

# PICOP POSSESSION ARRANGEMENTS FORM

## PART A - ARRANGEMENTS

<b>Name Of PICOP</b>		<b>Staff No./ Employer</b>			
Possession to be taken around Engineering Train? <i>(If yes) Confirm with the Signaller that the Engineering Train has arrived at the signal shown in the WON</i>		NO	YES	Train	
				At Signal	

### PROTECTION *(placed ahead of and rear of Signals / Points No(s))*

Location From	Signals From	Protection Placed	Line (UP/DOWN/ SINGLE)	Arranged		Withdrawn	
				Time	Date	Time	Date
Location To	Signals To	Protection Placed	Line (UP/DOWN/ SINGLE)	Arranged		Withdrawn	
				Time	Date	Time	Date

*If buffers are being used no detonator protection is required*

Stabled Rolling Stock (Location)	Secured		Unsecured	
	Time	Date	Time	Date

*Trains at Buffers only need one end protected. All other trains need both ends*

Points Secured	Arranged		Withdrawn	
	Time	Date	Time	Date
Points Secured:				

## POSSESSION GRANTED

Possession granted by Signaller at:		Time		Date	
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## LEVEL CROSSING ARRANGEMENTS

Level Crossing(s) affected	Arrangements EO/CA/ST	Local Control Taken		Handback	
		Time	Date	Time	Date

EO = Emergency Operator Provided

CA = Crossing Attendant Provided

ST = S&T in attendance

## PART B RECORD OF WORK ENGINEERING SUPERVISOR (ES)

ES	Staff No. / Employer	Work Site Location	Started		Finished	
			Time	Date	Time	Date

## PART C POINTS MANUALLY OPERATED

Points Number	Points returned to original position and reset button pressed? <i>(Please tick)</i>	Confirm Signaller has thrown points <i>(Please tick)</i>	Points Number	Points returned to original position and reset button pressed? <i>(Please tick)</i>	Confirm Signaller has thrown points <i>(Please tick)</i>

### Record of Train Movements Entering and Leaving a Possession (Insert Time)

Signaller > PICOP	PICOP > ES	ES > PICOP	PICOP to Signaller	Comments

## PART D CHANGE OF PICOP

	RELIEVED PICOP Signature	NEW PICOP Signature	Time	Date
First Changeover				
Second Changeover				
Third Changeover				
Fourth Changeover				

## PART E HANDBACK OF POSSESSION

Possession to be given up around engineering train? <i>(If yes) Confirm with the Signaller that the Engineering Train has arrived at the signal shown in the WON</i>	NO	YES	Train At Signal	
I, being the PICOP giving up possession, certify that I have advised the Signaller at _____ that the Line(s) is clear and safe for trains to run on.				
<b>SIGNED:</b>		<b>Time:</b>		<b>Date:</b>

**NOTE:** On completion, this form must be submitted to your Supervisor /Line Manager.