

## Infrastructure Handover and Certification Form

This information has been prepared to inform Sydney Trains' employees, contractors and TfNSW about intent and use of the Infrastructure Handover and Certification Form.

### Background

The Infrastructure Handover and Certification Form is intended as the Worksite Supervisors final check list to ensure that his worksite has been restored and fit for rail traffic.

### Requirement

The form is used by the Worksite Supervisor to inform the Possession Protection Officer (PPO) of the following:

1. Overnight Handover. If the worksite will be un - occupied overnight this section of the form must be completed by the Worksite Supervisor and forwarded to the PPO. This information is the PPO's guarantee that the worksite, although not certified, is clear of all obstructions such as plant and equipment and workers and that the track is in an adequate state to allow overnight work train and track machine movements.
2. Worksite Certification – This section must be completed by the final shift Worksite Supervisor with relevant information relating to the condition of the infrastructure. This signed Certification form is the confirmation required by the PPO that the infrastructure effected by the work has been certified by a qualified person in accordance with relevant standards, practices and procedure and that all workers, plant and equipment and materials have cleared the possession area and all protection including flags, Rail Track Signals and lights have been removed and points and signals have been restored and tested and is fit for rail traffic.

Booked Out – After the above has been completed by the competent discipline staff the final shift Worksite Supervisor is responsible to "tick" either the "Yes" or "No" box in both the "Booked Out" and the "Residual Risk" sections on the form.

If infrastructure will remain "booked out" then the Infrastructure booking Authority (NRF 003 ) process must be followed and the "Booked Out" section of the form must include a description of what is remaining booked out and the IBA number/s

Residual Risks - are known defects which could not be fully rectified during the possession and has the potential to affect the reliability, safety or operation of the Network. The follow are examples of what must be included if they are applicable:

- Joints left in the track
- Untested welds
- Potential track geometry issues
- Obscured track
- Ballast ramps left in
- Disturbed track

After the final shift Worksite Supervisor completes the form the form is either scanned or a clear photo is take of the form and emailed to the PPO.

The PPO collates the forms and emails the forms that have, Booked Out infrastructure or Residual Risk to the ICON Duty Manager at the following email address:

- [IconDutymanagerMailbox@transport.nsw.gov.au](mailto:IconDutymanagerMailbox@transport.nsw.gov.au)

The ICON duty Manager will pass the required information to the relevant District

### The Final Word

Each scope of work being carried out during possessions must complete and sign the Infrastructure Handover and Certification Form and return it to the PPO via email. This completed form is the assurance required by the PPO that the infrastructure is safe, all workers are clear and the protection has been removed to allow the possession to be handed back to Operations.



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