

Track Occupancy Authority (TOA)

Introduction

A Track Occupancy Authority (TOA) form is used to authorise occupancy of track, within specified limits, for an agreed period.

Numbering forms

Signallers issuing a TOA form must number the form consecutively on a pad by pad basis.

Mandatory items

The following items must be completed:

- 1** TOA Number
- 2** Purpose
- 3** TOA limits
- 4** Assurances
- 9** Authorised by Network Controller
- 10** Issued to and read back by the Protection Officer and Signallers

Item 3 – TOA limits

Give clear details of the TOA limits as locations or other specified limits.



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Item 4 – Assurances

Review each assurance and:

- write **NA** in the assurance box **NA** if the assurance has been considered but is not applicable in this instance, or
- write **Y** in the assurances box **Y** when the assurance is given, and complete the details.



Optional items

The following items are optional:

- 5** Joint occupancy following a unidirectional rail traffic movement
- 6** Joint occupancy with disabled rail traffic
- 7** Joint occupancy with stabled rail traffic
- 8** Joint occupancy with another TOA or a Track Work Authority (TWA)
- 11** TOA extension
- 12** Relieving Protection Officer

Review each item, and:

- put a cross in the numbered box **X** if the item does not apply in this instance, or
- tick the numbered box **✓** if the item applies in this instance, and complete the details.

Complete Item 11 if a TOA time extension is authorised.

Complete Item 12 when a Protection Officer is relieved.

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Item 5 – Joint occupancy following a rail traffic movement

If the item applies, tick the numbered box 5 and:

- write **NA** in the assurance box NA if the assurance has been considered, but is not applicable, or
- write **Y** in the assurances box Y when the assurance is given.

Item 6 – Joint occupancy with disabled rail traffic

If the item applies, tick the numbered box 6 and write **Y** in the assurances box Y when the assurance is given.

Item 7 – Joint occupancy with stabled rail traffic

If the item applies, tick the numbered box 7 and write **Y** in the assurances box Y when the assurance is given.

Item 8 – Joint occupancy with another TOA or a Track Work Authority (TWA)

If the item applies, tick the numbered box 8 and write **Y** in the assurance box Y when the assurance is given.

Item 11 – TOA extension

If a TOA is extended, tick the numbered box 11 and record the extension and authorisation details.

Item 12 – Relieving Protection Officer

If the holder of a TOA is relieved by another Protection Officer, tick the numbered box 12 and record the relieving Protection Officer's Details.

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Track Occupancy Authority (TOA)

Effective date

30 May 2021

forms

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Track Occupancy Authority (TOA) – NRF 002

1	TOA Number	<input style="width: 95%;" type="text"/>																										
2	Purpose	<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px; width: 20%; text-align: center;">Worksite</td> <td style="border: 1px solid black; padding: 2px; width: 20%; text-align: center;">Track vehicle journey</td> <td style="border: none;">Type of work:</td> <td colspan="2" style="border: 1px solid black; width: 60%;"><input style="width: 98%;" type="text"/></td> </tr> <tr> <td colspan="5" style="text-align: center; font-size: small;">(cross out if not applicable)</td> </tr> </table>			Worksite	Track vehicle journey	Type of work:	<input style="width: 98%;" type="text"/>		(cross out if not applicable)																		
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(cross out if not applicable)																												
3	TOA limits	<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20%;"></td> <td style="border: none;">lines</td> </tr> <tr> <td style="border: none;">from</td> <td style="border: 1px solid black; width: 30%;"><input style="width: 98%;" type="text"/></td> <td style="border: none;">location/clearance point</td> <td style="border: none;">to</td> <td style="border: 1px solid black; width: 30%;"><input style="width: 98%;" type="text"/></td> <td style="border: none;">location/clearance point</td> </tr> <tr> <td style="border: none;">commencing at</td> <td style="border: 1px solid black; width: 10%;"><input style="width: 98%;" type="text"/></td> <td style="border: none;">hr</td> <td style="border: 1px solid black; width: 10%;"><input style="width: 98%;" type="text"/></td> <td style="border: none;">/</td> <td style="border: 1px solid black; width: 10%;"><input style="width: 98%;" type="text"/></td> <td style="border: none;">/</td> <td style="border: 1px solid black; width: 10%;"><input style="width: 98%;" type="text"/></td> <td style="border: none;">to be fulfilled by</td> <td style="border: 1px solid black; width: 10%;"><input style="width: 98%;" type="text"/></td> <td style="border: none;">hr</td> <td style="border: 1px solid black; width: 10%;"><input style="width: 98%;" type="text"/></td> <td style="border: none;">/</td> <td style="border: 1px solid black; width: 10%;"><input style="width: 98%;" type="text"/></td> <td style="border: none;">/</td> <td style="border: 1px solid black; width: 10%;"><input style="width: 98%;" type="text"/></td> </tr> </table>				lines	from	<input style="width: 98%;" type="text"/>	location/clearance point	to	<input style="width: 98%;" type="text"/>	location/clearance point	commencing at	<input style="width: 98%;" type="text"/>	hr	<input style="width: 98%;" type="text"/>	/	<input style="width: 98%;" type="text"/>	/	<input style="width: 98%;" type="text"/>	to be fulfilled by	<input style="width: 98%;" type="text"/>	hr	<input style="width: 98%;" type="text"/>	/	<input style="width: 98%;" type="text"/>	/	<input style="width: 98%;" type="text"/>
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4	Assurances	<p>Mark each assurance box with either Y (Yes) or NA (not applicable) as appropriate</p> <p><input type="checkbox"/> The Protection Officer knows about existing obstructions and current occupancies</p> <p><input type="checkbox"/> The Protection Officer understands and agrees to the limits under this authority</p> <p><input type="checkbox"/> All points of entry into the affected portion of track are protected and blocking facilities are applied</p> <p>The last rail traffic to pass the protection was <input style="width: 20%;" type="text"/> rail traffic ID <input style="width: 20%;" type="text"/> The last known location of rail traffic is <input style="width: 20%;" type="text"/> location <input style="width: 20%;" type="text"/></p> <p><input type="checkbox"/> There is no rail traffic between the protection and worksite/road rail access point</p>																										
5	<input type="checkbox"/>	<p>Joint occupancy following a rail traffic movement if this item does not apply, put a cross in the numbered box</p> <p>Mark the assurance box with Y (Yes) when this assurance has been confirmed</p> <p><input type="checkbox"/> Preceding rail traffic is authorised for a unidirectional movement only</p> <p><input type="checkbox"/> Preceding rail traffic has passed complete beyond the limits of the proposed worksites or the starting location of the track vehicle movement</p>																										
6	<input type="checkbox"/>	<p>Joint occupancy with disabled rail traffic if this item does not apply, put a cross in the numbered box</p> <p>Mark the assurance box with Y (Yes) when this assurance has been confirmed</p> <p><input type="checkbox"/> All disabled rail traffic within the limits of the TOA has been restrained</p>																										
7	<input type="checkbox"/>	<p>Joint occupancy with stabled rail traffic if this item does not apply, put a cross in the numbered box</p> <p>Mark the assurance box with Y (Yes) when this assurance has been confirmed</p> <p><input type="checkbox"/> The Protection Officer will place protection to prevent the unintended movement of stabled rail traffic that is not associated with the TOA</p>																										
8	<input type="checkbox"/>	<p>Joint occupancy with a TOA or TWA if this item does not apply, put a cross in the numbered box</p> <p>Mark the assurance box with Y (Yes) when this assurance has been confirmed</p> <p><input type="checkbox"/> The Protection Officers have consulted with each other and agree that the second authority may be issued</p> <p><input type="checkbox"/> The Protection Officers agree on the protection arrangements</p>																										
9	Authorised by Network Controller																											
	<input style="width: 98%;" type="text"/>	name	<input style="width: 98%;" type="text"/>	location/panel	<input style="width: 98%;" type="text"/>	hr	<input style="width: 98%;" type="text"/>	/	<input style="width: 98%;" type="text"/>	/	<input style="width: 98%;" type="text"/>																	
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11	<input type="checkbox"/>	<p>TOA Extension</p> <p>extended until <input style="width: 10%;" type="text"/> hr <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/></p> <p>Authorised by Network Controller</p> <p><input style="width: 20%;" type="text"/> name <input style="width: 20%;" type="text"/> location/panel <input style="width: 10%;" type="text"/> hr <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/></p>																										
12	<input type="checkbox"/>	<p>Relieving Protection Officer</p> <p><input style="width: 20%;" type="text"/> name <input style="width: 20%;" type="text"/> contact No. <input style="width: 10%;" type="text"/> hr <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/></p>																										