



OTPR 704

Using Infrastructure Booking Authorities

Applicability

NSW

SMS

Publication Requirement

Internal Only

Document Status

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1.0	1 January 2019



Introduction

Infrastructure Booking Authorities (IBAs) are used to tell *Train Controllers* and *Signallers* that infrastructure equipment is:

- temporarily or permanently removed from service ('booked out of use'), or
- installed or returned to service ('booked into use').

IBAs are jointly compiled on an Infrastructure Booking Authority form (OTRF 003) by *Maintenance Representatives* and:

- Signallers at *attended locations*, or
- Train Controllers for *unattended locations*.

Compiling an Authority

Maintenance Representatives and Network Operations Manager

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



Completing an Authority if infrastructure equipment is certified

Maintenance Representatives and Network Operations Manager

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

Completing an Authority if some infrastructure equipment remains uncertified

Maintenance Representatives and Network Operations Manager

1. Write NO in the Certified column if equipment is not certified for return to service on the existing IBA.
2. Compile a new IBA to detail equipment that is not being returned to service.
3. Carry over the relevant date of advertisement to the new IBA.
4. If signalling equipment 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 equipment details on the existing IBA.
6. Write the reference number of the existing IBA, in the Reference IBA No. column, for uncertified equipment included in the new IBA.
7. Record the name of the representative of each discipline certifying the equipment, and the time and date, on the existing IBA.
8. Sign the existing IBA for the discipline that you represent.
9. Record the name of the representative of each discipline certifying the equipment, and the time and date, on the new IBA.
10. Sign the new IBA for the discipline that you represent.



Keeping infrastructure Booking Authority forms

Network Operations Manager and Maintenance Representatives *must* keep IBA forms.

Effective Date

1 January 2019