

## Form Procedures

# NPR 003 Using an Infrastructure Booking Authority (IBA) Form

## Description

This document describes how an Infrastructure Booking Authority must be compiled, issued, cancelled, fulfilled and managed.

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## Introduction

*NRF 003 Infrastructure Booking Authority (IBA)* is used to record details about:

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

## Numbering forms

The Maintenance Representatives issuing an IBA Form must number the form consecutively on a pad-by-pad basis.

## Mandatory items

The following items must be completed:

- 1 IBA Number
- 2 Equipment location
- 3 Details of affected equipment

### Item 3 – Details of affected equipment

Record the identification number and the details of affected infrastructure equipment.

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## Optional items

### Item 4 – Signalling equipment to be bridged

If signalling equipment is not to be bridged as part of the Booking-Out or Booking-In, put a cross in the numbered

box  4 .

If signalling equipment is to be bridged as part of the Booking-Out or Booking-In:

- tick the numbered box  4 , and
- write the Bridging Authority Number.

## Using uncommissioned infrastructure

If uncommissioned infrastructure is being certified fit for a specific purpose:

- record the advertised date and details of the equipment to be certified, and
- tick the check box  beside the statement 'The equipment listed above is certified fit for the specific purpose in accordance with the details advertised in SAFE Notice'.

The Signaller and the representative of each discipline involved must use the boxes provided to write:

- their name, and
- depot/contact No., location, or panel details as appropriate, and
- the time and date.

## Booking-Out Confirmation

If equipment is being booked temporarily out of use or decommissioned/permanently removed, tick the check box  for whichever of 'temporarily booked out of use' or 'decommissioned/permanently removed' applies, and put a cross in the other check box .

If points booked out of use are available for manual operation, tick the check box  beside 'Points temporarily booked out of use are available for manual operation' in item 3.

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If points booked out of use are not available for manual operation, cross the check box  beside 'Points temporarily booked out of use are available for manual operation' in item 3.

The Signaller and the representative of each discipline involved must use the boxes provided to write:

- their name, and
- depot/contact No., location, or panel details as appropriate, and
- the time and date.

If this equipment was booked out on a previous IBA and the equipment remains uncertified, record the previous IBA number in the Reference IBA No. column.

## Booking-In Certification

If equipment is being booked back into use or commissioned:

- tick the check box  for whichever of 'booked back into use' or 'commissioned' that applies, and put a cross in the other check box , and
- review each item of equipment listed in item 3 and in the Certified column, and cross out the option for whichever is not applicable **YES** or **NO**.

If some equipment will remain booked out:

- complete a new IBA form with the details of the equipment not certified, and
- record the new IBA number in the Reference IBA No. column.


The Signaller and the representative of each discipline involved must use the boxes provided to write:

- their name, and
- depot/contact number, location, or panel details as appropriate, and
- the time and date.

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FIGURE 1: NRF 003 Infrastructure Booking Authority (IBA)



### Infrastructure Booking Authority (IBA) – NRF 003

**1 IBA Number**

**2 Equipment location**  location

between  location and  location

on the  line(s)

**3 Details of affected equipment**

Identification Number	Infrastructure equipment details	Certified <small>(cross out if not applicable)</small>	Reference IBA No.
		Yes No	
		Yes No	
		Yes No	
		Yes No	
		Yes No	
		Yes No	
		Yes No	
		Yes No	
		Yes No	
		Yes No	

Points temporarily booked out of use are available for manual operation

**4 Signalling equipment to be bridged.** Bridging Authority Number

**Using uncommissioned infrastructure**

The equipment listed above is certified fit for the specific purpose in accordance with the details advertised in SAFE Notice  No.  /  /

Signals	name	depot/contact No.	hr	/	/
Civil	name	depot/contact No.	hr	/	/
Electrical	name	depot/contact No.	hr	/	/
Signaller	name	location/panel	hr	/	/

**Booking-Out** The equipment listed above is now:

temporarily booked out of use

decommissioned/permanently removed

Signals	name	depot/contact No.	hr	/	/
Civil	name	depot/contact No.	hr	/	/
Electrical	name	depot/contact No.	hr	/	/
Signaller	name	location/panel	hr	/	/

**Booking-In** The equipment listed above is certified operating correctly and is now:

booked back into use

commissioned

Signals	name	depot/contact No.	hr	/	/
Civil	name	depot/contact No.	hr	/	/
Electrical	name	depot/contact No.	hr	/	/
Signaller	name	location/panel	hr	/	/

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## Related Documents

NRF-003-Infrastructure-Booking-Authority-IBA.pdf

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