

Track Occupancy Authority (TOA)

Introduction

A Track Occupancy Authority (TOA) form is used to authorise occupancy of track, within specified limits, for an agreed period.

The form has two parts:

Part 1 – Items 1 to 8 are completed when a TOA is granted.

Part 2 – Items 9 and 13 are completed if a time extension is allowed for a TOA.

Part 2 – Items 10, 11, 12 and 13 are completed if a second TOA is issued.

Mandatory items

The following items must be completed:

- 1 Number
- 2 Authority is given to occupy the
- 3 Duration
- 4 Work to be performed
- 6 Blocking facilities have been applied
- 7 The details of this form have been read back by the Protection Officer
- 8 Authorised by

Track Occupancy Authority (TOA)

Optional items

Item 5 – Train Number

If there is rail traffic ahead:

- put a tick ☒ in check box 5 if there is rail traffic ahead within the specified limits, and record the train number, or
- put a cross ☒ in check box 5 if there is no rail traffic ahead within the specified limits.

Item 9 – Extension of time until

If an extension of time is allowed for a TOA, put a tick ☒ in check box 9 and complete item 13.

Item 10 – Another Track Occupancy Authority

If a second TOA is being issued, put a tick ☒ in check box 10 and complete items 11 and 13.

Item 11 – Protection Officers have agreed arrangements

Put a tick ☒ in the check box “Yes” when the Protection Officer for the second TOA confirms they have spoken with the Protection Officer holding the first TOA, and they have agreed arrangements.

Item 12 – Agreed arrangements details

Protection Officers may use this area to record information about their agreed arrangements.

Effective date

05 May 2019

1 Number:

2 Authority is given to occupy the line

Between and
location/ defined clearance point *location/ defined clearance point*

3 Duration Commencing at: hours Date: dd / mm / 20

To be fulfilled by: hours Date: dd / mm / 20

4 Work to be performed: _____

5 ☐ Train Number is ahead; follow and be prepared to STOP.

6 Blocking facilities have been applied at:
location(s)

7 The details of this form have been read back by the Protection Officer:
Protection Officer's name

8 Authorised by: at hours
Traffic Controller's name *TC board/ location* *time*

Use this section only if the time on TOA is extended or if a second TOA is issued

9 ☐ Extension of time up to hours Date: dd / mm / 20

10 ☐ Another Track Occupancy Authority is current for this portion of line.

11 Protection Officers have agreed arrangements. ☐ Yes ☐ No
Tick when confirmed

12 ☐ Agreed arrangements details: _____

13 Authorised by: hours
Traffic Controller's name *TC board/ location* *time*

Note: Relieving Protection Officers must sign and date the back of this form to acknowledge handover.