

WoTA Process Steps

When issuing a WoTA, Network Controllers and Protection Officers must follow the steps below to ensure consistency and reduce the risk of blocking facilities in the Train Control System (TCS) not matching the block limits nominated by the Protection Officer on the WoTA form.

Step	Description	Responsible
1.	Protection Officer calls Network Control and requests a Work on Track Authority.	Protection Officer
2.	Network Controller confirms the Protection Officer has a valid NPM Request.	Network Controller
3.	The Protection Officer provides the worksite KMs and the Block Limits.	Protection Officer
4.	The Network Controller enters the pending blocking facilities into the TCS and then verifies that the worksite KMs are within the requested Block Limits.	Network Controller
5.	If the Protection Officer can't provide blocking limits that fully protect the nominated worksite, the Network Controller must advise that the limits are insufficient, end the request, and complete a Prevented Safeworking Incidents incident report.	Network Controller
6.	The Network Controller requests a secure block code from the PO and applies the pending blocking facilities in the TCS.	Network Controller
7.	The PO provides the worksite details to the NC, who records this information in section 2 of the WoTA Issue form.	Network Controller / Protection Officer
8.	The Network Controller completes section 3 (Blocking) by obtaining the Blocking information from the TCS only.	Network Controller
9.	The Network Controller now reads out sections 1-3 of the WoTA form.	Network Controller
10.	The Network Controller completes an assurance check by endorsing the NCD with the requested blocking.	Network Controller
11.	The PO then repeats back the entire WoTA form.	Protection Officer
12.	Section 4 of the WoTA form is completed and the WoTA is issued and In-Effect	Network Controller

WoTA Process Steps

When reinstating a WoTA, Network Controllers must follow the steps below to ensure consistency and reduce the risk of blocking facilities in the Train Control System (TCS) not matching the block limits nominated by the Protection Officer on the WoTA form.

Step	Description	Responsible
1.	Protection Officer calls Network Control and requests to reinstate their Work on Track Authority.	Protection Officer
2.	The Network Controller enters the pending blocking facilities into the TCS and then verifies that the worksite KMs are within the requested Block Limits.	Network Controller
3.	The Network Controller requests a secure block code from the PO and applies the pending blocking facilities in the TCS.	Network Controller
4.	The Network Controller then completes section 3 (Blocking) by obtaining the Blocking information from TCS only.	Network Controller
5.	The Network Controller now reads back section 3 of the WoTA form including the confirmation that the TCS block limits match the form.	Network Controller
6.	The Network Controller completes an assurance check by endorsing the NCD with the requested blocking.	Network Controller
7.	The Protection Officer then repeats back section 3 of the WoTA form.	Protection Officer

Document History

Revision	Date	Details of Amendments
1.0	05/11/2025	New Document
2.0	15/05/2026	Updated to align with revised WoTA forms that become effective as of the 1 st of July 2026.
3.0	12/06/2026	Further updated post Network Controller feedback.