

Form	<b>HITACHI</b> Inspire the Next
<b>TRACK OCCUPANCY CERTIFICATE FORM</b>	

Name / Designation of Person in Charge (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 Illustrated with a drawing:	Between		and
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 Faults Controller for the track)

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Track Occupancy Certificate Number	Number:	
Issued on	Date:	Time:
Issued by Engineering and Faults 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 Person-in-Charge, 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.*