OTPR 701

Using a Track Occupancy Authority

Applicability

NSW
SMS

Publication Requirement

Internal Only

Document Status

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Introduction

A *Track Occupancy Authority* (TOA) is used to occupy a defined portion of *track* within specified limits for an agreed period.

TOA's *may* involve one or more *track vehicles* and machines working within the specified limits. TOAs may also be granted for track vehicles to *travel* singly or in *convoy*.

| NOTE | The preferred method of obtaining a TOA is to take and safeguard the *staff* for the *section* where practicable. |
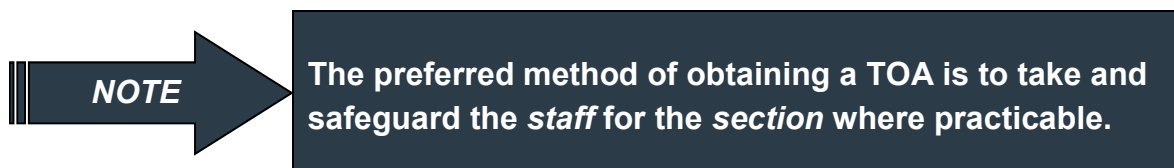
Obtaining a Track Occupancy Authority

The *Protection Officer* obtains a TOA from the *Network Operations Manager* responsible for the portion of track.

Protection Officer

1. Tell the Network Operations Manager:

   o your name, and the *location* of the work, and

   o the type of work to be done, and

   o the limits of the TOA:

      ▪ if there are multiple tracks, give the names of the *yards* and the tracks, or

      ▪ if within *yard limits*, identify the clearance points, and

      ▪ give signal, *points* or *crossover* numbers

      ▪ the *protection* arrangements for the Authority, and

      ▪ the intended start and finish times.

Network Operations Manager

2. Make sure that:

   o there is no *rail traffic* within the proposed limits of the TOA, or

   o rail traffic within the limits has passed beyond the proposed worksite or the starting point of the track vehicle journey, or

   o if the TOA is associated with disabled rail traffic, the rail traffic will not be moved before authority is obtained from the Protection Officer.

3. Apply *blocking facilities* to prevent entry into the limits of the TOA.

Train Controller

4. Ask the *Network Operations Manager* for permission to *issue* a TOA.

5. Confirm that the TOA request will affect only one Train Control area.

6. When authorised, issue the TOA.

7. Tell the Network Operations Manager that the TOA has been issued.

Train Controller and Signaller

8. Record, in *permanent form*, all information about the authorisation and issue of the TOA.

Protection Officer

9. If the TOA is to be authorised to start after a *train* movement:

   o watch the train pass the point from which the track is to be occupied, and

   o give the Train Controller the identification number of the lead unit of the train.

10. If told by the Network Operations Manager, take and safeguard the staff for the section, and record this in permanent form.

11. If the limits of the proposed TOA are wholly within the yard limits of an attended location:

    o start the work on the *Train Controllers* spoken authority, and

    o record, in permanent form, the receipt of the authority and the start and finish times.

12. If you are not working wholly within the yard limits of an attended location, compile a TOA form.

13. Repeat the details you recorded back to the Network Operations Manager.

14. Confirm with the Train Controller that blocking facilities have been applied to prevent entry of rail traffic into the portion of track within the TOA limits.

15. When authorised, put protection in place.

Jointly with a Track Work Authority (TWA)

A TOA may be granted in an area where a TWA is current.

Network Operations Manager

1. Tell the Protection Officer seeking the TOA to consult with the Protection Officer holding the TWA.

2. Confirm that the Protection Officers have consulted with each other, and that the TWA Protection Officer agrees with the arrangements.

TOA Protection Officer

3. If the TOA is for a fixed worksite, confirm the protection that will be placed for the TOA.

4. If the TOA is for a track vehicle journey, confirm:

   o   the direction of travel, and

   o   that the protection arrangements are agreed.

Train Controller

5. Apply blocking facilities if necessary.

6. When authorised, issue the TOA.

7. Tell the Network Operations Manager that the TOA has been issued.

Network Operations Manager and TOA Protection Officers

8. Record, in permanent form, the TOA details.

Protecting fixed worksites

Detonator protection is not required:

- in Staff and Ticket territory;

  o   if the staff for the section has been taken and safeguarded, and

  o   if there is no other work on track authority or worksite in the section, and

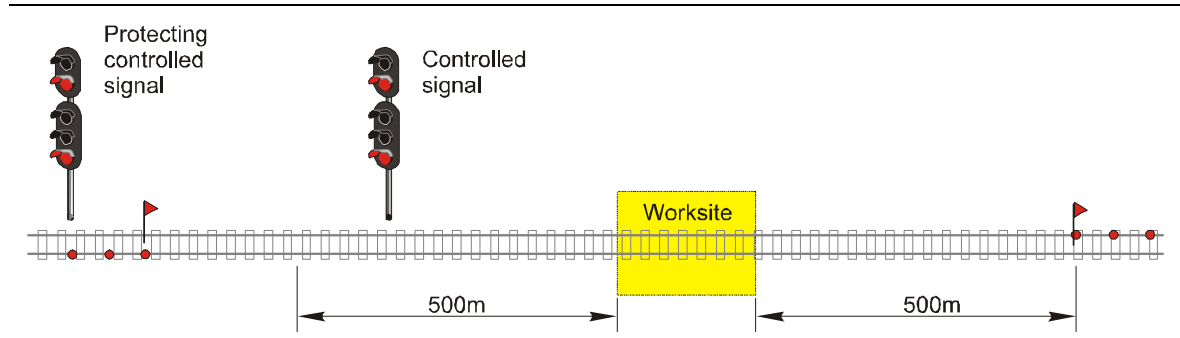 o   if the worksite is more than 500m from the protecting signal.

Detonator protection, placed 500m from the entry limits of the worksite, is required if:

- o there is more than one worksite within the TOA.

Protection Officer

1. Make sure that three *detonators* are placed, as necessary, on all lines entering the *fixed worksite*. Place these detonators at least 500m from the worksite or at the limits of the TOA.

2. Make sure that red flags/red lights are placed in the middle of the *four-foot*, beside the detonator closest to the worksite.
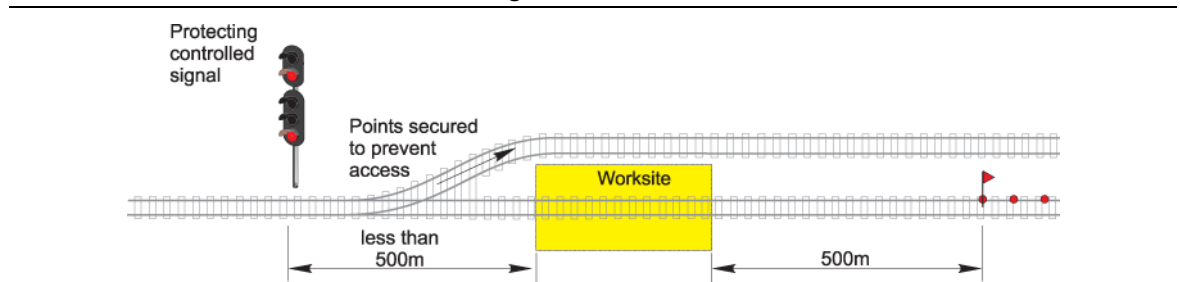
Figure OTPR 701-1

Closest signal less than 500m from worksite, signal more than 500m from worksite used for protection

3. If a *controlled signal*, less than 500m from the worksite, is used to prevent access to the portion of track within the TOA limits, and a set of points is available for a different *route*, clip and lock the points.

Figure OTPR 701-2

Protecting signal less than 500m from worksite, points clipped and locked

4. If points cannot be clipped and locked, use a controlled signal at least 500m from the worksite.

Figure OTPR 701-3

Protecting a fixed worksite with signals more than 500m from worksite

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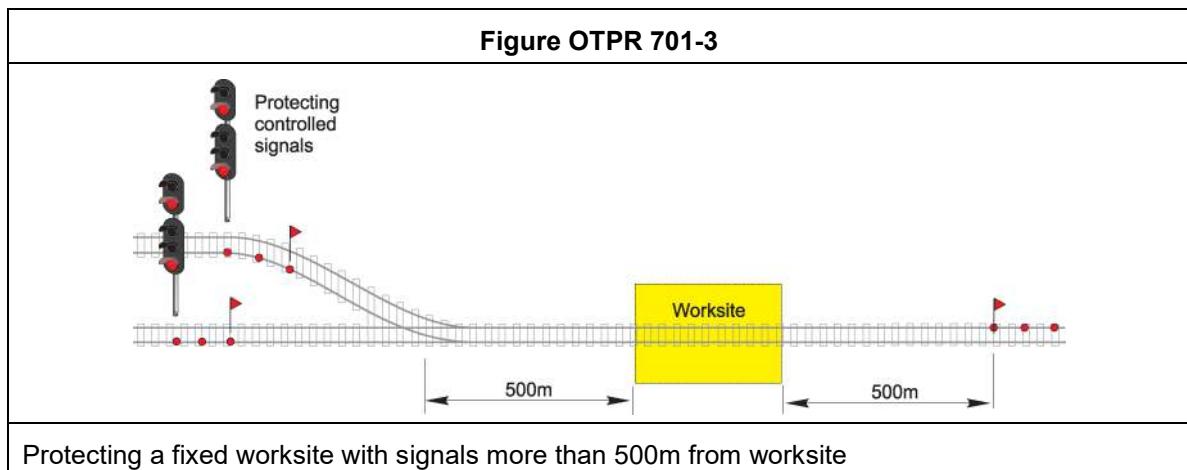
Obtaining an extension of time

Protection Officer

1. If necessary, ask the Network Operations Manager for an extension of time.

2. Record the new expiry time and the authorising Network Operations Manager's name on the TOA form or other permanent record.

Network Operations Manager

3. Tell the Train Controller about the new Authority expiry time.

Returning the track to service

Protection Officer

1. Make sure that track vehicles and equipment have cleared the line.

2. Make sure that all workgroups have cleared the worksites.

3. Make sure that protection, including flags, detonators and point clips, has been removed

4. When advised that the line is *certified* fit for service, tell the Network Operations Manager.

5. Tell the Train Controller about any restrictions on track use.

6. If necessary, replace the staff or as required by the Network Operations Manager.

7. *Fulfil* the TOA form.

Keeping Track Occupancy Authority details

Network Operations Manager and the Protection Officer *must* keep TOA forms or records, including information about protection arrangements.

Related OTHR Network Procedures

OTPR 704	Using Infrastructure Booking Authorities
OTPR 707	Clipping points
OTPR 709	Using detonators
OTPR 710	Piloting trains and track vehicles
OTPR 712	Protecting work from rail traffic on adjacent lines

Effective Date

1 January 2019