

General LPA Requirements

This information has been prepared to inform Sydney Trains' employees, contractors and TfNSW on general requirements to ensure boundary gates, ESML cabinets and equipment boxes are securely closed at the completion of LPA's and a reminder of the requirements of Possession Notice 31 for possession protection, points testing at end of possessions.

Background

Following recent general issues raised by the Operations Delivery Directorate with Engineering & Maintenance Directorate in relation to boundary gates and equipment boxes left open and point clips not being returned to cabinets, this Notice is provided as a general reminder to workgroups working within LPA's.

This Notice also relates to a set of points associated with possession protection failing to operate post possession on the Configuration 6 Track Possession over the weekend of 24th to 25th August 2019.

Requirement

All Asset Scheduling & Delivery Coordination (AS&DC) staff, are to reinforce and remind work scope representatives at prepossession meetings of the following requirements:

- All Boundary gates are to securely closed and locked after a work group enters or leaves the rail corridor.
- All track side equipment boxes including cabinets containing point clips are to be securely locked.
- All point clips are to be returned to the cabinet from which they were obtained by the applicable work group.

Further, all ASDC staff and contract staff are also reminded on the Requirements of **Possession Notice 31 – Requirement for Points to be Tested Prior to LPA Handback** as per the following extract from the Notice:

- *Request the affected Signaller to test affected points per the requirements of ASDC procedure the Application of Possession Protection*
- *Contact the Possession Protection Coordinator (PPC) or Possession Protection Officer (PPO) if there is no PPC, and confirm that point clips have been removed and the affected points have been tested*
- *Where for any reason a set of points cannot be tested by the affected Signaller, either the PPC or PPO must be advised and requested that a notation be made within the Possession Access Coordination Tool (PACT) to that effect*

The PPC or PPO must record all information provided by the applicable protection teams in relation to the testing of points within the constraints notes section in PACT.

The PPO, when fulfilling all track possessions with the relevant Network Controller must review the information contained within PACT and advise the Network Controller if there are any set of points which were unable to be tested and the reason provided by the affected Signaller why they were unable to be tested.

The Final Word

Each and every person, whether they are AS&DC staff, other Sydney Trains staff or contractors who work on track during a possession has a responsibility to work in a safe manner and to be aware of and comply with all applicable rules, procedures and instructions.

AS&DC team are to ensure that this Notice is highlighted and discussed with all work group representatives at pre-possession meetings and included in pre-possession notes.

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