Handsignal* movements as directed by the *Network Controller*.

Where the lead *Locomotive* is changed over, the *Rail Traffic* must be behind or *Set Back* behind the *Departure Signal* at the completion of the *Shunt* to obtain the authority for the *Section*.

Where Distributed Power Units (DPU) are changed over and the *Departure Signal* was at PROCEED for the *Rail Traffic* to enter the *Section*, the *Rail Traffic* may continue through the *Section* without *Setting Back* at the completion of the *Shunt* provided the *Section* remained *Occupied* by the *Rail Traffic*.



WARNING: A *Shunting* signal must not be used as the **authority** for *Rail Traffic* to pass through a *Section*

3. Stopped at a Fixed Signal

The *Rail Traffic Crew* must contact the *Network Controller* if a signal at STOP does not change to PROCEED.

The *Rail Traffic Crew* must tell the *Network Controller*:

- the *Rail Traffic* identification; and
- the signal identification and *Location*.

4. Condition of the Block Ahead

The *Network Controller* must get available information about the condition of the affected block.

The *Network Controller* must tell the *Rail Traffic Crew*:

- that the block is *Clear*;
- if the block is *Occupied* and, if known, the *Location* of the last *Rail Traffic* to enter the block; or
- the *Location* of any *Obstructions* or failed *Infrastructure* in the block.

If the condition of the block is not known, the *Rail Traffic Crew* of the first *Rail Traffic* to transit the block, must:

- report the condition of the block to the *Network Controller* as soon as practical; and
- report when the *Rail Traffic* has exited the block.

The *Network Controller* must make sure that the *Route* to be taken by *Rail Traffic* is:

- set and *Secured*; or
- will be set and *Secured* by a *Competent Worker*.

5. Passing Fixed Signals

The *Rail Traffic Crew* must obtain the authority of the *Network Controller* to pass a *Fixed Signal* at STOP.

The *Network Controller* must ensure that any opposing *Rail Traffic* has been *Restrained* before authorising the *Rail Traffic Crew* to pass a signal at STOP.

An authority to pass a *Fixed Signal* at STOP must include details of:

- the identity of the *Rail Traffic* for which it is intended;
- the identity of the signal to be passed at STOP;
- the *Location* of the signal to be passed at STOP;
- the condition of the block ahead;
- the *Limit of Authority*;
- any *Points* to be manually set;
- instructions to inspect *Points* before passing over them;
- *Level Crossing* warnings; and
- the maximum speed to be observed.

Where no *Competent Worker* is present and the *Rail Traffic Crew* are instructed to pass a signal at STOP, the *Rail Traffic Crew* must, before moving across each set of *Points*, stop and examine the *Points* to ensure that they are set for the safe passage of the *Rail Traffic*.

6. Speed of Travel

6.1. Beyond a Fixed Signal

Based on the information provided by the *Network Controller* about the condition of the block ahead, *Rail Traffic* may *Travel* up to *Normal Speed*.

6.2. Unknown Cause

If a *Fixed Signal* displays a STOP indication due to an unknown cause and the integrity of the block or *Section* cannot be assured, *Rail Traffic* must be instructed to *Travel* at *Restricted Speed*.

The *Rail Traffic* movement must *Travel* at *Restricted Speed* until the movement has passed the next *Fixed Signal* displaying a PROCEED indication.

6.3. Known Cause

If a *Fixed Signal* displays a STOP indication due to a known cause, the authority to pass the signal at STOP must include a speed instruction based on one of the following:

- where the cause is a known *Track* condition, *Rail Traffic* must proceed at a speed determined by the *Infrastructure Representative*;
- where the cause is known to be a faulty *Interlocking* condition, *Rail Traffic* must *Travel* at *Restricted Speed* over the faulty *Interlocking*, or
- where the cause is not an unsafe *Track* condition, and the integrity of the block has been confirmed, *Rail Traffic* may be authorised to *Travel* at *Normal Speed*.

7. Within Work on Track Authority Limits

Within the limits of an *LPA* the *Rail Traffic Crew* must get the authority of the *Possession Protection Officer* to pass *Fixed Signals* at STOP.

Within the limits of a *Track Occupancy Authority (TOA)*, the *Rail Traffic Crew* must get the authority of the *Network Controller* to pass *Fixed Signals* at STOP.

8. Keeping Records

Network Controllers and, where necessary, *Rail Traffic Crew* must keep a *Permanent Record* of the details of *Fixed Signals* passed at STOP.

9. References

4009 Disabled Rail Traffic

5003 Half Pilot Keys and Pilot Key Working

5019 Alternative Proceed Authority

10. Effective Date

1 April 2017