

Using a Track Occupancy Authority

Introduction

Track Occupancy Authorities (TOA) are used to occupy a defined portion of track within specified limits for an agreed period.

A TOA may:

- allow the track to be broken or obstructed,
- allow rail traffic associated with the TOA to work within the specified limits, and
- be granted for track vehicles to travel singularly or in convoy.



NOTE

The preferred method of obtaining a TOA is using the ETW application

Obtaining a Track Occupancy Authority

The Protection Officer obtains a TOA from the Network Control Officer responsible for the portion of track.

Protection Officer

1. Tell the Network Control Officer:
 - your name and contact details,
 - the location of the work or track vehicle travel, including track name and at least one of the following identifiers:
 - kilometre sign and section location,
 - points number,
 - signal number,
 - station name,
 - if there are multiple tracks, the names of the tracks,
 - if within yard limits or at an intermediate siding, clearance points and give signals, points or crossover numbers,
 - permanent structures, such as bridges, roadways or overpasses. These must be used only in conjunction with one of the above identifiers,
 - the type of work to be done,
 - the limits of the TOA,
 - the protection arrangements for the TOA,
 - the track clearance method for rail traffic associated with the TOA e.g. take off rail, goods siding, refuge, and
 - the intended start and finish times.

Using a Track Occupancy Authority

Obtaining a Track Occupancy Authority cont.

Network Control Officer

2. Confirm the details about the location and proposed limits of the TOA.
3. Make sure that approaching rail traffic can be restrained at the ends of the section that includes the TOA limits.
4. Validate that any unidirectional rail traffic within the limits of the TOA has passed clear and complete beyond the proposed worksite or the starting point of the track vehicle movement.
5. If the TOA is to be authorised to start after a unidirectional rail traffic movement, confirm with the Protection Officer that the TOA does not include multiple worksites.
6. Apply blocking facilities to prevent unauthorised rail traffic entry into the affected section.

Protection Officer

7. If the TOA is authorised to start after a unidirectional rail traffic movement, make sure that the TOA does not include multiple worksites.
8. If the TOA is not authorised due to rail traffic being within or before the limits of the proposed worksite or starting point of the track vehicle movement:
 - watch the rail traffic pass complete beyond the proposed worksite limits or the starting point of the track vehicle movement and contact the Network Control Officer, or
 - validate with the Network Control Officer that any unidirectional rail traffic within the TOA limits has passed clear and complete beyond the proposed worksite or the starting point of the track vehicle movement.
9. Where practicable, and if authorised by the Network Control Officer, take and safeguard the pilot staff and make a permanent record that the pilot staff has been taken.
10. Confirm the details of the TOA by:
 - Repeating back to the Network Control Officer, or
 - Using the ETW application.
11. Confirm with the Network Control Officer that blocking facilities have been applied to prevent unauthorised entry of rail traffic into the portion of track within the TOA limits.
12. When authorised, put the required protection in place and commence work or travel.

Using a Track Occupancy Authority

Authorising a Track Occupancy Authority

Network Control Officer

1. Confirm that the TOA will affect only one Network Control Officer's area.
2. If the proposed limits of a TOA affect more than one Network Control Officer area, the affected Network Control Officers must confer and nominate a coordinating Network Control Officer.
3. Issue the TOA.
4. Make a permanent record of all information about the authorisation and issue of the TOA.
5. Ask the Protection Officer to repeat back information about the TOA or accept the TOA using the ETW application.
6. Authorise the TOA.

Occupancy with disabled rail traffic

A TOA may be authorised for a portion of track occupied by disabled rail traffic.

Network Control Officer

Make sure that the rail traffic will not be moved before authority is obtained from the Protection Officer.

Joint Occupancy with another Track Occupancy Authority

A second TOA may be authorised for a portion of track with an existing TOA.

Network Control Officer

1. Tell the Protection Officer requesting the second TOA to consult with the Protection Officer holding the existing TOA.
2. Obtain the supplementary code from the Protection Officer requesting the second TOA confirming Protection Officers have agreed arrangements.
3. If the second TOA is for a track vehicle movement, confirm that the protection has been placed in the direction that the track vehicle is to approach.
4. Where possible, apply additional blocking facilities.
5. Issue the second TOA.
6. Make a permanent record of all information about the authorisation and issue of the TOA.
7. Ask the Protection Officer to repeat back information about the TOA, or accept the TOA using the ETW application.
8. Authorise the TOA.

Protection Officers

9. Consult on the proposed work, and
10. Agree on the protection arrangements and rail traffic management, and

Using a Track Occupancy Authority

Joint Occupancy with another Track Occupancy Authority cont.

11. Record the agreed arrangements in permanent form, and
12. Protection Officer holding the existing TOA provides the Protection Officer requesting the second TOA the supplementary code, and
13. Protection Officer requesting the second TOA, provides the Network Control Officer the supplementary code.

Joint Occupancy with a Track Work Authority

A TOA may be authorised in an area where a Track Work Authority (TWA) is current.

Network Control Officer

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 and agree with the protection arrangements.
3. If the TOA is for a track vehicle movement, confirm that the protection has been placed in the direction that the track vehicle is to approach.
4. Record the details of the TOA.
5. Where possible, apply additional blocking facilities.
6. Issue the TOA.

TOA Protection Officer

7. If the TOA is for a track vehicle movement, confirm with the TWA Protection Officer:
 - the direction of travel, and
 - the protection arrangements are agreed.

Protection Officers

8. Consult on the proposed work, and
9. Agree on the protection arrangements and rail traffic management, and
10. Record the agreed arrangements in permanent form.

Using a Track Occupancy Authority

Joint occupancy with a Work Train Order (WTO)

A Work Train Order can be issued where a Track Occupancy Authority (TOA) is current.

Protection Officer

1. Make agreed arrangements and provide Rail Traffic Crew the supplementary code.

Rail Traffic Crew

2. Obtain supplementary code from Protection Officer for associated TOA and provide supplementary code to Network Control Officer (NCO).

Network Control Officer

3. Issue Work Train Order to Rail Traffic Crew.

Protecting worksites



NOTE

When using Railway Track Signals, make sure that red flags/red lights are placed in the middle of the four-foot, adjacent to the railway track signal closest to the worksite.

Protection Officer

Establish if railway track signal protection is required. If required:

1. Make sure that railway track signal protection is placed on all points of entry to the worksite. Place three Railway Track Signals and red flag/red light at least 500m from the worksite.

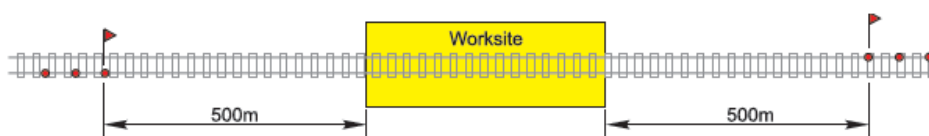


FIGURE 1: Example of protection arrangements for a single worksite

2. If a controlled absolute signal is within 500m of the worksite, a controlled absolute signal more than 500m from the worksite must be used for worksite protection.

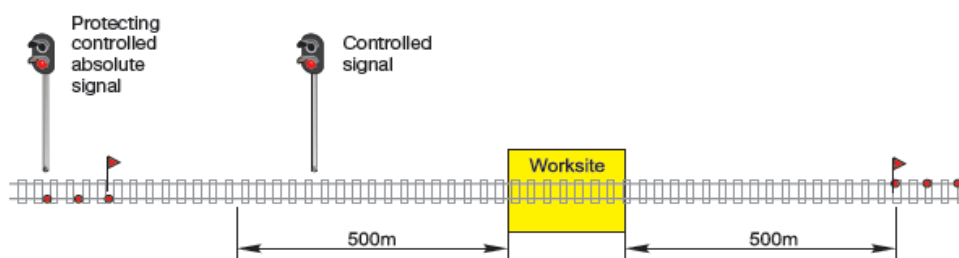


FIGURE 2: Example of protection arrangements for a worksite when the closest signal is less than 500m from the worksite, a signal more than 500m from worksite used for protection

Using a Track Occupancy Authority

Protecting worksites cont.

3. If a controlled absolute 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, then secure the points for the different route.

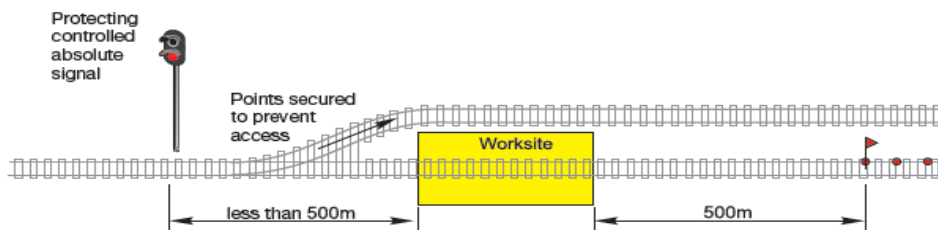


FIGURE 3: Example of protecting signal less than 500m from worksite, points secured for a different route

4. If points cannot be secured for a different route, use a controlled signal at least 500m from the worksite.

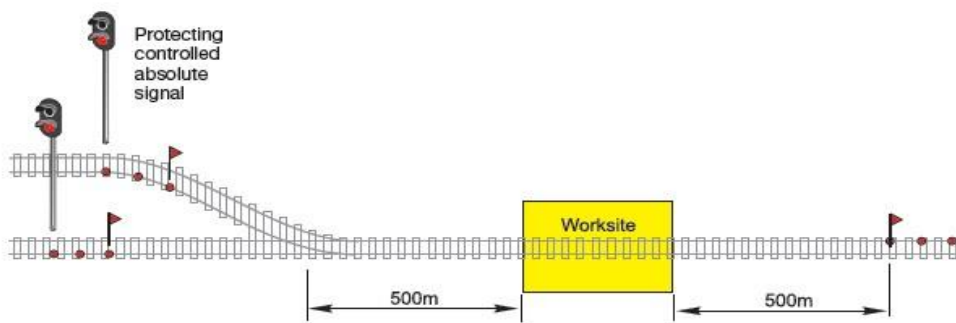


FIGURE 4: Example of protecting a worksite with signals more than 500m from worksite

5. Where multiple worksites are located within TOA limits or additional Work on Track Authorities have been authorised, three Railway Track Signals and red flag/ red light must be placed at least 500m from the entry limits of each worksite.

If worksites are more than 500m but less than 1000m apart, three Railway Track Signals and red flag/red light must be placed midway between the worksites.

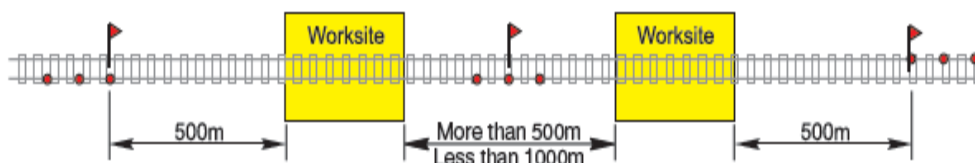
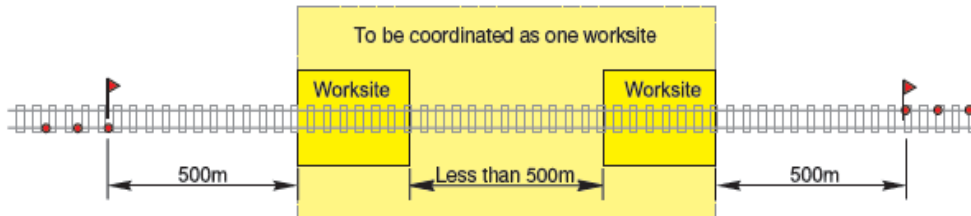


FIGURE 5: Example of protection arrangements for multiple worksites more than 500m but less than 1000m apart

Using a Track Occupancy Authority

Protecting worksites cont.

- Where multiple worksites are less than 500m apart, they are to be coordinated as one



worksite.

FIGURE 6: Example of protection arrangements for worksites to co-ordinate as one worksite.

Protection Officer

- If necessary, ask the Network Control Officer for an extension of time for the TOA.
- When an extension is authorised, record the new expiry time and the authorising Network Control Officer's name on the TOA form, or make a permanent record about the time extension details.

Network Control Officer

- Tell other affected Network Control Officers about the new TOA expiry time.

Returning the track to service

Protection Officer

- Make sure that rail traffic and equipment are clear of the track.
- Make sure that all workers have cleared the worksites.
- Make sure that:
 - points securing devices have been removed,
 - Railway Track Signals and red flags/red lights have been removed,
 - if necessary, signals have been restored to normal use, and
 - the track is safe for use.
- If necessary, when advised that the track is certified fit for use, tell the Network Control Officer.
- Tell affected Network Control Officers about any restrictions on track use.
- If necessary, replace the pilot staff as required by the Network Control Officer.
- Fulfil the TOA.

Network Control Officer

- Confirm with the Protection Officer:
 - their name, contact number and worksite location,
 - the TOA number, and

Using a Track Occupancy Authority

- workers and equipment are clear of the Danger Zone.
9. Remove blocking facilities.
 10. If necessary, test signals.

Keeping records

Network Control Officers must record in permanent form the TOA details, including protection arrangements.

The Protection Officer must record in permanent form details of:

- the TOA,
- protection arrangements for worksites,
- arrangements for rail traffic management, and
- communications with the Network Control Officer about current protection arrangements and changes in protection arrangements.

Each TOA must be shown separately on the Train Control Diagram or diary.

Related JHR Network Procedures

- CNPR 704 Using Infrastructure Booking Authorities
- CNPR 707 Clipping points
- CNPR 709 Using Railway Track Signals
- CNPR 710 Piloting rail traffic
- CNPR 712 Protecting work from rail traffic on adjacent lines

Effective date

November 2020