



# NP03 Using a Track Occupancy Authority (TOA)

## NP03 - 1.0 Introduction

Track Occupancy Authorities are used to occupy a defined track section within specified limits for an agreed period.

A Track Occupancy Authority allows for:

- the track to be broken, obstructed, or made unsafe for rail traffic.
- track vehicle associated with the Track Occupancy Authority to work within the specified limits.
- associated track vehicles to travel.

## NP03 - 1.1 Advertising a TOA

A Track Occupancy Authority is to be advertised in the Track Maintenance Plan and may include the following information:

- name of Track Protection Officer
- type of work being undertaken
- date of the work
- start and anticipated finish time of the track occupancy authority
- protecting signals
- track or tracks to be obstructed
- the number of workgroups
- where advanced notice of a TOA is unable to be provided, a TOA may be granted in consultation with the rail controller and Track Protection Officer.

## NP03 - 2.0 Obtaining a TOA

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



When an error is made while completing the "Track Access Certificate Type" section of the *[TA2] Form*, then the *[TA2] Form* can be cancelled by drawing two lines together with the word "CANCELLED" in block letters across the face.



## Network Procedures

### ***Track Protection Officer***

- 1 Inform the Rail Controller:
  - your name
  - the type of work
  - the intended duration
  - protection
  - the proposed limits of the Track Occupancy Authority
  - Identify the direction of travel for any associated track vehicles.
- 2 Identify the track and the worksite location or rail access point in accordance with the procedure;  
*[NP09 - Identification and Verification of Location]*.

### ***Rail Controller***

- 3 Confirm the Track Occupancy Authority details, including the:
  - Track Protection Officer's name
  - type of work
  - duration of work
  - protectionlimits of the Track Occupancy Authority
- 4 Confirm the track and the worksite location or rail access point in accordance with the *procedure*;  
*[NP09 - Identification and Verification of Location]*.
- 5 Complete the [TA2] Form and confirm the details with the Track Protection Officer.

### ***Track Protection Officer***

- 6 Confirm the information given by the Rail Controller on the [TA2] Form and sign the *Record of Issue* section.



## Network Procedures

### ***Rail Controller***

- 7 Confirm and acknowledge the repeated information as correct and give acknowledgement time.
- 8 Inform the Track Protection Officer:
  - where possible, make sure that points are set and secured away from the worksite in accordance with the procedure; *[NP08 - Securing Points]*
  - Blocking Facilities have been applied
  - the affected track section is protected
  - there is no rail traffic approaching the worksite or rail access point.

### ***Track Protection Officer***

- 9 Confirm with the Rail Controller:
  - all points of entry into the affected signal section are protected, and
  - there is no rail traffic approaching the worksite or rail access point.
- 10 When authorised, put the required Track Occupancy Authority protection in place, including track shorting devices.

### ***Rail Controller***

- 11 Once the Track Protection Officer has confirmed the assurances, endorse the rail control diagram, and complete and issue the *[TA2]* Form to Track Protection Officer.

## NP03 - 3.0 Protection of Worksites

### ***Track Protection Officer***

- 1 When a separate workgroup is working in the Track Occupancy Authority, any rail traffic not associated with the workgroup must have a minimum of 100 metres separation.
- 2 Inform the Rail Controller once the protection is in place.



## Network Procedures

## NP03 - 4.0 Track Vehicles

### NP03 - 4.1 Travelling to a Worksite to Create a TOA

When a track vehicle has arrived at the signal or designated location, that gives entry into the track section where the Track Occupancy Authority will be located.

#### ***Track Vehicle Operator***

- 1 Inform the Rail Controller
  - the number of the signal, or
  - the name of the station or
  - the designated location and the limits of the worksite.

#### ***Rail Controller***

- 2 Make sure any previous rail traffic has cleared the signal section.
- 3 Endorse the rail control diagram and issue a proceed authority.

#### ***Track Vehicle Operator***

- 4 When issued with a proceed authority, proceed to the worksite location.
- 5 When the last track vehicle has arrived at the worksite location, inform the Rail Controller, and request a Track Occupancy Authority.

#### ***Rail Controller***

- 6 Issue *[TA2]* Form and confirm details on the *[TA2]* Form is correct with the Track Vehicle Operator.
- 7 Endorse the rail control diagram.

#### ***Track Vehicle Operator***

- 8 Confirm the information given by the Rail Controller on the *[TA2]* Form and sign the *Record of Issue* section.
- 9 Commence work between the specified limits of the Track Occupancy Authority and maintain contact with the Rail Controller.



## Network Procedures

## NP03 - 4.2 Track Vehicle Joining an Existing TOA

**Rail Controller**

- 1 Allow the track vehicle to proceed to the signal protecting the Track Occupancy Authority under normal operating conditions.
- 2 Contact the Track Protection Officer holding the Track Occupancy Authority to
  - get the agreement for the track vehicle to join the Track Occupancy Authority, and
  - make sure the existing worksite is protected or cleared for movement.

**Track Vehicle Operator**

- 3 Contact the Track Protection Officer and confirm the location of the track vehicle and the worksite.
- 4 Proceed at a 35km/h to 2000 metres from the Track Occupancy Authority worksite limit.
- 5 Once arrived at the 2000 metre distance, proceed forward at 25km/h from the 2000 metres to the Track Occupancy Authority worksite limit.
- 6 Stop at the worksite protection.
- 7 Report to the Track Protection Officer.

**Track Protection Officer**

- 8 Make sure that all workers and equipment are clear of the track and give permission for the track vehicle to enter the worksite.
- 9 Inform the Rail Controller when the track vehicle has arrived intact within the worksite.

**Track Vehicle Operator**

- 10 Fulfil the proceed authority for the track section.





## Network Procedures

### ***Rail Controller***

- 11 Once informed of the arrival of the track vehicle by the Track Protection Officer, fulfil the proceed authority for the track section.

### **NP03 - 4.3 Limits of a TOA are at a Signal**

Where the limits of a track occupancy authority are at a signal controlling entry to the section, the Track Vehicle must stop at the signal. The signal must be treated as part of the Track Occupancy Authority.

### ***Rail Controller***

- 1 Authorise the Track Protection Officer to give the Track Vehicle Operator authority to pass the signal at stop.

### ***Track Protection Officer***

- 2 Authorise the track vehicle to pass the signal and enter the Track Occupancy Authority after ensuring the worksite protection has been implemented.

### **NP03 - 4.4 Track Vehicle to Depart a TOA**

When the track vehicle is ready to depart the Track Occupancy Authority:

### ***Track Protection Officer***

- 1 Authorise or pilot the track vehicle to the limit of the Track Occupancy Authority. If necessary, remove any in field protection to allow the track vehicle to depart.

### ***Track Vehicle Operator***

- 2 Stop the track vehicle at the limit of the Track Occupancy Authority.
- 3 Inform the Rail Controller when ready to depart the Track Occupancy Authority.
- 4 Only proceed when the Rail Controller provides the proceed authority.



## Network Procedures

**Rail Controller**

- 5 Issue the proceed authority for the track vehicle to depart the Track Occupancy Authority.

**NP03 - 5.0 Suspending a TOA for Rail Traffic**

When rail traffic is required to travel through a Track Occupancy Authority:

**Rail Controller**

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

**Track Protection Officer**

- 3 Clear the track of rail traffic and equipment.
- 4 Move workers to a safe place.
- 5 Remove any track protection, including track shorting devices.
- 6 Confirm the track has been safe for normal operations.
- 7 Inform the Rail Controller about any track operating restrictions.
- 8 Suspend the Track Occupancy Authority and complete and initial the *Record of Suspension and Reinstatement* section of the [TA2] Form.

**Rail Controller**

- 9 Endorse the rail control diagram.
- 10 Remove Blocking Facilities.
- 11 Inform the Rail Traffic Crew where to report when the rail traffic is



## Network Procedures

clear and complete.

- 12 Authorise the rail traffic movement by issuing a proceed authority.

### NP03 - 5.1 Reinstating a Track Occupancy Authority

#### ***Rail Controller***

- 1 Confirm that the rail traffic has cleared the track section.
- 2 Reconfirm the location with the Track Protection Officer.
- 3 Check that track shorting devices have been placed.
- 4 Apply Blocking Facilities.
- 5 Inform the Track Protection Officer of the time of the next rail traffic.
- 6 Endorse the rail control diagram.

#### ***Track Protection Officer***

- 7 Reconfirm the location with the Rail Controller.
- 8 Complete and initial the *Record of Suspension and Reinstatement* of the [TA2] Form and re-engage worksite and commence work.

### NP03 - 6.0 Alterations to a TOA

#### ***Rail Controller***

- 1 Endorse the rail control diagram with alterations 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.





## Network Procedures

**Rail Controller**

- 4 Confirm the information against the rail control diagram and give an acknowledgement time.

## NP03 - 6.1 [TA2] Form Alterations

**All Concerned**

- 1 Information contained in the "Limit of Authority" and "Protection Applied" sections of the [TA2] Form can only be altered when protection is removed for testing purposes.
- 2 Before any alterations are made, the protection is removed, and additional protection must be applied to protect the worksite adequately.
- 3 Where Safety Critical Information is required to be changed other than for testing purposes, the [TA2] Form must be cancelled and re-issued.

## NP03 - 7.0 Handover of a TOA

**Track Protection Officer**

- 1 Sign the *Certificate Handover* section of the [TA2] Form.

**Relief Track Protection Officer**

- 2 Sign the *Certificate Handover* section of the [TA2] Form.
- 3 Inform the Rail Controller.

**Rail Controller**

- 4 Record the handover information on the rail control diagram.

## NP03 - 8.0 Fulfilling a TOA

**Track Protection Officer**

- 1 Clear the track of rail traffic and equipment.
- 2 Move workers to a safe place.



## Network Procedures

- 3 Remove any track protection, including track shorting devices.
- 4 Confirm the track is safe for normal operations.
- 5 Inform the Rail Controller about any track operating restrictions.
- 6 Fulfil the Track Occupancy Authority by completing the relevant section of the [TA2] Form.

### ***Rail Controller***

- 7 Endorse the rail control diagram.
- 8 Remove Blocking Facilities.
- 9 Test any affected signals and points.

## NP03 - 9.0 Issuing an Emergency TOA

An emergency Track Occupancy Authority does not need to be advertised.

### ***Rail Control Supervisor***

- 1 Consult with affected workers to determine the requirement for an emergency Track Occupancy Authority.
- 2 Arrange for Track Protection Officers.
- 3 In consultation with the Rail Controller and Track Protection Officer, determine the appropriate location for the Track Occupancy Authority protection.
- 4 Authorise the implementation of an emergency Track Occupancy Authority.

### ***Rail Controller***

- 5 Authorise a Track Occupancy Authority in accordance with the rule [WT02 - Track Occupancy Authority].



## NP03 - 10.0 Accident or Emergency

If an accident or emergency occurs when working during a Track Occupancy Authority and continued work or travel would result in increased risk or injury:

### ***Track Protection Officer***

- 1 Broadcast an emergency radio message.
- 2 Inform all Rail Traffic Crew, workers within the defined limits of the Track Occupancy Authority to stop work.
- 3 Inform the Rail Controller of the details of the accident or emergency.
- 4 Maintain communication between the accident or emergency site and the Rail Controller.
- 5 When the accident or emergency has been managed and authority is given, re-establish communication with workgroups and Rail Traffic Crew in the Track Occupancy Authority to recommence work.

### ***Rail Controller***

- 6 Assist the Track Protection Officer with the emergency site and coordinate emergency services (if required).
- 7 Endorse the rail control diagram with relevant information.

## NP03 - 11.0 Keeping Records

Rail Controllers and the Track Protection Officer must keep the records of the Track Occupancy Authority for six months.



## NP03 - 12.0 Related Documents

- 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]*

## NP03 - 13.0 Effective Date

10 September 2022