

Microlok Address Management

Applicability

ARTC Network Wide	✓
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Amendment Record

Version	Date Reviewed	Clause	Description of Amendment
1.0	5 February 2014	-	New Engineering Instruction

NSW & Victoria - Main Points

- Ensure Microlok Address Control Sheet is updated with each address request
 - DO NOT USE Interlocking 32 or below
 - Only use cardfile addresses between 0 – 127
- Ensure Interlockings are kept within Geographical regions

South Australia - Main Points

- Ensure Microlok Address Control Sheet is updated with each address request
- Ensure Interlockings are kept within Geographical regions

1 Scope

This Instruction defines the processes for allocating Microlok Addresses and record keeping.

2 Background

Microlok addresses are allocated from one database for NSW and Victoria and a separate database for South Australia. The databases will ensure there are no overlaps between locations.

2.1 NSW & Victoria - Address Rules

There are a number of Rules associated with the allocation of Microlok Addresses in NSW & Victoria.

Each address comprises an "Interlocking Address" and a "Cardfile Address".

1. Only allocate addresses into Interlockings 32 and above. Each interlocking cardfile has addresses 0 to 127.
2. Always allocate at least one spare cardfile address to the Request.
3. Always leave at least one spare cardfile address between each interlocking allocation.
4. The Microlok Address Form is always to have all the addresses for the particular interlocking, even if only adding one extra location address.
5. Addresses are allocated in different geographic regions as per the Microlok Master Data Register.
6. No changes are allowed to existing addresses that are below Interlocking 32. These are to be reallocated into Interlocking 32 and above over time.
7. Record the required information in the database and show the:

- a. interlocking name
 - b. interlocking number
 - c. cardfile address
 - d. location
 - e. circuit book number and,
 - f. within the remarks column detail who the requestor is and the organisation they work for
8. Update the Microlok Address Control Sheet to show:
- a. The associated job number
 - b. the date modified
 - c. a job/modification description
 - d. the interlocking number, and
 - e. the engineer's details making the change

2.2 South Australia - Address Rules

There are a number of Rules associated with the allocation of Microlok Addresses in South Australia.

Each address comprises a "(Cardfile) Address" only.

1. Always allocate at least one spare cardfile address to the Request.
2. Always leave at least one spare cardfile address between each interlocking allocation.
3. The Microlok Address Form is always to have all the addresses for the particular interlocking, even if only adding one extra location address.
4. Record the required information in the database and show the:
 - a. interlocking name
 - b. cardfile address
 - c. location
 - d. Drawing Reference number,
 - e. Data version number, and
 - f. within the remarks column detail who the requestor is and the organisation they work for.
5. Update the Microlok Address Control Sheet to show:
 - a. The associated job number
 - b. the date modified
 - c. a job/modification description
 - d. the Cardfile address number, and
 - e. the engineer's details making the change

2.3 Records

There are a number of Records that are kept for the allocation of Microlok addresses.

1. The Microlok II Master Data Register records all of the addresses allocated and in service.
2. Record the following information in addition to the location and address
3. Copy the Request email into the folder "Microlok II data register requests".

4. Keep a scanned copy of the Address Request Form with allocated addresses in the folder "Microlok Data Form sent".

2.4 Microlok Address Control Sheet

The nominated ARTC person updating the Microlok addresses register must ensure:

1. The Job number associated with the request is referenced.
2. The date the register is modified is recorded.
3. A brief description of the project requiring the Microlok Address.
4. The Interlocking number that is affected (Only NSW & Victoria).
5. The Nominated ARTC person making the amendment to the register.

2.5 Action Steps

There are a number of Action Steps associated with the allocation of Microlok Addresses. See the attached flowchart on page 4.

1. The Requestor submits an email with the signed Microlok Address Request Form.
2. This is saved in the nominated folder and printed out.
3. The nominated ARTC representative shall check:
 - a. that the requestor has signals competency
 - b. that all information is on the form
 - c. that changes to existing addresses are shown
4. The nominated ARTC person updates the Microlok Address Control Sheet to ensure traceability of amendments is maintained.
5. The nominated ARTC person allocates the addresses in the database and copies onto the form and signs the form.
6. The Form is scanned and saved in the nominated folder.
7. The Form is sent to the Requestor with the Microlok Data Record form ESD0511F-02. The email requests the Designer to submit this form with the As-Built and As-Commissioned Data.
8. The Microlok Data Record form ESD0511F-02 is saved when received.

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MICROLOK ADDRESS MANAGEMENT

