



Australian Rail Track Corporation Ltd

SAFETY ALERT

ARTC NSW No. 37



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INFRASTRUCTURE BOOKING AUTHORITY (IBA)

A recent incident has highlighted the need to ensure, that where required, an **Infrastructure Booking Authority Form** is used whenever equipment is temporarily or permanently removed from service.

The incident involved the “turning off” of emergency Switches at a Level Crossing. Unfortunately, at the end of the days work, the emergency Switches were not turned back on.

This left the Level crossing “turned off” all night. The potential for a serious incident was high.

When a Level Crossing is to be switched off for work (i.e. booked out of use) an Infrastructure Booking Authority Form is to be compiled in accordance with Network rule ANPR 704, which states:

Infrastructure Booking Authorities (IBA's) are used to tell Train Controllers and Signallers that infrastructure equipment is:

- *Temporarily or permanently removed from service ('booked out of use'), or*
- *Installed or returned to service ('booked into use').*

IBAs are jointly compiled on an Infrastructure Booking Authority Form (ANRF 003) by

- *Maintenance Representatives*
- *Signallers at attended locations, or*
- *Train Controllers for unattended locations.*

ACTION:

- **Ensure all Employees under your control, are advised of the above incident and the requirements of using an Infrastructure Booking Authority Form**
- **Place the Safety Alert on display**
- **Ensure a “sign-off” (for example, a Team Safety Meeting record) is obtained to verify that employees have been briefed on this Safety Alert.**