

Form Procedures

NPR 010 Using a Pilot Staff Working Introduction Form

Description

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

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Introduction

NRF 010 Pilot Staff Working Introduction is used by Network Controllers to introduce Pilot Staff Working.

Numbering forms

Network Controllers authorising the Pilot Staff Working must number the form consecutively on a pad-by-pad basis.

Mandatory items

All items must be completed:

- 1 Introduction Number
- 2 Pilot staff working is authorised
- 3 As a result of
- 4 Assurances
- 5 Authority for the section
- 6 Issued to
- 7 Authorised by

Item 3 – 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.

Item 4 – Assurances

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Review each assurance and:

- Write **NA** (Not Applicable) in the assurance box if the assurance has been considered but does not apply
- write **Y** (Yes) in the assurance box if the assurance applies.

Item 5 – Authority for the section

Confirm how the authority will be granted by placing:

- a tick in the check box next to the method that applies, and
- give details as required, and
- put a cross in the other three check boxes .

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FIGURE 1: NRF 010 Pilot Staff Working Introduction

RailSafe

Pilot Staff Working Introduction – NRF 010

1 Introduction Number

2 Pilot staff working is authorised on the

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

(cross out if not applicable)

3 As a result of

4 Assurances Mark each check box with either **Y** (Yes) or **NA** (Not Applicable) as appropriate

- Signallers have provided an assurance that the line between the limits is not occupied and that unauthorised rail traffic is, or will be, restrained from entering the pilot staff working section
- Effective communication is established between affected Qualified Workers
- Previously issued Proceed Authorities have been cancelled or fulfilled
- Obstructions are protected
- 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
- Unless authorised by the Network Controller, intermediate signal boxes and local control panels in affected sections are not to switch in or out while pilot staff working is in operation
- Both ends of the pilot staff working section are attended
- Signals used to allow entry to the limits of pilot staff working will be set and kept at **STOP** when not in use
- Blocking facilities applied
- Facing points are or will be clipped and locked for rail traffic movements
- Active control level crossings are protected. They are located at:

<input type="text"/> km	<input type="text"/> km	<input type="text"/> km	<input type="text"/> km	<input type="text"/> km	<input type="text"/> km	<input type="text"/> km
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5 Authority for the section
The authority for the section, or authority to issue NRF 007 Pilot Staff Ticket, will be:

- Large Pilot Staff No.
- Combined half pilot staffs inscribed and
- Half pilot staff inscribed for the duration of pilot staff working with the half pilot staff for the other end of the section secured at location/km
- Half pilot staff inscribed until combined with the half pilot staff inscribed to become the pilot staff.

6 Issued to Signaller(s)

name		location / panel	hr	/ /
name		location / panel	hr	/ /
name		location / panel	hr	/ /
name		location / panel	hr	/ /

7 Authorised by Network Controller

name		location / panel	hr	/ /
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Related Documents

[NRF-010-Form-Pilot-Staff-Working-Introduction.pdf](#)

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