

Unit 2

Safety Permit

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MODULE 1 MAP

Unit 1 Introducing
NIMS



Unit 2 Safety
Permit

Unit 3 Temporary
Safety Permit

Unit 4 Construction Safety
Permit Application

Unit 5 Test Safety
Permit Application

2.1 Introduction

In this unit, you will be guided through the process of applying for a Safety Permit.

2.2 Permit selection

➤ To apply for a permit, select the **Apply for permit** button:



Choose an action below

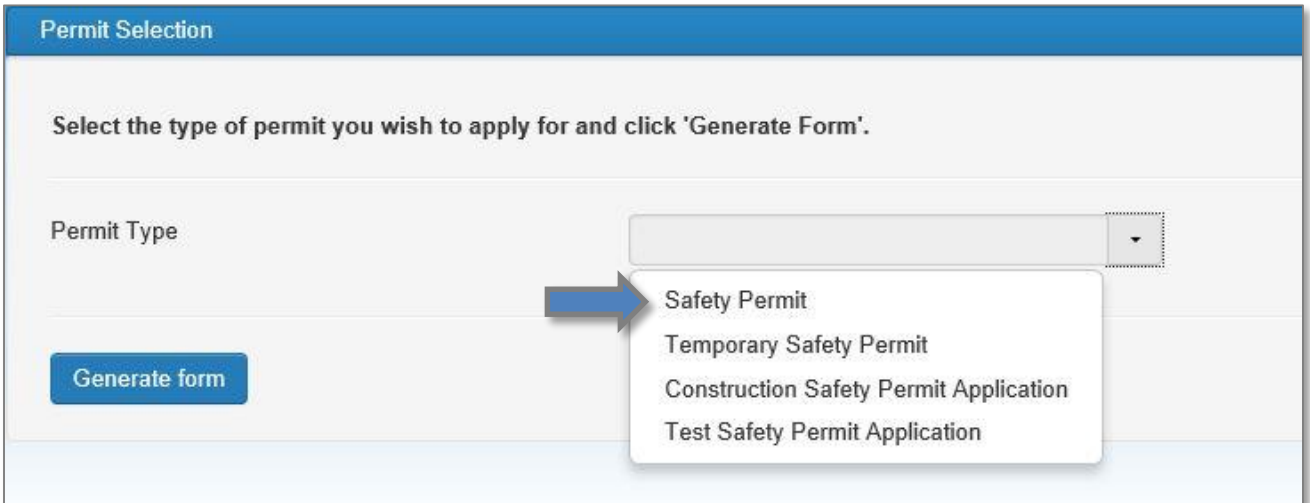
 **Apply for permit**

Listed below are the permits you have applied for/access to.

Ref No.	Operator	Permit Number	Type	Status	Issue Date	Expiry Date
<						>

1 - 0 10 per page

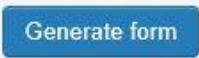
➤ Select the permit you want to apply for by clicking on the arrow
A drop-down menu will appear with the following options:




Permit Selection

Select the type of permit you wish to apply for and click 'Generate Form'.

Permit Type

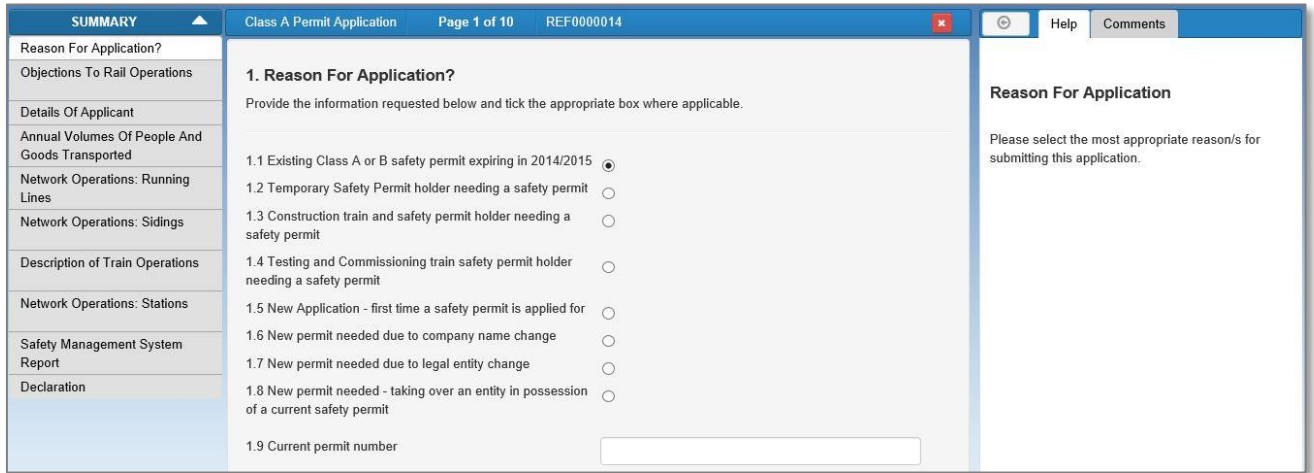


 Safety Permit
Temporary Safety Permit
Construction Safety Permit Application
Test Safety Permit Application

2.3 Safety permit

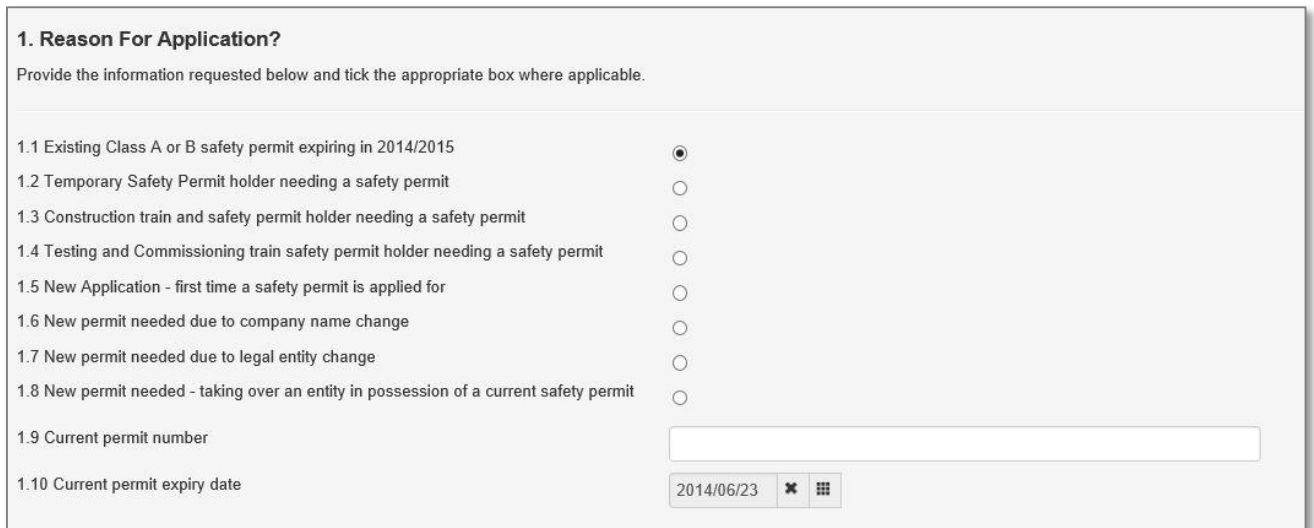
➤ After you selected the permit type, click on the **Generate form** button

The following screen opens:



2.3.1 Reason For Application?

- Tick the appropriate box in the list of options. You can only select one
- If you already have a permit, you can enter your permit number and expiry date:



- Select the **save** icon, should you wish to exit the system and later return to complete the application



- Once you selected an option, click on the **next** arrow:



2.3.2 Objections To Rail Operations

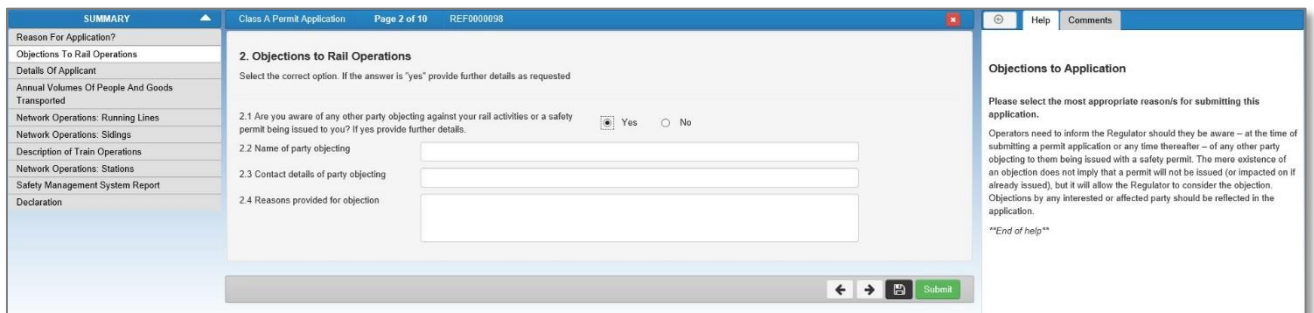
If you are not aware of any party objecting to your rail activities or a safety permit being issued to you, the radio button should be **no**.



If **yes**, you will be required to give additional information.

The following information should be completed on the screen that will open:

- Name of party objecting
- Contact details of party objecting
- Reasons provided for objection



➡ Once you have completed all the details, click on the **next** arrow:



2.3.3 Details Of Applicant

Some of your details will be auto populated based on the information picked up from the first screen of applicant details.

These include:

- Operator Name
- Address (Physical and Post)
- Details of the head of the organization
- Nominated Manager

The following screen will appear. You need to complete all the details in these fields:

You have to be aware of the following when completing your information on this screen:

- Some fields will have drop-down menus from where you need to select an option, for example **province**:

- The **Company Telephone** automatically includes the country code (+27):

- If a box is grey, the information has already been populated from a previous screen. For example, you will not be allowed to change the organisation's **Name** here:

Examples of boxes where information would already have been completed, include:

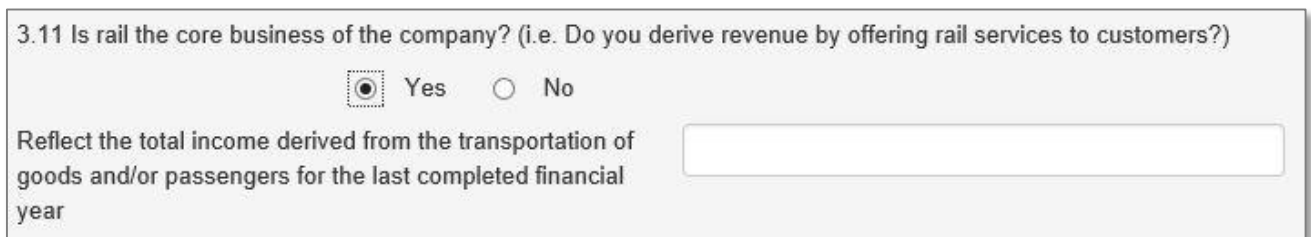
- Organisation name
- Organisation E-mail address
- Nominated Manager Name
- Nominated Manager E-mail address

Business Sector / Industry is also a drop-down menu:




The screenshot shows a web form with a dropdown menu titled "Select Business Sector". The dropdown is open, showing a list of options: "Coal" (highlighted in blue), "Mining", "Beer", and "Agriculture". Below "Agriculture" is a descriptive text: "Operators involved in the production and distribution of agricultural goods e.g. Co-ops, silos and large farming concerns." The background shows parts of other form sections, including "3.10 Business Sector / Industry", "3.11 Is rail the core business of...", and "4 Categories of rail operations".

Towards the bottom of the screen, you will be asked a **yes/no** question. If you answer **yes**, an additional question needs to be completed:



The screenshot shows a form question: "3.11 Is rail the core business of the company? (i.e. Do you derive revenue by offering rail services to customers?)". Below the question are two radio buttons: "Yes" (which is selected) and "No". Below the radio buttons is a text input field with the label: "Reflect the total income derived from the transportation of goods and/or passengers for the last completed financial year".

➡ You need to select the **categories of rail operations** from a list of three options. You can select more than one:



The screenshot shows a form section titled "4 Categories of rail operations". Below the title is the instruction: "Tick the appropriate box/boxes below". There are three checkboxes, each followed by a label: "4.1 Network operator", "4.2 Train operator", and "4.3 Station operator".

➤ Once you have completed all the details, click on the **next** arrow:



If you did not complete all the details on the form, a red symbol will appear next to the specific field/s:

Reason For Application?
Objections To Rail Operations
Details Of Applicant 
Annual Volumes Of People And Goods Transported
Network Operations: Running Lines
Network Operations: Sidings
Description of Train Operations
Network Operations: Stations
Safety Management System Report
Declaration

➤ You can go back to complete the missing information by clicking on the **previous** arrow:



2.3.4 Annual Volumes Of People And Goods Transported

This page requires **yes/no** answers to five questions.

note!

It is important that you are aware that any changes made in this section will also affect other sections in the application process.

➤ Select the appropriate box in the following screen:

5. Annual Volumes Of People And Goods Transported

Select the correct option. If the answer is "yes" submit the annual volumes in space provided.
Take Note: Changes made in this section affects other sections in the application process.

5.1 Involvement in the transportation of commuters (commuters are people transported to and from work on a daily basis)

Yes No

5.2 Involvement in the transportation of any passengers (including tourists, excluding commuters)

Yes No

5.3 Dispatch/receipt/transportation of dangerous goods by rail (provide details in 5.6 below)

Yes No

5.4 Annual Volumes Of People And Goods Transported to "Dispatch/receipt/transportation of general freight by rail (provide details in 5.7 below)"

Yes No

5.5 Annual Volumes Of People And Goods Transported to "Are you a railway manufacturing/maintenance company involved only with the movement of equipment and/or empty coaches/wagons and locomotives (provide details in 5.8 below)"

Yes No

➤ If the answer to any of these questions is **yes**, you need to provide the values for the two questions shown here:

5.1 Involvement in the transportation of commuters (commuters are people transported to and from work on a daily basis)

Yes No

5.1.1 Annual total number of commuters transported

5.1.2 Total annual commuter passengerKm

➤ Once you completed all the details, click on the **next** arrow:



2.3.5 Description of Network Operations - Running Lines

The following screen will open:

6 Description of Network Operations - Running Lines

Running lines are defined as main lines between stations and/or branch lines. It excludes private sidings.
Tick the appropriate box. If the answer is "yes" submit answers in the space provided.

6.1 Do you operate, manage and/or maintain **Running Lines** (main lines between stations and/or branch lines excluding private sidings)?

Yes No

Network Description

You are seeing this section because you answered YES to question 5.3 in Section 5 - Annual Volumes Of People And Goods Transported

5.3.2 Provide a list of dangerous goods commodities as well as the annual net ton rail volume per commodity.

Description	Total Annual Volume (in tons)
<input type="button" value="+"/>	

6.1.1 - 6.1.3 Network Details

Network Status

Total Length in km

6.1.4 Running line gauge width is Cape Gauge (similar to TFR main network) Yes No

6.1.4.1 Indicate the total length of Cape Gauge sidings in kilometer

6.1.5 Running line gauge width is Standard Gauge (wider than TFR main network) Yes No

6.1.5.1 Indicate the total length of Standard Gauge sidings in kilometer

6.1.6 Running line gauge width is Narrow Gauge (narrower than TFR main network) Yes No

6.1.6.1 Indicate the total length of Narrow Gauge sidings in kilometer

6.1.7 Submission of network diagrams:
Re-applicants using the system must ensure the diagram is the most recent version of the siding or update it with the latest version. First time applicants need to submit the network diagram for all running lines operated.

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➤ If you do not manage or maintain any **Running Lines**, select **no**

➤ If you are managing **Running Lines**, you need to provide all the relevant information here:

6.1 Do you operate, manage and/or maintain **Running Lines** (main lines between stations and/or branch lines excluding private sidings)?

Yes No

➤ Add information in the **Network description** field

➤ When you added the description, click on the **plus** icon:

6.1 Do you operate, manage and/or maintain **Running Lines** (main lines between stations and/or branch lines excluding private sidings)?

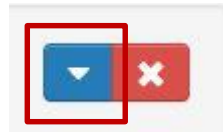
Yes No

Network description





➤ The following icons will now be displayed. Click on the drop-down arrow to expand or collapse this view:



You may encounter a validation error. This means that you did not complete a mandatory/required field. It can also mean that you used the wrong information, such as text instead of numbers for a phone number.






note!


The following sections have to be completed because you selected yes to questions in the previous section (Annual Volumes Of People And Goods Transported).

➤ Complete the **list of dangerous goods commodities** in the following screen:

You are seeing this section because you answered YES to question 5.3 in Section 5 - Annual Volumes Of People And Goods Transported

5.3.2 Provide a list of dangerous goods commodities as well as the annual net ton rail volume per commodity.

Description	Total Annual Volume (in tons)	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	



You can add multiple rows, depending on how many commodities you want to provide.

Next, you need to complete the **general freight commodities**. Again, you can add multiple rows:

➤ Click on the **plus** icon to add more rows

➤ To select the **Network Status**, click on the drop-down arrow to display the three options

- Select the **yes** or **no** radio button in the following section and indicate the total length of the sidings
- Add a file of your network diagrams according to the specifications given

You are seeing this section because you answered YES to question 5.4 in Section 5 - Annual Volumes Of People And Goods Transported

5.4.2 Provide a list of general freight commodities as well as the annual net ton rail volume per commodity.

Description	Total Annual Volume (in tons)
+	

6.1.1 - 6.1.3 Network Details

Network Status Total Length in km

Active

Dormant

Spiked

6.1.4 Running line gauge width is Cape Gauge (similar to TFR main network) Yes No

6.1.4.1 Indicate the total length of Cape Gauge sidings in kilometer

6.1.5 Running line gauge width is Standard Gauge (wider than TFR main network) Yes No

6.1.5.1 Indicate the total length of Standard Gauge sidings in kilometer

6.1.6 Running line gauge width is Narrow Gauge (narrower than TFR main network) Yes No

6.1.6.1 Indicate the total length of Narrow Gauge sidings in kilometer

6.1.7 Submission of network diagrams:
Re-applicants using the system must ensure the diagram is the most recent version of the siding or update it with the latest version. First time applicants need to submit the network diagram for all running lines operated.

6.1.7 Who is responsible for maintaining the network?

6.1.9 Are there level crossings on the running lines/network? Yes No

6.1.9.1 The number of level crossings located on public roads.

6.2.9.2 The number of level crossings located on private roads.

6.1.10 List all other parties allowed access to the network, as well as the nature of their activities on the network, including train operators, station operators and maintenance contractors.

Then:

- List all other parties allowed access to the network, and the nature of their activities
- These include **Train Operators, Station Operators and Maintenance Contractors**
- You can select multiple rows for each option

6.1.7 Submission of network diagrams:
Re-applicants using the system must ensure the diagram is the most recent version of the siding or update it with the latest version. First time applicants need to submit the network diagram for all running lines operated.

Add file...

6.1.7 Who is responsible for maintaining the network?

6.1.9 Are there level crossings on the running lines/network? Yes No

6.1.10 List all other parties allowed access to the network, as well as the nature of their activities on the network, including train operators, station operators and maintenance contractors.

Train Operators

Name of train operator	Nature of activities on the network
<input type="text"/>	<input type="text"/>

Station Operators

Name of train operator	Nature of activities on the network
<input type="text"/>	<input type="text"/>

Maintenance Contractors

Name of maintenance contractor	Nature of activities on the network
<input type="text"/>	<input type="text"/>

Network description

➤ You can add another **Network description**, and complete all the required information:

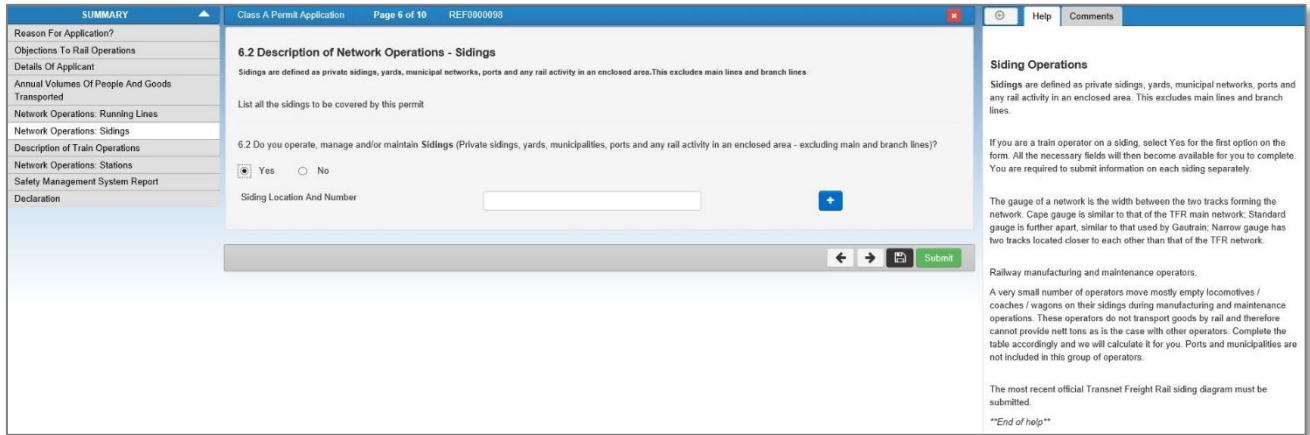
Network description

➤ Once you have completed all the details, click on the next arrow:



2.3.6 Description of Network Operations - Sidings

- The following screen will open:

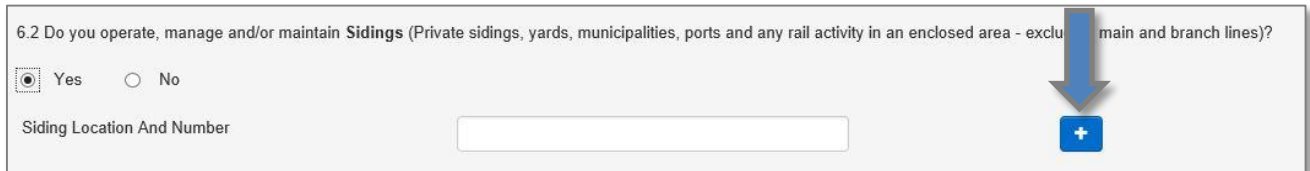


- If you do not manage or maintain Sidings, select the no radio button



If you are operating, managing or maintaining Sidings, you need to provide all the relevant information here.

- Add information in the Siding Location And Number field
- When you added the location and number, click on the plus icon:



- The following icons will now be displayed. Click on the drop-down arrow to expand or collapse this view:



note!

The following sections have to be completed because you answered yes to question 5.3 in Annual Volumes Of People And Goods Transported section.

Complete the list of dangerous goods commodities in the following screen:

You are seeing this section because you answered YES to question 5.3 in Section 5 - Annual Volumes Of People And Goods Transported

5.6 Provide a list of dangerous goods commodities as well as the annual net ton rail column per commodity.

Dangerous goods commodity	Total Annual Volume (in tons)	
<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>

You can add multiple rows, depending on how many commodities you want to provide.

Next, you need to complete the **general freight commodities**. Again, you can add multiple rows:

- Click on the **plus** icon to add more rows
- To select the **Siding Status**, click on the drop-down arrow to display the three options
- Select the **yes** or **no** radio button in the following section and indicate the total length of the sidings
- Add the name and contact details of the person responsible for **railway safety at the siding**

5.7 Provide a list of general freight commodities as well as the annual net ton rail volume per commodity.

General Freight Commodity	Total Annual Volume (in tons)	
<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>

6.2.1 - 6.2.3 Siding Details

Siding Status: (Active, Dormant, Spiked)

Total Length in km:

Region of Siding:

6.2.4.1 Indicate the total length of Cape Gauge sidings in kilometer: (Yes / No)

6.2.5 Running line gauge width is Standard Gauge (wider than TFR main network): (Yes / No)

6.2.5.1 Indicate the total length of Standard Gauge sidings in kilometer:

6.2.6 Running line gauge width is Narrow Gauge (narrower than TFR main network): (Yes / No)

6.2.6.1 Indicate the total length of Narrow Gauge sidings in kilometer:

6.2.7 Physical Street Address:

6.2.7 Name and contact details of person responsible for railway safety at the siding

Name:

Telephone Number:

Fax Number:

Email:

Then:

- List all other parties allowed access to the Siding, and the nature of their activities
- These include **Train Operators**, **Station Operators** and **Maintenance Contractors**
- You can select multiple rows for each option

6.2.8 List all other parties allowed access to the siding, as well as the nature of their activities on the siding, including train operators, station operators and maintenance contractors.



Train Operators

Name of train operator	Nature of activities on the siding
+	

Station Operators

Name of station operator	Nature of activities on the siding
+	

Maintenance Contractors

Name of maintenance contractor	Nature of activities on the siding
+	

Then:

- Submit a file of your siding diagram according to the specifications given
- Answer the questions, and if you selected the **yes** radio button, also answer the prompted fields

6.2.9 Submission of siding diagrams:
Re-applicants using the system must ensure the diagram is the most recent version of the siding or update it with the latest version. First time applicants, submit the official Transnet Freight Rail siding diagram for the siding.

Add file...

6.2.10 Are there level crossings on the siding? Yes No

6.2.10.1 The number of level crossings located on public roads.

6.2.10.2 The number of level crossings located on private roads.

6.2.11 Operator of the network to which the siding is connected TFR PRASA OTHER OPERATOR

6.2.12 Party responsible to place order for trains

6.2.13 Party responsible for train control

6.2.14 Party responsible for allowing trains access to the siding

6.2.15 Party responsible for placing trains in the siding

6.2.16 Are trains/wagons moved (using any form of tractions) after they were placed in the siding? Yes No

6.2.16.1 If so, party responsible for the safe movement of trains/wagons after it was placed in the siding

6.2.17 Party responsible for collecting the train from the siding afterwards

➤ You can add another **Siding Location And Number**, and complete all the required information:

Siding Location And Number 

➤ Once you have completed all the details, click on the **next** arrow:



2.3.7 Description of Train Operations

- Now you need to list the different services offered
- Select the blue plus icon to open the fields to be completed

➤ Select the red cross icon to delete a line

➤ Select a description from the drop-down menu:

If you answered **yes** to question 7.5, you have to upload a document that explains the technical details:

7.5 Are any of the rolling stock (coaches/wagons) you move, converted for use other than the intended original use (e.g. trolley converted for passenger transport; coaches converted to carry higher number of passengers)? Yes No

7.5.1 Provide technical details of the conversion and motivate why the conversion is safe.

7.5.2 Motivate why the conversion is safe and suitable for user.

➤ Once you have completed all the details, click on the **next** arrow:



2.3.8 Network Operations: Stations

In this screen you have to list all the stations that will be covered on the permit.

➤ Click on the blue plus icon to add the different station names:

8. Network Operations: Stations

List all the stations to be covered on the permit

6.2 Do you operate, manage and/or maintain Stations?
 Yes No

Station Name

Station Operations

Please note that station operators will be required to submit station diagrams as part of the application. In addition, interface agreements between the station operator and any other party utilizing the station will need to be submitted. These are new submission requirements and operators are encouraged to immediately commence arrangements to have this information ready by the time they are ready to submit their application.

"End of help"

➤ Once you have completed all the details, click on the **next** arrow:



2.3.9 Safety Management System Report

Recent documents have to be submitted for this section. All the fields marked with an asterisk (*) have to be completed.

note!

The element numbering corresponds with the numbers in SANS 3000-1(2009)

➤ Add files to confirm that **Element 5** has been addressed:

Safety Management System Report

Element numbering below corresponds with the numbers in SANS 3000-1(2009)
Elements marked with a * are mandatory and must be submitted to the RSR.

Confirm that the following elements have been addresses by submitting the most recent documents.

ELEMENT 5: POLICY, STRUCTURE AND PROCEDURE

5.1 Railway safety policy

Add file...

* 5.2 Nominated Manager letter of appointment in terms of SANS 3000-1(2009)

Add file...

* 5.2.1 Procedure ensuring continuity in the position of Nominated Manager

Add file...

➤ Add files to confirm that **Element 6** has been addressed:

ELEMENT 6: OPERATIONAL RISK MANAGEMENT PROCESS

* 6.3 Recognized Risk Management Methodology

Add file...

* 6.4 Risk control process to mitigate risks ,including actions, responsible persons and due dates

Add file...

Re-applying operators need to take the following into account prior to doing an updated risk assessment. These document do not need to be submitted.

6.5 Occurrence statistics for at least the past 12 months

Add file...

6.6 Occurrence investigation results – top 5 immediate causes during the past 12 months

Add file...

6.7 Occurrence investigation results – top 5 root causes during the past 12 months

Add file...

- If you select the **yes** radio button, you need to identify the Hazard

➤ Click the blue **plus** icon to add another Hazard:

Do you want to manually capture **Identified Hazards**?

Yes No

Identified Hazard



- If you select the **yes** radio button, you need to identify the Safety Issue

➡ Click the blue plus icon to add another Safety Issue:

Do you want to manually capture **Safety Issues** ?

Yes No


Identified Safety Issue




➡ Add files to confirm that **Element 7** has been addressed:

ELEMENT 7: OCCURRENCE MANAGEMENT

* 7.1 Procedures guiding occurrence management [section 7.1 SANS 3000-1 (2009)]




* 7.6 Written process ensuring the recording notification and reporting of occurrences to the RSR, should any occur during the permit validity period. [Occurrence categories Section 7.2 to 7.5; reporting timeframes Section 7.6 SANS 3000-1(2009)]



➡ Add files to confirm that **Element 8** has been addressed:


ELEMENT 8: OCCURRENCE INVESTIGATIONS

* 8.1 Procedures guiding occurrence root cause investigations [section 8.1 SANS 3001-1(2009)], including ensuring the use of competent investigators




ELEMENT 9: CORRECTIVE ACTION PLANS

* 9.1 Procedures guiding the development and implementation of corrective action plans [Section 9.2 SANS 3000-1 (2009)]



ELEMENT 10: SECURITY MANAGEMENT

* 10.1 Procedures ensuring the prevention, management, recording and reporting of security incidents [section 10.2 SANS 3000-1 (2009)]



➤ Add files to confirm that **Element 11** has been addressed:

ELEMENT 11: INFORMATION TO BE SUBMITTED TO THE RSR

* 11.1 Procedure ensuring prior notification of the RSR of significant changes to the safety management system, rail assets, technologies applied, rail operations and factors influencing the current permit class

* 11.2 List all material changes to the safety management system, technologies applied as well as rail operations implemented during the past 12 months (re-applicants only), as well as those planned for the next 3 years (both re-applicants and new operators)

➤ Add files to confirm that **Element 12** has been addressed:

ELEMENT 12: HUMAN FACTORS MANAGEMENT

* 12.6.2 Procedures ensuring applicable man/machine interfaces are identified, managed and to mitigate possible effects this may have on railway safety

* 12.6.3 Procedures ensuring applicable environmental stressors which may negatively impact on railway safety are identified, managed and mitigated

* 12.6.4 Procedures ensuring at least applicable recruitment, training, medical surveillance and fitness for duty of staff to mitigate effects it may have on railway safety

All train operators also need to address

* 12.7 Provide the number of train drivers/people moving trains (in any manner)

* 12.7.1 Procedure guiding how training and road knowledge are provided to these staff members, as well as the frequency of refresher training

* 12.8 List all the positions/posts regarded as safety-related as well as the number of staff in each of those positions

Safety-Related Position	Number of staff	
<input type="text"/>	<input type="text"/>	<input data-bbox="1406 1480 1453 1514" type="button" value="X"/>
<input data-bbox="177 1547 225 1581" type="button" value="+"/>		

➤ Add files to confirm that **Element 13** has been addressed:

ELEMENT 13: PROCUREMENT OF GOODS AND CONTRACTED SERVICES

* 13.1 Procedures ensuring that all purchased rail-related goods, services and products comply with the specified railway safety requirements

* 13.2 Procedures ensure railway safety is taken into account in tender documents and contracts entered into with suppliers

* 13.3 Procedure ensuring that contractors and sub-contractors comply with the stipulated rail safety requirements

➤ Add files to confirm that **Element 14** has been addressed:

ELEMENT 14: SAFETY STANDARDS FOR ENGINEERING AND OPERATIONAL SYSTEMS

* 14.1 Safety standards and instructions for each rail-related activity, asset and standard

* 14.2 Standard operating procedures for each rail-related activity, and to ensure these procedures are adhered to

14.3 Procedures controlling the design of all rail related equipment

14.4 Procedures for the inspection and testing of all rail related assets and systems, including the frequency, testing equipment to be used, keeping of inspection and test records as well as ensuring appropriate action is taken should problems be detected

14.5 Procedures guiding the method of assessments to be applied during inspection and testing of rail related assets and systems

14.6 Procedures ensuring corrective actions are taken should safety standards be infringed or may cause rail risks to exceed acceptable levels

➤ Add files to confirm that **Element 15** has been addressed:

ELEMENT 15: INTEROPERABILITY, INTERFACE AND INTRAFACE MANAGEMENT

* 15.2 All operators must list all the identified interfaces/intrafaces applicable to your rail operations

15.3 Submit signed interface/intraface agreements with all parties identified above

* 15.3.1 Standard operating procedures stipulating the roles and responsibilities of the parties involved in each interface/intraface identified above

➤ You can upload any other permit related documents here:

Upload other permit related documents
If you have any other documents you need to upload please do so here

Other related documents

➤ Once you have uploaded all the files, click on the **next** arrow:



2.3.10 Declaration

Once you have completed the form, you must fill in the **declaration** page:

➤ Include your name, designation, and select a date from the drop-down menu:

➤ When you are finished, click the **Submit** button:



- After your permit application has been submitted, it will go to the permit department who will communicate further details with you

2.4 Conclusion

We have come to the end of the **Safety Permit application manual**. Make sure that you understand how this process works.