procedures
NPR 726 Using half pilot staffs

Introduction

Half pilot staffs (half-staffs) authorise movements in only one direction. They are used for:
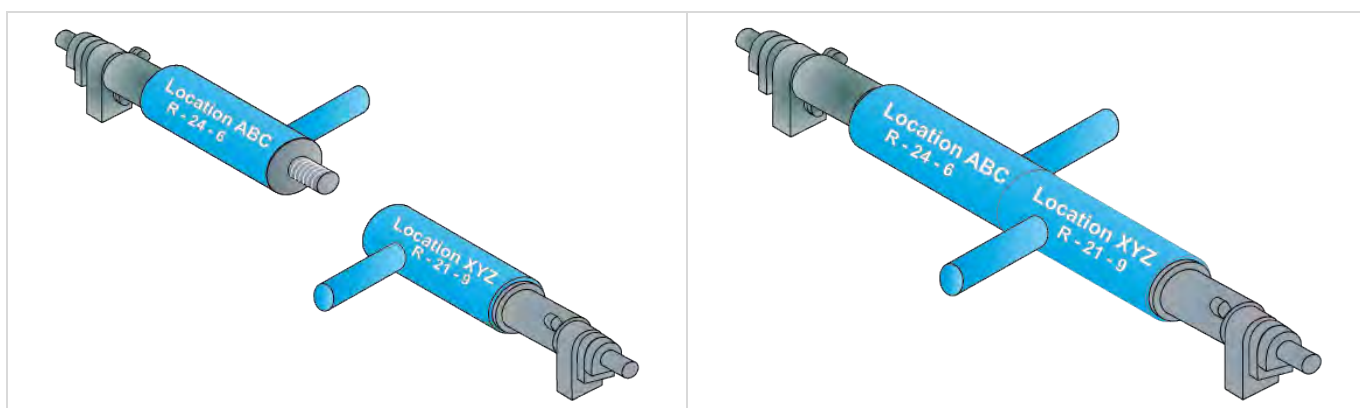
• pilot staff working of rail traffic over some signalled bidirectional sections of line, or

• protection of work on track.

Two half-staffs are joined together as a pilot staff to authorise bidirectional movements.

A half-staff is marked with:

• the name of one end of the section, and

• if necessary, the line or the location name, and

• sometimes, a location number or signal number.

FIGURE 1: Example of half pilot staffs.

Half-staffs are secured in pilot staff locks at the ends of sections:

• on a nominated signal, or

• on a post near a nominated signal, or

• in a cabinet near a signal.

Taking a half-staff from its lock prevents clearance of signals allowing entry to the affected section.

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Authorising pilot staff working

Network Controller

1. Tell the relevant Signallers to arrange for removal of the half-staffs at the entry and exit ends of the section.

2. Tell the exit-end Signaller to:

   - secure the exit-end half-staff out of use, and

   - tell you when this has been done, and

   - tell the entry-end Signaller that the exit-end half-staff is secured out of use.

3. Get the necessary assurances for pilot staff working.

4. Compile an *NRF 010 Pilot Staff Working Introduction* form to authorise pilot staff working in a defined pilot staff section.

5. Issue the Pilot Staff Working Introduction to the Signallers at both ends of the pilot staff section.

6. Tell affected Signallers about the details and running-direction of the first movement.

7. Tell the Signaller at the entry end to use the entry-end half-staff to authorise movements.

8. Record, in permanent form, the time that pilot staff working started.

Getting a half-staff

Signaller at the entry end

1. Arrange for a Qualified Worker to remove the half-staff.

Qualified Worker

2. Go to the correct half-staff location.

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FIGURE 2: Open half-staff cabinet.

3. Take the half-staff from the pilot staff lock.

4. Check that the half-staff is the correct one.

5. Check that affected signals at the location are at STOP.

Unidirectional pilot staff working

A half-staff can authorise one or more movements in one direction only.

Entry-end Signaller

1. Compile:

   - an *NRF 008 Pilot Staff Notice (PSN)* form. Record that the exit-end half-staff is secured out of use, and

   - an *NRF 011 Worksite Warning* form, if there are more than four worksites in the affected portion.

2. Arrange to show the Pilot Staff Working Introduction and the half-staff to the Driver or Track Vehicle Operator of rail traffic ready to depart, and give the Driver or Track Vehicle Operator a completed:

   - PSN, and

   - *NRF 007 Pilot Staff Ticket*.

3. If the block is clear, authorise the Driver or Track Vehicle Operator to proceed.

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Driver or Track Vehicle Operator

4. Check the assurances in the Pilot Staff Working Introduction form and the PSN.

5. Check that the half-staff, the PSN and the Pilot Staff Ticket are correct for the section.

6. Give the Pilot Staff Ticket to the exit-end Signaller.

Exit-end Signaller

7. Fulfil the Pilot Staff Ticket.

8. Report the arrival of rail traffic to the:

    - entry-end Signaller, and

    - Network Controller.

Joining half-staffs for bidirectional movements

To authorise bidirectional movements, the half-staff from one end is joined to the half-staff from the other end.

Network Controller

1. Tell the Signallers:

    - which half-staff will be transferred, and

    - whether to transfer the half-staff by rail or by other means, and

    - to tell you when the half-staffs have been joined.

Signaller sending a half-staff

2. To transfer the half-staff by other than rail:

    - check the section is not occupied, and

    - arrange for the half-staff to be taken and given to the Signaller at the other end of the section.

3. To transfer the half-staff by rail:

    - check that the block is not occupied, and

    - compile a PSN, and

    - record that the half-staff at the other end of the section is secured out of use, and

    - show the Pilot Staff Working Introduction form to the Driver or Track Vehicle Operator of rail traffic ready to depart, and

    - give the Driver or Track Vehicle Operator the PSN and the half-staff.

4. Authorise the Driver or Track Vehicle Operator to proceed.

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Driver or Track Vehicle Operator

5.   Check that the half-staff is the correct one for the section.

6.   Transfer the half-staff, and give it to the exit-end Signaller.

Signaller receiving a transferred half-staff

7.   Join the two half-staffs to make the pilot staff for the section.

8.   Tell the Network Controller that this has been done.

Network Controller

9.   Record, in permanent form, the time that the half-staffs were joined.

Bidirectional pilot staff working

Entry-end Signaller

1.   Compile:

   -   a PSN, and

   -   an *NRF 011 Worksite Warning* form, if there are more than four worksites in the affected portion.

2.   If there is to be a following movement:

   -   give the PSN to the Driver or Track Vehicle Operator of rail traffic ready to depart, and

   -   show the pilot staff to the Driver or Track Vehicle Operator, and

   -   give the Driver or Track Vehicle Operator a completed Pilot Staff Ticket.

3.   If the next movement will be from the opposite direction, give the PSN and the pilot staff to the Driver or Track Vehicle Operator of rail traffic ready to depart.

4.   If the block is clear, authorise the Driver or Track Vehicle Operator to proceed.

Driver or Track Vehicle Operator

5.   Check that the issued PSN and the pilot staff or Pilot Staff Ticket, are correct for the section.

6.   Give the pilot staff, or the Pilot Staff Ticket, to the exit-end Signaller.

Exit-end Signaller

5.   Safeguard the staff, or fulfil the Pilot Staff Ticket.

6.   Report the arrival of rail traffic to the:

   -   entry-end Signaller, and

   -   Network Controller.

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Ending pilot staff working

Network Controller

1. Tell the Signallers:

    *   that pilot staff working is to end, and

    *   which train will be the last to travel under pilot staff working, and

    *   which half-staff is to be transferred, and

    *   whether to transfer the half-staff by rail or by other means.

2. If a half-staff is to be transferred by other than rail, make sure that the section is not occupied before authorising the transfer.

Signaller safeguarding the pilot staff

3. To transfer a half-staff for the other end of the section by other than rail:

    *   make sure that the section is not occupied, and

    *   separate the pilot staff into half-staffs, and

    *   secure the half-staff for your end of the section out of use, and

    *   arrange for the half-staff to be taken and given to the Signaller at the other end of the section.

4. To transfer the half-staff by rail:

    *   make sure that the block is not occupied, and

    *   compile a PSN, and

    *   show the pilot staff to the Driver or Track Vehicle Operator, and

    *   separate the joined half-staffs in the sight of the Driver or Track Vehicle Operator, and

    *   safeguard the half-staff for your end of the section, , and

    *   give the Driver or Track Vehicle Operator the PSN, and the half-staff for the other end of the section, and

    *   record that the half-staff at your end of the section is secured out of use.

5. If the block is clear, authorise the Driver or Track Vehicle Operator to proceed.

Driver or Track Vehicle Operator

6. Check that the half-staff is correct for the section.

7. Take the half-staff to the other end of the section and give it to the Signaller.

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Signaller receiving the half-staff

8. Check that the signal number and location markings on the half-staff are correct.

9. Tell the Network Controller that you have received the half-staff.

Network Controller

10. If you have been told that the half-staffs are at the correct ends of the section:

    - get assurance that the section is not occupied, and

    - tell the Signallers to arrange for the half-staffs to be returned to their locks, and to test affected signals.

11. Fulfil the Pilot Staff Working Introduction form.

12. Record, in permanent form, the time that pilot staff working ended.

Signallers

13. If the Network Controller tells you to do so, arrange for return of your half-staff to its lock.

14. Check that affected signals work correctly. Tell the Network Controller.

15. Record, in permanent form, the time that normal working was resumed.

Related Documents

NPR 719   Operating groundframes

NPR 721   Spoken and written communication

NPR 723   Using block posts

NPR 724   Using clearance locations

NPR 725   Using a large pilot staff

NPR 727   Using crossovers for special working

NPR 728   Operating emergency crossovers

NPR 745   Using non-interlocked points