

Date:

Date:
Time (24hr):

Track Machine:

Qualified Safeworker to complete Form Below in consultation with Track Vehicle Operator.

No	Questions	Comments			
1	What track and location is the machine currently?	Location	KM	Track	
2	What is the location the machine is required to transfer to?	Location	KM	Track	
3	Am I familiar and hold sufficient route knowledge for the area I am planning to travel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No transfer cannot occur until TO has sufficient route knowledge.	
4	Do I have permission to transfer within the LPA from the PPO?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No when is an alternate transfer available?	
5	Do I transfer across the boundary between North & South possessions and need to ring both PPOs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes inform PPO you are leaving as well as PPO where you are going.	
6	Are there any worksites on route?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes list below.	
	Job Number	Tag name & number verified If No contact PPO to confirm details		Worksite contacted If No transfer cannot proceed until Worksite PO spoken to	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Based on the PPOs direction what are the points on the route I must: 1. Stop at the controlled signal; 2. Ensure points are clear of workers; 3. Call Network Control and have the route set if they can be electronically or mechanically locked; 4. Alight from machine and check configuration.	Location and Points eg. Branxton 122A Pts		Walked through If No transfer cannot proceed	
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Does my Worksite Protection Plan cover the planned transfer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No transfer cannot proceed until Worksite Protection Plan is updated to include transfer.	
9	Is the route of the transfer different to that in the Track Machine Notes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes consult NIBs and confirm change with all parties	
10	Is the ARTC Track Vehicle Communication Matrix for LPAs in the machine cabin for reference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No obtain a copy before contacting Network Control.	
11	Ring NCO to gain permission to pass controlled signals at stop. Do I have permission from NCO to pass controlled signals at stop?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No remain stabled until approval is granted.	
	What points cannot be electronically or mechanically locked and require a point clip and SL lock on all ends?	Location and Points/SNX eg. Muswellbrook 88A Pts and 88B SNX			
	Have I ever wound this type of points before?	Experience (Yes/No)			
	If No familiarise yourself with operation before continuing.				

		Location and Points/SNX		Experience
12	Have all point ends been wound to the correct position, clip and locks applied and the track walked to ensure the route is set for the machine's movement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No transfer cannot occur until item is satisfied.
13	Have I noted all of the above in my log or diary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No PO diary must be updated before transfer commences.
14	Has operator or supervisor confirmed that the machines have been packed up for transfer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No machine must remain stationary until confirmed as packed up
15	Have details of all signals, points & level crossings been listed on this form and given to the operators?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No transfer is to STOP until information is completed and shared

No:	Additional Comments
1	Traffic Officer and Operator MUST have a clear understanding all details of the transfer above
2	Traffic Officer and Operator MUST ask if they have permission to pass Signals at STOP for all transfers from PPO AND NCO
3	Traffic Officer MUST communicate with Network Control as per the ARTC Track Vehicle Communication Matrix
3	Traffic Officer and Operator MUST confirm condition of next Signal
4	Traffic Officer and Operator MUST confirm setting and condition of next Points by walking through the full length of the turnout
5	Traffic Officer and Operator MUST make sure level crossings are activated before traversing
6	Supervisor MUST ensure that a Track Machine Transfer Checklist is completed for each transfer and Traffic Officer and Operator follow all relevant ARTC procedures and rules pertaining to Track Machine movements

Close-out Signatures	Role & Name:	Date:	Signature
		Track Machine Operator 1: Name:	
	Track Machine Operator 2 (if lead machine changes): Name:		
	Traffic Officer: Name:		
	Supervisor: Name:		