

SAFE Notice *2025*

005**Permanent**

INSTRUCTIONS RELATED TO THE USE OF DIGITAL FORMS FOR THE NETWORK RULES AND NETWORK PROCEDURES

From Tuesday, 11 March 2025 until Thursday, 11 September 2025 this Permanent SAFE Notice cancels and replaces Permanent SAFE Notice 007 – 2024 due to expiry and re-advertises instructions for the use of Digital Forms.

Digital Network Forms

On Monday, 11 December 2023, the following Network Forms were made available as Digital Forms:

- NRF 002 Track Occupancy Authority (TOA)
- NRF 003 Infrastructure Booking Authority (IBA)
- NRF 004 Condition Affecting the Network (CAN)
- NRF 005 Special Proceed Authority (SPA).

Digital Network Forms and records must be kept for at least 90 days.

In exception to NPR 002 Using a Track Occupancy Authority (TOA) Form, NPR 003 Using an Infrastructure Booking Authority (IBA) Form, NPR 004 Using a Condition Affecting the Network (CAN) Form and NPR 005 Using a Special Proceed Authority (SPA) Form, the following applies:

Numbering Forms

The auto-generated number must be used by:

- the Signaller issuing a TOA Form or CAN Form
- the Maintenance representative issuing an IBA Form
- the Network Controller authorising a SPA Form.

Assurances

Review each assurance and:

- if the assurance has been considered but is not applicable the radio button next to **NA**.
- when the assurance is given select **YES** and complete the details.

Completing details

Complete all Mandatory items and as required, complete Optional items by populating the relevant fields and selecting the appropriate options.

SYDNEY, 27 FEBRUARY 2025 **DIRECTOR NETWORK STANDARDS, SYSTEMS & QUALITY SYDNEY TRAINS**

Returned to Controlling Manager: Date: Signed:



(Cut along this line and forward the detached receipt to your Controlling Manager)

To Controlling Manager:.....

Received SAFE Notice No. 005 – 2025 Date:..... Signed:

Name (print): Location:

(Controlling Manager to retain this Acknowledgement of Receipt of the SAFE Notice for record purposes for 90 days)