

Possession Notice

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Improving Possession Safety and Performance

Infrastructure Handover and Certification Form

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

Background

A recent incident occurred at North Sydney which has led to the amendment and improvement of the Infrastructure Handover and Certification Form. Turnout renewal work was carried out at North Sydney which could not be completed in the allotted time. Scope was reduced to allow for possession handback by plating the rail joints instead of welding them. The condition of these joints was not relayed to the Maintainer who assumed that the work had been fully completed. The maintainer was required to impose a speed restriction and undertake urgent repairs.

Summary of Changes

The form has two sections:

1. Handover. If the worksite will be un - occupied overnight this section of the form must be completed by the Project Owner / Worksite Supervisor and forwarded to the Possession Protection Officer (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 Project Owner / 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 work trains, track vehicles and work site groups 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.

Version 4.0 of the Infrastructure Handover and Certification Form has been reconfigured and now includes a section for the final shift Project Owner / Worksite Supervisor to record critical information in relation to:

- What infrastructure will remain "Booked Out" and,
- What "Residual Risks" will remain in place.

New Process

After Section 2 of the form has been completed by the competent discipline staff the final shift Project Owner / 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 (compaction)
- Obscured track
- Ballast ramps left in
- Disturbed track

After the final shift Project owner /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 Manage at the following email address:

- IconDutymanagerMailbox@transport.nsw.gov.au

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

The Final Word

The additional information recorded on the form is required to ensure the District owners know exactly what the state of their infrastructure has been left in after the completion of a possession.

Managers please ensure that these instructions are provided to all Project Owners and Supervisors.

Infrastructure Handover and Certification Form

Configure: [] Weekends: [] Weeks: [] PACT Scope: []

1 - **Handover** - Worksite Supervisor (Competent discipline staff) When leaving the site overnight the Worksite Supervisor must complete this form and send it to the PPO. This form endorses that the worksite described is clear of workers, plant, equipment and the UNCERTIFIED infrastructure is fit for rail traffic.

2 - **Worksite Certification** - Certification required by final shift supervisor prior to handback at end of possession to confirm required certification was completed by competent staff. I certify that the scope of work as described below and / or infrastructure and / or access route affected by the works has been certified in accordance with the relevant standards, practices and procedures by accredited, nominated staff below and is fit for traffic. All materials and equipment have been cleared from structure page. Outstanding damage / associated rectification required and where applicable, any outstanding certification and responsibility is identified below.

Worksite Description	Kin's Frame	Kin's Top	Tracks/ie	Nearest Station	Productions	Unban	Scope Complete (Y/N)
	%	%	%	%	%	%	%
	%	%	%	%	%	%	%
	%	%	%	%	%	%	%

Worksite Supervisor: [] Worksite Supervisor: [] Division / Company name: []

Infrastructure Safety / Safetywork items	Required Y/N	Completed Y/N	Certifying Person (Name)	Contact No	Certifying Qualification	Signature	Time/Date	Outstanding Issues including Responsibility (Name & Contact for outstanding certification where applicable)
1. Protection Officers	%	%	%	%	%	%	%	%
2. Trackie	%	%	%	%	%	%	%	%
3. Electrical	%	%	%	%	%	%	%	%
4. Signaller	%	%	%	%	%	%	%	%
5. Civil	%	%	%	%	%	%	%	%
6. System	%	%	%	%	%	%	%	%
7. Station	%	%	%	%	%	%	%	%
8. Other Specialist	%	%	%	%	%	%	%	%

Booked Out - Will any Cat, Electrical or Signalling equipment remain Booked Out of Use? YES* [] NO* [] IBA# [] *Provide Details Below

Residual Risk - Does the Maintainer need to be informed of Residual Risk or defects (eg. Untested welds)? YES* [] NO* [] *Provide Details Below

List temporary works installed or conditions that may affect the reliability, safety or operation of the system (eg. Speed Restriction, Temporary Bonds) []

Worksite Supervisor/Controller	Signs	Contact No	Company / Division	Time	Date	Comments
	%	%	%	%	%	%

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1/10/15

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Darren Curley

Darren Curley
Network Operations Manager

13/10/15

Date:

Peter Beardsley

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Asset Scheduling and Delivery
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Date: 1/10/15