

ANRF 003

Infrastructure Booking Advice (IBA)

Applicability

NSW
SMS

Publication Requirement

External Only

Document Status

Issue/Revision #	Effective from
3.1	23 February 2020

Document Control

Status	Date Reviewed	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	GM Technical Standards	GM Technical Standards
Issue 3 Revision 0	Non-issue			
Issue 3 Revision 1	17 October 2019	G Watson	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 3 Revision 1	17 October 2019	G Watson	Updated title Included bridging to release signalling equipment Reformatted form	N Todd

Introduction

An Infrastructure Booking Authority (IBA) form is used to detail work that requires *infrastructure* to be:

- temporarily booked out of use, or
- permanently removed, or
- newly *commissioned*, or
- booked back into use or
- temporarily bridged to release locking on signalling equipment.

Mandatory items

The following items *must* be completed:

1. Infrastructure Booking Advice Number
2. Location of equipment
3. Details of affected equipment

Booking-Out / Bridging Confirmation Section or Booking-In / Bridging Certification.

Optional items

Completing Item 4 – Signalling equipment

If signalling equipment is not to be bridged as part of the booking out / bridging or booking in / bridging put a cross in the check box .

If signalling equipment is to be bridged as part of the booking out / bridging or booking in / bridging:

- tick the check box , and
- write the Bridging Authority Number.

Booking-Out / Bridging Confirmation

If equipment is being booked temporarily out of use, permanently removed or bridged:

- tick the check box , record the SAFE Notice No. and date that the details of the equipment to be booked out were advertised, or
- if the equipment to be booked out has not been advertised, put a cross in the check box , and
- tick the check box , for whichever of temporary removal, permanent removal or bridging applies, and put a cross in the other check boxes for the option that does not apply.

The *Network Control Officer* and the representative of each discipline involved in the, temporary removal, permanent removal or bridging must use the boxes provided to:

- write the time, date and their name, and
- sign the form.

If this equipment was booked out or bridged on a previous IBA and the equipment remains uncertified or bridged, record the previous IBA number in the Reference IBA No. column.

Booking-In / Bridging Certification

If equipment is being booked back into use or commissioned or bridging is being removed:

- tick the check box , record the SAFE Notice No. and date that the details of the equipment to be booked in were advertised, or
- if the equipment to be booked in has not been advertised, put a cross in the check box , and
- tick the check box , for whichever of booked back into use or commissioned or bridging removed that applies, and put a cross in the other check boxes for the options that do not apply, and
- review each item of equipment listed in Item 3 and write YES or NO in the CERTIFIED Y/N column.

If some equipment will remain booked out or bridged:


- complete a new IBA form with the details of the equipment not *certified* or remaining bridged, and
- record the new IBA number in the REFERENCE IBA NO. column.

The Network Control Officer and the representative of each discipline involved in the temporary or permanent removal or bridging must use the boxes provided to:

- write the time, date and their name, and
- sign the form.

Effective Date

23 February 2020


Infrastructure Booking Advice (IBA)

1 Number: Date:

2 Location of equipment:

Section between and

Lines affected

3 Details of affected equipment:

Identification Number	Infrastructure equipment details	Certified Yes/No	Reference IBA No.

4 Signalling equipment to be bridged. The Bridging Authority Number is:

Booking-Out / Bridging Confirmation

Advertised in on

We certify that the equipment listed above now:

Is booked temporarily out of use Is permanently removed has bridging installed.

Discipline	Time	Date	Name	Signature
Signals	hours	/ /20		
Civil	hours	/ /20		
Electrical	hours	/ /20		
Safeworking	hours	/ /20		
Network Control	hours	/ /20		

Booking-In / Bridging Confirmation

Advertised in on

We certify that the equipment listed above is operating correctly and:

Is booked back into use Is commissioned has bridging removed.

Discipline	Time	Date	Name	Signature
Signals	hours	/ /20		
Civil	hours	/ /20		
Electrical	hours	/ /20		
Safeworking	hours	/ /20		
Network Control	hours	/ /20		