

ANSY 506

Staff and Ticket System

Applicability

NSW
SMS

Publication Requirement

External Only

Document Status

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4.0	11 October 2015

Purpose

To prescribe the rules for using the Staff and Ticket system of Safeworking in the Australian Rail Track Corporation (ARTC) NSW Network

System Principle

The Staff and Ticket system:

- prevents *rail traffic* entries into occupied sections, and
- is a *bidirectional* system used only on single lines outside *Rail Vehicle Detection* territory.

Adjoining sections have different *staff* types. The correct staff, or a *staff ticket* received after sighting the staff, is the *token* for *sole occupancy* of a section.



Two types of Ordinary Train Staff are used:

- A Type-19 Staff consists of a metal rod onto which details of the section to which it applies are engraved, and may incorporate a key to permit access to a Staff Ticket box, or other equipment.
- A Type-21 Staff consists of a metal plate onto which details of the section to which it applies are engraved, and to which, is attached a key to permit access to a Staff Ticket box, or other equipment.

Staff tickets are usually *issued* if the *Network Control Officer* expects at least one following movement.

In some sections, where staff tickets are not provided, the staff is the only token for the section.

The staff for a section is:

- marked with the name of the section, and
- has one of four combinations of inscribed colour name and aperture shape.

Network Control Officers *must not authorise* conflicting *occupancies* or *routes*.

If the Staff and Ticket system of Safeworking fails, a method of *special working*, other than *manual block working*, may be used.

System Description

Staffs are kept at nominated *locations*. In sections where tickets are used, staffs are held in brackets on staff boxes. Staff boxes:

- show the name of the section, and
- show a plaque in the shape of the staff aperture, and
- match the colour name inscribed on the staff.

The staff must be:

- given to a *Driver* or *track vehicle operator*, and carried on the *train* or *track vehicle*, or
- used to unlock the staff box for issue of a staff ticket to the Driver or track vehicle operator.

Staff tickets are the colour of the staff box.



A train may *travel* on the authority of a staff ticket only after the Driver has seen the corresponding staff.

Proceed Authority

The authority to enter and occupy a section in the Staff and Ticket system is:

- possession of the correct staff, or a staff ticket, for the section as *authorised* by the *Train Controller*, and
- where provided, clearing of relevant signals, or
- where provided, the display of a U indicator or
- where provided, the display of a Main line indicator.

Drivers or track vehicle operators must:

- check that the staff is correct for the section, and
- pass signals at STOP only in accordance with Rule ANSG 608 *Passing signals at STOP*
- Pass indicators at STOP only in accordance with Rule ANSG 610 *Passing indicators at STOP*, and
- at *unattended locations*, leave the points and signals as directed by the Train Controller, and
- at unattended locations, report departure to the Train Controller.

Departure details must be recorded in the *Train Register Book*.

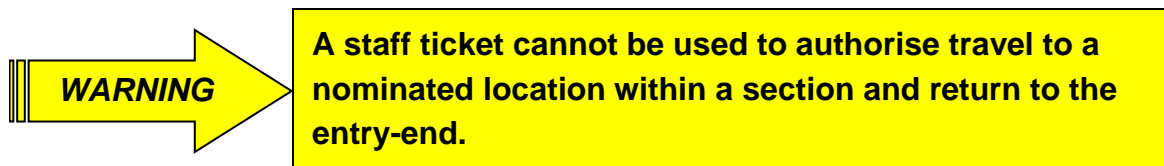
Issuing a Proceed Authority

If permission is given by the Train Controller:

- at unattended locations, *Qualified Workers* must operate signalling equipment to enter a section
- at *attended locations*, *Signallers* must control the signals that allow entry to a section.

The Train Controller may authorise a Driver or track vehicle operator holding the staff to:

- travel through the section, or
- terminate at an *intermediate* location clear of the *main line*, or
- travel to a nominated location within the section, and return to the entry-end of the section.



The Driver or track vehicle operator must:

- before starting to return, have the Train Controller's authority for the movement, and
- during the return, act in accordance with the requirements for *wrong running-direction* movements as stated in Rule ANGE 218 *Type F level crossing management*.

Crossing and passing trains

Crossing and *passing* movements may be authorised at crossing locations.

The Train Controller must:

- determine the order of movements for a crossing, and
- arrange for Drivers to be told which routes to use.

One train in the movement must be able to stand wholly between *clearance points* at the location.

The Driver of the first train to arrive within *yard limits* must:

- come to a stand, and
- report arrival to the Network Control Officer.

The Network Control Officer must not authorise the second train to enter yard limits before the first train is stationary:

- wholly between clearance points at a crossing location, or
- at a departure-end clearance point, or
- clear of the main line in a *siding*.

Token lost, damaged or unavailable

Qualified Workers must tell the Train Controller as soon as possible if:

- a staff is damaged, or
- a staff or a staff ticket is or becomes unavailable.

If the token is lost before departure, rail traffic must not depart from the entry-end location before a new authority is issued.

If the token is lost after departure from an entry-end location, rail traffic may complete the authorised movement.

Staff lost, damaged or unavailable

If a staff cannot be found, the Train Controller must:

- tell a *Signals Maintenance Representative*, and
- arrange to have blue *emergency covers* placed over the relevant staff boxes, and
- as required, introduce a method of special working.

If the Train Controller declares the staff as lost, the Train Controller must also arrange to *advertise* the loss:

- at the affected locations, and
- in a *Train Control Report (TCR)*.

If the lost staff is found after the TCR is issued:

- the staff must be *secured* out of use, and
- the Train Controller must be told.

The Train Controller must tell the Signals Maintenance Representative that the staff has been found and secured.

Fulfilling a Proceed Authority

To fulfil a *Proceed Authority*:

- the staff must be returned to the designated place, or
- the staff ticket must be fulfilled.

Rail traffic must clear the arrival-end yard limit of the exit-end location before reporting clearance of a section to the Train Controller.

At unattended locations, if rail traffic cannot clear a section and stand wholly within the yard limits of the exit-end location:

- a Network Control Officer must not authorise a following entry into the section before departure from the exit-end location is reported, and
- departure must be reported only after the rail traffic has cleared the departure-end yard limit of the location.

Arrival details must be recorded in the Train Register Book:

- at attended locations, by Signallers
- at unattended locations, by *Train Crews* or *track vehicle crews*.

Related ARTC Network Procedures

ANPR 719	Operating groundframes
ANPR 721	Spoken and written communication
ANPR 731	Using train staffs
ANPR 732	Using staff contact locks
ANPR 739	Operating mechanical interlocking machines

Effective Date

11 October 2015