

Track Occupancy Permit (TOP)

1. TOP no _____ Foreman _____ Date _____

2. TOP no _____ is superseded

After copying and before repeating the TOP, the foreman must:

1. Verify from, and record on, the TOP being superseded that it is not required for protection;
2. Record the TOP number on the line below;
3. Verify the TOP number is the same as that recorded in item 2; and
4. State to the RTC; **"I have confirmed TOP no _____ is not required for protection"**

4. This is authority to occupy _____ track(s)
between signal no/location _____

and signal no/location _____

Behind _____ at _____ *Clear of _____ at _____
(movement) (approximate location) (signal no or location) (time)

_____ at _____ *Clear of _____ at _____
(movement) (approximate location) (signal no or location) (time)

_____ at _____ *Clear of _____ at _____
(movement) (approximate location) (signal no or location) (time)

***The location and time that all movements have cleared must be recorded prior to acting under the authority of the TOP**

This TOP overlaps with TOP held by Foreman:

5. Call RTC before _____
(time)

Initials

6. Complete _____ Acknowledged by Foreman _____
(time) (RTC)

Other Information:

Written record of verification that TOP is not required for:

<input checked="" type="checkbox"/>	Items
<input type="checkbox"/>	Track Units
<input type="checkbox"/>	Track Work
<input type="checkbox"/>	Sub-foremen

TOP Cancellation

1. Prior to contacting RTC, verify and record [check (✓) each item of the "Written Record of Verification"] that this TOP is not required for protection.
2. Read the TOP number, track and limits from the TOP being cancelled.
3. State to RTC **"I am not protecting anyone in these limits"**.
4. Underscore the TOP number, track and limits as they are read back by the RTC.
5. When requested to confirm against the written record, verify the checklist has been completed as indicated above and state to the RTC: **"I have confirmed, ok to cancel"**.

TOP Superseding

Verify and record [check (✓) each item of the "Written Record of Verification"] that this TOP is not required for protection.

7. TOP no _____ is cancelled at _____ Acknowledged by Foreman _____
(time) (RTC)

Arrangements for Protection of Sub-Foremen (GOI ES Sections 8, 15)

Sub-Foreman	Protected by Foreman	TOP No	In Effect	Clear	Re-Enter Behind	Initials
on			track			
between signal no / location						
and signal no / location						
Behind	Clear of signal no / location	Time				Protection Cancelled Time
Behind	Clear of signal no / location	Time				
Behind	Clear of signal no / location	Time				

Sub-Foreman	Protected by Foreman	TOP No	In Effect	Clear	Re-Enter Behind	Initials
on			track			
between signal no / location						
and signal no / location						
Behind	Clear of signal no / location	Time				Protection Cancelled Time
Behind	Clear of signal no / location	Time				
Behind	Clear of signal no / location	Time				

Sub-Foreman	Protected by Foreman	TOP No	In Effect	Clear	Re-Enter Behind	Initials
on			track			
between signal no / location						
and signal no / location						
Behind	Clear of signal no / location	Time				Protection Cancelled Time
Behind	Clear of signal no / location	Time				
Behind	Clear of signal no / location	Time				

Sub-Foreman	Protected by Foreman	TOP No	In Effect	Clear	Re-Enter Behind	Initials
on			track			
between signal no / location						
and signal no / location						
Behind	Clear of signal no / location	Time				Protection Cancelled Time
Behind	Clear of signal no / location	Time				
Behind	Clear of signal no / location	Time				

Sub-Foreman	Protected by Foreman	TOP No	In Effect	Clear	Re-Enter Behind	Initials
on			track			
between signal no / location						
and signal no / location						
Behind	Clear of signal no / location	Time				Protection Cancelled Time
Behind	Clear of signal no / location	Time				
Behind	Clear of signal no / location	Time				

Rule 842 routing instructions with RTC for multiple movements:

Before granting permission, the foreman must ensure the portion of track to be used by the movement is clear and all switches for which the foreman is responsible are lined and locked in normal position, and confirm from the written record and state:

- “I am protecting (number) sub-foremen and they have reported clear;” or
- “No sub-foremen are being protected;” or
- “No sub-foremen are being protected between (location) and (location).”

Following this verification and statement, record the number (#) of sub-foremen being protected in the left hand column, and proceed to voice the instructions.

#	Movement	Restrictions Proceed (Direction), Work, MPH, etc.	Track(s)	Limits	Acknowledged Foreman / Time	*Clear/ Cancelled Time

* It is recommended that a foreman request the movement to report “clear” once the limits have been cleared.

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