ANRF 000

General Information about Network Forms

Applicability

NSW
SMS

Publication Requirement

External Only

Document Status

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2.0	11 October 2015

Document Control

Status	Date Reviewed	Prepared by	Reviewed by	Endorsed	Approved
Issue 1 Revision 0	10 August 2004	NSW Transition Teams		GM Operations & Customer Service	ARTC Safety Committee
		N Lethlean		D McMillan	Refer to minutes of meeting 12 Aug 04
Issue 1 Revision 1	08 May 2011	G Watson	S Gray	GM Risk and Compliance	ARTC Safety Committee Refer to minutes of 16 May 11
Issue 1 Revision 2	08 October 2013	G Watson	S Wilson-Ryke	GM Risk and Safety	ARTC Safety & Environment Committee 21 Oct 13
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Amendment Record

Status	Date Reviewed	Prepared by	Amendment	Reviewed
Issue 1 Revision 1	08 May 2011	G Watson	• Discipline changed to Risk and Compliance • Title change to General information about Network Forms • Remove redundant abbreviations (NAR & NIN)	GM Risk and Compliance
Issue 1 Revision 2	08 October 2013	G Watson	• Discipline changed to Risk and Safety • Updated to include use of electronic forms • Remove redundant abbreviations (Cir, ESR, Illa, NSR & STN)	GM Risk and Safety
Issue 2 Revision 0	19 August 2015	G Watson	Rebranding and formatting	N Todd

Introduction

This section contains the *Network Forms* used in the *Australian Rail Track Corporation* (ARTC) Network.

Instructions about when to use these forms are given in the *Network Rules* and *Network Procedures*.

Each Safeworking form has its own unit which includes:

- a specimen blank form, and

- specific instructions on how to complete the form.

General

The type and number of Network Forms *Qualified Workers* need to use for safeworking purposes are *advertised* periodically in a SAFE Notice.

When completing forms, Qualified Workers must:

- write in ink

- print words and figures clearly

- write numbers as numerals, not words

- draw a single line through an error, and print the correction above it

- initial corrections in the margin beside the correction

- use only *authorised* abbreviations.

If it is not possible to send a copy of a form to an affected worker, Qualified Workers may jointly compile the form.

When completing forms electronically, type the required information on to the form.

Numbering forms

If you are the Qualified Worker authorising the form, number the forms consecutively on a pad-by-pad basis.

Where electronic forms are used, the electronic system will generate the number for each form.

Check boxes

Check boxes are used on forms to indicate if information about an item is mandatory or optional.

Mandatory items

If an Item does not have a check box beside it, the item is mandatory and must be completed.

Optional items

Optional items, or items which include choices, are indicated by a check box:

- if the item does not apply, put a cross in the box, for example ☐ⅹ, or

- if the item does apply tick the box ☐✓ and complete the item.

Cancelling and fulfilling forms

Fulfilling a form

Where forms are compiled manually, if all of the instructions in an authority have been completed, *fulfil* the authority by writing FULFILLED between parallel diagonal lines across the form.

Where electronic forms are used and all of the instructions in an authority have been completed, fulfil the authority.

The electronic system will generate a PDF version of the form, the form will have the word FULFILLED printed between parallel diagonal lines across the form.

Cancelling a form

Where forms are compiled manually, if some or none of the instructions in a form have been completed, *cancel* the form by writing CANCELLED between parallel diagonal lines across the form.

Where electronic forms are used and some or none of the instructions in a form have been completed, *cancel* the form.

The electronic system will generate a PDF version of the form, the form will have the word CANCELLED printed between parallel diagonal lines across the form.

Signing and dating

Between the parallel diagonal lines, write:

- the date and time the form is fulfilled or cancelled, and

- your name and signature.

Where electronic forms are used, the electronic system will generate a PDF version of the form, the name, date and time will be printed on the form.

Electronically compiled forms do not require a signature.

Special instructions

Completing 'location/km' or 'specified limit'

Write the name of the *location* and/or the kilometrage of the location, for example:

- Hanbury Jct

- 157.300km

- Singleton 238.885km

- Up accept Sig. S154.

Completing 'designation'

Write the role you are performing, for example:

- *Driver*

- *Protection Officer*

- *track vehicle operator*

- *Signaller*

- *Train Controller.*

- *Network Controller.*

If a form has more than one Item where the same Network Control Officer is required to provide name, designation or location details, the Network Control Officer:

- must give full details at the first item, and

- may insert AS ABOVE at the next items which require the same information.

Abbreviations

The standard abbreviations listed below may be used in written Safeworking communications:

Abbreviation	Meaning
BF	blocking facility
CP	clearance post
CAN	Condition Affecting the Network
CSB	controlled signal blocking
X/over	crossover
Frame	groundframe
Hr	hours (time of day by 24 hour clock)
IBA	Infrastructure Booking Authority
Inst	instrument
Jct	junction
Km	kilometre
Km/h	kilometres per hour
kP	kilometre post
L/Xing	level crossing
LE	light locomotive
LPA	Local Possession Authority
Loco	locomotive
metro	metropolitan
min	minutes
Nth	North
No.	number
PSN	Pilot Staff Notice
PSW	pilot staff working
pts	points
Sig	signal
Sth	South
SPA	Special Proceed Authority

Abbreviation	Meaning
Subn	Suburban
TAA	Train Alteration Advice
TOA	Track Occupancy Authority
TOC	Train Operating Conditions manual
TWA	Track Work Authority
WOLO	hot weather speed restriction
YLS	yard limit sign

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