

## 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**

<b>1</b>	<b>Introduction Number</b>	<input style="width: 100%;" type="text"/>				
<b>2</b>	<b>Pilot staff working is authorised</b> 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)					
<b>3</b>	<b>As a result of</b>	<input style="width: 100%;" type="text"/>				
<b>4</b>	<b>Assurances</b> Mark each check box with either <b>Y</b> (Yes) or <b>NA</b> (Not Applicable) as appropriate					
	<input type="checkbox"/>	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				
	<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 pilot staff working is in operation				
	<input type="checkbox"/>	Both ends of the pilot staff working section are attended				
	<input type="checkbox"/>	Signals used to allow entry to the limits of pilot staff working will be set and kept at <b>STOP</b> when not in use				
	<input type="checkbox"/>	Blocking facilities applied				
	<input type="checkbox"/>	Facing points are or will be clipped and locked for rail traffic movements				
	<input type="checkbox"/>	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
<b>5</b>	<b>Authority for the section</b>	The authority for the section, or authority to issue NRF 007 Pilot Staff Ticket, will be:				
	<input type="checkbox"/>	Large Pilot Staff No. <input style="width: 100%;" type="text"/>				
	<input type="checkbox"/>	Combined half pilot staffs inscribed <input style="width: 100%;" type="text"/> and <input style="width: 100%;" type="text"/>				
	<input type="checkbox"/>	Half pilot staff inscribed <input style="width: 100%;" type="text"/> for the duration of pilot staff working with the half pilot staff for the other end of the section secured at <input style="width: 100%;" type="text"/> location/km				
	<input type="checkbox"/>	Half pilot staff inscribed <input style="width: 100%;" type="text"/> until combined with the half pilot staff inscribed <input style="width: 100%;" type="text"/> to become the pilot staff.				
<b>6</b>	<b>Issued to Signaller(s)</b>					
	name	location / panel	hr	/ /		
	name	location / panel	hr	/ /		
	name	location / panel	hr	/ /		
	name	location / panel	hr	/ /		
<b>7</b>	<b>Authorised by Network Controller</b>					
	name	location / panel	hr	/ /		

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### Related Documents

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

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