

Check list for Protecting Type F Level crossings

*Obtain the Level Crossing Emergency and Test Keys
from the local ARTC provisioning centre.*

After road and pedestrian traffic has stopped, give a PROCEED hand signal to the Driver or Track Vehicle Operator.

When rail traffic has fully cleared the level crossing, and if no other rail traffic is approaching

Set the Light switches and Bell switches to OFF, and

Set the Test switch to NORMAL, and

For booms that are not tied up, set Boom switches to RAISE.

Protection Officer

Resuming normal operation

Tell Handsignallers to test the level crossing and restore it to normal operation.

Record the details in permanent form.

Handsignaller

Resuming normal operation

Make sure that the Test switch is set to NORMAL.

Make sure that all Emergency switches are ON.

Make sure that the Manual Control switch (if fitted) is OFF.

Remove the keys from the Emergency switches.

Untie ropes securing booms in the fully raised position.

Set the Test switch to TEST.

Check that all warning equipment works correctly. **Note:** A minimum time of 120 seconds is required.

Untie ropes from the top cross-brace of road booms.

Return the Test switch to NORMAL.

Check that all warning equipment stops operating.

Lock the Test and Emergency boxes.

Tell the Network Controller / Protection Officer that the level crossing is operational.

Protection Officer

Do you have the Emergency and TEST KEYS for this Level Crossing?

Contact Network Controller (NCO), confirm and tell them the crossing has been tested and is operational.

Fulfill IBA.

ARTC Network Rules and Procedures / Safety Alerts

ANGE 218 Type F level crossing management.

ANPR 715 Protecting Type F level crossings.

ANPR 717 Using emergency roadside warning equipment.

ANPR 704 Using Infrastructure Booking Authorities.

Safety Alert – ARTC NSW No. 37 issued 30/1/09.

Traffic control must be utilised if road traffic will be diverted or road conditions altered.

*Obtain the Level Crossing Emergency and Test Keys
from the local ARTC provisioning centre.*

**NOTE: If one Handsignaller cannot safely protect a
level crossing, additional Handsignallers must be used.**

Name of Level Crossing:		Date booked out of use:
Handsignaller Received Emergency & Test Keys:	Name:	Sign:
Handsignaller Returned Emergency & Test Keys:	Name:	Sign:

Tick all boxes as appropriate

Protection Officer

- Conduct a Safety Risk Assessment and a perform Pre-Work Brief based on the task at hand.
- Contact the relevant Network Controller (NCO) and obtain permission for a Handsignaller to manually operate the warning equipment at that crossing.
- Place handsignaller(s) at the level crossing.
- Book out the Level Crossing using an ARTC Infrastructure Booking Authority (IBA) form ANRF 003.

Handsignaller

**Handsignallers protecting a level crossing are responsible for the safety of Rail,
Road and pedestrian traffic and must not perform other tasks.**

WARNING: Ensure the Protection Officer has booked the level crossing out of use.

- Get the Network Controllers permission to manually operate the level crossing
- Set the Test switch to TEST to activate the warning equipment and stop road and pedestrian traffic.
- Tie a rope to the top cross-brace of each road boom.
- Set the Test switch to NORMAL to allow road and pedestrian traffic to proceed.
- Tie road booms securely in the fully raised position.

WARNING: Do not tie pedestrian boom arms.

- Set the Emergency switches to OFF.
- Keep Boom switches in the OFF position until the warning equipment has been restored to normal operation.

Managing road and pedestrian traffic

**Before authorising rail traffic to use level crossings, Handsignallers must
make sure that all road and pedestrian traffic has been stopped.**

When rail traffic approaches the level crossing, to activate the warning equipment:

- Set the Light switches and Bell switches to ON, and
- Set the Test switch to TEST.
- For booms that are not tied up, set Boom switches to ON.
- If booms cannot be lowered, use a hand-held STOP sign to stop road and pedestrian traffic.
- Make sure that pedestrian gates are closed or pedestrian booms are lowered.

Traffic control must be utilised if road traffic will be diverted or road conditions altered.