



General Task Instruction

Managing Vehicles and Plant Within the Rail Corridor

Purpose

This Task Instruction covers the requirement for managing Vehicles and Plant operating within the Rail Corridor.

Document Control

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Date Effective	31/05/2018	Author	Brian McInnes
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1. Revision Procedure and History

This is a 'living' document, that will be up dated every five years or whenever KiwiRail determines that changes to it and processing requirements documented herein are appropriate.

If changes arise from the review this document will be reissued, however, if no changes arise from the review, the current version of this document will remain in force.

Refer to the **Briefing Note(s) for G-TI-AL-9507 Managing Vehicles and Plant Within the Rail Corridor**

(at the end of this document) for full document changes.

Issue No	Prepared (P) Reviewed (R) Amended (A)	Authorised for Release By	Date Effective

1.1 Changes in this issue

Issue No	Section	Description	Page(s)

1.2 Withdrawn, closed and superseded

Old Reference	Title	Replaced by
SIN - GO17	Requirements for Vehicle and Plant Operating in the Rail Corridor	G-TI-AL-9507

2. Associated Documents

Level	Number	Title
	NZEC34	New Zealand Electrical Code of Practice for Electrical Safe Distances
	OM94001	Hi-Rail Vehicle Code
	OM94002	Material Trolley Requirements
	Mis 149	Traction Poster Safety Behaviours – Issue 1
	Mis 150	Traction Poster – Issue 1
	Mis 250 AC	Traction Poster - AC – Issue 1

Level	Number	Title
	OMF-AD-0029	Permit to Enter – Issue 4 dated 01/01/2014
	KRG-ZH	Permit to Work - Issue 1
	EF201	Permit to Work Near Railway Power Lines

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3. Acronyms and Definitions

Acronyms	Definition
MAD	Minimum Approach Distances
PIC	Person in Charge

3.1 Notes, caution and warnings

Icon	Definition
	Note(s) to point out something of special importance
	Caution or warning – drawing special attention to anything of important reminder or a safety message

4. Scope

Whenever work is being undertaken within the rail corridor there is a risk of damage to the infrastructure. This can include damage to track, structures, signals, communications and traction installations.

Before undertaking any work, and in particular work involving the use of vehicles or plant, an assessment shall be made of the potential to damage the infrastructure and measures put in place to prevent this.

4.1 Use in the field

This document has been designed to be used in the field. It is expected that this document will be opened in an iPad via 'Briefcase' and used as reference to complete the task. Note as written on the front cover the controlled version is held on iKon. **Printed copies of this document are uncontrolled.**

5. Introduction

The following mandatory requirements apply to all KiwiRail staff and contractors (including contractors undertaking third party work) working within the railway corridor.

5.1 Reporting damage

Any damage to railway infrastructure must be immediately reported to Train Control on **0800 808 400**.

- 1) Train Control must be immediately advised where such damage is considered to affect any of the following:
 - a) Safe running of trains
 - b) The safety of personnel
 - c) Track
 - d) Formation
 - e) Structures
 - f) Signals
 - g) Communications
 - h) Traction
 - i) Electrical infrastructure
 - j) Or any other railway infrastructure.
- 2) Due to the potential safety implications all work must stop until an authorised person has confirmed the site is safe for work to continue.

5.2 Cost recovery



KiwiRail has a zero tolerance to damage caused to railway infrastructure. Contractors shall be held accountable for the cost of repairing any damage to railway infrastructure that they have caused.

6. Track, Formation and Structures

- 1) Steel tracked vehicles shall not be permitted to run over any infrastructure component without the use of suitable protection that prevents damage to those components.
- 2) Any vehicle or plant which may come in contact with the track, or is required to cross over the track, must be fitted with rubber tracks, bolt on rubber cleats fitted between the grousers or have an alternative protection system in place that prevents direct contact between the vehicle's steel tracks, sleepers and the rail.
- 3) Vehicles or plant crossing over the track shall use approved permanent or temporary crossing points. Even when using approved crossing points steel to steel contact is not permitted.
- 4) Any vehicle or plant which may come in contact with sleepers or bearers shall take all necessary steps to prevent damage to those sleepers and bearers.
- 5) No vehicle or plant shall be permitted to run on the ends of sleepers or bearers.
- 6) Wheeled vehicles that have an axle load greater than 6 tonnes shall not be permitted to run in between rails on sleepers or bearers.
- 7) Plant and vehicles shall be used such that they do not alter or damage the ballasted track formation. Where any disturbance occurs of the ballast such as the shoulder profile, this should be rectified immediately. If it is not, then contact Train Control to report non-compliant ballast to raise a service request to rectify.

7. Signals, Communications, Traction and Electrical

Before any work commences in an area with electrical overhead power or traction wires any work that encroaches the Minimum Approach Distances (MAD) an electrical safety permit (Permit to Work near Railway Power Lines) must be obtained. This Permit details safe approach distances, work method restrictions, safety information & emergency contact details.



Ref NZECP 34 part 5.6.1 which reads Where any mobile plant is likely to be used at any time in the proximity of overhead electric lines, the owner or operator of such device shall affix an approved warning notice in a conspicuous place as near as practicable to the operator's position. The notice shall be maintained in a legible condition and shall state: WARNING, KEEP CLEAR OF POWER LINES.

8. Exemptions

Exemptions to the above work practices may be granted by the KiwiRail Person in Charge (PIC) during emergency recovery work on the rail corridor only.

Whenever an exemption has been used then local field staff must inspect for damage and rectify before the resumption of train services or apply mitigation as required.

Briefing Note(s) for G-TI-AL-9507 Managing Vehicles and Plant Within the Rail Corridor

Date Effective 31/06/2018 **Issue No.** Issue 1.0

Background

This document covers the requirements for managing Vehicles and Plant operating within the Rail Corridor in a manner which will not cause damage to the rail infrastructure.

Key changes / compliance

This is the first publication of a new document.

Implementation

This document replaces a Significant Information Notice (SIN) of a similar name and subject matter.

Applicability (Select relevant boxes)	All	Civil	Signals and Telecommunications	Structures	Track	Traction and Electrical
General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key Account Executives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asset Engineers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Field Asset Engineers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Track Inspectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Region Administrators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Management Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freight Terminal Managers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joint Venture Contractors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document History

Note page numbers relate to the document at the time of amendment and may not match page numbers in current document.

Issue No.	Section	Description	Page(s)
1.0		First publication	