

# Using Infrastructure Booking Authorities

## Introduction

An Infrastructure Booking Authority (IBA) is used to tell Signallers that infrastructure is:

- temporarily or permanently removed from service ('booked out of use'), or
- installed or returned to service ('booked into use').

Maintenance Representatives and Signallers use an *NRF 003 Infrastructure Booking Authority* form to jointly compile an IBA.

## Compiling an Authority

### *Maintenance Representatives and Signallers*

1. Record details about the location of the infrastructure and the affected line.
2. Record the type of infrastructure work to be listed in the IBA:
  - existing infrastructure booked temporarily out of use, or
  - existing infrastructure permanently removed, or
  - existing infrastructure booked back into use, or
  - new infrastructure installed.
3. Record the equipment identification numbers. Give details about the equipment.
4. If the work was advertised, record the date of the advertisement.
5. If signalling equipment is to be bridged temporarily, record the Bridging Authority Number.

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6. Record the time and date, and the name of each representative, against the relevant discipline.
7. Sign the IBA on behalf of the discipline that you represent.

### Completing an Authority if infrastructure is certified

#### *Maintenance Representatives and Signallers*

1. Write Yes in the Certified column if infrastructure is to be certified fit for service on the existing IBA.
2. Record the name of the representative of each discipline certifying the infrastructure, and the time and date, on the existing IBA.
3. Strike through items that do not apply.
4. Sign the IBA to certify the infrastructure for the discipline that you represent.

### Completing an Authority if some infrastructure remains uncertified

#### *Maintenance Representatives and Signallers*

1. Write No in the Certified column if infrastructure is not certified for return to service on the existing IBA.
2. Compile a new IBA to detail infrastructure that is not being returned to service.
3. Carry over the relevant date of advertisement to the new IBA.
4. If signalling infrastructure is to continue to be bridged temporarily, record the Bridging Authority Number on the new IBA.
5. Write the reference number of the new IBA against the corresponding infrastructure details on the existing IBA.

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6. Write the reference number of the existing IBA in the Reference IBA No. column, for uncertified infrastructure included in the new IBA.
7. On the existing IBA, record the name of the representative of each discipline certifying the infrastructure, and the time and date.
8. Sign the existing IBA for the discipline that you represent.
9. On the new IBA, record the name of the representative of each discipline certifying the infrastructure, and the time and date.
10. Sign the new IBA for the discipline that you represent.

### Keeping Infrastructure Booking Authority forms

Signallers and Maintenance Representatives must keep IBA forms.

### Network Procedures

*Nil*

### Effective date

29 April 2017