

Form	HITACHI 
TRACK OCCUPANCY CERTIFICATE FORM	

Name / Designation of On Site Coordinator (OSC):			Company Name
	Work Order Number:		Permit to Work Number:

PART 1 – Authorization to be filled by OSC for presentation at the WPN Meeting

Description of work to be carried out and work site			
Possession Boundaries	Between		and
Illustrated with a drawing:			
Duration (hrs.)	Commence at	Date: _____	Time: _____
	Finished by	Date: _____	Time: _____
Train or Maintenance Vehicle to be used:			
Maximum speed within Track Possession:		mph	Restrictions: _____
Protection for the Track Possession (illustrated above)			
Location of marker Board/flashing lights			
Points to be clamped at site			
Traction Power between		and	<input type="checkbox"/> energized <input type="checkbox"/> de-energized
Electrical Permit Number			
Additional Precautions			
Access and Evacuation route			

PART 2 – To be filled in by OSC on site

The following arrangement have been made to protect the Track Possession: (Confirm with Engineering and Fault Controller for the track)

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Track Occupancy Certificate Number	Number: _____
Issued on	Date: _____ Time: _____
Issued by Engineering and Fault Controller	Name: _____

Approved By:	<input type="checkbox"/> Director, Operations and Maintenance	<input type="checkbox"/> Department Manager	<input type="checkbox"/> Manager, HSE (Operations and Maintenance)
Signature:			
Date:			

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PART 3 – Staff Briefing to be conducted by OSC

As the On Site Coordinator, Name: _____

I have briefed the working party:

- On the work to be carried out
- The boundaries of the work site
- The boundaries of the Track Possession
- Place of safety (track), access and evacuation route
- Precautions while working in the site and the work completion time

**Other Comments
(if any)**

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<i>Signed by OSC</i>	<i>Date</i>	<i>Time</i>

PART 4 – To be filled in by the OSC after completion of works

I confirm to the Engineering and Fault Controller for the track:

The working party, all tools, equipment and materials are cleared from the work site

The track is now in a condition suitable for train operations

All points previously clamped at the work site for the Engineering Possession are released

I have provided a line clear message

I have confirmed that the TOC is now cancelled

Tick when complete

☐ complete

☐ complete

☐ complete

☐ complete

☐ complete

<i>Signed by OSC</i>	<i>Date</i>	<i>Time</i>

Note: A copy of this form is to be provided to the Performance and Planning Mgrs. office when complete.