

ANRF 002 B

Track Occupancy Authority (TOA)

Applicability

NSW
SMS

Publication Requirement

External Only

Document Status

Issue/Revision #	Effective from
2.1	23 February 2020

Document Control

Status	Date Reviewed	Prepared by	Reviewed by	Endorsed	Approved
Issue 1 Revision 0	20 July 2011	G Watson	M van de Worp	GM Technical Services	23 August 2011
Issue 2 Revision 0	19 August 2015	G Watson	N Todd	GM Technical Standards	GM Technical Standards
Issue 2 Revision 1	19 September 2019	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	19 September 2019	G Watson	Inclusion of new item 10 Disabled Rail Traffic within a TOA and number reformatting. Item 12: Amend wording Inclusion of new item 16 Supplementary Code and number reformatting. Item 15 and 29: wording amended for security codes to be utilised in other safeworking systems.	N Todd

Introduction

A Track Occupancy Authority (TOA) form is used to *authorise occupancy of track*, within specified limits, for an agreed period.

The form has five parts:

Part 1 – REQUEST

Part 2 – VALIDATION

Part 3 – AUTHORISATION

Part 4 – EXTENSION

Part 5 – FULFILMENT

Items 1 to 20 are completed when a TOA is granted (Request, Validation and Authorisation).

Items 21 and 22 are completed if a time extension is allowed for a TOA (Extension).

Items 23 to 29 are completed when a TOA is to be fulfilled (Fulfilment).

Mandatory items

The following items *must* be completed:

1. TOA Number.
2. *Protection Officer* Name, contact details and current *location*.
3. Request to occupy the line.
4. Type of work to be done:
 - the work to be performed under the TOA.
14. Authority Duration.
18. Blocking facilities have been applied at
 - insert location blocking facilities have been applied.
19. The details of this form have been read back by the *Protection Officer*.
20. Authorised by.
22. Authorised by, if an extension of time is allowed record the *Network Controllers* name and location.
23. Provide the *Network Control Officer* with the correct TOA number to be fulfilled. Record the TOA number.
24. All worksites have been cleared of workgroups, track vehicles and equipment.

Optional items

Item 5 – Track Vehicle Journey

- tick the check box 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 if the TOA is not for a track vehicle journey.

Item 6 – Worksite

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

Item 7 – Another Track Occupancy Authority or Track Work Authority is current

- If an additional TOA is being issued or a TWA is current tick the check box and complete items 8 and 9, or
- put a cross in the check box if an additional TOA is not being issued or a TWA is not current and do not complete items 8 and 9.

Item 8 – Protection Officer have agreed arrangements

- put a cross in the check box if there is not a TOA or TWA current for the portion of line, or
- tick the check box if an additional TOA is being issued or a TWA is current, and
tick the check box YES, when the Protection Officer for the additional TOA or the TWA confirms they have spoken with the Protection Officers holding the additional TOA's or TWA, and they have agreed arrangements.

Item 9 – Agreed arrangements details

Protection Officers *must* use this area to record information about their agreed arrangements.

Item 10 – No trains in the TOA limits

If there are no Trains in the TOA limits:

- tick the check box , and put a cross in the check box items 11, 12 and 13, or

If there are Trains in the TOA limits:

- put a cross in the check box and complete item 11, 12 or 13.

Item 11 – Disabled rail traffic within the TOA limits

If there is disabled Rail Traffic within the TOA limits:

- tick the check box 11 and record the kilometrage of the disabled rail traffic, and put a cross in the check box items 10, 12 and 13, or

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

- put a cross in the check box 11 and complete item 10, 12 or 13.

Item 12 – Train Number

- Put a cross in the check box 11 if there is no disabled rail traffic within the limits, no rail traffic ahead or a track vehicle journey is to commence within the yard limits and complete item 10, 11 or 13, or

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

- tick the check box 12 , if there is rail traffic in the specified limits, put a cross in the check boxes of items 10 , 11 , and 13 and record the:
 - train number given by the Network Control Officer, and
 - location the rail traffic is proceeding towards given by the Network Control Officer, and
 - identification number of the lead unit of the train when it has passed beyond the starting point of the track vehicle journey or clear of the worksite limits , and give this to the Network Control Officer.



The Network Control Officer must:

- record the identification number of the lead unit of the train on the form, and
- confirm that the Protection Officer has given the correct identification number of the lead unit of the train.

Item 13 – A track vehicle journey is to commence within the yard limits and a train is still within the TOA limits

If a track vehicle journey is to commence within the yard limits and a train is still within the limits of the TOA:

- tick the check box 13 , put a cross in the check boxes of items 10 , 11 and 12 record the:
 - location the track vehicle journey is to commence from , and
 - train number given by the Network Control Officer, and
 - location the rail traffic is proceeding towards given by the Network Control Officer, and
 - time the rail traffic departed the location of the starting point of the track vehicle journey.

If a track vehicle journey is to commence within the yard limits and there is no train within the TOA limits:

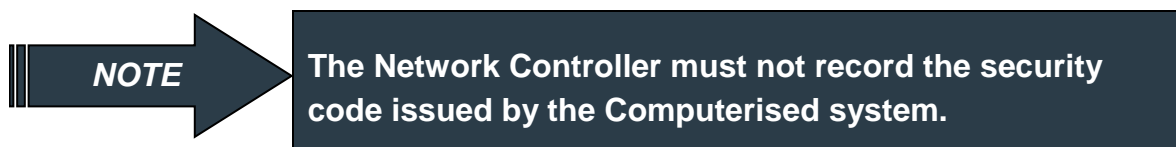
- put a cross in check box 13 .

Item 15 – Security Code

If a security code is not provided by the Network Controller put a cross in the check box 15 .

When a security code is provided by the Network Controller:

- tick the check box 15 , and
- record the *security code*, and
- if required, record details about the line and location of the standing rail traffic.

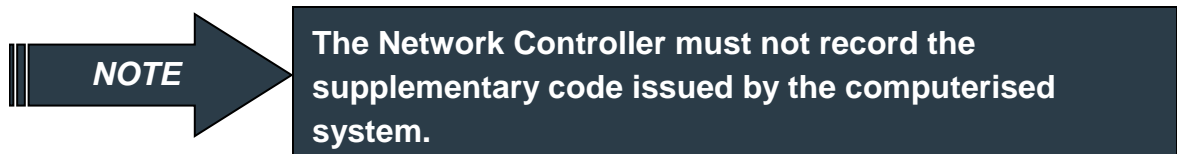


Item 16 – Supplementary Code

If a supplementary code is not provided by the Network Controller, put a cross in the check box 16 X.

If a supplementary code is provided by the Network Controller put a:

- tick the check box 16 ✓, and
- record the supplementary code.



Item 17 – Staffs, or Half Pilot Staffs

If staffs or half pilot staffs have been safeguarded for the TOA:

- tick the check box 17 ✓, and
- record the section details and staff number where applicable , or.

If staffs or half pilot staffs have not been safeguarded for the TOA:

- put a cross in the check box 17 X.

Item 21 – Extension of time until

If an extension of time is allowed for a TOA, tick the check box 21 ✓, and complete item 22.

Item 25 – Worksite protection has been removed

If worksite protection has been placed:

- tick the check box 25 ✓, and
- advise the Network Control Officer the worksite protection has been removed (including railway track signals, flags, point clips and tick the check box YES ✓, or

If worksite protection was not required:

- place a cross in the check box 25 X.

Item 26 – Track is certified as available for use

If work associated with the TOA affects the infrastructure and the track is to be certified:

- tick the check box 26 , and
- advise the Network Control Officer the track is certified as available for use and tick the check box YES , or
- place a cross in the check box 26 X if work associated with the TOA does not affect the infrastructure.

Item 27 – Details of any operating restrictions

If operating restrictions are to apply after the TOA is fulfilled:

- tick the check box 27 , and
- advise the Network Control Officer of the operating restrictions and tick the check box YES , or

If there are no operating restriction after the TOA is fulfilled:

- put a cross in the check box 27 X and advise the Network Control Officer.

Item 28 – Staffs, or Half Pilot Staffs

If staffs or half pilot staffs have been used for the TOA:

- tick the check box 28 , and
- when the staffs or half pilot staffs have been restored tick the check box YES , and advise the Network Control Officer, or

If staffs or half pilot staffs have not been removed for the TOA:

- put a cross in the check box 28 X.

Item 29 – Security Code

If a security code was not provided by the Network Controller, put a cross in the check box 29 X.

If a security code was provided by the Network Controller:

- tick the check box 29 , and
- provide the Network Controller the correct security code and tick the check box YES .

Effective Date

23 February 2020

ARTC		Track Occupancy Authority (TOA)	
1	TOA Number	<input style="width: 100%;" type="text"/>	
2	Protection Officer details	<input style="width: 25%;" type="text"/> <small>Protection Officer name</small>	<input style="width: 25%;" type="text"/> <small>Protection Officer contact number</small>
3	Request to occupy the	<input style="width: 100%;" type="text"/> line	
	between	<input style="width: 40%;" type="text"/> <small>Location / nominated clearance point</small>	and <input style="width: 40%;" type="text"/> <small>Location / nominated clearance point</small>
4	Type of work to be done	<input style="width: 100%;" type="text"/>	
5	Track Vehicle Journey	from <input style="width: 40%;" type="text"/> <small>Location / kilometrage at which the journey will commence</small>	to <input style="width: 40%;" type="text"/> <small>Location / kilometrage at which the journey will finish</small>
6	Worksite	from <input style="width: 40%;" type="text"/> <small>Worksite location kilometrage</small>	to <input style="width: 40%;" type="text"/> <small>Worksite location kilometrage</small>
7	Another Track Occupancy Authority / Track Work Authority is current for this portion of line.		
8	Protection Officers have agreed arrangements. <input type="checkbox"/> Yes <small>Tick when confirmed</small>		
9	Agreed arrangements details <input style="width: 100%;" type="text"/>		
10	There are no Trains in the TOA limits.		
11	There is disabled rail traffic within the TOA limits located at: <input style="width: 40%;" type="text"/> km, and has been CAN restrained.		
12	Train Number	<input style="width: 20%;" type="text"/>	is still within the limits of the TOA proceeding towards <input style="width: 20%;" type="text"/> <small>location</small> and the
			Protection Officer has observed the identification number of the lead unit of the train <input style="width: 20%;" type="text"/> <small>identification number</small> which has passed beyond the starting point of the track vehicle journey or clear of the worksite limits, if following be prepared to stop.
13	NOTE: The Network Control Officer must confirm the correct identification number of the lead unit of the train.		
	A track vehicle journey is to commence within the yard limits at	<input style="width: 100%;" type="text"/> <small>location</small>	
	Train Number	<input style="width: 20%;" type="text"/>	is still within the limits of the TOA proceeding towards <input style="width: 20%;" type="text"/> <small>location</small>
	This train departed the starting point of the track vehicle movement, at <input style="width: 10%;" type="text"/> hours, follow and be prepared to stop.		
14	Authority Duration	Commencing at <input style="width: 10%;" type="text"/> hours	Date <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> /20
		To be fulfilled by <input style="width: 10%;" type="text"/> hours	Date <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> /20
15	Security code	<input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>	
	Train(s) standing on	<input style="width: 40%;" type="text"/> <small>line</small>	at <input style="width: 40%;" type="text"/> <small>location</small>
16	Supplementary code	<input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>	
17	Staffs, or Half Pilot Staffs – Section details	<input style="width: 100%;" type="text"/> <small>Note: In addition to section details insert staff number where applicable</small>	
18	Blocking facilities have been applied at	<input style="width: 100%;" type="text"/> <small>insert location blocking facilities have been applied</small>	
19	The details of this form have been read back by the Protection Officer <input style="width: 100%;" type="text"/>		
	to	<input style="width: 40%;" type="text"/> <small>Network Control Officer</small>	at <input style="width: 20%;" type="text"/> <small>location</small> <input style="width: 10%;" type="text"/> hours
20	Authorised by	<input style="width: 40%;" type="text"/> <small>Network Controller</small>	at <input style="width: 20%;" type="text"/> <small>location</small>
Use this section only if the time of a TOA is extended			
21	Extension of time until	<input style="width: 20%;" type="text"/> hours	Date <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> /20
22	Authorised by	<input style="width: 40%;" type="text"/> <small>Network Controller</small>	at <input style="width: 20%;" type="text"/> <small>location</small>
<small>Note: Relieving Protection Officers must sign and date the back of this form to acknowledge handover</small>			
Fulfilling the TOA – Protection Officer must tell the Network Control Officer:			
23	The correct TOA number	<input style="width: 20%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> <small>Tick when confirmed</small>
24	All worksites have been cleared of workgroups, track vehicles and equipment		<input type="checkbox"/> Yes <input type="checkbox"/>
25	Worksite protection has been removed (including railway track signals, flags, point clips)		<input type="checkbox"/> Yes <input type="checkbox"/>
26	The track is certified as available for use		<input type="checkbox"/> Yes <input type="checkbox"/>
27	Details of any operating restrictions to apply after fulfilment		<input type="checkbox"/> Yes <input type="checkbox"/>
28	Staffs, or Half Pilot Staffs, have been replaced (where used)		<input type="checkbox"/> Yes <input type="checkbox"/>
29	The correct security code		<input type="checkbox"/> Yes <input type="checkbox"/>
<small>When all of the conditions have been met, fulfil the TOA form.</small>			