

Commentary for Standard:

# ESM-00-12 Disconnection of Signalling Apparatus

ESM-00-12C

**Applicability**

ARTC NSW only

**Publication Requirement**

Internal / External

**Primary Source**

SMP 09 Rev 1.3

**Document Status**

Version #	Date Reviewed	Prepared by	Reviewed by	Endorsed	Approved
1.0	13 May 16	John Gifford Signal Engineer	Glenn Miller Signal Standards Engineer	Manager Standards	General Manager Technical Standards XX/XX/XX

**Amendment Record**

Amendment Version #	Date Reviewed	Clause	Description of Amendment
1.0	13 May 16		Amendments made to ESM-00-12 that remove obsolete technology, roles, sections that are repeated and to improve the clarity of the document. There are some additions to strengthen safety as a result of past safety incidents. ESM-00-12 will only relate to NSW as per previous SMP09

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## **1 Acknowledgment**

ARTC Maintenance & Construction Staff and Construction Contractor employees are required to sign a briefing form to acknowledge they have read this commentary and received a briefing from their Team Leader / Signals Work Group Leaders and they understand the implications the standard has on their duties.

## **2 Purpose**

The purpose of this implementation plan is to ensure that all ARTC staff and Contractors are aware of the amendments made to Apparatus, that remove obsolete technology, roles, sections that are repeated and to improve the clarity of the document. There are some additions to strengthen safety as a result of past safety incidents.

## **3 Scope**

This guideline includes a summary of changes, training and equipment requirements as well as an implementation plan.

The Implementation Plan includes:

- (a) Implementation Issues
  - Identification of any implementation issues.
- (b) Action Steps
  - The actions that will address implementation issues.
- (c) Responsibility
  - The persons responsible for implementing each of the action steps.
- (d) Timelines
  - The proposed timelines for completing each of the action steps

## **4 Affected Documents**

ESM-00-12 Disconnection of Signalling Apparatus is the only document in this plan that has altered in any manner

It is a ARTC rebadged version of SMP 09 Rev 1.3 with the additions captured within this document, and now to be also used across all areas of ARTC within Australia

## **5 Training Process**

### **5.1 Corridor Maintenance**

All ARTC Maintenance Staff are to be briefed by their Team Leaders/ Signals Work Group Leader / Signal Manager about ESM-00-12. The briefing is to be carried out via a tool box meeting or team briefing. This commentary shall be printed and distributed to all staff attending the briefing. Staff must sign to acknowledge that they have read this commentary, received a briefing and that they understand the implications the standard has on their duties. The Team Leaders shall provide feedback to the Managers demonstrating the completion and implementation of the briefing. Team Leaders shall keep the records of all staff signing acknowledgement of the commentary and briefing. This information shall be available for quality auditing. All individuals

should be advised to regularly check the ARTC website for documentation updates and changed documents

## **5.2 Maintenance**

All ARTC Maintenance Staff are to be briefed by their Team Leaders/ Signals Work Group Leader / Signal Manager about ESM-00-12. The briefing is to be carried out via a tool box meeting or team briefing. This commentary shall be printed and distributed to all staff attending the briefing. Staff must sign to acknowledge that they have read this commentary, received a briefing and that they understand the implications the standard has on their duties. The Team Leaders shall provide feedback to the Managers demonstrating the completion and implementation of the briefing. Team Leaders shall keep the records of all staff signing acknowledgement of the commentary and briefing. This information shall be available for quality auditing. All individuals should be advised to regularly check the ARTC website for documentation updates and changed documents

## **5.3 Construction**

All ARTC Construction Staff are to be briefed by their Team Leaders/ Signals Work Group Leader / Signal Manager about ESM-00-12. The briefing is to be carried out via a tool box meeting or team briefing. This commentary shall be printed and distributed to all staff attending the briefing. Staff must sign to acknowledge that they have read this commentary, received a briefing and that they understand the implications the standard has on their duties. The Team Leaders shall provide feedback to the Managers demonstrating the completion and implementation of the briefing. Team Leaders shall keep the records of all staff signing acknowledgement of the commentary and briefing. This information shall be available for quality auditing. All individuals should be advised to regularly check the ARTC website for documentation updates and changed documents

## **5.4 Design**

All ARTC Design Staff are to be briefed by their Team Leaders/ Signals Work Group Leader / Signal Manager about ESM-00-12. The briefing is to be carried out via a tool box meeting or team briefing. This commentary shall be printed and distributed to all staff attending the briefing. Staff must sign to acknowledge that they have read this commentary, received a briefing and that they understand the implications the standard has on their duties. The Team Leaders shall provide feedback to the Managers demonstrating the completion and implementation of the briefing. Team Leaders shall keep the records of all staff signing acknowledgement of the commentary and briefing. This information shall be available for quality auditing. All individuals should be advised to regularly check the ARTC website for documentation updates and changed documents

## **5.5 Testing and Commissioning**

All ARTC Testing and Commissioning Staff are to be briefed by their Team Leaders/ Signals Work Group Leader / Signal Manager about ESM-00-12. The briefing is to be carried out via a tool box meeting or team briefing. This commentary shall be printed and distributed to all staff attending the briefing. Staff must sign to acknowledge that they have read this commentary, received a briefing and that they understand the implications the standard has on their duties. The Team Leaders shall provide feedback to the Managers demonstrating the completion and

implementation of the briefing. Team Leaders shall keep the records of all staff signing acknowledgement of the commentary and briefing. This information shall be available for quality auditing. All individuals should be advised to regularly check the ARTC website for documentation updates and changed documents

## **6 Outline of Standard**

ESM-00-12 standard defines the procedures that shall be followed when disconnecting signalling apparatus. It will still only be related to work across and within NSW

## **7 Key Changes**

The key changes made were as amendments when SMP 09 Rev 1.3 was rebadged into ESM-00-12 is that it removes obsolete technology, roles, sections that are repeated and to improve the clarity of the document. There are some additions to strengthen safety as a result of past safety incidents. ESM-00-12 will still only be related to work across and within NSW

## **8 Special Tool Requirements**

### **8.1 Hardware**

There is no new hardware

### **8.2 Software**

There is no new software

## **9 Key Stakeholders**

The key stakeholders in this change include ARTC Maintenance, Construction Staff, and Design, Testing and Commissioning staff and Contractor employees



# 10 Implementation Plan

Implementation Issue	Action Steps	Responsibility	Timeline	Resources	Communication Plan
[Enter issue that may occur as result of publishing document]	<ul style="list-style-type: none"> <li>[Identify the appropriate steps to address the issue]</li> </ul>	[Enter position responsible for the steps]	[Enter a timeframe for when the Action Steps are to take place]	<ul style="list-style-type: none"> <li>[What resources will be required to complete this action e.g.: tools, equipment, training costs, documents etc.]</li> </ul>	<ul style="list-style-type: none"> <li>[How will these actions be communicated? E.g.: toolbox briefings, emails, phone etc.]</li> </ul>
Website may fail to capture the updated standard	<ul style="list-style-type: none"> <li>Ensure website is informed of the required changes</li> </ul>	Trevor Moore/Glenn Miller	25 <sup>TH</sup> May 2016	<ul style="list-style-type: none"> <li>Signal Standard engineer and ARTC website administration</li> </ul>	<ul style="list-style-type: none"> <li>By completing necessary forms to inform website of the changes required</li> </ul>
ARTC and contractor resources may not be informed of the altered document	<ul style="list-style-type: none"> <li>Ensure all affected parties are captured within this implementation plan</li> </ul>	Trevor Moore/Glenn Miller	25 <sup>TH</sup> May 2016	<ul style="list-style-type: none"> <li>All ARTC and contractor resources</li> </ul>	<ul style="list-style-type: none"> <li>To be briefed and updated on the amended standard at tool box meetings and referenced to the ARTC website</li> </ul>
ARTC resources may not be informed of the altered document	<ul style="list-style-type: none"> <li>Ensure all affected parties are captured within this implementation plan</li> </ul>	Trevor Moore/Glenn Miller	25 <sup>TH</sup> May 2016	<ul style="list-style-type: none"> <li>All ARTC signalling resources</li> </ul>	<ul style="list-style-type: none"> <li>To be briefed and updated on the ARTC signal as per tool box meetings on 25<sup>th</sup> 2016 and referenced to the ARTC website</li> </ul>
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The person performing the Toolbox Briefing is required to keep this record for proof in future audits. The completion of the Toolbox Briefing is to be reported to the next higher manager. The corridor manager is required to report via email to Standards that the Briefing has been completed.

The person responsible for the Briefing is to ensure that all persons in the team including those unable to attend this Briefing have completed a Briefing.