

## Infrastructure Booking Authority

### Introduction

An Infrastructure Booking Authority (IBA) form is used to detail work that requires infrastructure equipment to be:

- temporarily booked out of use, or
- permanently removed, or
- newly commissioned, or
- booked back into use.

### Mandatory items

The following items must be completed:

- 1 Number
- 2 Location of equipment
- 3 Details of affected equipment

Booking-Out Confirmation or Booking-In Certification.

### Booking-out confirmation

If equipment is being booked temporarily out of use or permanently removed:

- record the date that the details of the equipment to be booked out were advertised, and
- put a tick in the check box ☒ for whichever of temporary or permanent removal applies. Put a cross ☒ in the other check box for the option that does not apply.

The Engineering Controller and the representative of each discipline involved in the temporary or permanent removal must use the boxes provided to:

- write the time, date and their name, and
- sign the form.

If this equipment was booked out on a previous IBA and the equipment remains uncertified, record the previous IBA number in the “*Reference IBA No.*” column.

## Booking-in certification

If equipment is being booked back into use or commissioned:

- record the date that the details of the equipment to be booked in were advertised
- put a tick in the check box ☒ for whichever of booked back into use or commissioned that applies, and put a cross ☒ in the other check box for the option that does not apply, and
- review each item of equipment listed in item 3 and write YES or NO in the “*Certified Y/N*” column.

If some equipment will remain booked out:

- complete a new IBA form with the details of the equipment not certified, and
- record the new IBA number in the “*Reference IBA No.*” column.

The Engineering Controller and the representative of each discipline involved in the temporary or permanent removal must use the boxes provided to:

- write the time, date and their name, and
- sign the form.

## Effective date

28 April 2025

forms

## Infrastructure Booking Authority

1. **Number:**  **Date:**  /  / 20
2. **Location of Equipment:**   
 Between:  and   
 Line/s affected:
3. **Details of affected equipment**

Identification Number	Infrastructure equipment details	Certified Yes / No	Reference IBA No.

### Booking-Out Confirmation

We certify that in accordance with details advertised on  /  / 20 the equipment listed above is now: ☐ booked temporarily out of use, or ☐ permanently removed

Discipline	Time	Date	Name	Signature
Signals	Hrs	/ / 20		
Civil	Hrs	/ / 20		
Electrical	Hrs	/ / 20		
Engineering Controller	Hrs	/ / 20		

### Booking-In Confirmation

We certify that the listed above is operating correctly and is now: ☐ booked back into use, or ☐ commissioned in accordance with details advertised on  /  / 20

Discipline	Time	Date	Name	Signature
Signals	Hrs	/ / 20		
Civil	Hrs	/ / 20		
Electrical	Hrs	/ / 20		
Engineering Controller	Hrs	/ / 20		