Signal Support Work Package

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Section 1 – Signal Support Work Package Authorisation

|  |  |
| --- | --- |
| Project Name |  |

|  |  |
| --- | --- |
| Location |  |

|  |  |
| --- | --- |
| Registration No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Package Holder/s |  | Contact Details |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Track Scope of Works: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Regional Signalling Representative/s consulted: |  | Date |  |
| Site Specific, Integrity or Reliability Issues/:  [Insert or Attach details] |  | | |

Prepared by (Package Lead)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date |  |
| Classification |  | | |
| Contact Details |  | | |
| Signature |  | | |

Reviewed by

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date |  |
| Classification |  | | |
| Signature |  | | |

Package Approved by (Signal Support Engineer)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date |  |
| Signature |  | | |
| Contact Details |  | | |

Signal Support Work Package Post Review

|  |  |  |  |
| --- | --- | --- | --- |
| Package post review by: |  | | |
| Signature |  | Date: |  |

|  |
| --- |
| Comments |
|  |

Signal Support Work Package Checklist

|  |  |  |
| --- | --- | --- |
| Review | Approval | Checks |
|  |  | Track work scope clearly defined |
|  |  | Signal support work scope clearly defined |
|  |  | Sufficient time available – preparation |
|  |  | Sufficient time available – implementation and restoration |
|  |  | Input documentation up to date (e.g. checked interim maintenance copies) |
|  |  | Material requirements properly scoped and sourced |
|  |  | Inspection and test plan and work instructions detailed and complete |
|  |  | Temporary bonding plan / Rail Gap bond requirements checked and approved |
|  |  | Bridging authorities checked and approved |
|  |  | IBA details checked |
|  |  | Disconnection list correct (reviewer only) and complete (reviewer & approver) |
|  |  | Sufficient resourcing of staff |
|  |  | Staff competencies current checked against work allocation |
|  |  | Permits to Work issued and current. Includes relevant site specific requirements from NM Signalling induction packages |
|  |  | Check and address site specific factors that may affect operational signalling or local procedures in NM Signalling induction packages |
|  |  | Signal support work package complete |

Review Checklist Completed by

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |
| Classification |  |

Approval Checklist Completed by

(Signal Support Engineer)

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

Section 2 – Project Scope of Work

Project Work Scope

Section 3 – Detailed Signalling Scope and Safeworking Permits

Scope Details (General)

Detailed Site Inspection Form

Turnout Refurbishment Scoping Form

Inspection & Testing Plan

Equipment Disconnection List

Register of Safeworking Forms and Permits

Detailed Site Inspection Form







Inspection & Testing Plan

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Inspection and Testing Plan – Signal Support Works | | | | | | | | | | Package No: | |  |
| Listing of Signalling and Assets – Removed/Refitted/Affected | | | | | | Listing of Signalling Assets: Upgraded/Replaced | | | | | | |
| Asset Type | Description | | Asset Type | | Description | Asset Type | Description | | Asset Type | | Description | |
|  |  | |  | |  |  |  | |  | |  | |
| Signalling Safeworking Requirement | | | | | | Other Requirements | | | | | | |
| Activity | | Where and When | | Who is responsible | | Requirement | | Details | | | | |
|  | |  | |  | | Possession: | |  | | | | |
| Other Parties | |  | | | | |
| Personnel: | |  | | | | |
| Special Considerations: | |  | | | | |
| Concession  Deviations  Bridging Authorities: | |  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Submitted by: |  |  | Reviewed by: |  |
| Date: |  |  | Date: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Package No: | Date: | Signal Support Works  Disarranging/Rearranging – Inspection – Testing Detailed Plan & Signalling Safeworking Requirements | | | | Page 1 of 1 |
|  |  |
| Asset Type and Name/s | | Activity Type | Activity Details | W.I No | Activity Details | W.I No |
|  | | Design Control Activities | Correlation checking |  | Certification of Drawings |  |
| Inspection Activities | General Inspection |  | Documentation Check |  |
| Testing Activities | Function Testing |  | Operational Function Check |  |
|  | | Design Control Activities | Correlation checking |  | Certification of Drawings |  |
| Inspection Activities | General Inspection |  | Documentation Check |  |
| Testing Activities | Function Testing |  | Operational Function Check |  |
|  | | Design Control Activities | Correlation checking |  | Certification of Drawings |  |
| Inspection Activities | General Inspection |  | Documentation Check |  |
| Testing Activities | Function Testing |  | Operational Function Check |  |
|  | | Design Control Activities | Correlation checking |  | Certification of Drawings |  |
| Inspection Activities | General Inspection |  | Documentation Check |  |
| Testing Activities | Function Testing |  | Operational Function Check |  |
|  | | Design Control Activities | Correlation checking |  | Certification of Drawings |  |
| Inspection Activities | General Inspection |  | Documentation Check |  |
| Testing Activities | Function Testing |  | Operational Function Check |  |
|  | | Design Control Activities | Correlation checking |  | Certification of Drawings |  |
| Inspection Activities | General Inspection |  | Documentation Check |  |
| Testing Activities | Function Testing |  | Operational Function Check |  |
|  | | Design Control Activities | Correlation checking |  | Certification of Drawings |  |
| Inspection Activities | General Inspection |  | Documentation Check |  |
| Testing Activities | Function Testing |  | Operational Function Check |  |
| Signalling Safeworking – MN S 40000 | | | Equipment Book in/Out |  | Other |  |

Equipment Disconnection Lists

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project: |  | Possession No : |  | | |
| Date/s: |  | Location : |  | | |
| Track: |  | From Km: |  | To Km: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Kilometres | Track | Equipment | Location | Details | Disconnected | | Reconnected | | Comments/ Time Restored |
| By | Signature | By | Signature |
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Register of Safeworking Forms Certificates & Permits

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| Project |  |

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| --- | --- |
| Registration No |  |

Signals Representative to plan / investigate requirements and include the requirements in the work package

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signalling | Required |  | Electrical | Required |
| **Booking Authority** |  |  | High Voltage Feeders Isolation Orders | Yes /  No |
| NRF 003 | Yes /  No |  | Working High Voltage Instruction | Yes /  No |
| PR S 40002 FM01 - Authority for temporary bridging of contacts. See PR S 40002. | Yes /  No |  | Mains Access Permit | Yes /  No |
|  | Substation Access Permit | Yes /  No |
| Damage to signalling and safeworking equipment by other parties See PR S 40005 | Yes /  No |  | Low Voltage Access Permit | Yes /  No |
| PR S 40051 FM01/FM02/FM03 Axle Counter Track Section Reset. See PR S 40051 | Yes /  No |  | Authority for Removal of Supply from 1500 Volt Sections | Yes /  No |
|  |  |  | 1500 Volt Overhead Wiring Permit to Work | Yes /  No |
|  |  |  | Advice of Alterations to Electrical System Operating Diagrams | Yes /  No |
|  |  |  | Installation Test Report | Yes /  No |
|  |  |  | Local Supply Authority Notification of Electrical Work | Yes /  No |

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| --- | --- | --- | --- |
| Checked By | | | |
| Name | {Insert Name} | | |
| Position | {Insert Position Title} | | |
| Signature |  | Date: | {dd/mm/yy} |

Section 4 – Register of Work Instructions

Register of Work Instructions

Register of Signal Support Work Instructions

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project: | |  | | | | Project Date: | |  | | |
| Location: | |  | | | | Registration No: | |  | | |
| WI No. | Version No. | | Team No. | Work description: | Issuing Officer (Sign/  Date) | | Issued  To  (Sign/  Date) | | Completed  by (Sign/Date) | Checked by (Sign/Date) |
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| 11 |  | |  |  |  | |  | |  |  |
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Section 5 – Prepared and Completed Work Instructions

Work Instructions

Section 6 – Signal Support Log

Signal Support Log

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signal Support Log | | | | | | | | | | | | Page |  | of |  |
| Project: | |  | | | | | | | | Registration No: | |  | | | |
| Line  Item  No. | Date/  Time | | Team | | Report By | | Report Details | | | | | Action Taken OR  Transferred to WI No OR See Line Item No. | | | |
| 1 |  | |  | |  | |  | | | | |  | | | |
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| 2 |  | |  | |  | |  | | | | |  | | | |
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| 9 |  | |  | |  | |  | | | | |  | | | |
|  | |  | | | | |
| Checked/Actioned By: | | | | | | | | | | | | | | | |
| Name: | |  | | | | | | Position: |  | | | | | | |
| Sign off when complete | | | | Signature | |  | | Date |  | | Time |  | | | |

Section 7 – Signal Support Status Certificate

Signal Support Status Certificate

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Signal Support Status Certificate** | | | | | | | Page 1 of 1 |
| Project: | |  | Registration No: | |  | | |
| Location: | |  | Date: | |  | | |
| Project Scope: | |  | | | | | |
| Item | Work Activity | | | Status | | Signature | |
| 1.0 | Work Instructions  All Checked and Actioned | | |  | |  | |
| 2.0 | Signal Support Log  All Entries Checked and Actioned | | |  | |  | |
| 3.0 | Test Certificates Documents Checked, Complete and Certified | | | | | | |
| 3.1 | Copy of Track History Cards | | |  | |  | |
| 3.2 | Copy of Wheel Sensor History Cards | | |  | |  | |
| 3.3 | Copy of Point History Cards | | |  | |  | |
| 3.4 | MN T 20203 FM26 Combined Signal and Track Inspection Form – Baseline Monitoring” forms | | |  | |  | |
| 3.5 | Trainstops | | |  | |  | |
| 3.6 | F.P.L. and Detection | | |  | |  | |
| 3.7 | Level Crossings | | |  | |  | |
| 3.8 | Damage Reports | | |  | |  | |
| 3.9 | Axle Counter Unconditional Reset | | |  | |  | |
| 3.10 | Bridging Authorities | | |  | |  | |
| 3.11 | Notification of Rail Bond Welding | | |  | |  | |
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|  |  | | |  | |  | |
| Status Statement - I certify that the work as detailed on this certificate has been inspected and tested and is functional and fit for purpose in accordance with the specified requirements, and ready to be booked into use | | | | | | | |
| Signature: | |  | | | | | |
| Date/Time: | |  | | | | | |
| Name: | |  | | | | | |
| Position: | |  | | | | | |

Section 8 – Working & Completed Documents

Working Documents

Completed Infrastructure Booking Authorities/Permits

Pre-Work Briefs

Transmittals

Section 9 – Spare Forms

Spare Forms

Spare Work Instruction

Spare Signal Support Log Sheets

PR S 40002 FM01 – Authority for temporary bridging of contacts

Spare Work Instruction for “Like for Like Replacement” - for emergency repairs

Spare Track Circuit History Cards

Spare Wheel Sensor History Cards

PR S 40030 FM01 - FM05 Points Operating Test Certificates

Combined Signal and Track Inspection Form – Baseline Monitoring

PR S 40051 FM01 – FM03 Axle Counter Track Section Reset forms

Reference Documents

Drop Away Minimum Shunt Values (from PR S 40025).

Attach “site reference copies” of any relevant Maintenance Manual/s that may be required for reference

Cable and Services searches

Section 10 – Rosters

**Rosters**

**Permits to Work**

**Certificates of Competency**