

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.

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- 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.

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- 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