

Using a Track Occupancy Authority (TOA) Form

Introduction

NRF 002 Track Occupancy Authority (TOA) is used to authorise occupancy of track, within specified limits, for an agreed period.

Numbering forms

Signallers issuing a TOA Form must number the form consecutively on a pad-by-pad basis.

Mandatory items

The following items must be completed:

- 1 TOA Number
- 2 Purpose
- 3 TOA limits
- 4 Assurances
- 9 Authorised by Network Controller
- 10 Issued to and read back by the Protection Officer and Signallers

Item 3 – TOA limits

Give clear details of the TOA limits as locations or other specified limits.

Item 4 – Assurances

Review each assurance and:

- write NA (Not Applicable) in the assurance box NA if the assurance has been considered but is not applicable in this instance, or
- write Y (Yes) in the assurances box Y when the assurance is given and complete the details.

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Optional items

The following items are optional:

- 5 Joint occupancy following a unidirectional rail traffic movement
- 6 Joint occupancy with disabled rail traffic
- 7 Joint occupancy with stabled rail traffic
- 8 Joint occupancy with another TOA or a Track Work Authority (TWA)
- 11 TOA extension
- 12 Relieving Protection Officer

Review each item, and:

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

Complete Item 11 if a TOA time extension is authorised.

Complete Item 12 when a Protection Officer is relieved.

Item 5 – Joint occupancy following a rail traffic movement

If the item applies, tick the numbered box and:

- write NA (Not Applicable) in the assurance box if the assurance has been considered but is not applicable, or
- write Y (Yes) in the assurances box when the assurance is given.

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Item 6 – Joint occupancy with disabled rail traffic

If the item applies, tick the numbered box 6 and write Y (Yes) in the assurances box Y when the assurance is given.

Item 7 – Joint occupancy with stabled rail traffic

If the item applies, tick the numbered box 7 and write Y (Yes) in the assurances box Y when the assurance is given.

Item 8 – Joint occupancy with another TOA or a Track Work Authority (TWA)

If the item applies, tick the numbered box 8 and write Y (Yes) in the assurance box Y when the assurance is given.

Item 11 – TOA extension

If a TOA is extended, tick the numbered box 11 and record the extension and authorisation details.

Item 12 – Relieving Protection Officer

If the holder of a TOA is relieved by another Protection Officer, tick the numbered box 12 and record the relieving Protection Officer's Details.

Network Forms

NRF 002 Track Occupancy Authority (TOA)

Effective date

14 May 2023

network
procedures

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RailSafe Track Occupancy Authority (TOA) – NRF 002

1	TOA Number	<input type="text"/>																																			
2	Purpose	<table border="1"> <tr> <td><input type="checkbox"/> Worksite</td> <td><input type="checkbox"/> Track vehicle journey</td> <td>Type of work:</td> <td colspan="2"><input type="text"/></td> </tr> </table> <p><small>(Cross out if not applicable)</small></p>			<input type="checkbox"/> Worksite	<input type="checkbox"/> Track vehicle journey	Type of work:	<input type="text"/>																													
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3	TOA limits	<table border="1"> <tr> <td colspan="2"><input type="text"/></td> <td>lines</td> </tr> <tr> <td>from</td> <td><input type="text"/></td> <td>location/clearance point</td> <td>to</td> <td><input type="text"/></td> <td>location/clearance point</td> </tr> <tr> <td>commencing at</td> <td><input type="text"/></td> <td>hr</td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> <td>/</td> <td>to be fulfilled by</td> <td><input type="text"/></td> <td>hr</td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> <td>/</td> </tr> </table>			<input type="text"/>		lines	from	<input type="text"/>	location/clearance point	to	<input type="text"/>	location/clearance point	commencing at	<input type="text"/>	hr	<input type="text"/>	/	<input type="text"/>	/	to be fulfilled by	<input type="text"/>	hr	<input type="text"/>	/	<input type="text"/>	/										
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4	Assurances	<p>Mark each assurance box with either Y (Yes) or NA (not applicable) as appropriate</p> <p><input type="checkbox"/> The Protection Officer knows about existing obstructions and current occupancies</p> <p><input type="checkbox"/> The Protection Officer understands and agrees to the limits under this authority</p> <p><input type="checkbox"/> All points of entry into the affected portion of track are protected and blocking facilities are applied</p> <p>The last rail traffic to pass the protection was <input type="text"/> rail traffic ID <input type="text"/> The last known location of rail traffic is <input type="text"/> location <input type="text"/></p> <p><input type="checkbox"/> There is no rail traffic between the protection and worksite/road rail access point</p>																																			
5	<input type="checkbox"/> Joint occupancy following a rail traffic movement	<p>if this item does not apply, put a cross in the numbered box</p> <p>Mark the assurance box with Y (Yes) when this assurance has been confirmed</p> <p><input type="checkbox"/> Preceding rail traffic is authorised for a unidirectional movement only</p> <p><input type="checkbox"/> Preceding rail traffic has passed complete beyond the limits of the proposed worksites or the starting location of the track vehicle movement</p>																																			
6	<input type="checkbox"/> Joint occupancy with disabled rail traffic	<p>if this item does not apply, put a cross in the numbered box</p> <p>Mark the assurance box with Y (Yes) when this assurance has been confirmed</p> <p><input type="checkbox"/> All disabled rail traffic within the limits of the TOA has been restrained</p>																																			
7	<input type="checkbox"/> Joint occupancy with stabled rail traffic	<p>if this item does not apply, put a cross in the numbered box</p> <p>Mark the assurance box with Y (Yes) when this assurance has been confirmed</p> <p><input type="checkbox"/> The Protection Officer will place protection to prevent the unintended movement of stabled rail traffic that is not associated with the TOA</p>																																			
8	<input type="checkbox"/> Joint occupancy with a TOA or TWA	<p>if this item does not apply, put a cross in the numbered box</p> <p>Mark the assurance box with Y (Yes) when this assurance has been confirmed</p> <p><input type="checkbox"/> The Protection Officers have consulted with each other and agree that the second authority may be issued</p> <p><input type="checkbox"/> The Protection Officers agree on the protection arrangements</p>																																			
9	Authorised by Network Controller	<table border="1"> <tr> <td><input type="text"/></td> <td>name</td> <td><input type="text"/></td> <td>location/panel</td> <td><input type="text"/></td> <td>hr</td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> </tr> </table>			<input type="text"/>	name	<input type="text"/>	location/panel	<input type="text"/>	hr	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>																						
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10	Issued to and read back by the Protection Officer and Signallers	<table border="1"> <tr> <td><input type="text"/></td> <td>name</td> <td><input type="text"/></td> <td>contact No.</td> <td><input type="text"/></td> <td>hr</td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td>name</td> <td><input type="text"/></td> <td>location/panel</td> <td><input type="text"/></td> <td>hr</td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td>name</td> <td><input type="text"/></td> <td>location/panel</td> <td><input type="text"/></td> <td>hr</td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> </tr> </table>			<input type="text"/>	name	<input type="text"/>	contact No.	<input type="text"/>	hr	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	name	<input type="text"/>	location/panel	<input type="text"/>	hr	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	name	<input type="text"/>	location/panel	<input type="text"/>	hr	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
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11	<input type="checkbox"/> TOA Extension	<p>extended until <input type="text"/> hr <input type="text"/> / <input type="text"/> / <input type="text"/></p> <p>Authorised by Network Controller</p> <table border="1"> <tr> <td><input type="text"/></td> <td>name</td> <td><input type="text"/></td> <td>location/panel</td> <td><input type="text"/></td> <td>hr</td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> </tr> </table>			<input type="text"/>	name	<input type="text"/>	location/panel	<input type="text"/>	hr	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>																						
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12	<input type="checkbox"/> Relieving Protection Officer	<table border="1"> <tr> <td><input type="text"/></td> <td>name</td> <td><input type="text"/></td> <td>contact No.</td> <td><input type="text"/></td> <td>hr</td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> </tr> </table>			<input type="text"/>	name	<input type="text"/>	contact No.	<input type="text"/>	hr	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>																						
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FIGURE 1: NRF 002 Track Occupancy Authority (TOA)