

Pilot Staff Working Introduction

Introduction

This form is used by Train Controllers to introduce pilot staff working.

Mandatory items

All items must be completed:

- 1 Number
- 2 Issued to
- 3 Pilot staff working is authorised
- 4 Assurances
- 5 Authority for the section
- 6 Authorised by

Item 3 – Pilot staff working is authorised

Record the lines to be used for pilot staff working and the locations that mark the limits of travel on each line.

Item 4 – Assurances

Review each assurance and:

- write N in the check box if the assurance has been considered but does not apply in this instance
- write Y in the check box if the assurance applies in this instance.

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Item 5 – Authority for the section

Confirm the way authority will be granted by placing:

- a tick in the check box next to the method that applies, and
 - give details as required, and
 - put a cross in the other three check boxes .
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Effective date

29 April 2017

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Pilot Staff Working Introduction



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1 **Number**

2 **Issued to**

	Name	Location	Time	Date
Signaller			hours	/ /20
Signaller			hours	/ /20
Signaller			hours	/ /20
			hours	/ /20

3 **Pilot staff working is authorised** on the

Line	From location	To location

Reason for introduction _____

4 **Assurances**

Mark each check box in this section either Y(Yes) or N(No) as appropriate.

- The line between the limits is not occupied
- Blocking facilities have been applied to prevent conflicting movements
- The ordinary staff or electric staff for the section has been removed and secured
- Facing points have been locked at location/km and location/km
- Facing points are to be locked by the crew of the first train to travel under pilot staff working
- Block posts are at location/km and location/km
- WARNING signs are at location/km and location/km
- Other conditions and additional information (including affected level crossings) _____

5 **Authority for the section**

The authority for the section, or authority to issue a Pilot Staff Ticket (NRF 007), will be

- Large Pilot Staff No.
- Combined half pilot staffs inscribed and
- Half pilot staff inscribed for the full period of pilot staff working with the half staff for the other end of the section secured at location/km
- Half pilot staff inscribed until combined with the half pilot staff inscribed to become the pilot staff.

6 **Authorised by** name designation Time hours Date / /20