

Infrastructure Booking Authority (IBA)

Introduction

An Infrastructure Booking Authority (IBA) form is used to record details about:

- using uncommissioned infrastructure, or
 - infrastructure equipment to be:
 - temporarily booked out of use, or
 - decommissioned/permanently removed, or
 - booked back into use, or
 - commissioned.
-

Numbering forms

The Maintenance Representatives issuing the IBA form must number the form consecutively on a pad by pad basis.

Mandatory items

The following items must be completed:

- 1** IBA Number
 - 2** Equipment location
 - 3** Details of affected equipment
-

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Optional items

Item 4 – Signalling equipment to be bridged

If signalling equipment is not to be bridged as part of the Booking-Out or Booking-In, put a cross in the numbered box 4 X.

If signalling equipment is to be bridged as part of the Booking-Out or Booking-In:

- tick the numbered box 4 ✓
 - write the Bridging Authority Number.
-

Using uncommissioned infrastructure

If uncommissioned infrastructure is being certified fit for a specific purpose:

- record the advertised date and details of the equipment to be certified
- tick the check box beside the statement *The equipment listed above is certified fit for the specific purpose in accordance with the details advertised in SAFE Notice.*

The Signaller and the representative of each discipline involved must use the boxes provided to write:

- their name
 - depot/contact No., location or panel details as appropriate
 - the time and date.
-

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Booking-Out Confirmation

If equipment is being booked temporarily out of use or decommissioned/permanently removed tick the check box for whichever of temporarily booked out of use or decommissioned/permanently removed applies, and put a cross in the other check box .

The Signaller and the representative of each discipline involved must use the boxes provided to write:

- their name
- depot/contact No., location or panel details as appropriate
- the time and date.

If this equipment was booked out on a previous IBA and the equipment remains uncertified, record the previous IBA number in the Reference IBA No. column.

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Booking-In Certification

If equipment is being booked back into use or commissioned:

- tick the check box for whichever of booked back into use or commissioned that applies, and put a cross in the other check box
- review each item of equipment listed in item 3 and write **YES** or **NO** in the Certified Y/N column.

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If some equipment will remain booked out:

- complete a new IBA form with the details of the equipment not certified
- record the new IBA number in the Reference IBA No. column.

The Signaller and the representative of each discipline involved must use the boxes provided to write:

- their name
- depot/contact No., location or panel details as appropriate
- the time and date.

Effective date

29 September 2019

forms

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1 IBA Number

2 Equipment location location

between location and location

on the line(s)

3 Details of affected equipment

Identification Number	Infrastructure equipment details	Certified <small>(cross out if not applicable)</small>		Reference IBA No.
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	

4 **Signalling equipment to be bridged.** Bridging Authority Number

Using uncommissioned infrastructure

The equipment listed above is certified fit for the specific purpose in accordance with the details advertised in SAFE Notice

	name	depot/contact No.	No.	hr	/ /
Signals					
Civil					
Electrical					
Signaller					

Booking-Out The equipment listed above is now:

temporarily booked out of use

decommissioned/permanently removed

	name	depot/contact No.	hr	/ /
Signals				
Civil				
Electrical				
Signaller				

Booking-In The equipment listed above is certified operating correctly and is now:

booked back into use

commissioned

	name	depot/contact No.	hr	/ /
Signals				
Civil				
Electrical				
Signaller				

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