

## General information about Network Forms

### Introduction

This section contains the Network Forms used in the Network.

Instructions about when to use these forms are given in the Network Rules and Network Procedures.

- Each Network form has its own unit which includes:
  - a specimen blank form
  - specific instructions on how to complete the form.
- 

### General

When completing forms, Qualified Workers must:

- write clearly in ink, unless completing an electronic form
- print words and figures clearly
- write numbers as numerals, not words
- draw a single line through errors, if required print the correction above them
- initial corrections in the margin beside the correction
- use only authorised abbreviations.

If it is not possible to send a copy of a form to an affected worker, Qualified Workers may jointly compile the form.

---

## General information about Network Forms

### Numbered boxes

Numbered boxes are used on forms to indicate if information about an item is mandatory or optional.

#### Mandatory items

If an item does not have a numbered box the item is mandatory and must be completed.

#### Optional items

Optional items, or items that include choices, are indicated by a numbered box:

- if the item does not apply, put a cross in the numbered box, for example 1X, or
- if the item does apply, tick the numbered box 1 and complete the item.

---

### Cancelling and fulfilling forms

#### Fulfilling a form

If all of the instructions in an authority have been completed, fulfil the authority by writing **FULFILLED** between parallel diagonal lines across the form.

#### Cancelling a form

If some or none of the instructions in a form have been completed, cancel the form by writing **CANCELLED** between parallel diagonal lines across the form.

## General information about Network Forms

### Signing and dating

Between the parallel diagonal lines, write:

- the date and time the form is fulfilled or cancelled
  - your name and signature.
- 

### Special instructions

#### Completing 'location', 'panel', 'km' or 'specified limit'

Write the name of the location and/or the kilometrage of the location, for example:

- Sulphide jct
- 157.300 km
- Thirroul 70.145 km
- Up accept Sig S154.

#### Completing 'designation'

Write the role you are performing, for example:

- Driver
- Protection Officer
- Track Vehicle Operator
- Signaller
- Network Controller.

## General information about Network Forms

If a form has one or more items where the same Signaller is required to provide their name, designation or location details, the Signaller:

- must give full details at the first item
- may insert AS ABOVE at the next items that require the same information.

---

### Effective date

29 September 2019

---

pre-release