
Work on Track Authority Forms

WORK INSTRUCTION



Work on Track Authority Forms

Contents

1. Purpose	3
2. Scope	3
3. References	3
4. Definitions	3
5. Form Introduction	4
6. Document History	7



Work on Track Authority Forms

1. Purpose

This instruction explains the process for applying Blocking Facilities and completing Work on Track Authority forms.

2. Scope

This instruction applies to Competent Workers and Network Controllers who are required to complete Work on Track Authority forms.

3. References

Document Number	Document Title
Network Rule 3001	Local Possession Authority
Network Rule 3005	Work on Track Authority rule number in Arc Network Safeworking Rules and Procedures
Network Rule 6003	Blocking Facilities
Network Procedure 9000	Clipping and Securing Points
Network Procedure 9016	Written Authorities and Forms

4. Definitions

Term Used	Description
Block Code	A secure blocking code used keep something in a known or prepared place or position, to safeguard it against accidental or unauthorised removal.
LPA	Local Possession Authority
NC	Network Controller
NPN	Network Possession Notification
PO / PPO	Protection Officer / Possession Protection Officer
Competent Worker	A worker certified as competent to carry out a relevant task.
RTS	Rail Traffic Signals
TCS	Train Control System
TCWD	Track Warning Closed Device
TM	Track Machine
WoTA	Work on Track Authority



Work on Track Authority Forms

5. Form Introduction

The WoTA form, is the authority for Competent Workers and their equipment to occupy a defined portion of track for a specified period.

There are two types of forms:

the ISSUE form, which is populated by the NC, and

the RECEIPT form which is populated by the Competent Worker (PPO / PO).

The Authority Number displayed at the top of the ISSUE form must be entered by the Competent Worker in the authority number field on their RECEIPT form.

Check boxes are used on the forms to indicate if information contained in a field is applicable.

Where an item is applicable, the box must be ticked and the field completed. Where it is not applicable, the box must be marked with a cross.

Where a field does not have a check box next to it, it indicates the field as mandatory and must be completed.

NOTE: At 2.7 where the In-field Protection Used checkbox is crossed, there is no requirement to tick or cross the boxes for the type of In-field protection.

The form is then broken up into seven sections as follows:

Section 1 – Authority Number and Network Control Desk

Section 2 – Worksite Details

Section 3 – Blocking

Section 4 – Received

Section 5 – PPO / PO Hand Over

Section 6 – Fulfilling

Notes: At the bottom of the form there are two notes:

A superscript 1 (1) which indicates to delete if not applicable.

A superscript 2 (2) which indicates where TSR signs have not been erected, CAN working must apply.

Section 1 Form

1.1. The Authority Number is the Issuer's form number which the Competent Worker must record on the Receipt form.

1.2. The issuing Network Control Desk is recorded here.



Work on Track Authority Forms

Section 2 Worksite Details

In this section the PO provides the following information to the Network Controller:

LPA or WoTA check box is ticked to identify which type of track occupancy authority is to be used.

PO's Name and Contact Phone Number.

The time and the date that is anticipated for the work to be completed by.

Identifies the line type(s) or designated area applicable to the worksite location. .

Identifies the section that the worksite is in or the station at which the worksite is within.

Identifies the worksite limits by specifying two kilometrage markers.

NOTE: where a location does not have kilometrage markers such as a siding, then 2.4 and 2.5 must be completed and 2.6 must be crossed.

The PPO / PO advises the NC of infield protection that is being used. A checkbox is provided to identify the application of In-Field Protection and the infield protection method that is being used.

NOTE: Where the In-field Protection Used checkbox is crossed, there is no requirement to tick or cross the boxes for the type of In-field protection.

Section 3 Blocking

In this section there are lines for each block that is required, and the following should be populated where applicable:

- **Rail Traffic in Block Limits** - The NC verifies if there is Rail Traffic within the requested Block Limits, and both the PO and NC records this by writing Yes or No in the field provided.
- **Lead Locomotive** - If rail traffic is within the requested block limits, the PO must advise the NC of the Lead Locomotive or last Track Vehicle number and confirm the rail traffic has cleared the worksite limits. Both parties must record the number in the space provided on their forms. If no rail traffic is within the block limits, leave this field blank.
- **Block Code** - The receipt forms contain secure block codes. The PO provides the block code to the NC, who enters each code into the TCS as blocking facilities are applied.
- **Block Limits** - On the forms, both the NC and PO will record the limits of the Blocking Facilities that are applied in the TCS.
- **Control System Authority Number** -The NC will advise the PO of the Authority number generated by the TCS once the Blocking Facilities have been applied. Both the NC and the PO, record the Control System Authority Number on their respective forms.
- **Block Applied Time** - The time when Blocking Facilities are applied by the NC in the TCS.
- **Blocking Confirmation** - The NC will confirm with the PO that the block limits on the WoTA form correspond with those entered into the TCS. Both parties must record "Yes" in the confirmation field.



Work on Track Authority Forms

- **In-field Protection Removed** - The PO will confirm to the NC, that the In-Field Protection has been removed when fulfilling or suspending a WoTA. The removal time will be recorded in this field.
- **Removed Time** - The time when Blocking Facilities are removed by the NC in the TCS.

NOTE: Where Blocking Facilities are unavailable, the WoTA must be protected using In-Field Protection in accordance with Rule 3005. Section 3 is to be left blank, with all in-field protection details recorded on the NCD.

Section 4 Received

This section is completed by both parties at the time of a correct readback from the PO.

- 4.1 The PO's name is recorded in this field.
- 4.2 The time and date are recorded in this field.

Section 5 Protection Officer Hand Over

This section of the form is used to record the details of a PO handover

NOTE: Once all handover lines on the form have been used and another handover is required, a new WoTA form must replace the existing one. The existing form is only cancelled after the new WoTA is in effect, and the new form number must be recorded on the cancelled form in the space provided.

Section 6 Fulfilling

This section of the form is used to fulfil or cancel the WoTA

- 6.1 Where the track is certified fit for purpose and available, "Y" must be recorded in the field. Where the track is not fit for purpose, "N" must be recorded, and the number of the replacement WoTA or an IBA number must be recorded in the field provided.
- 6.2 This field must be ticked if points security for infield protection was used with a "Y" for yes to confirm that points security has been removed and returned to normal, or a cross if points security was not used.
- 6.3 This section has a check box that must be ticked if a speed restriction has been imposed with details of the speed restriction.
- 6.4 The fulfilling Network Control Desk is recorded here.
- 6.5 The fulfilling PO's name is recorded here.

NOTE: When an Authority is Fulfilled, the PO must advise the Network Controller of the time that the Authority was Fulfilled and endorse "FULFILLED" in upper case block letters with the date, time, and recipient's name and signature diagonally across the face of each copy. The Network Controller must endorse "FULFILLED" in upper case block letters with the date, the time the Authority is Fulfilled, the Network Controller's name and signature on the face of their copy. When an Authority is Cancelled, "CANCELLED" must be endorsed with the date, time, and the recipient's name and signature on each copy.



Work on Track Authority Forms

6. Document History

Revision	Date	Details of Amendments
1.00	1 st of July 2026	New Document

