

## Procedures

# NPR 704 Using Infrastructure Booking Authorities

## Description

This document describes the procedure for using Infrastructure Booking Authorities.

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## Introduction

An Infrastructure Booking Authority (IBA) is used to tell Signallers about:

- using uncommissioned infrastructure, or
- infrastructure equipment that is:
  - temporarily booked out of use, or
  - decommissioned/permanently removed, or
  - booked back into use, or
  - commissioned.

Maintenance Representatives and Signallers use an *NRF 003 Infrastructure Booking Authority* form to jointly compile an IBA.

## Compiling an Authority

### Maintenance Representatives and Signallers

- 1 Record details about the location of the infrastructure and the affected line.
- 2 Record the type of infrastructure work to be listed in the IBA:
  - use of uncommissioned infrastructure, or
  - existing infrastructure temporarily booked out of use, or
  - existing infrastructure decommissioned/permanently removed, or
  - existing infrastructure booked back into use, or
  - infrastructure installed.
- 3 Record the equipment identification numbers. Give details about the equipment.

## Procedures

# NPR 704 Using Infrastructure Booking Authorities

- 4 If the work was advertised, record the date of the advertisement.
- 5 If signalling equipment is to be bridged temporarily, record the Bridging Authority Number.
- 6 Record the time and date, and the name of each representative, against the relevant discipline.

## Completing an Authority if infrastructure is certified

### Maintenance Representatives and Signallers

- 1 Cross out **No** in the **Certified** column if infrastructure is to be certified fit for service on the existing IBA.
- 2 Record the name of the representative of each discipline certifying the infrastructure, and the time and date, on the existing IBA.
- 3 Strike through items that do not apply.

## Completing an Authority if some infrastructure remains uncertified

### Maintenance Representatives and Signallers

- 1 Cross out **Yes** in the **Certified** column if infrastructure is not certified for return to service on the existing IBA.
- 2 Compile a new IBA to detail infrastructure that is not being returned to service.
- 3 Carry over the relevant date of advertisement to the new IBA.
- 4 If signalling infrastructure is to continue to be bridged temporarily, record the Bridging Authority Number on the new IBA.
- 5 Write the reference number of the new IBA against the corresponding infrastructure details on the existing IBA.
- 6 Write the reference number of the existing IBA in the Reference IBA No. column, for uncertified infrastructure included in the new IBA.
- 7 On the existing IBA, record the name of the representative of each discipline certifying the infrastructure, and the time and date.
- 8 On the new IBA, record the name of the representative of each discipline certifying the infrastructure, and the time and date.

Procedures

# NPR 704 Using Infrastructure Booking Authorities

## Keeping Infrastructure Booking Authority forms

Signallers and Maintenance Representatives must keep IBA forms.