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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:** | | **BOOKING BACK INTO USE** | | | | | |
| **Standards/Procedures/Drawings:** Signalling Safeworking Procedures – MN S 40000. Signalling Plan, Track Insulation Plan, Circuit Book, Field Disconnection List. Network Procedures | | | | | | | |
| **Activity No.** | **Task No.** | | **WORK DESCRIPTION** | | | **Completed**  **Name/Sign** | |
| **1** | **EVALUATION – Completion of the SIGNAL SUPPORT STATUS CERTIFICATE** | | | | | | |
|  | **1A** | | Check the completion status of all Work Instructions, actioned, required test certificates, bridging authorities completed and attached. Uncompleted tasks and activities that are not essential for the restoration of the works are compiled in a defect list | | | |  |
|  | **1B** | | Check the completion status of all Log items, actioned and any uncompleted tasks and activities that are not essential for the restoration of the works are compiled in a defect list | | | |  |
|  | **1C** | | Sign off the Signal Support Status Certificate | | | |  |
| **2** | **BOOKING INTO USE** | | | | | | |
|  | **2A** | | In conjunction with other disciplines and possession/closedown management and network Control officer book back into use on the original NRF 003 Form | | | |  |
| **3** | **MAINTENANCE RECORDS** | | | | | | |
|  | **3A** | | Compile and send to the Regional Signalling Representative - all agreed maintenance records/track history card copies, damage reports, production tamping/rail grinding log deliver/fax as previously agreed prior to leaving site | | | |  |
|  | **3B** | | Attach the original/copies of the NRF 003 and the maintenance records from 3A to this work instruction | | | |  |
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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** |  | | | | | |