

**procedures**

# NPR 003 Using an Infrastructure Booking Authority (IBA) Form

## Introduction

*NRF 003 Infrastructure Booking Authority (IBA)* is used to record details about:

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

## Numbering forms

The Maintenance Representatives issuing an IBA 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 IBA Number
- 2 Equipment location
- 3 Details of affected equipment

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## Item 3 – Details of affected equipment

Record the identification number and the details of affected infrastructure equipment.

If points booked out of use are available for manual operation, beside 'Points temporarily booked out of use are available for manual operation':

- on paper forms, tick the check box , or
- on digital forms, select the radio button.

If points booked out of use are not available for manual operation, beside 'Points temporarily booked out of use are available for manual operation':

- on paper forms, cross the check box , or
- on digital forms, leave the radio button unselected.

## Optional items

### Item 4 – Signalling equipment to be bridged

If signalling equipment is not to be bridged as part of the Booking-Out or Booking-In, put a cross in the numbered box .

If signalling equipment is to be bridged as part of the Booking-Out or Booking-In:

- tick the numbered box , and
- write the Bridging Authority Number.

## Using uncommissioned infrastructure

If uncommissioned infrastructure is being certified fit for a specific purpose:

- record the advertised date and details of the equipment to be certified, and
- beside the statement 'The equipment listed above is certified fit for the specific purpose in accordance with the details advertised in SAFE Notice':
  - on paper forms, tick the check box , or
  - on digital forms, select the radio button.

The Signaller and the representative of each discipline involved must use the boxes provided to write:

- their name, and
- depot/contact No., location, or panel details as appropriate, and
- the time and date.

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## Booking-Out Confirmation

If equipment is being booked temporarily out of use or decommissioned/permanently removed, for whichever of 'temporarily booked out of use' or 'decommissioned/permanently removed' applies:

- on paper forms, tick the check box , and put a cross in the other check , or
- on digital forms, select the radio button that applies, and leave other radio button unselected.

The Signaller and the representative of each discipline involved must use the boxes provided to write:

- their name, and
- depot/contact No., location, or panel details as appropriate, and
- the time and date.

If this equipment was booked out on a previous IBA and the equipment remains uncertified, record the previous IBA number in the Reference IBA No. column.

## Booking-In Certification

If equipment is being booked back into use or commissioned for whichever of 'booked back into use' or 'commissioned' that applies:

- on paper forms, tick the check box , and put a cross in the other check , or
- on digital forms, select the radio button that applies, and leave other radio button unselected.

Review each item of equipment listed in item 3 and in the Certified column, and:

- on paper forms, cross out the option for whichever is not applicable YES or NO, or
- on digital forms, select the YES or NO radio button that applies, and leave other radio button unselected.

If some equipment will remain booked out:

- complete a new IBA form with the details of the equipment not certified, and
- record the new IBA number in the Reference IBA No. column.

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The Signaller and the representative of each discipline involved must use the boxes provided to write:

- their name, and
- depot/contact number, location, or panel details as appropriate, and
- the time and date.

## Related Documents

*NRF 003      Infrastructure Booking Authority IBA*

pre-release