

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
 - newly 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
- 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 .

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.

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, location or panel details
- 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.

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, location or panel details
 - the time and date.
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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, location or panel details
- the time and date.

Effective date

29 September 2019

forms

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1 IBA Number

2 Equipment is located at 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

Booking-Out The equipment listed above is now:

temporarily booked out of use

decommissioned/permanently removed

Signals	name	depot	hr	/ /
Civil	name	depot	hr	/ /
Electrical	name	depot	hr	/ /
Signaller	name	location/panel	hr	/ /

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

booked back into use

commissioned

Signals	name	depot	hr	/ /
Civil	name	depot	hr	/ /
Electrical	name	depot	hr	/ /
Signaller	name	location/panel	hr	/ /

Using uncommissioned infrastructure

The equipment listed above is certified fit for the specific purpose in accordance with the details advertised in SAFE Notice No.

Signals	name	depot	hr	/ /
Civil	name	depot	hr	/ /
Electrical	name	depot	hr	/ /
Signaller	name	location/panel	hr	/ /

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