

## Commentary for Standard:

# ESM-00-20 Like for Like Renewals

## ESM-00-20C

### 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 Operable Dates

#### 2.1 Maintenance Operable Date

The Maintenance Operable Date is 1 October 2016.

#### 2.2 Design Operable Date and Retrospective Requirements

N/A

#### 2.3 Construction Operable Date and Retrospective Requirements

The Construction Operable Date is 1 October 2016.

### 3 Training Process

#### 3.1 Maintenance

All ARTC Maintenance Staff are to be briefed by their Signals Work Group Leader and/or Signal Maintenance Engineer about ESM-00-20 and ESM0020F-02. 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 Signal Work Group Leaders shall provide feedback to the Area Managers demonstrating the completion and implementation of the briefing. Signal Work Group Leaders shall keep the records of all staff signing acknowledgement of the commentary and briefing. This information shall be available for quality auditing. The Signal Work Group Leader shall ensure that all staff absent on the day of the initial toolbox briefing are given a subsequent briefing.

#### 3.2 Construction

All ARTC construction staff and external Contractors must ensure that all staff who may work on signalling equipment on ARTC projects are briefed about ESM-00-20. 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. Construction Contractors shall keep the records of all staff signing acknowledgement of the commentary and briefing. This information shall be available for quality auditing.

### **3.3 Design**

There are no specific training requirements for Design staff. Design staff involved in commissioning of signalling equipment would be briefed as per Construction staff.

### **3.4 All signals staff doing field work**

This standard and forms will be included in updates to Signals Safeworking Training course ST144 and ST145 (Refresher).

## **4 Outline of Standard**

ESM-00-20 version 1.1 is a common maintenance standard that is applicable across all ARTC jurisdictions. ESM-00-20 replaces NSW standard SMP 11.

This standard provides direction to signalling personnel in performing like for like signal equipment renewals by providing suitable documentation that assists them in ensuring that the renewal meets the standard's requirements (ESM-00-20) for like for like renewals and that the renewal has been authorised and that the required tests and checks have been completed before permitting the equipment to be booked back into service.

The Procedure details different situations for Renewal of signals equipment and the process to be followed for each situation.

It also provides guidance for Signal Engineers and Signal Technicians to draft their own Work Instructions for specific situations.

## **5 Key Changes/Updates to Standard**

### **5.1 New to NSW / QLD Jurisdiction**

The Procedure ESM-00-20 version 1.1 is an update to that issued earlier in 2016.

The new common standard also includes CBI equipment.

### **5.2 New to VIC Jurisdiction**

The Procedure ESM-00-20 version 1.1 is an update to that issued earlier in 2016.

The new common standard also includes CBI equipment.

### **5.3 New to SA / WA Jurisdiction**

The Procedure ESM-00-20 version 1.1 is an update to that issued earlier in 2016.

The new common standard also includes CBI equipment.

## **6 Forms**

### **6.1 Superseded Forms**

The form ESM0020F-02 has been updated with additional Work Instructions for Microlok CPU card and Cerberus system renewals.

### **6.2 New Forms**

There are no new forms.

## 7 Special Tool Requirements

### 7.1 Hardware

There are special tool requirements.

### 7.2 Software

N/A

## 8 Changed Management Systems

### 8.1 Ellipse

Signal Managers and Signal Engineers shall check that the appropriate asset data and maintenance requirements are detailed in Ellipse for the signal assets.

### 8.2 Reports

The Procedure details the processes for drafting of Work Instructions for renewal activities. It details when an Authorisation is required.

The Procedure details the requirements for keeping records of the work.

### 8.3 WHS

Team Leaders, users and stakeholders shall undertake a WHS Review of the new standard and any tasks resulting from it as part of the Toolbox briefings. Any adverse impacts shall be reported to Line Management and the nominated person responsible for the implementation of the Standard. The stakeholders shall also draft amendments or comments to the Safe Work Method Statements (SWMS) appropriate for the new standard.

## 9 Exemptions and Exclusions

Nil.

## 10 Implementation Review

Standards shall conduct a review of the Toolbox Briefing processes applied in various corridor maintenance teams.

Approved By:		John Furness Manager Standards	Date: / 09 /2016
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