

ANRF 002

Track Occupancy Authority (TOA)

Applicability

NSW
SMS

Publication Requirement

External Only

Document Status

Issue/Revision #	Effective from
2.1	13 December 2021

Document Control

Status	Date Reviewed	Prepared by	Reviewed by	Endorsed	Approved
Issue 1 Revision 0	10 Aug 04		NSW Transition Teams	GM Operations & Customer Service	Safety Committee
			N Lethlean	D McMillan	Refer to minutes of meeting 12/08/04
Issue 2 Revision 0	19 August 2015	G Watson	N Todd	GM Technical Standards	GM Technical Standards
Issue 2 Revision 1	23 April 2021	National Rules Manager	Rules Officer	GM Technical Standards	OSERC

Amendment Record

Status	Date Reviewed	Prepared by	Amendment	Reviewed
Issue 2 Revision 0	19 August 2015	G Watson	Rebranding and formatting	N Todd
Issue 2 Revision 1	23 April 2021	National Rules Manager	Form reformatted and amended. New items included in form 2, 6, 7, 8, 10 and 14.	Rules Officer

Introduction

A Track Occupancy Authority (TOA) form ANRF 002 is used to *authorise occupancy of track*, within specified limits, for an agreed period in TMACS *Train Order territory*.

The form has two parts:

Part 1 - Items 1 to 17 are completed when a TOA is granted.

Part 2 - Items 18 and 19 are completed if a time extension is allowed for a TOA.

Mandatory items

The following items *must* be completed:

1. TOA Number
2. *Protection Officer* Name, contact details and current location.
3. Authority is given to occupy the
4. Duration
5. Type of work to be done
14. *Security code* and *Supplementary Security code*
15. *Blocking facilities* have been applied
16. The details of this form have been read back by the *Protection Officer*
17. Authorised by



The *Network Controller* must not record security and supplementary security codes issued by the *Computerised Train Order* system.

Optional items

Item 6 – Track Vehicle Journey

- tick the check box 6 ✓ if the TOA is for a *track vehicle* journey, and
- record the *location* from and to for the track vehicle journey , or
- put a cross in the check box 6 X if the TOA is not for a track vehicle journey.

Item 7 – Worksite

- tick the check box 7 √ if the TOA is for a *worksite* and record the worksite limits, or
- put a cross in the check box 7 X if the TOA is not for a worksite.

Item 8 – There are no trains in the TOA limits

If there are no Trains in the TOA limits:

- tick the check box 8 √, and put a cross ☒ in the check box items 9 and 10, or

If there are Trains in the TOA limits:

- put a cross in the check box 8 X and complete item 9 or 10.

Item 9 - Train Number

If there is rail traffic within the limits of the TOA:

- tick the check box 9 √ if there is rail traffic in the specified limits, and record the *train identification number*, put a cross ☒ in the check box items 8 and 10 or

If there is no rail traffic within the limits of the TOA:

- put a cross in the check box 9 X if there is no rail traffic in the specified limits ahead.

Item 10 – Disabled rail traffic within the TOA limits

If there is disabled *rail traffic* within the TOA limits:

- tick the check box 10 √ and record the kilometrage of the disabled rail traffic, and put a cross ☒ in the check box items 8 and 9, or

If there is no disabled Rail Traffic within the TOA limits:

- put a cross in the check box 10 X and complete item 8 or 9.

Item 11 – Train(s) standing on

If *train(s)* are standing on tracks adjacent to the TOA:

- tick the check box 11 , and
- record details about the track and *location* of the standing rail traffic.

If there are no train(s) standing on tracks adjacent to the TOA:

- put a cross in the check box 11 .

Item 12 – Another Track Occupancy Authority

- If an additional TOA is being issued tick the check box 12 , and complete Item 13, or
- put a cross in the check box 12 if an additional TOA is not being issued and put a cross in the check box 13 .

Item 13 – Protection Officers have agreed arrangements

If an additional TOA is being issued tick the check box 13 and tick the check box YES , when the *Protection Officer* for the additional TOA confirms they have spoken with the Protection Officers holding the current TOA's, and they have agreed arrangements.

Item 18 - Extension of time until

If an extension of time is allowed for a TOA, tick the check box 18 , and complete Item 19.

Effective Date

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ARTC

Track Occupancy Authority (TOA)

1 TOA Number

2 Protection Officer details

Protection Officer name Protection Officer contact number Current Location / kilometrage

3 Authority is given to occupy the track

between and

location/nominated clearance point location/nominated clearance point

4 Duration Commencing at hours Date / /20

To be fulfilled by hours Date / /20

5 Type of work to be done _____

6 Track Vehicle Journey from to

Location / kilometrage at which the journey will commence Location / kilometrage at which the journey will finish

7 Worksite from to

Worksite location kilometrage Worksite location kilometrage

8 There are no Trains in the TOA limits.

9 Train Number is ahead; if following be prepared to stop.

10 There is disabled rail traffic within the TOA limits located at: _____ km, and has been CAN restrained.

11 Train(s) standing on at

line location

12 Another Track Occupancy Authority is current for this portion of line. Yes

Tick when confirmed

13 Protection Officers have agreed arrangements. Yes

Confirm agreed arrangements are included in the Protection Officer Diary Tick when confirmed

14 Security code

Supplementary security code

15 Blocking facilities have been applied at

location

16 The details of this form have been repeated back by the Protection Officer at hours

17 Authorised by at hours

Network Controller

Use this section only if the time of a TOA is extended

18 Extension of time until hours Date / /20

19 Authorised by at

Network Controller location

Note: When a form is used relieving Protection Officers must sign and date the back of this form to acknowledge handover