

ANPR 726

Using Half Pilot Staffs

Applicability

NSW

SMS

Publication Requirement

External Only

Document Status

Issue/Revision #	Effective from
3.0	11 October 2015

Introduction

Half pilot staffs (half-staffs) *authorise* movements in only one direction. They are used for:

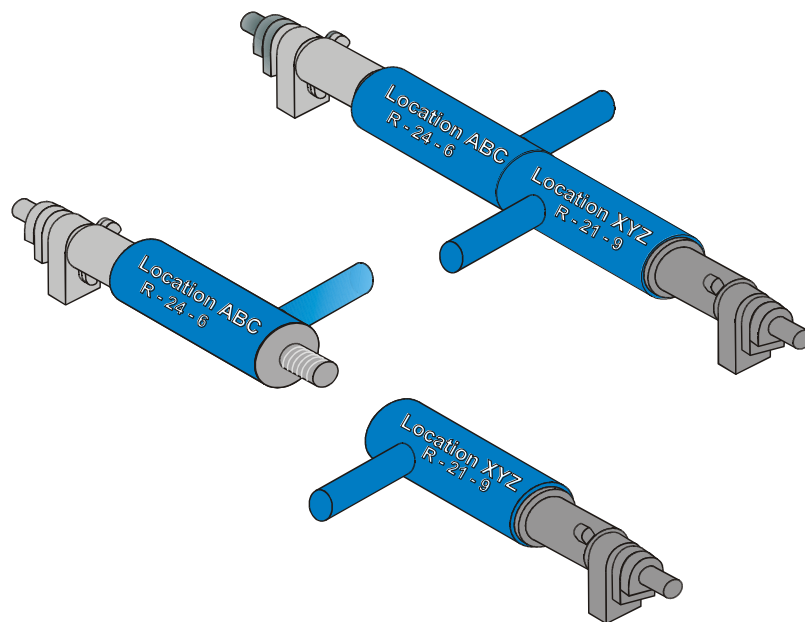
- *pilot staff working of rail traffic* over some signalled *bidirectional* sections of line, or
- *protection of work on track*.

Two half-staffs are joined together as a *pilot staff* to authorise bidirectional movements.

A half-staff is marked with:

- the name of one end of the section, and
- if necessary, the line or the *location* name, and
- sometimes, a location number or signal number

Figure ANPR 726-1



Half pilot staffs – separated and joined

Half-staffs are *secured* in pilot staff locks at the ends of sections:

- on a nominated signal, or
- on a post near a nominated signal, or
- in a cabinet near a signal.

Taking a half-staff from its lock prevents clearance of signals allowing entry to the affected section.

Authorising pilot staff working

Train Controller

1. Tell the relevant *Signallers* to arrange for removal of the half-staffs at the entry and exit ends of the section.
2. Tell the exit-end Signaller to:
 - secure the exit-end half-staff out of use, and
 - tell you when this has been done, and
 - tell the entry-end Signaller that the exit-end half-staff is secured out of use.
3. Get the necessary assurances for pilot staff working.
4. Compile a *Pilot Staff Working Introduction* form (ANRF 010) to authorise pilot staff working in a defined pilot staff section.
5. Issue the Pilot Staff Working Introduction to the Signallers at both ends of the pilot staff section.
6. Tell affected Signallers about the details and running-direction of the first movement.
7. Tell the Signaller at the entry end to use the entry-end half-staff to authorise movements.
8. Record, in *permanent form*, the time that pilot staff working started.

Getting a half staff

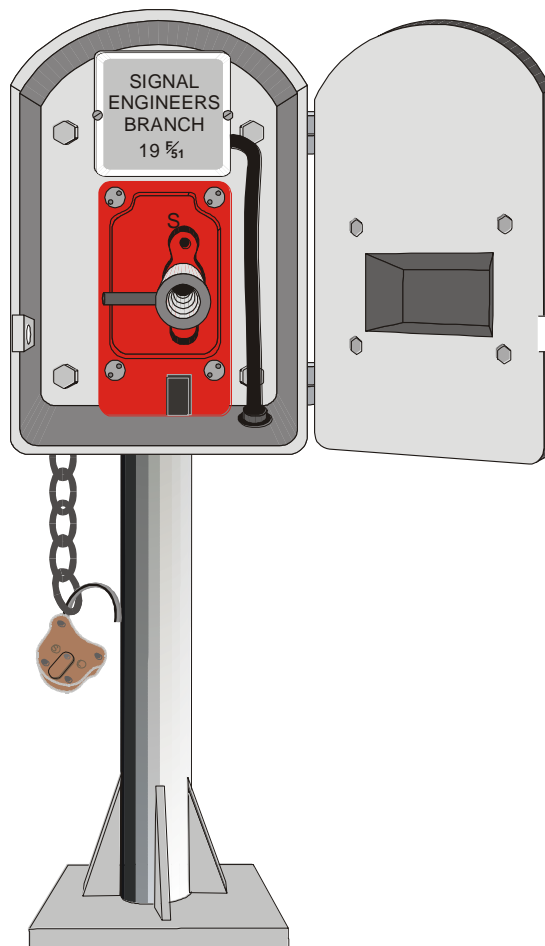
Signaller at the entry end

1. Arrange for a *Qualified Worker* to remove the half-staff.

Qualified Worker

2. Go to the correct half-staff location.

Figure ANPR 726-2



Open half-staff cabinet

3. Take the half-staff from the pilot staff lock.
4. Check that the half-staff is the correct one.
5. Check that *affected signals* at the location are at STOP.

Unidirectional pilot staff working

A half-staff can authorise one or more movements in one direction only.

Entry-end Signaller

1. Compile:
 - a Pilot Staff Notice form (ANRF 008). Record that the exit-end half-staff is secured out of use, and
 - if there are more than two worksites in the affected portion, a Worksite Warning form (ANRF 011).
2. Arrange to show the Pilot Staff Working Introduction and the half-staff to the Driver or track vehicle operator of rail traffic ready to depart, and give the *Driver or track vehicle operator*:
 - the *Pilot Staff Notice* (PSN), and
 - a completed Pilot Staff Ticket (ANRF 007).
3. If the *block* is clear, authorise the Driver or track vehicle operator to proceed.

Driver or track vehicle operator

4. Check the assurances in the Pilot Staff Working Introduction form and the PSN.
5. Check that the half-staff, the PSN and the *Pilot Staff Ticket* are correct for the section.
6. Give the Pilot Staff Ticket to the exit-end Signaller.

Exit-end Signaller

7. *Fulfil* the Pilot Staff Ticket.
8. Report the arrival of rail traffic to the:
 - entry-end Signaller, and
 - *Train Controller*.

Joining half-staffs for bidirectional movements

To authorise bidirectional movements, the half-staff from one end is joined to the half-staff from the other end.

Train Controller

1. Tell the Signallers:
 - which half-staff will be transferred, and
 - whether to transfer the half-staff by rail or by other means, and
 - to tell you when the half-staffs have been joined.

Signaller sending a half-staff

2. To transfer the half-staff by other than rail:
 - check the section is clear of rail traffic, and
 - arrange for the half-staff to be taken and given to the Signaller at the other end of the section.
3. To transfer the half-staff by rail:
 - check that the block is clear of rail traffic, and
 - compile a PSN, and
 - record that the half-staff at the other end of the section is secured out of use, and
 - show the Pilot Staff Working Introduction form to the Driver or track vehicle operator of rail traffic ready to depart, and
 - give the Driver or track vehicle operator the PSN and the half-staff.
4. Authorise the Driver or track vehicle operator to proceed.

Driver or track vehicle operator

5. Check that the half-staff is the correct one for the section.
6. Transfer the half-staff, and give it to the exit-end Signaller.

Signaller receiving a transferred half-staff

7. Join the two half-staffs to make the pilot staff for the section.
8. Tell the Train Controller that this has been done.

Train Controller

9. Record, in permanent form, the time that the half-staffs were joined.

Bidirectional pilot staff working

Entry-end Signaller

1. Compile:
 - a Pilot Staff Notice form (ANRF 008), and
 - if there are more than two worksites in the affected portion, a Worksite Warning form (ANRF 011).
2. If there is to be a following movement:
 - give the PSN to the Driver or track vehicle operator of rail traffic ready to depart, and
 - show the pilot staff to the Driver or track vehicle operator, and
 - give the Driver or track vehicle operator a completed Pilot Staff Ticket.
3. If the next movement will be from the opposite direction, give the PSN and the pilot staff to the Driver or track vehicle operator of rail traffic ready to depart.
4. If the block is clear, authorise the Driver or track vehicle operator to proceed.

Driver or track vehicle operator

5. Check that the PSN, and the pilot staff or Pilot Staff Ticket, are correct for the section.
6. Give the pilot staff, or the Pilot Staff Ticket, to the exit-end Signaller.

Exit-end Signaller

7. Safeguard the staff, or fulfil the Pilot Staff Ticket.
8. Report the arrival of rail traffic to the:
 - entry-end Signaller, and
 - Train Controller.

Ending pilot staff working

Train Controller

1. Tell the Signallers:
 - that pilot staff working is to end, and
 - which *train* will be the last to travel under pilot staff working, and
 - which half-staff is to be transferred, and
 - whether to transfer the half-staff by rail or by other means.
2. If a half-staff is to be transferred by other than rail, make sure that the section is not occupied before authorising the transfer.

Signaller safeguarding the pilot staff

3. To transfer a half-staff for the other end of the section by other than rail:
 - make sure that the section is not occupied, and
 - separate the pilot staff into half-staffs, and
 - secure the half-staff for your end of the section out of use, and
 - arrange for the half-staff to be taken and given to the Signaller at the other end of the section.
4. To transfer the half-staff by rail:
 - make sure that the block is not occupied, and
 - compile a PSN, and
 - show the pilot staff to the Driver or track vehicle operator, and
 - separate the joined half-staffs in the sight of the Driver or track vehicle operator, and
 - safeguard the half-staff for your end of the section, and
 - give the Driver or track vehicle operator the PSN, and the half-staff for the other end of the section, and
 - record that the half-staff at your end of the section is secured out of use.
5. If the block is clear, authorise the Driver or track vehicle operator to proceed.

Driver or track vehicle operator

6. Check that the half-staff is correct for the section.
7. Take the half-staff to the other end of the section, and give it to the Signaller.

Signaller receiving the half-staff

8. Check that the signal number and location markings on the half-staff are correct.
9. Tell the Train Controller that you have received the half-staff.

Train Controller

10. If you have been told that the half-staffs are at the correct ends of the section:
 - get assurance that the section is not occupied, and
 - tell the Signallers to arrange for the half-staffs to be returned to their locks, and to test affected signals.
11. *Fulfil* the Pilot Staff Working Introduction form.
12. Record, in permanent form, the time that pilot staff working ended.

Signaller

13. If the Train Controller tells you to do so, arrange for return of your half-staff to its lock.
14. Check that affected signals work correctly. Tell the Train Controller.
15. Record, in permanent form, the time that normal working was resumed.

Related ARTC Network Procedures

ANPR 719	Operating groundframes
ANPR 721	Spoken and written communication
ANPR 723	Using block posts
ANPR 724	Using clearance locations
ANPR 725	Using a large pilot staff
ANPR 727	Using crossovers for special working
ANPR 728	Operating emergency crossovers
ANPR 745	Using non-interlocked points
ANRF 011	Worksite Warning

Effective Date

11 October 2015