Procedure for the Issue and Control of Annetts Keys

NOM-PRO-00025

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	Date	Name	Title	Signature
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Document History

Rev	Date	Amended by	Reviewer	Approver	Details of Amendment
1.04	19/08/2016	Kevin Reeves			General update for Template, Title and Rules changes
1.05	15/11/2017	Kevin Reeves	Graham Sack	Rodney Smith	Arc Infrastructure template and role changes.
1.06	15/11/2017	Kevin Reeves	Graham Sack	Rod Smith	Title changes.
1.07	08/09/2026	Aaron James	James Knapp	Rod Smith	Scope reworded and Manger Network Operations Title Updated

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1 Purpose

The purpose of this procedure is to describe the methodology to be employed for issuing, recording and recovery of Annetts Keys required for the locking and unlocking main line points in Train Order Territory.

The object of the procedure is to ensure Annetts Keys are only issued to positions or persons with legitimate reason, and that key issuing and recovery are tightly controlled so as to maintain security of access to the highest standard reasonably achievable.

2 SCOPE

This procedure establishes the requirements for the control and use of Annetts Keys by authorised Arc Infrastructure personnel and approved external organisations. Annetts Keys are supplied solely by Arc Infrastructure to provide secure access to points protected by Annetts locks, principally for the operation of sidings and crossing loops within Train Order Territory.

3 References

Network Safeworking Rules and Procedures

4 Definitions

Term or acronym	Definition
External Applicant:	An organisation external to Arc Infrastructure formally approved by the Head of Operations & Customer Management, requiring to be issued with an Annetts Key
Responsible Position:	The name of the position within a group or organisation responsible for the management of Annetts Keys within that group or organisation
Responsible Person:	The occupant of the Responsible Position within an approved group or organisation. The Responsible Person is responsible for the management of one or more Annetts Keys issued to that group or organisation

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5 Responsibilities

It is the responsibility of all those parties encompassed by the scope to be aware of and comply with this Procedure.

5.1 The Head of Operations & Customer Management

The Head of Operations & Customer Management is responsible for:

- Approving the application for the issue of new Annetts Keys to Responsible Positions or Responsible Persons, external to Arc Infrastructure.
- Managing Annetts Keys within Arc Infrastructure.
- Ensuring the audit and contact information updates by Responsible Persons are provided at no greater than 12 monthly intervals.
- Approving the issue of replacement Annetts Keys where valid and sufficient reason exists.

5.2 Network Operations Interface Principal

The Network Operations Interface Principal is responsible for:

- Maintaining a Master List of the disposition of all Annetts Keys.
- The procurement of new Annetts Keys.

5.3 Responsible Person is responsible for:

Making application to the Head of Operations & Customer Management for new or replacement Annetts keys with a valid or sufficient reason to be detailed.

Manage and maintain a Register of Annetts Keys issued within their area of control.

Auditing the record of holder identity and details for all Annetts Keys within their area of control every 12 months.

Providing 12 monthly audit details to the Head of Operations & Customer Management Arc Infrastructure.

6 ACTIONS

6.1 The Head of Operations & Customer Management shall within the area of control:

Approve the issue of new or replacement Annetts Keys within Arc Infrastructure or to the responsible person of other approved external groups or organisations.

Hold un-issued Annetts Keys in a secure place.

Maintain an up to date Master List, which records the holder identity and key number of all Annetts Keys.

Audit Master List every 12 months.

Recover Annetts Keys from persons who are about to be transferred, have given notice of retirement, have had their services terminated or, no longer have a valid reason for possession.

Investigate the loss of or damage to an Annetts Key.

Collect a $400.00 fee per Annetts Key from private external applicants and issue a receipt. The fee is non-refundable.

View and sign off the 12 monthly audit provided by the Responsible Person.

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6.2 The External Organisation or Applicant shall

Nominate a Responsible Position and a Responsible Person within their organisation who has the responsibility for the management, control and auditing of all Annetts Keys issued to that Group or Organisation.

6.3 The Responsible Person external to Arc Infrastructure shall:

Submit application document "Application for the Issue of an Annetts Key" (Appendix 1) to the Head of Operations & Customer Management for approval to be issued with a new Annetts Key(s) or a replacement Annetts Key.

Issue Annetts keys and maintain an updated record of the key number and the location, identity and contact details of individual holders of Annetts Keys.

Hold all spare un-issued Annetts Keys in a secure location.

Investigate and provide a written report on damaged, lost or stolen Annetts Keys to the Head of Operations & Customer Management.

Recover Annetts Keys no longer required as soon as the requirement lapses. In particular when the individual holder is about to be transferred or given notice of termination of services, or has given notice of retirement or resignation, or for when a valid reason for possession no longer exists.

Conduct an audit of the Annetts Key record every 12 months and provide evidence of the audit to the Head of Operations & Customer Management.

6.4 The Individual Holder must:

Strictly adhere to the obligations outlined in the "Request For Issue Of Annetts Keys", Appendix 1.

Maintain the Annetts Keys in good working condition

7 DOCUMENTATIONS

Master List of disposition of all Annetts Keys.

Record of holders of Annetts Keys.

Appendix 1 "Application for the Issue of an Annetts Key".

Appendix 2 "Issue of Annetts Keys:" (Internal Recipient).

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Appendix

Appendix 1

APPLICATION FOR THE ISSUE OF AN ANNETTS KEY (S)

To the Head of Operations & Customer Management

Arc Infrastructure

Level 3, 1 George Wiencke Drive

Perth Airport WA 6105

Phone: 08 9212 2974

Facsimile: 08 9212 2988

REQUEST FOR THE ISSUE OF AN ANNETTS KEY (S):

An Annetts Key is requested to be issued to me, as my Company's nominated Responsible Person, for distribution within my Organisation. I will –

1. Pay a non-refundable fee of Four Hundred Dollars ($400) for the issue of each Annetts Key.
2. Return the Annetts Key to the Head of Operations & Customer Management Arc Infrastructure **IMMEDIATELY** following the expiry of the period for which the key has been issued.
3. Maintain a Register as to the Identity, Location and contact details of Individual holders of all Annetts Keys issued to me by the Head of Operations & Customer Management.
4. Ensure Annetts Keys issued to Individuals are not loaned to un-authorised persons.
5. Hold any spare Annetts Keys in my possession in a secure location.
6. Investigate and provide a written report as to any damage or loss of an Annetts Key to the Head of Operations & Customer Management.
7. Conduct an Audit of the Annetts keys Register and reconcile details with all Annetts Keys held by myself or individuals to whom an Annetts Key has been issue and provide the Head of Operations & Customer Management with evidence of the Audit each twelve (12) months.

In order for an Annetts Key to be issued, I acknowledge these obligations by endorsing the bottom of this letter and sending a copy by return to the fax number recorded below.

Following receipt of a correctly completed form and payment of Four Hundred Dollars for each Annetts Key, I will be provided with advice as to how to obtain the Annetts Key (s).

I UNDERSTAND AND WILL ENSURE COMPLIANCE

Signed: ……..

Applicant's Name ……

Applicant's Title ……

Company: ……

Date: ……..

Office Use Only

Issue Approved: ……

Head of Operations & Customer Management: ……..

Issued Company ……..

Recipient Name ……

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Appendix 2

ISSUE OF ANNETTS KEY:

From the Head of Operations & Customer Management

Arc Infrastructure

Level 3, 1 George Wiencke Drive

Perth Airport WA 6105

Phone: 08 9212 2974

Facsimile: 08 9212 2988

Date: ……..……

An Annetts Key is issued to you personally. You are responsible for the correct use of the key and for its security and return (if required).

Your Annetts Key

- MUST NOT be loaned to any other person
- MUST be kept secure at all times
- MUST NOT be copied or reproduced
- MUST be returned when requested, or at the expiry of the period noted or prior to ceasing your current employment

Please acknowledge your understanding of these obligations by endorsing the bottom of this advice.

Yours faithfully,

Head of Operations & Customer Management

Arc Infrastructure

I understand and will comply with the requirements of this advice

Signed: ……

Applicant's Name: ……

Applicant's Title: ……..

Company: ……

Date: ……..…

Issue Approved: ……..……
Head of Operations & Customer Management: ……..……..……
Issued to Company ……..……
Recipient Name ……..……..……
Issue Date ……..……
Key No. ……..……..……
To Be Returned By Date ……..……
Returned On Date ……..……
Recipient's Name ……..……

(Original of this completed form is to be retained by the issuer at the time of issue and a copy is to be provided to the Annetts Key Recipient)

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