

Using an Unsignalled movement checklist

Introduction

Signallers must use *NRF 012 Unsignalled movement checklist* when authorising an unsignalled rail traffic movement:

- within the yard limits of a consolidated yard, or
- beyond a starting or a home/starting signal on a bidirectional line, but not beyond the yard limits.

The Signaller must make sure that all necessary assurances are gained and recorded before giving spoken authority for the unsignalled movement.

Numbering forms

Signallers authorising the unsignalled movement must number the form consecutively on a pad-by-pad basis.

Mandatory items

All items must be completed:

- 1 Unsignalled movement Number
- 2 Unsignalled movement details
- 3 Reason for unsignalled movement
- 4 The unsignalled movement is authorised
- 5 Assurances
- 6 Movement authorised by Signaller

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Item 2 – Unsignalled movement details

If the form is being used for movement within consolidated yard limits:

- tick the check box beside the statement 'movement within consolidated yard limits', and
- put a cross in the check box beside the statement 'movement beyond a starting or home/starting signal on a bidirectional line, but not beyond the yard limits'.

If the form is being used for movement beyond a starting or home/starting signal on a bidirectional line, but not beyond the yard limits:

- put a cross in the check box beside the statement 'movement within consolidated yard limits', and
- tick the check box beside the statement 'movement beyond a starting or home/starting signal on a bidirectional line, but not beyond the yard limits'.

Item 3 – Reason for unsignalled movement

Give brief and clear details about the reason an unsignalled movement has to be made.

Item 4 – The unsignalled movement is authorised

Give clear details of the limits of the movement as the signal numbers and/or locations and/or kilometrages.

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Item 5 – Assurances

Review each assurance and:

- write NA (Not Applicable) in the check box NA if the assurance has been considered but is not applicable in this instance, or
- write Y (Yes) in the check box Y if the assurance does apply in this instance.

Network Forms

NRF 012 Unsignalled movement checklist

Effective date

14 May 2023

network
procedures

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Unsignalled movement checklist – NRF 012

1	Unsignalled movement Number	<input type="text"/>		
2	Unsignalled movement details	<input type="checkbox"/> movement within consolidated yard limits <input type="checkbox"/> movement beyond a starting or home/starting signal on a bidirectional line, but not beyond the yard limits		
3	Reason for unsignalled movement	<input type="text"/> <input type="text"/>		
4	The unsignalled movement is authorised	from <input type="text"/> Sig./location/km	to <input type="text"/> Sig./location/km	
	for Driver/Track Vehicle Operator	<input type="text"/> name	<input type="text"/> rail traffic ID	
5	Assurances	Mark each check box with either Y (Yes) or NA (Not Applicable) as appropriate <input type="checkbox"/> The affected portion of track, 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 affected portion of line <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 the planned unsignalled movement <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 during the unsignalled movement <input type="checkbox"/> Qualified Workers known to be affected have been told about the planned unsignalled movement <input type="checkbox"/> Blocking facilities are applied <input type="checkbox"/> Drivers/Track Vehicle Operators are, or will be, instructed to proceed at restricted speed <input type="checkbox"/> The route to be taken by rail traffic is: <ul style="list-style-type: none"> • set and secured, or • will be set and secured by a Qualified Worker <input type="checkbox"/> Drivers/Track Vehicle Operators 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 type="text"/> km <input type="text"/> km <input type="text"/> km		
6	Movement authorised by Signaller	<input type="text"/> name	<input type="text"/> location/panel	<input type="text"/> h:mm hr <input type="text"/> :00/min/20yy

FIGURE 1: NRF 012 Unsignalled movement checklist