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Form Procedures

NPR 008 Using a Pilot Staff Notice (PSN)

Description

This document describes how a Pilot Staff Notice must be compiled, issued, cancelled, fulfilled and managed.

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Introduction

NRF 008 Pilot Staff Notice (PSN) is used to give details about the pilot staff working arrangements to Drivers or Track Vehicle Operators.

Signallers issue a separate PSN for every movement.

Numbering forms

Signallers issuing a Pilot Staff Notice must number the form consecutively on a pad-by-pad basis.

Mandatory items

The following items must be completed:

1 PSN Number

2 Pilot staff working is authorised

4 The last train

12 End of pilot staff working section

13 Issued to

14 Issued by

Item 2 – Pilot staff working is authorised

Record the lines to be used for pilot staff working and the locations that mark the limits of travel on each line.

The details in this item should be the same as item 2 on *NRF 008 Pilot Staff Working Introduction*.

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Item 12 – End of pilot staff working section

Confirm if the end of the pilot staff working section will be defined by a signal or a **STOP** sign, and:

- tick the checkbox ✔ for the item that applies

- put a cross in the other checkbox ✘ .

If a signal is used as the end of the section, give the designation, number, and location.

If a **STOP** sign is used as the end of the section, give the location.

Optional items

The following items are optional:

3 Half-staff

5 Active control level crossings

6 Block posts

7 WARNING signs

8 Worksites

9 Facing points

10 Signals at **STOP**

11 Special instructions and additional information

Review each item, and:

- put a cross in the numbered box ✘ 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 8 – Worksites

If the item applies, tick the numbered box **8**✔ and complete the details.

If during pilot staff working, rail traffic has to pass four or fewer worksites, complete the worksite details.

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If rail traffic has to pass more than four worksites:

- tick the checkbox ✔ beside 'There are more than four worksites', and

- do not give any details of the worksites on the PSN, and

- give details about the worksites on an *NRF 011 Worksite Warning*.

Item 9 – Facing points

If there are points that need to be set and secured, tick the numbered box **9**✔ and complete the details.

Item 10 – Signals at STOP

If authorisation is not given to pass signals at **STOP**, put a cross in the numbered box **10**✗ .

If permission is given to pass signals at **STOP** without further authorisation:

- tick the numbered box **10**✔ , and

- detail the signals. The signals must not include signals used as a block post location, and

- give full details of the first operating signal to be obeyed.

Item 11 – Special instructions and additional information

If the item applies, tick the numbered box **11**✔ and record information about special instructions or additional information such as:

- additional **WARNING** signs

- other speed restrictions

- other conditions.

Related Documents

NRF-008-Pilot-Staff-Notice-PSN.pdf

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