

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.

Not what you are looking for? See more [Form Procedures](#)

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 check box for the item that applies
- put a cross in the other check box .

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 and complete the details.

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

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If rail traffic has to pass more than six worksites:

- tick the check box beside 'There are more than six 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.

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FIGURE 1: NRF 008 Pilot Staff Notice (PSN)



Pilot Staff Notice (PSN) – NRF 008

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|---|-------------|------|-------------|-------------|--------------------|-------------|--------------------|----------|------|----------|------|----|-------------|------|------|-------------|--------------------|----|------|----------|------|----|-------------|------|------|-------------|--------------------|----|------|----------|------|----|-------------|------|------|-------------|--------------------|----|------|----------|------|--|-------------|----|--|-------------|--------------------|--|------|---------|------|--|-------------|----|--|-------------|--------------------|--|------|---------|
| 1 | PSN Number <input style="width: 80%;" type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Pilot staff working is authorised on the <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">UP</td> <td style="width: 10%; text-align: center;">DN</td> <td style="width: 10%; border-bottom: 1px solid black;"></td> <td style="width: 10%; text-align: center;">line</td> <td style="width: 10%; text-align: center;">from</td> <td style="width: 10%; border-bottom: 1px solid black;"></td> <td style="width: 10%; text-align: center;">location</td> <td style="width: 10%; text-align: center;">to</td> <td style="width: 10%; border-bottom: 1px solid black;"></td> <td style="width: 10%; text-align: center;">location</td> </tr> <tr> <td style="text-align: center;">UP</td> <td style="text-align: center;">DN</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">line</td> <td style="text-align: center;">from</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">location</td> <td style="text-align: center;">to</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">location</td> </tr> <tr> <td style="text-align: center;">UP</td> <td style="text-align: center;">DN</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">line</td> <td style="text-align: center;">from</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">location</td> <td style="text-align: center;">to</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">location</td> </tr> <tr> <td style="text-align: center;">UP</td> <td style="text-align: center;">DN</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">line</td> <td style="text-align: center;">from</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">location</td> <td style="text-align: center;">to</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">location</td> </tr> </table> <p style="font-size: small; margin-top: 5px;">(cross out if not applicable)</p> | UP | DN | | line | from | | location | to | | location | UP | DN | | line | from | | location | to | | location | UP | DN | | line | from | | location | to | | location | UP | DN | | line | from | | location | to | | location | | | | | | | | | | | | | | | | | | | | |
| UP | DN | | line | from | | location | to | | location | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| UP | DN | | line | from | | location | to | | location | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| UP | DN | | line | from | | location | to | | location | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| UP | DN | | line | from | | location | to | | location | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <input type="checkbox"/> Half-staff for the other end of the section has been removed and secured at <input style="width: 80%;" type="text"/> location/km | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | The last train cleared <input style="width: 20%;" type="text"/> location at <input style="width: 10%;" type="text"/> hr | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Active control level crossings are protected and Handsignallers provided. They are located at: <input style="width: 10%;" type="text"/> km <input style="width: 10%;" type="text"/> km <input style="width: 10%;" type="text"/> km <input style="width: 10%;" type="text"/> km <input style="width: 10%;" type="text"/> km <input style="width: 10%;" type="text"/> km <input style="width: 10%;" type="text"/> km | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Block posts are located at: <input style="width: 30%;" type="text"/> location/km <input style="width: 30%;" type="text"/> location/km <input style="width: 30%;" type="text"/> location/km | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Warning signs are located at: <input style="width: 30%;" type="text"/> location/km <input style="width: 30%;" type="text"/> location/km <input style="width: 30%;" type="text"/> location/km | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Worksites are located on the adjacent line <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">from</td> <td style="width: 10%; border-bottom: 1px solid black;"></td> <td style="width: 10%; text-align: center;">location/km</td> <td style="width: 10%; text-align: center;">to</td> <td style="width: 10%; border-bottom: 1px solid black;"></td> <td style="width: 10%; text-align: center;">location/km</td> <td style="width: 10%; text-align: center;">a maximum speed of</td> <td style="width: 10%; border-bottom: 1px solid black;"></td> <td style="width: 10%; text-align: center;">km/h</td> <td style="width: 10%; text-align: center;">applies</td> </tr> <tr> <td style="text-align: center;">from</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">location/km</td> <td style="text-align: center;">to</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">location/km</td> <td style="text-align: center;">a maximum speed of</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">km/h</td> <td style="text-align: center;">applies</td> </tr> <tr> <td style="text-align: center;">from</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">location/km</td> <td style="text-align: center;">to</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">location/km</td> <td style="text-align: center;">a maximum speed of</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">km/h</td> <td style="text-align: center;">applies</td> </tr> <tr> <td style="text-align: center;">from</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">location/km</td> <td style="text-align: center;">to</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">location/km</td> <td style="text-align: center;">a maximum speed of</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">km/h</td> <td style="text-align: center;">applies</td> </tr> <tr> <td style="text-align: center;">from</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">location/km</td> <td style="text-align: center;">to</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">location/km</td> <td style="text-align: center;">a maximum speed of</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">km/h</td> <td style="text-align: center;">applies</td> </tr> <tr> <td style="text-align: center;">from</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">location/km</td> <td style="text-align: center;">to</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">location/km</td> <td style="text-align: center;">a maximum speed of</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">km/h</td> <td style="text-align: center;">applies</td> </tr> </table> <p><input type="checkbox"/> There are more than six worksites. See NRF 011 Worksite Warning form.</p> | from | | location/km | to | | location/km | a maximum speed of | | km/h | applies | from | | location/km | to | | location/km | a maximum speed of | | km/h | applies | from | | location/km | to | | location/km | a maximum speed of | | km/h | applies | from | | location/km | to | | location/km | a maximum speed of | | km/h | applies | from | | location/km | to | | location/km | a maximum speed of | | km/h | applies | from | | location/km | to | | location/km | a maximum speed of | | km/h | applies |
| from | | location/km | to | | location/km | a maximum speed of | | km/h | applies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| from | | location/km | to | | location/km | a maximum speed of | | km/h | applies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| from | | location/km | to | | location/km | a maximum speed of | | km/h | applies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| from | | location/km | to | | location/km | a maximum speed of | | km/h | applies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| from | | location/km | to | | location/km | a maximum speed of | | km/h | applies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| from | | location/km | to | | location/km | a maximum speed of | | km/h | applies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | <input type="checkbox"/> Facing points you are instructed to set and secure: <input style="width: 10%;" type="text"/> pts/km <input style="width: 10%;" type="text"/> pts/km <input style="width: 10%;" type="text"/> pts/km <input style="width: 10%;" type="text"/> pts/km <input style="width: 10%;" type="text"/> pts/km <input style="width: 10%;" type="text"/> pts/km <input style="width: 10%;" type="text"/> pts/km | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | <input type="checkbox"/> Signals at STOP you are authorised to pass: <input style="width: 10%;" type="text"/> Sig <input style="width: 10%;" type="text"/> Sig <input style="width: 10%;" type="text"/> Sig <input style="width: 10%;" type="text"/> Sig <input style="width: 10%;" type="text"/> Sig <input style="width: 10%;" type="text"/> Sig <input style="width: 10%;" type="text"/> Sig The first operating signal you must obey is <input style="width: 30%;" type="text"/> Sig designation <input style="width: 10%;" type="text"/> Sig <input style="width: 10%;" type="text"/> km | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | <input type="checkbox"/> Special instructions and additional information <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | End of the pilot staff working section is indicated by: <input type="checkbox"/> Signal <input style="width: 20%;" type="text"/> Sig designation <input style="width: 10%;" type="text"/> Sig <input style="width: 10%;" type="text"/> km <input type="checkbox"/> STOP sign <input style="width: 80%;" type="text"/> location/km | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Issued to Driver/Track Vehicle Operator <input style="width: 50%;" type="text"/> name <input style="width: 50%;" type="text"/> rail traffic ID | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Issued by Signaller <input style="width: 20%;" type="text"/> name <input style="width: 30%;" type="text"/> location/panel <input style="width: 10%;" type="text"/> hr <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> / | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Related Documents

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

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