

Work on Track

## NWT 312 Infrastructure Booking Authority

### Description

This document describes the requirements for recording and notifying changes to the Network due to the installation or removal of infrastructure.

Not what you are looking for? See more [NWT Rules](#)

### Purpose

To prescribe the rules for recording and advertising changes to the Network for:

- the temporary or permanent installation or removal of infrastructure
- booking infrastructure into or out of use.

#### Note

Removal of 1500V overhead supply is prescribed in:

- [NGE 224 Planned removal of the 1500V supply](#).
- [NGE 226 Planned removal of the 1500V supply in Electric Vehicle Maintenance Centres](#)
- [NGE 228 Unplanned removal of the 1500V supply](#).

### Advertising infrastructure work

Maintenance Representatives must make sure that work on infrastructure that affects the configuration of the Network is documented and advertised in a *Weekly Notice*.

Infrastructure must be advertised in a *Weekly Notice* before it is commissioned or decommissioned/permanently removed.

### Compiling an Infrastructure Booking Authority

The Maintenance Representative must use *NRF 003 Infrastructure Booking Authority (IBA)* form to record details about:

- using uncommissioned infrastructure, or

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- infrastructure equipment to be:
  - temporarily booked out of use, or
  - decommissioned/permanently removed, or
  - booked back into use, or
  - commissioned.

Maintenance Representatives must compile the IBA form before equipment is removed or commissioned.

The Maintenance Representatives must:

- send a copy of the IBA form to the appropriate Signaller, or
- jointly compile the IBA form with the Signaller.

The Maintenance Representative must give a copy of the IBA form to:

- the Possession Protection Officer for work associated with a Local Possession Authority (LPA), or
- the Protection Officer for work associated with a Track Occupancy Authority (TOA) or a Track Work Authority (TWA).

The Signaller and the Maintenance Representatives must keep the completed IBA form.

## Securing infrastructure

Infrastructure that is not yet commissioned, or has been decommissioned but not yet removed, must be secured against unauthorised use.

## Certifying infrastructure

Infrastructure that has been installed or removed must be certified in an IBA form:

- compiled by the relevant Maintenance Representatives
- acknowledged by the Signaller.

## Booking infrastructure back into use

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If infrastructure has been certified as working correctly, the relevant section of the IBA form must be signed.

The Maintenance Representative must give a copy of the IBA form to:

- the Possession Protection Officer for work associated with a Local Possession Authority (LPA),  
or
- the Protection Officer for work associated with a TOA or a TWA.

If parts of the infrastructure cannot be certified at the end of work, they must be booked out of use again in a new IBA form.

The new IBA form must:

- be compiled before the original IBA is signed
- include a reference to the original IBA.

The original IBA form must include a reference to the new IBA for those parts of the infrastructure that were not certified.

## Using uncommissioned infrastructure

Infrastructure that is not yet commissioned (uncommissioned) may be given limited certification for specific purposes including rail traffic movements.

Before uncommissioned infrastructure is used:

- a Maintenance Representative must certify that it is fit for the specific purpose
- it must be advertised in a SAFE Notice
- A Maintenance Representative and a Qualified Worker must together unsecure and secure uncommissioned infrastructure as necessary.

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## Related Documents

**NPR 704 Using Infrastructure Booking Authorities**

**NPR 705 Removing 1500V supply**

**NPR 706 Removing 1500V supply in Electric Vehicle Maintenance Centres**

**NPR 714 Removing 1500V supply in unplanned situations**