



DE-ACTIVATION AND RE-ACTIVATION OF ACTIVE LEVEL CROSSINGS

Work Procedure: SHRI-004-WPST-04



Signal & Telegraph Section

CONTROLLED COPY NO:

Issue date: 16th May 2016

Issued By:

A blue ink signature, likely of the Signal & Telegraph Coordinator, Troy Barker.

Authorised by: Troy Barker, Signal & Telegraph Coordinator



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AMENDMENTS REGISTER

Issue Date	Summary of Change	Change Authorised By
April 2016	New issue	TC Barker SHR BoM

1.0 PURPOSE

To provide an instruction for the deactivation and reactivation of level crossing equipment when track works take place on the approaches to an active level crossing.

2.0 SCOPE

This instruction applies to all Signal Maintainers involved in level crossing deactivation and reactivation.

3.0 REFERENCES

NIL

4.0 DEFINITIONS

Not Applicable

5.0 PROCEDURE

- 5.1 After the applicable safe working authority has been obtained for the area of works, notify Train Control that the level crossing is to be de-activated and booked out of service. Record details in level crossing location test book.
- 5.2 De-activate the level crossing by the most appropriate method for the type of crossing control circuitry and record how the crossing was de-activated on a Signal Maintenance Record Sheet SHRI-004-WFST-02.
- 5.3 Attach a completed yellow "OUT OF SERVICE" tag (which shall show the TOA or other safe working identifier) to:
 - the crossing test switch cover
 - the relay cabinet door lock/handleHand a tag to the site safe worker for attachment to the safe working documentation.
- 5.4 When the track works have been completed re-activate the level crossing.
- 5.5 Ensure all fuses have been replaced.
- 5.6 Ensure all controlled jumper leads / picks are removed.
- 5.7 Ensure all relays are inspected to verify normal status.
- 5.8 Perform a level crossing function test as per procedure MI 07 contained within SHRI-004-WPST-02 Signal Maintenance Handbook for crossings controlled by conventional relay track circuits, incorporating shunt tests as per instruction MI 41 and record all test results on the Signal Maintenance Record Sheet SHRI-004-WFST-02.

NOTE: the test switch **MUST NOT** be used to verify the operation of the level crossing if the level crossing circuitry has been previously disconnected.
- 5.9 After a successful function test, remove the "OUT OF SERVICE" tags and recover the tag from the safe worker.
- 5.10 Report to Train Control the re-activation of the level crossing equipment.
- 5.11 Before leaving the site, ensure all 3 tags and all jumper cables / relay picks have been recovered.
- 5.12 Ensure that relay cabinet and test switch coverlid are securely locked.

6.0 REFERENCE DOCUMENTATION

As detailed within this instruction.