

# NSY

## **Combined Systems of Safeworking units**

**Effective 24 March 2019**

**Version: 1.3**

***RailSafe***

# Rail Vehicle Detection system

## Purpose

To prescribe the rules for using the system of Safeworking used in axle counter territory and continuously track-circuited territory in the Network.

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## System principle

The Rail Vehicle Detection system uses continuous track-circuiting or axle counters to:

- detect the presence of rail traffic in a block
- prevent following rail traffic entries into occupied blocks.

The Rail Vehicle Detection system is used on:

- single lines, for bidirectional movements
- double lines, for bidirectional or unidirectional movements.

Entry to and exit from sections is authorised by controlled signals.

Controlled signals are operated by:

- signalling equipment controlled by Signallers
- axle counters or track-circuits.

Automatic signals are operated by continuous track-circuiting.

If the Rail Vehicle Detection system of Safeworking fails, a method of special working may be introduced.

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## Rail Vehicle Detection system

### System description

Interlocking of axle counters, track-circuits, points and protecting signals prevents a running signal from displaying a proceed indication unless:

- the block beyond the signal is not occupied
  - there are no conflicting routes set
  - the points are correctly set.
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### Proceed Authority

Authority to enter and proceed through a block is given by clearance of the signal that controls entry.

Drivers and Track Vehicle Operators must:

- obey signals
- pass signals at **STOP** only in accordance with *NSG 608 Passing signals at STOP*.

Signallers must report rail traffic details to adjacent Signallers, as necessary.

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### Issuing a Proceed Authority

Clearing of the relevant signal gives a Proceed Authority.

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## Rail Vehicle Detection system

### Switching in and out

Qualified Workers must switch a signal box or a local control panel in or out only with:

- the authority of the Network Controller
- the agreement of the Signallers responsible for controlled signals that will be affected
- the agreement of the Protection Officer, if a work on track authority or work on track method has been issued for the affected portion of track.

A signal box or a local control panel must not be switched in while rail traffic is closely approaching the location.

A signal box or a local control panel must not be switched in or out for management of rail traffic, if rail traffic is travelling under manual block working conditions on the affected portion of track.

A signal box or a local control panel must not be switched out if the associated signals are being used to prevent rail traffic entry into a worksite.

If a signal box or a local control panel is switched out, the closing keys must be secured.

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## Rail Vehicle Detection system

### Network Procedures

- NPR 721 Spoken and written communication*
- NPR 737 Switching a signal box or local control panel in and out*
- NPR 738 Operating powered interlocking machines*
- NPR 739 Operating mechanical interlocking machines*
- NPR 742 Manually operating cranked electric points*
- NPR 743 Manually operating hand throw electric points*
- NPR 744 Manually operating electro pneumatic points*
- NPR 746 Authorising rail traffic to pass an absolute signal at STOP*
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### Effective date

30 September 2018

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# Manual block working

## Purpose

To prescribe the rules for manually maintaining blocks between rail traffic movements in the Network.

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## Method principle

Manual block working manually prevents rail traffic entries into occupied blocks.

Manual block working must be used if:

- it is specified in another Network Rule
- a train has been advertised as a block train
- rail traffic does not reliably operate track-circuits
- the Signaller needs to block work rail traffic
- the signalling system is not, or might not be, operating correctly.

The blocks used for manual block working may differ from those normally provided by the signalling system.

Signallers or Handsignallers controlling entry to a block must not authorise rail traffic to enter the block before the block is clear.

### Basic block working

Basic block working may be used on unidirectional and bidirectional lines in Rail Vehicle Detection territory, but may be used only for movements normally allowed by those systems of Safeworking.

Signals passed at **STOP** during basic block working must be passed in accordance with *NSG 608 Passing signals at STOP*.

## Manual block working

Signallers may require Drivers or Track Vehicle Operators to report when their train or track vehicle has passed complete beyond nominated locations.

### **CAN block working**

CAN block working is manual block working, using a *NRF 004 Condition Affecting the Network (CAN)* form to warn Drivers and Track Vehicle Operators about the working.

CAN block working may be used only for right running-direction movements on unidirectional lines.

Signallers, Handsignallers and clearance Handsignallers must record, in permanent form:

- train numbers and track vehicle numbers
- arrival times
- departure times.



### **Proceed Authority**

The authority to enter and occupy a block under manual block working is:

- clearing of the signal allowing entry, or
- the authority of a Handsignaller at a block post, or
- passing a signal at **STOP** in accordance with *NSG 608 Passing signals at STOP*.



# Manual block working

## Basic block working

The limits for basic block working extend from a controlled signal to:

- another controlled signal, or
- a nominated location.

Before rail traffic enters the limits, Signallers must make sure that points for the intended route are set and secured.

After rail traffic enters the limits, Signallers must:

- set the entry-end signal at **STOP**, with blocking facilities applied
- maintain blocking facilities until rail traffic has passed complete beyond the nominated location.

## CAN block working

Unless notified on a CAN form about signals that may be passed at **STOP**, Drivers and Track Vehicle Operators must act in accordance with *NSG 608 Passing signals at STOP*.

Unless Drivers and Track Vehicle Operators are instructed otherwise, signals detailed in a CAN form may be passed at **STOP**:

- without further authorisation
- at normal speed.



**NOTE**

A CAN form must not authorise signals with prohibitive signs to be passed at **STOP**.



## Manual block working

CAN block working limits may extend from:

- the last working controlled signal before the first affected signal, or
- the first affected signal,

to:

- the first suitable controlled signal after the last affected signal, or
- the last affected signal.

If an affected automatic signal is used as an entry-end or exit-end limit of CAN block working, a Handsignaller must be placed at the signal.

If the Handsignaller at an automatic signal used as the exit-end limit of CAN block working cannot establish that the block ahead is clear, a clearance Handsignaller must be placed at the next signal.

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### **Block posts**

The Network Controller may authorise establishment and removal of block posts.

Before authorising establishment or removal of a block post, the Network Controller must be assured that the line between the limits of CAN block working:

- is not occupied
- will not be occupied before the block post is established or removed.

## Manual block working

Block posts must not be located so that rail traffic:

- stands on a level crossing, or
- stands on the controlling track-circuits of an automatic level crossing.

Handsignallers at block posts must not do any other work.

### Placing signs

Signs used for CAN block working must be placed as follows:

Sign	Placement
<b>BLOCK POST</b>	At block post locations.
<b>BLOCK POST WARNING</b>	At least 500m before block post locations.

If practicable, a **BLOCK POST WARNING** sign must also be placed at least 500m before an automatic signal used as the exit-end limit of CAN block working.

### Authorising and reporting

The Signaller or Handsignaller controlling entry to a block must:

- before authorising rail traffic to enter the block, get assurance that the block is clear from the Signaller or Handsignaller for the exit-end of the block
- report rail traffic departures to the Signaller or Handsignaller for the exit-end of the block.

The Signaller or Handsignaller for the exit-end of the block must report rail traffic clearance to the Signaller or Handsignaller controlling entry to the block.

## Manual block working

If an automatic signal is used as the exit-end limit, the Handsignaller at the signal must stop rail traffic, and tell Drivers or Track Vehicle Operators:

- that the exit-end limit has been reached
- to obey the next signal.

Before authorising rail traffic to depart, the Handsignaller at an automatic signal being used as the exit-end limit of CAN block working must make sure that the block ahead is clear.

If the entire block to the first signal beyond the exit-end limit cannot be seen to be clear:

- the Handsignaller must contact the Signaller to establish that the block is unoccupied, or
- a clearance Handsignaller must be placed at that signal.

The clearance Handsignaller must report to the exit-end Signaller or Handsignaller when rail traffic has passed complete beyond the clearance location.

The clearance Handsignaller must not do any other work.

### Recording

The establishment and removal of block posts and clearance locations, and the placing of Handsignallers, must be recorded, in permanent form, by:

- Network Controllers, and
- Signallers, and
- Handsignallers at block posts and at clearance locations.

## Manual block working

### Introducing CAN block working

The Network Controller may authorise the introduction of CAN block working.

The Network Controller must arrange to tell affected Network Controllers and Signallers.

The Network Controller and Signallers must agree about the signals within the CAN block working limits which may be passed at **STOP**.

The Network Controller may arrange for a Signals Maintenance Representative to suppress train stops.

Network Controllers and Signallers must record, in permanent form, the start of CAN block working.

### Issuing CAN forms

Before authorising rail traffic to enter the CAN block working limits, Signallers must arrange to issue Drivers and Track Vehicle Operators with a CAN form including details of:

- CAN block working limits
- locations of block posts
- locations of **WARNING** signs
- signals that may be passed at **STOP** without further authorisation
- whether mechanical train stops have been suppressed
- whether Automatic Train Protection (ATP) train stops have been suppressed.

## Manual block working



### **WARNING**

If an automatic signal is used as an exit-end limit, the signal must not be included on the CAN form as a signal that may be passed at **STOP**.

The CAN form for the first rail traffic to enter the CAN block working limits may include instructions to the Driver or Track Vehicle Operator to, if necessary:

- check and set points
- clip and lock facing points.

### **Ending CAN block working**

Before ending CAN block working, the Network Controller must be assured that:

- the line between the CAN block working limits is not occupied
- Qualified Workers have been told about the end of CAN block working
- block posts, clearance locations and Handsignallers have been removed.

Network Controllers and Signallers must record, in permanent form, the end of CAN block working.

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## Manual block working

### Network Procedures

- NPR 721 Spoken and written communication*
  - NPR 722 Manual block working*
  - NPR 723 Using block posts*
  - NPR 724 Using clearance locations*
  - NPR 746 Authorising rail traffic to pass an absolute signal at STOP*
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### Effective date

24 March 2019

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# Special Proceed Authority

## Purpose

To prescribe the rules for using a Special Proceed Authority (SPA) in the Network.

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## Method principle

A SPA may be used to authorise rail traffic movements when the Proceed Authority normally provided by the system of Safeworking in operation is not available.

During SPA working, safe separation between rail traffic movements must be maintained.

Unless entry is authorised, rail traffic must be restrained from entering the limits of SPA working.

A SPA must be compiled and issued on an *NRF 005 Special Proceed Authority (SPA)* form which specifies:

- the limits of authority for the movements that it authorises
- the line to be used, but not specify routes within yard limits of attended locations
- any additional speed restrictions that must be applied.

A SPA may:

- include more than one section within its limits
- allow removal of a train in portions from a section.

Network Controllers and Signallers must:

- not authorise conflicting occupancies or routes
  - make sure that planned movements are safe.
- .....

## Special Proceed Authority

### Assurances

The Network Controller must make sure or be assured that:

- the track within the limits of the SPA, excluding within the yard limits of attended locations, will be occupied only by authorised rail traffic
- effective communication is established between affected Qualified Workers
- previously issued Proceed Authorities for affected portions of track have been cancelled or fulfilled
- obstructions are protected
- in affected sections current work on track authorities are cancelled or fulfilled or work on track methods are ended, or worksites are protected against movements under the SPA
- unless authorised by the Network Controller, intermediate signal boxes and local control panels in affected sections are not to be switched in or out while the SPA is in force
- Qualified Workers known to be affected have been told about the planned movements under the SPA
- blocking facilities are applied
- Drivers are, or will be, advised of any known temporary speed restriction requirements
- the route to be taken by rail traffic is:
  - set and secured, or
  - will be set and secured by a Qualified Worker
- Drivers are instructed to stop before all active control level crossings and treat them as potentially faulty in accordance with *NGE 218 Type F level crossing management*.



## Special Proceed Authority

The Network Controller must get the Signaller’s assurance that unauthorised rail traffic is and will continue to be prevented from entering the SPA area.

Signallers must make sure that signals protecting the SPA area are set at **STOP** with blocking facilities applied.

If there are intermediate sidings in the SPA area, Signallers must make sure that the releasing switches are in the **NORMAL** position, and:

- apply blocking facilities to the releasing switches, or
- if blocking facilities cannot be applied, restrain rail traffic in the sidings by giving affected Drivers and Track Vehicle Operators an *NRF 004 Condition Affecting the Network (CAN)* form.

### Proceed Authority

A Network Controller may authorise travel under a SPA.

If available, signals within the limits of the SPA must be cleared.

Drivers must pass signals at **STOP** only:

- if authorised on the SPA form, or
- in accordance with *NSG 608 Passing signals at STOP*.



#### **NOTE**

Rail traffic travelling in the wrong running-direction (on a unidirectional line) must travel at a speed safe for the prevailing conditions, and not exceeding 40km/h.

## Special Proceed Authority

### Issuing a Special Proceed Authority

A Network Controller must compile and arrange to issue a SPA to:

- Signallers, at attended locations involved in the authorised movements
- Drivers carrying out the authorised movements.

Before issuing a SPA, the Network Controller must arrange for workers known to be on the affected portion of track to be told about the authorised movements.

Signallers and Network Controllers must record, in permanent form:

- the issue of a SPA
  - details of affected workers told about the authorised movements.
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### Travel through and beyond an attended location

If a SPA authorises a movement through and beyond an attended location the Driver must:

- not pass the arrival-end yard limit until authorised by the Signaller
  - follow the Signaller's instructions.
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## Special Proceed Authority

### labelling="Section-Header">Cancelling or fulfilling a Special Proceed Authority

#### Cancelling a SPA

A SPA may be cancelled only if:

- the Network Controller is assured that the authorised movement has not started or has not been completed
- affected Qualified Workers have been told that the SPA will be cancelled.

#### Fulfilling a SPA

A SPA must be fulfilled only when:

- the Network Controller is assured that the authorised movement has been completed
  - affected Qualified Workers have been told that the SPA will be fulfilled.
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### Resuming normal operation

Before normal operation is resumed, the Network Controller must make sure that:

- the SPA is cancelled or fulfilled
  - unless required for a subsequent movement:
    - instructions still in effect for restraint of rail traffic are, or will be, cancelled
    - blocking facilities will be removed
    - point clips and locks have been, or will be, removed as directed.
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# Special Proceed Authority

## Network Procedures

- NPR 707 Clipping points*
  - NPR 721 Spoken and written communication*
  - NPR 746 Authorising rail traffic to pass an absolute signal at STOP*
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## Effective date

30 September 2018

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# Pilot staff working

## Purpose

To prescribe the rules for pilot staff working in the Network.

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## Method principle

Pilot staff working may be used to authorise rail traffic movements that are not permitted under a system of Safeworking.

The correct pilot staff or half pilot staff (half-staff) is the authority to occupy a pilot staff section.

Pilot staff working allows:

- wrong running-direction movements
- unsignalled movements
- following rail traffic entries into an occupied pilot staff section, but not into the same block.

Where possible, fixed signals are used to control rail traffic movements while pilot staff working is in operation.

A pilot staff section must have:

- a pilot staff, or
- for unidirectional movements only, the entry-end half-staff if the exit-end half-staff for the pilot staff section is secured out of use.

Rail traffic must not enter or occupy the pilot staff section unless the pilot staff or half-staff is on hand at the points, crossover, signal or sign at the entry to the pilot staff section.

When not in use, pilot staffs and half-staffs must be secured.

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## Pilot staff working

### Limits of a pilot staff section

A pilot staff section extends:

- from the signal or STOP sign at the entry to the portion of track used for pilot staff working
- to the signal or STOP sign at the exit from the pilot staff section.

Pilot staff working may include more than one section within its limits, if:

- a large pilot staff is used
- half-staffs, if present, are removed and secured.

### Unidirectional lines

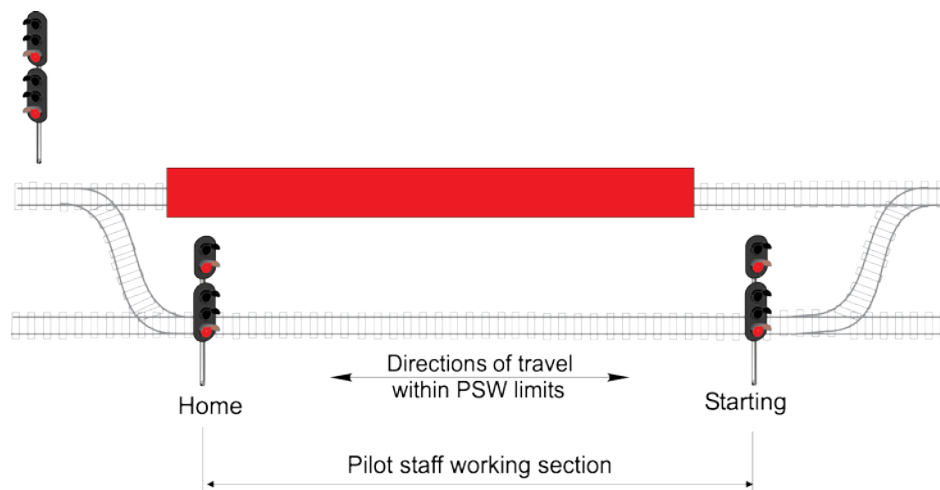
Pilot staff working limits are expressed in terms of travel in the right running-direction.

Entry to a pilot staff section must be controlled by:

- a starting or home/starting signal, or
- if there is no suitable starting or home/starting signal:
  - the signal or STOP sign immediately protecting the points or crossover being used, or
  - the first available signal within 2500m before the points or crossover being used.

The pilot staff section must extend to a signal or STOP sign at the exit-end.

## Pilot staff working



**FIGURE 1:** Example of a pilot staff section defined by signals

### **Bidirectional lines**

A pilot staff section must extend from a starting or home/starting signal at the entry-end to the opposing starting or home/starting signal at the exit-end.

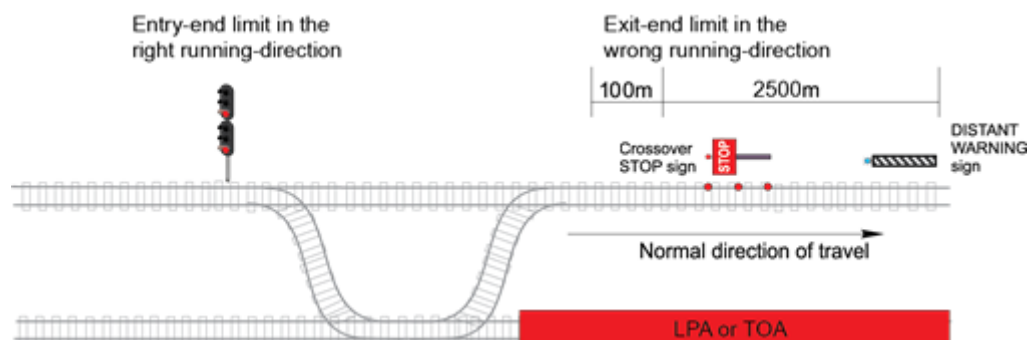
### **Points or crossovers**

A Qualified Worker must be placed at points and crossovers used for pilot staff working to:

- act as the Signaller
- operate the points or crossover.

If there are no signals immediately protecting points or a crossover, **STOP** or **DISTANT WARNING** signs must be placed in accordance with the requirements specified in this Rule.

## Pilot staff working



**FIGURE 2:** Example of using STOP sign and DISTANT WARNING sign

### Introducing pilot staff working

A Network Controller must authorise the introduction of pilot staff working.

Before authorising the introduction of pilot staff working, the Network Controller must arrange to tell:

- affected Network Controllers and Signallers
- workers known to be on the affected portion of track.

The Network Controller must:

- record, in permanent form, the introduction of pilot staff working
- compile and issue an *NRF 010 Pilot Staff Working Introduction* form.

### Changing a pilot staff section

To change an established pilot staff section, the Network Controller must:

- cancel the existing Pilot Staff Working Introduction form
- compile and issue a new Pilot Staff Working Introduction form.





## Pilot staff working

### Method description

#### Pilot staffs

A pilot staff is:

- a large pilot staff, or
- joined half-staffs.

The pilot staff for the section must be marked with the limits of the pilot staff working and:

- the line for which pilot staff working is authorised, or
- a reference to item 2 of the *NRF 008 Pilot Staff Notice (PSN)* form.

Large pilot staffs are individually numbered, and inscribed:

- BLACK AND WHITE, if the aperture is diamond-shaped, or
- BLACK AND YELLOW, if the aperture is circular.

Adjoining pilot staff sections using large pilot staffs must use staffs with different aperture shapes in the head.

The half-staff for a pilot staff section is marked with:

- the limits of pilot staff working
- the name of the line for which pilot staff working is authorised.

Half-staffs are secured in locks at the ends of some bidirectional sections. Removing a half-staff from its lock prevents signals allowing entry to the section from being cleared.

## Pilot staff working

### Pilot Staff Tickets

If at least one movement in the same running-direction will follow, an *NRF 007 Pilot Staff Ticket* form must be issued to the Driver or Track Vehicle Operator.

### Warning Drivers and Track Vehicle Operators

Drivers and Track Vehicle Operators must be warned that pilot staff working has been introduced and to expect the signal before the entry to the limits of pilot staff working to be at STOP.

### Using Handsignallers

Handsignallers must be placed at:

- STOP signs
- block posts
- protecting signals that must be passed at STOP to enter or exit the limits of pilot staff working
- automatic level crossings.

### Block posts

A Network Controller may authorise establishment and removal of block posts in a pilot staff section.

Before authorising establishment or removal of a block post, the Network Controller must be assured that the pilot staff section:

- is not occupied
- will not be occupied before the block post is established or removed.

## Pilot staff working

Block posts must not be located so that rail traffic:

- stands on a level crossing, or
- stands on the controlling track-circuits of an automatic level crossing.

Handsignallers at block posts must not do any other work.

### Clearance Handsignallers

If the Signaller cannot be sure that the line as far as the first running signal beyond the pilot staff section is clear of rail traffic, a clearance Handsignaller must be placed at that signal.

The clearance Handsignaller must report to the Signaller when rail traffic has passed complete beyond the signal.

The clearance Handsignaller must not do any other work.

### Recording

The establishment and removal of block posts, clearance locations and the placement of Handsignallers must be recorded, in permanent form, by:

- Network Controllers and Signallers
- Handsignallers at block posts and at clearance locations.

### Placing signs

Signs used for pilot staff working must be placed on the right hand side of the line in the wrong running-direction.

The following signs must be used for pilot staff working if required.

## Pilot staff working

Sign	Placement
STOP sign with an attached steady red light	At least 100m before points or crossovers if there is no suitable signal protecting points or crossover.
DISTANT WARNING sign with an attached flashing blue light	At least 2500m before a STOP sign.
BLOCK POST sign	At t block post locations.
BLOCK POST WARNING sign	At least 500m before block post locations

If the route used for a pilot staff section changes from one running line to another, temporary track speed signs must be placed to indicate approach to the crossover.

Temporary speed signs must be placed in accordance with *NSG 604 Indicators and signs*.

### Work on track

Work in the pilot staff section must be carried out in accordance with the relevant Network Rules and Network Procedures.

## Pilot staff working

### Assurances

The Network Controller must make sure or be assured that:

- effective communication is established between affected Qualified Workers
- previously issued Proceed Authorities in affected portions of track have been cancelled or fulfilled
- obstructions are protected
- in affected sections current work on track authorities are cancelled or fulfilled or work on track methods are ended, or worksites are protected
- unless authorised by the Network Controller, intermediate signal boxes and local control panels in affected sections are not switched in or out during pilot staff working
- both ends of the pilot staff section are attended
- when not being used as the pilot staff working Proceed Authority, signals used to allow entry to the limits of pilot staff working are set and kept at STOP
- blocking facilities are applied
- if necessary, facing points are or will be clipped and locked before rail traffic travelling under pilot staff working passes over them
- level crossings are protected.

## Pilot staff working

The Network Controller must get an assurance from affected Signallers that unauthorised rail traffic is, and will continue to be, prevented from entering the pilot staff section.

Signallers must make sure that signals protecting the pilot staff working limits are set at STOP with blocking facilities applied.

If there are intermediate sidings within the pilot staff working limits, Signallers must make sure that the releasing switches are in the NORMAL position, and:

- apply blocking facilities to the releasing switches, or
- if blocking facilities cannot be applied, restrain rail traffic in the sidings by giving affected Drivers and Track Vehicle Operators an *NRF 004 Condition Affecting the Network (CAN)* form.

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### Proceed Authority

Drivers or Track Vehicle Operators in possession of a pilot staff, half-staff or Pilot Staff Ticket are permitted to enter the pilot staff section by:

- clearing of the signal allowing entry, or
- spoken authority from the:
  - Signaller, or
  - Signaller's representative, or
- receiving a PROCEED handsignal.

## Pilot staff working

### Issuing a Proceed Authority

The Signaller must compile, and issue to each Driver or Track Vehicle Operator, a PSN detailing the pilot staff working.

A Driver or Track Vehicle Operator must hold:

- the pilot staff, or
- a Pilot Staff Ticket, having seen the pilot staff, or
- the half-staff, having seen the Pilot Staff Working Introduction form, or
- a Pilot Staff Ticket, having seen the half-staff and the Pilot Staff Working Introduction form, or
- a half-staff, having seen the Signaller separate the joined half-staffs.

### Authorising rail traffic movements

Where possible, fixed signals must be used to authorise:

- entry into a pilot staff section
- travel within a pilot staff section
- following movements
- exit from a pilot staff section.

Signals that cannot be cleared may be passed at STOP in accordance with *NSG 608 Passing signals at STOP*.

If shunting limit signs are located within a pilot staff section, they may be passed only:

- on authority of the Signaller, or
- if authorised in the PSN.

## Pilot staff working

A Driver or Track Vehicle Operator must:

- check that the pilot staff or half-staff is correct for the section
- pass signals at STOP only:
  - if authorised in the PSN, or
  - in accordance with *NSG 608 Passing signals at STOP*.

### **Pilot staff section entry or exit**

Before authorising rail traffic to enter or exit a pilot staff section, the Signaller must make sure that:

- the Network Controller has authorised the movement
- the block ahead is unoccupied
- the correct route is set and secured
- no conflicting routes are set.

### **Travel within a pilot staff section**

The Network Controller may authorise a Driver or Track Vehicle Operator holding the pilot staff, half-staff or Pilot Staff Ticket for the section to travel:

- through the section, or
- to an intermediate location to terminate clear of the main line.

If terminating at an intermediate location, the Network Controller must arrange for a Qualified Worker to collect and transfer the pilot staff or half-staff.



## Pilot staff working

If a Driver or Track Vehicle Operator is authorised to travel to an intermediate location on a Pilot Staff Ticket, the Driver or Track Vehicle Operator must:

- tell the entry-end Signaller when clear of the main line
- fulfill the Pilot Staff Ticket.



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### NOTE

To enter a pilot staff section from an intermediate location, the Driver or Track Vehicle Operator must hold the pilot staff or half-staff.

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The Network Controller may authorise a Driver or Track Vehicle Operator holding the pilot staff or half-staff for the section to travel to a nominated location within the section and return to the entry-end.

Before starting to return, the Driver or Track Vehicle Operator must get authority from the Network Controller.

Before authorising the return, the Network Controller must:

- advise Signallers
- arrange for affected Handsignallers at block posts to be told about the movement.

### Following movements

Following movements may be authorised by the clearing of fixed signals.

If fixed signals cannot be cleared or are not available, the Signaller may authorise following movements after establishing that the block ahead is clear in accordance with *NSG 608 Passing signals at STOP*.

## Pilot staff working



### NOTE

Unless block working has been established for the pilot staff section, a PSN must not authorise running signals that cannot be cleared to be passed at STOP.

### Movements to and from the limits of a Local Possession Authority (LPA) or Track Occupancy Authority (TOA)

Before authorising movements into a pilot staff section for rail traffic to enter or exit a LPA or a TOA, the Network Controller must be assured that:

- the rail traffic is associated with the LPA or TOA
- Signallers for the pilot staff section have consulted
- the pilot staff section is not occupied
- the pilot staff or half-staffs for the section are secured out of use.

## Using pilot staffs

### Change of running-direction

Before the running-direction of a pilot staff section is changed, the Signaller at the entry-end for the first movement in the new running-direction must:

- hold the pilot staff
- arrange for affected Handsignallers to be told about the change.

## Pilot staff working

### Unidirectional movements

A half-staff authorises movements in only one direction.

The Network Controller must be assured that the exit-end Signaller for the section has withdrawn the exit-end half-staff from its lock and secured it out of use.

The entry-end Signaller must make sure that the exit-end half-staff has been secured out of use and record the details on the PSN.

### Transferring pilot staffs

The Network Controller may authorise the transfer of a pilot staff or half-staff by a means other than rail.

The Network Controller must:

- make sure that the pilot staff section is not occupied
- tell the affected Signallers.

If it is necessary to separate joined half-staffs and to return one half-staff to its correct location by rail, a Signaller must make sure that:

- the joined half-staffs are separated in the sight of the Driver or Track Vehicle Operator
  - the correct half-staff is given to the Driver or Track Vehicle Operator
  - the remaining half-staff is secured out of use
  - the Driver or Track Vehicle Operator is given a PSN recording that the remaining half-staff has been secured out of use.
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## Pilot staff working

### Suspending pilot staff working

Pilot staff working may be suspended if the section is not required for rail traffic movements. Only the Network Controller may suspend pilot staff working.

Rail traffic must not enter the pilot staff working section during the suspension of pilot staff working.



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#### NOTE

Suspension of pilot staff working does not reinstate the normal system of Safeworking.

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Before suspending pilot staff working, the Network Controller must be assured that:

- the pilot staff section is not occupied
  - Qualified Workers have been told about the suspension of pilot staff working
  - Signallers have secured the pilot staff or half-staffs for the section out of use.
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## Pilot staff working

### Ending pilot staff working

Before authorising the end of pilot staff working, the Network Controller must be assured that:

- the pilot staff section is not occupied
- Qualified Workers have been told about the end of pilot staff working
- block posts and clearance locations have been removed
- large pilot staffs have been secured out of use, and half-staffs have been returned to their correct locks.

Network Controllers and Signallers must:

- record, in permanent form, the end of pilot staff working
- fulfil the Pilot Staff Working Introduction form.

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### Network Procedures

- NPR 707 Clipping points*
- NPR 715 Protecting Type F level crossings*
- NPR 717 Using emergency roadside warning equipment*
- NPR 721 Spoken and written communication*
- NPR 723 Using block posts*
- NPR 724 Using clearance locations*
- NPR 725 Using large pilot staffs*
- NPR 726 Using half pilot staffs*
- NPR 727 Using crossovers for special working*
- NPR 728 Operating emergency crossovers*

# Pilot staff working

## Effective date

30 September 2018

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# Suspending a system of Safeworking

## Purpose

To prescribe the rules for suspending a system of Safeworking in the Network.

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## Principle

A system of Safeworking may be suspended only if the methods of special working will not allow train services.

A system of Safeworking may be suspended only on the authority of the Sydney Trains:

- Director Safety and Standards, or
- Manager Network Rules and Projects.

The suspension may be implemented or ended by an authorised officer.

Officers implementing the suspension must be assured that:

- workers can carry out their duties safely
- rail traffic travelling under the suspension of the system of Safeworking can do so safely.

During suspension of a system of Safeworking, the method of working introduced in its place must use as much as possible of:

- the principles of the suspended system of Safeworking
  - the normal procedures of the suspended system of Safeworking.
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## Suspending a system of Safeworking

### Suspending the system of Safeworking

Before suspending the system of Safeworking, the implementing officer must:

- determine that a method of special working will not allow train services
- issue instructions about the method of working to be used
- direct that movements be safe, and that conflicting movements be prevented.

The implementing officer must arrange for copies of the instructions to be given to:

- Network Controllers for the affected areas
- affected Signallers at attended locations
- affected Train Crews and Track Vehicle Crews
- other affected workers.

#### **Ensuring safety**

The implementing officer must make sure that the instructions:

- specify the limits for the authorised movements
- do not permit conflicting routes to be set
- specify how signals at **STOP** are to be passed.

The implementing officer must be assured that:

- effective communication will be established between affected Qualified Workers
- previously issued Proceed Authorities in affected portions of track have been cancelled or fulfilled



## Suspending a system of Safeworking

- unless authorised in the instructions, intermediate signal boxes and local control panels in affected areas will not be switched in or out
- if necessary, rail traffic in the affected areas has been restrained
- before it is authorised to do so, other rail traffic will not enter affected portions of track.

The implementing officer must make sure that the instructions require that:

- level crossings, worksites and obstructions are protected
- facing points for movements are secured
- if available, fixed signals are cleared.

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### Ending the suspension

The Director Safety and Standards or the Manager Network Rules and Projects, must arrange for an authorised officer to:

- give Network Controllers for the affected areas instructions to end the suspension of a system of Safeworking
- make sure that Network Controllers advise affected workers.

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### Network Procedures

*NPR 721 Spoken and written communication*

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systems of  
safeworking

# Suspending a system of Safeworking

## Effective date

30 September 2018

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