



Rail Corridor Permit Form

Section 1: Instructions

Specific Instructions This form MUST be lodged according to the instructions below.

1.	All sections of this Permit must be completed and concerned parties must be notified before granting this Permit.
2.	The Permit holder will keep this Permit with them at all times and copy to be displayed in the Shift Supervisor's office.

Key Stakeholders Key stakeholders for the Permit are listed below.

Notified Parties	Position	Contact Number	Name (and company as applicable)
Southern Ports	Shift Superintendent		
Rail Operator	Line Haul Supervisor		
CBH	Area Supervisor		
Other (specify)	Relevant Supervisor		

Section 2: Work Summary

Purpose This Rail Corridor Permit Form must be completed and approved prior to commencement of works within a 3 metre radius or before breaching any part of the Rail Corridor Danger Zone. The Rail Corridor Danger Zone is 3 metres from the nearest rail.

Permit Requestor The *Permit Requestor* is to complete this section.

<i>Permit Requestor Name</i>		<i>Position in Company</i>	
<i>Company</i>		<i>Contact Number</i>	
<i>Proposed Start Date</i>		<i>Proposed End Date</i>	
<i>Proposed Start Time</i>		<i>Proposed End Time</i>	

Works

<i>Description of Work Scope</i>	



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Safe System of Work

The *Permit Requestor* is to submit safe system of work documents for the task as required.

☐ Job Hazard Analysis ☐ Safe Work Method Statement ☐ Track Access Permit (from the rail operator) ☐ Other (specify)

Section 3: Possession

Possession The *Permit Requestor* is to describe the Location of Possession

Location	Point	Yes	No
Ingo/Outgo Main Circuit ARC Territory (1 to 8 points) SP Territory (8 points to dead end)	Ingo (1 point to 7B point)	☐	☐
	Ingo (7B point to RCD Ingo derailer)	☐	☐
	RCD (Ingo derailer to 10 point)	☐	☐
	Outgo/Tail Track (10 point to dead end)	☐	☐
CBH Circuit CBH Territory (2 to 4a, 4b points)	2 point to 4a point	☐	☐
	4a point to 4b point	☐	☐
	4b point to CBH dead end	☐	☐
Nickel Road ARC Territory (1 to 8 points) SP Territory (8 to 10 points)	1 point to 3 point	☐	☐
	3 point to 6 point	☐	☐
	6 point to 8 point	☐	☐
	8 point to 10 point	☐	☐
Run Around Road ARC Territory	1 points to 3 points	☐	☐
	3 points to 5 points	☐	☐
	5 points to 7A points	☐	☐
	7A points to 8 points	☐	☐

Details of Protection

Details of protection are to be outlined on page 3 of the Rail Corridor Protection on the Port internal rail diagram.

#	Protection to be applied	Yes	No
1.	Port Rail Isolation (Port Only): Number 1 points to be locked/clamped in the normal position and number 2 points to be locked and clamped in the reverse position (directing all traffic into CBH).	☐	☐
2.	Total Rail Isolation (Port and CBH): Number 1 and 3 points clamped in reverse, Nickel Road scotch block derailer applied and locked (creating derailment circuit for unplanned traffic).	☐	☐
3.	CBH Rail Isolation (CBH Only): Number 2 points locked and clamped in the normal position.	☐	☐

Document Owner: Shift Superintendent – Esperance
Approved by: Regional Manager – Esperance

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4.	RCD Isolation (RCD Only): Ingo derailer electrically isolated and number 10 points locked and clamped in reverse position.	☐	☐
5.	Lookout Working: For light works only (hand tools/inspections) with acceptable visibility and sound communications a suitably qualified lookout may be used to clear staff from live rail for train movements.	☐	☐

Section 4: Acknowledgement and Approval

Permit Requestor I acknowledge the requirements of Southern Ports to identify and control risks and work in a safe manner at all times. I confirm the company has satisfactory documented safe systems of work in place, that all required Permits and licences are in order and understood, and that I will comply with all Permit conditions specified.

Permit Approver I am satisfied that the information provided to me is sufficient to show that the worker / work group has a system in place to fulfil their legal obligations to conduct works in a safe manner. The Permit is approved subject to the conditions specified.

Special Conditions

☒ A copy of this Permit must be kept with the party during the works to be shown to Southern Ports workers on demand.

☒ Prior to any works commencing, a copy of this Permit shall immediately be sent to all key stakeholders.

☐

Notifications

Notification will be given to stakeholders and affected workers conducting simultaneous operations in the vicinity.

☒ Southern Ports – Shift Superintendent ☒ Rail Operator – Line Haul Supervisor ☒ CBH – Area Supervisor

☒ Relevant Supervisor ☐ Other (specify)

The SPA Rail Infrastructure Manager and delegate will be notified of all proposed rail infrastructure works by email or SMS.

SPA RIM - Operations Manager

☐ email ☐ SMS

RIM Delegate - Operations Superintendent

☐ email ☐ SMS

	Name	Position	Signature	Date
Requestor				
Approver				



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Section 5: Statement of Completion

Completion

I acknowledge the requirements of Southern Ports were carried out according to the Permit, a final inspection completed, and the area is safe to re-instate to normal operations.

	Name	Position	Signature	Date
Requestor				
Approver				
Comments				

Section 6: Esperance Port Rail Diagram

