

Applying for a Work Train

HPP-01-01

Applicability

Hunter Valley

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1 Introduction

1.1 Purpose

The purpose of this procedure is to provide a clear instruction on how to request work trains (Ballast & Sleeper deliveries, Railset deliveries/collection) to operate within the ARTC Hunter Valley Network.

1.2 Scope

This procedure covers the documentation and time frames required to request works trains for both internal and external parties.

1.3 Procedure Owner

The Possessions Manager is the Procedure Owner and is the initial point of contact for all queries relating to this procedure.

1.4 Responsibilities

The Possessions Manager is responsible for the implementation of this procedure.

The Possession Logistics Coordinator is responsible for managing the process.

1.5 Reference Documents

The following documents support this procedure:

- Work Train Request Form HPP0101F-01
- Applying for Track Possessions outside of Closedowns Procedure HPP-01-04
- Applying to work within a Closedown Procedure HPP-01-02

1.6 Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
AMP	Aligned Maintenance Possession
ARTC	Australian Rail Track Corporation Ltd.
HVCCC	Hunter Valley Coal Chain Coordinator
PLC	Possessions Logistics Coordinator Hunter Valley
PM	Project Manager

2 Timeframes and responsibilities for Work Train Requests

2.1 Introduction

Work Trains are required to operate within Track Possessions to deliver/collect Rails, Ballast or Sleepers within the Hunter Valley Network in order to meet the needs of construction or maintenance projects.

The following identifies the requirements and timeframes for notifying the relevant PLC of the need for a work train as well as individual responsibilities.

2.2 Applying for a Work Train

Work Train Requests (ballast, long welded rail and sleepers) must be submitted a **minimum of 8 weeks** prior to the required unloading date for the train. This is to allow confirmation of wagon resources, quoting for hook and pull requirements and the possession approval process.

The Work Train Request must be accompanied by a Possession Application or Bid Sheet as per the Applying for Track Possessions outside of Closedowns or Applying to work within a Closedown Procedures.

Work Train Requests submitted after this date will be treated as short notice and will be subject to a stricter approval process. It should be noted that the majority of the rolling stock used to deliver Work Trains are a shared resource; any proposed changes may clash with existing bookings of the asset.

All Work Train Requests must be sent to hvpossessions@artc.com.au

2.3 Timeframes

8 weeks – submit work train request and possession application or bid sheet form

4 weeks – assess quotes and award work

2 weeks – PLC provides all published possession and path documents to the PM

2.4 Responsibility for activities outside Procedure

<i>Action</i>	<i>Responsibility</i>
Order materials (e.g. rail, sleepers, ballast)	PM
Confirm wagon availability	PLC
Prepare Hook and Pull quote request and distribute to Hook and Pull Operators for response	PLC
Create the Letter of Engagement (LoE)	PM
Raise Purchase Orders for Wagon hire and Hook and Pull (and include on LoE)	PM
Arrange unloading staff, machinery, safe working staff	PM
Invoicing and Payment of accounts	PM

3 How to fill out a Work Train Request Form

Application Date - The date the application is sent to the PLC

Project Manager – The person who the PLC will contact to discuss any issues with the application. All contact detail fields should be completed.

Department/Company – The department or Company that the Project Manager works for

Section – The location names and clearance points at both City and Country ends of the work site

Track/s – The description of the track required e.g. Up Main, Down Coal, Single Main, Loop etc.

Date Required – The Date, or range of dates, that have been nominated to do the work in. If it is possible to do the work non-consecutively or on consecutive days in a larger date range, this needs to be indicated. Some examples are:

- Monday 6th – Friday 24th May - any 3 consecutive days
- Tuesday 7th May
- Monday 6th and Tuesday 7th May

Length of Time required – A realistic indication of the amount of time required to do the work each day.

Adjacent Line Protection – Indicate whether adjacent line protection is required and, if it is, what method of safe working will be used to implement it. If adjacent line protection is not required, this must also be noted.

Description of Work Train – A detailed description of what sort of train is required (i.e. rail, ballast or sleeper) including the exact quantity of material to be delivered to each individual site.

Additional information – Information that will support your request and allow the best chance of the work being accepted. This should include, but not be limited to:

- What time frame each day the work can be completed in e.g. 0600-1800
- Whether the work must be done continuously or if it can be broken up in to blocks of times. E.g. 5 hours required, can be done in 2.5 hours blocks
- Push/pull configuration, specific loading configuration for rails

Person in Charge of Work – The site contact during the work. This can be a Protection Officer, Site Supervisor etc. but should be the person who can be contacted by Network Control or the PLC to discuss any issues with the track possession on the day. Their mobile phone number must be provided. Their email address should be provided in order for them to receive a copy of the approved possession document but this can be distributed to them by the Project Owner if required.