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| Signal Support Work Instruction | | | | | | | No. |  |
| Project: | |  | | | | | Register No: |  |
| Shift Time from: | | |  | | To: |  | Date: |  |
| Issued to: | | | Shall be competent person for balise remove / reinstate | | | | Team No: |  |
| Package Lead: | | |  | | | | Version No: |  |
| Activity: | | | ETCS Balise – Remove/Reinstate (Discipline Other Than Signalling) | | | | | |
| Standards/Procedures/Drawings: | | | | Signalling Maintenance Procedures – PR S 40028, PR S 47118 | | | | |
| Activity No. | Work Description | | | | | | | |
| 1 | Identify the balise on track to be removed and ensure it has been assessed as permitted to be removed as recorded in the disconnection list over page in Activity 14.  If it is not on the disconnection list, contact the identified signal support representative to get approval. If approval is given add to disconnection list with name of authorising person. | | | | | | | |
| 2 | Check that the details on the circular balise ID plate (on the balise) and rectangular Balise location ID plate (on the sleeper) match. Mark the sleeper position in a location that will not be impacted by the work. | | | | | | | |
| 3 | Examine the mounting of the balise to see if any special brackets or spacers are required where mounting balise between guard rails or on slab track. | | | | | | | |
|  | Removal | | | | | | | |
| 4 | Check the balise is not a controlled balise (cable connected):  If the balise is controlled, contact the identified signal support representative over page. (Only signal electricians or signal engineers may remove controlled balises). | | | | | | | |
| 5 | Remove the Vortok beam complete with the attached balise from the ‘four foot’ and inspect fasteners for damage, arrange for new fasteners if required.  Where the balise is directly fixed to the sleeper or slab track, ensure all spacer pads are counted and retained with the specific balise. Insert protective plugs into mounting holes in concrete. | | | | | | | |
| 6 | Store the Vortok beam or spacer pads and balise in a safe secure place. | | | | | | | |
| 7 | Ensure the balise location label on the sleeper remains on the sleeper and the sleeper does not move for the duration of the work. (Minor sleeper movements as a result of tamping or similar activities are acceptable.)  If balise location label on sleeper is removed or sleeper has moved, a signal electrician is required to recertify the balise position. | | | | | | | |
|  | Reinstatement | | | | | | | |
| 8 | Identify the balise position on track and ensure the balise is recorded in the disconnection list over page in Activity 14. | | | | | | | |
| 9 | Check for evidence that the sleeper or the label on the sleeper may have moved during works and for an ASDO balise that it is aligned with the ASDO Reference Balise marker Plaque. If it suspected to have moved contact the licensed signalling person (Package Lead). | | | | | | | |
| 10 | Check that the details on the circular balise ID plate (on the balise) and rectangular balise location ID plate (on the sleeper) match exactly.  ASDO Balise - Check ASDO Reference Balise supplementary circular balise ID plate (on the balise) matches with the actual platform location (SS end or CS end and platform number). | | | | | | | |
| 11 | Renew any defective rail fixings, rail fixing insulators or anchors. | | | | | | | |
| 12 | Reinstall the original Vortok beam and balise onto the track fittings.  If the balise is directly fixed to the sleeper or slab track ensure the height from top of rail to the balise reference mark on the side of the balise is within the 93 mm to 193 mm range and that all corners of the top of the balise are within 10 mm of each other. Retain and return any protection plugs. | | | | | | | |
| 13 | When all balises are restored, complete the work instruction and return to the identified signal support representative onsite or onsite balise certifier before the end of shift. | | | | | | | |

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| Signal Support Work Instruction (continued) | | | | | |
| 14 | Approved Disconnection List  For each balise – write the person, date and time as each task is completed | | | | |
| Balise ID | | Balise Removed by | | Balise Reinstated by | |
| Name (print) | Date | Name (print) | Date |
| Time | Time |
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(Extend disconnection list to meet specific work scope requirement)

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| Comments – (incl. additional or outstanding items) |
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| Phone Numbers | |
| Package Lead: |  |
| On-site Balise Certifier: |  |
| Possession/Closedown Management: |  |
| ICON: |  |
| Incident Hotline: |  |

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| On-Site Balise Certification and Work Status Statement |
| * The work described above has been performed and recorded in accordance with the specified standard. * Certify balises listed as correctly installed to specifications and in the correct location * Any outstanding actions have been communicated and acknowledged by the Package Lead.  |  |  |  |  | | --- | --- | --- | --- | | Name: |  | | (Onsite Balise Certifier) | | Position: |  | | | | Signature: |  | Date: |  | |