

procedures

NPR 704 Using Infrastructure Booking Authorities

Introduction

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

- using uncommissioned infrastructure, or
- infrastructure equipment that is:
 - temporarily booked out of use, or
 - decommissioned/permanently removed, or
 - booked back into use, or
 - commissioned.

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:
 - use of uncommissioned infrastructure, or
 - existing infrastructure temporarily booked out of use, or
 - existing infrastructure decommissioned/permanently removed, or
 - existing infrastructure booked back into use, or
 - 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.
6. Record the time and date, and the name of each representative, against the relevant discipline.

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Completing an Authority if infrastructure is certified

Maintenance Representatives and Signallers

1. Cross out NO 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.

Completing an Authority if some infrastructure remains uncertified

Maintenance Representatives and Signallers

1. Cross out YES 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.
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. On the new IBA, record the name of the representative of each discipline certifying the infrastructure, and the time and date.

Keeping Infrastructure Booking Authority forms

Signallers and Maintenance Representatives must keep IBA forms.

Related Documents

Nil