Section 30

Operating Procedures Infrastructure Works - Procedures 1 to 35

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Table of Contents

1. Definitions 30-8
a. Track Vehicles 30-8
b. Road/Rail Vehicles 30-8
c. On-Track Maintenance Machine 30-8
d. Off-track Maintenance Machine 30-8
e. Employee Worker In Charge 30-8
f. Running Line 30-8
2. General Instructions 30-9
a. Responsibilities of Worker Senior Employee 30-9
b. Qualifications Required for Operation of Motor Powered Track Vehicles 30-9
c. Use of Track Vehicles 30-9
d. Operation of Track Vehicles 30-10
e. Track Vehicles Passing Over Points 30-10
f. Track Vehicle Travelling on Double Line and Parallel Single Lines 30-10
g. More than One Track Vehicle Used 30-11
h. Towing of Trolleys 30-11
i. Removal of Track Vehicle from Line 30-11
3. Use and Operation of Road/Rail and Track Vehicles 30-11
a. Qualifications of Vehicle Users 30-11
b. Expiration of Allocated Time 30-12
c. Road/Rail Vehicle Disabled 30-12
d. Required Relief Train 30-12
e. Driver of Relief Train 30-12
f. Basic Precautions 30-13
g. Authorised Speed 30-13
h. Operating at Night or in Fog 30-14
i. Reduced Visibility After Commencement of Operations 30-14
4. Train Information and Permission Book 30-14
5. Responsibilities of Employee Worker in Charge 30-15
a. Acquaintance with Daily Train Movements 30-15
b. Prior to Departure from Block Signalbox or Staff Station 30-15
c. Removal of Track Vehicle 30-15

d. Permission to Place on Running Line 30-16

6. Responsibilities of Signallers and Train Network Controllers 30-17

a. Responsibilities of the Signaller 30-17

b. Track Inspection Vehicle to follow a train 30-17

c. Responsibilities of the Train Network Controller 30-17

7. Instructions for Granting Permission to Use On-Track Vehicles 30-18

8. Entries in Train Register Book 30-19

a. Granting Permission 30-19

b. Application of Sleeves 30-19

c. Signaller Temporarily Absent 30-19

9. Electric and Train Staff Sections 30-20

a. Electric Staff Sections 30-20

b. Train Staff and Ticket Sections 30-20

10. Prohibited Entry of Train 30-21

a. After Permission has been Granted 30-21

11. Failure of Communication 30-21

12. Train Network Controller as Signaller 30-21

a. Melbourne Metro 30-21

b. Junee Main South ‘C’ 30-22

c. Section Authority Territory 30-22

d. North Western CTC 30-22

e. Portland Line 30-22

f. Automatic Electric Staff 30-22

g. South West CTC 30-22

13. Train Information when Permission not Obtainable 30-22

a. Actions of Employee Worker in Charge 30-22

14. Operation of Track Machines in Track Circuited Areas 30-23

a. ‘On-track’ Machines as Empty Car Trains 30-23

b. Areas Where Machines must be Accompanied by a Competent Employee 30-23

c. Area Controlled by Metrol 30-24

15. Instructions to Ensure the Safe Passage of Machines 30-24

a. Entering a Section 30-25

b. Signaller at Entrance to Section 30-25

c. Signaller at an Intermediate Signalbox Exhibiting a Green Hand Signal 30-25
d. Illuminated Diagram or Track Indication 30-25
e. Unattended Crossing Station 30-26
f. Two Adjoining 'Attended Stations' 30-26
g. CTC in Force 30-27
h. Train at Switched Locked Siding 30-27
i. Ballast Cleaner No.2 (RM80) 30-27
j. SRA Track recording Cars (RVX Nos. 3 and 4) 30-27
16. Ballast and Plant Trains 30-28
a. Operation During Fog 30-28
b. Driver in Possession of Staff 30-28
c. Overloaded Ballast Wagons 30-28
d. Loading and Unloading Operations 30-28
e. Air Brakes 30-28
f. Swinging Doors 30-29
g. Passing Train 30-29
h. Detached Vehicle 30-29
i. Locomotives must Draw Ballast or Plant Train 30-29
17. Mechanised Track Maintenance Operations 30-29
a. Vehicles Involved in Operations 30-29
b. Approaching Level Crossings 30-30
c. Track Work During Inclement Weather 30-30
d. Authority to Drive Mechanised Track Maintenance Vehicles 30-30
e. Train Signals 30-30
f. Economic Operation of Mechanised Track Maintenance Equipment 30-31
g. Period of Occupancy 30-31
18. Protection of Track Maintenance Machines 30-31
a. Single Lines when a Machine is required to Enter Section from a Staff or Crossing Station and Return 30-31
b. Single Lines when a Machine is Required to Enter and Leave the Section at an Intermediate Take-off Point 30-31
c. Flagman at Opposite End 30-32
d. Branch Lines 30-32
e. Single Line 30-32

f. Machine Required to Enter the Section on the Wrong Line from a Station or Signalbox or Intermediate Take-off and Return 30-32
g. Take-off Points 30-32
19. Stabling of on-Track Maintenance Machines at Master Key Locked Sidings 30-32
a. Possession of Master Key 30-32
b. Train Register Book Entries 30-33
c. Safe Custody of Master Key and Security of Main Line Points 30-33
d. Completion of Work 30-33
20. On-Track Maintenance Machines Departing the Locked Siding 30-33
a. Prior to Entering Main Line 30-33
b. After Entering Main Line 30-34
21. On-Track Maintenance Machines Stabling at the Locked Sidings 30-34
a. Restoration of Points 30-34
b. Actions by Road Foreman Track Force Protection Coordinator after Points Tested 30-34
22. Machines/Vehicles Working From 'Off-Track' Stands 30-35
a. Working from 'Off-track' Stands with Mechanical or Mobile Gangs 30-35
b. Before Occupation of Track 30-35
23. Boom Barriers and Flashing Light Signals - Single Line Working 30-35
a. Stationing of Competent Worker Employee 30-35
b. Actions of Competent Worker Employee 30-35
c. 'All Right' Hand Signal 30-35
24. Track Machines/Vehicles in Train Order Territory 30-36
a. Train Order 30-36
b. Vehicles Affected 30-36
25. Track Machines/Vehicles in Convoy 30-36
a. Actions of Employee Worker in Charge 30-36
26. DELETED 30-37
27. Operation of Road/Rail Vehicles - Suburban Area 30-37
a. Within Station Limits 30-37
b. Signaller not in Attendance 30-38
c. Road/Rail Vehicle Travelling through the Section 30-38
28. Rail Flaw Detector Car & Road/Rail Vehicle in Convoy 30-39
a. General 30-39
b. Actions of Competent Worker Employee 30-39

c. Actions of Person-in-Charge of a Road/Rail Vehicle 30-40
d. Duties of the Signaller at the entrance to the Section 30-40
29. Infrastructure Maintenance Machines and Road Rail Vehicles Operation of Fixed Signals .. 30-40
a. Metrol Controlled Area 30-41
b. Centralised Traffic Control System 30-42
c. Automatic and Track Control System 30-43
d. Double Line Block System 30-43
e. Train Order System 30-44
f. Electric Staff System 30-45
g. Train Staff and Ticket System 30-45
h. Automatic Block Signalling Area 30-46
i. Track Block System 30-46
j. A.S.W. Power Loops - Manor - Tatyoon 30-46
k. Section Authority System 30-47
l. Track Machine/Vehicle Movements within Station Limits 30-47
30. Speed Restrictions During Hot Weather 30-48
a. Purpose 30-48
b. Imposing speed restrictions 30-48
Advice to Network Controller 30-48
Advice from Network Controller 30-48
c. Notifying Rail Traffic Crews 30-49
d. Altering and cancelling speed restrictions 30-49
e. Recording speed restrictions 30-49
f. Speed limits 30-49
a. Speed restrictions 30-50
b. Cancelling the `WOLO' speed restrictions 30-54
31. Using Infrastructure Booking Advices 30-55
a. Introduction 30-55
b. Compiling an Advice 30-55
c. Completing an Advice if infrastructure is certified 30-56
d. Completing an Advice if some infrastructure remains uncertified 30-56
e. Keeping Records 30-56
32. Infrastructure Booking Advice (IBA) Form 30-57
a. Introduction 30-57

b. Mandatory Items 30-57
c. Optional Items 30-57
d. Booking-Out / Bridged Confirmation 30-58
e. Booking-In / Bridging Certification 30-58
f. Example Infrastructure Booking Advice (IBA) Form 30-60
33. Using Lookouts 30-61
a. Introduction 30-61
b. Equipment 30-61
c. Track Force Protection Coordinator 30-62
d. Giving Warning 30-62
Lookouts 30-62
e. Minimum Warning Time 30-63
34. Using Absolute Signal Blocking 30-65
a. Introduction 30-65
b. Using Absolute Signal Blocking 30-65
Track Force Protection Coordinator 30-65
Network Controller 30-66
Authorising Network Controller 30-66
Track Force Protection Coordinator 30-67
c. Types of Absolute Signal Blocking Protection 30-67
d. End Absolute Signal Blocking 30-68
Track Force Protection Coordinator 30-68
Network Controller 30-68
35. Using Track Force Protection by setting signals at STOP 30-69
a. Managing signals affected by work on track 30-69
b. Managing rail traffic approaches to worksites 30-70
c. Protection worksites using flagmen at protecting signals 30-70
d. Signals between 500m and 1000m from the worksite 30-71
e. Signals more than a 1000m and less than 3000m from the worksite 30-72
f. At least two controlled absolute signals within 500m of the worksite 30-73
g. Protecting a worksite using a flagman at a single line crossing loop 30-74
h. Managing rail traffic transits through worksites 30-75
i. Rail traffic clearing worksites 30-78

j. Using clearance flagmen if absolute or permissive signals are used to protect the worksite and cannot be cleared 30-78

k. Returning the track to service 30-79

1. Definitions

a. Track Vehicles

Motor-powered or hand operated vehicles used on the track for conveyance of employees, tools or materials. It includes trolleys and road/rail vehicles. It does not include track maintenance machines such as tamping machines, ballast regulators, and ballast cleaning machines.

b. Road/Rail Vehicles

A vehicle which may be used either on track, or removed from the track and driven on the road.

c. On-Track Maintenance Machine

A maintenance machine which cannot be off-tracked onto temporary stands, or 'hard standing' areas.

d. Off-track Maintenance Machine

An off-track maintenance machine is one which can be off-tracked onto temporary stands.

e. Employee Worker In Charge

In the case of motor powered track vehicles, means the worker, senior employee, who must be certified qualified to drive that type of track vehicle.

Any qualified supervising employee, when accompanying the track vehicle, must be satisfied that the Driver complies with these instructions.

In the case of hand operated vehicles means, the qualified supervising worker employee or other employee worker in charge as understood by those concerned.

f. Running Line

Includes any track on which trains run between stations or crossing loops and shall include No. 1 and No. 2 (and other running tracks specially classified) within station limits.

2. General Instructions

a. Responsibilities of Worker Senior Employee

The worker senior employee is responsible for the proper use and safe custody of all infrastructure maintenance vehicles. The worker senior employee must keep in their personal possession the keys securing all track vehicles. and the keys of shelter sheds.

b. Qualifications Required for Operation of Motor Powered Track Vehicles

The person in charge of a motor powered track vehicle must:

1. hold a certificate of competency to operate the vehicle,
2. have passed an examination in safeworking, and
3. be in possession of a current Driver's licence.

The immediate supervisor of an employee worker in charge of a track vehicle must be satisfied that the employee worker is fully conversant with these instructions.

c. Use of Track Vehicles

Track vehicles must only be used by authorised workers. employees for departmental work. When not in use they must be:

1. placed clear of the track and roadways, and
2. secured and locked with a chain and padlock.

Every supervising officer, employee and Signaller must endeavour to prevent improper use of track vehicles. Unauthorised use of track vehicles must be reported in writing to the manager concerned, stating the:

1. name,
2. grade, and
3. address of persons involved.

d. Operation of Track Vehicles

When operating track vehicles the following instructions must be observed:

1. road/rail vehicles are fitted with a mirror to give rear vision,
2. forbidden carriage of firearms,
3. employees not to be accompanied by dogs or other animals,
4. vehicles not left unattended on a running line with its engine running, and
5. seat belts are worn.

Prior to use the employee worker in charge must:

1. be satisfied that vehicle is operational,
2. before proceeding, see that all workers employees are safely seated,
3. tools are safely positioned, and
4. ensure that red and green flags, a hand lamp and two full boxes of audible track warning signals are carried.

e. Track Vehicles Passing Over Points

Before passing over facing or trailing points, the employee worker in charge of a track vehicle, must see that they are correctly set.

Plunger locked points must not be altered unless permission is obtained from the Network Controller. Signaller.

The Network Controller Signaller must instruct the employee worker in charge, in what position the points and plunger are to be left, after the vehicle has cleared them.

f. Track Vehicle Travelling on Double Line and Parallel Single Lines

When track vehicles travel on a double line, they must run in the same direction as the trains.

Where parallel single lines are involved, the Signaller, after conferring with the Train Network Controller, must ensure that the employee worker in charge clearly understands which line to use.

g. More than One Track Vehicle Used

Where more than one track vehicle is used on the running line, they must:

1. be coupled together, or
2. separated by a distance of at least 100 metres.

NOTE: A standard coupling must only be used, except when long loads are being conveyed. Any other method of coupling is prohibited.

h. Towing of Trolleys

When trolleys are attached to a motor powered track vehicle, they must be trailed. Trolleys must not be pushed.

i. Removal of Track Vehicle from Line

When removing a track vehicle from the line, it must:

1. not be dragged roughly across the rails, and
2. be secured well clear of passing trains.

3. Use and Operation of Road/Rail and Track Vehicles

Road/Rail vehicles may be used:

1. on the track, or
2. removed from the track and driven on the road where the ground is level.

a. Qualifications of Vehicle Users

Employees Workers using road/rail vehicles must be qualified in the applicable safeworking system in which they operate. They must:

1. hold a departmental motor trolley ticket,
2. be certified as competent to operate the applicable vehicle,
3. hold a current driver's licence,
4. be fully conversant with the use of the train radio provided,
5. observe a maximum speed of 60 km/h,
6. observe track speed restrictions, and
7. comply with instructions pertaining to the vehicle.

A copy of the instructions is located in each vehicle.

b. Expiration of Allocated Time

On expiration of the allocated time the employee worker in charge must:

1. remove the road/rail vehicle from the track,
2. inform the Signaller that the track is clear. At an intermediate location, use a telephone, or
3. if the telephone is unserviceable, inform the Train Network Controller by radio, that the track is clear.

The Train Network Controller must then inform the Signaller.

NOTE:

If the employee worker in charge is unable to contact the Train Network Controller or Signaller due to communications failure after removing the road/rail vehicle from the track, the employee worker in charge must endeavour to do so at the first available opportunity.

c. Road/Rail Vehicle Disabled

If the road/rail vehicle becomes disabled or causes an obstruction, the Train Network Controller must be immediately advised by radio.

If the radio is unserviceable, protection of the vehicle must be guaranteed in accordance with Rule 1, Section 13 (Trains Stopped by Accident/obstruction).

d. Required Relief Train

If it is necessary to use a relief train or locomotive, the employee worker in charge of the vehicle is to complete a Driver's relief authority.

This authority is transmitted to the Train Network Controller by radio.

e. Driver of Relief Train

The Driver of the relief train must:

1. possess an electric staff or train staff for the section,
2. possess written instructions stating the position of the disabled train, and
3. sign for the written instructions on a duplicate copy held by the Signaller where applicable.

On all other safeworking systems, the Driver of the relief train must be issued with a Train Authority when entering the section. The relief train must comply with the provisions of Rule 4(d), Section 13.

f. Basic Precautions

The employee worker in charge must always use caution to avoid personal danger to employees workers and track vehicles. The employee worker in charge must:

1. make frequent stops to listen and look for trains, track plant or other track vehicles,
2. before proceeding ensure it is safe to travel, through tunnels, on to a curve, or portions of track where good visibility cannot be obtained, and
3. ensure the track vehicle does not exceed 10 km/h when visibility is significantly reduced.

g. Authorised Speed

The maximum speeds permitted are as follows:

1. motor powered - 30 km/h
2. motor powered, when hauling a trolley - 15 km/h
3. road/rail vehicle, welded track - 60 km/h
4. road/rail vehicle, jointed track - 40 km/h.

NOTE:

A maximum speed of 10 km/h must be observed when running:

1. through tunnels,
2. over level crossings,
3. over bridges,
4. over points and crossings,
5. around curves, and
6. at places where good visibility cannot be obtained.

NOTE:

All track vehicles (except road/rail) must be hand propelled over level crossings, when the flangeways on the inside of the rails are not clear.

The employee worker in charge must exercise caution when approaching level crossings. On double lines, the dome light must be left switched on when the vehicle is proceeding over the crossing.

h. Operating at Night or in Fog

No track vehicle must be placed on the running line at night or when visibility is less than 500 metres. In emergencies, a track vehicle may be placed on the running line, subject to the following:

1. A red light must be fixed on the track vehicle showing red to the rear, in the case of double lines.
2. A red light must be fixed on the track vehicle showing a red light to the front and rear, in the case of single lines.
3. The Signaller at the opposite end of the section must be informed of all particulars.
4. Both Signallers must ensure the safety of the employee using the track vehicle.

Messages exchanged between the Signallers must be repeated back and entered in the Train Register books.

i. Reduced Visibility After Commencement of Operations

If visibility is reduced to less than 500 metres after commencement of operations, the track vehicle must be removed from the running line.

When visibility improves or it can be properly protected, permission must be sought to place the track vehicle back on the line.

In emergency situations the provisions of clause h above must be complied with.

4. Train Information and Permission Book

When in use each track vehicle must carry a Train Information and Permission Book (2481). Showing the time that regular trains are due in the applicable section(s) during normal working hours.

5. Responsibilities of Employee Worker in Charge

a. Acquaintance with Daily Train Movements

The employee worker in charge of track vehicles must be thoroughly acquainted with all daily train movements.

It must be understood that light locomotives and special trains may be run at short notice.

Trains may run ahead or behind schedule.

b. Prior to Departure from Block Signalbox or Staff Station

Before leaving any block signalbox, staff station, or where a telephone is available, the employee worker in charge of a track vehicle must:

1. ensure that the employee's workers watch is correct,
2. obtain train running information of ordinary and special trains from the Signaller,
3. advise the Signaller, of the destination and time required to complete journey,
4. obtain permission of the Signaller to proceed,
5. enter train information in the Train Information and Permission book,
6. repeat back particulars as received from the Signaller, whose name must also be recorded, and
7. inform the Signaller or Train Network Controller the type of track vehicle being used.

c. Removal of Track Vehicle

The employee worker in charge of a track vehicle must remove it from the running line within the time period granted.

d. Permission to Place on Running Line

The Signaller will:

1. grant permission for a track vehicle to be placed on the running line, and
2. not always have up to date information of the movements of other track vehicles over that portion of the line.

The employee worker in charge must:

1. keep a sharp lookout, and
2. assume they have not got clear occupation of the running line.

NOTE:

More than one track vehicle may be permitted on the same portion of the running line at the same time.

If a Signaller refuses permission for a track vehicle to enter the running line, the employee worker in charge must be informed of the reasons.

If the employee worker considers the reasons insufficient, the circumstances must be promptly reported in writing to their supervisor.

6. Responsibilities of Signallers and Train Network Controllers

When authorising the use of track vehicles, Signallers and Train Network Controllers have certain responsibilities.

a. Responsibilities of the Signaller

When authorising the use of track vehicles, the Signaller must:

1. ascertain the type of track vehicle for which permission is being sought,
2. obtain the latest and planned train movements from the Train Network Controller and/or Signallers,
3. pass the required details in para (2) above, including any other authorised track vehicle journey over the same section of line, to the employee worker in charge of the track vehicle,
4. be satisfied that the period of time granted will permit the track vehicle to complete its journey and be removed from the line at least 10 minutes before any locomotive or train is scheduled to enter the applicable section, and
5. avoid delays to trains, on-track plant and track vehicles,
6. not grant permission for long distances or periods.

The Train Network Controller must be informed of the details of the proposed track vehicle journey and whether permission may be granted.

b. Track Inspection Vehicle to follow a train

Should a track vehicle be required to follow a train, the number and class of the leading locomotive of the train to be followed must be given to the Track Inspector as a means of positively identifying the train to be followed.

c. Responsibilities of the Train Network Controller

In authorising the use of track vehicles, the Train Network Controller must:

1. enter the particulars on the train control graph, and
2. advise the Signaller of any other authorised track vehicle journey over the same section of line.

7. Instructions for Granting Permission to Use On-Track Vehicles

In order to grant permission for the safe passage of a track vehicle, Train Network Controllers must have accurate up to date information. The following instructions must be complied with:

1. The Signaller must promptly advise the Train Network Controller of all train departure times,
2. The Signaller must promptly advise the Train Network Controller of the departure time of a train that has been shunted together with details of the time occupied in shunting,
3. Train Network Controllers must be on alert to receive reports of train departures from stations,
4. Signallers are to use the word `urgent' to give a train departure time and interrupt an otherwise busy Train Network Controller,
5. Train Network Controllers must call the station or signalbox concerned, if advice of the arrival and departure of stopping trains, or the time of passing non-stopping trains is not received.

8. Entries in Train Register Book

a. Granting Permission

The Signaller must enter the following information across the figure column of the Train Register when granting permission for a track machine or Road/Rail vehicle journey:-

1. Particulars of requests for a track vehicle to be placed on the line,
2. Whether permission was granted or refused,
3. The name and grade of the employee worker requesting permission,
4. Advice to the Signaller at the other end of the section of details of permission granted,
5. The time that advice is received that the track vehicle has been removed from the track.

When granting permission for a track vehicle or Road/Rail vehicle journey, the Signaller or Train Network Controller must record the exact time and destination limits in the Train Register Book, or Train Control Graph.

The employee worker in charge must ensure that the permission granted by the Train Network Controller and Signaller is entered in the Train Information and Permission (2481) Book.

b. Application of Sleeves

On single line sections, both Signallers must, when practicable apply lever sleeves on the levers of signals controlling the entrance of trains to the section. This serves as a reminder of a track vehicle journey.

On double lines, the Signaller granting permission for the track vehicle journey, must apply sleeves as required.

c. Signaller Temporarily Absent

A Signaller who is absent or not on duty, at the opposite end of the section, must be advised of permission granted for a track vehicle journey, on commencing duty or on return to the signalbox. This is only to be carried out when the period of permission has not already expired.

The Signaller, on returning to duty must enter the appropriate details in the Train Register book.

9. Electric and Train Staff Sections

a. Electric Staff Sections

On Electric Staff Sections, a staff must not be out of the Instrument at either end of the Section during the period of the Track Vehicle journey, and if a Staff has been withdrawn, it is to be replaced under the 'Cancelling' signal.

b. Train Staff and Ticket Sections

1. When permission is granted by the Signaller in possession of the Staff, the Staff must be locked away until information has been received that the Track Vehicle is clear of the Running Line.
2. When the Track Vehicle is required to enter the section from the opposite end of the section to that where the Staff is located, the permission of the Signaller in possession of the Staff must be obtained, who before granting permission, must lock the Staff away until the Track Vehicle is clear of the Running Line.
3. When a train in possession of the Train Staff is travelling away from the Staff Station where a Track Vehicle requires to enter the Section, the Track Vehicle may follow the train after the Signaller to whom the train is travelling towards has been informed of the circumstances, and grants permission. On arrival of the train, the Signaller must obtain the Staff from the Driver and lock it away until information is received the Track Vehicle is clear of the Running Line.

10. Prohibited Entry of Train

a. After Permission has been Granted

After permission has been granted for a track vehicle to enter the running line, the Signaller must not permit a train to enter that portion of line occupied by the track vehicle.

When the track vehicle is reported as having been removed from the running line, the train may enter that portion.

In the case of road/rail vehicles, the Signaller must not permit a train to enter until advice is received that:

1. the vehicle has arrived at the station or signalbox in advance, or
2. the vehicle has been removed from the line, and the line is clear for the passage of a train, or
3. a train or locomotive is required to enter the section to render assistance.

11. Failure of Communication

Where radio and telephone communications have failed, the employee worker in charge of the road/rail vehicle may use any means possible. The Signaller or Train Controller must be advised that the vehicle has been removed from the running line and the line is clear. If the time allocation has expired and advice has not been received that the vehicle has been removed from the line, no train must be allowed to enter the section, until such advice has been received.

12. Train Network Controller as Signaller

The Train Network Controller is considered to be the Signaller for the following sections of line; requests for track permission must be forwarded to the applicable Train Network Controller.

a. Melbourne Metro

ABS - ARTC Metro area to Tottenham Junction

CTC - Tottenham Junction to Somerton Loop (Exclusive)

ABS - Tottenham Junction to Newport (East Line)

b. Junee Main South 'C'

CTC - Somerton Loop (Inclusive) to Seymour Loop

CTC - Seymour Loop to Albury (East and West lines)

Phoenix Electronic Train Order - Benalla to Oaklands

c. Section Authority Territory

CTC - Tottenham Loop to Gheringhap (not including Tottenham Loop)

Section Authority Working - Gheringhap to Maroona

CTC - Maroona to Pyrenees (not including Pyrenees)

d. North Western CTC

CTC – Pyrenees Loop (Inclusive) to Dimboola Loop (Inclusive)

e. Portland Line

Train Order Working - Maroona (Exclusive) to Portland (Exclusive)

f. Automatic Electric Staff

Not applicable to the ARTC Victorian Main Line Network

g. South West CTC

ABS - Newport to Laverton Loop (Exclusive)

CTC – Laverton Loop to Pyrenees Loop (exclusive).

13. Train Information when Permission not Obtainable

When it is necessary to place a track vehicle on the running line and it is not possible to obtain permission from the Signaller at either end of the section, the employee in charge of the track vehicle must telephone the Train Network Controller or another Signaller.

a. Actions of Employee Worker in Charge

The employee worker in charge of any track vehicle must:

1. ensure that the employee's workers watch is correct,
2. obtain train running information for ordinary and special trains,
3. enter train running information in Train Information and Permission Book (2481),

4. inform Train Network Controller or Signaller of intended journey,
5. ensure line is safe in both directions,
6. observe basic precautions,
7. proceed at authorised speed, and
8. stop at first point where track permission may be obtained in accordance with this Code of Practice.

14. Operation of Track Machines in Track Circuited Areas

a. 'On-track' Machines as Empty Car Trains

'On-track' machines which operate track circuits, must be treated as an empty car train. They may be followed through automatic signalled territory by other trains and include the following:

1. ballast cleaner RM80 No.2 & RM74,
2. track recorder EM 100 No. 1,
3. SRA (NSW) track recorder RVX No.3 and No.4 (standard gauge),
4. mobile flash butt welder No. 1, and
5. EM100 track recorder & EM80E track recorder.

b. Areas Where Machines must be Accompanied by a Competent Employee

Track machines must be accompanied by a competent employee qualified in guards duties in the following areas:

1. Dandenong to Caulfield,
2. Frankston to Caulfield,
3. Sandringham to Richmond,
4. Belgrave, Lilydale, Alamein, Glen Waverley to Burnley,
5. Epping and Hurstbridge to Clifton Hill,
6. Upfield to Jewell,
7. Broadmeadows to Kensington,
8. Sunshine to South Kensington,
9. Werribee to South Kensington.

c. Area Controlled by Metrol

When a track machine proceeds through the area controlled by Metrol, the track vehicle must be accompanied by:

1. a guard, or
2. a qualified employee.

A qualified employee is one qualified to hold an 'On-track Maintenance Machine Competent Employees' certificate.

A qualified employee must accompany the machine to and from the following locations:

1. Dandenong and Frankston lines at Caulfield,
2. Sandringham line at Richmond,
3. Belgrave, Lilydale, Alamein and Glen Waverley lines at Burnley,
4. Epping and Hurstbridge lines at Clifton Hill
5. Upfield line at Jewell,
6. Broadmeadows line at Kensington,
7. Sunshine and Werribee lines at South Kensington,
8. Melbourne yard to the Metrol fringe areas described above, and
9. through the Bunbury Street tunnel.

15. Instructions to Ensure the Safe Passage of Machines

In order to ensure safe passage of machines where the following systems are in force:

1. double line block system,
2. automatic signalling, and
3. centralised traffic control., and
4. automatic and track control systems.

The following instructions must be observed.

a. Entering a Section

Before entering a section, the machine must be stopped at the first location a Signaller is on duty. The employee worker in charge must:

1. Inform the signaller or Train Network Controller of the destination of the machine, and
2. Confirm no train will pass into the section until the machine's arrival at the next Signalbox controlled signalled location or crossing loop in advance has been reported by telephone.

b. Signaller at Entrance to Section

The Signaller at the entrance to a section must inform the Signaller at the signalbox next in advance of the vehicle's movements. This information must be consecutively passed on to each signalbox to the end of the section or automatic signal area.

Departure and arrival messages must be entered in the Train Register book at each signalbox.

c. Signaller at an Intermediate Signalbox Exhibiting a Green Hand Signal

When a Signaller exhibits a green flag or light at an intermediate signalbox, the machine is not required to stop. It means that the Signaller will ensure that no train will enter that section until the track machine's arrival has been reported from the signalbox or crossing loop in advance.

If no green hand signal is displayed the machine must stop, and the Driver must confer with the Signaller.

d. Illuminated Diagram or Track Indication

If an illuminated diagram or track indication is provided, the Signaller must be satisfied that the machine has passed clear of any points. Once clear, the points may be operated if required.

e. Unattended Crossing Station

A machine must be signalled into No. l or No. 2 track when it is required to cross a train at:

1. an unattended crossing station worked by ATC, or
2. an unattended crossing loop worked by CTC.

The train approaching from the opposite direction must:

1. be held at the opposing home arrival signal, until the competent employee worker accompanying the machine notifies the Train Network Controller that the machine has arrived in clear and then,
2. be signalled into the clear track.

Under ATC rules:

1. the competent employee accompanying the machine must inform the Train Controller when the machine has passed the fixed signals,
2. the Train Controller must inform the Signaller, and
3. the Signaller must put the appropriate signal levers to 'Normal' and sleeve them.

f. Two Adjoining 'Attended Stations'

Where there are two adjoining 'attended stations' the Signaller in advance must:

1. be informed by the Signaller in the rear, of the machine's intended journey,
2. sleeve the applicable home departure signal lever, and
3. inform the Signaller in the rear when this has been done.

The Signaller in the rear must:

1. operate the appropriate home departure signal for the machine to enter the section,
2. return lever to 'Normal' when the machine has passed,
3. sleeve lever, and
4. inform the Signaller in advance when this has been done.

g. CTC in Force

When CTC is in force:

1. the home departure signal must be operated,
2. the competent employee worker accompanying the machine must inform the Train Network Controller that the machine has passed the fixed signals, and
3. the Train Network Controller must use the blocking command / facility to secure the fixed signals applying to the single line section, at both ends at the 'Stop' position.

h. Train at Switched Locked Siding

When a train is working at a switch locked siding in an ATC or CTC section, a machine must not enter the section.

i. Ballast Cleaner No.2 (RM80)

This machine must not exceed 10 km/h when:

1. passing through platforms,
2. diverging from or to the straight line, or
3. be routed through points or cross-overs located at or within 30 metres of a platform.

j. SRA Track recording Cars (RVX Nos. 3 and 4)

When operating on the standard gauge line between Albury and Melbourne, a fully qualified Victorian Track Recorder Car Officer must accompany the SRA (NSW) track recorder cars Nos. RVX 3 or 4. This includes through the Bunbury Street tunnel.

If the Victorian Track Recorder Car Officer is absent, the Superintendent Safeworking will arrange for a suitably qualified employee to accompany the Track Recorder Car.

16. Ballast and Plant Trains

Every ballast and plant train must be under the personal control of the Track Force Protection Coordinator. Road Foreman. Where this is not possible, the Ganger in charge must be placed in charge, and fully informed of the work to be undertaken.

a. Operation During Fog

Ballast trains must only, if possible, be operated in daylight when visibility is greater than 500 metres.

Operation during fog conditions must not occur, unless specially authorised.

b. Driver in Possession of Staff

The Driver of a ballast train which stops to work in a section worked under the electric staff, automatic electric staff, or train staff and ticket system must be in possession of the staff for that section.

c. Overloaded Ballast Wagons

Care must be taken not to overload ballast wagons. In wet weather, the weight of ballast is likely to be affected.

d. Loading and Unloading Operations

A ballast or plant train may have to be moved during loading and unloading operations. In this case the Road Foreman or Ganger Track Force Protection Coordinator will control the movements of the train by hand signals or discrete radio.

The Driver must obey these signals or directions, unless it is dangerous to do so.

If the train is moved whilst employees workers are on the wagons, in a position designated as safe by the Operator, the Site Supervisor Road Foreman or Ganger must warn the workers. employees. The Driver must sound the whistle.

e. Air Brakes

The air brakes of ballast trains must be in operation throughout the train. in accordance with Air Brake Rule 27 of Circular 211/93.

The Driver must ascertain the total number of vehicles on the train and whether the air brakes can be applied from the locomotive, whether it is composed of air brake and other vehicles mixed and the number of each vehicle.

f. Swinging Doors

Care must be taken not to open the doors on wagons with swinging doors on the side of an adjoining running line.

A flagman appointed by the Ganger or Road Foreman Track Force Protection Coordinator will be stationed to protect operations in accordance with rules contained in the section 'Infrastructure Works'.

g. Passing Train

When any train is passing on the adjoining line the following must be observed:

1. Ballast or other material is kept clear of the rails,
2. Employees Workers must cease working.

Work performed within station limits with fixed signals, the flagman must act in accordance with the 'Infrastructure Works' rules.

h. Detached Vehicle

No vehicle is to be detached from a ballast or plant train outside station limits, unless specially authorised.

i. Locomotives must Draw Ballast or Plant Train

Except as provided for in the Rules and Operating Procedures, no locomotive must push a ballast or plant train when outside of station limits. It must be hauled.

17. Mechanised Track Maintenance Operations

a. Vehicles Involved in Operations

Instructions for the operations of mechanised track maintenance vehicles, involved in track maintenance operations, apply to the following:

1. tamping machines,
2. ballast regulators,
3. crib and shoulder compactors,
4. lining machines, and
5. other heavy duty machines.

b. Approaching Level Crossings

The maximum speed of mechanised track maintenance vehicles is listed in the WTT Addenda.

On approaching a level crossing, the Driver of all machines must:

1. exercise caution particularly when a good view of the road traffic is not possible, and
2. reduce speed so the machine can be stopped clear of the crossing.

c. Track Work During Inclement Weather

Mechanised track maintenance vehicles must not be operated during inclement weather.

If weather becomes inclement after track maintenance work has commenced, machines must be removed from the running line.

d. Authority to Drive Mechanised Track Maintenance Vehicles

No unauthorised person is permitted to drive a mechanised track maintenance vehicle.

The Driver must be certified as competent to drive the mechanised track maintenance vehicle, and in the rules applying to the lines that the machine will operate over.

If the driver is not certified as competent in the rules, the Driver must be accompanied by a competent worker certified in the applicable rules.

The Driver must be certified as competent by:

1. the Track/Infrastructure Maintenance Department, and
2. a Safeworking Supervisor in the rules applying to the lines which the machine will run over. If uncertified, the Driver must be accompanied by a competent employee approved by the Manager Rail Safety.

e. Train Signals

The Driver must carry the following train signals:

1. one red flag,
2. one green flag,
3. hand signal lamp, ready for use, and
4. a box with at least 12 audible track warning signals.

f. Economic Operation of Mechanised Track Maintenance Equipment

It is the responsibility of the employees workers to achieve efficient and economic operation of mechanised track maintenance equipment wherever possible. The following points should be considered:

1. diverting traffic to alternative routes,
2. working double line traffic over a single line,
3. rearranging train schedules, and
4. rearranging hour of working.

g. Period of Occupancy

The period of occupancy of the line shall be determined by `Train Information'.

This is subject to proper authority being received for a machine to depart from or pass a station where points and signals are controlled by a Signaller.

18. Protection of Track Maintenance Machines

The protection of track maintenance machines will be the sole responsibility of the Track Force Protection Coordinator Ganger in charge. Rules 2, 3 and, 5, Section 15 as applicable must be strictly complied with.

a. Single Lines when a Machine is required to Enter Section from a Staff or Crossing Station and Return

The flagman must provide protection in accordance with the 'Infrastructure Works' rules, before a machine leaves a station. Protection must be provided in advance of the limit of work area.

When the machine departs the work area:

1. the flagman must remain in position to prevent another train from entering the section, until the machine returns,
2. the flagman must request the Signaller to keep signals at the 'stop' position, and
3. the Signaller must maintain signals at 'Stop' until the machine has returned.

b. Single Lines when a Machine is Required to Enter and Leave the Section at an Intermediate Take-off Point

The machine must not be placed on the running line until the flagmen are in position.

c. Flagman at Opposite End

The flagman positioned at the opposite end to which the machine is to proceed, must provide protection as laid down in the 'Infrastructure Works' rules. This is to ensure an approaching train stops short of the take-off point.

d. Branch Lines

Protection will not be necessary on the terminal station side of track work of a branch line. This is providing no train or locomotive is between the work point and the terminal station.

e. Single Line

Instructions relating to single lines will also be applicable to multiple lines, where tracks are signalled for operation in both directions.

f. Machine Required to Enter the Section on the Wrong Line from a Station or Signalbox or Intermediate Take-off and Return

The flagman must provide protection before the machine is placed on the running line. This is to ensure that an approaching train stops short of the limit of the work area. Protection must be maintained until the machine has been removed from the running line.

g. Take-off Points

When a machine is to be on-tracked or off-tracked at a take-off point, the adjoining line may be obstructed. If this occurs the Ganger in charge Track Force Protection Coordinator must ensure the obstruction is protected in accordance with the Rules.

19. Stabling of on-Track Maintenance Machines at Master Key Locked Sidings

The following instructions apply to on-track maintenance machines exiting or stabling clear of the running line at an intermediate locked siding, and working under their own protection.

a. Possession of Master Key

The Road Foreman in charge Track Force Protection Coordinator of the on-track maintenance machines must obtain possession of a master key from the nearest Signaller.

b. Train Register Book Entries

The Signaller must enter in the Train Register Book:

1. the number of the master key withdrawn by the Road Foreman, and
2. sign the entry.

In addition, the Road Foreman Track Force Protection Coordinator must sign the entry.

c. Safe Custody of Master Key and Security of Main Line Points

The Road Foreman Track Force Protection Coordinator is personally responsible for:

1. safe custody of the master key, and
2. security of the main line points after every movement of on-track maintenance machines.

d. Completion of Work

On completion of the work:

1. the Road Foreman Track Force Protection Coordinator must return the master key to the signalbox from which it was received,
2. the Signaller must make a notation in the Train Register book that the master key has been returned, and
3. both the Signaller and Road Foreman Track Force Protection Coordinator must countersign the entry.

NOTE:

When on-track maintenance machines are occupying or working at specially locked sidings, the Train Network Controller must advise Drivers of all passing trains or trains which are to work at the siding.

20. On-Track Maintenance Machines Departing the Locked Siding

a. Prior to Entering Main Line

Prior to on-track maintenance machines entering the main line:

1. the Road Foreman Track Force Protection Coordinator must confer with the Train Network Controller,
2. obtain the latest train running information, and
3. receive the Train Network Controller's permission to enter the line.

Before machines enter the running line, the proposed movement must be protected in accordance with Rules 3 and 4, Section 15 as applicable.

b. After Entering Main Line

After the machines have entered the running line and are clear of the main line points:

1. the points must be restored to normal and locked,
2. the Road Foreman Track Force Protection Coordinator must withdraw the master key and test points,
3. the Road Foreman Track Force Protection Coordinator must inform the Train Network Controller when this is done and that the Road Foreman Track Force Protection Coordinator has possession of master key No …….

The Train Network Controller must endorse this information on the Train Control Graph.

21. On-Track Maintenance Machines Stabling at the Locked Sidings

a. Restoration of Points

When on-track maintenance machines are to stable clear of the running line at a locked siding and are clear of the main line points, the Road Foreman Track Force Protection Coordinator must:

1. restore the points to the normal position,
2. withdraw the master key, and
3. test the points.

b. Actions by Road Foreman Track Force Protection Coordinator after Points Tested

When the points have been tested, the Road Foreman Track Force Protection Coordinator must inform the Train Network Controller:

1. that the on-track maintenance machines are clear of the main line,
2. the points have been tested, and
3. the Road Foreman Track Force Protection Coordinator is in possession of master key.

The Train Network Controller must endorse this information on the Train Control graph.

22. Machines/Vehicles Working From 'Off-Track' Stands

a. Working from 'Off-track' Stands with Mechanical or Mobile Gangs

Operators of 'off-track' machines/vehicles working from 'off-track' stands in conjunction with mechanical gangs or mobile gangs must:

1. advise the Train Network Controller, and
2. seek train information.

b. Before Occupation of Track

Before occupying the track, the Ganger or supervisor in charge Track Force Protection Coordinator is to notify the Train Network Controller that work will be protected in accordance with Rules 3 and 4, Section 15.

23. Boom Barriers and Flashing Light Signals - Single Line Working

a. Stationing of Competent Worker Employee

When double line traffic is to be worked over a single line, the person instituting single line working, must station a competent worker employee at each level crossing where:

1. boom barriers are provided, or
2. flashing light signals are provided.

b. Actions of Competent Worker Employee

When stationed at a level crossing, the competent worker employee must:

1. be on the alert for trains approaching in the wrong direction,
2. operate the test switch to lower the boom barriers or operate the flashing lights, before the train arrives,
3. stand so as to be visible to the Driver of the approaching train, and
4. exhibit the 'all right' hand signal.

c. 'All Right' Hand Signal

At night time the 'all right' hand signal is a white light held steadily in the hand. It indicates to the Driver of an approaching train that:

1. the boom barriers are lowered, or
2. the flashing lights are operating.

IT DOES NOT INDICATE THAT THE LINE AHEAD IS CLEAR.

The speed of the train whilst passing over the level crossing in the wrong direction must not exceed 15 km/h.

24. Track Machines/Vehicles in Train Order Territory

Note:

Not applicable on Phoenix Electronic Train Order territory.

a. Train Order

Track maintenance department machines or vehicles entering a single line section within train order territory must be in possession of a train order. The train order must be issued to the qualified employee.

b. Vehicles Affected

The following vehicles must be in possession of a train order:

1. track tampers,
2. ballast regulators,
3. crib and shoulder compactors,
4. butt welders,
5. ballast cleaners,
6. EM 100, and
7. any other heavy duty machines.

25. Track Machines/Vehicles in Convoy

Note:

Not applicable on Phoenix Electronic Train Order territory.

a. Actions of Employee Worker in Charge

When track maintenance machines and vehicles travel in convoy, the qualified employee worker in charge must:

1. be on the leading machine or vehicle,
2. obtain a train order for the convoy from the Train Network Controller,

3. advise the Train Network Controller the number and type of each machine/vehicle. The Train Network Controller must include this information on the train order, and
4. before proceeding, arrange for the qualified employee on the rear machine or vehicle to endorse the train order.

After the qualified employee worker on the rear machine has endorsed the train order, it must be retained and carried by the qualified worker employee in charge on the leading machine or vehicle.

26. DELETED

27. Operation of Road/Rail Vehicles - Suburban Area

When it is necessary for a Road/Rail vehicle to on or off track within the suburban area as defined by the area embraced by:

Lilydale, Belgrave, Alamein, Glen Waverley, Cranbourne, the Up Home signal off the Eastern line at Dandenong, the Up Home signal off the Stony Point line at Frankston, Sandringham, Williamstown, St. Albans, Upfield, Epping, Hurstbridge, Broadmeadows (via Essendon), Laverton Crossing Loop via Westona (but not the East or West lines between Altona Junction and Laverton) the following instructions will apply.

a. Within Station Limits

SIGNALLER IN ATTENDANCE

Prior to on tracking, the Driver of the Road/Rail vehicle must confer with the controlling Signaller and arrive at a clear understanding as to the nature of the work and the work zone.

Prior to granting permission to on track, the Signaller must ensure:

- All absolute fixed signals (Home, Disc, Dwarf & Starting signals) governing the area to be fouled are at 'stop' and maintained at 'stop' until advice is received from the Driver of the Road/Rail vehicle that the vehicle has been removed from the track.
- No conflicting movements are being conducted.
- The Driver of the Road/Rail vehicle is informed that all fixed signals governing the work zone are secured at the `stop' position and will remain so until advice is received from the Driver of the Road/Rail vehicle that the line is again clear.

Prior to on tracking, the Driver of the Road/Rail vehicle must ensure:

- The Signaller clearly understands the work requirements, location and limits of the work zone.
- An assurance is received from the Signaller that all absolute fixed signals governing the work zone arc at the `stop' position.
- All relevant information is entered in the 'Train Information and Permission' book.

b. Signaller not in Attendance

The Driver of the Road/Rail vehicle must prior to on tracking:

- Obtain all relevant train information
- Ensure line protection in accordance with the TA20 ARTC Code of Practice. is provided.

c. Road/Rail Vehicle Travelling through the Section

When it is necessary for a Road/Rail vehicle to travel through the section or part thereof, the Driver prior to on tracking must:

- Confer with the Signaller controlling the entrance of trains to the section and come to a clear understanding as to the work requirements and the line or portion of line where the vehicle is required to travel.
- Obtain an assurance from the Signaller that all absolute fixed signals controlling the entrance of trains to the line or portion of line concerned are secured at 'stop'.
- Enter the relevant details in the 'Train Information and Permission' book.

Note: Should the Road/Rail vehicle be required to stop and work, line protection as indicated in this Code of Practice must be carried out.

The Signaller prior to granting permission to on track must:

- Confer with the relevant Train Controller.
- Ensure all absolute fixed signals (Home, Disc, Dwarf & Starting signals) controlling entrance to the line or portion of line concerned are secured at stop.
- If the Road/Rail vehicle is to on track in the section distant from the Signalbox, the Signaller must, if a train is in the section, ascertain the location

of the train from the train Driver or Signaller in advance to ensure the train has passed the on tracking point.

Once permission has been granted to on track, the Signaller must maintain the applicable fixed signals at the stop position until advice is received from the Driver of the Road/Rail vehicle or the Signaller in advance that the Road/Rail vehicle is clear of the line concerned.

The instructions contained in Section 30 Operating Procedure 5 clause 'd' of this Code of Practice must be carried out, in particular when more than one Road/Rail vehicle is required to operate over the same portion of line.

Signallers must not allow a Road/Rail vehicle to stand or operate within an area governed by a permissive fixed signal (Automatic, Distant or Repeating signals) unless the Driver of the Road/Rail vehicle is informed and line protection in accordance with this Code of Practice is provided prior to the line being fouled.

At locations where the Train Controller is considered to be the Signaller, the Train Controller must carry out the duties prescribed for the Signaller.

28. Rail Flaw Detector Car & Road/Rail Vehicle in Convoy

a. General

1. The operation of the Rail Flaw Detector car and a road/ rail vehicle in convoy will be notified by Train Notice. Circular. A Competent Employee qualified and in possession of a current ON TRACK MACHINE COMPETENT EMPLOYEE CERTIFICATE A worker certified as competent to operate an on track machine must accompany the Rail Flaw Detector car.

b. Actions of Competent Worker Employee

The Competent Worker Employee must:

1. be on the Rail Flaw Detector car,
2. ensure that the relevant Signaller understands the number, types and order of vehicles in the convoy,
3. ensure that the person-in-charge of a road/rail vehicle which has left the convoy understands that, as person-in-charge, they are totally responsible for the protection of the road/rail vehicle and any works being undertaken,
4. advise the relevant Signaller , upon arrival of the Rail Flaw Detector car at the end of the Block Section, whether the vehicles are still operating in convoy,

5. ensure that both vehicles, if still operating in convoy, move into the next Block Section at the same time,
6. advise the relevant Signaller when a road/rail vehicle, which has been off-tracked, re-joins the convoy.

c. Actions of Person-in-Charge of a Road/Rail Vehicle

The Person-in-Charge of a Road/Rail Vehicle must:

1. ensure that the Competent Worker Employee understands when the road/rail vehicle is stopping for repairs while remaining within the convoy and when the road/rail vehicle is leaving the convoy,
2. protect the road/rail vehicle and any works being undertaken once the road/rail vehicle leaves the convoy.

d. Duties of the Signaller at the entrance to the Section

1. The Signaller controlling the entrance to a section where the Rail Flaw Detector Car and Road/Rail vehicle are to operate, must comply with the provisions of Rule 15-Section 30 of this Code of Practice.

29. Infrastructure Maintenance Machines and Road Rail Vehicles Operation of Fixed Signals

The following Procedures must be observed concerning the operation of Fixed Signals throughout the various Safeworking Systems.

- The operators of all Infrastructure Maintenance Track Machines and Road Rail vehicles must observe and obey all Fixed Signals.
- The Signaller must confer with the operator of any Track Machine or Vehicle, and arrive at a clear understanding regarding any proposed movement.
- The Signaller must operate the applicable Fixed Signals for all Infrastructure Maintenance Track Machines and Vehicles, or should the Signals fail, the proper authority, verbal or written, applicable for that Signal must be given to the operator.
- Distant Signals are not to be operated for Road/Rail vehicles.
- Where a Fixed Signal is approach operated, and the Track Machine does not operate the Track Circuits, the Signaller must give verbal instructions to the operator in order for the Signal to be passed at the `Stop' position.

- Unless working under the cover of an `Absolute Occupation' or under the provisions of Rule 18 (Section 30) of the Book of Rules and Operating Procedures ARTC Code of Practice for the Victorian Main Line Operations, Infrastructure Maintenance Track Machines and Road Rail vehicles travelling over a Double Line, must travel in the same direction as the trains.
- Wrong Line movements are not permitted.
- Except for the Ballast Cleaner, Mobile Flash Butt Welder, and the S.R.A. Track Recording Cars R.V.X. Nos. 3 & 4, all other Track Machines are not to be relied on to actuate track circuits.
- The Signaller must ensure all Track Machines are clear before operating any points.
- At Remotely controlled locations, the Operator must inform the Signaller when the Track Machine Road/Rail vehicle has passed the Home Signal and cleared the points.

The following procedures must be observed throughout the various Safeworking Systems, with regard to the operation of Fixed Signals for the passage of Track Machines/Vehicles.

a. Metrol Controlled Area

When a route is set for a Track Machine/Vehicle, the Signaller must ensure all points within the route are sleeved in the correct position whilst the Track Machine/Vehicle is occupying the section. The Fixed Signal governing the entrance to the section must be operated for the passage of the Track Machine/Vehicle, and must be returned to the 'Stop' position and a blocking command applied once the operator has confirmed the Track Machine/Vehicle has passed the Signal.

The blocking command must not be removed until the operator has advised the Track Machine/Vehicle has cleared the section, and is within the protection of the next Home Signal in advance; (or in the case of a Road Rail Vehicle), has been removed at a take-off point.

b. Centralised Traffic Control System

In the case of both the North East and Western Centralised Traffic Control Systems, the Home Signals will not be operated, but instead, the Train Network Controller must, when granting permission for a Road/Rail Vehicle, first Block the Section, then grant the allotted time. The Train Network Controller must then authorise the Operator to pass the Home Departure Signal at the "stop" position, and specify the Signal Post number. If permission is granted to the next Crossing Loop, the permission must include the information to "Proceed to Home Arrival Signal No.... and speak in". If there is an Intermediate Home Signal at a Grade Crossing such as at Kilmore East or Seymour, the Operator must speak in to Train Network Control and obtain permission. The Train Controller must ensure no Broad Gauge movement is taking place when granting authority to pass the Intermediate Home Signal.

The blocking command / facility must not be removed until the operator has advised the Track Machine/Vehicle has cleared the section, or (in the case of a Road Rail Vehicle) has been removed at a take-off point.

The same procedure must be adopted for the Home Arrival Signals at each Loop, together with the information as to which track the Track Machine or Road/Rail is required to take. Verbal Authority may then be given to the operator to pass the Home Arrival Signal at the `Stop' position.

The Train Network Controller (and Signaller where applicable) must ensure any points protected by the Signal are sleeved in the correct position prior to the movement commencing. The operator must inform the Train Network Controller when the machine/vehicle is in clear.

c. Automatic and Track Control System

The Home Departure and Home Arrival Signals must be operated for the passage of the Track Machine/Vehicle, and must be returned to the 'Stop' position and the lever sleeved, once the operator has confirmed the Track Machine/Vehicle has passed the Signal.

The lever sleeve must not be removed until the operator has advised the Track Machine/Vehicle has cleared the section, or (in the case of a Road Rail Vehicle) has been removed at a take-off point.

Where the section is occupied by a train travelling towards the Attended Station/Unattended Crossing Station in advance, the Train Controller must inform the operator and Signaller at the controlling location.

At Attended Crossing Stations, the Signaller must confer with the Train Controller in the normal manner prior to granting permission for a Road/Rail to follow a train and issue verbal authority for the Home Departure Signal to be passed at the `Stop' position. The Signaller must ensure any points protected by the Signal are sleeved in the correct position prior to the movement commencing, and in addition, sleeve the controlling lever for the Home Departure Signal in the normal position.

At Unattended Crossing Stations, the Train Controller will be responsible after conferring with the controlling Signaller, and ensuring the Signaller sleeves the controlling lever in the normal position after the Track Machine or Road/Rail vehicle has passed the Signal.

d. Double Line Block System

Where it is necessary for a Track Machine/Vehicle to enter the section whilst a train is travelling towards the station in advance, the Signaller must advise the operator that the section is occupied and issue verbal authority to pass the Starting Signal at the 'Stop' position. The Starting Signal must not be operated.

Where the section is unoccupied at the time that the Track Machine/Vehicle requires to enter the section, the Starting Signal must be operated for the passage of the machine, and returned to the 'Stop' position and the lever sleeved, once the operator has confirmed the Track Machine/Vehicle has passed the Signal.

The lever sleeve must not be removed until the Track Machine/ Vehicle has cleared the section, (or in the case of a Road Rail vehicle), has been removed at a take-off point.

e. Train Order System

Note:

Not applicable on Phoenix Electronic Train Order territory.

At locations in Train Order Territory where the normal position of the Fixed Signals is the `Stop' position, and a Signaller is in attendance, the relevant Fixed Signals must be placed to the `Proceed' position for the passage of the Track Machine/ Vehicle.

If the location (other than a Train Order Terminal Station or an Intermediate Train Order Terminal Station) is unattended, the Train Network Controller must inform the operator and issue verbal authority for the respective Signals to be passed at the `Stop' position. The operator must ensure any points protected by the Signals are in the correct position prior to passing over them.

At a Train Order location where it is only possible for the Fixed Signals to be placed to the `Proceed' position in one direction only, and a Track Machine/Vehicle has arrived at the location, and the Fixed Signals are set in the contrary direction, the operator must confer with the Train Network Controller and obtain permission to pass the relevant Signals. The operator must ensure any points protected by the Signals are in the correct position, prior to passing over them.

Where it is necessary for a Track Machine/Vehicle to enter the section whilst a train is travelling towards the Station, Loop or Block Point in advance, the necessary Fixed Signals must be placed to the `Proceed' position to allow the machine/vehicle to depart. The Signals must be returned to the `Stop' position and the levers sleeved, or otherwise secured, once the operator has confirmed the Track Machine/Vehicle has passed the Signal.

f. Electric Staff System

Where it is necessary for a Track Machine/Vehicle to enter the section whilst a train is travelling towards the station in advance, the necessary Fixed Signals must be placed to the 'Proceed' position to allow the machine/vehicle to depart. The Signals must be returned to the 'Stop' position and the levers sleeved, or otherwise secured, once the operator has confirmed the Track Machine/Vehicle has passed the Signal.

Where the section is unoccupied at the time that the Track Machine/Vehicle requires to enter the section, the Fixed Signals must be operated for the passage of the machine/vehicle, and returned to the 'Stop' position and the levers sleeved, or otherwise secured, once the operator has confirmed the Track Machine/Vehicle has passed the Signal. The Signaller must ensure any points ahead of the relevant Signals are set in the correct position.

In both instances above, the levers must remain sleeved/secured until the Track Machine/Vehicle has arrived at the station in advance, or (in the case of a Road Rail Vehicle), has been removed at an intermediate point.

g. Train Staff and Ticket System

Where it is necessary for a Track Machine/Vehicle to enter the section whilst a train is travelling towards the station in advance, the necessary Fixed Signals must be placed to the 'Proceed' position to allow the machine/vehicle to depart. The Signals must be returned to the 'Stop' position and the levers sleeved, or otherwise secured, once the operator has confirmed the Track Machine/Vehicle has passed the Signal.

Where the section is unoccupied at the time that the Track Machine/Vehicle requires to enter the section, the Fixed Signals must be operated for the passage of the machine/vehicle, and returned to the 'Stop' position and the lever sleeved, or otherwise secured, once the operator has confirmed the Track Machine/Vehicle has passed the Signal. The Signaller must ensure any points ahead of the relevant Signals are set in the correct position.

In both instances above, the levers must remain sleeved/secured until the Track Machine/Vehicle has arrived at the station in advance, or (in the case of a Road Rail Vehicle), has been removed at an intermediate point.

h. Automatic Block Signalling Area

All controlled Signals must be operated for the passage of the Track Machine/Vehicle, and must be returned to the 'Stop' position and the lever sleeved once the operator has confirmed the machine/vehicle has passed the Signal. Where it is necessary for a Track Machine/Vehicle to enter the section whilst a train is travelling towards the station in advance, the Signaller must advise the operator that the section is occupied and issue verbal authority to pass the Home Departure Signal at the 'Stop' position. The Signaller must ensure any points protected by the Signal are sleeved in the correct position, in addition to the lever of the Home Departure Signal.

The lever must remain sleeved until the Track Machine/Vehicle has arrived at the station in advance, or (in the case of a Road Rail Vehicle), has been removed at an intermediate point.

i. Track Block System

Where it is necessary for a Track Machine/Vehicle to enter the section whilst a train is travelling towards the station in advance, the Signaller must advise the operator that the section is occupied and issue verbal authority to pass the Starting Signal at the 'Stop' position.

Where the section is unoccupied at the time that the Track Machine/Vehicle requires to enter the section, the Starting Signal must be operated for the passage of the machine/vehicle, and returned to the 'Stop' position and the lever sleeved once the operator has confirmed the Track Machine/Vehicle has passed the Signal.

The lever must remain sleeved until the Track Machine has arrived at the Block Signalbox in advance, or (in the case of a Road Rail Vehicle), has been removed at an intermediate point.

j. A.S.W. Power Loops - Manor - Tatyoon

Where it is necessary for a Track Machine/Vehicle to enter a Crossing Loop, the Signaller must place the Dual Control points into the 'Hand' operating position for the passage of the machine/vehicle. Verbal instructions are then to be given to the Operator to pass the relevant Home Signal.

Where a Signaller is not in attendance, the operator must confer with the Train Controller and obtain authority to place the Dual Control points at that end of the Loop to the 'Hand' operating position. The operator must inform the Train Controller when this has been done, and the Train Controller may then issue verbal authority for the Track Machine Vehicle to depart the Loop.

When the machine/vehicle is clear of the points, the operator must return the points to the 'Motor' position and inform the Train Controller.

k. Section Authority System

At an Open/Close Location or Section Authority Terminal Station, where it is necessary for a Track Machine/Vehicle to enter the section whilst a train is travelling towards the station, Crossing Loop or Block Point in advance, the necessary Fixed Signals must be placed to the `Proceed' position to allow the machine/vehicle to depart. The Signals must be returned to the `Stop' position and the levers sleeved, or otherwise secured, once the operator has confirmed the Track Machine/Vehicle has passed the Signal.

Where the section is unoccupied at the time that the Track Machine/Vehicle requires to enter the section, the Fixed Signals must be operated for the passage of the machine/vehicle, and returned to the `Stop' position and the lever sleeved, or otherwise secured, once the operator has confirmed the Track Machine/Vehicle has passed the Signal. The Signaller must ensure any points ahead of the relevant Signals are set in the correct position.

In both instances above, the levers must remain sleeved/secured until the Track Machine/Vehicle has arrived at the station in advance, or (in the case of a Road Rail Vehicle), has been removed at a take-off point.

l. Track Machine/Vehicle Movements within Station Limits

All Track Machine/Vehicle movements with Station Limits must be signalled. The Fixed Signal must be immediately returned to the `Stop' position and the lever sleeved, or otherwise secured, once the operator has confirmed the Track Machine/Vehicle has passed the signal.

The lever must remain sleeved/secured until the machine/vehicle has cleared the portion of line protected by the Signal.

30. Speed Restrictions During Hot Weather

a. Purpose

To prescribe the rules for imposing speed restrictions in the *Network* during hot weather.

b. Imposing speed restrictions

Advice to Network Controller

The *Network Controller* must be notified of hot weather conditions that require speed restrictions to be imposed by:

- a nominated Manager,
- a *Maintenance Representative*,

  or
- automated devices.

Advice from Network Controller

The Network Controller must arrange for advice about speed restrictions to be given to affected *Rail Traffic Crews* and other affected parties.

Unless different advice is given, hot weather speed restrictions apply only:

- on the day they are imposed

  and
- between 1200hrs and 2000hrs.

c. Notifying Rail Traffic Crews

Until Rail Traffic Crews are warned by other means, Network Controllers must give written warning about speed restrictions during hot weather to rail traffic crews using a Condition Affecting the Network (CAN) form. The written warning must include:

- the defined portion of line,
- the hot weather speed restrictions,

  and
- the hours during which the restrictions apply.

d. Altering and cancelling speed restrictions

Maintenance Representatives must notify the Network Controller if hot weather speed restrictions are:

- altered,

  or
- no longer required.

If hot weather speed restrictions are no longer required, the Network Controller must arrange to tell affected Rail Traffic Crews and other affected parties.

e. Recording speed restrictions

Network Controllers, Maintenance Representatives and Rail Traffic Crews must make a *permanent record* of the hot weather speed restrictions imposed, altered or cancelled on a CAN form.

f. Speed limits

During hot weather speed restrictions *rail traffic* must not *travel* faster

- than the *advertised* speeds in the Route Access Standard

  or
- as advised by the Maintenance Representative.

NOTE

As hot weather speed restrictions may cover extended areas of track, speed restriction signage is not necessary.

a. Speed restrictions

1. When it is determined by the Manager Rail Safety that speed restrictions are necessary, a `WOLO' advice must be sent to the Train Controller for the area concerned and all other employees controlling the movement of trains, advising of the need for trains to run at reduced speed. The table of speed restrictions when 'WOLO' conditions are in force is shown in clause (b) of this instruction.
2. Table of speed restrictions when `WOLO conditions are in force:

The speed of any train must not exceed the maximum speed set down for any locomotive or vehicle on the train, on any other temporary or permanent speed restriction in force, or on any other lesser speed determined by the District Engineer or Track Manager, and no case may exceed the speeds indicated in the following table:

Type of Train	Maximum WOLO Speed
Passenger Trains (all types) and Light Locomotives	90 km/h
Superfreighters	80 km/h
Goods	65 km/h
All Freight trains consisting of empty vehicles	50 km/h

3. The restrictions imposed will only apply from 1200 hours to 2000 hours, unless otherwise specified in the `WOLO' advice given. In the event of a cool change, any restrictions imposed may only be removed by the Manager Rail Safety, after consultation with the District Engineer or Track Manager for the area concerned, and then not until at least two hours after the cool change has arrived.

WOLO ADVICE FORM:

sw.woloform

VICTORIAN RAIL TRACK CORPORATION

`WOLO' ADVICE FORM

Warning to Driver - Conditions affecting the Line

ISSUED AT ..... (Insert location, such as Centrol, Metrol, South Dynon Loco, Station or Signalbox)

DATE ..... TIME .....

TO DRIVER OF TRAIN NO .....

Due to forecast heat over 36 degrees Celsius, the speed restrictions indicated below will apply between the following locations:

From ..... To.....

TYPE OF TRAIN	MAXIMUM SPEED
Passenger Trains (all types)	90 km/h
Superfreighters	80 km/h
Goods	65 km/h
All empty Freight Trains	50 km/h

The above speeds are the maximum permitted, and any lesser published or temporary speed restriction will apply.

ISSUED BY ..... AT .....

RECEIVED BY ..... AT .....

This `WOLO' advice may be issued direct to the Driver or to a Signaller, Station official or Locomotive Depot Official for delivery to a Driver.

The restrictions will apply for one day only, and a new `WOLO' advice notice must be issued for the next day if required.

4. The standard form for warning Drivers of `WOLO' restrictions is a special form `Warning to Driver – Conditions affecting the Line' notifying the Line sections over which the heat speed restriction will apply.
5. Copy of `WOLO' Advice Form which will be forwarded by the Manager Rail Safety to the Train Controller at Centrol, or Signallers, Station Officials, Locomotive Depot Officers, Regional Operations & Rail Safety Officers and Infrastructure District Offices whenever necessary for heat speed restrictions to be imposed.

SW woloadvicetcform

VICTORIAN RAIL TRACK CORPORATION
DEPARTMENT OF SAFEWORKING

`WOLO' HEAT SPEED RESTRICTION ADVICE NOTICE

DATE.....

TEMPERATURES OF 36 DEGREES CELSIUS OR HIGHER HAVE BEEN FORECAST FOR THE FOLLOWING AREAS:

BETWEEN ..... AND .....
BETWEEN ..... AND .....
BETWEEN ..... AND .....
BETWEEN ..... AND .....
BETWEEN ..... AND .....
BETWEEN ..... AND .....
BETWEEN ..... AND .....
BETWEEN ..... AND .....
BETWEEN ..... AND .....
BETWEEN ..... AND .....
BETWEEN ..... AND .....

WOLO SPEED RESTRICTIONS IN ACCORDANCE WITH OPERATING PROCEDURE NO. 30, SECTION 30, BOOK OF RULES AND OPERATING PROCEDURES WILL BE IN FORCE ON THE ABOVE SECTIONS OF LINE ON:
..... (DATE) BETWEEN THE HOURS OF ..... & .....

A. PALERMO
MANAGER RAIL SAFETY

6. Duties of Train Controllers

   i. When advised that `WOLO' conditions are in force, immediately advise all concerned, including Signallers, Station Officials, Train crewing officers, Depot Officials, relevant District Engineers and directly to Train Drivers operating on unattended sections of Lines.

   ii. Endorse the Train Control Graph.

   iii. Ensure every train traveling over the affected Line Section is issued with a `WOLO' Heat Speed restriction notice.

7. Duties of Train Crewing Officers and Depot officers
   i. Arrange for all Drivers signing on who are required to operate on affected lines between the hours of 1200 and 2000 (unless otherwise specified in the `WOLO' advice) to be issued with a copy of the `WOLO' Advice Form.
   ii. Ensure that each Driver issued with a `WOLO' Advice Form signs the book provided to acknowledge receipt of the Form.

The following amended Operating Procedure 30, Clause (a), Sub clause (8), Section 30, was published by SW032/2000 of March 1, 2000.

8. Duties of Signallers / Station Officers
   i. Ensure that all Drivers of originating trains at your location (or who are signing on at your location to relieve a train in running) are in possession of, or are issued with a `WOLO' Advice Form, The information may be transmitted to the Driver by telephone or Train Radio for recording on the `WOLO' form carried by the Driver.
   ii. If you become aware that a train is operating at a speed in excess of the restricted speed when `WOLO' restrictions are in force, arrange for the Driver to be reminded of the restrictions. If necessary, stop the train for this purpose.
   iii. Enter details in the Train Register Book or Station Log Book.
9. Duties of Drivers
   i. If you have been informed by telephone or radio that `WOLO' conditions are in force, contact the Train Controller and obtain information about the `WOLO' speed restrictions as soon as possible.
   ii. When you receive confirmation of the restrictions in force, fill out an *`sw.woloform'* as dictated by the Train Controller.
   iii. Comply with the `WOLO' speed restrictions.

b. Cancelling the `WOLO' speed restrictions

1. If there is a cool change, the TTM (Train Transit Manager) after advice from the On Call Engineer will verbally advise the Train Controllers that the WOLO is cancelled. may send a `WOLO; cancelling notice to all employees concerned, but not until at least two hours after the cool change has occurred.
2. Duties of Train Controller

   When advised that `WOLO' conditions have been cancelled, advise the Train Crewing Managers, Station and Depot Officials, Regional Operations & Rail Safety Officers, Infrastructure Offices and Signallers concerned.
3. Duties of Signaller
   i. Advise all Drivers that `WOLO' conditions have been cancelled.
   ii. Record all details in the Train Register Book.

   The `WOLO' Cancellation advice Form is reproduced hereunder:

Wwoloadvicetccancelform

VICTORIAN RAIL TRACK CORPORATION

DEPARTMENT OF SAFEWORKING

CANCELLATION OF `WOLO' HEAT SPEED RESTRICTIONS

DATE .....

THE `WOLO' HEAT SPEED RESTRICTIONS IMPOSED ON THE FOLLOWING SECTIONS OF LINE ARE HEREBY CANCELLED.

BETWEEN ..... AND .....

BETWEEN ..... AND .....

BETWEEN ..... AND .....

BETWEEN ..... AND .....

BETWEEN ..... AND .....

BETWEEN ..... AND .....

A. PALERMO

MANAGER RAIL SAFETY

31. Using Infrastructure Booking Advices

(RISSB Reference ANRP 3016 Version 2.0)

a. Introduction

Infrastructure Booking Advices (IBAs) are used to tell *Network Controllers* that infrastructure is:

- temporarily or permanently removed from service ('booked out of use'), or
- installed or returned to service ('booked into use'), or
- temporarily bridged to release locking on signalling equipment or bridging has been removed.

Maintenance Representatives and Network Controllers use an Infrastructure Booking Advice form to jointly compile IBAs.

b. Compiling an Advice

Maintenance Representatives and Network Controllers

1. Record details about the location of the infrastructure and the affected line.
2. Record the type of infrastructure work to be listed in the IBA:
   - existing infrastructure booked temporarily out of use, or
   - existing infrastructure permanently removed, or
   - existing infrastructure booked back into use, or
   - new infrastructure installed, or
   - signalling infrastructure to be temporarily bridged.
3. Record the equipment identification numbers.
4. Give details about the equipment.
5. If the work was *advertised*, record the date of the advertisement.
6. If signalling equipment is to be bridged temporarily, record the Bridging Authority Number.
7. Record the time and date, and the name of each representative, against the relevant discipline.
8. Sign the IBA on behalf of the discipline that you represent.

c. Completing an Advice if infrastructure is certified

Maintenance Representatives and Network Controllers

1. Write Yes in the Certified column if infrastructure is to be *certified* fit for service on the existing IBA.
2. Record the name of the representative of each discipline certifying the infrastructure, and the time and date, on the existing IBA.
3. Strike through items that do not apply.
4. Sign the IBA to certify the infrastructure for the discipline that you represent.

d. Completing an Advice if some infrastructure remains uncertified

Maintenance Representatives and Network Controllers

1. Write NO in the Certified column if infrastructure is not certified for return to service on the existing IBA.
2. Fill out a new IBA to detail infrastructure that is not being returned to service.
3. Carry over the relevant date of advertisement to the new IBA.
4. If signalling infrastructure is to continue to be bridged temporarily, record the Bridging Authority Number on the new IBA.
5. Write the reference number of the new IBA against the corresponding infrastructure details on the existing IBA.
6. Write the reference number of the existing IBA in the Reference IBA No. column, for uncertified infrastructure included in the new IBA.
7. On the existing IBA, record the name of the representative of each discipline certifying the infrastructure, and the time and date.
8. Sign the existing IBA for the discipline that you represent.
9. On the new IBA, record the name of the representative of each discipline certifying the infrastructure, and the time and date.
10. Sign the new IBA for the discipline that you represent.

e. Keeping Records

Network Controllers and Maintenance Representatives must keep IBA forms.

32. Infrastructure Booking Advice (IBA) Form

a. Introduction

An Infrastructure Booking Advice (IBA) form is used to detail work that requires infrastructure to be:

- temporarily booked out of use, or
- permanently removed, or
- newly commissioned, or
- booked back into use, or
- temporarily bridged to release locking on signalling equipment.

b. Mandatory Items

The following items must be completed:

1. Infrastructure Booking Advice Number
2. Location of equipment
3. Details of affected equipment

Booking-Out / Bridging Confirmation Section or Booking-In / Bridging Certification.

c. Optional Items

Completing Item 4 – Signalling equipment

If signalling equipment is not to be bridged as part of the booking out / bridging or booking in / bridging put a cross in the check box 4 ☒.

If signalling equipment is to be bridged as part of the booking out / bridging or booking in / bridging:

- tick the check box 4 ☑, and
- write the Bridging Authority Number.

d. Booking-Out / Bridged Confirmation

If equipment is being booked temporarily out of use, permanently removed or bridged:

- tick the check box ☑, record the Train Notice number and date that the details of the equipment to be booked out were advertised, or put a cross in the check box ☒ if the equipment to be booked out has not been advertised
- tick the check box ☑, for whichever of temporary removal, permanent removal or bridging applies, and put a cross in the other check boxes ☒ for the option that does not apply.

The Network Controller and the representative of each discipline involved in the temporary removal, permanent removal or bridging must use the boxes provided to:

- write the time, date and their name, and
- sign the form.

If this equipment was booked out or bridged on a previous IBA and the equipment remains uncertified or bridged, record the previous IBA number in the Reference IBA No. column.

e. Booking-In / Bridging Certification

If equipment is being booked back into use, commissioned or bridging is being removed:

- tick the check box ☑, record the Train Notice number and date that the details of the equipment to be booked in were advertised, or put a cross in the check box ☒ if the equipment to be booked in has not been advertised, and
- tick the check box ☑, for whichever of booked back into use, commissioned bridging removed that applies, and put a cross in the other check boxes ☒ for the options that do not apply, and
- review each item of equipment listed in Item 3 and write YES or NO in the CERTIFIED Y/N column.

If some equipment will remain booked out or bridged:

- complete a new IBA form with the details of the equipment not certified or remaining bridged, and
- record the new IBA number in the REFERENCE IBA NO. column.

The Network Controller and the representative of each discipline involved in the temporary or permanent removal or bridged must use the boxes provided to:

- write the time, date and their name, and
- sign the form.

f. Example Infrastructure Booking Advice (IBA) Form

ARTC

Infrastructure Booking Advice (IBA)

1 **Number:** _____ **Date:** / /20

2 **Location of equipment:** _____

Section between _____ and _____

Lines affected _____

3 **Details of affected equipment:**

Identification Number	Infrastructure equipment details	Certified Yes/No	Reference IBA No.

4 ☐ **Signalling equipment to be bridged.** The Bridging Authority Number is: _____

Booking-Out / Bridging

Booking-Out / Bridging Confirmation

☐ Advertised in Train Notice No. / SAFE Notice No. on / /20

We certify that the equipment listed above now:

☐ **is booked temporarily out of use** ☐ **is permanently removed** ☐ **has bridging installed.**

Discipline	Time	Date	Name	Signature
Signals	hours	/ /20		
Civil	hours	/ /20		
Electrical	hours	/ /20		
Network Control	hours	/ /20		

Booking-In / Bridging

Booking-In / Bridging Confirmation

☐ Advertised in Train Notice No. / SAFE Notice No. on / /20

We certify that the equipment listed above is operating correctly and:

☐ **is booked back into use** ☐ **is commissioned** ☐ **has bridging removed.**

Discipline	Time	Date	Name	Signature
Signals	hours	/ /20		
Civil	hours	/ /20		
Electrical	hours	/ /20		
Network Control	hours	/ /20		

SPECIMEN

33. Using Lookouts

a. Introduction

Lookouts give warning about *rail traffic* movements to workers on or near the track.

b. Equipment

WARNING

Lookouts must do no work other than look for, and give warning about the approach of rail traffic.

Lookouts must have:

- effective communication with workers
- effective sighting of workers and approaching rail traffic

  and
- one or more audible warning devices.

NOTE

Suitable audible warning device may include a whistle, air horn or other non-mechanical or non-electrical device.

c. Track Force Protection Coordinator

1. Decide on the number of Lookouts needed to keep watch for and give warning about approaching rail traffic.
2. If necessary, place an additional Lookout before the Lookout closest to the worksite, to give earlier warning about approaching rail traffic.

NOTE

The maximum number of Lookouts in any running-direction on each line is two (2). The additional Lookout must stay within sight and hearing of the Lookout closest to the worksite.

Lookouts closest to the worksite must remain within sight and hearing of the worksite.

NOTE

The Track Force Protection Coordinator may be the Lookout at the worksite.

d. Giving Warning

WARNING

Lookouts must not use radios or telephones to warn workers.

Lookouts

1. Agree with the Track Force Protection Coordinator about how workers will be warned about the approach of rail traffic.
2. Stand or walk in a *Safe Place* where you can see approaching rail traffic.
3. Remain within sight and either physical touch or hearing of the workers.

   If you cannot do this safely, tell the Track Force Protection Coordinator.
4. Keep a continuous watch for the approach of rail traffic.
5. If you see or are advised that rail traffic is approaching, warn the workers immediately.
6. Only if workers and their equipment are in a Safe Place, face the approaching rail traffic and give an ALL CLEAR *handsignal* to the *rail traffic crew*.

7. Wait for the rail traffic crew to acknowledge the ALL CLEAR handsignal.
8. Make sure that the track is clear before telling the Track Force Protection Coordinator that it is safe for work to resume.
9. Tell the Track Force Protection Coordinator if you need to move from your designated position, and only move if all workers and their equipment are in a Safe Place, or a new Lookout is in position.
10. If conditions such as visibility change, tell the Track Force Protection Coordinator.

WARNING

Lookouts must be alert for rail traffic which is unexpected or comes from the wrong-running direction.

e. Minimum Warning Time

The minimum warning time required shall be calculated as follows:

- reaction time

  plus

- time required to move the workers, tools, equipment and materials clear of the track

  plus

- the minimum time to be in a Safe Place before rail traffic arrives.

Reaction time	5 Seconds
Time required to move the workers, tools, equipment and materials clear of the track	20 Seconds
Minimum time to be in a Safe Place before rail traffic arrives	**10** Seconds
Minimum warning time required	**Total 35 Seconds**

Figure 33-1

Example of how Warning Time is Calculated.

The minimum sighting distance needed to see an approaching rail traffic movement is dependent on the minimum warning time required and the maximum track speed and is determined from the below Table.

Approaching rail traffic will travel over the distances shown, within the times shown at the top of the table, when travelling at the speeds shown on the left.

Distance Travelled / Time Taken

Speed Km/h	20 seconds	25 seconds	30 seconds	35 seconds	40 seconds	45 seconds
160	890m	1110m	1335m	1555m	1780m	2000m
150	840m	1045m	1250m	1460m	1670m	1875m
140	780m	970m	1170m	1360m	1555m	1750m
130	730m	905m	1085m	1265m	1445m	1625m
120	670m	835m	1000m	1170m	1335m	1500m
110	620m	765m	920m	1070m	1225m	1375m
100	560m	695m	835m	975m	1110m	1250m
90	500m	625m	750m	875m	1000m	1125m
80	450m	555m	670m	780m	890m	1000m
70	390m	485m	585m	680m	780m	875m
60	340m	420m	500m	585m	670m	750m
50	280m	350m	420m	485m	555m	625m
40	230m	280m	335m	390m	445m	500m
30	170m	210m	250m	295m	335m	375m
25	140m	175m	210m	245m	280m	315m
20	120m	140m	170m	195m	225m	250m
15	90m	110m	130m	150m	170m	190m

Example: The maximum track speed in the area is 120 km/h; the minimum sighting distance of approaching rail traffic from the above Table is 1170 metres.

The Lookout must be positioned to be able to see approaching rail traffic at least this far away in order to give the minimum warning time required.

34. Using Absolute Signal Blocking

a. Introduction

Absolute Signal Blocking is a method of working on or near the track by maintaining C*ontrolled Absolute Signals* at STOP.

b. Using Absolute Signal Blocking

WARNING

Network Controllers must not permit Absolute Signal Blocking if they have any doubt about the location of the proposed worksite and protection arrangements.

Track Force Protection Coordinator

1. Make sure that your Safety Assessment shows that Track Force Protection – Country Regions, a Track Warrant or an Absolute Occupation is not necessary for the work.
2. Tell the Network Controller:
   - your name, and contact details
   - the type of work
   - the identification of the *Controlled Absolute Signal or Signals* to be set and kept at STOP with *blocking facilities* / blocking commands applied to *protect* the limits of Absolute Signal Blocking
   - the intended start and finish times

     and
   - the *location* of the work, including the *track* name and at least one of the following identifiers:
     - section and kilometre location
     - station name
     - *points* identification

       or
     - permanent structures, such as bridge, roadway or overpass used only in conjunction with one of the above identifiers.

3. Ask the Network Controller to exclude *rail traffic* from the portion of *track* by:
   - setting and keeping Controlled Absolute Signals at STOP with blocking facilities / blocking commands applied
   - authorising the placing of the points to manual mode to set Controlled Absolute signals at STOP with blocking facilities / blocking commands applied

     or
   - authorising the points to be secure to prevent access by rail traffic with blocking facilities / blocking commands applied.
4. Confirm with the Network Controller the location and identification of the Controlled Absolute Signals being used to protect the work.

Network Controller

5. Identify if the Absolute Signal Blocking requires more than one Network Controller to exclude rail traffic from the worksite. If the proposed Absolute Signal Blocking affects more than one Network Controller, the Network Controllers must nominate an authorising Network Controller.

Authorising Network Controller

6. Confirm the location of the proposed worksite.
7. Make sure that:
   - the signals being used for *protection* are Controlled Absolute Signals
   - the protecting signals will not be cleared for a different route if rail traffic could enter the proposed worksite
   - there is no approaching rail traffic between the protecting Controlled Absolute Signals and the proposed worksite

     and
   - any rail traffic that has passed complete beyond the proposed worksite will not be authorised to return.
8. Set the Protecting Controlled Absolute Signals to STOP and apply blocking facilities / blocking commands.
9. If authorising the placing of points to manual mode, make sure that there is no rail traffic *closely approaching* a signal that will be placed at STOP.

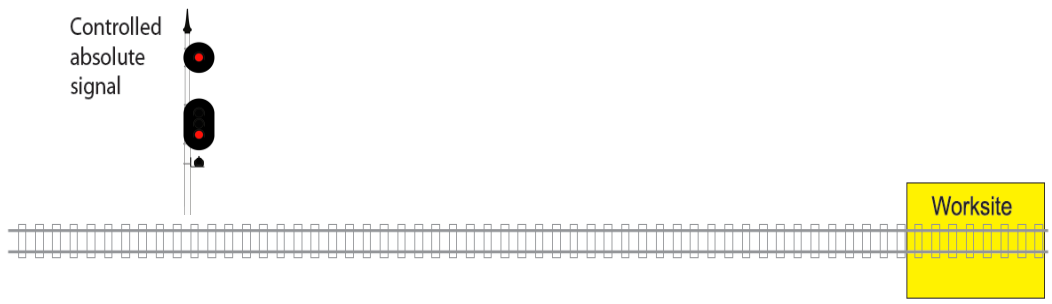
10. If authorising the points to be secured to prevent access by rail traffic, set the points and authorise the points to be secured.
11. Authorise the Absolute Signal Blocking.
12. Make a permanent record of the Absolute Signal Blocking.

Track Force Protection Coordinator

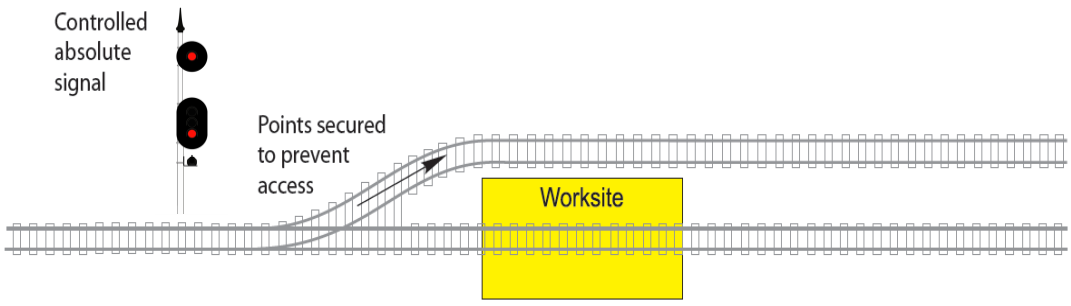
13. If authorised by the Network Controller, remove and safeguard the points control mechanism (where available) or place the points in manual mode.
14. If authorised by the Network Controller, secure the points to prevent access by rail traffic.
15. Before work begins, confirm with the Network Controller that:
    - protecting Controlled Absolute Signals have been set at STOP and blocking facilities / blocking commands applied,
    - the track is clear of rail traffic between the Controlled Absolute Signals being used for protection and the proposed worksite,
    - any rail traffic that has passed the worksite will not return,
    - the agreed safety measures are in place

      and
    - Absolute Signal Blocking is authorised.

c. Types of Absolute Signal Blocking Protection



Example of protection arrangements using one controlled absolute signal.



Example of protection arrangements using one controlled absolute signal and points secured to prevent access.

d. End Absolute Signal Blocking

Track Force Protection Coordinator

1. Tell the Network Controller when the worksite is clear of workers and equipment.
2. If the manual points control mechanism was removed, tell the Network Controller when it has been restored to normal operation.
3. If points have been placed in manual mode, tell the Network Controller when they have been restored to normal.
4. If the points have been secure to prevent access by rail traffic, tell the Network Controller when they have been restored to normal.

Network Controller

5. Make sure that the points and signals are working correctly after the points have been restored to normal operation.
6. When told by the Track Force Protection Coordinator that the worksite is clear, remove the blocking facilities / blocking commands.

35. Using Track Force Protection by setting signals at STOP

Track Force Protection Coordinator

1. Speak to the Network Controller to arrange protection by setting signals at STOP.
2. Tell the Network Control Officer:
   - your name and contact details,
   - your location details including the track name,
   - the limits of the worksite,
   - the type of work to be done,
   - the intended start and finish times,
   - the worksite protection to be used,

     and
   - the identification of any signal(s) to be used to protect the limits of the Track Force Protection.
3. Ask the Network Controller for the Train Running Information for rail traffic planned to pass through the worksite.

Network Controller

1. Confirm the location and protection arrangements for Track Force Protection using signals.
2. Give the Track Force Protection Coordinator the Train Running Information.
3. Agree to the use of Track Force Protection using signals with the Track Force Protection Coordinator.
4. Make a permanent record of the times and details of the use of Track Force Protection and the use of signals.

Track Force Protection Coordinator

5. Record the Train Running Information provided, and repeat back to the Network Controller.

a. Managing signals affected by work on track

Work on track may affect signals so they display STOP. In this procedure these signals are called affected signals.

Track Force Protection Coordinator

1. Arrange for affected signals to be set and held at STOP.
2. Place a flagman at each affected signal, in the direction of approaching rail traffic.
3. Tell the flagman to display a STOP handsignal to approaching rail traffic.
4. If the affected signal is a controlled absolute signal, direct the flagman to:
   - ask the Network Controller to clear the signal,

     or
   - get the Network Controller to issue authority to the rail traffic crew to pass the signal at STOP.

Flagman

5. If the affected signal is a permissive automatic signal and once rail traffic has stopped, follow the Track Force Protection Coordinator's instructions about allowing rail traffic to proceed, and at what speed.

b. Managing rail traffic approaches to worksites

Track Force Protection Coordinator

1. Decide if it is safe for rail traffic to transit the worksite.
2. Decide the appropriate speed for rail traffic to transit the worksite.
3. Tell the inner flagman whether to handsignal rail traffic crews to:
   - travel through the worksite at normal speed,
   - travel through the worksite under a CAUTION,

     or
   - stop and be told about special travel conditions.

c. Protection worksites using flagmen at protecting signals

To use a signal for protection, arrange to have it set and kept at STOP.

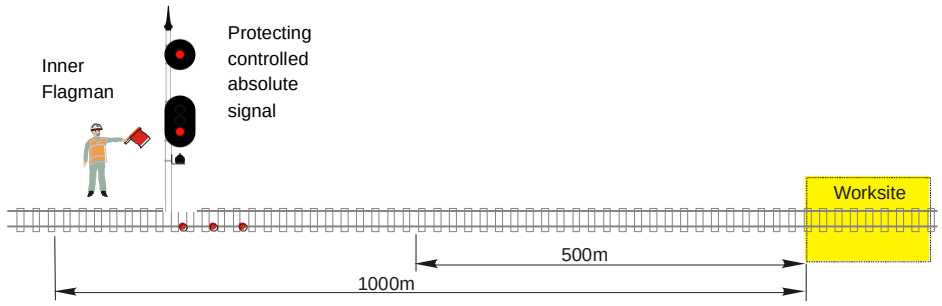
d. Signals between 500m and 1000m from the worksite

Track Force Protection Coordinator

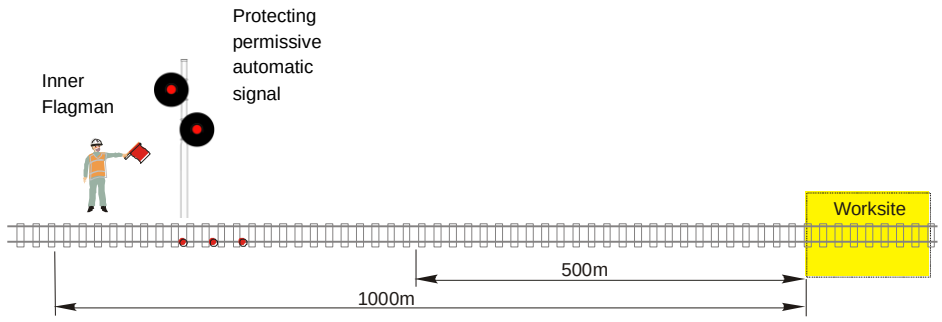
1. Arrange for the last signal, more than 500m but less than 1000m from the worksite in the direction of approaching rail traffic, to be set and kept at STOP:
   - at a controlled absolute signal asking the Network Controller ,

     or
   - at a permissive / automatic signal, arranging with the authorised Maintenance Representative.
2. Place an inner flagman and three Audible Track Warning Devices at this last signal.

An outer flagman is not necessary.

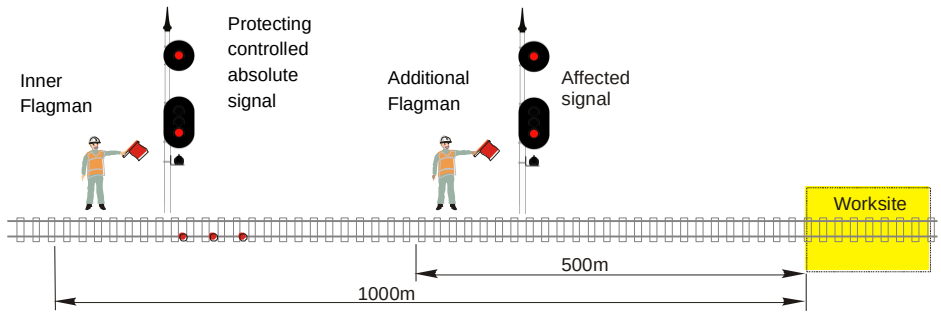


Example of protecting a worksite between 500m and 1000m from a controlled absolute signal that can be kept at STOP

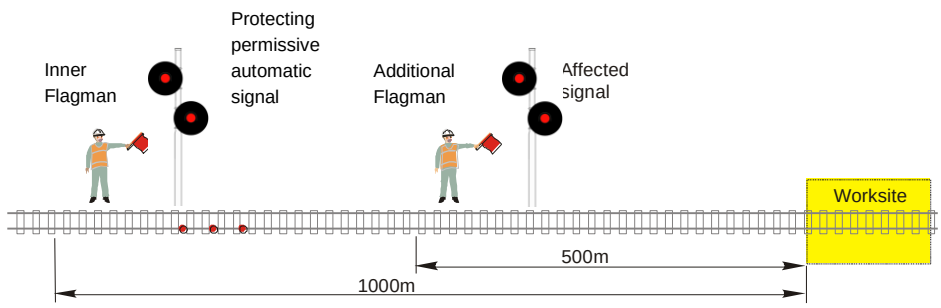


Example of protecting a worksite between 500m and 1000m from a permissive automatic signal that can be kept at STOP

3. If there are affected signals less than 500m from the worksite, place a flagman at each affected signal.



Example of additional flagman placed if work affects a signal between the worksite and the protecting contolled absolute signal



Example of additional flagman place if work affects a signal between the worksite and the protecting permissive automatic signal

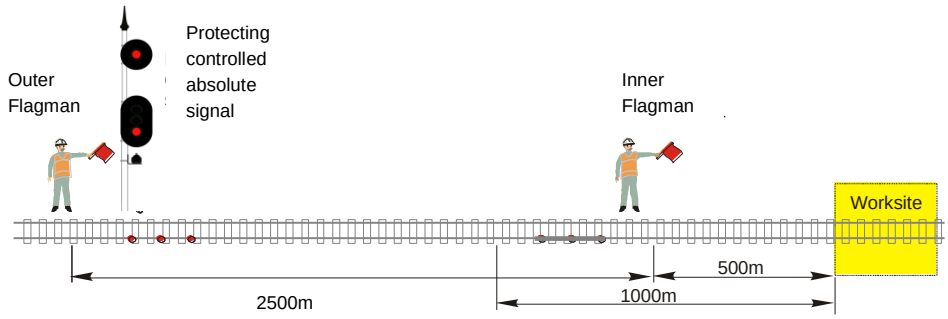
e. Signals more than a 1000m and less than 3000m from the worksite

Track Force Protection Coordinator

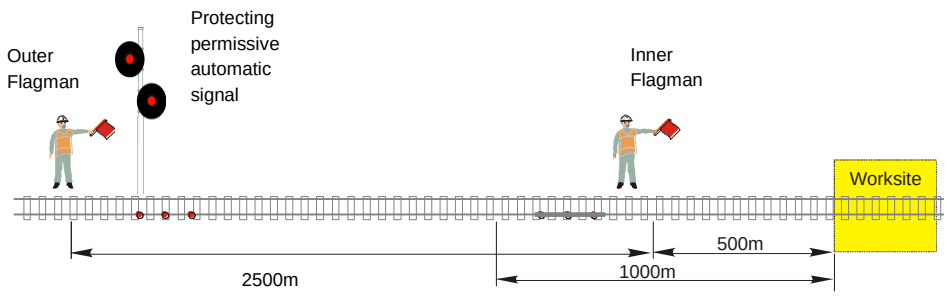
If there are no signals between 500m and 1000m from the worksite in the direction of approaching rail traffic:

1. Place an outer flagman and three Audible Track Warning Devices at the last signal within 2500m of where the inner flagman will be positioned in the direction of approaching rail traffic.
2. Place the inner flagman between 500m and 1000m from the worksite.

3. If the distance between the outer flagman and the inner flagman at the signal is less than 2500m, tell the outer flagman to warn rail traffic crews about the reduced distance.



Example of Protecting a worksite with a controlled absolute signal more than 1000m and less than 3000m from the worksite



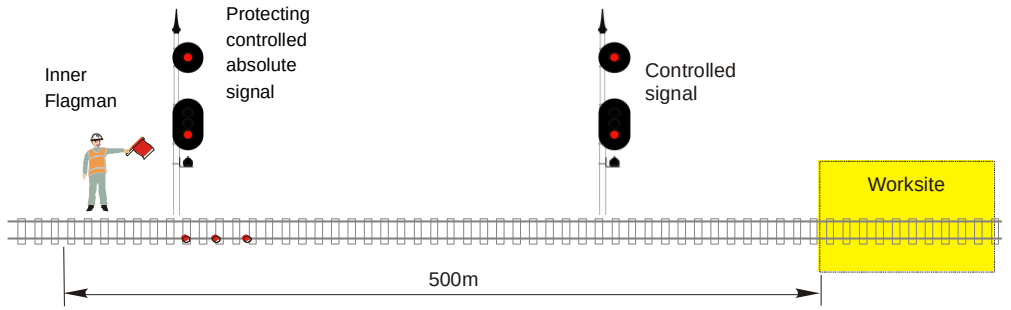
Example of protecting a worksite with a permissive automatic signal more than 1000m and less than 3000m from the worksite

f. At least two controlled absolute signals within 500m of the worksite

Track Force Protection Coordinator

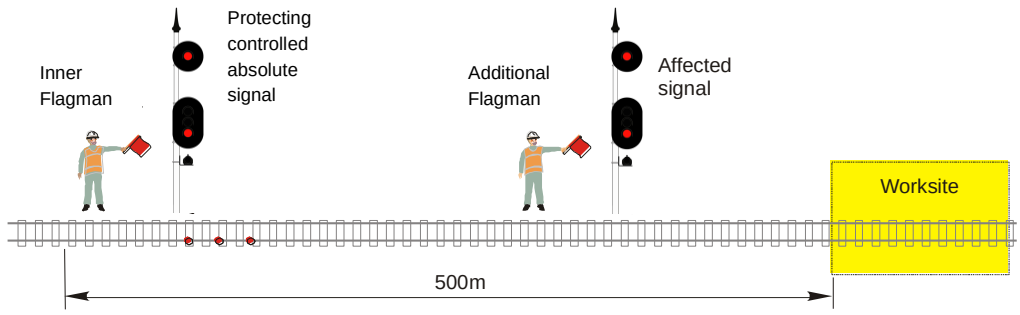
If there are at least two controlled absolute signals within 500m of the worksite:

1. Place the inner flagman and three Audible Track Warning Devices at the first signal in the direction of approaching rail traffic.
2. Ask the Network Controller to set and keep both signals at STOP.
3. If the other signals can be cleared, further flagmen are not necessary.



Example of protecting a worksite using two controlled absolute signals

4. If the affected controlled absolute signals cannot be cleared, place a flagman at each signal.



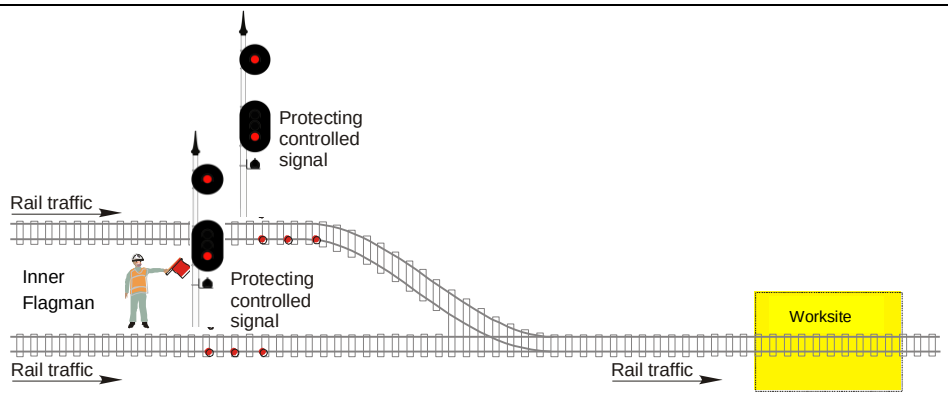
Example of additional flagman placed when the signal between the worksite using and the protecting signal cannot be cleared

g. Protecting a worksite using a flagman at a single line crossing loop

Track Force Protection Coordinator

If two adjacent signals on converging tracks are used to protect a worksite:

1. Place three Audible Track Warning Devices at each signal in the direction of approaching rail traffic.
2. Place the flagman in a safe place, where approaching rail traffic on either line can be seen.



Example of flagman placed to direct
rail traffic at a single line crossing location

h. Managing rail traffic transits through worksites

Track Force Protection Coordinator

1. Before authorising the inner flagman to signal rail traffic to approach and pass through a worksite, make sure that:
   - workers have gone to the designated safe places,
   - the line is clear of workers and equipment between the worksite and the inner flagman's location,
   - the line is clear and safe for the passage of rail traffic through the worksite,

     and
   - if a controlled absolute signal cannot be cleared or a permissive automatic signal is being held at STOP to protect a worksite, the line is clear to the first signal beyond the worksite.

2. If it is safe for rail traffic to pass the inner flagman at a controlled absolute signal, and pass through the worksite, tell the flagman to take the following actions:

Movement allowed	Flagman action
Rail traffic is to proceed at Normal speed	After rail traffic has stopped, remove the Audible Track Warning Devices from the line.
	Ask the Network Controller to clear the controlled absolute signal held at STOP.
	Signal PROCEED to the Rail Traffic Crew.
Rail traffic is to proceed at Caution	After rail traffic has stopped, remove the Audible Track Warning Devices from the line.
	Ask the Network Controller: • to clear the controlled signal held at STOP, or • to give authority to proceed past the STOP signal. Signal PROCEED AT CAUTION to the Rail Traffic Crew.
Rail traffic is to proceed under special conditions	Signal the Rail Traffic Crew to STOP.
	After rail traffic has stopped, tell the Rail Traffic Crew: • the maximum speed allowed, and • any special conditions.
	Remove the Audible Track Warning Devices from the line.
	Ask the Network Controller: • to clear the controlled absolute signal held at STOP, or • to give authority to proceed past the STOP signal.
	Signal PROCEED AT CAUTION to the Rail Traffic Crew.

3. If it is safe for rail traffic to pass the inner flagman at a permissive automatic signal, and pass through the worksite, tell the flagman to take the following actions:

Movement allowed	Flagman action
Rail traffic is to proceed at Caution	After rail traffic has stopped, remove the Audible Track Warning Devices from the line.
	Signal PROCEED AT CAUTION to the Rail Traffic Crew.
Rail traffic is to proceed under special conditions	Signal the Rail Traffic Crew to STOP.
	After rail traffic has stopped, tell the Rail Traffic Crew: • the maximum speed allowed, and • any special conditions.
	Remove the Audible Track Warning Devices from the line.
	Signal PROCEED AT CAUTION to the Rail Traffic Crew.

NOTE

When passing a permissive automatic signal at STOP, Rail Traffic Crews must respond in accordance with Rule 1, Section 3.

4. Make sure the inner and outer flagmen have replaced the Audible Track Warning Devices after rail traffic has passed.

i. Rail traffic clearing worksites

Track Force Protection Coordinator

1. Tell rail traffic crews that their rail traffic is clear of worksite by:
   - verbal communication with the rail traffic crew,

     or
   - placing a CLEARANCE sign or a flagman at least 50m beyond the worksite.

Flagman

2. Display a NORMAL speed handsignal to approaching rail traffic.

Rail traffic crew

3. Resume normal speed once the rear of the last vehicle has passed the flagman or sign.

j. Using clearance flagmen if absolute or permissive signals are used to protect the worksite and cannot be cleared

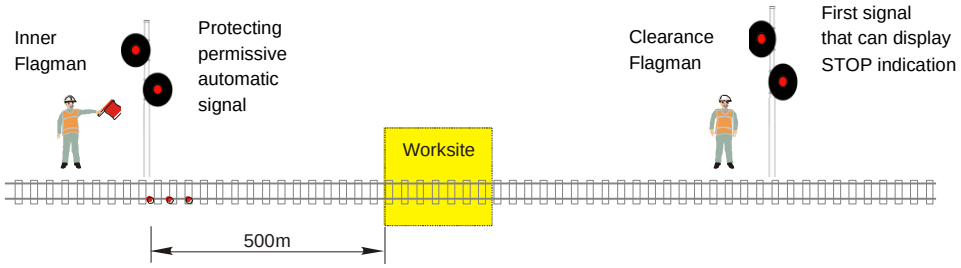
Track Force Protection Coordinator

1. Place a clearance flagman at the first signal beyond the worksite that can display a STOP indication.

Clearance flagman

2. Make sure that the line is clear for rail traffic to approach.
3. Tell the:
   - Network Controller and the Track Force Protection Coordinator when rail traffic has passed completed beyond the signal that the line is clear, if a controlled absolute signal is being used to protect the worksite,

     or
   - Track Force Protection Coordinator when rail traffic has passed completed beyond the signal that the line is clear if a permissive signal is being used to protect the worksite.



Example of placement of a clearance flagman at the first signal beyond the worksite that can display a STOP indication

k. Returning the track to service

Track Force Protection Coordinator

1. Make sure that track vehicles and equipment are clear of the track.
2. Make sure that all workgroups have cleared the worksites.
3. Make sure that:
   - Protection, including flags, signs, Audible Track Warning Devices and point clips, have been removed,
   - if necessary, signals have been restored to normal use,

     and
   - the track is safe for use.
4. When advised that the track is certified fit for service, tell the Network Controller.
5. Tell affected Network Controllers about any restrictions on track use.
6. Tell the Network Controller that Track Force Protection using signals is no longer required and the work is completed.

Network Controller

7. Confirm that Track Force Protection using signals is no longer required and the work is completed.
8. If applicable, test signals affected by the work.