

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.

The form has two parts:

Part 1 – Items 1 to 9 are completed when a TOA is granted.

Part 2 – Items 10 and 14 are completed if a time extension is allowed for a TOA.

Part 2 – Items 11, 12, 13 and 14 if a second TOA is issued.

Mandatory items

The following items must be completed:

- 1** Number
 - 2** Authority is given to occupy the
 - 3** Duration
 - 7** Blocking facilities have been applied
 - 8** The details of this form have been read back by the Protection Officer
 - 9** Authorised by
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Optional items

Item 4 – Work to be performed

Record the work to be performed under the TOA.

Item 5 – Train Number

If there is rail traffic ahead:

- tick the check box 5 if there is rail traffic in the specified limits, and record the train number, or
- put a cross in the check box 5X if there is no rail traffic ahead.

Item 6 – Security code

Not used in the Sydney Trains Network, put a cross in the check box 6X.

Item 10 – Extension of time until

If an extension of time is allowed for a TOA, tick the check box 10, and complete item 14.

Item 11 – Another Track Occupancy Authority

If a second TOA is being issued, tick the check box 11, and complete items 12 and 14.

Item 12 – Protection Officers have agreed arrangements

Tick the check box YES, when the Protection Officer for the second TOA confirms they have spoken with the Protection Officer holding the first TOA, and they have agreed arrangements.



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Item 13 – Agreed arrangements details

Protection Officers may use this area to record information about their agreed arrangements.

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Effective date

29 April 2017

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forms

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1 Number

2 Authority is given to occupy the line
 between and
location/nominated clearance point location/nominated clearance point

3 Duration Commencing at hours Date / /20
 To be fulfilled by hours Date / /20

4 **Work to be performed**

5 **Train Number** is ahead; follow and be prepared to stop.

6 **Security code (Train Order territory only)**
 Train(s) standing on at
line location

7 **Blocking facilities have been applied** at
location

8 **The details of this form have been read back by the Protection Officer**
Protection Officer name
 to at hours
Network Control Officer location

9 **Authorised by** at
Train Controller location

Use this section only if the time of a TOA is extended or if a second TOA is issued

10 **Extension of time until** hours Date / /20

11 **Another Track Occupancy Authority is current for this portion of line.**

12 **Protection Officers have agreed arrangements.** **Yes**
Tick when confirmed

13 **Agreed arrangements details**

14 **Authorised by** at
Train Controller location

Note: Relieving Protection Officers must sign and date the back of this form to acknowledge handover.