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XL Key Recall

This information has been prepared to notify employees about changes to the issue distribution and custody of XL keys.

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

XL keys are currently issued to specially authorised employees .

Sydney Trains recently conducted a comprehensive review of the process for issuing, distribution and custody of these keys.

As result of this review Sydney trains have implemented changes to the way these keys are issued.

New process for issuing XL keys

From Monday 3 June 2018, a new centralised register will be introduced to record the issue of XL keys.

Individuals will no longer be able to order these key from Clyde Logistics, key must now be ordered through authorised issuing officers.

In conjunction with this new register, all XL keys will now feature a unique serial number that will be recorded against the key holder's name.

All existing XL keys will be replaced with new XL keys that are numbered.

XL key recall

Existing registered key holders will be contacted and asked to surrender their XL key to the applicable Issuing Officer as detailed in the list below. Providing the key holder still has a legitimate need for a XL key they will then be issued with a new numbered key.

This key will then be registered against the individual in the XL key register.



Distribution of XL keys

The following table lists the only people authorised to issue XL keys.

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

What if I hold an XL key but have not been contacted?

If you have a XL key and have not been contacted, you should talk to the applicable Issuing Officer as listed in the previous table.

How long have I got to replace my XL key?

You must surrender your XL key by 31 August 2018.

What happens after 1 September 2018

After 1 September 2018, any unnumbered key within the Sydney Trains network will be considered unauthorised.

Any person found in possession of an unnumbered XL key will have the key confiscated and may be subject to disciplinary action.

Who should I speak to if I have any questions about holding or obtaining an XL key

For more information about XL keys you can view the Network Standard "Issue and Use of XL Keys within the Sydney Trains Network" at railsafe.org.au or forward any questions to the Network Rules unit at NRU.transport.nsw.gov.au



See online for all
Safeworking information

www.railsafe.org.au