

Work Instruction		WO No.:	
		Date:	
Scope:			
Team Leader:		Releasing Switch Type:	
Activity: Releasing Switch Like for Like Renewal			
Reference: PR S 40002, PR S 40008, PR S 40009, PR S 40010, PR S 40011			
Activity No.	Task No.	Work Description	Completed Name/Sign
APPARATUS INSPECTION & PREPARATION			
1	1A	Ensure the new releasing switch is of correct type and configuration in accordance with the specific design and compare to the existing releasing switch	
	1B	Bell test and wire/null count internal wiring of the new releasing switch and compare to the specific circuit design and existing releasing switch. Include a correlation of connected links and bridges to the circuit book. Visually inspect the releasing switch components including the Annett Lock and wardings. Visually inspect and insulation test the internal wiring	
2	2A	On the existing releasing switch, wire/null count the incoming terminals, including bridges and links and identify tail cable core numbers on the terminals and compare to specific circuit diagram	
	2B	Document the disconnections on attached circuit diagram	
	2C	Conduct an apparatus inspection of the condition of the existing releasing switch fixing hardware and cable. Prepare to replace as required	
SAFeworking & DISCONNECTION FROM INTERLOCKING			
3	3A	Ensure the releasing switch and affected signalling is booked out of use in accordance with PR S 40008. Obtain authorisation for any temporary bridging in accordance with PR S 40002 as necessary	
	3B	Disconnect the releasing switch and affected signalling in accordance with PR S 40009	
	3C	If applicable, apply temporary bridging in accordance with PR S 40002. Test bridging and any contacts remaining in circuit as functional in accordance with PR S 40002	
DISCONNECTION, REMOVAL AND INSTALLATION			
4	4A	Open links in location for releasing switch tail cable/s	
	4B	Disconnect cable/s from releasing switch, protect ends and withdraw clear. Safeguard the Annett Key	
	4C	Remove releasing switch and renew any defective fixing hardware	
5	5A	Install new releasing switch and Annett Lock. Lubricate components as required	
6	6A	Inspect the tail cable/s for signs of damage. Conduct an insulation test of the tail cable/s and record on circuit diagrams	
	6B	Connect the cable/s in accordance with previously correlated circuit diagram. Return Annett Key to Annett Lock	
	6C	Ensure the installation is physically correct. Ensure all bolts and nuts are appropriately fastened. Include inspection of Annett Lock and Key	
ADJUSTMENT			
7	7A	Adjust releasing switch for correct operation	

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CERTIFICATION			
8	8A	Close all associated terminal links in the location and if applicable, remove any temporary bridging and test all contacts/circuits that were temporarily bridged in accordance with PR S 40002 to ensure complete removal	
9	9A	Conduct a wire/null count of all terminals with incoming tail cable/s installation to circuit diagram. (NB: links to be counted as wire). Record on circuit diagram	
10	10A	Test the lock and proving contacts Normal and Reverse. Observe each proving contact to ensure it is of the correct type (N/O or N/C) and opens and closes correctly	
11	11A	Arrange with the signaller to conduct a functional test of the releasing switch. Operate releasing switch and confirm correct operation. Ensure the releasing switch is secure	
	11B	Book the releasing switch and affected signalling equipment back into use	

I certify _____ Releasing Switch
at _____
location has been correctly reinstated, inspected, tested and is fit for service

Print Name Position

Signature Date