

Section 25

Issue of Train Authorities – Rules 1 to 6

Applicability

VIC

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External Only

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1. Definitions

a. Rail Traffic Crew

Competent Workers responsible for the operation of rail traffic.

2. Train Authority Working

Train Authority Working must be used as specified by the individual operation of the safeworking systems.

a. Issue of Train Authorities by the Network Controller

The Network Controller will be responsible for the issue of all Train Authorities where:

1. Assistance is required for a disabled train,
2. Authorising a train to set back to the station/crossing loop in the rear,
3. Working trains to and from a point of obstruction.

b. Train Authority and the Existing Safeworking System

SAFEWORKING SYSTEM	TRAIN AUTHORITY USE
Automatic Signalling Area	<p>Train disabled - relief train to enter from the rear.</p> <p>Train disabled - relief train to enter from the advance.</p> <p>Working a train to the point of an obstruction on one or both sides.</p>
Centralised Traffic Control	<p>To assist a disabled train.</p> <p>Train to return to the crossing loop in the rear.</p> <p>Working a train to the point of an obstruction on one or both sides.</p>
Train Order Working (Maroona - Portland only)	<p>To assist a disabled train.</p> <p>Working a train to the point of an obstruction on one or both sides.</p> <p>Train to return to the station/crossing loop in the rear.</p>

3. Completing the Train Authority

a. Use of Prescribed Form

Train Authorities, when issued must be recorded on the prescribed Train Authority form No. 2368.

All wording entered on Train Authorities must be in block letters.

b. Train Authority Details

The Network Controller issuing a Train Authority, must complete the following information:

1. The Train Authority number, date, time, location to which the Train Authority is to be transmitted, the location the train is required to run, and any further necessary information for the Rail Traffic Crew,
2. The number of the train and the number of the leading locomotive,
3. The time the Rail Traffic Crew receiving the Train Authority repeats the details back to the Network Controller, together with the Drivers name,
4. When a master key has been issued to the Rail Traffic Crew, the number or names engraved on the master key must be included on the Train Authority,
5. Where a Train Authority has been issued for assistance to a disabled train, the text must include the exact location and metric length of the disabled train, and to which end of the section the train must be taken.

Train Authorities must be completed so that:

1. they only contain essential information,
2. they must be brief and clear,
3. they must be completed on the authorised form,
4. they must not contain erasures, alterations, or abbreviations, and
5. each Train Authority must be numbered consecutively in order of issue.

c. Issue and Transmission of Train Authorities

When issuing a Train Authority:

1. The names of stations and crossing loops must be plainly pronounced,
2. The names must be spelt letter by letter, i.e. 'Maroona', M-A-R-O-O-N-A,
3. All numbers must be pronounced distinctly, train numbers being pronounced singularly, i.e. number 8305 – eight-three-zero-five.

As the Train Authority is being repeated back, the Network Controller must:

1. underline the entered text word for word (Station and Crossing Loop names letter for letter), including the individual numbers, and
2. the Network Controller must write the 'Repeated back o.k.' together with the time, date and name of the receiving Rail Traffic Crew on the copy of the Train Authority held by the Network Controller.

d. Network Controller issues the Train Authority to Rail Traffic Crew

The Network Controller must issue the Train Authority directly to the Rail Traffic Crew, the Network Controller must issue the Train Authority by radio.

Where the radio is not available, the Rail Traffic Crew may receive the Train Authority by alternative communications.

Rail Traffic Crews must bring the train to a stop when receiving Train Authorities from the Network Controller.

e. Understanding of Train Authorities

Rail Traffic Crews, upon receiving a Train Authority, must not proceed into the section ahead unless the Train Authority:

1. is made out according to these rules,
2. is on the authorised form,
3. has been repeated back to the Network Controller, and
4. is fully understood.

Each Rail Traffic Crew must carry a minimum number of 15 Train Authority forms.

f. Effective Period of Train Authority

Once a Train Authority has been issued it remains in effect until it is cancelled.

g. Incorrect Preparation of a Train Authority

In the event that the Train Authority is incorrectly completed it must be superseded by another before transmission:

1. The words 'Non-Issued' must be printed in large block capital letters across the face of the Train Authority,
2. Copies of the non-issued Train Authorities must be retained by Network Controllers and Rail Traffic Crews.

In the event of a Train Authority being incorrectly filled out when being received by the Rail Traffic Crew, the Network Controller must arrange for the Train Authority to be cancelled as per Rule 4, Section 25 Issue of Train Authorities.

h. Network Controllers Changing Over

The Network Controller about to take over a control board must check all Train Authorities which have not yet been cancelled and ensure they have been issued correctly and are correctly plotted on the train control graph.

The incoming Network Controller must initial any Train Authority not yet cancelled and enter the date and time.

i. Rail Traffic Crew Changing Over

Where Rail Traffic Crews changeover, the outgoing Rail Traffic Crew must leave the Train Authority on the locomotive and notify the incoming changeover Rail Traffic Crew of the Train Authority and its contents.

The incoming changeover Rail Traffic Crew must contact the Network Controller prior to departure and verify the contents of the Train Authority, by repeating back the Train Authority to the Network Controller. The Rail Traffic Crew must endorse the Train Authority with the Rail Traffic Crews name, signature, and time the Train Authority has been repeated back o.k. The Network Controller must record the changeover Rail Traffic Crews name and time the Train Authority has been repeated back o.k.

j. Cancelled Train Authorities

The following process is to be carried out for cancellation of Train Authorities:

1. The Rail Traffic Crew must cancel the Train Authority after ascertaining the train has arrived complete,
2. The Network Controller must then be advised of the time that the Train Authority was cancelled. The Rail Traffic Crew may cancel the Train Authority without bringing the train to a stand,
3. All cancelled Train Authorities must be handed in at the depot on ceasing duty.

4. Cancelling Train Authorities due to Errors or Changes of Text

a. Cancelled Train Authorities

Where a Train Authority is to be cancelled due to incorrect receipt or to variation in the text, the Train Authority must be endorsed with:

1. the word 'Cancelled',
2. the time,
3. the date,
4. the Network Controllers name,
5. the signature of the Rail Traffic Crew concerned, and
6. the location of the cancellation.

The Network Controller's copy of the cancelled Train Authority must be endorsed with the reason for cancellation.

b. Train Authority Lost

Should a Train Authority be lost before the train commences the authorised movement, the train must not depart. The Rail Traffic Crew must report the loss of the Train Authority to the Network Controller. The Network Controller must cancel the Train Authority and issue a new Train Authority.

Should a Train Authority be lost after the train commences the authorised movement, the Rail Traffic Crew must stop the train and report the loss of the Train Authority to the Network Controller. The Network Controller must cancel the Train Authority and issue a new Train Authority.

If the lost Train Authority is found:

1. The Network Controller must be advised,
2. The Network Controller must cancel the Train Authority and request the Authority be forwarded to the Network Control Centre.

5. Section Obstructed by Disabled Train

The following instructions must be complied with when a train, in possession of a Train Authority, becomes disabled in the section and requires the assistance of a relief train.

a. Responsibilities of the Rail Traffic Crew of a Disabled Train

The Rail Traffic Crew of a disabled train must carry out the following procedures.

1. Declare the train to be disabled and transmit a Drivers Relief Authority to the Network Controller by radio, or where the radio is not available by alternative communications. State the exact location of the train by kilometre post and total metric length of the train. Confirm that the train will not be moved until the relief train arrives.
2. Apply the automatic air brake and isolate the automatic air brake control. Secure the locomotive or driving cab of the train. Apply a sufficient number of handbrakes.
3. Protect the train in the direction indicated by the Network Controller. The Network Controller must be advised when this is completed.
4. When the relief train arrives at the protecting location, accompany the relief train to the disabled train.
5. When the relief train arrives at the disabled train, hand to the Rail Traffic Crew of the relief train the Drivers Relief Authority and Train Authority.
6. Ensure the two trains are properly coupled and the appropriate continuity test is carried out.
7. In the event of the train being assisted through the section to the advance, the Rail Traffic Crew must return to the locomotive. If the train is pushed or hauled to the station/crossing loop in the rear, the Rail Traffic Crew of the disabled train must travel on the leading vehicle to control the movement of the train.

The Network Controller's permission must be obtained prior to departing the train.

b. Responsibilities of the Network Controller

The Network Controller must carry out the following procedures.

1. Take down the details of the Drivers Relief Authority on a Drivers Relief Authority form.
2. Advise the Rail Traffic Crew of the disabled train from which end of the section relief will arrive, and to protect the train in that direction.
3. Include on the text of the Train Authority the details that the Rail Traffic Crew of the disabled train is in possession of Train Authority No, authorising the train to proceed to
4. After ensuring that the disabled train is protected, dictate the Train Authority to the Rail Traffic Crew of the relief train. The Train Authority must clearly state to which end of the section the disabled train must be taken.
5. The Network Controller must provide permission to the Rail Traffic Crew of the relief train to depart the train once advised the relief train and the disabled train are properly coupled and the appropriate continuity test is carried out.

c. Responsibilities of the Rail Traffic Crew of the Relief Train

The Rail Traffic Crew of the relief train must carry out the following procedures.

1. After receiving the Train Authority, repeat the details of the Train Authority back to the Network Controller.
2. After receiving the Train Authority and where possible the applicable fixed signal to enter the section, proceed at line speed to a point two kilometres from the disabled train, stop and endorse the speed chart where applicable. The Rail Traffic Crew must then proceed with extreme caution being prepared to stop short of any obstruction on the line. Proceed to where the Rail Traffic Crew of the disabled train is waiting.
3. Ensure the Rail Traffic Crew of the disabled train accompanies the relief train to the disabled train and the two trains are coupled together.
4. Ensure the appropriate continuity test is conducted to confirm the air brake is continuous throughout the train. Confirm that the movement of the train can be controlled by means of the air brake from the leading locomotive.
5. Obtain the Train Authority and Drivers Relief Authority held by the Rail Traffic Crew of the disabled train and cancel them by writing the word 'Cancelled', the time, date and signature across the face of the forms.

6. Advise the Network Controller that the Train Authority in possession of the Rail Traffic Crew of the disabled train has been cancelled, and the time of cancellation.
7. On arrival at the station/crossing loop to which the disabled train is taken, ensure the train has arrived complete. Cancel the Train Authority by writing the word 'Cancelled', the time, date, and signature across the face of the form. Advise the Network Controller of the train's arrival and that the Train Authority has been cancelled, together with the time of cancellation.

6. Train Accident Causing an Obstruction

a. Train Causes Obstruction of the Line

1. If a train causes an obstruction of the line and it is necessary to operate trains from the station/crossing loop on either side of the obstruction to the point of the obstruction, the Network Controller will authorise the movement of trains on both sides of the obstruction using Train Authorities.
2. If a derailment has caused the obstruction of adjoining lines, the necessary steps must be taken as quickly as possible to protect all the lines obstructed.
3. Where the adjoining line has fixed signals controlled by track circuits, the Rail Traffic Crew must promptly attach the emergency track circuit jumper cable to each rail of the line to secure the signals at the 'Stop' position for the protection of the obstruction.

NOTE: The application of the emergency track circuit jumper cable does not preclude the requirement to protect all lines that may be obstructed.

4. Should the train be derailed, and the locomotive is not fit to run forward, the Rail Traffic Crew must dictate a Drivers Relief Authority to the Network Controller by the train radio or where the radio is not available by alternative communications.
5. If the locomotive, or locomotive and leading vehicles, are fit to run forward, and communication is not available, the Rail Traffic Crew must proceed to the station/crossing loop in advance and inform the Network Controller of the circumstances via other means of communication.
6. The obstructed train must be protected on both sides in accordance with Rule 1, Section 13.

7. When it is necessary for a relief train to enter the section on either side of the obstruction, the Network Controller must complete a Train Authority. The Network Controller must dictate the particulars to the Rail Traffic Crew at the end of the section from where the relief train is to enter.
On receipt of the Train Authority, the Rail Traffic Crew must repeat the details back to the Network Controller.
8. The Network Controller must include in the text of the Train Authority the details that the Rail Traffic Crew of the obstructed train is in possession of Train Authority No authorising to train to proceed to
9. On arrival at the obstructed train, the Rail Traffic Crew of the relief train must collect the Drivers Relief Authority and the Train Authority in possession of the Rail Traffic Crew of the obstructed train.
10. The Rail Traffic Crew of the relief train must then cancel both the Drivers Relief Authority and the Train Authority and then advise the Network Controller accordingly.

b. Obstruction of the Line Due to Natural Causes

If, for any reason a train travelling in possession of a Train Authority cannot continue through the section:

1. The Rail Traffic Crew must tell the Network Controller about the condition and the requirement to setback to the station/crossing loop in the rear.
2. The setback movement must not be undertaken until a fresh Train Authority has been issued by the Network Controller.
3. The Network Controller must complete a Train Authority and dictate the particulars to the Rail Traffic Crew via the radio or where the radio is not available by alternative communications. The Rail Traffic Crew must repeat the details of the Train Authority back to the Network Controller.
4. The original Train Authority must then be cancelled by the Network Controller and the Rail Traffic Crew informed accordingly. The Train Authority must be endorsed by writing the word 'Cancelled', the time, date, and signature across the face of the form.
5. If the train is to be pushed back to the station/crossing loop in the rear, a competent worker must be utilised to control the push back movement.
6. The Rail Traffic Crew must, wherever possible, change ends and drive the train to the station/crossing loop in the rear.

Train Authority No.	Date/...../.....
	Time Issued
To Rail Traffic Crew of Train Number	Locomotive No.
at	* Station or Crossing Loop.
SPECIMEN	
Issued to and received by:	
Rail Traffic Crew	
Repeated back O.K. athours/...../.....	
Authorised by Network Controller	
at hours/...../.....	
Rail Traffic Crew Repeated back O.K. athours	
Rail Traffic Crew Repeated back O.K. athours	
* Delete items not used.	

Example of Train Authority form