

**procedures**

# NPR 002 Using a Track Occupancy Authority (TOA) Form

## Introduction

*NRF 002 Track Occupancy Authority (TOA)* is used to authorise occupancy of track, within specified limits, for an agreed period.

## Numbering forms

Signallers issuing a TOA Form 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 TOA Number
- 2 Purpose
- 3 TOA limit
- 4 Assurances
- 9 Authorised by Network Controller
- 10 Issued to and read back by the Protection Officer and Signallers

### Item 3 – TOA limits

Give clear details of the TOA limits as locations or other specified limits.

### 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.

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## Optional items

The following items are optional:

- 5 Joint occupancy following a unidirectional rail traffic movement
- 6 Joint occupancy with disabled rail traffic
- 7 Joint occupancy with stabled rail traffic
- 8 Joint occupancy with another TOA or a Track Work Authority (TWA)
- 11 TOA extension
- 12 Relieving Protection Officer

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.

Complete Item 11 if a TOA time extension is authorised.

Complete Item 12 when a Protection Officer is relieved.

### Item 5 – Joint occupancy following a rail traffic movement

If the item applies, tick the numbered box  and:

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

### Item 6 – Joint occupancy with disabled rail traffic

If the item applies, tick the numbered box  and:

- on paper forms, write Y (Yes) in the assurances box  when the assurance is given, or
- on digital forms, select the radio button next to YES.

### Item 7 – Joint occupancy with stabled rail traffic

If the item applies, tick the numbered box  and:

- on paper forms, write Y (Yes) in the assurances box  when the assurance is given, or
- on digital forms, select the radio button next to YES.

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## Item 8 – Joint occupancy with another TOA or a Track Work Authority (TWA)

If the item applies, tick the numbered box  and:

- on paper forms, write Y (Yes) in the assurances box  when the assurance is given, or
- on Digital Network forms, select the radio button next to YES.

## Item 11 – TOA extension

If a TOA is extended, tick the numbered box  and record the extension and authorisation details.

## Item 12 – Relieving Protection Officer

If the holder of a TOA is relieved by another Protection Officer, tick the numbered box  and record the relieving Protection Officer's Details.

## Related Documents

NRF 002      *Track Occupancy Authority TOA*

pre-release