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Train Management Policy

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GWA (North) Pty Ltd – Third Party Access Document	Issuing Section: Third Party Access
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AMENDMENTS

Page Number	Issue Number	Date of Issue	Amendment Details
All	001	08/07/08	New Policy
All	002	12/5/10	Content reviewed for correctness to Code and modified where necessary. Document layout changed.
All	003	08/2/11	All references to APT removed and replaced with GWAN. Document layout changed.

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1. Introduction

1.1 GWAN

GWA (North) Pty Ltd (**GWAN**) has leasehold title to, and rights of occupation of, the railway corridor from Tarcoola in South Australia to Darwin in the Northern Territory under subleases granted by the Australasia Railway Corporation.

Under arrangements with GWAN, Genesee and Wyoming Australia Pty Ltd (ABN 17 079 444 296) (**GWA**) is responsible for the operating functions of the Railway.

The activities of train control, provision of communication systems and establishment and promulgation of network operating parameters are carried out by GWA under a commercial contract with GWAN. GWA is accredited under the *Rail Safety Act* as the owner of the train control and communications systems for the Railway.

1.2 The Code

Train Management Standards are a set of principles which are to be applied in the real-time management of Services, and include the rules and practices applicable in circumstances where Services are interrupted due to matters outside an access provider's control and there is a need to resolve competing interests of users of the Railway.

The AustralAsia Railway (Third Party Access) Code (Code) as set out in the schedule to the *AustralAsia Railway (Third Party Access) Act 1999 (SA)* requires 'access providers' to have Train Management Standards. This document is GWAN's policy response to that requirement (**Policy**).

Under the Code, an 'access provider', in relation to a railway infrastructure service, means the person who provides or is in a position to provide the railway infrastructure service (being the service of providing, or providing and operating, railway infrastructure facilities for the purpose of providing a freight service or a passenger service by means of the railway).

As GWAN neither provides nor operates the signalling systems, train control systems and communications systems, GWAN is not an 'access provider' within the meaning of the Code in relation to the provision of the service of train management. This is notwithstanding that GWAN may be an 'access provider' under the Code for other purposes and in respect of other services provided by it.

2. GWA Network Train Controlling Rules and Procedures

In accordance with the Code and the organisation's Rail Safety Management Plan, GWA has developed Network Train Controlling Rules and Procedures. In order to streamline the application process for Access Seekers, GWAN has elected to make those rules and procedures available to Access Seekers directly.

The GWA Network Train Controlling Rules and Procedures are set out at Annexure A.

3. Compliance with GWAN's directions

GWAN may, from time to time, find it necessary or desirable, through changed circumstances or otherwise, to add to or otherwise vary this Policy, or to issue directions or clarifications as to how this Policy is to be interpreted or is to operate. It will be a requirement of all Access Agreements that Railway users comply with the Policy, and any amended form from time to time, and with all such directions and clarifications.

4. Glossary of terms used

Above Rail Operator	An operator of trains in accordance with an agreement between GWAN and a party seeking to use the Railway, prescribing the terms and conditions of that party's access to and use of the Railway.
Access Agreements	The agreement under which GWAN (as the access provider) grants access to the Railway.
<i>Rail Safety Act</i>	The <i>Rail Safety Act 2007</i> (SA) and the <i>Northern Territory Rail Safety Act</i> (NT) or either of them as the context requires (or such equivalent legislation, or legislation enacted in substitution from time to time).
Railway	The railway from Tarcoola in South Australia to Darwin in the Northern Territory.
Rolling Stock	A locomotive, carriage, wagon or other vehicle for use on the Railway.
Service	A Train run by an Above-Rail Operator using the Railway which provides freight or passenger services, including work Trains.
Train	A single unit of Rolling Stock or two or more units coupled together, at least one of which is a locomotive or other self-propelling unit.
Train Management Standards	A set of principles which are to be applied in the real-time management of Services, and including the rules and practices applicable in circumstances where Services are interrupted due to matters outside an access provider's control and there is a need to resolve competing interests of users of the Railway.

Annexure A
GWA Network Train Controlling Rules and Procedures

Genesee & Wyoming Australia	Document Number: RS-PRC-034
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NETWORK TRAIN CONTROLLING RULES AND PROCEDURES

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GWA Rail Safety Document	Issuing Section: Rail Safety & Environmental
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AMENDMENTS

Page Number	Issue Number	Date of Issue	Amendment Details
All	1	01.09.2004	New procedure.
All	2	01.02.2006	Content of draft reviewed and modified where necessary
All	3	01.04.2007	All references to ASR removed and replaced with GWA. Minor changes to sections 6.4 and 10.7

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1. Purpose

This procedure has been developed to provide guidance to Genesee & Wyoming Australia (GWA) Rail Safety Workers who are involved in the performance of train control duties.

In the process, it **shall** enable GWA to demonstrate compliance with the appropriate sections of the organisation's Rail Safety Management Plan – RS-PLN-001 and Australian Standard AS 4292 Railway safety management, Part 5: 1997 Operational systems, Section 6.3 Traffic Management.

2. Scope

This procedure **shall** apply to all train control functions carried out on the GWA rail network or on other railway networks that elect to utilise GWA as a contractor for the provision of Train Control functions.

3. References

- (i) GWA Rail Safety Management Plan RS-PLN-001.
- (ii) Code of Practice for the Australian Railway Network (formerly the Defined Interstate Rail Network).
- (iii) GWA Addendum to the Code of Practice OP-COP-001.
- (iv) Australian Standard AS 4292 Railway safety management, Part 5:1997 Operational systems.

4. Definitions

Apart from the following, this procedure uses terms contained in Australian Standard AS 4292 Railway safety management.

4.1 Transport Control :

GWA Train Control. Based at Dry Creek in South Australia and responsible for ensuring the safe separation of all activities that occur on, or adjacent to the track, on the GWA rail network, or on other railway networks where GWA is contracted to provide a train control function.

The term 'Transport Control' has been adopted by GWA to distinguish the organisation's train control function from that of other neighboring railway networks such as TransAdelaide and ARTC and in the process, eliminate the potential for confusion amongst railway users in South Australia, the Northern Territory and Western Australia (Parkeston Yard).

4.2 Transport Controller:

GWA rail safety worker involved in the performance of train control functions.

5. Responsibilities

5.1 General Manager

The General Manager **shall** be responsible for ensuring that all employees within GWA who are involved in the supervision, performance and/or monitoring of train control functions are familiar with and comply with the requirements of this procedure.

5.2 Coordinator Train Management

The Coordinator Train Management **shall** be responsible for ensuring that all rail safety workers under his/her direct supervision, who are involved in the performance of train control are familiar with and comply with the requirements of this procedure.

5.3 Transport Controllers

GWA Transport Controllers **shall** be aware of this procedure and comply with its specific requirements.

5.4 Rail Safety & Environmental Manager

The Rail Safety & Environmental Manager **shall** review this plan on a regular basis, or whenever changed circumstances dictate, in a bid to ensure its ongoing accuracy and ability to meet the stated purpose. Any deficiencies in the plan **shall** be identified and remedied with the issue of a revised plan.

6. Train Control Protocol

6.1 Transport Controller Competency

To work as a Transport Controller on the GWA rail network the worker **shall** be assessed as being competent in the following:

- Code of Practice for the Australian Rail Network (ARN).
- GWA Addendum to the Code of Practice OP-COP-001.
- GWA Network Train Controlling Rules and Procedures RS-PRC-034

To be in charge as a Transport Controller of a line segment, the Transport Controller **shall** be assessed as being competent in 'board' knowledge of the line segment for which the Transport Controller is to be responsible.

A trainee undergoing competency training may work under the direction of a competent Transport Controller.

6.2 Transport Controller Vigilance

GWA Transport Controllers **shall** remain vigilant while performing their allotted duties. In particular, they **shall**:

- Respond promptly to the requirements of safeworking.
- Respond promptly to safeworking radio and telephone calls.

In the event that a radio channel or telephone has been turned down, turned off or disabled to facilitate safeworking, the Transport Controller **shall** reinstate the radio or telephone to normal function as soon as practicable.

Where visitors to the transport control area have been authorised, interaction **shall** not distract from the requirements of duty. The Transport Controller **shall** not engage in any activity, which has the potential to distract from the requirements of duty.

6.3 Transport Controller Duties

Train controllers **shall**:

- (a) Ensure that accurate time is maintained and used for all procedures and communications.
- (b) Control and record occupancies by trains and track workers and their equipment.
- (c) Record train and track force working progress and track closures.
- (d) Record track, signalling and communication condition as necessary for the operation of the Network.
- (e) Maintain anticipated paths for trains operating in the Network segment under their control.
- (f) Maintain anticipated paths for trains to enter the Network segment under their control for trains entering from:
 - (i) adjacent transport control Network segments
 - (ii) neighbouring transport control jurisdictions
 - (iii) terminals, yards or any location where a train originates
- (g) Initiate frequent advice for the anticipated arrival times of trains under their control.
- (h) Immediately report instances of any breach of the Code of Practice (ARN) and/or the GWA Addendum to the Code of Practice.
- (i) Manage emergency situations in accordance with the Code of Practice (ARN) and/or the GWA Addendum to the Code of Practice and other applicable instructions.
- (j) Comply with instructions or notices concerning alterations to train services.
- (k) Take necessary action to assist qualified workers to reach their destination promptly for the purpose of attending failures and assist them in testing the equipment receiving attention.
- (l) When vehicles are detached short of their destination record and maintain the status of the vehicle for subsequent movement as required by the train operator concerned.
- (m) Train length, tonnage or locomotive changes **shall** be recorded and provided to the Transport Controller of an affected adjoining board or train control jurisdiction.

- (n) Be immediately responsive to train crews reporting fatigue to enable the train to be stopped at the next available location and appropriate action to be taken.
- (o) Complete and submit accurate Transport Control Incident Reports.
- (p) Enter in the Transport Controller's Shift Report notes to be recorded for advice to train controllers on subsequent shifts.

6.4 Synchronisation of Time Keeping Devices

- (a) Transport Controllers **shall** be responsible for keeping the clocks in the Transport Control office properly synchronised to Standard Time in each of the operational areas involved (e.g. Central Standard Time for South Australia, Eastern Standard Time for New South Wales, etc.)
- (b) At the commencement of the first day shift on Monday mornings the Transport Controller **shall** contact "Telstra Dial-it Services" phone number 1194 and check the Transport Control clock for South Australia against the time announced.
- (c) The clocks in Transport Control for the other operational areas **shall** be adjusted accordingly - taking into account any time differences.
- (d) A notation **shall** be made on the Train Control Graph as evidence that the clock has been checked. The notation **shall** show the name of the person performing the check.
- (e) If an error of more than 30 seconds is detected on any clock it **shall** be treated as nonconforming and in need of adjustment.
- (f) If the Transport Controller detects a non-conforming error he **shall** arrange for the clock involved to be adjusted by contacting the nominated source or maintainer/repairer.
- (g) In the event of more than one Transport Controller commencing duty at the same time, the Transport Controllers **shall** confer and appoint one Transport Controller who will take responsibility for the synchronisation process.
- (h) The Transport Controller **shall** provide the correct time as displayed by the appropriate clock in Transport Control to any railway safety worker making such a request for the purposes of synchronising their own time keeping device.

6.5 Transport Controller Hand Over Procedures

Prior to taking over the transport control board, the Transport Controller **shall**:

- (a) discuss the various projected working with the Transport Controller to be relieved.

- (b) reach a thorough understanding in regard to the actual position of each train, including any verbal instructions issued. The Transport Controller to be relieved **shall** not depart until this process is completed.
- (c) check and initial all unfulfilled TA's, TRI's, TWA's and TOA's to ensure they were correctly issued, are understood and correctly recorded on the train control graph.
- (d) check the Train Control Graph for the correct recording of temporary speed restrictions or other information pertinent to safeworking.
- (e) check the Transport Controller's Shift Report, completed Train Control Incident Reports, train notices and instructions since the last shift worked.
- (f) sign the Train Control Graph for the shift to be worked.

Before being relieved, the Transport Controller **shall**:

- (g) ensure that the incoming Transport Controller is fully briefed on all aspects of the working.
- (h) complete outstanding reports unable to be completed within the duration of the shift.

6.6 Procedures for Managing Adjoining Train Control Boards

Train controllers in charge of adjoining boards **shall** frequently discuss and reach an understanding in relation to:

- (a) anticipated train arrival and departure times
- (b) the planning of train paths
- (c) train identification details
- (d) crossing and passing requirements
- (e) any other information which may affect the working of trains, for example, locomotive changes, the length of trains, out of gauge loading etc

Before issuing a Train Authority for a train:

- (f) to proceed to the adjoining location:
 - (i) the Transport Controller **shall** verify with the other Transport Controller details of any opposing train authorities including crosses and passes.
 - (ii) The details **shall** be recorded on both train control graphs.

- (g) to depart from the adjoining location:
 - (i) the Transport Controller **shall** verify with the other Transport Controller that all necessary crossing or passing train authorities have been issued, and;
 - (ii) that train authorities into the location have been fulfilled or cancelled.
 - (iii) The details **shall** be recorded on both train control graphs.

Before authorising a train to proceed to an adjoining location, where working beyond that location is controlled by another jurisdiction, the Transport Controller shall obtain permission from the controlling jurisdiction.

6.7 Numbering of Safeworking Forms

The Transport Controller **shall** generate TA, TWA and TWA ADVICE numbers. The Transport Controller on each 'board' **shall** assign numbers as follows:

6.7.1 Train Authorities (TA)

- (a) Where a Train Authority is not 'COMPLETE' but is 'NOT-ISSUED' the same Train Authority number **shall** be used for the next Train Authority issued.
- (b) Where Train Authorities are generated solely by a manual system:
 - (i) The number 1 **shall** be used for the first Train Authority issued at the commencement of each 24 hour period (0001 hours).
 - (ii) Consecutive numbers **shall** be used for all subsequent Train Authorities issued for the remainder of the 24 hour period.
 - (iii) Where an alpha Train Authority prefix has been assigned for use in a particular line segment, it **shall** immediately precede the Train Authority number, for example E52.
- (c) Where Train Authorities are generated with the assistance of the electronic WestOrder Train Order System:
 - (i) The number 1 shall be generated by the WestOrder Train Order System for the first Train Authority issued at the commencement of each calendar month (0001 hours).
 - (ii) Consecutive numbers **shall** be used for all subsequent train authorities issued for the remainder of the calendar month.

6.7.2 Track Occupation Authority (TOA) & Track Working Authority (TWA):

- (a) The same numbering system is used for all TOA & TWA forms issued.

- (b) The number 1 **shall** be used for the first TOA or TWA issued at the commencement of each 24 hour period (0001 hours).
- (c) Consecutive numbers **shall** be used for all subsequent TOA or TWA issued for the remainder of the 24 hour period.

6.7.3 Train Working Authority Advice (TWA ADVICE)

- (a) The number 1 **shall** be used for the first TWA ADVICE form issued at the commencement of each 24 hour period (000 1 hours).
- (b) Consecutive numbers **shall** be used for all subsequent TWA ADVICE issued for the remainder of the 24 hour period.

7. Data Management

The Transport Controller **shall**:

- (a) complete the issue, verification and recording of each TA, TRI, TWA and TOA before commencing the next.
- (b) after recording a Train Authority on the train control graph, draw a diagonal red line across the face of the Train Authority.
- (c) not leave the train control board unattended for breaks or any other reason until each process in Clause 7(a) above has been completed in full.
- (d) not cover, fold or obscure that part of the Train Control Graph upon which decisions or planning is to be based.
- (e) refer to the original compilation of an opposing Train Authority issued, and not to the Train Control Graph when issuing a Train Authority including a cross or pass.
- (f) refer to the original TWA form and not to the Train Control Graph when issuing a TWA ADVICE.
- (g) carry forward details of speed restrictions, from one Train Control Graph to the next until the speed restriction has been published and does not need to be issued directly to train crews.
- (h) carry forward details of train notices informing of track closures, from one graph to the next until the track has again been opened and advised by train notice.

8. Transport Controller Decision Making

The Transport Controller **shall** comply with:

- (a) the Joint Occupancy Safeworking matrices for decision making in relation to safeworking, and
- (b) the Train Priority Decision Making Matrix for decisions in relation to train priorities.

9. Transport Controller Recording Train Performance

- (a) The Transport Controller **shall** report on train performance as follows:
 - (i) Calculate time lost by trains by comparing specified section running times against actual section run times for the class of train.
 - (ii) Calculate time lost by trains when stopping for crosses, passes, shunting, fuelling etc by comparing specified allowances for those activities.
 - (iii) Calculate delays en route for failures or unscheduled shunting, crew changes etc.
- (b) The Transport Controller **shall** not assume the reason for train delays. Where time has been lost the Transport Controller **shall** determine the reason for the time lost from:
 - (i) the qualified worker in charge of an attended station where the delay has occurred within the yard limits
 - (ii) the train crew in charge of the train where the delay has occurred in transit.
 - (iii) the track supervisor in charge of a site where the delay has occurred due to track force working.
- (c) Train performance (eg. 10A or 30L) **shall** be recorded on the Train Control Graph for each Transit Check Point location and input into the computer system provided for the purpose.
- (d) Data management system delay codes **shall** be used for input into the data management system provided for the purpose. A succinct explanation of the cause of any delay and the total time involved **shall** be recorded on the Train Control Graph and in other locations as required.

10. Train Graphing Procedures

10.1 Recording

The Transport Controller **shall**:

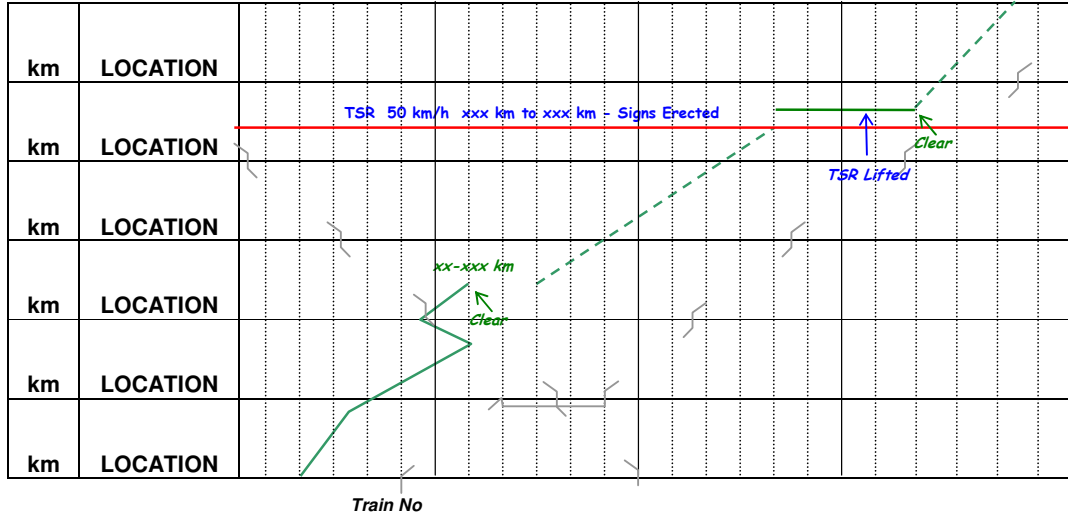
- (a) accurately record the times and location of all appropriate events.
- (b) neatly record all Train Control Graph information in the prescribed colour and manner.
- (c) use a permanent ink or pen except for planning lines where pencil **shall** be lightly used.
- (d) not use erasures, razor blades or any other device to correct errors. An error **shall** be neatly crossed out and the correction recorded in its place.
- (e) not use black pen for any recording purpose on the Train Control Graph. Black pen **shall** be used for audit purposes only.

10.2 Recording TRI

The Transport Controller **shall** record TRI information as follows:

- (a) all information **shall** be recorded in green.
- (b) an indication of the worker(s) undertaking the TRI is recorded at the commencement of TRI work or travel and repeated as required to maintain sufficient record for identification. Details of the worker(s) undertaking the TRI, including any contact telephone numbers **shall** be recorded on the Train Control Graph.
- (c) once a TRI is initiated, travel and work recorded by the Transport Controller **shall** be contiguous until final clearance from the track.
- (d) travel to a station location is ruled initially short of the station then continued to record the time of arrival.
- (e) travel to a km location is ruled to the point on the Train Control Graph in the section and the km location noted in green.
- (f) clearance in green pen is only recorded when the track vehicle and workers are clear of the track.
- (g) portions of travel undertaken off track is recorded as a dashed line.

EXAMPLE A



10.3 Recording Temporary Speed Restrictions

The Transport Controller **shall** record temporary speed restrictions as follows:

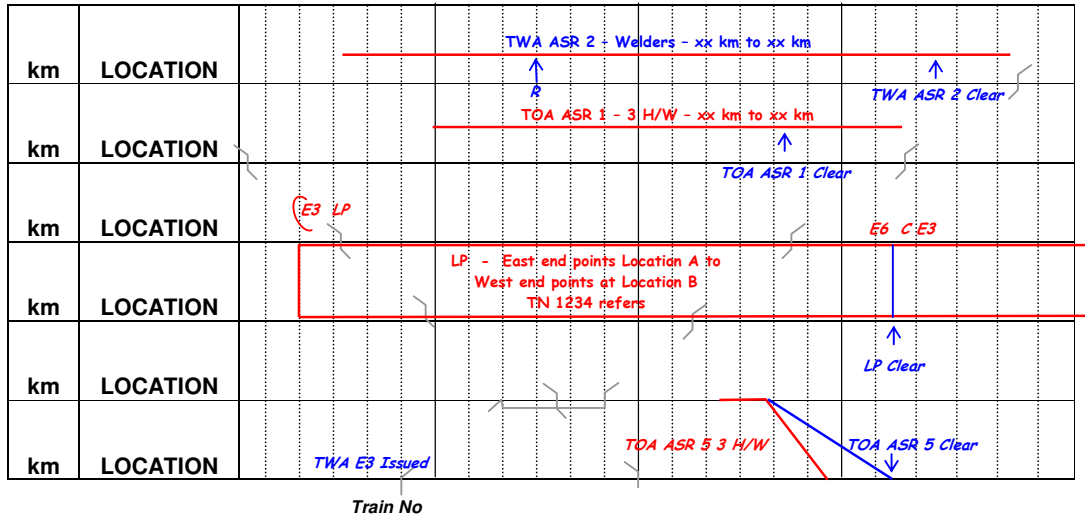
- (a) a red line to indicate the location of the TSR, and;
- (b) the TSR detail in blue immediately above the red line.
- (c) the TSR **shall** be carried forward from one Train Control Graph to the next until 'lifted' or published as appropriate, and the reason noted in blue.

10.4 Recording TWA and TWA Advice

The Transport Controller **shall** record TWA and TWA ADVICE information as follows:

- (a) a red line to indicate the location of the TWA.
- (b) TWA detail in blue immediately above the red line
- (c) the TWA **shall** be ruled forward to represent its planned duration and extended beyond when that time has elapsed times of reports received through the duration of the TWA **shall** be noted in blue.
- (d) clearance of the TWA in blue.
- (e) notations indicating the manner used to issue a TC TWA Advice to a train is recorded in blue

EXAMPLE B



10.5 Recording TOA

The Transport Controller **shall** record TC TOA information as follows:

- (a) a red line to indicate the location of the TOA or a red line to indicate the extent of travel.
- (b) the TOA **shall** be ruled forward to represent its planned duration and extended beyond when that time has elapsed
- (c) TOA detail in red immediately above the red line, or in the case of travel next to the red line.
- (d) if travel on TOA, the travel progress recorded in blue. The times of reports received through the duration of the TOA **shall** be noted in blue.
- (e) clearance of the TOA in blue.

10.6 Recording Local Possessions

The Transport Controller **shall** record Local Possessions as follows:

- (a) the TA issued to institute and cancel the LP in red
- (b) the section authorised for Local Possession recorded as a red block from the time of issue and ruled forward to represent the planned duration and extended beyond when that time has elapsed.
- (c) within the block, the detail of the extent of the LP and train notice **shall** be recorded
- (d) the block closed in blue when the TA cancelling the LP is issued

10.7 Recording Train Details

The Transport Controller **shall** record train details as follows:

- (a) in the place provided:
 - (i) lead and working locomotive identities in blue,
 - (ii) hauled locomotives and crew cars in blue
 - (iii) the names of all working or resting crew personnel in blue;
 - (iv) train length and tonnage in blue
 - (v) length of train in metres in blue
- (b) subsequent changes to train detail information **shall** be recorded in similar fashion.
- (c) the scheduled time of entry to the network **shall** be indicated at the head and foot of the Train Control Graph, with a line across to the actual time of network entry.

10.8 Recording Train Authorities

The Transport Controller **shall** record Train Authorities as follows:

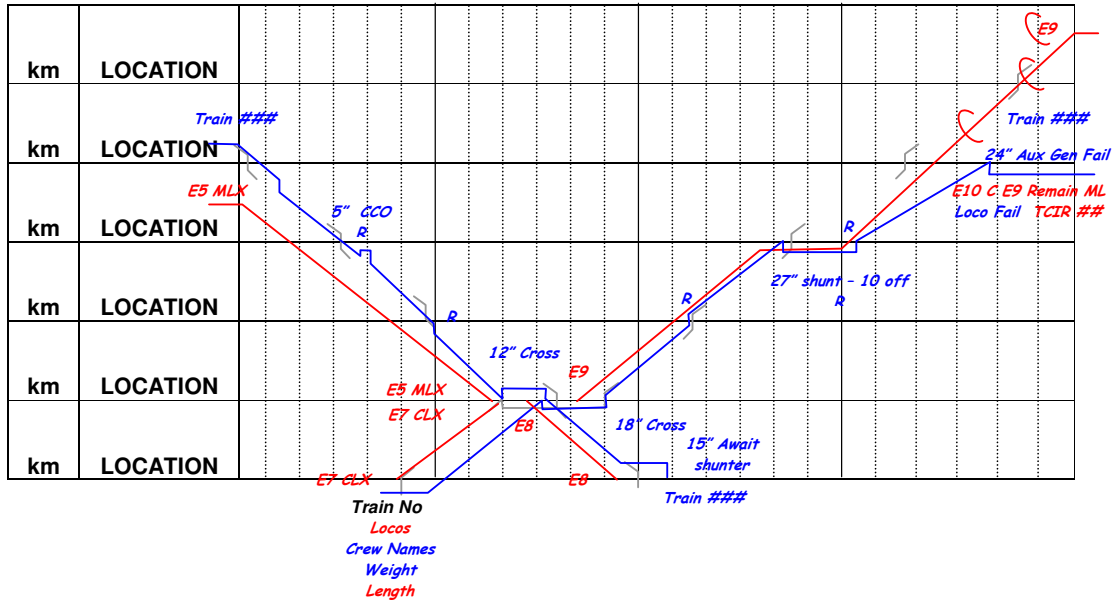
- (a) all information **shall** be recorded in red;
- (b) the time of TA issue and the TA number **shall** be recorded against the location of issue and immediately above/below the time of issue;
- (c) the extent of the TA **shall** be recorded to reflect anticipated running of the train;
- (d) annotations of all instructions in the Train Authority **shall** be indicated adjacent to location for which the instruction is applicable, for example reports and temporary speed restrictions.
- (e) where a Train Authority includes advice of a line to be taken at a location, for any purpose, including crossing or passing movements, the Train Control Graph must be endorsed with the line to be taken (eg ML-CLX-MLX).

10.9 Planning Lines

The Transport Controller **shall**:

- (a) lightly plot planning lines in pencil and then erase them when no longer required
- (b) update planning lines frequently for trains and track forces or other information, which may have relevance.

EXAMPLE C



10.10 Recording Train Progress

The Transport Controller **shall** record:

- (a) train progress information in blue.
- (b) the time each train departed each station location **shall** be clearly indicated at the intersection point between the time and the location cleared.
- (c) delays and the reason for the delay.
- (d) where reports from train crews are requested and/or provided, the time and location of the report are to be endorsed on the Train Control Graph.

10.11 Recording Occupied Running Lines

The occupation or fouling of running lines by items of stabled rollingstock or equipment such as track machinery **shall**:

- (a) be shown on the Train Control Graph by drawing a blue line along the location and making a blue written notation describing the rollingstock/equipment involved.
- (b) continue to be shown until such time as the rollingstock/equipment has been removed.

10.12 Recording Occupied Lines used for the Crossing of Trains

On sections of the GWA Network where lines such as goods sidings or goods loops may be used for the crossing or passing of trains, the recording protocol detailed in clause 10.11 above **shall** also be applied.

10.13 Recording Incidents

- (a) The Transport Controller **shall** record TCIR No in red adjacent to the event that required the TCIR to be written.
- (b) The Transport Controller **shall** note any information received regarding incidents or other important information in blue pen or pencil depending on its significance.

10.14 Recording Cancelled Train Authorities

The Transport Controller **shall** record cancelled Train Authorities as follows:

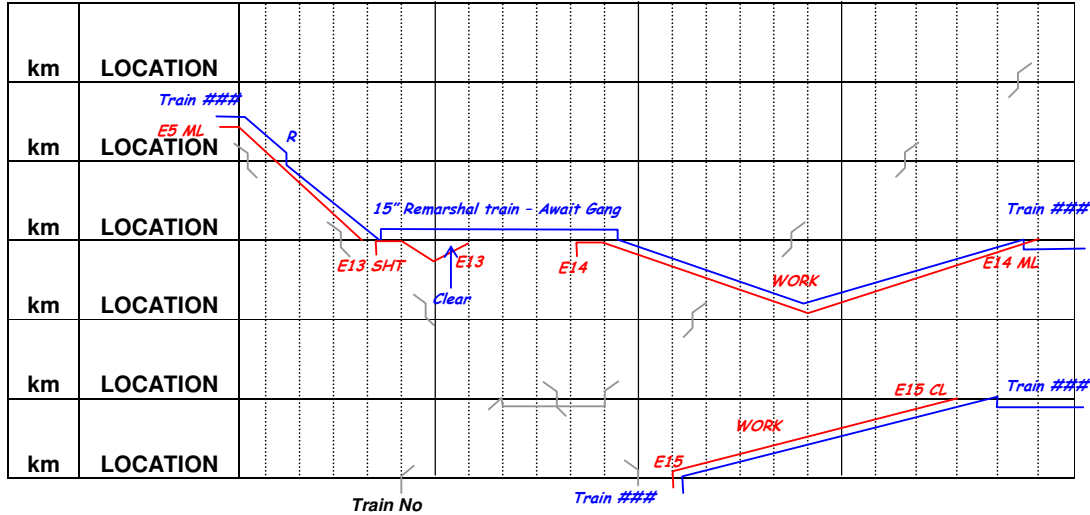
- (a) the instruction in the TA not fulfilled before the authority was cancelled **shall** be circled in red.
- (b) the TA number cancelling a previous TA **shall** be followed with a 'c' in red
- (c) the relevant portion of the line recording the TA which has been cancelled neatly crossed using red pen unless it can be used to indicate the new Train Authority.

10.15 Additional Recording Requirements

In addition to other requirements for the recording of Train Authorities the Transport Controller **shall** record:

- (a) the term 'WORK' in red to indicate that TA for the purpose of work has been issued.
- (b) the term 'SHT' in red to indicate that a TA for the purpose of shunting has been issued.
- (c) The time the shunt was complete and the section cleared **shall** be recorded in blue.

EXAMPLE D



11. General Requirements

11.1 Protocols for Work on Track

The Code of Practice (ARN) makes reference to the occupation, obstruction, travelling on, and working alongside the track by track forces, through the issue of a Local Possession (LP), Track Occupancy Authority (TOA), and Track Work Authority (TWA).

Train Running Information (TRI) is provided to enhance track force safety through the provision of anticipated train running and arrival times.

11.2 Advice of Emergency Contact Details

Transport Controllers **shall** ensure that Rail Safety Workers carry out the following actions when requesting access to the GWA network for any reason:

- (a) obtain details of GWA's dedicated emergency contact telephone numbers and promulgate this to all personnel for whom the requested authority to work applies;
- (b) provide GWA Transport Control with details of:
 - (i) their own contact details, and;
 - (ii) details of a dedicated twenty four hour per day, seven day per week emergency contact for their organisation.

The information referred to in Clause 11.2 (a) and (b) above **shall** be recorded on the Train Control Graph alongside the applicable authority

11.3 Light Track Equipment

As set down in the CoP, Volume Two, clause 2, Light Track Equipment **shall** be defined as any small track maintenance machine or item of equipment, that under normal conditions, can be removed from the track by two workers. A lightly loaded road-rail vehicle that can be readily removed from the track may be regarded as light track equipment.

- (a) On the GWA Network, it is requirement that the removal of Light Track Equipment **shall** be able to be performed at any location.
- (b) On the GWA Network, vehicles or equipment that require dedicated take offs, level crossings or other forms of infrastructure to facilitate removal from the track, **shall** not be considered Light Track Equipment.

11.4 Application of Track Force Protection

11.4.1 Train Running Information (TRI)

TRI is intended to provide workers with information regarding the anticipated arrival times of trains at a work site. TRI is **not** an authority to obstruct or break the track.

- (a) On the GWA Network TRI **shall** not be used to occupy or travel on the track in the path of a train travelling in either direction.
- (b) TRI may be used to occupy the track behind a train, travelling away from a work site, or the point of origin of the TRI, provided that:
 - (i) the train will not return, and;
 - (ii) the TRI limits do not extend beyond the last known location of the preceding train.

11.4.2 Track Occupancy

A Local Possession (LP), Track Occupancy Authority (TOA) or Track Work Authority (TWA) is provided to workers in order to allow safe access to the track.

On the GWA Network:

- (a) all work which requires the track to be broken or obstructed, or;
- (b) the movement of vehicles which do not meet the definition of Light Track Equipment;

shall be performed under the authority of a LP, TOA or TWA.

11.5 Advice to Train Crews of Track Force Activities

Transport Control **shall** advise Train Crews of the activities of track maintenance forces as follows:

- (a) where Rail Safety Workers are working under the authority of an LP, by Train Notice, which **shall** set out the conditions for the LP.
- (b) where Rail Safety Workers are working under the authority of a TOA, trains are excluded from occupation of the section. If this results in the delay of a train service, train crews **shall** be verbally notified by GWA Transport Control of the reasons for the limit of authority and delay.
- (c) where Rail Safety Workers are working under the authority of a TWA, train crews **shall** be issued with a Track Work Advice form, as set out in CoP, Volume Three, clause 3.11.16. Advice of the issued Track Work Advice form **shall** be included in the supporting information portion of the Train Authority for the section of track in which the TWA is in force.
- (d) where Rail Safety Work is performed under the auspices of TRI, wherever possible, the train crew **shall** be advised of the presence of Rail Safety Workers by GWA Transport Control. Under the provisions of the TRI, the Rail Safety Workers **shall** provide work site signage as set out in clause 4.2 'Gang Whistle Sign' of the GWA Addendum to the Code of Practice.
- (e) where Rail Safety Workers occupy a track as set out in clause 11.4.1 above, wherever possible, GWA Transport Control **shall** include:
 - (i) advice of the presence of Rail Safety Workers in the supporting information section of the Train Authority for the section, and;
 - (ii) direct contact details of the Rail Safety Workers working under the TRI.

11.6 Track Machines Travelling in Convoy

Where more than one self-propelled track machine is required to travel in convoy:

- (a) A Rail Safety Worker, qualified in the applicable Safeworking system, **shall** :
 - (i) take charge of the movement, and;
 - (ii) ride on the leading track machine, and;
 - (iii) ensure that the movement is conducted safely.
- (b) The machines **shall** travel in a group, as closely together, as safety will permit.

- (c) In the event of a delay occurring, the GWA Transport Controller **shall** be promptly informed of the circumstances.

11.7 Movement of Heavyweight Track Machines

- (a) Where single or multiple self-propelled track machines are required to travel over more than one section, the movement of the track machines **shall** only be performed under the authority of a Train Authority.
 - (i) the identification of each track machine travelling on the authority of the Train Authority **shall** be listed on the Train Authority.
 - (ii) the Train Authority **shall** not be fulfilled until such time as all track machines have arrived at the location of limit of the authority.
- (b) Where single or multiple self-propelled track machines are required to travel within or through only one section, the movement of the track machines may be performed under the authority of a TOA, TWA, or during the establishment of an LP.

11.8 Overdue Track Force Occupation

Rail Safety Workers occupying the track **shall** be aware of agreed reporting and clearance times, and conduct their activities with due diligence.

In the event of the failure, on the part of Rail Safety Workers occupying the track, to report, or report clear of the track, to the GWA Transport Controller, within the time agreed by the parties, the GWA Transport Controller **shall**:

- (a) initiate a call in an attempt to contact the Rail Safety Worker. If this should fail;
- (b) call the dedicated emergency contact telephone number for the Rail Safety Workers' organisation. If this should fail;
- (c) initiate GWA's emergency response protocols.

12. Review

The capacity of this procedure to meet its stated purpose **shall** be the subject of regular review.

- (a) The review of this document **shall** be carried out by the Rail Safety and Compliance Coordinator (SA) in conjunction with the Train Management Coordinator and / or other GWA operations personnel on a regular basis, or whenever changed circumstances dictate.
- (b) The results of this review **shall** be documented and reported as part of GWA's formal Rail Safety Management System Review process.

- (c) Any deficiencies in the procedure **shall** be identified and remedied by way of a revised procedure.

END OF PROCEDURE