

## procedures

# NPR 005 Using a Special Proceed Authority (SPA) Form

## Introduction

*NRF 005 Special Proceed Authority (SPA)* is used to authorise rail traffic movements when the Proceed Authority normally provided by the system of Safeworking in operation is not available.

## Numbering forms

Network Controllers authorising the SPA must:

- number the form consecutively on a pad-by-pad basis, or
- use the auto-generated number of the digital form.

## Mandatory items

The following items must be completed:

- 1 SPA Number
- 2 Authority
- 3 As a result of
- 4 Assurances
- 10 Issued to
- 11 Authorised by

### Item 2 – Authority

Give clear details of the SPA limits as locations and/or other specified limit.

### Item 3 – As a result of

Give brief and clear details about why a SPA is needed.

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## Item 4 – Assurances

Review each assurance and:

- if the assurance has been considered but is not applicable:
  - on paper forms, write **NA** (Not Applicable) in the assurance box ☐ **NA**, or
  - on digital forms, select the radio button next to **NA**.
- when the assurance is given:
  - on paper forms, write **Y** (Yes) in the assurances box ☐ **Y** and complete the details, or
  - on digital forms, select the radio button next to **YES** and complete the details.

## Optional items

The following items are optional:

- 5**      Worksites
- 6**      Railway track signal protection
- 7**      Facing points
- 8**      Travelling in the wrong running-direction
- 9**      Special instructions

Review each item, and:

- put a cross in the numbered box ☐ if the item does not apply in this instance, or
- tick the numbered box ☒ if the item applies in this instance and complete the details.

## Item 5 – Worksites

If the item applies, tick the numbered box ☒ and complete the details.

Record details of railway track signal protection in Item 6.

## Item 6 – Railway track signal protection

If the item applies, tick the numbered box ☒ and complete the details.

## Item 7 – Facing points

If there are points that need to be set and secured, tick the numbered box ☒ and complete the details.

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### Item 8 – Travelling in the wrong running-direction

Tick the numbered box ☒ 8 if the movement is in the wrong running-direction (on a unidirectional line).

### Item 9 – Special instructions

Tick the numbered box ☒ 9 if there are further instructions and complete the details, including details of speed restrictions.

## Related Documents

NRF 005      *Special Proceed Authority*