

Possession Notice

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Improving Possession Safety and Performance

Pre Possession Briefing Notes no Longer Distributed at Pre Possession Meetings

This information has been prepared to inform Sydney Trains' employees, contractors and TfNSW about changes to be implemented which will result in terminating the distribution of hardcopy Pre Possession Briefing Notes during Pre Possession meetings for weekend configuration possessions.

Background

Currently a representative from a worksite programmed to work within a Sydney Trains weekend configuration possession who attends the Pre Possession meeting is provided with a paper copy of the Pre Possession Briefing Notes and Track Diagrams.

New Process

1. The applicable Network Access Manager (NAM) or their representative will ensure that Pre Possession Briefing Notes pertaining to a configuration track possession will be sent electronically in PDF format to all Project Owners by close of business on the day prior to the Pre Possession meeting.
2. The NAM or their representative at each of the actual Pre Possession meetings will continue to run through the Pre Possession Briefing Notes with the Notes displayed and able to be viewed using appropriate visual media.

The Final Word

Paper Pre Possession Briefing Notes will no longer be distributed at Pre Possession meetings with worksite representatives required to provide their own copy at the Pre Possession meeting, either in paper format or on an electronic device.

To allow for a suitable notification and changeover period this new process will commence from week commencing Monday 14th March 2016.

Managers please ensure that these instructions are provided to all Project Owners and Supervisors.



Peter Beardsley
Asset Scheduling and Delivery Coordination Manager

Date: 1/3/16