

## Form Procedures

# NPR 005 Using a Special Proceed Authority (SPA) Form

## Description

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

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## Introduction

*NRF 005 Special Proceed Authority (SPA)* is used to authorise rail traffic movements when the Proceed Authority normally provided by the system of Safeworking in operation is not available.

## Numbering forms

Network Controllers authorising the SPA must number the form consecutively on a pad-by-pad basis.

## Mandatory items

The following items must be completed:

- 1 SPA Number
- 2 Authority
- 3 As a result of
- 4 Assurances
- 10 Issued to
- 11 Authorised by

### Item 2 – Authority

Give clear details of the SPA limits as locations and/or other specified limit.

### Item 3 – As a result of

Give brief and clear details about why a SPA is needed.

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## Item 4 – Assurances

Review each assurance and:

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

## Optional items

The following items are optional:

5 Worksites

6 Railway track signal protection

7 Facing points

8 Travelling in the wrong running-direction

9 Special instructions

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.

## Item 5 – Worksites

If the item applies, tick the numbered box  **5** and complete the details.

Record details of railway track signal protection in Item 6.

## Item 6 – Railway track signal protection

If the item applies, tick the numbered box  **6** and complete the details.

## Item 7 – Facing points

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If there are points that need to be set and secured, tick the numbered box 7 and complete the details.

## Item 8 – Travelling in the wrong running-direction

Tick the numbered box 8 if the movement is in the wrong running-direction (on a unidirectional line).

## Item 9 – Special instructions

Tick the numbered box 9 if there are further instructions and complete the details, including details of speed restrictions.

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FIGURE 1: NRF 005 Special Proceed Authority (SPA)

RailSafe

Special Proceed Authority (SPA) – NRF 005

  

<b>1</b>	<b>SPA Number</b>	<input style="width: 100%;" type="text"/>				
<b>2</b>	<b>Authority</b> is given to the Driver of	<input style="width: 100px;" type="text"/> train No.	to travel on the	<input style="width: 30px;" type="text"/> UP	<input style="width: 30px;" type="text"/> DN	line(s)
	from	<input style="width: 100px;" type="text"/>	<input style="width: 30px;" type="text"/> YL	<input style="width: 30px;" type="text"/> EYL	<input style="width: 30px;" type="text"/> km	<input style="width: 30px;" type="text"/> Sig
		<small>(cross out if not applicable)</small>			to	<input style="width: 100px;" type="text"/>
		<small>(cross out if not applicable)</small>				<input style="width: 30px;" type="text"/> YL
		<small>(cross out if not applicable)</small>				<input style="width: 30px;" type="text"/> EYL
		<small>(cross out if not applicable)</small>				<input style="width: 30px;" type="text"/> km
		<small>(cross out if not applicable)</small>				<input style="width: 30px;" type="text"/> Sig
		<small>(cross out if not applicable)</small>				<input style="width: 30px;" type="text"/>
<b>3</b>	<b>As a result of</b>	<input style="width: 100%;" 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 track within the limits of this authority, excluding within yard limits of attended locations, will be occupied only by authorised rail traffic					
	<input type="checkbox"/> Affected Signallers have provided an assurance that unauthorised rail traffic is, or will be, restrained from entering the limits under this authority					
	<input type="checkbox"/> Effective communication is established between affected Qualified Workers					
	<input type="checkbox"/> Previously issued Proceed Authorities have been cancelled or fulfilled					
	<input type="checkbox"/> Obstructions are protected					
	<input type="checkbox"/> Current work on track authorities or work on track methods in affected sections are cancelled or fulfilled, or worksites are protected against movements under this authority					
	<input type="checkbox"/> Unless authorised by the Network Controller, intermediate signal boxes and local control panels in affected sections are not to switch in or out while this authority is in force					
	<input type="checkbox"/> Qualified Workers known to be affected have been told about the planned movements under this authority					
	<input type="checkbox"/> Blocking facilities are applied					
	<input type="checkbox"/> Drivers are, or will be, advised of any known temporary speed restriction requirements					
	<input type="checkbox"/> The route to be taken by rail traffic is: <ul style="list-style-type: none"> <li><input type="checkbox"/> set and secured, or</li> <li><input type="checkbox"/> will be set and secured by a Qualified Worker</li> </ul>					
	<input type="checkbox"/> Drivers are instructed to <b>STOP</b> at all active control level crossings and treat them as potentially faulty in accordance with <b>NGE 218 Type F level crossing management</b> . They are located at:					
		<input style="width: 40px;" type="text"/> km	<input style="width: 40px;" type="text"/> km	<input style="width: 40px;" type="text"/> km	<input style="width: 40px;" type="text"/> km	<input style="width: 40px;" type="text"/> km
<b>5</b>	<b>Worksites</b> are located at:	<input style="width: 40px;" type="text"/> km	<input style="width: 40px;" type="text"/> km	<input style="width: 40px;" type="text"/> km	<input style="width: 40px;" type="text"/> km	<input style="width: 40px;" type="text"/> km
<b>6</b>	<b>Railway track signal protection</b> has been placed at:	<input style="width: 40px;" type="text"/> km	<input style="width: 40px;" type="text"/> km	<input style="width: 40px;" type="text"/> km	<input style="width: 40px;" type="text"/> km	<input style="width: 40px;" type="text"/> km
<b>7</b>	<b>Facing points</b> you are instructed to set and secure:	<input style="width: 40px;" type="text"/> pts/km	<input style="width: 40px;" type="text"/> pts/km	<input style="width: 40px;" type="text"/> pts/km	<input style="width: 40px;" type="text"/> pts/km	<input style="width: 40px;" type="text"/> pts/km
<b>8</b>	<b>Travelling in the wrong running-direction:</b> You are instructed to travel at a speed safe for the prevailing conditions, and <b>not exceeding 40km/h</b>					
<b>9</b>	<b>Special instructions and additional information</b>	<input style="width: 100%; height: 20px;" type="text"/>				
		<input style="width: 100%; height: 20px;" type="text"/>				
<b>10</b>	<b>Issued to and read back by Driver and Signallers</b>					
	<input style="width: 100px;" type="text"/> name	<input style="width: 100px;" type="text"/> train no.	<input style="width: 30px;" type="text"/> hr	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
	<input style="width: 100px;" type="text"/> name	<input style="width: 100px;" type="text"/> location/panel	<input style="width: 30px;" type="text"/> hr	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
	<input style="width: 100px;" type="text"/> name	<input style="width: 100px;" type="text"/> location/panel	<input style="width: 30px;" type="text"/> hr	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
<b>11</b>	<b>Authorised by Network Controller</b>					
	<input style="width: 100px;" type="text"/> name	<input style="width: 100px;" type="text"/> location/panel	<input style="width: 30px;" type="text"/> hr	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>

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## Related Documents

NRF-005-Special-Proceed-Authority.pdf

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