
Introduction

This section contains the Network Forms used in the MTS Network.

Instructions about when to use these forms are given in the MTS Network Rules and Network Procedures.

Each MTS Network form has its own unit which includes:

- a specimen blank form, and
- specific instructions on how to complete the form.

General

When completing forms, Qualified Workers must:

- write clearly in blue or black ink, unless completing an electronic form
- print words and figures clearly
- write numbers as numerals, not words
- draw a single line through errors, if required print the correction above them
- initial corrections in the margin beside the correction
- use only authorised abbreviations.

If it is not possible to send a copy of a form to an affected worker, Qualified Workers may jointly compile the form.

Numbering forms

If you are the Qualified Worker authorising the form, number the forms consecutively as follows:

- When using written forms, on a pad by pad basis, starting each new pad at 001
- When using electronic forms, on a calendar year basis, starting each new year with 001.

General information about Network forms

Check boxes are used on forms to indicate if information about an item is mandatory or optional.

Mandatory items

If an item does not have a check box beside it, the item is mandatory and must be completed.

Optional items

Optional items, or items that include choices, are indicated by a check box:

- if the item does not apply, put a cross in the box, ☐ 2 ✕ or
- if the item does apply, tick the box ☒ 1 ✓ and complete the item.

Cancelling and fulfilling forms

Fulfilling a form

If all of the instructions in an authority have been completed, fulfil the authority by writing FULFILLED between parallel diagonal lines across the form.

Cancelling a form

If some or none of the instructions in a form have been completed, cancel the form by writing CANCELLED between parallel diagonal lines across the form.

Signing and dating

Between the parallel diagonal lines, write:

- the date and time the form is fulfilled or cancelled, and
- your name and signature.

Special instructions

Completing 'location', 'TC board', 'km' or 'specified limit'

Write the name of the location and/ or the kilometrage of the location, for example:

- Kellyville Up main
- North Ryde Down main
- TC1, DTC etc.
- 15.300km Up main, 28.975km Down main
- PPI SL3504 at 24.736km Up main.

Completing 'designation'

Write the role you are performing, for example:

- Train Operator
- Protection Officer
- Track Vehicle Operator
- Traffic Controller/ Depot Traffic Controller.

If a form has one or more items where the same Traffic Controller/ Depot Traffic Controller is required to provide their name, designation or location details, the Traffic Controller/ Depot traffic Controller:

- must give full details at the first item, and
- may insert AS ABOVE at the next items that require the same information.

Effective date

05 May 2019