SAFETY Alert

2017

SA 04-17

Correct use of Supplementary Codes

Recent incidents have indicated the incorrect use of security and supplementary codes when requesting a second TOA for the same or overlapping limits. This has resulted in the incorrect fulfilment of TOAs while workers are still on track. Whilst blocking facilities remain in place at Network Control until a new TOA is issued, this situation should not occur.

JHR Procedure **CNPR 701 Using a Track Occupancy Authority** specifies:

> 12. Protection Officer holding the existing TOA provides the Protection Officer requesting the second TOA the supplementary code, and

> 13. Protection Officer requesting the second TOA provides the Network Control Officer the supplementary code

Protection Officers should only provide security codes to Network Control Officer.

On the Train Order TOA form (excerpt below), the security code is the code used to fulfil a TOA when work is complete. The supplementary code *may* be provided to other workers requesting a secondary TOA.

| 7 | | Security code | | | | | Supplementary code | | | | |

As per rule **CNWT 304 Track Occupancy Authority**:

> A protection Officer is responsible for managing the rail safety component of worksite protection. A Protection Officer's primary duty and responsibility is to keep the worksite and workers safe.

If you require assistance, please contact Iaen Hodges, Manager Network Rules.