

ARTC Corridor Access Management

Third Party Process Awareness



INTRODUCTION

This is an awareness induction presentation for Third Parties to introduce the ARTC Corridor Access Management process for the ARTC Interstate Network.

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ARTC CORRIDOR ACCESS MANAGEMENT OBJECTIVE

The objective of the ARTC Corridor Access Management (CAM) process is to optimise the works planning and improve the work control processes. It is designed to assist all personnel to carry out work in accordance with safe working practices and to reduce the risk of incidents and accidents in the workplace by:

1. Identifying and authorising ARTC Workers, Contractors and Third Parties who wish to access the rail corridor or perform work in the corridor;
2. Providing notification of and advanced planning for upcoming work / access to the rail corridor; and
3. Issuing Corridor Access Approvals (CAA) as planning evidence for access to the corridor.

The Corridor Access Management process is not intended to replace or supersede any current Safe Working Procedures.

THE CAM PROCESS



1. Third Party Project submits request for **Corridor Access Approval (CAA)** with previously reviewed **WPP** to the **ARTC Third Party Manager**
2. A **Corridor Access Approval (CAA)** is created
3. A **Corridor Access Approval (CAA) Integrated Plan** is reviewed and approved
4. Network Control **validates the CAA** supplied by Safe Working Person for access on the day

ARTC

EDITABLE REQUEST PDF

ARTC Creating a Corridor Access Approval (CAA)

Work Group/Company ARTC Contact

Requester Name Requester Mobile

Description of Work

Network Control Centre

Network Control Board NCCW Control Boards NCCS Control Boards

Safe Working Personnel (PO/TFPC/TW) WPP Attached

Work site Km From Protection Limits From

Work site Km To Protection Limits To

Primary Track Adjacent Track

VIC VIC

NSW/QLD NSW/QLD

SA SA

Start Date

Start Time

Work Duration (Hrs)

Additional Dates for otherwise identical Corridor Access

Day 2 Day 3

Start Date Start Date

Start Time Start Time

Work Duration (Hrs) Work Duration (Hrs)

Day 4 Day 5

Start Date Start Date

Start Time Start Time

Work Duration (Hrs) Work Duration (Hrs)

Comments

Note - This CAA request does not replace any Safe Working requirements, procedures or rules. It is solely to assist with planning of the requested access to the ARTC Rail Corridor

Corridor Access Approval Form V4

Corridor Access Approval Request content :

1. Safe Working Person Name (PO/TFPC/TW)
2. Network Control Board
3. Planned Protection Main Track
4. Planned Protection Adjacent Track (if applicable)
5. Protection limits (signals/points/frames)
6. Worksite location from / to (Kms)
7. Work description
8. Start and finish dates and times

CAA EXAMPLE

Welding :

Safe Working Person : John Smith

NC Board : North Coast A

Planned Protection Main Track (Comp Code) : NW02 – TOA

Protection limits from : Signal 13-1 (Gloucester)

Protection limits to : Signal 09-17 (Gloucester)

Work Location from : 309.05kms

Work Location to : 309.66kms

Work Description : Welding track defect

Planned start date : 19/10/2020

Planned start time : 7am

Planned finish time : 11am

ACCESS REQUEST SUBMISSION METHOD

Populated
Editable PDF
+ WPP
emailed to
applicable
address



Area	Email
North Coast	TPWNorthCoast@artc.com.au
South & West NSW	TPWSouthWestNSW@ARTC.com.au
SA, WA & Broken Hill	TPWSAWA@ARTC.com.au
Sydney Freight Network	TPWSydneyFreight@ARTC.com.au
Victoria	TPWVictoria@ARTC.com.au

CORRIDOR ACCESS - END TO END PROCESS STEPS

1. Third Party Project submits their proposed work plans to ARTC Third Party Manager for the required access week with requested access requirements and with previously reviewed WPP for endorsement. (NB - Plan submission at least 10 days prior to the start of the planning week)
2. Planning meetings occur Tues/Wed each week at ARTC for the following weeks work in the Corridor.
3. Once the access requests are approved by the Corridor Area Manager, the ARTC Third Party Manager issues the CAA's and a copy of the endorsed WPP to the Third Party Project.
4. The Third Party Project is then to issue the CAA and the endorsed WPP, to the assigned Safe Working Person (PO/TFPC/TW), that is nominated on the CAA.
5. On the day of the work being conducted, the assigned Safe Working Person is to finalise the WPP with any remaining information required. Then the Safe Working Person will contact ARTC Network Control (NC), and using the CAA supplied, list the required information for the work being undertaken. This includes the Corridor Access Approval (CAA) number.
6. NC will check the information provided by the Safe Working Person, against the details available in the planning system, and if there is a mismatch, then NC will **not** grant access to Corridor.
7. Once the work is completed and corridor possession handed back to NC the CAA needs to be closed. The Third Party Project is to contact the ARTC Third Party Manager to close the CAA.

JOB CARD FORMAT AND PO/TFPC/TW CONTACT WITH NC

3. Control Board 2. CAA (Number)

ARTC **JOB CARD FOR WORK (V9)** Page 1 of 1
Work Order: 03506868
WG:NERLJHG Task No.002

Job Card

Equipment Reference: MAIN SOUTH (000000697219) Equipment Location: NCCS NCC South
Equip. Desc. 1 & 2: CB Main South C S2012 to ABY AY164
Component & Modifier: VC03 TWW - Track Warrant Working V3 TWW - Track Warrant Working

Work Order Information

WO Descriptions: **Track Works** Planner Priority: P2 - less than 28 Days
Standard Job No: PDSW01 Standard Job Desc: Planned Delivery of Safe Work

Safety Category: Required Start Date: 28/07/2020 Required by Date: 25/08/2020
WO KM From: 296.89 WO KM To: 302.833

MST Desc. 1 & 2:

Defect Data Description

Task Information

WO Task: **002 WPP Onsite Finalisation** Assigned To: Kalkandis, Peter
Work Group: NERL works managed by JHG Task Duration: 12hr
Planned Start Date: 03/08/2020 Planned Finish Date: 03/08/2020
Planned Start Time: 6.00.00 AM Planned Finish Time: 6.00.00 PM
CAM Location From: WOD-14 WODONGA SG WOD-14 296.890 CAM Location To: AY-58 ALBURY SG AY-58 648.435
Material Requirements: N Plant Requirements: N
Safety Instructions: Task Completion Text:

Job Instructions: Work Site Protection Plan Onsite Finalisation

WO Task Completion

Task Completed:	YES / NO	Complete Date:	
Completed By Name:		Actual Hours:	
Completed By:		Reissued Priority:	
Completion Comments:			

- 5. Planned Protection Primary track
- 6. Planned Protection Adjacent track
- 4. WO Description
- 8. Worksite KM's (from & to)
- 1. Safe Working Person Name
- 9. Start and Finish dates & times
- 7. Protection limits from & to (Signals/ Clearance points/ Frames)

- Communication requirements for CRSW to NC :-
1. Contact NC on the day of work and identify themselves as the assigned PO/TFPC/TW.
 2. Quote Corridor Access Approval Number.
 3. Quote Control Board name (eg. Main South C)
 4. Quote Work Order Description
 5. Quote Required Protection for Primary track
 6. Quote Required Protection for Adjacent track (if applicable)
 7. Quote Protection Limits (Signals/ Clearance Points / Frames)
 8. Quote Worksite Kms
 9. Quote Start and Finish times proposed
 10. Request permission for access to the Corridor

eTAP ENTRY FOR LOW/WIC

New Work In Corridor

Control Board
Select Control Board

From Location
Select From Location

To Location
Select To Location

Finish Time
17:00 10/12/19

Work Details
Enter Work Details

Job Number
Enter Job Number

view map

Advise Control

Cancel

Select Work Type

LOW Look Out Working

WIC Work In Corridor

Cancel Next

- In NSW where eTAP is in use the Safe Working Person (PO) will enter their unique approved LOW/WIC Corridor Access Approval (CAA) into the field shown for auto validation from NC
- For higher protection CAA's the Safe Working Person (PO) will contact NC directly for validation acceptance.

SAFE WORKING CLARIFICATION

The CAM process does not replace any current Safe Working practices or procedures. Rather it is intended to ensure appropriate rigour in the planning and approval process for works being conducted in the rail corridor.

PROCESS INSTRUCTION

The Work Instruction (AMT-WI-001) has been created to define the process, Enterprise Asset Management System (EAMS) and operational requirements of the Corridor Access Management (CAM) process.

ARTC

Division / Business Unit: Asset Management
 Function: All Disciplines (Asset Management)
 Document Type: Work Instruction

Corridor Access Management – Work Instruction

AMT-WI-001

Applicability

Interstate Network – limited to Control Boards nominated by the General Manager Operations Services, Interstate

Publication Requirement

Internal Only

Document Status

Version #	Date Reviewed	Prepared by	Reviewed by	Endorsed	Approved
1.0	17/08/2020	Project Manager Corridor Access	Stakeholders	Senior Project Manager Asset Systems and Risk	General Manager Asset Management Date 17/08/2020

Amendment Record

Amendment Version #	Date Reviewed	Clause	Description of Amendment
1.0	17/08/2020	-	First issue of new work instruction.
5.0	01/12/2020	-	Change to Approver status 98 Approved, 99 Rejected; User Guide refs; Contractor Planning; LOW/WIC Standing CAAs
6.0	30/03/2021	-	Full redraft to align with learnings from Pilot and introduction of 4ABS/eTAP
7.0	30/04/2021	-	Update of Section 10 and App A1 and App A2
8.0	12/05/2021	-	Update of PrePost and WIC ODZ (appl KSP)
9.0	28/05/2021	-	Update of PrePost for travel and A/H's CAA Change
10.0	27/08/2021	-	Review/Update of guidelines; change from CR3W to Safe Working Personnel

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END TO END PROCESS FLOW

SWIP Project F – Solution 3.1 // EVU deliverable

PROCESS ON A PAGE

September 2021

Measure of Success

All access to the Corridor for ARTC Workers, Contractors and 3rd Parties is controlled and a Corridor Access Approval (CAA) to enter the corridor is required, which will only be issued through pre-planning of the work and approval of access details

OUR RULES

“Planned Work is Safe Work”

“No Work Order No Work”

Project

PURPOSE

“To implement a standard process to identify and authorise ARTC Workers, Contractors and Third Parties who wish to access the rail corridor or perform work in the corridor”

Project

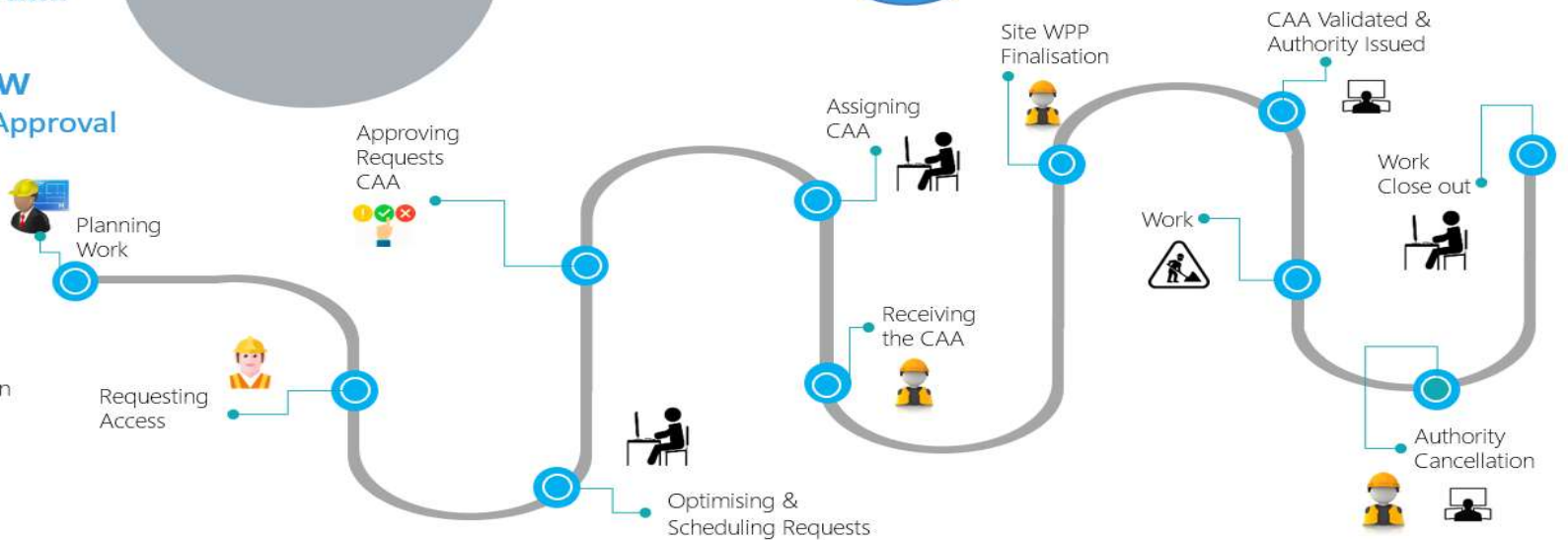
SCOPE

- The consistent process for requesting Corridor access
- The process for generating a detailed work plan (Next working block that removes clashes and optimises track time
- Identification of an Enterprise system to deliver the required process
- Corridor Access Approvals (CAA) generated in an enterprise system
- ARTC Workers, Contractors and Third Parties will only be able to access the Corridor by providing a valid CAA
- An Enterprise system to verify the validity of the CAA

Process Flow

Corridor Access Approval

- Planner
- Requester
- Scheduler
- Approver
- Safe Working Person
- Work
- Controller



FAQ'S



Who needs a CAA?

Everyone accessing ARTC corridor

Where is a CAA needed?

All of ARTC network

Who can use the CAA?

Only the assigned PO/TFPC/TW on the specific day can contact NC

Can I request a CAA on the same day I work?

No, all access is planned and endorsed prior

Do trains need a CAA?

No, they have a planned train path

Required for shared corridor?

If you are accessing or potentially fouling ARTC Network, you need a CAA

Emergency access require a CAA ?

No CAA required for an Emergency access. This will be coordinated directly with Network Control

ARTC