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Purpose of the Document

This Guidance Note document provides assistance or clarification on a given procedure, work instruction or form.

Document References

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A1	29/09/10	New document - Includes content of old MQAF 39	Paul Stone



1 Introduction and Scope

This document has been developed to offer guidance on the development and completion of Pre-Commissioning Certificates (PCC) for local Signal Project Works. The document has been developed in conjunction with a reformat of the PCC, which was resident within the suite of MQAF documents, (old document reference MQAF 039), and incorporates the detail of that form, allowing for greater flexibility in the new template/form (F-31929E).

This document is applicable to all persons within Maintenance, Track & Signals (Signals) who prepare or complete Pre-Commissioning Certificates.

2 Guidance

General

These guidance notes include general prompts by section and asset type, they are not intended to be a definitive listing of all items and issues that need to be considered for every PCC produced. The individual preparing the PCC and the individuals completing the PCC should use their knowledge, experience and judgement on each individual set of works.

These guidance notes suggest specific issues that need to be recorded under different sections/headings, they are not intended to be a definitive listing of what needs to be recorded. The individual preparing the PCC and the individuals completing the PCC should use their knowledge, experience and judgement on each individual set of works.

Part 1 – Verification of existing system if modified or used in stage work

- Asset numbers/references must be recorded for all equipment/circuitry that is tested.
- Reference numbers for any drawings, plans or issues utilised as part of this exercise must be recorded.
- Reference numbers for any ancillary paperwork, i.e. wire count sheets, used to record information must be recorded on the PCC.
- Where applicable photographic evidence can be considered and utilised as applicable to support either the preparatory stage or the actual verification activities.

Part 2 – Verification of decommissioned systems

- At preparation stage the PCC template will be used to record which asset types are applicable to this work, those not applicable must be marked on the menu sheet as N/A (Not Applicable)
- Asset numbers/references must be recorded for all equipment/circuitry that is tested.
- Reference numbers for any supporting paperwork or returns utilised as part of this exercise must be recorded.
- Where applicable photographic evidence can be considered and utilised as applicable to support either the preparatory stage or the actual verification activities.
- Sections 2m and 2n of the PCC are to be completed by the Tester in Charge (TIC).



Part 3 – Verification of new systems

At preparation stage the PCC template will be used to record which asset types are applicable to this work, those not applicable must be marked on the menu sheet as N/A (Not Applicable)

Asset numbers/references must be recorded for all equipment/circuitry that is tested.

Reference numbers for any supporting paperwork or returns utilised as part of this exercise must be recorded.

Where applicable photographic evidence can be considered and utilised as applicable to support either the preparatory stage or the actual verification activities.

Part 3a – Train Detection Systems

Part 3a1 – Train Detection Systems - Vane Relays

Items to be considered if this asset type forms part of the PCC are as follows:-

- That all tracks are pre-tested with a one Ohm shunt, the track numbers should be listed and the shunt asset number should be recorded
- That the tracks pre-tested with the one Ohm shunt are opposed, the asset numbers of the meters used should be recorded
- That if the track circuits are adjusted the appropriate record cards are updated, the track circuit numbers for any adjusted track circuits should be recorded
- That track circuits have been checked for stray voltage, the asset numbers of the meters used should be recorded
- That continuous rail bonds are serviceable and doubled, Track Circuit numbers should be listed
- That Blockjoints have been tested, the track circuit numbers should be listed and the asset numbers of any meters used should be recorded
- That the condenser proved in the section rail, the track circuit numbers should be listed and the asset numbers of any meters used should be recorded

Part 3a2 – Train Detection Systems - Deltas

Items to be considered if this asset type forms part of the PCC are as follows:-

- That deltas' are pre-tested using a dead short, the delta numbers should be recorded
- That delta pick-up/drop away points are tested, the delta and certificate numbers should be recorded
- That treadles/axle counters/position detectors are gauged and tested, asset number of items tested should be recorded, asset numbers of any test equipment, i.e gauges/meters, should be recorded

Part 3a3 – Train Detection Systems - Coded block jointed track circuits

Items to be considered if this asset type forms part of the PCC are as follows:-

- Vic Line only - That frequency/codes have been tested, asset number of items tested should be recorded, asset numbers of any test equipment, i.e. gauges/meters, should be recorded