

Form Procedures

# NPR 002 Using a Track Occupancy Authority (TOA) Form

## Description

This document describes how a Track Occupancy Authority must be compiled, issued, cancelled, fulfilled and managed.

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## Introduction

*NRF 002 Track Occupancy Authority (TOA)* is used to authorise occupancy of track, within specified limits, for an agreed period.

## Numbering forms

Signallers issuing a TOA Form must number the form consecutively on a pad-by-pad basis.

## Mandatory items

The following items must be completed:

- 1 TOA Number
- 2 Purpose
- 3 TOA limits
- 4 Assurances
- 9 Authorised by Network Controller
- 10 Issued to and read back by the Protection Officer and Signallers

### Item 3 – TOA limits

Give clear details of the TOA limits as locations or other specified limits.

### Item 4 – Assurances

Review each assurance and:

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- write **NA** (Not Applicable) in the assurance box  **NA** if the assurance has been considered but is not applicable in this instance, or
- write **Y** (Yes) in the assurances box  **Y** when the assurance is given and complete the details.

## Optional items

The following items are optional:

5 Joint occupancy following a unidirectional rail traffic movement

6 Joint occupancy with disabled rail traffic

7 Joint occupancy with stabled rail traffic

8 Joint occupancy with another TOA or a Track Work Authority (TWA)

11 TOA extension

12 Relieving Protection Officer

Review each item, and:

- put a cross in the numbered box  **X** if the item does not apply in this instance, or
- tick the numbered box  **✓** if the item applies in this instance and complete the details.

Complete Item 11 if a TOA time extension is authorised.

Complete Item 12 when a Protection Officer is relieved.

## Item 5 – Joint occupancy following a rail traffic movement

If the item applies, tick the numbered box  **5**  and:

- write **NA** (Not Applicable) in the assurance box  **NA** if the assurance has been considered but is not applicable, or
- write **Y** (Yes) in the assurances box  **Y** when the assurance is given.

## Item 6 – Joint occupancy with disabled rail traffic

If the item applies, tick the numbered box  **6**  and write **Y** (Yes) in the assurances box  **Y** when the assurance is given.

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**Item 7 – Joint occupancy with stabled rail traffic**

If the item applies, tick the numbered box  **7** and write Y (Yes) in the assurances box  **Y** when the assurance is given.

**Item 8 – Joint occupancy with another TOA or a Track Work Authority (TWA)**

If the item applies, tick the numbered box  **8** and write Y (Yes) in the assurance box  **Y** when the assurance is given.

**Item 11 – TOA extension**

If a TOA is extended, tick the numbered box  **11** and record the extension and authorisation details.

**Item 12 – Relieving Protection Officer**

If the holder of a TOA is relieved by another Protection Officer, tick the numbered box  **12** and record the relieving Protection Officer's Details.

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FIGURE 1: NRF 002 Track Occupancy Authority (TOA)

**RailSafe****Track Occupancy Authority (TOA) – NRF 002**

<b>1</b>	<b>TOA Number</b> <input style="width: 80%;" type="text"/>															
<b>2</b>	<b>Purpose</b> <table style="width: 100%;"><tr><td style="width: 25%;"><input type="checkbox"/> Worksite</td><td style="width: 25%;"><input type="checkbox"/> Track vehicle journey</td><td>Type of work: <input style="width: 50%;" type="text"/></td></tr></table> <small>(cross out if not applicable)</small>	<input type="checkbox"/> Worksite	<input type="checkbox"/> Track vehicle journey	Type of work: <input style="width: 50%;" type="text"/>												
<input type="checkbox"/> Worksite	<input type="checkbox"/> Track vehicle journey	Type of work: <input style="width: 50%;" type="text"/>														
<b>3</b>	<b>TOA limits</b> <input style="width: 80%;" type="text"/> lines from <input style="width: 20%;" type="text"/> location/clearance point to <input style="width: 20%;" type="text"/> location/clearance point commencing at <input style="width: 10%;" type="text"/> hr <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> to be fulfilled by <input style="width: 10%;" type="text"/> hr <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/>															
<b>4</b>	<b>Assurances</b> Mark each assurance box with either <b>Y</b> (Yes) or <b>NA</b> (not applicable) as appropriate <input type="checkbox"/> The Protection Officer knows about existing obstructions and current occupancies <input type="checkbox"/> The Protection Officer understands and agrees to the limits under this authority <input type="checkbox"/> All points of entry into the affected portion of track are protected and blocking facilities are applied The last rail traffic to pass the protection was <input style="width: 20%;" type="text"/> rail traffic ID <input style="width: 20%;" type="text"/> The last known location of rail traffic is <input style="width: 20%;" type="text"/> location <input style="width: 20%;" type="text"/> <input type="checkbox"/> There is no rail traffic between the protection and worksite/road rail access point															
<b>5</b>	<b>Joint occupancy following a rail traffic movement</b> if this item does not apply, put a cross in the numbered box Mark the assurance box with <b>Y</b> (Yes) when this assurance has been confirmed <input type="checkbox"/> Preceding rail traffic is authorised for a unidirectional movement only <input type="checkbox"/> Preceding rail traffic has passed complete beyond the limits of the proposed worksites or the starting location of the track vehicle movement															
<b>6</b>	<b>Joint occupancy with disabled rail traffic</b> if this item does not apply, put a cross in the numbered box Mark the assurance box with <b>Y</b> (Yes) when this assurance has been confirmed <input type="checkbox"/> All disabled rail traffic within the limits of the TOA has been restrained															
<b>7</b>	<b>Joint occupancy with stabled rail traffic</b> if this item does not apply, put a cross in the numbered box Mark the assurance box with <b>Y</b> (Yes) when this assurance has been confirmed <input type="checkbox"/> The Protection Officer will place protection to prevent the unintended movement of stabled rail traffic that is not associated with the TOA															
<b>8</b>	<b>Joint occupancy with a TOA or TWA</b> if this item does not apply, put a cross in the numbered box Mark the assurance box with <b>Y</b> (Yes) when this assurance has been confirmed <input type="checkbox"/> The Protection Officers have consulted with each other and agree that the second authority may be issued <input type="checkbox"/> The Protection Officers agree on the protection arrangements															
<b>9</b>	<b>Authorised by Network Controller</b> <table style="width: 100%;"><tr><td style="width: 25%;">name <input style="width: 75%;" type="text"/></td><td>location/panel <input style="width: 20%;" type="text"/></td><td>hr <input style="width: 10%;" type="text"/></td><td>/</td><td>/</td></tr></table>	name <input style="width: 75%;" type="text"/>	location/panel <input style="width: 20%;" type="text"/>	hr <input style="width: 10%;" type="text"/>	/	/										
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<b>10</b>	<b>Issued to and read back by the Protection Officer and Signallers</b> <table style="width: 100%;"><tr><td style="width: 25%;">name <input style="width: 75%;" type="text"/></td><td>contact No. <input style="width: 20%;" type="text"/></td><td>hr <input style="width: 10%;" type="text"/></td><td>/</td><td>/</td></tr><tr><td>name <input style="width: 75%;" type="text"/></td><td>location/panel <input style="width: 20%;" type="text"/></td><td>hr <input style="width: 10%;" type="text"/></td><td>/</td><td>/</td></tr><tr><td>name <input style="width: 75%;" type="text"/></td><td>location/panel <input style="width: 20%;" type="text"/></td><td>hr <input style="width: 10%;" type="text"/></td><td>/</td><td>/</td></tr></table>	name <input style="width: 75%;" type="text"/>	contact No. <input style="width: 20%;" type="text"/>	hr <input style="width: 10%;" type="text"/>	/	/	name <input style="width: 75%;" type="text"/>	location/panel <input style="width: 20%;" type="text"/>	hr <input style="width: 10%;" type="text"/>	/	/	name <input style="width: 75%;" type="text"/>	location/panel <input style="width: 20%;" type="text"/>	hr <input style="width: 10%;" type="text"/>	/	/
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<b>11</b>	<b>TOA Extension</b> extended until <input style="width: 10%;" type="text"/> hr <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> <b>Authorised by Network Controller</b> <table style="width: 100%;"><tr><td style="width: 25%;">name <input style="width: 75%;" type="text"/></td><td>location/panel <input style="width: 20%;" type="text"/></td><td>hr <input style="width: 10%;" type="text"/></td><td>/</td><td>/</td></tr></table>	name <input style="width: 75%;" type="text"/>	location/panel <input style="width: 20%;" type="text"/>	hr <input style="width: 10%;" type="text"/>	/	/										
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<b>12</b>	<b>Relieving Protection Officer</b> <table style="width: 100%;"><tr><td style="width: 25%;">name <input style="width: 75%;" type="text"/></td><td>contact No. <input style="width: 20%;" type="text"/></td><td>hr <input style="width: 10%;" type="text"/></td><td>/</td><td>/</td></tr></table>	name <input style="width: 75%;" type="text"/>	contact No. <input style="width: 20%;" type="text"/>	hr <input style="width: 10%;" type="text"/>	/	/										
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### Related Documents

NRF-002-Track-Occupancy-Authority-TOA.pdf

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