

## Form Procedures

# NPR 012 Using an Unsignalled movement checklist

## Description

This document describes how a checklist for an unsignalled movement must be compiled, issued, cancelled, fulfilled and managed.

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## Introduction

Signallers must use *NRF 012 Unsignalled movement checklist* when authorising an unsignalled rail traffic movement:

- within the yard limits of a consolidated yard, or
- beyond a starting or a home/starting signal on a bidirectional line, but not beyond the yard limits.

The Signaller must make sure that all necessary assurances are gained and recorded before giving spoken authority for the unsignalled movement.

## Numbering forms

Signallers authorising the unsignalled movement must number the form consecutively on a pad-by-pad basis.

## Mandatory items

All items must be completed:

- 1 Unsignalled movement Number
- 2 Unsignalled movement details
- 3 Reason for unsignalled movement
- 4 The unsignalled movement is authorised
- 5 Assurances
- 6 Movement authorised by Signaller

## Form Procedures

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## Item 2 – Unsignalled movement details

If the form is being used for movement within consolidated yard limits:

- tick the check box  beside the statement 'movement within consolidated yard limits', and
- put a cross in the check box  beside the statement 'movement beyond a starting or home/starting signal on a bidirectional line, but not beyond the yard limits'.

If the form is being used for movement beyond a starting or home/starting signal on a bidirectional line, but not beyond the yard limits:

- put a cross in the check box  beside the statement 'movement within consolidated yard limits', and
- tick the check box  beside the statement 'movement beyond a starting or home/starting signal on a bidirectional line, but not beyond the yard limits'.

## Item 3 – Reason for unsignalled movement

Give brief and clear details about the reason an unsignalled movement has to be made.

## Item 4 – The unsignalled movement is authorised

Give clear details of the limits of the movement as the signal numbers and/or locations and/or kilometrages.

## Item 5 – Assurances

Review each assurance and:

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

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FIGURE 1: NRF 012 Unsignalled movement checklist

 <span style="float: right;"><b>Unsignalled movement checklist – NRF 012</b></span>	
<b>1</b>	<b>Unsignalled movement Number</b> <input style="width: 150px;" type="text"/>
<b>2</b>	<b>Unsignalled movement details</b> <input type="checkbox"/> movement within consolidated yard limits <input type="checkbox"/> movement beyond a starting or home/starting signal on a bidirectional line, but not beyond the yard limits
<b>3</b>	<b>Reason for unsignalled movement</b> <input style="width: 250px; height: 20px;" type="text"/> <input style="width: 250px; height: 20px;" type="text"/>
<b>4</b>	<b>The unsignalled movement is authorised</b> from <input style="width: 100px;" type="text"/> Sig/location/km to <input style="width: 100px;" type="text"/> Sig/location/km for Driver/Track Vehicle Operator <input style="width: 100px;" type="text"/> name <input style="width: 100px;" type="text"/> rail traffic ID
<b>5</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"/> The affected portion of track, will be occupied only by authorised rail traffic <input type="checkbox"/> Affected Signaller's have provided an assurance that unauthorised rail traffic is, or will be, restrained from entering the affected portion of line <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 the planned unsignalled movement <input type="checkbox"/> Unless authorised by the Train Controller, intermediate signal boxes and local control panels in affected sections are not to switch in or out during the unsignalled movement <input type="checkbox"/> Qualified Workers known to be affected have been told about the planned unsignalled movement <input type="checkbox"/> Blocking facilities are applied <input type="checkbox"/> Drivers/Track Vehicle Operators are, or will be, instructed to proceed at restricted speed <input type="checkbox"/> The route to be taken by rail traffic is: <input type="checkbox"/> set and secured, or <input type="checkbox"/> will be set and secured by a Qualified Worker <input type="checkbox"/> Drivers/Track Vehicle Operators 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: 50px;" type="text"/> km <input style="width: 50px;" type="text"/> km <input style="width: 50px;" type="text"/> km
<b>6</b>	<b>Movement authorised by Signaller</b> <input style="width: 100px;" type="text"/> name <input style="width: 100px;" type="text"/> location/panel <input style="width: 50px;" type="text"/> hh:mm <input style="width: 50px;" type="text"/> hr <input style="width: 50px;" type="text"/> dd/mm/20yy

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## Related Documents

[NRF-012-Unsignalled-movement-checklist.pdf](#)

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