PUBLIC TRANSPORT AUTHORITY
SAFEWORKING RULES AND PROCEDURES

9006
PILOTING
RAIL TRAFFIC

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1. PURPOSE

The purpose of this procedure is to detail the protocols where Pilots, when required, accompany Rail Traffic Crew to direct Rail Traffic movements in the Public Transport Authority (PTA) Network.

2. GENERAL

WARNING

Rail Traffic Crew are responsible for the safe operation of Piloted Rail Traffic.

A Pilot must be used when the Rail Traffic Crew is unfamiliar with the Route.

A Pilot may be used when Rail Traffic is to Travel through a worksite under a Work on Track Authority, and the rules allow for Rail Traffic entry to the worksite.

The Pilot must:

- confirm with the Train Controller, Possession Protection Officer (PPO) or Protection Officer (PO), as required, when and where to meet the Rail Traffic to be Piloted;
- have knowledge of the Route;
- give clear directions to the Rail Traffic Crew; and
- tell Rail Traffic Crew about operating restrictions and conditions in a timely manner.

3. PILOTING OVER AN UNFAMILIAR ROUTE

To Pilot Rail Traffic over a Route unfamiliar to the Rail Traffic Crew, the Pilot must:

- be Competent in the operation of Rail Traffic over the Route;
- ensure that the Rail Traffic has an Authority to Travel over the Route; and
- ensure that Rail Traffic is operated safely over the Route.
4. PILOTING RAIL TRAFFIC THROUGH WORK ON TRACK AUTHORITIES

The PPO or PO must appoint a Competent Worker to act as the Pilot.

The Pilot must:

- establish and maintain Effective Communication with the Train Controller and the PPO or the PO;
- confirm how entry into and exit from a worksite under a Work on Track Authority will be Authorised;
- confirm with the PPO or PO:
  - the Route to be taken;
  - the Locations of all worksites; and
  - the contact details of all POs within the Work on Track Authority.

4.1. RAIL TRAFFIC ENTERING A WORK ON TRACK AUTHORITY

**WARNING**

Only Rail Traffic associated with a Local Possession Authority (LPA) or Track Occupancy Authority (TOA) may enter a worksite under the LPA or TOA.

The Pilot must get Authority to enter a worksite under a:

- LPA, from the PPO; or
- TOA, from the PO.

The Pilot must:

- act under the direction of the PPO or PO;
- make sure that Points and Crossovers are set and Secured correctly before Travelling over them; and
- tell the Rail Traffic Crew the Locations of worksites.
4.2. RAIL TRAFFIC ENTERING A WORKSITE

Before making a movement within a worksite under a Work on Track Authority, the Pilot must contact the PPO or PO and get:

- Authority for the movement; and
- an assurance that the intended Route is Clear, and that no conflicting movements have been, or will be, Authorised.

If there is no Competent Worker at the Location of the In-Field Protection, the Pilot must:

- get the Authority of the PPO or PO to remove the Protection;
- remove or arrange to remove the Protection before passing the Location; and
- replace or arrange to replace the Protection after passing the Location.

4.3. RAIL TRAFFIC DEPARTING THE AUTHORITY

The Pilot must get Authority from the Train Controller for Rail Traffic to exit a worksite under a Work on Track Authority.

The Pilot must tell the Train Controller and PPO or PO when the Rail Traffic has exited the worksite under a Work on Track Authority.

5. KEEPING RECORDS

The Train Controller, PPO and PO must make a Permanent Record of relevant details, including the details of entry into and exit from worksites and Work on Track Authorities.

6. REFERENCE

Nil

7. EFFECTIVE DATE

1 November 2015