

**Work Group Information Table**

NIFO-2241.1 | Revision 2

Please submit this Work Group Information Table [works.readiness@vline.com.au f](mailto:works.readiness@vline.com.au)or consideration at the next Works Readiness or Pre-Occupation meeting.

***Note:*** *Submission of this form does not guarantee approval of work group into an occupation. The person responsible*

*for the delivery of the work package must attend (or send an appropriate delegate) to the relevant Works Readiness and*

*Pre-Occupation meetings.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Network Closure:** | | < e.g. DPW-WEN > | | | | | | **Occupation Start**  **Date:** | | < DD/MM/YYYY > | | | | | |
| **PM | Supervisor:** | | < Enter Name Here >  < Contact Number Here > | | | | | | **Engineer | Ganger:** | | < Enter Name Here >  < Contact Number Here > | | | | | |
| **TFPC:** | | < Enter Name Here > | | | | | | **V/One | Project ID:**  *(if applicable)* | | < Project ID Here > | | | | | |
| < Contact Number Here > | | | | | |
|  | | | | | | | | | | | | | | | |
| **Track Maintenance Supervisor**  **Advised** | | | | | **Signal Maintenance Supervisor**  **Advised** | | | | **Structures / Facilities Supervisor**  **Advised** | | | | | | |
| Yes ☐ | No ☐ | | | | Yes ☐ | | | No ☐ | Yes ☐ | | | | No ☐ | | |
|  | | | | | | | | | | | | | | | |
| **Work Group Location**  **(KP)** | | From KP: | | | | < XX > | | **Permit to Foul Limits**  **(KP or signal)** | | From: | | | | < XX > | |
| To KP: | | | | < XX > | | To: | | | | < XX > | |
| **Work Group Dates & Times** | | DD/MM | | | | Start & finish | | **Contingency Work**  **Group Dates & Times** | | DD/MM | | | | Start & finish | |
| DD/MM | | | | Start & finish | | DD/MM | | | | Start & finish | |
| DD/MM | | | | Start & finish | | DD/MM | | | | Start & finish | |
| **Pre-Start Location & Time** | | < Enter Location > | | | | | | **Site Access Point** | | < Enter Site Access Point > | | | | | |
| HH:MM | | | | | |
| **Is the work within the**  **Danger Zone (DZ)** | | Yes ☐ | | | | No ☐ | | **If the work is outside**  **the DZ is it within the rail corridor?** | | Yes ☐ | | | | No ☐ | |
|  | | | | | | | | | | | | | | | |
| **Scope of Works** | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Wheels Free**  **Required?** | | Yes ☐ | | | | No ☐ | | **Wheels Free Details**  *(Times and Area)* | | < Enter Details Here > | | | | | |
| **On-Track Vehicles &**  **High Rail Vehicles?** | | Yes ☐ | | | | No ☐ | | **Additional Plant &**  **Equipment Details** | | < Enter Details Here > | | | | | |
| **Traffic Management**  **Required?** | | Yes ☐ | | | | No ☐ | | **Traffic Management**  **Details:** | | < Enter Details Here > | | | | | |
|  | | | | | | | | | | | | | | | |
| **Required Certificates and Permits** | | | | | | | | | | | | | | | |
| **Certificate of Train Running** | | | | Yes ☐ | | | No ☐ | **Environmental Permit** | | | | Yes ☐ | | | No ☐ |
| **Certificate of Signalling** | | | | Yes ☐ | | | No ☐ | **Certificate of Overhead** | | | | Yes ☐ | | | No ☐ |
| **Additional Permits |**  **Certificates** | | | | Yes ☐ | | | No ☐ | **Details of additional**  Permits **| Certificates** | | | |  | | | |
|  | | | | | | | | | | | | | | | |
| **Additional Contacts | Sub-contractor Information** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Name** | | | **Number** | | | | | **Company** | | | **Role** | | | | |
|  | | |  | | | | |  | | |  | | | | |

**Issue Date:** 12/10/2017 | **Approved By:** EGM Asset Management Page: 1 of 1