



AUSTRALIAN RAIL TRACK CORPORATION LTD

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Discipline
Engineering Standard - NSW

Category
Electrical

Title
Operating Agreement

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Document Control

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		Refer to Reference Number	T Moore	M Owens	Refer to minutes of meeting 24/01/05

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Document Approval

The technical content of this document has been approved by the relevant ARTC engineering authority and has also been endorsed by the ARTC Safety Committee.

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About This Standard

This instruction describes the ARTC Operating Agreement for controlling the electrical safe working arrangements applying to ARTC's electrical system when work is to be undertaken by another Network Operator on its system which requires ARTC's transmission lines, cables or 1500 volt overhead wiring to be isolated.

Document History

Primary Source – RIC Standard EP 95 00 00 09 SI Version 1.0

List of Amendments –

ISSUE	DATE	CLAUSE	DESCRIPTION
1.1	11/03/2005	Disclaimer	Minor editorial change

Contents

About This Standard	3
Document History	4
1. Introduction	6
2. ARTC Operating Agreement Form	7
3. Responsibility of the Person Issuing the Operating Agreement	8
4. Responsibility of the Person Retrieving the Operating Agreement	9

1 Introduction

An Operating Agreement issued on behalf of the ARTC must be in accordance with the relevant WHVI and/or Authority.

The Operating Agreement is issued by an Authorised Person to a representative of another Network Operator as confirmation that:

- the specified high voltage overhead lines or cables have been isolated and earthed,
- the specified sections/subsections of the 1500 volt overhead wiring system have been isolated and rail connected,
- the specified low voltage overhead lines or cables have been isolated and proved dead, and
- the isolated, earthed and/or rail connected conditions will remain until the Operating Agreement is returned and cancelled.

The Operating Agreement specifies:

- the number of the relevant WHVI and/or Authority,
- the date and times for which it is valid,
- the location, name and limits of the high voltage overhead lines or cables that have been isolated and earthed, 1500V equipment that has been isolated and rail connected and low voltage overhead lines or cables that have been isolated and proved dead.

No deletions or alterations may be made to the Operating Agreement once it has been issued. Should amendment be necessary after the Agreement has been issued, the Agreement must be cancelled and a new Agreement issued.

The person receiving the Operating Agreement must be instructed in the details of the electrical equipment covered by the Agreement by an Authorised Person at the worksite immediately prior to the Agreement being issued.

2 ARTC Operating Agreement Form

AUSTRALIAN RAIL TRACK CORPORATION

OAFORM.DOC

Version 4 - Mar-01

OPERATING AGREEMENT No. _____

This Operating Agreement is for issue to another Network Operator for work by that Network Operator on or near Australian Rail Track Corporation (ARTC) electrical equipment.

- 1) This Operating Agreement is issued in conjunction with the isolation of electrical equipment as detailed on
Delete a) and/or b) if not required a) Authority for Removal of Supply from 1500 Volt Section No. _____
b) Working High Voltage Instruction No. _____
- 2) Times: _____ to _____ Date: _____ to _____

- 3) Equipment covered by this Operating Agreement

Location	Equipment	From (Pole or Structure No)	To (Pole or Structure No)	Earths or Rail Connections at:
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 4) Special Instructions and Warnings: _____

The controlling switches or links providing the isolation have been Danger Tagged and the isolated electrical equipment has been tested dead. The 1500 volt overhead wiring equipment has been rail connected, the high voltage equipment has been earthed, and the low voltage equipment has been earthed (if required) in accordance with the ARTC Electric Power System Safe Operation Manual. The isolated electrical equipment will remain in this condition until this Operating Agreement is cancelled.

- 5) Issued to: _____ Name of Network Operator
Issued by: _____ Print Name. _____ Signed.
_____ Position Time: _____ Date: _____

I have shown the receiver of this Operating Agreement the electrical equipment covered by this Operating Agreement.

- 6) Received by: _____ Print Name. _____ (for the Network Operator) _____ Signed.
_____ Position. Time: _____ Date: _____

I acknowledge having been shown by the issuer of this Operating Agreement the electrical equipment covered by this Operating Agreement and accept the rail connecting or earthing procedures of ARTC or their contractor.

- 7) Contact Phone Numbers: Person Issuing _____ SRA Electrical System Operator (02) 9379 4911 (02) 4962 9381
Person Receiving _____ System Operator _____

- 8) Cancellation: By signing this Operating Agreement as cancelled, I will consider all ARTC electrical equipment as live and all persons who were working under the Agreement have been instructed to consider all ARTC electrical equipment as live.
- Cancelled: _____ Print Name. _____ Signed. _____ Position.
for _____ Network Operator. Time: _____ Date: _____

- 9) Cancelled Operating Agreement received by: _____ Print Name. _____ Signed.
_____ Position. Time: _____ Date: _____

3 Responsibility of the Person Issuing the Operating Agreement

An ARTC Operating Agreement shall be issued by a person Authorised to issue Permits for the equipment. The person issuing an ARTC Operating Agreement must:

- (a) Have an approved copy of the relevant WHVI and/or Authority.
- (b) Ensure all relevant information on the WHVI and/or Authority is entered on the Operating Agreement. The Operating Agreement must be made out in duplicate.
- (c) Ensure the person in charge of the WHVI and/or Authority:
 - has confirmed that the specified high and low voltage overhead lines or cables have been isolated and safety earths applied as required,
 - has confirmed that the specified sections/subsections of the 1500 volt overhead wiring system have been isolated and has advised the locations of the associated rail connections, and
 - has advised the Operating Agreement number.
- (d) Ensure that the Operating Agreement is correctly numbered.

Each Operating Agreement must be numbered as a sub-number of the WHVI or Authority. For example, the first Operating Agreement issued under Authority number 1234 must be numbered 1234/1, the second 1234/2 etc.

- (e) Ensure that the representative of the other Network Operator:
 - Understands which electrical equipment is covered by the Operating Agreement.
 - Understands the requirements of the Operating Agreement.
 - Is aware of the time restrictions of the Operating Agreement.
 - Signs the Operating Agreement in the space provided in acknowledgment of the above three points.
 - Understands that the Network Operator must retain the original of the Operating Agreement until such time as it is returned.
- (f) Contact the Electrical System Operator immediately after the issue of one or more Operating Agreements and advise the identifying numbers of the Operating Agreements issued.

The contractor's Electrical Safety System shall include a mechanism for ensuring that equipment that must be earthed or rail connected for the Operating Agreement, is earthed or rail connected prior to the Operating Agreement being issued.

4 Responsibility of the Person Retrieving the Operating Agreement

An ARTC Operating Agreement shall be retrieved by a person Authorised to issue Permits for the equipment. The person retrieving an ARTC Operating Agreement must:

- (g) Check that the representative of the other Network Operator has cancelled the Operating Agreement.
- (h) Check that the electrical equipment for which the Operating Agreement was issued has been inspected and is safe to be energised.
- (i) Sign off the cancelled original copy of the Operating Agreement in the space provided and enter the time and date.
- (j) Ensure that the person in charge of the WHVI and/or Authority is advised that the Operating Agreement has been cancelled.
- (k) Process the cancelled Operating Agreement in accordance with the requirements of the contractor's Permit system.

The contractor's Electrical Safety System shall include a mechanism to ensure that working earths and/or portable rail connections are not removed unless all Operating Agreements (and/or Permits) for which they were required have first been cancelled.