

Track Occupancy Authority

Purpose

To prescribe the rules for authorising, issuing and using a Track Occupancy Authority (TOA).

General

A TOA authorises occupation of track within specified limits for work on track or track vehicle movements.

The Danger Zone must not be occupied before the TOA is issued and protection is applied.

A TOA must have an identifying number.

A TOA may be authorised for:

- exclusive occupancy of track, or
- joint occupancy of track if:
 - following a unidirectional rail traffic movement, or
 - rail traffic is disabled, or
 - agreed arrangements have been made with the holder of another TOA for the same limits or overlapping limits, or
 - agreed arrangements have been made with the holder of a Work Train Order for the same limits, or
 - agreed arrangements have been made with the holder of a Track Work Authority (TWA).

A TOA is issued to the Protection Officer for an agreed period.

For track within the specified limits, a maximum of two TOAs may be in effect at any one time.

A TOA may involve one or more track vehicles and machines working within the specified limits.

A TOA may be issued for track vehicles to travel singularly or in convoy.

A TOA must be issued:

- using the ETW application, or
- using a Track Occupancy Authority form CNRF 002.

TOA Limits

The limits of a TOA must be stated as being between nominated locations such as:

- one yard limit and another yard limit, or
- defined clearance points wholly within one yard's limits, or
- one yard limit to a defined clearance point within another yard, or
- a defined clearance point within one yard's limits to a defined clearance point within another yard's limits, or
- defined clearance points wholly within an intermediate siding.

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TOA Limits cont.

A TOA may include more than one section, provided the TOA does not extend:

- into the yard limits controlled by another Network Control Officer, or
- beyond a location where rail traffic is shunting in the section ahead, or
- beyond an unattended junction location.

Authorisation

Only Network Control Officers may authorise a TOA for track under their control.

If the proposed limits of a TOA affect more than one Network Control Officer, the:

- Network Control Officers must agree about the Network Control area most affected, and
- the Network Control Officer responsible for the area most affected must authorise the TOA.

Before authorising a TOA, the Network Control Officer must make sure that:

- the track is unoccupied, and will remain unoccupied, except as specified in the TOA
- the Protection Officer knows about existing obstructions
- the Protection Officer understands and agrees to the limits of the TOA
- blocking facilities have been applied to prevent unauthorised rail traffic entry into the TOA limits, and
- the location has been verified using, for example a:
 - kilometre sign and section, or
 - points number, or
 - signal number, or
 - GPS location.

Pilot staff

A Network Control Officer may authorise a TOA during pilot staff working after arrangements have been made to secure the pilot staff out of use for the duration of the TOA.

The TOA must be issued on a CNRF002 Track Occupancy Authority (TOA) form.

Occupancy following a unidirectional train movement

Before authorising the TOA, the Network Control Officer must make sure that the preceding train is authorised for a unidirectional movement only.

The Protection Officer must make sure that the TOA does not include multiple worksites.

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Authorisation cont.



NOTE

A TOA must not be authorised unless the control system can confirm that the train has passed complete beyond the limits of the worksite location or the starting point of a track vehicle movement and will not return.

Occupancy with disabled rail traffic

To allow *infrastructure* restoration work, the Network Control Officer may authorise a TOA for a portion of track occupied by disabled rail traffic, in accordance with Network Rule *CNGE 206 Reporting and responding to a Condition Affecting the Network (CAN)*.

Authorising a second TOA

The Network Control Officer may authorise a second TOA for the same or overlapping limits after the second Protection Officer has:

- made agreed arrangements with the holder of the first TOA, and
- obtained the supplementary code from the holder of the first TOA, and
- provided the supplementary code to the Network Control Officer.

Each TOA must be recorded separately in *permanent form*, and where possible have its own blocking facility applied.

Joint occupancy with a Track Work Authority (TWA)

The Network Control Officer may authorise a TOA where there is a current TWA:

- after the Protection Officers have made agreed arrangements, and
- with the agreement of the TWA Protection Officer.

Prior to the issue of a TOA for a wrong running-direction track vehicle journey, the TWA Protection Officer must place three Railway Track Signals at least 500m, and no more than 1000m from the worksite, for the expected wrong running-direction movement.

Joint occupancy with a Work Train Order (WTO)

The Network Control Officer may authorise a WTO where there is a current TOA:

- after the Protection Officer and Rail Traffic Crew have made agreed arrangements, and
- obtained the supplementary code from the Rail Traffic Crew

Protection Officer must arrange for the work train to be piloted into and within the TOA.

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Protection Officer

At all times there must be a nominated Protection Officer for a TOA.

A Protection Officer is responsible for managing the rail safety component of worksite protection. A Protection Officer's primary duty and responsibility is to keep the worksite and workers safe.

The Protection Officer must:

- get the TOA
- protect workers from rail traffic
- make sure that the limits of the TOA are protected against the unauthorised entry or exit of rail traffic
- tell workers about the:
 - locations of *safe place*
 - safety measures in place
 - the extent of the area protected, and
 - changes to protection arrangements.
- be satisfied that other work will not interfere with protection duties, and
- make sure the protection is in place before work starts.

Protecting TOA limits

The Network Control Officer must apply blocking facilities to prevent unauthorised rail traffic entry into the TOA limits.

All points of entry into the portions of track within the TOA limits must be protected against unauthorised rail traffic movements.

Terminal lines

If the Network Control Officer tells the Protection Officer that there is no rail traffic between worksites and the end of a *terminal line*, Railway Track Signal protection from that direction is not required.

Protecting worksites

Worksites must be protected by three Railway Track Signals and red flags/red lights placed at least 500m on each side of each worksite.

If there is only one worksite within the limits of the TOA, Railway Track Signal protection is not required:

- if a Pilot Staff for the section can be secured for the duration of the TOA, or
- if points are secured to prevent unauthorised entry to the TOA limits.

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Protecting worksites cont.

Worksite within 500m of TOA limits

Unless a set of points can be secured to prevent access to the portion of track within the TOA limits, the distance between the signal protecting the limits of the TOA and the worksite must not be less than 500m.

Multiple Worksites

If there is more than one worksite within the limits of the TOA, worksites must:

- have three Railway Track Signals and red flags/red lights placed at least 500m on each side of each worksite, and
- be recorded within the Worksite Protection Plan.

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

If worksites are less than 500m apart the worksites must be co-ordinated as one work site.

Intermediate sidings

If the limits of a TOA are wholly within an intermediate siding, the points allowing entry to the *siding* must be secured for the duration of the TOA. Additional Railway Track Signal protection is not required.

If the *release* for the points can be given from a remote location, the Network Control Officer must apply blocking facilities to the release controls.

Track vehicle journey

Railway track signal protection is not required for:

- a track vehicle journey, or
- a track vehicle that has stopped to allow work to be carried out using:
 - light, non-powered hand tools
 - light, battery powered hand tools or devices
 - light, powdered hand tools.

If a track vehicle journey is stopped to carry out work that breaks the track or alters track geometry or structure, that work must be protected as a worksite.

Rail traffic

Only rail traffic authorised and associated with the TOA may enter the TOA limits.

The Protection Officer must make sure that rail traffic associated with the TOA does not exceed the limits of the TOA.

Protection Officers must manage rail traffic in accordance with *CNWT 314 Work trains* and *CNPR 710 Piloting Rail Traffic*.

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Rail traffic cont.

Adjacent lines

If the safety assessment indicates that workers need to be protected from rail traffic on adjacent lines, the Protection Officer must arrange for adjacent lines to be protected as per Network Procedure *CNPR 712 Protecting work from rail traffic on adjacent lines*.

The Protection Officer may arrange for the speed of rail traffic on adjacent lines to be restricted.

Piloting

Work Trains must be piloted in accordance with Network Procedure *CNPR 710 - Piloting Rail Traffic*.

The Protection Officer or a *delegate* must act as the Pilot.

Entering and Within TOA limits

Rail traffic movements associated with the TOA limits must be piloted.

Departing rail traffic

Rail traffic may depart from the TOA limits only on the authority of the Network Control Officer.

Work trains departing the TOA limits, that have passed complete beyond all worksites within the TOA limits, and are not returning, do not require a pilot or piloting.

Liaison with Network Control

The Protection Officer must be the only point of contact between *Network Control* and workers for matters of worksite protection.

The Protection Officer must:

- tell affected Network Control Officers about protection applied to lines adjacent to the TOA,
- tell affected Network Control Officers about work progress,
- arrange for the movement of rail traffic associated with the TOA, and
- if necessary, seek an extension of time.

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Change of Protection Officer

An outgoing Protection Officer must tell the incoming Protection Officer about the worksite protection arrangements.

The incoming Protection Officer must tell affected Network Control Officers about the changed contact details and:

- sign the TOA form to acknowledge handover of the TOA, or
- confirm the authority has been transferred using the ETW application.

Fulfilling the TOA

The TOA may be fulfilled only when the Protection Officer:

- arranges for work to continue under another *Work on Track Authority*, *Work on Track Method*, or
- confirms the fulfilment details using the ETW application, or
- tells the Network Control Officer that:
 - the portion of track included in the TOA is clear and available for use,
 - if required, the portion of track included in the TOA has been certified as fit for use,
 - point securing devices have been removed,
 - Railway Track Signals and red flags/red lights have been removed, and
 - Pilot Staffs have been returned.

The Protection Officer must tell the Network Control Officer about operating restrictions that have been placed or removed.

If arrangements have been made to continue work under another *Work on Track Authority*, the Protection Officer must ensure that the protection for the TOA is not removed until the new *Work on Track Authority* is issued, and the required protection is in place.

Keeping records

Network Control Officers must make a *permanent record* of the TOA details.

The Protection Officer must keep permanent record of:

- the TOA details,
- protection arrangements for worksites,
- arrangements for rail traffic management,
- any communications with the Network Control Officer about:
 - current worksite protection arrangements, and
 - changes to the worksite protection arrangements.

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JHR Network Procedures

CNPR 701 Using a Track Occupancy Authority

CNPR 702 Using a Track Work Authority

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