



AUSTRALIAN RAIL TRACK CORPORATION LTD

Discipline: Possession Management

Category: Procedure

# Reporting Requirements for Closedowns

## HPP-01-05

### Applicability

ARTC Network Wide	
Interstate Network	
Hunter Valley	✓

### Document Status

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### Amendment Record

Version	Date Reviewed	Clause	Description of Amendment
1.0	16 Jun 14		First issue of procedure.

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# 1 Introduction

## 1.1 Purpose

The purpose of this procedure is to detail the various reporting requirements for ARTC Hunter Valley Closedowns (excluding Inland Network).

## 1.2 Scope

This procedure covers reporting requirements for ARTC Hunter Valley Closedowns (excluding Inland Network) with respect to:

- Certifications
- Incidents
- Breakdowns
- Changes to scope
- Significant projects.

The people affected by this procedure are the Closedown Manager, Closedown Coordinator and Assistant, Closedown Administrator and Closedown Job Owners.

## 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 Closedown Manager is responsible for managing the process.

## 1.5 Reference Documents

The following documents support this procedure:

- ARTC Hunter Valley Possession Programme
- Closedown – Overview
- Safety Management System (SMS)
- Procedure – Applying to work within a Closedown HPP-01-02
- ARTC Network Rules and Procedures.

## 1.6 Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
ARTC	Australian Rail Track Corporation
HV	Hunter Valley
CD	Closedown, a planned track closure to carry out a large scope of works
IBA	Infrastructure Booking Authority
PO	Protection Officer

<b>Term or acronym</b>	<b>Description</b>
Closedown Coordinator	Central point of contact during the CD
Safe working personnel	Refers to, but is not limited to, all Protections Officers, handsignallers and pilots
Significant project	Job that has been identified by the CD Manager as a potential risk to on time fulfilment of the LPA. These include but not limited to Rail Grinding, Reconditioning, Rerailing, Turnout renewals, Ballast cleaning & Major works.
PPO	Possession Protection Officer
LPA	Local Possession Authority

## 2 Reporting Requirements

### 2.1 Introduction

This section details the various reporting requirements for CD's.

### 2.2 Reporting During a Closedown

During the CD it is the Job Owner's responsibility to ensure the following reporting requirements are met.

#### 2.2.1 Certifications

It is the responsibility of the Job Owner to identify what certifications are required and ensure that competent and qualified people have been engaged to do the certification. There are three areas of certification, civil, signalling and tamping.

- **Civil** - Track, track formation and drainage, and fixed structures beside, over or under the track. This includes supports for signalling, electrical and telecommunications equipment. (Track Geometry is excluded from civil certification **only** if Tamping certification has been nominated).
- **Signal** - All signalling and telecommunication equipment.
- **Tamping** - Track Geometry (only).

It is also the Job Owners responsibility to ensure that the CD Co-ordinator is advised on the recorded phone line, by a person who has evidence from the qualified and competent people, that the infrastructure is fit for purpose. This advice should be received on the completion of each category of certification for each nominated scope of work per the Closedown Matrix.

##### 2.2.1.1 Additional requirements

The Job Owner or their representative must advise the CD Co-ordinator of any damage or interference with any infrastructure associated with their worksite. They must also provide information on the proposed rectification of the issue and provide an assurance that there will be no impact to on-time hand back of the Closedown. This assurance should be based on advice from competent and qualified people from relevant disciplines as per Section 2.2.1.

If the rectification works are not planned to take place prior to the hand back of the Closedown, the ARTC Team Manager, CD Co-Ordinator and Network Controller must be advised by the Job Owner immediately.

IBA's are not required to be submitted to the CD Co-ordinator. Any IBA's raised are still required to be completed as per the relevant ARTC Network Rules and Procedures.

#### 2.2.2 Incident Response

If an incident associated with a worksite occurs in a CD, then the incident should be reported and managed in accordance with the 'ARTC Incident Reporting' process as detailed in the ARTC Safety Management System (SMS).

In addition to this, the incident must be reported to the Closedown Co-ordinator.

#### 2.2.3 Breakdowns, changes to Scope and or Programme

Any breakdowns, change in programme (delays/accelerations) or change in scope must be communicated to the CD Co-ordinator as soon as possible.

## 2.2.4 Safe Working Personnel

All Safe Working Personnel are to report to the PPO and Network Controller as per ARTC Network Rules and Procedures. The nominated PO must sign on and off with the PPO daily or at change of shift.

## 2.3 Significant Projects

A Significant Project is a job that has been identified by the CD Manager as a potential risk to on time hand back of the CD. These projects are projects that fall into one or more of the following three categories:

1. Projects that, once commenced, are committed to being completed with no ability to reduce scope. These include:
  - a. Reconditioning
  - b. Re-railing
  - c. Turnout installations
  - d. Bridge renewals
  - e. Signalling Commissioning
  - f. ARTC Hunter Valley Major Works projects
2. Projects that rely on shared critical resources (e.g. Tampers) for completion of work.
3. Projects that have a history of not handing back or completing scope on time.

The CD Manager will identify what other jobs in the CD will be classified as Significant Projects and will inform the Job Owners that their work is considered a Significant Project.

### 2.3.1 Construction Programmes Updates

All programmes (excluding complex multi discipline Major Works) must be submitted using the ARTC MS Project template. A copy of the activity specific ARTC MS Project Template will be forwarded to the Job Owner by the CD Manager or CD Managers representative. Complex multi discipline Major Works programmes can be submitted in a unique format at the CD Managers approval.

Significant Projects are required to submit a construction programme of their work in line with the following time frames:

#### 2.3.1.1 Prior to closedown

- 8 weeks prior to CD - draft programme
- 4 weeks prior to CD - final programme to be submitted

#### 2.3.1.2 During closedown

For Worksites that are working around the clock or if a day shift goes into a night shift.

- 0700 Programme update with a status as at 0600.
- 1700 Programme update with a status as at 1600 except on the last day of CD when this programme is only required at 1300 with a status as at 1200.

For Worksites that are working day shifts only.

- 1700 Programme update with a status as at 1600 except on the last day of CD when this programme is only required at 1300 with a status as at 1200.
- All programme updates are required to be emailed to [hvcdmanager@artc.com.au](mailto:hvcdmanager@artc.com.au)

## 2.3.2 Progress Email Updates

Job Owners for Significant Projects are required to provide Progress Email Updates in addition to programme updates (see Appendix for template). They are to be sent on the following time line during a CD.

For Worksites that are working around the clock or if a day shift goes into a night shift.

- 0700 Progress Email update with status as at 0600
- 1700 Progress Email update with status as at 1600 except on the last day of CD when this email is only required at 1300 with a status as at 1200.

For Worksites that are working day shifts only.

- 1700 Progress Email update with a status as at 1600 except on the last day of CD when this email is only required at 1300 with a status as at 1200.
- All Progress Email Updates are required to be emailed to [hvcdmanager@artc.com.au](mailto:hvcdmanager@artc.com.au)

## 2.3.3 Teleconference

A teleconference is held twice daily to discuss each Significant Project and any other issues affecting the Closedown. The Teleconference is chaired by the CD Manager or their representative and is attended by representatives for Significant Projects, Team Leaders and management. Significant Projects are required to provide representative names and numbers 3 weeks prior to the closedown.

The contact number of the Teleconference, PIN and Agenda will be emailed to the Job Owner or nominated representative prior to the commencement of the CD.

Teleconferences are held as follows:

- 0900 Teleconference.
- 1900 Teleconference (except on the last day of CD when the Teleconference will be at 1500).

## Appendix

### Example of Progress Email Update Template

Please use the template below and paste it into your email (not a word or pdf attachment).

<b>Job No. &amp; Description:</b>	41 Recon Lochinvar		
<b>Current Activity:</b>	Structural Fill	<b>Hrs. Ahead/Behind Baseline</b>	2 hrs behind
<b>Tamping (start):</b>	<b>Current</b>	2000 Thu	<b>Baseline</b> 1800 Thu
<b>Program Handback:</b>	<b>Current</b>	0500 Sat	<b>Baseline</b> 0500 Sat
<b>Wheels Free (finish):</b>	NA		
<b>Track Blocked Up (finish):</b>	1200 Fri		
<b>Dn (finish):</b>	NA		
<b>Risks / Issues:</b>	Worker cut hand, first aid treatment, no loss time TCR-x.		
<b>Comments:</b>	2 hr delay in tamping because of x. This will not impact on program as there was 2hrs float in x.		

Note:

If the description is not applicable put 'N/A' in the box. If there have been no comments or issues put 'NIL' in the box. (i.e. please ensure all fields are completed).

If there is an incident or major change to programmed hand back the CD Coordinator should be contacted immediately.