

## Procedures

# NPR 737 Switching a signal box or local control panel in and out

## Description

This document describes the procedure for switching a signal box or local control panel in and out.

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## Introduction

Some interlocking machines can be switched to local control from automatic operation, or from control by a remote signal box.

When switched out, some local control panels cannot be remotely controlled.

Switching to local control allows Qualified Workers to operate the signals and points at a location from that location.

Details about signal boxes and local control panels may be given in the *Network Local Appendices*.

## Switching in

### Qualified Worker

- 1 If the signal box is not at a remotely controlled location, get the Network Controller's authority to switch in.
- 2 If the signal box is at a remotely controlled location, get the controlling Signaller's authority to switch in.

### Signaller at remote controlling signal box

- 3 Get the Network Controller's authority to switch in.

### Qualified Worker

- 4 Ask relevant Signallers whether:
  - there is rail traffic at, or closely approaching, your location, or in adjoining sections
  - there are current work on track authorities or work on track methods at or near your location, or in adjoining sections.
- 5 Tell Signallers at adjoining locations that the signal box or local control panel is to be switched in.

## Procedures

# NPR 737 Switching a signal box or local control panel in and out

- 6 If rail traffic is closely approaching a signal controlled from your location, do not switch in.
- 7 Switch in, and if indicator lights are provided, make sure that they show **LOCAL**.
- 8 If the track indicator diagram shows that the line is not occupied, return the signals to the **NORMAL** position.
- 9 Record, in permanent form, the time that the signal box or local control panel was switched in.
- 10 Tell the Network Controller, the Signaller at the remote controlling signal box, and the Signallers at adjoining locations, that the signal box or local control panel has been switched in.

### Network Controller and Signaller at remote controlling signal box

- 11 Record, in permanent form, the time that the signal box or local control panel was switched in.

## Switching out

### Qualified Worker

- 1 If the signal box is not at a remotely controlled location, get the Network Controller's authority to switch out.
- 2 If the signal box is at a remotely controlled location, get the controlling Signaller's authority to switch out.

### Signaller at remote controlling signal box

- 3 Get the Network Controller's authority to switch out.

### Qualified Worker

- 4 Tell Signallers at adjoining locations whether:
  - there is rail traffic at or near your location, or in adjoining sections
  - there are current work on track authorities or work on track methods at or near your location, or in adjoining sections.
- 5 Tell Signallers at adjoining locations that the signal box or local control panel is to be switched out.
- 6 Set relevant signals as directed by the Signaller.

## Procedures

# NPR 737 Switching a signal box or local control panel in and out

- 7 If rail traffic is closely approaching a signal controlled from your location, do not switch out.
- 8 Switch out the signal box or local control panel and, if indicator lights are provided, make sure that they show **CLOSING** or **REMOTE**.
- 9 Record, in permanent form, the time the signal box or local control panel was switched out.
- 10 Tell the Network Controller, the Signaller at the remote controlling signal box, and the Signallers at adjoining locations, that the signal box or local control panel has been switched out.

## Network Controller and Signaller at remote controlling signal box

- 11 Record, in permanent form, the time the signal box or local control panel was switched out.

## Related Documents

NPR 721 Spoken and written communication

NPR 738 Operating powered interlocking machines

NPR 739 Operating mechanical interlocking machines