

# Network Safeworking Rules and Procedures

## Annett's Keys

Procedure Number: 9026

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#### Document History

| Version | Effective Date | Pages updated | Reasons for change          |
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# 1. Purpose

This procedure details the protocols for using Annett's keys, which provide access to *Crossing Locations* or *Sidings* in *Train Order Territory* that are *Secured* by Annett's locks.

# 2. General

Annett's locks *Securing Main Line Points* at *Crossing Locations* and *Sidings* in *Train Order Territory* can only be unlocked by means of an Annett's key. The Annett's key can only be removed from the lock when the *Points* have been returned to their normal position and *Securely* locked.

Except where otherwise *Authorised*, Annett's locks are not attached to *Main Line Points* at *Terminal Stations* or on *Main Line Crossovers* at *Junction Stations*.

Annett's keys are *Issued* in accordance with an Arc Infrastructure internal procedure, and a register of issued keys is maintained. All *Locomotives* operating in *Train Order Territory* are provided with an Annett's key that is branded with the *Locomotive* number.

*Rail Traffic Crews* must ensure the Annett's key is in its receptacle on the *Rail Traffic* at all times when not in use.

# 3. Shunting and Crossing Rail Traffic

On completion of *Shunting* a *Siding* or *Crossing Rail Traffic* at a *Crossing Location* that is *Protected* with an Annett's lock, the *Rail Traffic Crew*, including *Track Vehicles* must advise the *Network Controller* that;

- the *Points* have been restored to normal "*Siding Secured*" (SS); and
- the Annett's key is in their possession, or the Annett's key is on the *Locomotive*. (AKOL)

The *Network Controller* must endorse the *Network Control Diagram* "AKOL" and "SS" once confirmed with the *Rail Traffic Crew* or *Competent Worker*.

When required to *Shunt* a *Siding* using two Annett's keys the *Network Controller* must confirm with the *Rail Traffic Crew* that both keys are in their possession or on the *Locomotive*, and endorse the *Network Control Diagram* "2AKOL".

## 4. Fulfilling Train Orders

Upon arrival at a *Location* where a *Train Order* is to be *Fulfilled*, the *Rail Traffic Crew* must:

- confirm the Annett's key is on the *Locomotive*;
- endorse the *Train Order* "FULFILLED" and "AKOL"; and
- advise the *Network Controller*; who will endorse their copy of the *Train Order*.

The *Network Controller* must also endorse the *Network Control Diagram* "FULFILLED" and "AKOL".



**NOTE:** If a *Train Order* is to be "**FULFILLED**" where two Annett's keys have been used, the *Train Order* and the *Network Control Diagram* must be endorsed "2AKOL".

## 5. Missing Annett's Keys

If the Annett's key is missing from the *Rail Traffic*, the *Network Controller* must:

- initiate action to recover the missing Annett's key; and
- advise the *Rail Traffic Crew* of the next *Rail Traffic* movement to check the *Points* at the preceding *Station* before traversing them.

If the key is not recovered before the next *Rail Traffic* approaches a *Siding* that has been previously *Shunted* by means of an Annett's key prior to the *Train Order* being *Fulfilled*, or is required to proceed through the *Section*, the *Rail Traffic Crew* must be warned, in accordance with Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN).



**NOTE:** If the Annett's key is not on the *Locomotive*, the *Network Controller* must be advised.

## 6. Faults

If an Annett's key becomes jammed in a lock, the *Rail Traffic Crew* must advise the *Network Controller* who will report the fault to the relevant *Infrastructure Representative*. The *Network Controller* must also warn any *Rail Traffic* entering the *Section* towards the *Siding*, in accordance with Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN).

## 7. Lost Annett's Keys

If an Annett's key becomes lost and cannot be found, arrangements must be made for a replacement key to be provided.

If an Annett's key becomes lost, a responsible person must investigate and provide a written report on the lost Annetts Keys to the Head of Operations and Customer Management. .



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

## 8. References

2009 Reporting and Responding to a Condition Affecting the Network.

## 9. Effective Date

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