

Unit 2

Safety Permit





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Unit 2Construction Safety Permit Application

Test Safety Permit Application

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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					
	pply for permit					
Listed below are t	the permits you have applied for/ad	ccess to.				
Ref No.		🔻 Permit Number	🐺 Туре	₩ 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:

Select the type of permit you wish	to apply for and click 'Generate Form'.
Permit Type	-
	Safety Permit
	Temporary Safety Permit
Generate form	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:

Reason For Application?			
Objections To Rail Operations	1. Reason For Application?	· · · · · · · · · · · · · · · · · · ·	Reason For Application
Details Of Applicant	Provide the information requested below and tick the appropri	late box where applicable.	207
Annual Volumes Of People And Goods Transported	1.1 Existing Class A or B safety permit expiring in 2014/2015		Please select the most appropriate reason/s for submitting this application.
Network Operations: Running Lines	1.2 Temporary Safety Permit holder needing a safety permit	0	
Network Operations: Sidings	 Construction train and safety permit holder needing a safety permit 	0	
Description of Train Operations	1.4 Testing and Commissioning train safety permit holder needing a safety permit	0	
Network Operations: Stations	1.5 New Application - first time a safety permit is applied for	0	
Safety Management System	1.6 New permit needed due to company name change	0	
Report	1.7 New permit needed due to legal entity change	0	
Declaration	1.8 New permit needed - taking over an entity in possession of a current safety permit	0	
	1.9 Current permit number		

2.3.1 Reason For Application?

- You can only select one 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**:

۲
0
0
0
0
0
0
0
2014/06/23 🗱 🏭

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**.

SUMMARY 🔺	Class A Permit Application Page 2 of 10 REF0000098	Help Comments
Reason For Application?		
Objections To Rail Operations	2. Objections to Rail Operations	
Details Of Applicant	Select the correct option. If the answer is "yes" provide further details as requested	Objections to Application
Annual Volumes Of People And Goods Transported		Please select the most appropriate reason/s for submitting this
Network Operations: Running Lines	2.1 Are you aware of any other party objecting against your rail activities or a safety O Yes No	application.
Network Operations: Sidings	permit being issued to you? If yes provide further details.	Operators need to inform the Regulator should they be aware - at the time of
Description of Train Operations		submitting a permit application or any time thereafter – of any other party objecting to them being issued with a safety permit. The mere existence of
Network Operations: Stations		an objection does not imply that a permit will not be issued (or impacted on if
Safety Management System Report	🗲 🔶 🖺 Submit	already issued), but it will allow the Regulator to consider the objection.
Declaration		Objections by any interested or affected party should be reflected in the application.
		End of help

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

SUMMARY	-	Class A Permit Application Page 2 of 10 REF000098	Help Comments
SUMMARY Reason For Application? Objections To Rel 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 Stately Management System Report Declaration		Class A Permix Application Page 2 of 10 REF6000098 2. Objections to Rail Operations Saled the correct option. If the answer is 'yes' provide further details as requested 2.1 Are you aware of any other party objecting against your rail activities or a safety The memit being issued to you? If yes provide further details. 2.2 Name of party objecting 2.3 Contact details or party objecting 2.4 Reasons provided for objection	Help Comments Help Comments Dijections to Application Please select the most appropriate reason's for submitting this application. Operators need to inform the Regulator should they be aware – at the time of submitting a permit application or any time transater – of any other party objecting to them bong issued with a safety permit. Theme existence of an objection does not imply that a permit will not be issued (or impacted on if aiready issued), but it will advore the existence of any other party interested or affected party should be reflected in the application. "End of help*
		← → 😰 Sidmit	

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:



SUMMARY 🔺	Class A Permit Application Page 3 of 10 REF0000017	Help Comments
Reason For Application?		
Objections To Rail Operations	3.Applicant Details	
Details Of Applicant	Provide the information requested below and tick the appropriate box where applicable	Applicant Details
Annual Volumes Of People And Goods Transported		The majority of questions are self-explanatory.
Network Operations: Running Lines	3.1 Legal Name	
Network Operations: Sidings	3.2 Trade Name	Nominated Manager
Description of Train Operations	S. The Charte	Every operator is obliged to appoint, in writing, a member of senior
Network Operations: Stations	3.3 Company Registration Number	management as a Nominated Manager. The Nominated Manager, irrespective of other responsibilities, shall ensure that the requirements of
Safety Management System Report		the Act, and the SANS 3000 series of standards and other applicable
Declaration	3.4 Head Office Physical Address	standards are implemented and maintained and auditable. The
	Street Address City	Nominated Manager is responsible for ensuring that the safety management system is in place and that relevant persons at all levels of the organization are aware of their responsibilities regarding railway safety.
	Province select Province +	Generating revenue from rail activities
	Code	Some operations offer various nat annices to other parties and generate evenues in the process, such as the threatorization by raid opengia and goods. Operators need to indicate it they do offer such services, and if so, what the total income device from the transportation of goods and passengers was for the last completed financial year
		Category Of Operator
	Line 1	Select one or more of the options as described below:
	City	Network operator means the person or persons who have the ultimate accountability for one or more of the following:
	Province + Code	 a. the safety of a network or part thereof including the proper design, construction, maintenance and integrity of the network b. ensuring compliance of rolling stock with the applicable standards of the network.
		 c. for the authorizing and directing of the safe movement of rolling stoc

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

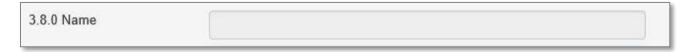
• Some fields will have drop-down menus from where you need to select an option, for example province:

Eastern Cape	
Free State	
Gauteng	
KwaZulu-Natal	
Limpopo	
Mpumalanga	
Northern Cape	
KI	

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

3.6 Company Telephone	[+27(<u>)</u>	•	
		1	- 12

• 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:

3.10 Business Sector / Industry	Select Business Sector	*
3.11 Is rail the core business of	Coal Coal	۹ •
4 Categories of rail ope Tick the appropriate box/boxes	Mining Mining Beer Beer Agriculture	
4.1 Network operator	Operators involved in the production and distribution of agricultural goods e.g. Co-ops, silos and large farming concerns.	~

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:

3.11 Is rail the core busin	ess of the company? (i.e. Do you derive revenue by offering rail	services to customers?)
	● Yes ○ No	
and a substant set for second s	lerived from the transportation of a for the last completed financial	

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

4 Categories of rail operation		
	4.1 Network operator4.2 Train operator4.3 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:

Reas	son For Application?
Obje	ctions To Rail Operations
Deta	ils Of Applicant 🛛 🚺
	ual Volumes Of People And ds Transported
Netw Line:	vork Operations: Running s
Netv	vork Operations: Sidings
Deso	cription of Train Operations
Netv	vork Operations: Stations
Safe Repo	ty Management System ort
Decl	aration

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)					
O Yes No					
5.2 Involvement in the transportation of any passengers (including tourists, excluding commuters)					
O 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)"					
O 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)"					
O 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 transpo	orted to and from work on a daily basis)
● Yes ○ No	
5.1.1 Annual total number of commuters transported	A
5.1.2 Total annual commuter passengerKm	A

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:

Description of Network C	perations - Running Lines					
nning lines are defined as main lines	between stations and/or branch lines. It exclu	des private sid	ings.			
ck the appropriate box. If the answ	ver is "yes" submit answers in the space pr	ovided.				
1 Do you operate, manage and/or	maintain Running Lines (main lines betw	een stations a	nd/or l	ranch	lines	s excluding private sidings)?
Network Description	Network 1					
	ecause you answered YES to question s goods commodities as well as the annua					mes Of People And Goods Transported odity.
Description	Total Annual Volume	e (in tons)				
•						
6.1.1 - 6.1.3 Network Details						
Network Status			Total	Lengt	h in k	xm
	is Cape Gauge (similar to TFR main netwo	ork)) Ye	à	0 1	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)) Ye	3	0	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	n network)	5 v.		~ .	No
6.1.6.1 Indicate the total length	of Narrow Gauge sidings in kilometer) Ye	•	0	110
6.1.7 Submission of network di Re-applicants using the system the network diagram for all run	must ensure the diagram is the most rece	nt version of t	he sidi	ng or u	update	te it with the latest version. First time applicants need to submit
		Add file				
© Railway Safety Regulator 2	014					

- 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 lin private sidings)?	es between stations and/or branch lines excluding
Yes O No	4
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:

, ,	uo non uo uno unnuu ne	et ton rail volume per commodity.	
Description		Total Annual Volume (in tons)	
			×
			×
			×

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
- Yo 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

	use you answered YES to question t commodities as well as the annual	n 5.4 in Section 5 - Annual Volumes Of People And Goods Transported net ton rail volume per commodity.
Description	Total Annual Volum	ne (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 network diagram for all running lines operated. Add file	f the siding or update it with the latest version. First time applicants need to submit
6.1.7 Who is responsible for maintaining the network?	
6.1.9 Are there level crossings on the running lines/network?	• Yes O 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 the maintenance contractors.	ir activities on the network, including train operators, station operators and

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 diag the network diagram for all running lines operated.	gram is the most recent version of the siding or update it with the latest version. First time applicants need to submit
	Add file
6.1.7 Who is responsible for maintaining the network?	
6.1.9 Are there level crossings on the running lines/n 6.1.10 List all other parties allowed access to the net maintenance contractors.	etwork? O Yes O No twork, as well as the nature of their activities on the network, including train operators, station operators and
Train Operators	
Name of train operator	Nature of activities on the network
•	
Station Operators	
Name of train operator	Nature of activities on the network
•	
Maintenance Contractors	
Name of maintenance contractor	Nature of activities on the network
•	
twork 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

6.2 Do you operate, manage and/or maintain Sidings (Private sidings, yards, municipalities, ports and any rail activity in an enclosed area - excluding main and branch lines)?
O Yes
No

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:

6.2 Do you operate, manage and/or maintain Sidings (Private sidings, yards, municipalities, ports and any rail activity in an enclosed area - exclu	main and branch lines)?
● Yes ○ No	ا ا
Siding Location And Number	•

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





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:

ou are seeing this section because you answered .6 Provide a list of dangerous goods commodities as w	 n Section 5 - Annual Volumes Of People And Goods Transported on rail column per commodity.
Dangerous goods commodity	Total Annual Volume (in tons)
+	

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 vo	olume per commodity.
General Freight Commodity To	otal Annual Volume (in tons)
	×
6.2.1 - 6.2.3 Siding Details	
Siding Status Total Length in km	Region of Siding
Please select from the list	
Active	
Dormant	
6.2 Spiked ar to TFR main network)	● Yes ○ No
6.2.4.1 Indicate the total length of Cape Gauge sidings in kilometer	
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)	^{k)} • Yes O 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	19 (i
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

rain Operators	
Name of train operator	Nature of activities on the siding
•	
tation Operators	
Name of station operator	Nature of activities on the siding
•	
laintenance Contractors	
Name of maintenance contractor	Nature of activities on the siding
+	

Then:

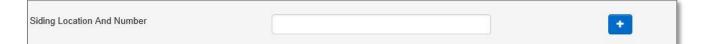
- Submit a file of your siding diagram according to the specifications given
- Answer the questions, and if you selected the **yes** radio button, also answer the prompted fields



6.2.9 Submission of siding diagrams:

Re-applicants using the system must ensure the diagram is the most re official Transnet Freight Rail siding diagram for the siding.	recent version of the siding or update it with the latest version. First time applicants, submit the
b	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.	Name a
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 $\hfill \ensuremath{\bigcirc}$ TFR $\hfill \ensuremath{\bigcirc}$ PRASA	A O 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	
$6.2.16\ {\rm Are\ trains/wagons\ moved}$ (using any form of tractions) after the in the siding?	y were placed Yes No
6.2.16.1 If so, party responsible for the safe movement of trains/wagins 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:



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

RSR Relever NIMS					1	Tutorial About Contact Us Administrator User -
Dashboard Permits Administration	1					
SUMMARY 🔺	Class A Permit Application	Page 7 of 10				Help Comments Attachments
Reason For Application? Objections To Rail Operations Details Of Applicant	7. Description Of Tr	ain Operations				Train Operations
Annual Volumes Of People And Goods Transported	t the means of tracti	on used for tain services to be cove	ered on the permit			Rolling stock refers to the vehicles that move on a railway. It includes both powered and unpowered vehicles, for example
Description of Network Operations Description of Sidings	ription	Model	Number of units in use	Average Age		locomotives, railroad cars, coaches, and wagons. Please provide complete details of all rolling stock to be used.
Operations Description of Train Operations Description of Station Operations			1		×	
Safety Management System Report Declaration						
Decisitation	7.2 List the rolling stock for	train services to be covered on the	e permit			
	Description	Model	Number of units in use	Average Age		
	7.3 List the running lines/si	dings on which train services are of	ffered			
	Description	Network operator	Party responsible for train control on the running line/siding	Frequency of train services offered		
	7.4 List the stations utilized	, the frequency of use and name th	ne station operator of each station.			
	Station Name	Station Operator	Network Operator	Frequency		
	•					

converted to carry higher num 7.5.1 Provide technical detail	coaches/wagenity you move, converted for use other y Yes No or of passenger transport, coaches of de passengers? of the conversion and motivate why the conversion is safe. Add file on is safe and suitable for user.	
	🗲 🗲 😫 🔤	mä

Select a description from the drop-down menu:

escription	Description	Model	Number of units in use	Average Age	
					*
Loco Funky Winch					



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) converted for use other than the intended original trolley converted for passenger transport; coacher to carry higher number of passengers)?	use (e.g. Ves O No s converted
7.5.1 Provide technical details of the conversion a	ind motivate why the conversion is safe.
	Add file
7.5.2 Motivate why the conversion is safe and sui	table 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:

Permits Administration		Tutorial About Contact Us ResolveAdmin •
Home / Permits / Permit Application / Safety Pen SUMMARY	nit Class A Permit Application Page 8 of 10 REF000000	Help Comments
Reason For Application? Objections To Rail Operations Details Of Applicant Annual Volumes Of People And Goods Transported Network Operations: Running Lines Network Operations: Sidings	8. Network Operations: Stations List all the stations to be covered on the permit 6.2 Do you operate, manage and/or maintain Stations?	Station Operations Please note that station operators will be required to submit station diagram as part of the application. In addition, interface agreements between the station operator and any other party utilizing the station will meed to be submitted. These are new submission requirements and operators are encourage to immediately commence arrangements to have this information
Description of Train Operations Network Operations: Stations Safety Management System Report Declaration	Yes No Station Name +	encourage to immediately commence an angements to have the internation ready by the time they are ready to submit their application. **End of help**
	Contraction of the second seco	

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 num		
Elements marked with a * are mandatory and must be	submitted to the RSR.	
Confirm that the following elements have been a	ddresses by submitting the most recent documents.	
ELEMENT 5: POLICY, STRUCTURE AND PRO	CEDURE	
5.1 Railway safety policy		
ĥ	Add file	
* 5.2 Nominated Manager letter of appointment in	1 terms of SANS 3000-1(2009)	
•	Add file	
* 5.2.1 Procedure ensuring continuity in the posit	ion of Nominated Manager	
b	Add file	

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

ELEMENT 6: OPERATIONAL RISK M	NAGEMENT PROCESS	
6.3 Recognized Risk Management Me	thodology	
N	Add file	
6.4 Risk control process to mitigate ris	ks ,including actions, responsible persons and due dates	
6	Add file	
5.5 Occurrence statistics for at least the	e following into account prior to doing an updated risk assessment. These docume past 12 months	nt do not need to be submitted.
		nt do not need to be submitted.
6.5 Occurrence statistics for at least the	past 12 months	tt do not need to be submitted.
6.5 Occurrence statistics for at least the	Add file	nt do not need to be submitted.
 5.5 Occurrence statistics for at least the 6.6 Occurrence investigation results – t 	Add file p 5 immediate causes during the past 12 months	nt do not need to be submitted.
 5.5 Occurrence statistics for at least the 6.6 Occurrence investigation results – t 	Add file p 5 immediate causes during the past 12 months Add file	tt do not need to be submitted

- 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 O No Identified Safety Issue		•

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

ELEMENT 7: OCCURRENCE MANAGEME * 7.1 Procedures guiding occurrence manage		
ĥ	Add file	
* 7.6 Written process ensuring the recording Section 7.2 to 7.5; reporting timeframes Sect		he RSR, should any occur during the permit validity period. [Occurrence categories

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

ELEMENT 8: OCCURRENCE INVESTIGA * 8.1 Procedures guiding occurrence root of	TIONS ause investigations [section 8.1 SANS 3001-1(2009)], including ensuring the use of competent investigators
	Add file
ELEMENT 9: CORRECTIVE ACTION PLA * 9.1 Procedures guiding the development	NS and implementation of corrective action plans [Section 9.2 SANS 3000-1 (2009)] Add file
ELEMENT 10: SECURITY MANAGEMEN * 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 SUBMITTE	D TO THE RSR	
* 11.1 Procedure ensuring prior notification of the F influencing the current permit class	LSR of significant changes to the safety n	nanagement system, rail assets, technologies applied, rail operations and factors
h	Add file	
* 11.2 List all material changes to the safety managed well as those planned for the next 3 years (both re-		vell as rail operations implemented during the past 12 months (re-applicants only), as
	Add file	

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

ELEMENT 12: HUMAN FACTORS MANAGEM	ENT	
* 12.6.2 Procedures ensuring applicable man/m	achine interfaces are identified, mana	ged and to mitigate possible effects this may have on railway safety
•	Add file	
* 12.6.3 Procedures ensuring applicable enviror	mental stressors which may negative	ly impact on railway safety are identified, managed and mitigated
	Add file	
* 12.6.4 Procedures ensuring at least applicable	e recruitment, training, medical surveil	ance and fitness for duty of staff to mitigate effects it may have on railway safety
•	Add file	
All train operators also need to address		
* 12.7 Provide the number of train drivers/peopl	e moving trains (in any manner)	
•	Add file]
* 12.7.1 Procedure guiding how training and roa	d knowledge are provided to these st	aff members, as well as the frequency of refresher training
	Add file	
* 12.8 List all the positions/posts regarded as sa	fety-related as well as the number of	staff in each of those positions
Safety-Related Position		Number of staff
•		



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

ELEMENT 13: PROCUREMENT OF GO	DS AND CONTRACTED SERVICES	
* 13.1 Procedures ensuring that all purc	ed rail-related goods, services and products comply with the specified railway safety requirements	
•	Add file	
* 13.2 Procedures ensure railway safety	aken into account in tender documents and contracts entered into with suppliers	
h	Add file	
* 13.3 Procedure ensuring that contracto	and sub-contractors comply with the stipulated rail safety requirements	
	Add file	

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

OPERATIONAL SYSTEMS
r, asset and standard
Add file
and to ensure these procedures are adhered to
Add file
Add file
ets and systems, including the frequency, testing equipment to be used, keeping of inspection and test records detected
Add file
during inspection and testing of rail related assets and systems
Add file
y standards be infringed or may cause rail risks to exceed acceptable levels
Add file
, a

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

ELEMENT 15: INTEROPERABILITY, IN	TERFACE AND INTRAFACE MANAGEMENT	
* 15.2 All operators must list all the ident	fied interfaces/intrafaces applicable to your rail operations	
	Add file	
15.3 Submit signed interface/intraface ag	reements with all parties identified above	
	Add file	
* 15.3.1 Standard operating procedures	tipulating the roles and responsibilities of the parties involved in each interface/intraface iden	tified above
•	Add file	



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			
	Add file		

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:

SUMMARY 🔺	Class A Permit Application Page 1	of 10 REF0000098	Help Comments
Reason For Application?			
Objections To Rail Operations	Declaration		
Details Of Applicant			
Annual Volumes Of People And Goods Transported	I, the undersigned, am duly authorized to	sign this permit application.	DECLARATION The person signing the permit application should be delegated the authority
Network Operations: Running Lines	Name		to do so and be able to deliver proof of the written delegation on request.
Network Operations: Sidings	Designation		**End of help**
Description of Train Operations	Designation		
Network Operations: Stations	Date	2014/06/24 🕱 🏢	
Safety Management System Report			
Declaration			
		← → 🖺 🛛	ibmit

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

Date				2014/06/19					
	+	+		June 2014			+		
	Su	Мо	Tu	We	Th	Fr	Sa		
	25	26	27	28	29	30	31		
	1	2	3	4	5	6	7		
	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
	29	30	1	2	3	4	5		
			93	Today	Y				

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.