

# GUIDELINE

## Site Access Guide

### DOCUMENT INFORMATION

|                 |   |
|-----------------|---|
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## ENTRY TO V/LINE CONTROLLED LAND IS PROHIBITED WITHOUT A SITE ACCESS PERMIT.

All access must be in accordance with the terms and conditions of a Site Access Permit issued AFTER you have submitted an access application to V/Line.

The applicant must obtain obligatory approvals from VicTrack (being the landowner and if applicable) before applying for access to V/Line leased land.

### 1 Purpose

This document is a third-party application process guide for any works carried out on V/Line Controlled Land. Prior to access to V/Line controller land being granted it is imperative that all necessary safety measures are adhered to.

### 2 Scope

This guide applies to Third Parties wishing to access V/Line controlled land and defines what constitutes a Third Party under the following scenarios:

#### 2.1 Scenario 1

Any party proposing to work on V/Line Controlled Land for any activity listed in Clause 5.1.1 are defined as a "Third-Party".

#### 2.2 Scenario 2

When VicTrack as the landowner, wishes to undertake a project or alternatively, VicTrack advises V/Line of third party works as per Clause 5.1.2, the Contractor VicTrack nominates to deliver the project becomes a "Third-Party".

#### 2.3 Scenario 3

When a project is nominated by the Victorian State Government/Agency (such as but not limited to; Transport for Victoria, Rail Projects Victoria, Level Crossing Removal Project, Department of Transport and Planning) or by a Federal Government/Agency, the relevant government nominated Contractor is a Third Party to V/Line.

**IF YOU ARE A THIRD-PARTY TO V/LINE, PLEASE FOLLOW THIS GUIDE.**

**Please note:** When V/Line is delivering the Annual Works Plan (AWP) or doing any other maintenance/survey works outside AWP, the Contractors that V/Line select to deliver the works are the **second party** and **not** subject to Third-Party procedures.

### 3 Definitions, acronyms and abbreviations

Definitions, acronyms and abbreviations commonly used throughout this document are provided in Table 1 below.

Table 1 – Definitions, acronyms and abbreviations used in this document

| Term                          | Definition  |
|-------------------------------|---|
| <b>Danger Zone</b>            | All space within 3 metres horizontally from the nearest rail and any distance above or below this zone including being on the line unless a Position of Safety exists or can be created.  |
| <b>Major Task</b>             | A task involving the use of any heavy equipment that does not meet the definition of a “Minor Task” OR where the task requires a position of safety to be created.  |
| <b>Minor Task</b>             | (With no Potential to Foul) – a light maintenance task that can be performed using light powered/non-powered hand tools that can be removed easily and immediately from the track by one person without mechanical assistance.  |
| <b>POS</b>                    | Position/Point of Safety - a place where people or equipment cannot be struck by rail traffic.  |
| <b>Rail Corridor</b>          | From fence line to fence line, or where there are no fences, 15 metres from the outer edge of the nearest rail. This includes a station platform, where the task to be performed maintains the potential to or will intrude into the Danger Zone.<br>(Refer Section 34-135 of the Book of Rules and Operating Procedures – Infrastructure Works, Number 20, The Permit Process. |
| <b>RIW</b>                    | Rail Industry Workers Card – which links to your RIW profile and assures Network Operators, Principal Contractors, and other rail contractors that you are fit, qualified and competent to work in rail.  |
| <b>RSWHA</b>                  | Rail Safety Worksite Hazard Assessment.   |
| <b>SAP</b>                    | V/Line Site Access Permit – mandatory document which outlines the conditions of access and must be available onsite during works.   |
| <b>SWMS</b>                   | Safe Work Method Statement - document that sets out the risks/hazards associated with work activities to be carried out and the measures to be put in place to control the risks.   |
| <b>TFPC</b>                   | Track Force Protection Co-ordinator- is the qualified person appointed to assess and implement worksite protection arrangements on site.  |
| <b>TPA #</b>                  | V/Line Third-Party Access Application reference number.   |
| <b>VicTrack</b>               | The owner of all railway land, assets and infrastructure.   |
| <b>Walking</b>                | Walking in the Danger Zone or Rail Corridor and performing no work, other than visual inspections.  |
| <b>WGS</b>                    | Work Group Supervisor   |
| <b>V/Line Controlled Land</b> | Land as shown in the VicTrack Central Land Register (RailMap) as under control of V/Line.   |

## 4 Roles and responsibilities

Table 2 – Roles and responsibilities

| Term  | Definition                                   |
|---|--|
| <b>Access, Interfaces &amp; Stakeholder Manager</b> | Approved signatory and content.              |
| <b>Access Engineers</b>                             | Compliance engagement with access applicant. |
| <b>Access Administration</b>                        | Compliance engagement with access applicant. |

## 5 Type of Third Party Works

### 5.1 Describing Third-Party Works

Activities that V/Line can grant you access to include, but not limited to:

#### 5.1.1 Works based on Ancillary Activities as declared by the Head of Transport for Victoria (Head TfV)

1. Access to V/Line land for Community based purposes such as festivals, fundraising events, V/Line supported community activities.
2. Photography and media purposes such as exhibitions, craft shows, RPA (Drone) flights etc.
3. Surveying works including feature surveys, non-destructing digging, geo-technical works.
4. Feasibility studies.
5. Flora and fauna surveying.
6. Sampling activities such as ground water bores, soil sampling and water sampling.
7. Educational purposes.
8. Promotional activities that are non-politically related.
9. Use of V/Line land for short term non-rail related use.
10. As otherwise agreed between V/Line and Head TfV in writing, from time to time and in consultation with VicTrack.

#### 5.1.2 Projects/Works by VicTrack, VicTrack authorised contractors and licenced Asset Owners

1. When VicTrack undertakes a project.
2. When a Contactor proposes to work in V/Line controlled land installing their asset that is to be licenced through VicTrack.
3. When a Contactor proposes to work in V/Line controlled land on their asset that is already licenced to VicTrack.

#### 5.1.3 Projects by a Government Agency

A project nominated either by the Victorian State Government or a Government Agency (such as but not limited to; Transport for Victoria, Rail Projects Victoria, Level Crossing Removal Project, Department of Transport and Planning) or by the Federal Government or a Federal Government Agency.

#### 5.1.4 Use of a Remote Piloted Aircraft (Drone) in the rail corridor

V/Line has a set of guidelines that you should follow when requesting access for Remote Piloted Aircraft in the rail corridor. Please ask your V/Line Access Co-ordinator for current details.

#### 5.1.5 Access to V/Line High Voltage (HV) Assets

Access to V/Line HV assets is highly restricted. You should allow extra review time for access to these assets. Only qualified persons will be granted access and only with V/Line personnel in attendance. *Extra fees may apply.*

#### 5.1.6 Access to Control / DRS

The V/Line Central Control Room (Control) and Disaster Recovery Site (DRS) are highly restricted areas. You should allow extra time for access applications requiring access to Control and allow for a very detailed analysis of your application. Only qualified persons will be granted access and only with V/Line personnel in attendance. *Extra fees shall apply.*

### 5.2 A Guide to Timelines

#### 5.2.1 Understanding how we manage your application to help you plan

Once we receive your application, information you provide as a part of the application process is shared with our subject matter experts for review and approval. Subject matter experts include, but are not limited to:

- Safety
- Engineering
- Maintenance
- Heritage & Environment
- Operations
- Customer Interface

Please note that **incomplete** applications may be rejected, and all or part of the information will be required to be re-submitted.

Each review area mentioned above within V/Line, may request additional or missing information regarding your application which will extend the review period.

## 5.2.2 As a guide for planning purposes; minimum timelines are as follows:

### **🚫 Disruptions to scheduled train services**

Any works that disrupt scheduled train services (passenger or freight services) require a minimum of 100 days advanced notice prior to your proposed access date. *This is to ensure V/Line meets our Contractual Obligations with our Train Operators* and to allow our subject matter experts sufficient time to review your submission.

### **🚫 NO Disruption to scheduled train services**

For works that Do NOT disrupt scheduled train services, V/Line requires a minimum of 30 business days notice prior to your proposed access date to allow our subject matter experts sufficient time to review your submission. *NB Additional information may be required which can impact and extend review timeframes.*

### **🕒 Application review possible delays**

When an access application is submitted, there may be insufficient or incorrect information provided with the access application which can result in review period delays and delays in V/Line's ability to grant access.

Complex works proposals may require additional reviews and may result in V/Line approval delays.

## 6 Application Process Guidelines

### 6.1 Application Form

A V/Line Third Party Access Application Form can be found on V/Line's corporate site [here](#). Once submitted, the applicant is issued an application reference number termed a Third Party Access number (TPA#).

### 6.2 Minimum Application Requirements

When lodging a Third Party Access application V/Line must be provided with the following documentation (as a minimum) In order to issue you with a site access permit your documents must detail the following:

- The location of your works on V/Line controlled land; *for safety and operational purposes*
- What impacts you may have or will have to our assets, maintenance access and/or operations
- Your scope of works; *the works proposed to be undertaken on V/Line Controlled Land*
- The equipment that will be used to undertake works; *including equipment type and proposed use*
- Have works been risk assessed; *have all rail risks been considered?*
- Your rail safety plan, *how are you keeping your worksite safe? (RSWHA)*
- Have you received design approvals, regulatory approvals and third party approvals?
- Have you completed and submitted an Environmental Management Checklist? Which can be accessed from V/Line's corporate site [here](#).

#### 6.2.1 Location of Access

Information regarding the geographic location of your works including a map or sketch of your works location along with a railway kilometre marker location if possible.

Your works area map/site sketch should include the following:

- a. The location of all railway infrastructure.
- b. Estimate the distance between your works and the closest rail or access in relation to Rail Infrastructure.

- c. Detail your access points and egress including if you are using a Public Crossing or an access track to gain access.
- d. Your equipment laydown area (if applicable) and the access path you will use to access equipment.
- e. The location of any necessary delineation barriers you propose to install within the Rail Reserve.

### 6.2.2 Purpose of Access / Scope of Works

Submit a scope of works document with your application, providing a detailed description of the works you plan to undertake and how your works will be executed. This document must include:

- a. The equipment that will be used to undertake the works, including distance offsets to any live track (be mindful of max height/reach for plant with moveable components).
- b. Design approvals (where applicable).
- c. Work Methodology, Construction Pack, Construction Methodology or equivalent.
- d. A set of site and activity based Safe Work Method Statements (SWMS) or Job Safety Analysis (JSA's),
- e. Site specific risk assessments (where applicable).
- f. A proposed works program providing details of staged works (where applicable).
- g. Any quality assurance supporting documents such as Quality Plans/ ITPS/ etc.

### 6.2.3 Environmental Impact

- An Environmental Management Checklist must be completed by all Third Parties wishing to undertake works on V/Line controlled land (The Environmental Management Checklist is located on V/Line's corporate website [here](#)). Two checklists exist; one for Projects the other checklist is for all **other** third parties. Please select the appropriate checklist and submit it with your application.
- Where you indicate "yes" to any item within the checklist you must also submit supporting documentation such as work permits, approvals, risk assessments etc.

### 6.2.4 Rail Safety

Work planned in the Rail Corridor must first be assessed by a qualified Track Force Protection Co-ordinator (TFPC) to:

1. Determine the potential for the work to intrude on the Danger Zone.
2. To determine an appropriate level of worksite protection by undertaking a worksite assessment and completing a Rail Safety Worksite Hazard Assessment (RSWHA).

This assessment must include all activities planned to be conducted behind temporary delineation fencing. Please see V/Line Standard -Use of Delineation Fencing on the V/Line Network - SAST 3281.

**After** submission of your application, depending on your proposed works, you may be requested to also complete and sign additional documentation, such as a *Sub-Licence* or an *Access Deed* (V/Line will contact you if this is applicable).

### 6.3 Further Information / Assistance

The following is a guide detailing the type of details you should also include in your Third-Party access application.

#### 6.3.1 Traffic Management Plan / Pedestrian Management Plan (if applicable)

To protect any vehicles or pedestrian from entering the work site (if applicable).

#### 6.3.2 Stakeholder Communication Plan (if applicable)

A stakeholder communication plan must outline the plan of communication with stakeholders who may be impacted by works.

#### 6.3.3 Monitoring of rail

For any works under the rail or in close proximity to the rail, a Rail Monitoring Plan must be submitted, and *Certificate of Infrastructure Monitoring* must be submitted (See Appendix B) and must include the following:

- How you plan to monitor the rail?
- Who will be monitoring the rail?
- How you will comply with V/Line's track geometry standard NIST-2706 (this document can be supplied via the access co-ordinator on request).
- What will you do if tolerance levels are exceeded?

#### 6.3.4 Disruptions to V/Line Operations

When proposed works on V/Line's Controlled Land involve disrupting train services or you wish to work in the rail corridor during a scheduled closure, you must adhere to the following mandatory requirements:

- Submit an access application.
- The applicant is required to submit details of the proposed service disruption by completing a *Works Notification Form* (NOFO-10.1). Please contact your V/Line Access Co-ordinator to obtain a copy of this form (if required).
- A Works Readiness process must be undertaken, refer to V/Line's *Works Readiness & T-Minus Procedure* (NIPR-2241). Visit V/Line's corporate website [here](#) for further information.

#### Evaluating Risk

Refer to *Rail Safety Impact Types* Table 3 for guidance.

The following pages, Figures 1, 2, 3 & 4 define the *Danger Zone* and *Potential to Foul*.

### 6.4 Fees Payable

Your works may incur an access fee as classified under Clauses 5.1.1 & 5.1.2. Fees are indicated on the V/Line corporate site dropdown menu [here](#). All applications will incur an initial Flag fall fee. A further review fee will be determined during application review stage (if applicable). V/Line request purchase orders to be supplied as a payment precursor.

## 6.5 Site Access Permit Issuance

Upon successful review of your access application, you will be issued with a Site Access Permit (SAP). The Site Access Permit will detail conditions works must adhere to and will include key V/Line contacts who must be contacted to gain site access and commence works.

## 6.6 Notifying V/Line when you are ready to get access

Your site access permit will detail who you must notify at V/Line on your day of access to commence work.

**RAIL SAFETY IMPACT TYPES**

The table below is intended to provide **general information only** in determining works impact type, and the minimum method of worksite protection that may be required. Final rail safety requirements are subject to approval by V/Line.

Table 3 – Example complex table

| Impact Type | Location  | Activity                       | Minimum Worksite Protection Method/s Required  | TFPC Supervision on site | Minimum Competencies On Site                       |
|-------------|---|--------------------------------|--|--------------------------|--|
| <b>1</b>    | <b>Work outside the Rail Corridor with no potential to impact to the Danger Zone</b>  | Minor Task<br>or<br>Major Task | WGS Supervision<br><br>-or-<br>TFPC Supervision  | No<br><br>Yes            | N/A<br><br>TFPC3.2<br>Level 1 TTSA for all workers |
|             | <b>Work inside the Rail Corridor with no potential to impact to the Danger Zone</b><br><i>(Including on a station platform)</i>           | Minor Task<br>or<br>Major Task | WGS Supervision<br><br>-or-<br>TFPC Supervision  | No<br><br>Yes            | N/A<br><br>TFPC3.2<br>Level 1 TTSA for all workers |
| <b>2</b>    | <b>Work inside the Rail Corridor <u>Impacting or inside the Danger Zone</u></b><br><i>(Including on a station platform)</i>               | Minor Task                     | Lookout Working  | Yes                      | TFPC3.2<br>Level 1 TTSA for all workers            |
| <b>3</b>    | <b>Work inside or outside the Rail Corridor</b><br><b><u>No Impact to the Danger Zone</u></b><br><i>(Including on a station platform)</i> | Minor Task<br>or<br>Major Task | <b>Use of engineered or other critical controls in lieu of conventional Worksite Protection Methods</b> <ul style="list-style-type: none"> <li>• A risk based SFAIRP justification must support this approach on site, with full endorsement from V/Line.</li> <li>• Disclaimer: This is a task/location-based assessment. Applicant will need to justify any variation to current legislation.</li> <li>• Must specify WGS Supervision or TFPC Supervision requirements, with supporting RSWHA &amp; Protection Diagram.</li> </ul> |                          |  |



| Impact Type | Location  | Activity                                      | Minimum Worksite Protection Method/s Required   | TFPC Supervision on site | Minimum Competencies On Site                                 |
|-------------|---|---|---|--------------------------|--|
| 4           | <p><b>Work inside the Rail Corridor</b></p> <p><b><u>Impacting or inside the Danger Zone</u></b></p> <ul style="list-style-type: none"> <li>Where conditions of Lookout Working cannot be met</li> <li>Controlled Rail Traffic Movements</li> </ul> | <p>Minor Task</p> <p>or</p> <p>Major Task</p> | <p>Track Force Protection</p>   | <p>Yes</p>               | <p>TFPC3.2</p> <p>Level 1 TTSA for all workers</p>           |
| 5           | <p><b>Work inside the Rail Corridor</b></p> <p><b><u>Impacting or inside the Danger Zone</u></b></p> <ul style="list-style-type: none"> <li>Rail Traffic Prohibited</li> <li>Guaranteed no train window required</li> </ul>                         | <p>Minor Task</p> <p>or</p> <p>Major Task</p> | <p>Absolute Occupation</p> <p>Permit to Foul</p> <p>Booking Out of Track</p> <ul style="list-style-type: none"> <li>A minimum of 100 days notice is required prior to the intended start date for disruptions.</li> <li>Access to a scheduled V/Line Occupation will require Compliance to V/Line Works Readiness and T-Minus Procedure (NIPR-2241).</li> <li>A Certificate of Infrastructure Monitoring or Signaling may also be required, as determined by V/Line.</li> <li>If Rail traffic and operations are not impacted (i.e. ALBF, Non- Disruptive Closure) Standard time frames apply.</li> </ul> | <p>Yes</p>               | <p>TFPC3.2 / TFPC3.3</p> <p>Level 1 TTSA for all workers</p> |

POTENTIAL TO FOUL – DIAGRAM A (Not to Scale)

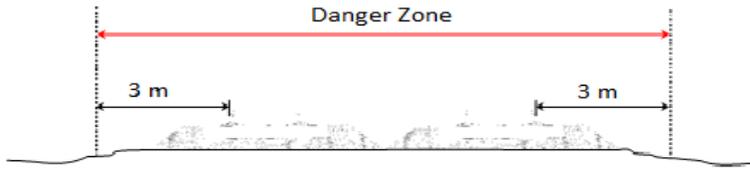


Figure 1

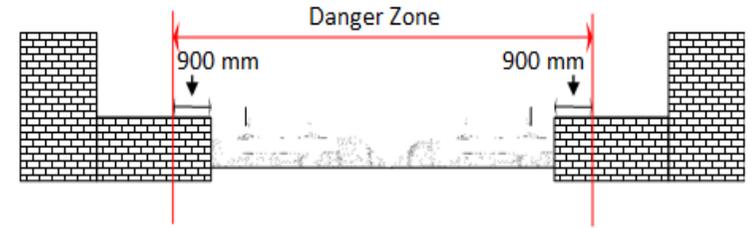
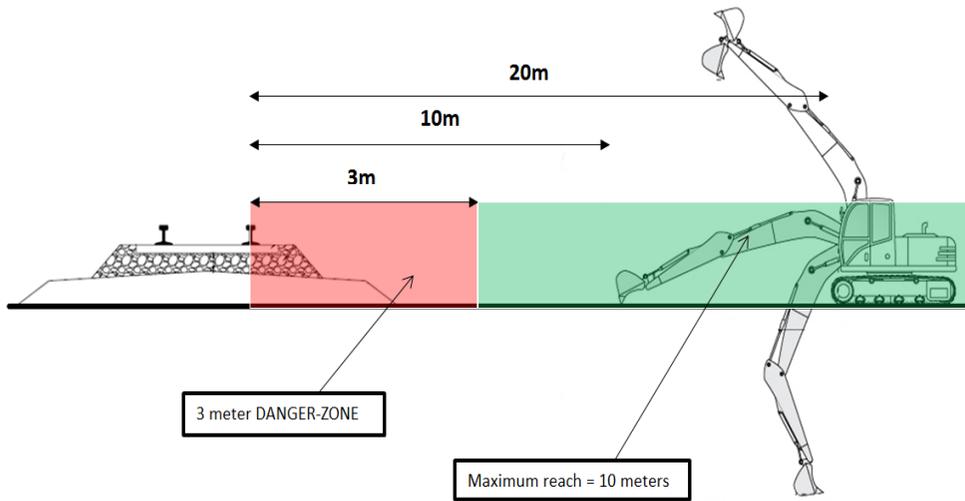
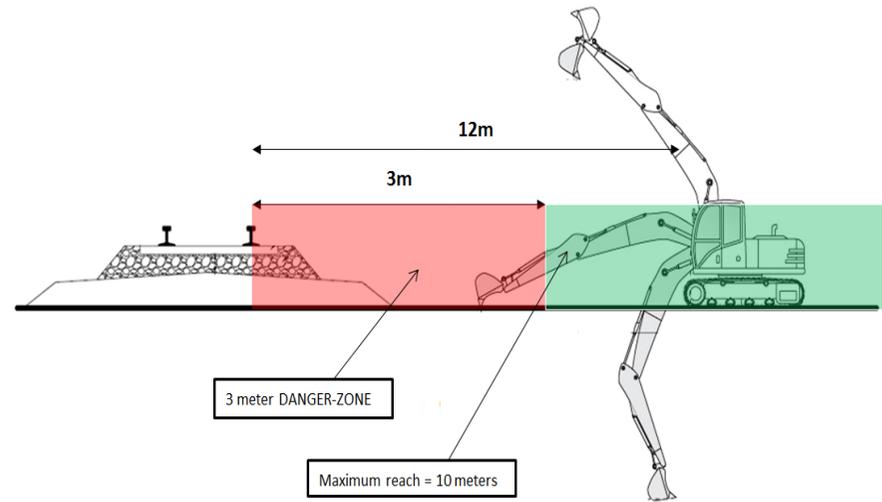


Figure 2



**Figure 3: No potential to enter the Danger Zone**

Machinery is located 20 meters away from the rail and the maximum reach of the excavator is 10 meters, therefore there is no potential to foul the 3-metre danger-zone.



**Figure 4: Potential to enter the Danger Zone**

Machinery is located 12 meters away from the rail and the maximum reach of the excavator is 10 meters, therefore it has the potential to foul the 3-metre danger-zone.

## 7 Implementation Plan

Minimum requirements PRIOR to works being undertaken include:

- Completion of a V/Line *Third Party Induction* by all site staff, the induction can be found on V/Line's corporate site [here](#)
- All onsite staff members must carry a Rail Industry Worker (RIW) Card, further information on the RIW Card is available on V/Line's corporate website [here](#)

Minimum requirement once works are completed:

- The submission of a completed *Certificate of Completion* to be emailed to [access@vline.com.au](mailto:access@vline.com.au) (Appendix A) and/or a *Certificate of Infrastructure Monitoring* (Appendix B)

## 8 Frequently Asked Questions (FAQ's)

### 8.1 What do you have to do once you have been issued with a Site Access Permit?

The Site Access Permit will detail requirements including the specific V/Line representatives you must make contact with to gain access. Please ensure the location, dates and/or times on the site access permit provided to you are correct.

#### **Works that involve direct contact with V/Line assets including:**

- Track & Civil assets
- Signalling assets
- Buildings, platforms etc

A V/Line representative must be present on site to certify the completion of the works. There will be a fee for V/Line attendance in addition to any access fee applicable.

**Works that DO NOT involve direct contact with V/Line assets** such as under track bores, overhead rail crossings, works at station etc.; a *Certificate of Completion* (Appendix A) will be required as well as one or more of the following:

- *Certificate of Infrastructure Monitoring* (Appendix B, signed by a Competent Contractor, employee) and/or
- Certificate of track for operation

V/Line will advise requirements in these cases.

#### **Monitoring of rail**

For any works being performed under the rail or in close proximity to the rail, a rail monitoring plan and *Certificate of Infrastructure Monitoring* must be submitted (See Appendix B).

The following must be explained:

- How you plan to monitor the rail
- Who will monitor the rail
- How you will comply with V/Line's *Track Geometry Standard* NIST-2706 (document can be supplied by your access co-ordinator on request)
- What you will do if tolerance levels are exceeded.

## 8.2 What to do if you do not finish your works or you need to leave site and return at a later date.

*Your permit is still valid if the works are within the location, dates and/or times shown on the permit.*

You will be required to submit a *Certificate of Infrastructure Monitoring* (CAMG-2; Appendix B) to indicate to V/Line that works have been partially completed and the worksite is safe when you leave the site.

## 8.3 What happens after you have completed your access permit requirements?

- You will be required to submit a *Certificate of Completion* to indicate to V/Line that works have been completed and the worksite is safe (Appendix A)
- You may also be required to submit a *Certificate of Infrastructure Monitoring* (Appendix B) (V/Line will advise if this is the case)
- We may request that you attend the location of the works to undertake an inspection *post works completion*
- The inspection may be with a V/Line representative for the purpose of audit the nature and impact of any works against documentation provided
- You must facilitate any inspection, carry out any work required by V/Line. We may require that safe-working protection not be removed until directed by V/Line
- A V/Line representative must be present on site to certify the completion of works when works have a direct impact on V/Line infrastructure
- There will be a fee for V/Line attendance in addition to any access fee applicable.

## 8.4 What happens when V/Line has issued a site access permit for a period, but works are required to continue past specified dates? (For impact types 1,2 & 3 only)

**10 business days BEFORE** your approved Site Access Permit expires, you will need to email an extension request to your V/Line contact which contains the following information:

- The TPA Reference No.
- SAP No. or copy of the existing SAP
- The name of the project
- The reason your seeking an extension
- Work readiness approval (if applicable)
- Location of works: in order to extend any SAP we need written confirmation that the works:
  - Remain at the same location
  - That the same work methodology (SWMS/ Risk Assessments) applies to works
  - That the same equipment will be used to perform works and works will be performed by the same contractors/subcontractors
  - Approved Plans & Strategies are still valid.
- *Work scope that has been complete, is required to be removed from the SAP extension request. You must notify V/Line of the remaining scope you would like to undertake as part of the site access permit extension request.*
- *Additional scope of work is not allowed for SAP extension request.*
- You must specify the start and end date of works (these dates can be a continuation of previous dates or at a later date).

\*Some exclusions apply and is subject to consideration by V/Line

\*SAP extension request for impact type 4 and 5 will be assessed on case-by-case basis

\*Please note V/Line reserves the right to reject SAP extension request.

## 8.5 How many times can a V/Line SAP be extended?

A site access permit can be extended for up to 12 months from the date of issue for a maximum period of 3 months per extension. Any further extension requests post this 12-month period will require the lodgement of a new access application.

\*Site access permits for blanket access applications can be issued for a 12-month continuous period. (Not applicable for projects which are nominated by State/federal government or agency).

## 8.6 Information available to Third Parties on V/Line Extranet

V/Line Network Access Portal (VNAP) provides information regarding Rail Safety such as Notice of Intent of Works (NOI) Report, Book of Rules, Signalling Diagrams, Network Service Plan, etc. It also provides access to Engineering Standards such as Drawings, Engineering Notes, Type approved, etc. This information is located at <https://extranet.vline.com.au/>. Access needs to be requested and is granted only to applicants involved in accessing / working in the rail environment.

## 9 Reference Documents

This Site Access Guide should be read and applied in conjunction with the following documents:

### 9.1 V/Line documents

Table 4 – Related V/Line documents

| Document ID      | Title                               | Relationship                 |
|------------------|-------------------------------------|------------------------------|
| <b>NIPR-2241</b> | Works readiness & T-Minus Procedure | Peer document                |
| <b>NIST-2706</b> | V/Line's track geometry standard    | For compliance when required |
| <b>CAFO-4219</b> | Certificate of Completion           | Peer document                |

## 10 Document history

Table 5 – Document history

| Rev       | Prepared/Revised by                                    | Date         | MoC |
|-----------|--|--------------|-----|
| <b>9</b>  | David Dunston, Access, Interface & Stakeholder Manager | 14 Sept 2020 |     |
|           | <b>Change description:</b> content update              |              |     |
| <b>10</b> | Harjyot Singh, Access Engineer                         | 13 Oct 2023  |     |
|           | <b>Change description:</b> content and template update |              |     |

## Appendix A – Certificate of Completion

Refer to the 'More Information' section of the V/Line corporate website *Network Access* page [here](#), to download and complete the interactive PDF form.

For reference, below is a sample image of the form.

OFFICIAL

 **Certificate of Completion** Form  
Date of Issue: 14/07/2023  
CAMG-4219 | Revision 1

**Instructions**  
You are required to complete and submit this Certificate of Completion to indicate to V/Line that works have been completed and the work site is safe.  
Please email the completed form to [access@vline.com.au](mailto:access@vline.com.au).

|                             |                      |
|-----------------------------|----------------------|
| V/Line Site Access Permit # | <input type="text"/> |
| Applicant Name              | <input type="text"/> |
| Company Name                | <input type="text"/> |

The applicant certifies that:

- Any works or activities for which the Site Access Permit was issued by V/Line have been completed in accordance with any plans, information and documentation as provided to V/Line in the application for access. \*
- Access was completed on . Supporting documents are attached.
- Any works or activities for which the Site Access Permit was issued by V/Line have been partially completed in accordance with any plans, information and documentation as provided to V/Line in the application for access. The site has been left safe, secure, and fit for V/Line staff, passengers and other third parties. \*\*
- Access was completed on

\*\* strike out not applicable

|          |                      |
|----------|----------------------|
| Signed   | <input type="text"/> |
| Position | <input type="text"/> |
| Date     | <input type="text"/> |

Approved by: Executive Director, Network Development, Assets and Maintenance Page 1

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**Appendix B– Certificate of Infrastructure Monitoring** (Completed when leaving the work site)

| <b>ASSET MANAGMENT</b>   |                                    |
|--|------------------------------------|
| <b>Certificate of Infrastructure Monitoring</b>  |                                    |
| <b>Section 1: DETAILS</b>  |                                    |
| Corridor   | Track – Up / Down / Centre / Other |
| Work Starting Point: (km)  | Work Finishing Point: (km)         |
| Location (km)  |                                    |
| <b>Section 2: TRACK MONITORING</b>   |                                    |
| The area above has been independently monitored by _____ covering the following components;  |                                    |
| Signage: Satisfactory  |                                    |
| Track Geometry: <input type="checkbox"/> Twist   | Un-Satisfactory/Satisfactory       |
| <input type="checkbox"/> Top   | Un-Satisfactory/Satisfactory       |
| <input type="checkbox"/> Line  | Un-Satisfactory/Satisfactory       |
| <input type="checkbox"/> Gauge   | Un-Satisfactory/Satisfactory       |
| <input type="checkbox"/> Cant  | Un-Satisfactory/Satisfactory       |
| <b>ANY UN-SATISFACTORY MEASUREMENTS MUST BE REPORTED IMMEDIATELY TO THE TRACK SUPERVISOR<br/>NOMINATED IN THE SITE ACCESS PERMIT</b>   |                                    |
| <b>Section 3: CLEARANCES</b>   |                                    |
| All structures are outside the applicable Clearance Diagram as per V/Line standards.   | Yes / No                           |
| Clearance Gauge was used to confirm clearances up to at least platform level (If Applicable)   | Yes / No                           |
| <b>Section 4: V/LINE NOTIFICATIONS</b>   |                                    |
| Detail all V/Line Contacts notified:   |                                    |
| <br><br>   |                                    |
| <b>Section 5: EXCEPTIONS</b>   |                                    |
| The following works are outstanding and are required to be completed:  |                                    |
| <br><br>   |                                    |
| <b>Section 6: CONTRACTOR'S DECLARATION</b>   |                                    |
| Work on and around this section of V/Line Infrastructure has been completed in accordance with the V/Line Specifications, Standards and Structure Clearances. All material and equipment have been cleared from the structural gauge envelope. |                                    |
| Name of Company/Contractor:  |                                    |
| Person Signing:  | Title:                             |
| Signature:   | Date:                              |

