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| **Signal Support Work Instruction**  **Part 1** | | | | | **No.** | |
| **Page 1 of 2** | |
| **Project:** | | | | | **Register No:** | |
| **Shift Time from:** | | | | **To:** | **Date:** | |
| **Issued to:** | |  | | | **Team No:** | |
| **Package Lead:** | |  | | | **Version No:** | |
| **Activity:** | | **BOOK OUT SIGNALLING EQUIPMENT** | | | | |
| **Standards/Procedures/Drawings:** Signalling Safeworking Procedures – MN S 40000 Signalling Plan, Track Insulation Plan, Circuit Book, Field Disconnection List, Network Procedures, NRF 003 | | | | | | |
| **Activity No.** | **Task No.** | | **WORK DESCRIPTION** | | | **Completed**  **Name / Sign** |
| **1** | **1A** | | Prior to the commencement of any work, ensure ICON has been contacted and have been made aware of your work area and tasks to be performed. | | |  |
| **2** | **2A** | | Book out of Use affected Signalling Apparatus as per the Field Disconnection list and document on NRF 003. | | |  |
|  | **2B** | | Enter details of any Bridging Authorities. | | |  |
|  | **2C** | | Sign NRF 003 Form (The Original is to be left in the signal box and a copy must be retained in the Work Package). | | |  |
| **3** | **3A** | | Arrange for the implementation of the required disconnection/s and record details on the attached Field Disconnection List. | | |  |
|  | **3B** | | Advise / coordinate other discipline officers when apparatus has been suppressed / removed or quarantined for their work to proceed. | | |  |
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See over for completion of Work Instruction

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| **Signal Support Work Instruction**  **Part 2** | | | **Page 2 of 2** | |
| **OUTSTANDING, INCOMPLETE WORK or NEW WORK REQUIRED** | | | | |
| **ACT** | **TASK** | **DETAILS** | **UNCOMPLETED WORK TRANSFERRED TO:** | |
| **Work Instruction No** | **Log line Item** |
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| **Emergency Phone Numbers** | | | | |
| **Regional Signalling Representative:** | | |  | |
| **Possession / Closedown Management:** | | |  | |
| **Signal Box or Control Centre:** | | |  | |
| **ICON:** | | |  | |
| **Incident Hotline:** | | |  | |
| **WORK STATUS STATEMENT** | | | | |
| **The Work described above has been performed and recorded in accordance with the specified standard. Any outstanding actions that do not affect the operation of the Signalling system have been transferred to another work instruction or listed in the log for future completion.**   |  |  |  |  | | --- | --- | --- | --- | | **Name** |  | | | | **Position** |  | | | | **Signature** |  | **Date** |  | | | | | |