

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

1	TOA Number	<input style="width: 100%;" type="text"/>																								
2	Purpose	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border: 1px solid black; padding: 2px;">Worksite</td> <td style="width: 30%; border: 1px solid black; padding: 2px;">Track vehicle journey</td> <td style="width: 10%; border: 1px solid black; padding: 2px;">Type of work:</td> <td colspan="2" style="border: 1px solid black; padding: 2px;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td colspan="5" style="font-size: 8px; text-align: center;">(cross out if not applicable)</td> </tr> </table>			Worksite	Track vehicle journey	Type of work:	<input style="width: 100%;" type="text"/>		(cross out if not applicable)																
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(cross out if not applicable)																										
3	TOA limits	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; padding: 2px;"><input type="checkbox"/></td> <td style="width: 70%; border: 1px solid black; padding: 2px;">lines</td> <td style="width: 10%; border: 1px solid black; padding: 2px;"></td> <td style="width: 10%; border: 1px solid black; padding: 2px;"></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">from</td> <td style="border: 1px solid black; padding: 2px;">location/clearance point</td> <td style="border: 1px solid black; padding: 2px;">to</td> <td style="border: 1px solid black; padding: 2px;">location/clearance point</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">commencing at</td> <td style="border: 1px solid black; padding: 2px;">hr</td> <td style="border: 1px solid black; padding: 2px;">/</td> <td style="border: 1px solid black; padding: 2px;">/</td> </tr> <tr> <td colspan="2" style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">to be fulfilled by</td> <td style="border: 1px solid black; padding: 2px;">hr</td> <td style="border: 1px solid black; padding: 2px;">/</td> </tr> <tr> <td colspan="2" style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">/</td> <td style="border: 1px solid black; padding: 2px;">/</td> </tr> </table>			<input type="checkbox"/>	lines			from	location/clearance point	to	location/clearance point	commencing at	hr	/	/			to be fulfilled by	hr	/				/	/
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		to be fulfilled by	hr	/																						
			/	/																						
4	Assurances	<p>Mark each assurance box with either Y (Yes) or NA (not applicable) as appropriate</p> <p><input type="checkbox"/> The Protection Officer knows about existing obstructions and current occupancies</p> <p><input type="checkbox"/> The Protection Officer understands and agrees to the limits under this authority</p> <p><input type="checkbox"/> All points of entry into the affected portion of track are protected and blocking facilities are applied</p> <p>The last rail traffic to pass the protection was <input style="width: 100px;" type="text"/> rail traffic ID <input style="width: 100px;" type="text"/> The last known location of rail traffic is <input style="width: 100px;" type="text"/> location <input style="width: 100px;" type="text"/></p> <p><input type="checkbox"/> There is no rail traffic between the protection and worksite/road rail access point</p>																								
5	Joint occupancy following a rail traffic movement	<p>if this item does not apply, put a cross in the numbered box</p> <p>Mark the assurance box with Y (Yes) when this assurance has been confirmed</p> <p><input type="checkbox"/> Preceding rail traffic is authorised for a unidirectional movement only</p> <p><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</p>																								
6	Joint occupancy with disabled rail traffic	<p>if this item does not apply, put a cross in the numbered box</p> <p>Mark the assurance box with Y (Yes) when this assurance has been confirmed</p> <p><input type="checkbox"/> All disabled rail traffic within the limits of the TOA has been restrained</p>																								
7	Joint occupancy with stabled rail traffic	<p>if this item does not apply, put a cross in the numbered box</p> <p>Mark the assurance box with Y (Yes) when this assurance has been confirmed</p> <p><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</p>																								
8	Joint occupancy with a TOA or TWA	<p>if this item does not apply, put a cross in the numbered box</p> <p>Mark the assurance box with Y (Yes) when this assurance has been confirmed</p> <p><input type="checkbox"/> The Protection Officers have consulted with each other and agree that the second authority may be issued</p> <p><input type="checkbox"/> The Protection Officers agree on the protection arrangements</p>																								
9	Authorised by Network Controller	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border: 1px solid black; padding: 2px;">name</td> <td style="width: 30%; border: 1px solid black; padding: 2px;">location/panel</td> <td style="width: 10%; border: 1px solid black; padding: 2px;">hr</td> <td style="width: 10%; border: 1px solid black; padding: 2px;">/</td> <td style="width: 10%; border: 1px solid black; padding: 2px;">/</td> </tr> </table>			name	location/panel	hr	/	/																	
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name	contact No.	hr	/	/																						
name	location/panel	hr	/	/																						
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11	TOA Extension	<p>extended until <input style="width: 100px;" type="text"/> hr <input style="width: 100px;" type="text"/> / <input style="width: 100px;" type="text"/> / <input style="width: 100px;" type="text"/></p> <p>Authorised by Network Controller</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border: 1px solid black; padding: 2px;">name</td> <td style="width: 30%; border: 1px solid black; padding: 2px;">location/panel</td> <td style="width: 10%; border: 1px solid black; padding: 2px;">hr</td> <td style="width: 10%; border: 1px solid black; padding: 2px;">/</td> <td style="width: 10%; border: 1px solid black; padding: 2px;">/</td> </tr> </table>			name	location/panel	hr	/	/																	
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Related Documents

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

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