|  |  |
| --- | --- |
| **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:** | **POINTS ELECTRICAL DISCONNECTION** |
| **Standards/Procedures/Drawings:** Signalling Maintenance Procedures – MN S 40000. Signalling Plan, Track Insulation Plan, Circuit Book |
| **Activity No.** | **Task No.** | **WORK DESCRIPTION** | **Completed****Circle** |
| **1** | **1A** | Ensure all your team members have attended a Site / Possession Safety Induction. Co-ordinate your worksite protection requirements with the shift supervisor |
| **2** | **2A** | Conduct the Pre-work Brief ,incorporating the ”Signalling Works Competency Briefing Form” |
| **3** | **3A** | Ensure equipment booked out of use and clipped and locked |
| **4** | **4A** | Disconnect the Signals and Points in accordance with PR S 40009 – Disconnection of Signalling Apparatus |
| **5** | **5A** | Document disconnection’s on attached Disconnection List |
| **6** | **6A** | Remove and relocate to a safe place points motors, electrical detectors without disconnection. |
| **7** | **7A** | Conduct surveillance during the progress of the track work to ensure that the track personnel are aware of the presence of signalling apparatus and utilise work methods that minimise the risks of damage and/or reliability; |
|  |  | COMPLETE THE ABOVE TASKS (Where applicable) FOR THE FOLLOWING POINTS |
|  |  | Location……………..Point No…………End/s……. | **1A** | **2A** | **3A** | **4A** |
| **5A** | **6A** | **7A** |  |
|  |  | Location……………..Point No…………End/s……. | **1A** | **2A** | **3A** | **4A** |
| **5A** | **6A** | **7A** |  |
|  |  | Location……………..Point No…………End/s……. | **1A** | **2A** | **3A** | **4A** |
| **5A** | **6A** | **7A** |  |

See over for completion of Work Instruction

NOTE: - FOR ELECTRICAL DISCONNECTION / RECONNECTION OF POINT MACHINES, THE LIKE FOR LIKE WORK INSTRUCTION MUST BE USED.

|  |  |
| --- | --- |
| **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** |
|   |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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** |  |

 |