



NP04 Using a Track Work Authority (TWA)

NP04 - 1.0 Introduction

A Track Work Authority allows track work between rail traffic movements, and the Track Protection Officers manage the approach of rail traffic to worksites.

Rail traffic may pass through worksites only under controlled conditions. A worksite is protected by Stop Signs placed at the Track Work Authority Limits.

All intermediate points or crossovers that allow entrance within the defined limits of a Track Work Authority are to be clamped away to restrict entry into the Track Work Authority

Only the Track Protection Officer is to authorise the operation of the points during the validity of the Track Work Authority.

If points have been set and secured away from the entrance of the Track Work Authority limits in accordance with the procedure *[NP08 - Securing Points]*, then Stop Signs are not required for worksite protection purposes. They may be used to define the limits of the worksite.

NP04 - 1.1 Advertising a TWA

Advertising the Track Work Authority will be done by operating notice. The draft operating notice is to be supplied to the Safeworking department a minimum of 48 hours in advance and will include details of:

- day, date, start and finish times of the Track Work Authority
- name of the Track Protection Officer
- description of the work to be undertaken
- the defined limits of the closed track section or sections
- a schematic detailing the placement of permanent way protection
- any points that will be set and secured to restrict the entry of rail traffic into the Track Work Authority
- any points that are located within the defined limits of the Track Work Authority that are not to be operated by the Rail Controller unless authorised by the Track Protection Officer
- any level crossings that will be disabled



Network Procedures

- all rail traffic planned to operate on the closed track section.

NP04 - 2.0 Obtaining a TWA

The Track Protection Officer obtains a Track Work Authority from the Rail Controller responsible for the track section.

Track Protection Officer

- 1 Make sure that you and the Rail Controller have a copy of the valid operating notice with any amendments and documentation advertising the Track Work Authority.
- 2 Inform the Rail Controller:
 - your name
 - your contact details
 - the type of work
 - the intended duration
 - the proposed limits of the Track Work Authority.
- 3 Identify the track and the worksite location or rail access point in accordance with the procedure;
[NP09 - Identification and Verification of Location].
- 4 Identify the protection arrangements to be used.
- 5 Place any permanent way protection, if applicable.
- 6 Ask the Rail Controller for the rail traffic running information for rail traffic planned to pass through the worksite.



Rail traffic running information only provides a guide to planned movements and cannot be relied upon.



Network Procedures

Rail Controller

- 7 Confirm the Track Work Authority details, including the:
 - Track Protection Officer's name and contact details
 - type of work
 - duration of work
 - track name
 - nominated worksite location or road/rail access point
 - proposed limits of the Track Work Authority.
- 8 Identify the track and the worksite location or rail access point in accordance with the procedure;
[NP09 - Identification and Verification of Location].
- 9 Make sure that the last rail traffic to enter the affected track section is identified, and its location is known.
- 10 Make sure there is no rail traffic approaching the worksite.
- 11 Inform the Track Protection Officer:
 - the rail traffic running information, and
 - that there is no rail traffic approaching the worksite.

Track Protection Officer

- 12 Confirm with the Rail Controller:
 - about the rail traffic running information, and
 - there is no rail traffic approaching the worksite.

NP04 - 3.0 Authorising a TWA

Rail Controller

- 1 Endorse the rail control diagram.
- 2 Complete the *[TA2]* Form and confirm the details with the Track Protection Officer.



Network Procedures

Track Protection Officer

- 3 Complete the [TA2] Form with information received from the Rail Controller.

Rail Controller

- 4 Check the accuracy of the information repeated by the Track Protection Officer against the rail control diagram.
- 5 Acknowledge the repeated [TA2] Form as correct and give the acknowledgement time.

NP04 - 4.0 Protecting Worksites

Track Protection Officer

- 1 Request Blocking Facilities in accordance with the rule; [SS04 - Blocking Facilities] from the Rail Controller to place protection.

Rail Controller

- 2 Make sure there is no rail traffic in the vicinity before you apply Blocking Facilities.
- 3 Give authority to place protection.

Track Protection Officer

- 4 Confirm Blocking Facilities have been applied.
- 5 When authority is received, arrange for the placement of protection, including track shorting devices.

Rail Controller

- 6 Confirm protection has been placed.
- 7 Complete and issue [TA2] Form to the Track Protection Officer.



Network Procedures

NP04 - 4.1 Points

All Concerned

All intermediate points or crossovers that allow entrance within the defined limits of a Track Work Authority are to be clamped away to restrict entry into the Track Work Authority

If points have been set and secured away from the entrance of the Track Work Authority limits in accordance with the procedure *[NP08 Securing Points]*, then Stop Signs are not required for worksite protection purposes. They may be used to define the limits of the worksite.

Track Protection Officer

You must authorise the operation of the points during the validity of the Track Work Authority.

NP04 - 5.0 Applying the TWA Protection

NP04 - 5.1 Advanced Warning

Track Protection Officer

- 1 Place a Stop Ahead Sign 3000 metres on the approach to the Stop Sign in the direction of travel.
- 2 Place the Stop Ahead Sign 4000 metres on the approach to the Stop Sign in the direction of travel at the following locations:
 - between M321.0km and M317.0km MAC mainline in the "UP" (loaded) direction.
 - between M297.0km and M281.0km MAC mainline in the "UP" (loaded) direction.
 - between 215.0km and 204.0km Newman mainline in the "UP" (loaded) direction.

If the Track Work Authority is on an adjacent track beyond the next crossover, attach an arrow to the front of the Stop Ahead Sign to indicate the direction.



Network Procedures



Stop Ahead Signs are not required when working in a defined yard

NP04 - 5.2 TWA Limits

Track Protection Officer

- 1 Place a Stop Sign 500 metres on the approach to the Track Work Authority limits of the worksite facing the direction of travel and attach to the rail with a securing device. This distance is reduced to 50 metres within yards.
- 2 Place the Stop Sign at the signal when there is a signal capable of showing a stop indication:
 - within 500 metres of the worksite, and
 - more than 100 metres from the worksite.



A Track Protection Officer lock must be attached to all securing devices. The locks must only be removed when authorised by the Track Protection Officer.

- 3 Contact the Rail Controller and request that the signal be placed at Stop.
- 4 Arrange for the placement of a Stop Sign at the signal.

Rail Controller

- 5 Place signal at Stop and apply Blocking Facilities.
- 6 Maintain the signal at Stop until told the worksite is clear.
- 7 When a separate workgroup is working in the Track Work Authority, any rail traffic not associated with the workgroup must have a minimum of 100 metres separation. In field protection to define the worksite and protect from rail traffic overrun must also be applied.



Network Procedures



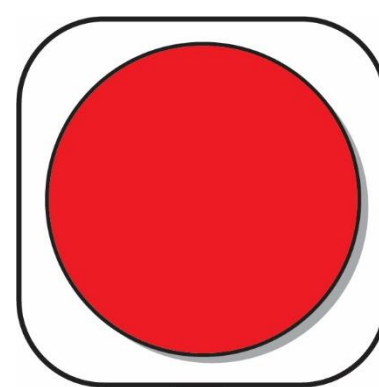
*Stop Ahead Sign
3000m*



*Stop Ahead Sign
4000m*



*Stop Ahead Sign
with Arrow*



Stop Sign

NP04 - 6.0 Additional Workgroups

If other workgroups require to work within the boundaries of the existing Track Work Authority:

Track Protection Officer (Other Workgroup)

- 1 Contact the Track Protection Officer for the existing worksite.

Track Protection Officer

- 2 Check the location of any rail traffic within the worksite.
- 3 Inform the Track Protection Officer (Other Workgroup) of any rail traffic movements within the worksite.
- 4 Give authority to fit the additional lock to the Stop Sign.
- 5 Record the details of the location and the name of the Track Protection Officer (Other Workgroup).



Network Procedures



The original Track Protection Officer will be responsible for communication with the Rail Controller and inform all other Track Protection Officers of any updates for the worksite.

NP04 - 6.1 Completion of Work

When the original workgroup completes work before subsequent workgroups, the following process must be applied.

Track Protection Officer

- 1 Handover responsibility of the worksite to the Track Protection Officer expected to finish last.
- 2 Inform the Rail Controller of the particulars of the Track Protection Officer now in charge of the worksite, including:
 - the name of the Track Protection Officer, and
 - contact details of the Track Protection Officer.
- 3 Remove the lock from the permanent way stop signs.

Rail Controller

- 4 Endorse the rail control diagram with the details of the new Track Protection Officer.

NP04 - 7.0 Suspending a TWA for Rail Traffic

Rail traffic requiring to travel through a Track Work Authority.

Rail Controller

- 1 Contact the Track Protection Officer when you require suspension of the Track Work Authority.
- 2 Inform the Track Protection Officer of the details of the rail traffic that is to pass through the track section.

Track Protection Officer



Network Procedures

- 3 Ensure the worksite is clear and workers are in a safe place
- 4 Remove any track protection, including track shorting devices
- 5 Confirm the track is safe for normal operations
- 6 Suspend the Track Work Authority and complete and initial the *Record of Suspension and Reinstatement* section of the [TA2] Form.
- 7 Inform the Rail Controller that the Track Work Authority is suspended.

Rail Controller

- 8 Acknowledge that the Track Work Authority is suspended.
- 9 Suspend the Track Work Authority and complete the Record of Suspension and Reinstatement section of the [TA2] Form.
- 10 Endorse the rail control diagram.
- 11 Remove Blocking Facilities.

NP04 - 7.1 Track Work Authority Limit is at a Signal

When the Track Work Authority Limit is at a Signal in addition to the above steps:

Track Protection Officer

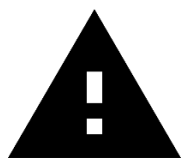
- 1 Inform the Rail Controller that the track is available for rail traffic.

Rail Controller

- 2 Provide a proceed aspect at the signal for rail traffic to enter the track section.



Network Procedures



Workers must be in a safe place before rail traffic can approach or pass through the limits of the worksite.

NP04 - 8.0 Reinstating a TWA

Track Protection Officer

- 1 When the rail traffic has travelled through and passed complete of the worksite, contact the Rail Controller, and reinstate the Track Work Authority.
- 2 Replace the Track Work Authority protection in accordance with the requirements on the [TA2] Form.
- 3 Complete and initial the *Record of Suspension and Reinstatement* section of the [TA2] Form with reinstatement time and allow work to recommence.

Rail Controller

- 4 Reapply Blocking Facilities.
- 5 Acknowledge that the Track Work Authority has been reinstated and complete the *Record of Suspension and Reinstatement* section of the [TA2] Form with reinstatement time.
- 6 Endorse the rail control diagram.

NP04 - 9.0 Rail Traffic Entering and Exiting a TWA

NP04 - 9.1 Associated Rail Traffic Entering a TWA

Rail Controller

- 1 Inform the Track Protection Officer of the estimated arrival times of rail traffic associated with the Track Work Authority.

Track Protection Officer

- 2 Inform all workers regarding rail traffic movements into or within the Track Work Authority.



Network Procedures

- 3 Make sure the track is safe for rail traffic for the intended rail traffic movement.

Rail Controller

- 4 Remove Blocking Facilities.
- 5 Issue the correct proceed authority to allow the rail traffic to proceed to the Track Work Authority limit.

Rail Traffic Crew

- 6 Receive the proceed authority from the Rail Controller and proceed to the Track Work Authority limit.
- 7 On arrival at the Track Work Authority limit, contact Track Protection Officer.

Track Protection Officer

- 8 Make sure that workers and equipment have moved to a safe place for the intended rail traffic movement.
- 9 Remove the Stop Sign.
- 10 Inform the Rail Traffic Crew when workers have moved to a safe place and the track is ready for the rail traffic to enter the Track Work Authority limits.
- 11 Pilot the rail traffic in accordance with the procedure; *[NP11 - Piloting Rail Traffic]* or issue verbal authority to the Rail Traffic Crew to enter the Track Work Authority.

Rail Traffic Crew

- 12 Repeat the instructions from the Track Protection Officer and confirm the stopping point where the rail traffic is to stop.
- 13 If moving on a verbal authority, proceed to the stopping point and inform the Track Protection Officer and when in clear of Track Work Authority.



Network Procedures

Track Protection Officer

- 14 Inform the Rail Controller when the rail traffic is in clear and intact within the limits of the Track Work Authority.
- 15 Replace Stop Signal in accordance with the requirements on the [TA2] Form and allow work to recommence.

Rail Controller

- 16 Apply Blocking Facilities and cancel the proceed authority.
- 17 Endorse the rail control diagram.

NP04 - 9.2 Departure of Rail Traffic from a TWA

Track Protection Officer

- 1 Verbally authorise the rail traffic to proceed and stop at the Stop Sign.
- 2 Remove the Stop Sign.
- 3 Inform the Rail Controller that the rail traffic is available to depart from the Track Work Authority limits.

Rail Controller

- 4 Remove Blocking Facilities.
- 5 Provide the Rail Traffic Crew with a proceed authority to depart the Track Work Authority.

Rail Traffic Crew

- 6 Confirm the proceed authority from the Rail Controller.
- 7 Depart the Track Work Authority.
- 8 Inform the Track Protection Officer when clear of the worksite.



Network Procedures

Track Protection Officer

- 9 Make sure that workers and equipment have moved to a safe place for the intended rail traffic movement.
- 10 Inform the Rail Controller when the rail traffic has cleared the Track Work Authority limits.
- 11 Replace the protection in accordance with the requirements on the [TA2] Form and allow work to recommence.

Rail Controller

- 12 Apply Blocking Facilities and endorse the rail control diagram.

NP04 - 10.0 Handing Over TWA

When the Track Protection Officer is required to handover a Track Work Authority:

Track Protection Officer

- 1 Inform the Rail Controller that a handover is to occur.
- 2 Provide information on the Track Work Authority to the Relief Track Protection Officer.
- 3 Complete the *Certificate Handover* section of the [TA2] Form.

Relief Track Protection Officer

- 4 Receive information for the Track Work Authority from the Track Protection Officer.
- 5 Complete the *Certificate Handover* section of the [TA2] Form.
- 6 Inform the Rail Controller of the name of the relief Track Protection Officer.



Network Procedures

Rail Controller

- 7 Complete the *Certificate Handover* section of the *[TA2]* Form and endorse the rail control diagram.

NP04 - 11.0 Alterations to a TWA

Rail Controller

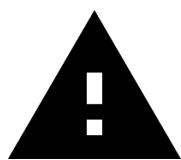
- 1 Endorse the rail control diagram and issue new information to the Track Protection Officer.

Track Protection Officer

- 2 Write the new information on the existing *[TA2]* Form and initial the alteration.
- 3 Repeat the new information to the Rail Controller.

Rail Controller

- 4 Check the accuracy of the information repeated by the Track Protection Officer against the rail control diagram.
- 5 Acknowledge the repeated *[TA2]* Form correct and give acknowledgement time.



Safety critical information in the *Track Access Certificate Type* section of the *[TA2]* Form cannot be altered, and if it needs to be changed, *[TA2]*, the Form must be cancelled and re-issued.

NP04 - 12.0 Fulfilling a TWA

Track Protection Officer

- 1 Clear the track of rail traffic and equipment.
- 2 Move workers to a safe place.
- 3 Remove any track protection, including track shorting devices.



Network Procedures

- 4 Confirm the track is safe for normal operations.
- 5 Complete the required section and draw two lines together with the word *FULFILLED* across the face of the [TA2] Form.

Rail Controller

- 6 Acknowledge that the Track Work Authority is fulfilled and draw two lines together with the word *FULFILLED* across the face of the [TA2] Form.
- 7 Endorse the rail control diagram.

NP04 - 13.0 Related Documents

Rule [SS04 – *Blocking Facilities*]

Procedure [NP08 – *Securing Points*]

Procedure [NP09 – *Using Identification and Verification of Location*]

Procedure [NP10 – *Protecting Work from Rail Traffic on Adjacent Track*]

Procedure [NP11 – *Piloting Rail Traffic*]

Form [TA2 – *Track Access Certificate*]

Manual [Rail Traffic Operations]

NP04 - 14.0 Effective Date

15 August 2022