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MWT 312

work on track

Infrastructure Booking Authority (IBA)

Purpose

To prescribe the rules for recording and advertising changes to the MTS Network for:

- the temporary or permanent installation or removal of infrastructure, or

- booking infrastructure into or out of use.

Note: Removal of 1500V overhead supply is prescribed in:

- *MGE 224 Planned removal of the 1500V supply*

- *MGE 226 Planned removal of the 1500V supply in SMTF and Maintenance Buildings*

- *MGE 228 Unplanned removal of the 1500V supply.*

Advertising infrastructure work

Maintenance Representatives must make sure that work on infrastructure that affects the configuration of the Network is documented and advertised in a SAFE Notice.

Infrastructure must be advertised in a SAFE Notice before it is certified, commissioned or decommissioned.

Compiling an Infrastructure Booking Authority

The Maintenance Representative must use *MRF 003 Infrastructure Booking Authority (IBA)* form to detail work that requires infrastructure equipment to be:

- temporarily booked out of use, or

- booked back into use, or

- permanently removed, or

- newly commissioned.

Maintenance Representatives must compile the IBA form before equipment is removed or commissioned.

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The Maintenance Representatives must:

- send a copy of the IBA form to the Engineering Controller, or
- jointly compile the IBA form with the Engineering Controller.

The Engineering Controller must give a copy of the completed IBA form to affected Traffic Controllers.

The Maintenance Representative must give a copy of the IBA form to:

- the Possession Protection Officer for work associated with a Local Possession Authority (LPA), or
- the Protection Officer for work associated with a Track Occupancy Authority (TOA).

The Engineering Controller, Traffic Controller and Maintenance Representative must keep the completed IBA form.

Securing infrastructure

Infrastructure that is not yet commissioned, or has been decommissioned but not yet removed, must be secured against unauthorised use.

Applying blocking facilities

Where available, the Engineering Controller must apply blocking facilities to infrastructure booked out of use. When the infrastructure is certified "fit for use", only the Engineering Controller can remove these blocking facilities.

Certifying infrastructure

Infrastructure that has been installed or removed must be certified in an IBA form:

- compiled by the relevant Maintenance Representatives
- acknowledged by the Engineering Controller.

Booking infrastructure back into use

If infrastructure has been certified as working correctly, the relevant section of the IBA form must be signed.

The Maintenance Representative must give a copy of the IBA form to:

- the Possession Protection Officer for work associated with a Local Possession Authority (LPA), or

- the Protection Officer for work associated with a Track Occupancy Authority (TOA).

If parts of the infrastructure cannot be certified at the end of work, they must be booked out of use again in a new IBA form.

The new IBA form must:

- be compiled before the original IBA is signed, and

- include a reference to the original IBA.

The original IBA form must include a reference to the new IBA for those parts of the infrastructure that were not certified.

Using uncommissioned infrastructure

Infrastructure that is not yet commissioned (uncommissioned) may be given limited certification for specific purposes including rail traffic movements.

Before uncommissioned infrastructure is used:

- a Maintenance Representative must certify that is fit for the specific purpose,

- it must be advertised in a SAFE Notice,

- a Maintenance Representative and a Qualified Worker must together unsecure and secure uncommissioned infrastructure as necessary.

Procedures

MPR 704   *Using Infrastructure Booking Authorities*

MPR 705   *Removing 1500V supply*

MPR 706   *Removing 1500V supply in SMTF and Maintenance Buildings*

MPR 714   *Removing 1500V supply in unplanned situations*

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Effective date

28 April 2025