

PUBLIC TRANSPORT AUTHORITY
SAFEWORKING RULES AND PROCEDURES

9006
PILOTING
RAIL TRAFFIC

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1. PURPOSE

The purpose of this procedure is to detail the protocols where *Pilots*, when required, accompany *Rail Traffic Crew* to direct *Rail Traffic* movements in the Public Transport Authority (PTA) *Network*.

2. GENERAL



WARNING

Rail Traffic Crew are responsible for the safe operation of *Piloted Rail Traffic*.

A *Pilot* must be used when the *Rail Traffic Crew* is unfamiliar with the *Route*.

A *Pilot* may be used when *Rail Traffic* is to *Travel* through a worksite under a *Work on Track Authority*, and the rules allow for *Rail Traffic* entry to the worksite.

The *Pilot* must:

- confirm with the *Train Controller*, *Possession Protection Officer (PPO)* or *Protection Officer (PO)*, as required, when and where to meet the *Rail Traffic* to be *Piloted*;
 - have knowledge of the *Route*;
 - give clear directions to the *Rail Traffic Crew*; and
 - tell *Rail Traffic Crew* about operating restrictions and conditions in a timely manner.
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3. PILOTING OVER AN UNFAMILIAR ROUTE

To *Pilot Rail Traffic* over a *Route* unfamiliar to the *Rail Traffic Crew*, the *Pilot* must:

- be *Competent* in the operation of *Rail Traffic* over the *Route*;
 - ensure that the *Rail Traffic* has an *Authority to Travel* over the *Route*; and
 - ensure that *Rail Traffic* is operated safely over the *Route*.
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4. PILOTING RAIL TRAFFIC THROUGH WORK ON TRACK AUTHORITIES

The *PPO* or *PO* must appoint a *Competent Worker* to act as the *Pilot*.

The *Pilot* must:

- establish and maintain *Effective Communication* with the *Train Controller* and the *PPO* or the *PO*;
- confirm how entry into and exit from a worksite under a *Work on Track Authority* will be *Authorised*;
- confirm with the *PPO* or *PO*:
 - the *Route* to be taken;
 - the *Locations* of all worksites; and
 - the contact details of all *POs* within the *Work on Track Authority*.

4.1. RAIL TRAFFIC ENTERING A WORK ON TRACK AUTHORITY



WARNING

Only *Rail Traffic* associated with a *Local Possession Authority (LPA)* or *Track Occupancy Authority (TOA)* may enter a worksite under the *LPA* or *TOA*.

The *Pilot* must get *Authority* to enter a worksite under a:

- *LPA*, from the *PPO*; or
- *TOA*, from the *PO*.

The *Pilot* must:

- act under the direction of the *PPO* or *PO*;
- make sure that *Points* and *Crossovers* are set and *Secured* correctly before *Travelling* over them; and
- tell the *Rail Traffic Crew* the *Locations* of worksites.

4.2. RAIL TRAFFIC ENTERING A WORKSITE

Before making a movement within a worksite under a *Work on Track Authority*, the *Pilot* must contact the *PPO* or *PO* and get:

- *Authority* for the movement; and
- an assurance that the intended *Route* is *Clear*, and that no conflicting movements have been, or will be, *Authorised*.

If there is no *Competent Worker* at the *Location* of the *In-Field Protection*, the *Pilot* must:

- get the *Authority* of the *PPO* or *PO* to remove the *Protection*;
- remove or arrange to remove the *Protection* before passing the *Location*; and
- replace or arrange to replace the *Protection* after passing the *Location*.

4.3. RAIL TRAFFIC DEPARTING THE AUTHORITY

The *Pilot* must get *Authority* from the *Train Controller* for *Rail Traffic* to exit a worksite under a *Work on Track Authority*.

The *Pilot* must tell the *Train Controller* and *PPO* or *PO* when the *Rail Traffic* has exited the worksite under a *Work on Track Authority*.

5. KEEPING RECORDS

The *Train Controller*, *PPO* and *PO* must make a *Permanent Record* of relevant details, including the details of entry into and exit from worksites and *Work on Track Authorities*.

6. REFERENCE

Nil

7. EFFECTIVE DATE

1 November 2015

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