

Issue and use of XL keys within the Sydney Trains Network

1. Purpose

This standard provides the authority and describes the requirements for the issue and use of XL keys within the Sydney Trains Network.

2. Related documents

- Sydney Trains Network Rules and Network Procedures:*
- NWT 312 Infrastructure Booking Authority*
- NPR 707 Clipping points*
- NPR 728 Operating emergency crossovers*
- PR S 40007 Apparatus Seldom used*
- PR S 40009 Disconnection of Signalling Apparatus*
- PR S 40022 Inspection and Testing Interlockings*
- PR S 40035 Use of XL Keys, Master Keys and Staffs*

3. Description and use

What they are

XL keys are keys that can lock and unlock XL locks only. See Figure 1.

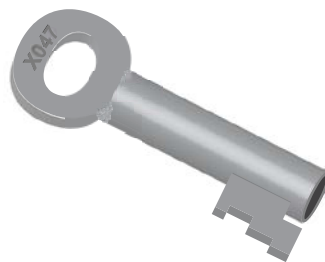


FIGURE 1: XL key

Issue and use of XL keys within the Sydney Trains Network

Use of keys

XL keys lock and unlock XL locks that are used to secure unused, seldom used, non-commissioned or decommissioned infrastructure for example points and crossovers that are considered to present a safety risk if used.

Infrastructure secured with XL locks will remain locked until required to be used. Use of such infrastructure is governed by the requirements contained in:

- Infrastructure Booking Authority (NWT 312).
- Apparatus Seldom Used (TMG J007),
- PR S 40007 Apparatus Seldom used
- PR S 40009 Disconnection of Signalling Apparatus
- PR S 40022 Inspection and Testing Interlockings
- PR S 40035 Use of XL Keys, Master Keys and Staffs

4. Authorised XL key Holders

To be issued an XL key, employees must:

- demonstrate a genuine need for the key, and
- hold a position authorised to have an XL key or
- be specially authorised by the Director Safety and Standards Sydney Trains

Signal Engineering Personnel

The Professional Head Signalling and Control Systems:

- authorises the Signal Engineering positions/roles permitted to have an XL key.
- may add or remove the nominated authorised positions, as required.

Issue and use of XL keys within the Sydney Trains Network

Operations personnel

The Director Safety and Standards Sydney Trains:

- authorises the Operations positions/roles permitted to have an XL key.
- may add or remove nominated authorised positions, as required.

The positions/roles authorised to hold a XL key and the nominated Issuing officers are listed in table 1.

If an employee has been issued an XL key they must return the XL key to the Issuing Officer before they leave the position.



NOTE

To be issued with an XL key, Operations Directorate employees must hold a current Safeworking Certification in Safeworking Level 2 or equivalent.

Table 1: Issuing Officers

Issuing Officers	Issues keys to
Manager Service Delivery Response	Incident Rail Commanders
	Area Managers Signal Box Operations
Principal Engineer, Signalling Integrity	Signal Engineers
Director Safety and Standards Sydney Trains	Operations Safeworking Supervisors
	Other specially authorised positions

Issue and use of XL keys within the Sydney Trains Network

5. Procurement and duplication of XL keys

Procurement or duplication of XL keys must be authorised by Director Safety and Standards.

Bulk supplies of keys are maintained by Clyde logistics centre.

All XL keys must be numbered consecutively with a prefix letter followed by three numerals.

XL keys procured from the manufacturer will have the prefix "X" followed by three numerals i.e. X001.

XL keys recycled from existing unstamped keys or duplicated by Signals engineering will have the prefix "S" followed by three numerals i.e. S001.

Approval in writing needs to be obtained from the Director Safety and Standards Sydney Trains prior to the release of XL keys from the Sydney Trains logistics centre Clyde to authorised Issuing Officers.

XL Keys must only be issued to authorised individuals by the applicable Issuing Officers listed in table 1.

Issue and use of XL keys within the Sydney Trains Network

6. XL keyholder responsibilities

Authorised holders must:

- not obtain or make duplicates of XL keys.
- not loan, give or otherwise make available an XL key to unauthorised people
- keep their XL key secure at all times
- immediately report the loss, theft or damage of an XL key to the nominated Issuing Officer
- return their XL key upon termination of employment or transfer to another position.

7. Issuing Officers responsibilities

Issuing officers must:

- only issue XL keys to people authorised to hold them
- keep any spare XL keys secure
- maintain a record of all XL keys issued, on hand and returned
- periodically audit the XL key register to ensure the requirements in this standard are met
- keep only a limited number of spare XL keys on hand
- return any excess XL keys to Clyde logistics centre

Issue and use of XL keys within the Sydney Trains Network

8. Record keeping

A secure XL key register is available on the Network Rules share point website.

Access to this website is restricted to authorised users.

Issuing Officers must use this register to record the issue, return, storage or loss/damage of XL keys.

9. Effective date

30 May 2018