ADMIN 3.5

Document Style Guide for Rules, Codes of Practice & Guidelines

- **Version 3**

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DOCUMENT CONTROL

Identification

Document Title	Number	Version	Date
Document Style Manual – Guidelines	ADMIN 3-5	1	23/11/2007
Document Style Guide for Rules, Codes of Practice & Guidelines	ADMIN 3-5	2	04/02/2010
Document Style Guide for Rules, Codes of Practice & Guidelines	ADMIN 3-5	3	27/08/2012

Document History

Publication Version	Effective Date	Page(s) Affected	Reason for and Extent of Change(s)
1	23/11/2007	All	New document.
2	4/02/2010	All	Total document review and update. Merge 3.5 and 3.6 into 1 document being – ADMIN 3.5
3	27	All	Review and Update

Table of Contents

Document Style Guide for Rules, Codes of Practice & Guidelines

1 Purpose

The purpose of this document is to provide RISSB users with a style guide that regulates the creation and development of RISSB Rules, Codes of Practice & Guideline documents.

2 References

All Terms, abbreviations and acronyms used in this document are defined in the *RISSB Quality Management Glossary*

3 Process

This guide should be used in conjunction with the Master Template from which all future standards document development is based.

This procedure is based on MS Word style documents. MS Excel is predominantly used for technical standards that are used to document requirements, whereas MS Word is used for non-technical standards e.g. Rules, Codes of Practice and Guidelines. The Project Manager will direct the style of document to be developed, as per Figure 1.

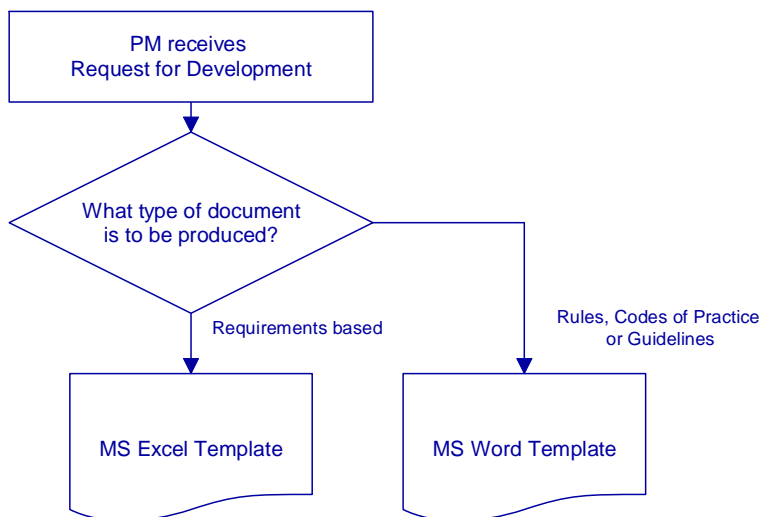**Figure 1: Project Decision**

Document templates are available from the Project Manager. The template provided is designed to comply with this procedure and therefore, in most cases, this is all that the author requires.

Documentation read as if produced by a single writer. While the style and look of the document have some bearing on this, it is most important that the writing itself be consistent.

3.1 Scope

This style guide has been produced as a RISSB procedure, to be used in conjunction with the authorised templates, for all personnel who, from time to time, are involved in document production.

These documents include the following:

- Rules
- Codes of Practice
- Guidelines

All documentation created and produced under this style guide, will be required to conform to the RISSB Documentation Standard.

The RISSB Documentation Style Manual contains a comprehensive body of material to assist in the preparation of a variety of documents. It sets out the guidelines and specifications to be applied to all aspects of documents preparation, and covers the following areas:

- Planning
- Templates and Styles
- Design and Layout
- Writing Style
- Miscellaneous

Each of these general categories is further divided into associated topics.

4 Using this Style Guide

The purpose of this style guide is to show you how to present your material in a manner that is informative, well laid out and highly professional, while conforming to RISSB guidelines.

This guide should be used in conjunction with the RISSB Guidleines Template, which contains the basic set of styles and features that you are likely to need for the creation and production of most documents within RISSB. Templates contain sub-sets of the master template's styles and features.

4.1 Writing Expression

Writing style varies from writer to writer.

However, there are certain guidelines that should be observed to ensure that all writers are consistent in their approach to producing technical documentation.

Requirements in Rules, Codes of Practice & Guidelines are typically written in a repetitive structured manner e.g. lists of the "thing" shall do/equal/be etc "something", where "thing" and "something" are clearly identified and the "something" is verifiable. They are not written to be an exciting read.

Avoid using following:

- Sexist language. Use second person.
- Technical jargon or terminology that is not explained in the Definitions.

- Non-English words and phrases, such as "laissez-faire" or "ad hoc".

4.2 Paragraph and Sentence Length

Generally, a paragraph should not attempt to explain more than one concept or idea. Paragraphs should contain no more than three or four sentences, and sentences should not be longer that three or four lines.

Obviously there are exceptions to every rule, but they should be kept to a minimum.

4.3 Less is More

"Less is more" is often true when writing about technical subject matter.

Your primary goal, as a writer, is to convey meaning in the simplest possible terms – in plain English.

Keep any requirements and supporting explanations simple and as short as you can. Users are relying on your writing and language skills to gain their understanding from what they are reading.

Ambiguity should be scrupulously avoided. Using a dictionary and a thesaurus to assist in this aspect of your writing.

It takes just as much effort to write a concise document as it does to write a rambling treatise.

4.4 Page Size

The standard page size for all RISSB documentation is A4. Where documents are to be published in sizes other that A4, the original document is prepared at A4 and reduction is carried out at the printing stage.

4.5 Embedding an Image

Embedding images into a document saves the images as part of the document. This can result in extremely large file sizes if the original graphics files are too large and/or numerous.

Depending upon the resolution, dimensions and colour depth of each image – 1 bit (2 colours preferably) – the document can become very large, very quickly.

However, if you feel that the images will not have a major or detrimental effect on the document's file size, you can proceed on the basis that the resolution, dimension and colour depth of the images are within tolerable limits.

5 Document Style and Structure

5.1 Headers and Footers

Headers and footers are supplemental elements in a document that routinely appear at the top and bottom of the page to provide information about the document's "properties". These properties shall include a minimum of the following elements:

- Corporate Logo

- Document Name

- Copyright Details

- Page Numbering

The header and footer can also feature the following optional items:

- Document Version

- Document Registration Number

- Version Control

5.2 Section Breaks

Section breaks are used to divide a document into logical components, such as chapters or topics.

- Current MS Word supports four types of section breaks:

- Next Page - This inserts a section break and starts the new section on the next page

- Continuous – This inserts a section break and starts the new section on the same page

- Even Page - This inserts a section break and starts the new section on the next even-numbered page

- Odd Page - This inserts a section break and starts the new section on the next odd-numbered page

RISSB documents are developed utilizing a single sided format approach. As such only the Next Page and Continuous section breaks shall be used.

Section breaks are an integral part of configuring headers and footers because they control the relationship of the header and footer with the section(s) to which they refer.

The correct type of section break is necessary when configuring headers and footers in a multi-section document. The section in which they appear may require different text to that of the previous section: for example, chapter names: and it, therefore, becomes necessary to insert section breaks to allow the header and footer to be correctly configured.

5.3 Appendices

Appendices are parts of a document that include additional information, pertinent to the main body of material.

The following should be used as guidelines for the inclusion of material as an appendix to a document.

- Is the material to be appended, relevant or related to the main document's material?

- Does it complement the main document?

- Can it be used to gain a better understanding of the main document?

- Is it compatible with the published format of the main document?

6 Document Factors

This section discusses various elements and features of the RISSB Rules, Guidelines &Codes of Practice Template that are used to assist with Code of Practice documentation.

6.1 Document Control

6.1.1 Identification

The Identification Table forms part of the document control process, and is used to identify the key elements of the document. It also serves as a version control tool for the document.

The table comprises of the following elements:

- Document Title – This is the name by which the document is to be known

- Document Registration No. – This is the number under which the document has been registered in the Document Register

- Version No. – The is the version number of the document

- Publication Date – This shows the proposed date of publication, from which the document becomes effective

Note: Completion of this part of the document is mandatory.

6.1.2 Authoring & Approval Table

The Authoring an Approval Table forms part of the document control process, and is used to record the authoring, approval and ratification of the document by authorised personnel.

The section comprises of the following elements:

- Prepared by – This shows the name of the Development Group.

- Reviewed By - This shows the name of the Standing Committee.

- Reviewed By – This shows Development Advisory Board reviewed process.

- Approval By – This shows RISSB Board together with the date the Board approval publication.

Note: Completion of this part of the document and its submission for approval is mandatory

6.1.3 Distribution and Change

The Distribution and Change section of the document forms part of the document control process, and is used to outline the provisions governing all changes, edits or alterations to the document, for the purposes of version control and the systematic distribution of these changes to recipients.

This is a standard clause in all registrable documents to ensure that this information is made available to all authors and that compliance with its provisions is mandatory.

The General Manager assumes overall responsibility for the development and implementation of this policy.

6.1.4 Referenced Documents Table

The Referenced Documents Table forms part of the document control process, and is used to list all documents from which material has been extracted during the production of your document. It serves as an acknowledgement to the authors of original works that you have used some of their material in your document. It is usually accompanied by a formal Acknowledgement of some description to this effect.

- Example

Item	Title	Issued By	Document #	Issue Date	Version #
1					
2					
3					

Acknowledgment: In addition to the referenced documents above, selected material contained in the publication has been derived from the MS Word Help System in order to convey information about techniques and procedures unique to MS Word

The table comprises of the following elements:

Item (Number) – This is simply a numerical identifier for each of the entries listed in the table

Title – This is the name of the publication used to extract/duplicate information

Issues By – This is the name of the Author/Publisher of the publication

Document # (Number) – This is the registration number of the publication, if known

Issue Date – This is the date on which the publication was issued/printed

Version – This is the version number of the publication

This list should be as comprehensive as possible and should cover every known instance of copied material contained in your document. This task should be performed, irrespective of whether the material is internal or external to RISSB.

In addition, the listing is useful evidence against the spectre of plagiarism being raised against you by another party.

Note: Completion of this table is mandatory where material has been used from other sources.

6.1.5 Document History Table

The Document History Table forms part of the document control process, and is used to record all changes to the document after its initial publication. It records the sequence in which changes are made to the document, effectively, providing a history of the document.

The table comprises of the following elements:

Publication Version – This shows the version of the document in which the change occurred

Effective Date – This shows the date upon which the change took effect

Page(s) Affected – This shows the page reference or range of the recorded change

Reasons for and extent of the change(s)

Note: Where this information is known or available, it should be recorded in this table.

6.2 Document Introduction

6.2.1 Important Notice and Disclaimer

This disclaimer is a legal statement which affirms that the RISSB is not responsible for any mishap in the event of using the Rules, Codes of Practice & Guidelines which the disclaimer is attached to.

To view the disclaimer, please refer to the template.

6.3 Table of Contents

The Table of Contents (TOC) is a structured aid for navigating through any document. It provides an overview list of the topics and their corresponding page references, allowing you to easily locate and retrieve information. By convention, a TOC is generated from the topic headings contained in the document, although MS Word can generate a TOC from any number of other styles.

In RISSB documents three levels of topics are normally sufficient for a table of contents. However, as a document becomes large and complex, it is often necessary to use additional topic levels in order to provide a suitable complete topic listing.

Note: The MS Word Help System contains comprehensive information about table of contents, in their various configurations. This is a valuable source of additional information on this topic.

To create a Table of Contents, refer to section 7.2

6.4 Table of Figures

The Table of Figures lists the identifying number and provides a brief description of each graphic in the publication. It also serves as a helpful navigation aid in the document.

Not all documents require a Table of Figures. This depends upon a number of factors, including whether or not Figure Numbers are present in the document, the length of the document, the number of graphic images and the level of compliance of the document with this style guide.

To create a Table of Figures, refer to section 7.3

6.5 List of Tables

A List of Tables serves a similar function to that of Table of Figures. It lists the identifying number and the name of each table contained in the document. This list is generated from the field codes inserted into the captions located beneath the tables throughout the document. It also serves as a helpful navigation aid in the document.

Not all documents require a List if Tables. This depends upon a number of factors, including whether or not Table Numbers are present in the document, the length of the document, the number of tables and the level of compliance of the document with this style guide.

To create a List of Tables, refer to section 7.4

7 MS Word Document Format

This section discusses various elements specific to MS Word documents. This includes such items as page parameters and appendices as well as procedures to create tables of contents, list of table and figures.

7.1 Page Setup

Depending upon the purpose of the document and final publication size, AS-size inserts for diagrams etc, can also be added. The parameters list in the tale below are automatically applied when you use the RISSB Master Template

Parameter	Value	Description
Margins		The margins are set in these values to maximise the available area for document content without compromising the "text/white space" relationship
Top	2 cm	This is the space between the top edge of the page and the top of the Header.
Bottom	2 cm	This is the space between the bottom edge of the page and the bottom of the Footer.
Inside	2 cm	This is the space between the inner edge of the page and the text boundary.
Outside	2 cm	This is the space between the outer edge of the page and the text boundary.
Gutter	0 cm	The gutter (binding margin) is accommodated within the inside and outside margins and in automatically inserted on the correct side of the page according to the mirrored margins.
Header	1 cm	This value is in addition to the top margin.
Footer	1 cm	This value is in addition to the bottom margin.
Mirror Margins	No	Document setup single sided.
Gutter Position	Left	This value applies if the document is to be printed as single sided.

Paper Size	A4	210 mm X 297 mm
Orientation	Portrait	Note: Landscape may be used under certain circumstances, such as for the insertion of oversized material.
Section Start	Odd Page	In this context, a section can be interrupted as a chapter or major topic. This ensures now sections commence on a face page.
Apply to	Whole Document	This ensures that the settings are applied to the entire document. However, there may be occasions when some parameters may only apply to individual sections: for example, when page orientation changes to accommodate landscape material, such as table or A3 inserts
Headers and Footers		
Different odd and even	No	RISSB documents are developed utilizing a single-sided format approach due to the majority of organisations who utilise single-sided printers.
Different first page	Yes	For matters of cleanliness of presentation, the header and footers do not appear on the document cover.

7.2   How to Create a Table of Contents

A Table of Contents (TOC) is generated from the topic headings contained in the document. Although they can be generated from other styles, this procedure is based upon the use of topic headings.

Note: Before commencing the build process, determine the number of topic levels required for the TOC, and proceed accordingly. A minimum of three levels is recommended, and a maximum of four heading levels can be accommodated under existing TOC styles.

- Procedure

How to create a table of contents:

1. Position the curser at the insertion point in the front part of the document.

2. Select the Insert > Index and Tables menu option. The Index and Table dialog displays

3. Click the Table of Contents tab, if it is not already open.

4. Set the following parameters:

    a. Tick the show page numbers checkbox.

    b. Tick the right align page numbers checkbox.

    c. Set the Tab Leader field (2nd option in the drop-down list).

d. Set the Formats field to From template.

e. Show Levels field – 3 or 4 according to document length and complexity.

f. Click the options.

The Table of Contents Options dialog displays.

5. Set the following parameters:

a. Click the Styles checkbox

b. Set the Available Styles as follows:

Style	Value
Part Heading	1
1	2
2	3
3	4
4	5

c. Remove any other values that may be present in the list.

6. Click the OK button to accept the parameters and dismiss the dialog. You are returned to the Index and Tables dialog.

7. Click the OK button to insert the Table of Contents.

7.3 How to create Table of Figures

The creation of a Table of figures is a two-stage process. The first stage involves generating the relevant field code and using it as part of the "tag" for each of the document's figures. The second stage involves the creation of the actual table.

7.3.1 Tagging the Figures

Note: This part of the process must be completed before the Table of Figures can be built.

▪ Procedure

To tag the figures:

1. Select the first graphic image in the document that you wish to be listed, by clicking on the image only. Do not include its associated paragraph mark (¶).

2. Select the **Insert** > **Caption** menu option. The **Caption** dialog displays

3. Set the following parameters:

a. Set the Label field to "Figure"

b. Set the Position field to "Below selected item"

4. Click the **OK button** to accept the parameters and to dismiss the dialog. The field tag is inserted immediately beneath the selected graphic.

5. Type/overtype a suitable name to the complete the text string.

6. Apply the **Caption** style to the text string.

7. Copy the entire text string and paste it beneath the next graphic in the sequence.

8. Repeat Steps 4 and 6 until all of the graphics are labeled.

9. Select the entire document **[Ctrl + A]** and then press **[F9]** to update the documents fields.

7.3.2 Creating the Table if Figures

Note: This part of the process can only take place after the tagging is complete.

▪ Procedure

To create the Table of Figures:

1. Select the **Insert** > **Index and Tables** menu option.

2. Click the **Table of Figures** tab, if it is not already open.

3. Set the following parameters:

   a. Tick the **Show page numbers** checkbox.

   b. Tick the **Right align page numbers** checkbox.

   c. Set the **Tab Leader** field (2nd option in the drop-down list).

   d. Set the **Formats** field to "From Template"

   e. Set the **Caption Label** field to "Figure"

   f. Tick the **Include Label and Number** checkbox.

   g. Click the **Options** box.

   The **Table of Figures Options** dialog displays.

4. Set the following parameters:

   a. Click the **Style** checkbox

   b. Click the **Table Entry Fields** checkbox.

   c. Select the **Caption Style** from the drop-down list.

5. Click the **OK** button to accept the parameters and dismiss the dialog. You are returned to the **Index and Tables** dialog.

6. Click the **OK** button to insert the Table of figures.

7.4 How to Create a List of Tables

Similar to the Table of Figures, the creation of a List of Tables is a two-stage process. The first stage involves generating the relevant field code and using it as part of the "tag" for each of the document's tables. The second stage involves the creation of the actual list.

7.4.1 Tagging the Tables

Note: This part of the process must be completed before the List of Tables can be built.

▪ Procedure

Top tag the tables:

1. Select the first table in the document that you wish to be listed, by dragging the mouse across its entire contents. Do not include the associated paragraph marks at the end of each row (¤).

2. Select the **Insert > Caption** menu option. The Caption dialog displays.

3. Set the following parameters:

   Set the Label field table.

4. Click the **OK button** to accept the parameters and to dismiss the dialog. The field tag is inserted immediately above the selection table.

5. Re-position the text string below the table (include the paragraph mark (¤). This keeps the name placement consistent with figure names.

6. Type/overtype a suitable name to complete the text string.

7. Apply the **Caption** style to the text string.

8. Copy the entire text string and paste it beneath the next table in the sequence.

9. Repeat steps 6 and 8 until all of the tables are labeled.

10. Select the entire document **[Ctrl + A]** and then press **[F9]** to update the documents fields.

7.4.2 Creating the List of Tables

This procedure is identical to that of Creating the Table of Figures, except that several minor paragraphs differ in order to accommodate different labels for the two tables.

Note: This part of the process can only take place after the tagging is complete.

▪ Procedure

To create the List of Tables:

1. Select the **Insert > Index and Tables** menu option

2. Click the **Table of Figures** tab, if it is not already open.

3. Set the following parameters:

   a. Tick the **Show Page Numbers** checkbox.

   b. Tick the **Right Align Page Numbers** checkbox.

   c. Ste the **Tab Leader field** (2nd option in the drop-down list)

   d. Set the **Formats field** to "From Templates"

   e. Set the **Caption Label field** to "Table"

   f. Tick the **Include label and number** checkbox.

4. Click the **Options** button. The Table of Figures Options dialog displays.

5. Select the **Style** checkbox.

   a. Click the **Table entry field** checkbox.

   b. Click the **OK** button to insert the list of tables.

   c. Select the **Caption style** from the drop-down list.

6. Click the OK button to accept the parameters and dismiss the dialog. You are returned to the Index and Tables dialog.

7. Click the OK button to insert the List of Tables.

7.5 Appendix Name

Apply the Appendix Heading style to the name and number. This separates the appendix from the body of the main document and can be used to include or exclude the appendix in the table of contents, as desired. However, if pagination within the main body of the document includes chapter numbering, the appendix name should use the same heading style as that of the chapters.

7.6 Pagination

Page numbering should start from Page 1 to each individual appendix. Each appendix should commence on an odd page. Insert a suitable section break at the end of each appendix to ensure that this occurs.

7.7 Corporate Logo

The RISSB logo is the graphical representation of our organisation's corporate identity and it **must not be altered** in any way, other than by scaling it up or down-it cannot be stretched or cropped. The use of the corporate logo is governed by several rules that ensure "pride of place" in publications in which it appears.

- Place the logo in the top right corner of the front page of the publication.

- Ensure that there is sufficient white space around the logo so that text and other elements do not overprint it.

- Place the logo in the top right corner of the header for all other pages of the publication.

8 Annex Guidelines Template

Annex A to ADMIN 3-5
(RISSB Style Manual for Rules, Code of Practice and Guidelines)
of 4th February 2010

ADMIN # (Number provided by GM RISSB)

Insert Document Title Here

Edition

K.B. Taylor
General Manager RISSB
DD MMM YYYY

IMPORTANT NOTICE AND DISCLAIMER

This (select one) Rule/Code of Practice/Guideline has been developed for use by rail operators and the rail industry as defined in this Code in conjunction with, or to supplement, the existing codes of the rail organisations.

The Rail Industry Safety and Standards Board (RISSB) and all persons acting for the RISSB in preparing this draft disclaim any liability or responsibility to any person for any consequences arising directly or indirectly from the use by the rail industry or rail organisations of the Code in whole or in part, and whether or not in conjunction with, as a supplement to, the codes which the rail industry currently use.

The RISSB expressly excludes to the fullest extent permitted at law all warranties whether express or implied, at common law and statute as to the fitness for purpose of the Rule/Code of Practice/Guideline to the rail user for the intended purpose.

Users of the Rule/Code of Practice/Guideline should be aware that, while using the Rule/Code of Practice/Guideline, they shall also comply with any relevant Commonwealth, State or Territory legislation relevant to their operations. Adherence to the Rule/Code of Practice/Guideline does not replace or exclude the application of such legislative requirements. The Rule/Code of Practice/Guideline is intended as a guide only and users are responsible for making their own enquiries in relation to the application of legislation, and the framers of the Rule/Code of Practice/Guideline accept no responsibility in this regard.

Adherence to the Rule/Code of Practice/Guideline does not necessarily ensure compliance with any relevant national standards and other Rules/Codes of Practice/Guideline. Users are responsible for making their own enquiries in relation to compliance with national standards and other rules/codes of practice/guidelines. To the extent of any inconsistency between this Rule/Code of Practice/Guideline and the laws of a relevant State, Territory or the Commonwealth and any binding rules or regulations of the State, Territory or Commonwealth, the laws of that State, Territory or Commonwealth shall prevail to the extent of the inconsistency between this Rule/Code of Practice/Guideline and those laws.

While all reasonable care has been taken in the preparation of this Rule/Code of Practice/Guideline, it is provided to rail operators without any legal liability (including but not limited to liability for negligence) on the part of the RISSB and the RISSB and the publishers, authors, and editors of the Rule/Code of Practice/Guideline (and their consultants) take no responsibility for loss suffered by any person resulting in any way from the use of, or reliance on, this publication. Responsibility rests with the rail organisation to ensure that all aspects of the Rule/Code of Practice/Guideline are safe.

DOCUMENT CONTROL

Identification

Document Title	Number	Version	Date

Approval

	Prepared By	Prepared By	Prepared By
Name			
Position Title			
Date			

	Reviewed By	Reviewed by	Reviewed by
Name			
Position Title			
Date			

	Approved by	Approved by	Approved by
Name			
Position Title			
Date			

Rule/Code Change Procedures

The RISSB maintains the master for this document and publishes the current version on the RISSB website.

Any changes to the content of this publication require the version number to be updated.

Changes to this publication must be approved according to the procedure for developing management system documents.

The RISSB will identify and communicate changes to this publication.

Document History

Publication Version	Effective Date	Page(s) Affected	Reason for and Extent of Change(s)
Insert Issue/Version Number applicable to change(s) here	Insert Effective Date of Change(s)	Insert affected page range here	Add reason for change(s) and/or extent of change(s) here.

TABLE OF CONTENTS

1 Purpose

[Insert Purpose]

This Rules/Code of Practice/Guideline for the Defined Interstate Rail Network was developed by the rail industry.

The Australian Transport Council agreed to an Inter-Governmental Agreement (IGA) for Rail Uniformity in November 1999. As a result of this agreement the Australian Rail Operations Unit (AROU) was established from 1 January 2000 to work with industry to finalise and implement a Code of Practice for the Defined Interstate Rail Network. The IGA also provided for the establishment of an Industry Advisory Committee (IAC) to assist the AROU. Prior to the establishment of the AROU an Industry Reference Group working under the auspices of SCOT Rail Group produced the first draft of a set of National Codes of Practice for Railways.

The work has been sponsored by the rail industry, the Australasian Railway Association, State, Northern Territory and Commonwealth Governments.

This Rule/Code/Guideline includes Volumes for each operational and engineering discipline and a Glossary defining the terminology used.

The General Requirements and Interface Management Code is a common document relevant to all railway disciplines. The other Volumes in the Code of Practice address the detailed principles, guidelines and mandatory requirements related to the individual disciplines for the range of railway activities comprising the defined interstate rail network.

The RISSB is responsible for administering issues related to the update and maintenance of the Code based on advice from industry. RISSB procedures for the Rule/Code of Practice/Guideline for the Defined Interstate Rail Network are available from the RISSB.

The Rule/Code of Practice/Guideline has been developed specifically to meet the uniformity requirements for the Defined Interstate Rail Network (DIRN). This Network excludes any yards, sidings and terminals, which may be associated with the Network by way of access, geographic location or any other reason. The practices detailed provide three (3) levels of information as follows:

Principles providing guidance and information to railway organisations on issues that should be considered.

Guidelines that provide guidance on one means of meeting some of the requirements of AS 4292.

Mandatory requirements necessary to enable the operational objectives of the 1998 report titled "Study of Rail Standards and Operational Requirements" to be reached.

The principles, guidelines and mandatory requirements have not been developed for use by other railway networks and are not relevant to special application railways such as sugarcane and heavy haul railways, which are constructed, operated and maintained in ways that meet the specific needs of those operations. In these cases special operating and technical requirements and standards, not provided for in this Rule/Code of Practice/Guideline, will normally apply to accommodate the particular environments in which they operate.

The mandatory requirements for the DIRN do not require application retrospectively and are generally applicable in the case of significant upgrading and modification, new construction or in the implementation of new systems. Infrastructure and rolling stock built to standards in existence prior to the publication of this Rule/Code of

Practice/Guideline may be restricted in their use. Other practices deemed mandatory for the DIRN would require a period of time to provide for implementation, particularly in the case of operational and safe working systems. The staged implementation of these requirements will be the subject of an industry based implementation plan developed in association with the Australian Rail Operations Unit.

The Rule/Code of Practice/Guideline includes significant sections that are notated as "To Be Determined" or "To Be Inserted", which with amendments to existing clauses will be the subject of continuing development.

2 Scope

[Insert text]

TABLE OF CONTENTS

[SECTION HEADING]

3

4 Source Documents or Bibliography

Note# This section is to be inserted at the back of the document

During the preparation of this document, the following source documents were used:

Item	Title	Issued By	Document #	Issue Date	Version #
1					
2					
3					