

Infrastructure Booking Authority (IBA)

Introduction

An Infrastructure Booking Authority (IBA) form is used to detail work that requires infrastructure equipment to be:

- temporarily booked out of use, or
 - permanently removed, or
 - newly commissioned, or
 - booked back into use.
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Mandatory items

The following items must be completed:

- 1** Number
- 2** Location of equipment
- 3** Details of affected equipment

Booking-Out Confirmation or Booking-In Certification.

Optional items

Item 4 – Signalling equipment

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

4✘.

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

- tick the check box **4**✔, and
 - write the Bridging Authority Number.
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Booking-Out Confirmation

If equipment is being booked temporarily out of use or permanently removed:

- record the date that the details of the equipment to be booked out were advertised, and
- tick the check box for whichever of temporary or permanent removal applies, and put a cross in the other check box for the option that does not apply.

The Signaller and the representative of each discipline involved in the temporary or permanent removal must use the boxes provided to:

- write the time, date and their name, and
- sign the form.

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:

- record the date that the details of the equipment to be booked in were advertised
- tick the check box for whichever of booked back into use or commissioned that applies, and put a cross in the other check box for the option that does not apply, and
- 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, and
- record the new IBA number in the Reference IBA No. column.

The Signaller and the representative of each discipline involved in the temporary or permanent removal must use the boxes provided to:

- write the time, date and their name, and
- sign the form.

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Effective date

29 April 2017

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1 **Number** **Date** / /20

2 **Location of equipment**

Section between and

Lines affected

3 **Details of affected equipment**

Identification Number	Infrastructure equipment details	Certified Yes/No	Reference IBA No.

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

Booking-Out

Booking-Out Confirmation

We certify that in accordance with details advertised on / /20, the equipment listed above is now:

booked temporarily out of use permanently removed.

Discipline	Time	Date	Name	Signature
Signals	hours	/ /20		
Civil	hours	/ /20		
Electrical	hours	/ /20		
Network Control	hours	/ /20		

Booking-In

Booking-In Confirmation

We certify that the equipment listed above is operating correctly and is now booked back into use commissioned

in accordance with details advertised on / /20

Discipline	Time	Date	Name	Signature
Signals	hours	/ /20		
Civil	hours	/ /20		
Electrical	hours	/ /20		
Network Control	hours	/ /20		