

**work on track**

# NWT 312 Infrastructure Booking Authority

## Purpose

To prescribe the rules for recording and advertising changes to the Network for:

- the temporary or permanent installation or removal of infrastructure
- booking infrastructure into or out of use.

### Note

Removal of 1500V overhead supply is prescribed in:

- *NGE 224 Planned removal of the 1500V supply*
- *NGE 226 Planned removal of the 1500V supply in Electric Vehicle Maintenance Centres*
- *NGE 228 Unplanned removal of the 1500V supply.*

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## Advertising infrastructure work

Maintenance Representatives must make sure that work on infrastructure that affects the configuration of the Network is documented and advertised in a Weekly Notice.

Infrastructure must be advertised in a Weekly Notice before it is commissioned or decommissioned/permanently removed.

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## Compiling an Infrastructure Booking Authority

The Maintenance Representative must use *NRF 003 Infrastructure Booking Authority (IBA)* form 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
  - commissioned.

Maintenance Representatives must compile the IBA form before equipment is removed or commissioned.

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The Maintenance Representatives must:

- send a copy of the IBA form to the appropriate Signaller, or
- jointly compile the IBA form with the Signaller.

The Maintenance Representative must give a copy of the IBA form to:

- the Possession Protection Officer for work associated with a Local Possession Authority (LPA), or
- the Protection Officer for work associated with a Track Occupancy Authority (TOA) or a Track Work Authority (TWA).

The Signaller and the Maintenance Representatives must keep the completed IBA form.

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## Securing infrastructure

Infrastructure that is not yet commissioned, or has been decommissioned but not yet removed, must be secured against unauthorised use.

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## Certifying infrastructure

Infrastructure that has been installed or removed must be certified in an IBA form:

- compiled by the relevant Maintenance Representatives
  - acknowledged by the Signaller.
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## Booking infrastructure back into use

If infrastructure has been certified as working correctly, the relevant section of the IBA form must be signed.

The Maintenance Representative must give a copy of the IBA form to:

- the Possession Protection Officer for work associated with a Local Possession Authority (LPA), or
- the Protection Officer for work associated with a TOA or a TWA.

If parts of the infrastructure cannot be certified at the end of work, they must be booked out of use again in a new IBA form.

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The new IBA form must:

- be compiled before the original IBA is signed
- include a reference to the original IBA.

The original IBA form must include a reference to the new IBA for those parts of the infrastructure that were not certified.

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## Using uncommissioned infrastructure

Infrastructure that is not yet commissioned (uncommissioned) may be given limited certification for specific purposes including rail traffic movements.

Before uncommissioned infrastructure is used:

- a Maintenance Representative must certify that it is fit for the specific purpose
  - it must be advertised in a SAFE Notice
  - A Maintenance Representative and a Qualified Worker must together unsecure and secure uncommissioned infrastructure as necessary.
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## Related Documents

<i>NPR 704</i>	<i>Using Infrastructure Booking Authorities</i>
<i>NPR 705</i>	<i>Removing 1500V supply</i>
<i>NPR 706</i>	<i>Removing 1500V supply in Electric Vehicle Maintenance Centres</i>
<i>NPR 714</i>	<i>Removing 1500V supply in unplanned situations</i>