

Section 1

General Rules - Rules 1 to 9

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1. TA20 - ARTC Code of Practice for the Victorian Main Line Operations.

a. To Be Strictly Observed

It is of the utmost importance that each Rule and Instruction should be properly and fully enforced.

Every Rule or Instruction is based upon an established principle of safe working and is laid down as the means for avoiding a repetition of some known accident, and if any worker wilfully ignores any such instruction or permits it to be ignored, they risk a recurrence of the conditions that the instruction was designed to prevent.

Every worker is personally answerable for their own conduct, and the excuse offered in some cases that it was not the practice to strictly comply with some phase of a Rule or Instruction will not be accepted, however unimportant a Rule or Instruction may appear to be.

b. Safety and Conduct

Safety must be uppermost in the mind of every worker.

Workers must not endanger themselves or others in the execution of their duty.

Supervising officers must keep proper records for the scope of their responsibility.

Supervising officers must ensure that all staff have undertaken the necessary training and are competent to carry out their duties.

c. Work on or near track

Persons requiring to be within 3 metres of the track or requiring to take control of any item of track, safeworking, signalling or communications infrastructure must first contact the relevant Network Controller.

They must advise the Network Controller of the nature of their work, seek train running information relative to the location where they are and seek the Network Controller's permission prior to taking control of safeworking, signalling or communication infrastructure.

2. How to find Information in The TA20 - ARTC Code of Practice for the Victorian Main Line Operations.

Rules or Procedures that are not applicable to the ARTC Network are indicated by greying of the text and will not apply on the ARTC Network.

a. Book Structure

The TA20 - ARTC Code of Practice for the Victorian Main Line Operations consists of two parts divided into sections:

1. Rules previously known as Regulations: Sections 1 to 25
2. Procedures and Instructions: Sections 26 to 33

All rules and procedures are to be known by their Section name and Rule (Heading) number.

Book Master Table of Contents:

A Master Table of Contents is available at the front of the book in the General Rules Section. The Master Table of Contents displays all Sections, all rule/procedure numbers, and headings from the relevant section. The section and page numbers are shown for each rule/procedure.

Section Table of Contents:

Section Table of Contents is located at the start of each section. The Section Table of Contents shows the same information as displayed in the Master Table of Contents and additionally one level more of information e.g. Section 2, Rule 1(a). The Section Table of Contents is a structured overview of the exact content of the section with cross reference to a page number.

Page Numbers:

All pages are identifiable by section number and page number, e.g. page 2-4 represents page 4 in Section 2 (Fixed Signals).

b. Browsing

The structured levels of the book allow quick access to information through the following process:

1. Open the TA20 - ARTC Code of Practice for the Victorian Main Line Operations.
2. Review the Master Table of Contents at the front of the book to isolate the topic, or
3. Go to the selected section and review the structure of the Section Table of Contents.
4. Scan the major headings (Rules/Procedures), then isolate the specific topic within the Rule/Procedures of interest; obtain the page number and review the relevant pages.

3. General Rules

The following meanings apply throughout the ARTC Code of Practice for the Victorian Main Line Operations TA20.

a. Singular and Plural

Words importing the singular number will be deemed to include the plural number, and words importing the plural number will be deemed to include the singular number.

b. Gender

Where the Gender term is used, it applies equally to each Gender.

c. Competent Worker / Rail Safety Workers

Competent worker / rail safety worker shall mean any worker who has demonstrated by maturity and knowledge and has passed the necessary examination or instruction to be competent to perform the allotted duty as required by these instructions.

d. Driver

Driver will mean the person for the time being in charge of a steam, diesel locomotive or any type of self-propelled vehicle classified as a train.

e. Train Crew

Train Crew will mean any competent worker including any assistant to the Driver, temporarily appointed for the purpose of the operation of the train and shall include any officer or worker travelling in a private capacity, who may be called upon to assist the Driver.

f. Train Examiner

Train Examiner will mean a worker appointed to examine all classes of vehicles on a train, except locomotive.

g. Signaller

Signaller will mean a rail safety worker in charge of the working of points or signals or of an interlocking apparatus or signal control panel.

h. Signalbox

Signalbox will mean the place where points, signals, interlocking apparatus or signal control panels are operated.

i. Train Controller / Network Controller

Shall mean the Train Controller / Network Controller directing movements of trains.

j. Locomotive

Locomotive will mean locomotive (with or without a tender).

k. Rail Motor

Rail motor will mean any type of self-propelled vehicle classified as a train.

l. Train

The term train includes rail motor, motor car and light locomotive, i.e. a locomotive without a vehicle attached.

m. Goods Train

Goods train will include all trains except Passenger trains.

n. Ballast Train

Ballast train will mean any train used to deliver or collect ballast or other material, and any water train.

o. Relief Train

Relief train will mean any train which is proceeding to, or returning from, the scene of any accident.

p. Level Crossing

Level crossing will mean an intersection of the railway line with any public carriage roadway.

4. Safety of the Public

The safety of the public shall be the first and most important duty of every rail safety worker.

5. Issue of TA20 - ARTC Code of Practice for the Victorian Main Line Operations and Other Notices

A controlled copy of this document is available on the ARTC website for rail safety workers involved in rail safety related work. It should be noted that this document only applies over the defined ARTC Victorian Interstate Network.

WebRAMS (<http://webrams.artc.com.au/>) is the medium for communicating safeworking matter covering temporary speed restrictions, track warnings, track possessions, safeworking notices and permanent speed restrictions.

It will be the responsibility of drivers, network controllers, track maintenance personnel, signal and communication maintenance personnel and others to ensure that they are in possession of current information and that it is understood.

a. Train Notices

Purpose

To prescribe the rules for using Train Notices in the Australian Rail Track Corporation (ARTC) Victorian Network.

Principle

Train Notices are categorised as either Daily Train Notices or Standing Train Notices.

Daily Train Notices give notice of variations to train operations, events that may affect train operations or advice of works being undertaken on the ARTC Network.

Standing Train Notices give immediate notice of changes or exceptions to ARTC Network information publications and notice of change to infrastructure.

ARTC Network information publications include:

- TA20 - ARTC Code of Practice for the Victorian Main Line Operations,
- Safeworking Forms,
and
- Network Information Books (NIB's).

Permanent changes must be confirmed by publication and issue of replacement affected publications.

A Train Notice remains in force:

- as specified in the Train Notice,
- a new Train Notice is issued to extend its currency,
or
- affected publications are republished and issued.

Authorisation

Only the designated ARTC Representative or nominated Delegate may authorise a Train Notice.

Issuing Train Notices

Train Notices must be issued only by a designated ARTC Representative.

The issuer must keep the original of a Train Notice in accordance with ARTC's Records Management Procedure.

Issued Train Notices are available to Operators and Competent Workers on the ARTC website (WebRAMS).

Publication of Train Notices

Organisations employing Competent Workers accessing the ARTC Network must make sure that they provide workers with Train Notices relevant to their duties.

Receiving Train Notices

Operators and Competent Workers who receive a Train Notice must follow the requirements in the Train Notice.

Operators and Competent Workers must keep the Train Notice until its expiry date.

6. Reporting and Responding to a Condition Affecting the Network (CAN)

(RISSB Reference ANRP 2009 Version 1.2)

a. Purpose

To prescribe the rules for reporting and responding to unsafe conditions affecting or potentially affecting the ARTC Victorian *Network* where TA20 is applicable.

b. Reporting

Conditions that can or do affect the safety of rail operations in the Network must be reported promptly to the *Network Controller* responsible for the affected portions of track.

The Network Controller must record the information on the Train Control Graph.

c. Responding

If necessary, the *Competent Worker* reporting the *Condition Affecting the Network* (CAN) must:

- prevent *rail traffic* from approaching the affected portions of track,
and
- apply *protection* for the affected portions of track in accordance with the Rules and Procedures.

The Network Controller must:

- promptly tell other affected Network Controllers and if necessary, adjoining Access Providers about the CAN,
and
- tell affected nominated Operators' Representatives.

As necessary, affected Network Controllers must:

- arrange to warn *rail traffic crews* approaching the affected portions of track,
- arrange to prevent rail traffic from approaching the affected portions of track, and apply blocking facilities / commands,
and
- arrange for *Maintenance Representatives* to investigate.

The *Network Controller* may declare the CAN to be a major incident.

d. Warning Rail Traffic

The Network Controller must give written warning to rail traffic crews using a CAN form or where provided, by electronic transmission if:

- faulty or potentially faulty *level crossings* have been reported
 - level crossing warning equipment has been deactivated
 - speed restrictions during hot weather have been reported
- or
- temporary speed restrictions have been reported and no signs erected.

Where Train Order Working is in operation a CAN form is not required where the written warning can be included on the Train Order before the rail traffic is issued with the Train Order. The Network Controller must give written warning to rail traffic crews in the Special Instructions section of the applicable Train Order or where provided, by using electronic transmission if:

- faulty or potentially faulty level crossings have been reported
 - level crossing warning equipment has been deactivated
 - speed restrictions during hot weather have been reported
- or
- temporary speed restrictions have been reported and no signs erected.



Where a Train Order has already been issued for the Section, the written warning must be issued:

- where provided, using electronic transmission, or
- on a CAN form or
- the written Authority cancelled and reissued.

The Network Controller must arrange for rail traffic crews to be given the CAN warning before rail traffic enters the affected portion of track.

The Network Controller must dictate the CAN warning details direct to the rail traffic crew or provide the CAN warning details by electronic transmission using the In-Cab Equipment.

The Network Controller may give spoken warnings to rail traffic crews about other CANs.

Rail traffic crews must acknowledge and comply with CAN warnings.

The Network Controller must continue to warn rail traffic crews entering the affected portion of track until:

- the conditions surrounding the CAN no longer exist,
- or
- rail traffic crews are warned by other means.

e. Infrastructure Restoration

Infrastructure restoration work in the Danger Zone arising from a CAN must only be undertaken after the Track Force Protection Coordinator has implemented the appropriate *work on track method*.

f. Keeping Records

The Network Controller must make a permanent record of the CAN report and warning details.

Rail traffic crews must use either a CAN form or other method to record in *permanent form*:

- details of CAN warnings,
- and
- CAN reference numbers.

g. Returning to Normal Working

If Maintenance Representatives have been asked to attend and investigate a CAN, they must *certify* the track as safe for rail traffic before the Network Controller may *authorise* the return to normal working.

7. Condition Affecting the Network (CAN) Form

a. Introduction

The Condition Affecting the Network (CAN) form is used by Network Controllers when giving written warning to rail traffic crews if:

- faulty or potentially faulty level crossings have been reported
- level crossing warning equipment has been deactivated
- speed restrictions during hot weather have been reported
- temporary speed restrictions have been reported and signs have not been erected.

b. Mandatory Items

The following items *must* be completed:

- 1 Form Number
- 6 Warning issued by and issued to

c. Item 1 – Form Type and Number

Network Controller write the number of the CAN in the box.

d. Item 6 – Warning issued by and issued to

Network Controllers may use this part of the form to record that they have given the warning to Rail Traffic Crews.

Rail Traffic Crews use this part of the form to record that they have received the warning issued by the Network Controller.

e. Optional Items

The following items are optional:

- 2 CAN block working (**APPLICABLE NSW ONLY**).
- 3 Active road and pedestrian level crossings.
- 4 Temporary Speed Restrictions / Speed Restrictions during Hot Weather.
- 5 Other conditions and additional information.

f. Item 2 – CAN Block Working

CAN block working is applicable in NSW only.

Put a cross in the check box 2 X.

g. Item 3 – Active Road and Pedestrian Level Crossings

Use this part of the form to give details and the use of flagmen at level crossings.

Draw a single line through 'Handsignaller' and 'Crossing Keeper'.

h. Item 4 – Temporary Speed Restrictions / Speed Restrictions during Hot Weather

Use this part of the form to give details of:

- temporary speed restrictions that have no signs erected
and
- speed restrictions during hot weather.

i. Item 5 – Other Conditions and Additional Information

Use this part of the form to give information about other conditions such as, stock on line.

j. Example Condition Affecting the Network (CAN) Form

ARTC Condition Affecting the Network (CAN)

1 Number

2 CAN block working is in operation on the line
between and
specific limits specific limits

Block posts are at
location/km location/km

Warning Signs are at
location/km location/km

Signals at STOP you are authorised to pass _____

The first operating signal you must obey is
designation number location/km

3 Active road and pedestrian level crossings

| | | | | |
|---|--|------------------------------------|--|------------------------------------|
| | A Handsignaller / Crossing Keeper / Flagman is provided <small>Line through item not applicable</small> | | A Handsignaller / Crossing Keeper / Flagman is provided <small>Line through item not applicable</small> | |
| The warning equipment at: | YES <small>Tick or Cross</small> | NO <small>Tick or Cross</small> | YES <small>Tick or Cross</small> | NO <small>Tick or Cross</small> |
| <input type="text"/> <small>Location / km</small> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> <small>Location / km</small> | <input type="checkbox"/> |
| <input type="text"/> <small>Location / km</small> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> <small>Location / km</small> | <input type="checkbox"/> |
| <input type="text"/> <small>Location / km</small> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> <small>Location / km</small> | <input type="checkbox"/> |
| <input type="text"/> <small>Location / km</small> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> <small>Location / km</small> | <input type="checkbox"/> |
| <input type="text"/> <small>Location / km</small> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> <small>Location / km</small> | <input type="checkbox"/> |

is faulty or potentially faulty.

4 Temporary Speed Restrictions / Speed Restrictions during Hot Weather

1. _____ km/h between and
Location and km Location and km

2. _____ km/h between and
Location and km Location and km

3. _____ km/h between and
Location and km Location and km

4. _____ km/h between and
Location and km Location and km

5 Other conditions and additional information _____

Continued on back of form

8. Network Communication

(RISSB Reference ANRP 2007 Version 1.2)

a. Purpose

To prescribe the rules for Safeworking communications in the ARTC Victorian *Network* where TA20 is applicable.

b. Principle

Communication fundamentals

Communication in the Network must be:

- clear, brief and unambiguous,
- relevant to the task at hand,
- and
- agreed as to its meaning before being acted upon.

Communications may be spoken, written or electronic transmissions.

Communications must use the 24 - hour clock to give times.

Communication equipment

Communication equipment used for *rail traffic* operation or *work on track* must be tested and checked for its intended operation.

Conformation of communication

The receiver must confirm content of a message by repeating the message back exactly as it was received to the sender, if the communication is about:

- an *Occupancy Authority*,
- an instruction not to proceed,
- *Train Running Information*,
- or
- *special working*.

The receiver must not act on the communication until the sender confirms that the message has been repeated correctly.

Relaying communications

If it is not possible for a sender to communicate directly with an intended receiver, *Competent Workers* may relay the content.

The content of a communication must be relayed exactly as it was received.

c. Emergency Communication

Emergency communications must:

- start with “Emergency, emergency, emergency”,
- be given priority,
and
- be answered immediately.

If there is an emergency message on an *open-channel* radio, other users of the channel must stop transmissions immediately.

Unless they are answering or aiding the emergency call, workers must not transmit unless they are certain no interference will result.

d. Spoken Communication

Communication methods

Open-channel communication must use the standard terms and protocols in this Rule and in the Procedures within Spoken and written communication.

If not sure whether communications equipment is a *discrete-channel*, *Competent Workers* must use open-channel communication protocols.

Spoken communication must be acknowledged promptly.



Competent Workers must not assume that a receiver has understood a message before the receiver confirms that the message has been understood.

If the meaning of the spoken communication is not understood:

- the receiver must ask that it be repeated, and
- if necessary, the sender and receiver must use the phonetic alphabet and spoken numbers to clarify and confirm the message, or
- arrange alternative means to communicate with the sender.

Recording spoken communications

If spoken communication recording equipment is provided, it must be used to record *Network Control* communications.

The recordings must be kept for at least 90 days.

e. Spoken Communication Protocols

Identification

Communications must begin with identification of the receiver, followed by identification of the sender.

Rail traffic crews' communications must include the sender's *train number* or *track vehicle identification*.

Communications from a worksite must include the sender's:

- name,
- Safeworking title,
and
- *location*.

A short identification may be used, after making an initial positive identification for shunting or similar operations within a yard or terminal.

Open-channel radio communication

Competent Workers using open-channel radios must:

- except in an emergency, check that the channel is not already in use before starting a transmission,
- if a reply is expected use the term "Over" to end each statement,
and
- to end each transmission, use the term "Out".

f. Written Communication

Competent Workers filling out Safeworking forms, authorities and records must:

- complete all required items on the form,
- write clearly in permanent ink,
and
- write numbers as numerals, not words, using for example “12” instead of “twelve”.

If Safeworking forms include items that have a checkbox before them, Competent Workers must:

- tick the box if it applies, and complete the item,
or
- place a cross in the box if the item does not apply.

If forms include options, text that does not apply must have a single line drawn through it.

9. Spoken and Written Communication

(RISSB Reference ANRP 2008 Version 1.2)

a. Introduction

Effective written, radio and telephone communication is essential for safety in the Network where TA20 is applicable.

b. Spoken Numbers

Competent Worker

1. Use the spoken numbers in the following table.
2. Stress the syllables in capital letters.
3. For a decimal point, say “Day Cee Mal”

| For digit | Say | For digit | Say |
|-----------|----------|-----------|---------|
| 0 | ZEE-roh | 5 | FI-yiv |
| 1 | WUN | 6 | SIX |
| 2 | TOO | 7 | SEV-en |
| 3 | Thuh-REE | 8 | ATE |
| 4 | FO-wer | 9 | NINE-uh |

c. Phonetic Alphabet (spoken letter names)

1. If it is necessary to spell words, use the spoken letter names in the following table.
2. Stress the syllables in capital letters.

| For | Letter name | Say | For | Letter name | Say |
|----------|-------------|-------------|----------|-------------|--------------|
| A | ALPHA | Al-fah | N | NOVEMBER | no-VEM-ber |
| B | BRAVO | BRAH-voh | O | OSCAR | OSS-cah |
| C | CHARLIE | CHAR-lee | P | PAPA | pah-PAH |
| D | DELTA | DELL-tah | Q | QUEBEC | keh-BECK |
| E | ECHO | ECK-oh | R | ROMEO | ROW-me-oh |
| F | FOXTROT | FOKS-trot | S | SIERRA | see-AIR-rah |
| G | GOLF | GOLF | T | TANGO | TANG-go |
| H | HOTEL | hoh-TEL | U | UNIFORM | YOU-nee-form |
| I | INDIA | IN-dee-ah | V | VICTOR | VIC-tah |
| J | JULIET | JEW-lee-ETT | W | WHISKY | WISS-key |
| K | KILO | KEY-loh | X | X-RAY | ECKS-ray |
| L | LIMA | LEE-mah | Y | YANKEE | YANG-key |
| M | MIKE | MIKE | Z | ZULU | ZOO-loo |

d. Standard Terms

Use only these standard terms to convey these meanings:

| Term | Meaning |
|---------------------------------|--|
| Emergency, emergency, emergency | This is an <i>emergency</i> |
| Correct | Yes. You are right |
| I read back | I am going to repeat all, or part, of your statement exactly as I received it |
| I say again | I am going to repeat all, or part, of my last statement |
| I spell | I am going to use the phonetic alphabet |
| Loud and clear | Your signal is strong, and every word is understood |
| Message received | I clearly received and understand your message |
| Negative | No. Not correct |
| Out | My transmission is complete |
| Over | I have finished speaking, and I am waiting for a reply |
| Read back | Repeat all, or a specified part, of my message back to me exactly as you received it |
| Receiving | I acknowledge your call. Proceed with the message |
| Roger | All your last statement is received and understood |
| Say again | Please repeat your last statement |
| Speak slower | Repeat what you said, speaking more slowly. It is hard to understand you |
| Stand by | Wait. I will be back soon |

e. Open Channel Communications**Competent Worker**

1. Except in an emergency, make sure that no-one else is speaking before you begin to use an open-channel radio.

Sender

2. Start your message with the Safeworking title, location and/or rail traffic identification number, as appropriate, of the person you are calling.

Identify yourself by your Safeworking title, location and/or rail traffic identification number as appropriate.

Say: “(Receiver) this is (Sender), over”.

Receiver

3. Start your reply with the Safeworking title, location, and/or rail traffic identification number, as appropriate, of the person calling you.

Identify yourself by your Safeworking title, location, and/or rail traffic identification number as appropriate.

Say: “(Sender) this is (Receiver), over”.

Sender

4. Make your statement, ending with “Over”.

Receiver

5. Reply, ending with “Over”.

Sender and Receiver

6. Use standard terms as required in the communication.

Sender or Receiver

7. At the end of the communication say “Out”.

Short Identification

A short identification may be used, after making an initial positive identification for shunting or similar operations within a yard or terminal.

f. Emergency Radio Communications

Use whatever communication method is available.

If an Emergency button is fitted**Competent Worker**

1. Press the Emergency button.
2. If there is no immediate answer, follow the steps for 'If an Emergency button is not fitted'
3. When the Receiver answers, give your location and the emergency message.
4. Exchange necessary information and directions.

If an Emergency button is not fitted**Competent Worker**

1. Say: "Emergency, emergency, emergency. This is (your identification)".
2. Give brief details about the emergency.
3. If the radio is open-channel, users other than the Sender and Receiver must immediately stop transmission.
4. If there is no immediate answer, pause.
5. Repeat Step 1, and Step 2 if necessary, until you are answered.
6. When a Receiver answers, give your location and the emergency message.
7. Exchange the necessary information and directions.

g. Written Communication Abbreviations

Competent Worker

1. Use the standard abbreviations listed below in written Safeworking communications.

Note:

The abbreviations listed below must not be used unless otherwise instructed in the Rules and Operating Procedures.

| Abbreviation | Meaning |
|--------------|--------------------------------------|
| AO | Absolute Occupation |
| BC | Blocking command (blocking facility) |
| BF | Blocking facility (blocking command) |
| Cir | Circular |
| CP | clearance post |
| CAN | Condition Affecting the Network |
| X/over | crossover |
| Frame | groundframe |
| hr | hours (time of day by 24hr clock) |
| IBA | Infrastructure Booking Advice |
| Jct | junction |
| km | kilometre |
| km/h | kilometres per hour |
| kP | kilometre post |
| L/Xing | level crossing |
| LE | light locomotive |
| LPA | Local Possession Authority |
| Loco | locomotive |
| min | minutes |
| Nth | North |
| No. | Number |
| Sth | South |
| TN | Train Notice |