

Using a Pilot Staff Working Introduction Form

Introduction

NRF 010 Pilot Staff Working Introduction is used by Network Controllers to introduce Pilot Staff Working.

Numbering forms

Network Controllers authorising the Pilot Staff Working must number the form consecutively on a pad-by-pad basis.

Mandatory items

All items must be completed:

- 1 Introduction Number
- 2 Pilot staff working is authorised
- 3 As a result of
- 4 Assurances
- 5 Authority for the section
- 6 Issued to
- 7 Authorised by

Item 3 – Pilot staff working is authorised

Record the lines to be used for pilot staff working and the locations that mark the limits of travel on each line.

Item 4 – Assurances

Review each assurance and:

- Write NA (Not Applicable) in the assurance box NA if the assurance has been considered but does not apply
- write Y (Yes) in the assurance box Y if the assurance applies.

network
procedures

Using a Pilot Staff Working Introduction Form

Item 5 – Authority for the section

Confirm how the authority will be granted by placing:

- a tick in the check box next to the method that applies, and
- give details as required, and
- put a cross in the other three check boxes .

Network Forms

NRF 010 Pilot Staff Working Introduction

Effective date

14 May 2023

network
procedures

Using a Pilot Staff Working Introduction Form

RailSafe Pilot Staff Working Introduction – NRF 010

1	Introduction Number	<input type="text"/>					
2	Pilot staff working is authorised on the						
	UP DN	<input type="text"/>	line	from	<input type="text"/>	to	<input type="text"/>
	UP DN	<input type="text"/>	line	from	<input type="text"/>	to	<input type="text"/>
	UP DN	<input type="text"/>	line	from	<input type="text"/>	to	<input type="text"/>
	UP DN	<input type="text"/>	line	from	<input type="text"/>	to	<input type="text"/>
	<small>(cross out if not applicable)</small>						
3	As a result of	<input type="text"/>					
4	Assurances Mark each check box with either Y (Yes) or NA (Not Applicable) as appropriate						
	<input type="checkbox"/>	Signallers have provided an assurance that the line between the limits is not occupied and that unauthorised rail traffic is, or will be, restrained from entering the pilot staff working section					
	<input type="checkbox"/>	Effective communication is established between affected Qualified Workers.					
	<input type="checkbox"/>	Previously issued Proceed Authorities have been cancelled or fulfilled					
	<input type="checkbox"/>	Obstructions are protected					
	<input type="checkbox"/>	Current work on track authorities or work on track methods in affected sections are cancelled or fulfilled, or worksites are protected against movements under this authority					
	<input type="checkbox"/>	Unless authorised by the Network Controller, intermediate signal boxes and local control panels in affected sections are not to switch in or out while pilot staff working is in operation					
	<input type="checkbox"/>	Both ends of the pilot staff working section are attended					
	<input type="checkbox"/>	Signals used to allow entry to the limits of pilot staff working will be set and kept at STOP when not in use					
	<input type="checkbox"/>	Blocking facilities applied					
	<input type="checkbox"/>	Facing points are or will be clipped and locked for rail traffic movements					
	<input type="checkbox"/>	Active control level crossings are protected. They are located at:					
		<input type="text"/>	km	<input type="text"/>	km	<input type="text"/>	km
5	Authority for the section						
	The authority for the section, or authority to issue NRF 007 Pilot Staff Ticket, will be:						
	<input type="checkbox"/>	Large Pilot Staff No. <input type="text"/>					
	<input type="checkbox"/>	Combined half pilot staffs inscribed <input type="text"/> and <input type="text"/>					
	<input type="checkbox"/>	Half pilot staff inscribed <input type="text"/> for the duration of pilot staff working with the half pilot staff for the other end of the section secured at <input type="text"/> location/km					
	<input type="checkbox"/>	Half pilot staff inscribed <input type="text"/> until combined with the half pilot staff inscribed <input type="text"/> to become the pilot staff.					
6	Issued to Signaller(s)						
	<input type="text"/>	name	<input type="text"/>	location / panel	<input type="text"/>	hr	<input type="text"/>
	<input type="text"/>	name	<input type="text"/>	location / panel	<input type="text"/>	hr	<input type="text"/>
	<input type="text"/>	name	<input type="text"/>	location / panel	<input type="text"/>	hr	<input type="text"/>
	<input type="text"/>	name	<input type="text"/>	location / panel	<input type="text"/>	hr	<input type="text"/>
7	Authorised by Network Controller						
	<input type="text"/>	name	<input type="text"/>	location / panel	<input type="text"/>	hr	<input type="text"/>

© Sydney Trains 2019

NRF 010 9 of 11

FIGURE 1: NRF 010 Pilot Staff Working Introduction