

ANPR 704

Using Infrastructure Booking Advices

Applicability

NSW

SMS

Publication Requirement

External Only

Document Status

Issue/Revision #	Effective from
2.1	23 February 2020

Introduction

Infrastructure Booking Advices (IBAs) are used to tell *Network Control Officers* that infrastructure is:

- temporarily or permanently removed from service ('booked out of use'), or
- installed or returned to service ('booked into use'), or
- temporarily bridged to release locking on signalling infrastructure.

Maintenance Representatives, *Safeworking Representatives* and *Network Control Officers* use an Infrastructure Booking Advice form (ANRF 003) to jointly compile an IBA.

Compiling an Advice

Maintenance Representatives, Safeworking Representatives and Network Control Officers

1. Record details about the *location* of the infrastructure and the affected line.
2. Record the type of infrastructure work to be listed in the IBA:
 - existing infrastructure booked temporarily out of use, or
 - existing infrastructure permanently removed, or
 - existing infrastructure booked back into use, or
 - new infrastructure installed, or
 - signalling infrastructure to be temporarily bridged.
3. Record the equipment identification numbers.
4. Give details about the equipment.
5. If the work was *advertised*, record the *SAFE Notice* number and date of the advertisement.
6. If signalling equipment is to be bridged temporarily, record the Bridging Authority Number.
7. Record the time and date, and the name of each representative, against the relevant discipline.
8. Sign the IBA on behalf of the discipline that you represent.

Completing an Advice if infrastructure is certified

Maintenance Representatives, Safeworking Representatives and Network Control Officers

1. Write YES in the Certified column if infrastructure is to be certified fit for service on the existing IBA.
2. If the work was advertised, record the SAFE Notice number and date of the advertisement.
3. Record the name of the representative of each discipline certifying the infrastructure, and the time and date, on the existing IBA.
4. Strike through items that do not apply.
5. Sign the IBA to certify the infrastructure for the discipline that you represent.

Completing an Advice if some infrastructure equipment remains uncertified

Maintenance Representatives and Network Control Officers

1. Write NO in the Certified column if infrastructure is not certified for return to service on the existing IBA.
2. Fill out a new IBA to detail infrastructure that is not being returned to service.
3. Carry over the relevant date of advertisement to the new IBA.
4. If signalling equipment is to continue to be bridged temporarily, record the Bridging Authority Number on the new IBA.
5. Write the reference number of the new IBA against the corresponding infrastructure details on the existing IBA.
6. Write the reference number of the existing IBA, in the Reference IBA No. column, for uncertified infrastructure included in the new IBA.
7. On the existing IBA, record the name of the representative of each discipline certifying the infrastructure, and the time and date.
8. Sign the existing IBA for the discipline that you represent.
9. Record the name of the representative of each discipline certifying the equipment, and the time and date, on the new IBA.
10. Sign the new IBA for the discipline that you represent.

Keeping infrastructure Booking Advice forms

Network Control Officers, Safeworking Representatives and Maintenance Representatives *must* keep IBA forms.

Effective Date

23 February 2020