

ANRF 005

Special Proceed Authority (SPA)

Applicability

NSW
SMS

Publication Requirement

External Only

Document Status

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2.1	17 January 2016

Document Control

Status	Date Reviewed	Prepared by	Reviewed by	Endorsed	Approved
Issue1 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	17 January 2016	G Watson	N Todd	GM Technical Standards	GM Technical Standards

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	20 November 2015	G Watson	Error in SPA specimen form	N Todd

Introduction

A Special Proceed Authority (SPA) form is used to *authorise rail traffic* movements not otherwise permitted under a *system of Safeworking* or in another method of *special working*.

Mandatory items

The following items must be completed:

1. Number
2. As a result of
3. Authority
6. Assurances
7. Authorised by
8. Issued to

Completing Item 2 - As a result of

Give brief and clear details about why a SPA is needed.

Completing Item 3 - Authority

Give clear details of the SPA limits as a location and/or kilometrages.

Completing Item 6 - Assurances

Review each assurance and:

- write N in the check box if the assurance has been considered but does not apply in this instance
- write Y in the check box if the assurance applies in this instance, and complete details as necessary.

Optional items

Review Items 4 and 5, and:

- put a cross in the check box if the item does not apply in this instance
- tick the check box if the item applies in this instance, and complete the details.

Completing Item 4 – ‘You are instructed to’

Review this Item, and:

- put a cross in the check box if there are no further instructions, or
- tick the check box if there are further instructions, and complete the details including details of speed restrictions.

Completing Item 5 – Automatic road and pedestrian level crossings

Review this Item, and:

- put a cross in the check box if there are no automatic road or pedestrian *level crossings* included in this Authority, or
- tick the check box if there are automatic road or pedestrian level crossings included in this Authority. Include necessary details at Item 4.

Effective Date

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Special Proceed Authority (SPA)

1 Number

2 As a result of _____

3 Authority is given to the Driver of train no. to travel
 from to

specified limits
specified limits

 on the line

4 You are instructed to _____

5 Automatic road or pedestrian level crossings are within the limits of this Authority. Observe level crossing precautions, as warning equipment may not be operating correctly.

6 **Assurances**
 Mark each check box in this section either Y (Yes) or N (No) as appropriate.

The line between the limits is not occupied

Blocking facilities have been applied to prevent conflicting movements

Rail traffic that can enter the limits of this Authority has been restrained

Facing points have been locked at

Location/km
Location/km

Facing points have not been locked (Follow the instructions in Item 4)

Worksites are located at

Location/km
Location/km

Detonator protection has been placed at

Location/km
Location/km

7 **Authorised by**

name
designation

Time hours Date / /20

location

8 **Issued to**

	Name	Location/train no.	Time	Date
Driver			hours	/ /20
Signaller			hours	/ /20
Signaller			hours	/ /20
Signaller			hours	/ /20
Signaller			hours	/ /20

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