

Name of Level Crossing:	Date: Time:
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ARTC

**Protecting Type F Level Crossing  
Start Up & Taking an IBA**

- PO to conduct a Safety Risk Assessment and perform a Pre-work Brief and worksite plan based on the task.
- Ring PPO to get permission to book the level crossing.
- Contact the relevant Network Controller (NCO) and obtain permission isolate the emergency switches and for a Handsignaller to operate the warning equipment at that crossing. Place handsignaller(s) at the level crossing.
- Book out the level Crossing using an ARTC Infrastructure Booking Authority (IBA) form ANRF 003.
- Ring PPO and Track Machine PO to advise of IBA number and Time of booking out

<b>BEFORE OPERATING THE CROSSING:</b> <ul style="list-style-type: none"> <li>• I have permission from PPO</li> <li>• I have contacted the NCO to complete an IBA</li> <li>• The crossing is booked out on an IBA</li> <li>• Notify PPO and Traffic Officer of IBA number and time</li> </ul>	Sign:
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- Tie up each road boom with ratchet straps, if ropes are used operate, Test Switch to lower Booms
  - Set the Emergency switches to OFF.
  - Keep Boom switches in the OFF position until the warning equipment has been restored to normal operation.
- WARNING: DO NOT tie up pedestrian booms/gates but if emergency manual operated gates are in place these CAN be tied in the open position.**

**When Rail Traffic Approaches**

- Set the Light and Bell switches to ON
  - Remove delineation from either side of crossing
  - Make sure lights have stopped traffic **BEFORE** walking out into traffic using a hand-held STOP sign for road traffic.
  - When rail traffic has fully cleared the level crossing, and if no other rail traffic is approaching, set the light & bell switches to OFF.
- WARNING: Do not Instruct traffic to proceed just walk off roadway we are not Traffic controllers**

**Resuming normal operation**

- Call the Traffic Officer and confirm that the Rail Traffic is clear of the Bell Circuit and not returning.
- To Check that the Bell Circuit is not active turn Emergency Lights on **ONLY** if they come on Contact Electricians
- Make sure that all Emergency switches are ON. Then remove the keys from the Emergency switches.
- Untie each boom if lights activate immediately hit test switch bring booms down and turn test off again.
- Set Test switch to TEST check that all warning equipment works correctly.
- This test must be a minimum time of **2 minutes** is required.
- Return the Test switch to NORMAL.
- Check that there are no alarms either by asking NCO or an ARTC Electrician
- Lock the Test and Emergency and Manual boxes if used.
- Contact Network Controller and inform them that the level crossing is operational and fulfil the IBA.
- Contact PPO and Traffic Officer with IBA details that have been booked back in.

<b>BEFORE LEAVING THE CROSSING:</b> <b>I have tested the crossing</b> <b>I have handed back the IBA</b> <b>I have removed the Emergency and Test Keys</b> <b>I have confirmed there will be no more rail traffic movement within the bell circuit</b>	Sign:
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**Traffic control must be utilized if lights are covered, road traffic will be diverted, or road conditions altered.**  
 ARTC Network Rules and Procedures ANGE 218 ANPR 715 ANPR 717 ANPR 704