**Work Group Information Table**

NIFO-2241.1 | Revision 2

Please submit this Work Group Information Table works.readiness@vline.com.au for 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