

Special Proceed Authority (SPA)

Introduction

A Special Proceed Authority (SPA) form is used to authorise rail traffic movements when the Proceed Authority normally provided by the system of Safeworking in operation is not available.

Mandatory items

The following items must be completed:

- 1** SPA Number
- 2** Authority
- 3** As a result of
- 4** Assurances
- 10** Issued to
- 11** Authorised by

Item 2 – Authority

Give clear details of the SPA limits as locations and/or other specified limit.

Item 3 – As a result of

Give brief and clear details about why a SPA is needed.

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Item 4 – Assurances

Review each assurance and:

- write NA in the check box NA if the assurance has been considered but is not applicable in this instance, or
 - write Y in the check box Y if the assurance does apply in this instance.
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Optional items

Review Items 5, 6, 7, 8 and 9, and:

- put a cross in the check box X if the item does not apply in this instance, or
- tick the check box ✓ if the item does apply in this instance, and complete the details.

Item 5 – Worksites

Review this item, and:

- put a cross in the check box 5X if there are no worksites, or
- tick the check box 5✓ if there are worksites then:
 - write the kilometrage where worksites are located, and
 - write the details of Railway Track Signal protection in Item 6.

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Item 6 – Railway Track Signal Protection

Review this item, and:

- put a cross in the check box 6X if there is no Railway Track Signal protection, or
- tick the check box 6✓ if there is Railway Track Signal protection, and
- write the kilometrage where Railway Track Signal protection is located.

Item 7 – Facing Points

Review this item, and:

- put a cross in the check box 7X if there are no points to be set and secured, or
- tick the check box 7✓ if there are points that need to be set and secured, and complete the details.

Item 8 – Travelling in the wrong running-direction

Review this item, and:

- put a cross in the check box 8X if movement is not in the wrong running-direction (on a unidirectional line), or
- tick the check box 8✓ if the movement is in the wrong running-direction (on a unidirectional line).

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Item 9 – Special Instructions

Review this item, and:

- put a cross in the check box if there are no further instructions, or
- tick the check box if there are further instructions, and complete the details including details of speed restrictions.

Effective date

28 October 2017

forms

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Special Proceed Authority (SPA) – NRF 005

1	SPA Number	<input style="width: 100%;" type="text"/>					
2	Authority is given to the Driver of <input style="width: 100px;" type="text"/> train no. to travel on the <input type="checkbox"/> UP <input type="checkbox"/> DN <input style="width: 100px;" type="text"/> line(s)						
	from <input style="width: 100px;" type="text"/>	<small>(cross out if not applicable)</small>	YL	EYL	km	Sig	to <input style="width: 100px;" type="text"/>
		<small>(cross out if not applicable)</small>					<small>(cross out if not applicable)</small>
3	As a result of	<input style="width: 100%;" type="text"/>					
4	Assurances Mark each check box with either Y (Yes) or NA (Not Applicable) as appropriate						
	<input type="checkbox"/> The track within the limits of this authority, excluding within yard limits of attended locations, will be occupied only by authorised rail traffic						
	<input type="checkbox"/> Affected Signaller's have provided an assurance that unauthorised rail traffic is, or will be, restrained from entering the limits under this authority						
	<input type="checkbox"/> Effective communication is established between affected Qualified Workers						
	<input type="checkbox"/> Previously issued Proceed Authorities have been cancelled or fulfilled						
	<input type="checkbox"/> Obstructions are protected						
	<input type="checkbox"/> Current work on track authorities or work on track methods in affected sections are cancelled or fulfilled, or worksites are protected against movements under this authority						
	<input type="checkbox"/> Unless authorised by the Train Controller, intermediate signal boxes and local control panels in affected sections are not to switch in or out while this authority is in force						
	<input type="checkbox"/> Qualified Workers known to be affected have been told about the planned movements under this authority						
	<input type="checkbox"/> Blocking facilities are applied						
	<input type="checkbox"/> Drivers are, or will be, advised of any known temporary speed restriction requirements						
	<input type="checkbox"/> The route to be taken by rail traffic is: • set and secured, or • will be set and secured by a Qualified Worker						
	<input type="checkbox"/> Drivers are instructed to STOP at all active control level crossings and treat them as potentially faulty in accordance with NGE 218 Type F level crossing management . They are located at:						
		<input style="width: 50px;" type="text"/> km	<input style="width: 50px;" type="text"/> km	<input style="width: 50px;" type="text"/> km	<input style="width: 50px;" type="text"/> km	<input style="width: 50px;" type="text"/> km	<input style="width: 50px;" type="text"/> km
5	Worksites are located at:	<input style="width: 50px;" type="text"/> km	<input style="width: 50px;" type="text"/> km	<input style="width: 50px;" type="text"/> km	<input style="width: 50px;" type="text"/> km	<input style="width: 50px;" type="text"/> km	<input style="width: 50px;" type="text"/> km
6	Railway Track Signal protection has been placed at:	<input style="width: 50px;" type="text"/> km	<input style="width: 50px;" type="text"/> km	<input style="width: 50px;" type="text"/> km	<input style="width: 50px;" type="text"/> km	<input style="width: 50px;" type="text"/> km	<input style="width: 50px;" type="text"/> km
7	Facing points you are instructed to set and secure:	<input style="width: 50px;" type="text"/> pts/km	<input style="width: 50px;" type="text"/> pts/km	<input style="width: 50px;" type="text"/> pts/km	<input style="width: 50px;" type="text"/> pts/km	<input style="width: 50px;" type="text"/> pts/km	<input style="width: 50px;" type="text"/> pts/km
8	Travelling in the wrong running-direction: You are instructed to travel at a speed safe for the prevailing conditions, and not exceeding 40km/h						
9	Special instructions and additional information	<input style="width: 100%; height: 30px;" type="text"/>					
10	Issued to and read back by Driver and Signallers						
	name	<input style="width: 100px;" type="text"/>	train no.	<input style="width: 50px;" type="text"/>	hh:mm hr	<input style="width: 50px;" type="text"/>	dd/mm/20yy
	name	<input style="width: 100px;" type="text"/>	location/panel	<input style="width: 50px;" type="text"/>	hh:mm hr	<input style="width: 50px;" type="text"/>	dd/mm/20yy
	name	<input style="width: 100px;" type="text"/>	location/panel	<input style="width: 50px;" type="text"/>	hh:mm hr	<input style="width: 50px;" type="text"/>	dd/mm/20yy
11	Authorised by Train Controller						
	name	<input style="width: 100px;" type="text"/>	location/panel	<input style="width: 50px;" type="text"/>	hh:mm hr	<input style="width: 50px;" type="text"/>	dd/mm/20yy