

Route Access Condition Notices

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SMS

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1.1	26 Feb 15	3.3.2, 4 & 6	Document rebranded. Updates to approval authorities including position titles and approval committee for significant RACNs.
1.2	22 Feb 19	3.2.1.2	Document alter for new infrastructure assessment conditions

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1 Introduction

1.1 Purpose

This procedure outlines the process for requesting, creating, authorising and issuing Route Access Condition Notices (RACN's).

1.2 Scope

This procedure applies to proposed deviations from the access conditions outlined in the ARTC Route Access Standard (RAS). The RACN covers both permanent amendments and temporary deviations to the RAS.

1.3 Procedure Owner

The Manager Standards is the Procedure Owner and is the initial point of contact for all queries relating to this procedure.

1.4 Responsibilities

The Manager Standards is responsible for:

- the management and implementation of this procedure
- engineering standards issues.

The Manager Procedures Development (or delegate) is responsible for:

- the preparation and issue of RACN's (permanent) advising permanent changes to ARTC network route access conditions, pending subsequent update of the RAS
- the preparation and issue of RACN's (temporary) in response to requests for deviations to the RAS
- liaising with and providing guidance to ARTC Network users on RAS and RACN issues
- reporting monthly to ARTC's Operational Safety & Environmental Review Group on RACN's (permanent / temporary) issued during the previous month
- periodically updating the RAS with details of RACN's (permanent).

ARTC Network users are responsible for:

- providing their workers with the means to access or receive relevant notices affecting their work duties and responsibilities
- compliance to the requirements and conditions of each RACN.

1.5 Reference Documents

The following documents support this procedure:

- ARTC Route Access Standard
- OGP3001F-01 RAS Enquiry Form
- OGP3001F-02 Route Access Condition Notice Template
- EGP-03-01 Rail Network Configuration Management

- EGP0301F-01 Network Alteration Notice Form.

1.6 Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
Delegate	In the absence of the Manager Procedures Development, a delegate is nominated by the Manager Standards.
Deviation from the RAS	Work involving the movement of any train or track vehicles on the ARTC Network under conditions that are not covered in the ARTC Route Access Standard or published Route Access Condition Notices.
Emergency RACN	Emergency RACN's are those that need to be issued at short notice. An example is a skidded wheel or other deviation from the ARTC Route Access Standard.
Minor Change	Minor changes to the Route Access Standard : <ul style="list-style-type: none"> • Editorial changes or corrections to spelling or format • Consequential changes resulting from updates to related documents • Changes involving negligible impact on ARTC or stakeholder costs, risk profiles or resources requirements.
NAN	A Network Alteration Notice is used to coordinate the notification and authorisation of a configuration change.
Notifiable Change	Changes required to be notified to the relevant Regulators.
Permanent RACN	A notice that outlines permanent changes or exceptions to the access conditions specified in the published Route Access Standard. A permanent Route Access Condition Notice is confirmed by the publication and issue of replacement pages in the Route Access Standard, at which point it is withdrawn as a Route Access Condition Notice.
RACN	Route Access Condition Notice.
RAS	ARTC Route Access Standard.
Requestor	An internal or external party seeking to operate outside the conditions set out in the Route Access Standard.
Significant Change	Changes impacting on ARTC or stakeholder costs, risk profiles, or resource requirements. Includes any Notifiable change. A Route Access Condition Notice issued to convey a significant change to or deviation from the Route Access Standard (e.g. alteration of permanent speeds or axle loads).
Temporary RACN	A notice that provides the requestor with permission to conduct work on the ARTC Network under conditions that constitute a deviation from the Route Access Standard. A temporary Route Access Condition Notice is generally associated with a specific short term movement or series of movements that do not require a permanent amendment to the Route Access Standard. For example, a one time out of gauge load.

2 Overview

2.1 Route Access Condition Notices

RACN's are issued and published on the ARTC website to advise of approved changes or exceptions to the access conditions outlined in the published RAS. They outline the conditions by which work that constitutes a temporary deviation from the RAS is permitted on the ARTC Network.

RACN's may be permanent or temporary, and may constitute minor or significant changes (refer clause 1.6 – Definitions).

2.2 Format of Route Access Condition Notices

All RACN's shall be created on the approved template (OGP3001F-02 Route Access Conditions Notice Template).

2.3 Numbering System

The following numbering system applies to RACN's:

- RACN (year) 12- (sequential number) 00000

E.g. RACN 12-00001, 12-00002, etc.

Note: RACN numbers shall only be allocated by the Manager Procedures Development (or delegate).

2.4 Effective Period

The RACN effective period depends on the type:

- Permanent – effective from the date of issue until the affected pages of the RAS are republished, at which time the RACN is withdrawn
- Temporary – effective for the period as specified in the RACN.

3 Procedure

3.1 Requests for Route Access Condition Notices

The requestor shall submit the request for an RACN in writing, using one (or a combination) of the following:

- Online RAS Enquiry Form
- OGP3001F-01 RAS Enquiry Form (submitted to ras@artc.com.au)
- OGP3001F-02 Route Access Condition Notice Template (submitted to ras@artc.com.au).

Sufficient time must be provided for the assessment and consultation with the relevant personnel and organisational areas before issue of RACN's.

Note: Assessment of requests and consultation may take up to 8 weeks.

All requests must include all necessary details and supporting documentation relating to the request including:

- clear and concise summary of the proposed permanent amendments, or temporary deviations from the RAS
- references to the applicable section and version of the RAS
- risk assessment supporting the request if applicable.

3.2 Assessing Requests for Route Access Condition Notices

3.2.1 General

Ordinarily, requests for RACN's are received in advance and are handled by the Manager Procedures Development (or delegate). Refer to clause 1.4 – Responsibilities.

Before issue of the RACN, the request will be assessed as follows:

- confirm all relevant documentation / information is supplied
- liaise with all relevant ARTC personnel and obtain input as necessary
- liaise with the relevant external personnel and organisations as necessary
- assess various aspects of the request as listed in the following sub-clauses, as necessary.

3.2.1.1 Operational assessment

Carry out an operational assessment to determine how the deviation will impact day to day ARTC network management including:

- effect on other customers; in particular on contracted train paths and schedules including the ability to cross and pass other rail traffic
- effect on work on track
- effect on clearances with other rail traffic
- effect on safeworking rules and procedures
- potential conflict with RACN's already issued (or the RAS)

- effect on continuity of operations with adjoining or adjacent networks.

3.2.1.2 Infrastructure assessment (below rail)

How the deviation will impact ARTC infrastructure including:

- effect on track integrity including track speed limitations
- effect on bridges and other structures
- effect on route integrity including alternative routes
- effect on signalling integrity and any special working that may be required
- effect on the integrity of level crossings
- infrastructure maintenance cost implications.

The proposer for the change, shall assign the management responsibility for assessing the impact on track degradation and maintenance requirements under the influence of increased axle loads.

3.2.1.3 Interface assessment (below/above rail interfaces)

How the deviation will impact on infrastructure / train integrity including:

- effect on train clearance with infrastructure
- effect on train wheel rail interface
- effect on train speeds
- requirements for special inspections or procedures.

3.3 Approval of Route Access Condition Notices

3.3.1 Minor Changes

Minor changes are defined in clause 1.6 – Definitions.

Approval process for a minor change:

- Reviewed/Endorsed by Manager Procedures Development (or delegate)
- Approved by Manager Standards.

3.3.2 Significant Changes

Significant changes are defined in clause 1.6 – Definitions.

Approval process for a significant* change:

- Reviewed by Manager Procedures Development (or delegate)
- Endorsed by Manager Standards
- Recommended by GM Technical Standards
- Approved by Operational Safety & Environment Review Committee.

*Unless submitted with a duly authorised NAN. In this instance, the following process applies:

- Reviewed by Manager Procedures Development (or delegate)
- Recommended by Manager Standards
- Approved by GM Technical Standards.

3.3.3 Emergency Situations

Where there is an emergency situation (for example a skidded wheel) the TTM may issue an emergency RACN provided the controls such as speed restriction are in accordance with controls in standards or guidelines for the occurrence. Alternatively the incident may be recorded via the Train Control Report (TCR) system.

Where the emergency situation is not covered by standards or guidelines a temporary RACN is required and must be approved in accordance with this procedure. When alternative controls other than those in standards or guidelines are proposed, a temporary RACN is required and approved in accordance with this procedure.

3.4 Issue of Route Access Condition Notices

RACN's shall be issued by the Manager Procedures Development (or delegate). All current RACN's are available on the ARTC website: <http://www.artc.com.au/Content.aspx?p=261>.

3.5 Notification

Notification of every new RACN should be sent by the Manager Procedures Development (or delegate) by global email to relevant stakeholders on the relevant distribution list.

4 Reporting

The Manager Procedures Development (or delegate) shall submit a monthly report to the Operational Safety & Environment Review Committee of all RACN's (permanent / temporary) issued in the last month.

5 Route Access Standard Updates

The Manager Procedures Development (or delegate) shall update the RAS with details of RACN's (permanent) periodically. RACN's no longer required shall be withdrawn at this time.

6 Process Map for Route Access Condition Notices

