

COURSE INFORMATION – ADJACENT TRACK OPEN

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SUPPLY

Electronic copies of the course documentation are accessible exclusively to approved trainers/training providers. Individuals who have been authorized may request controlled copies by reaching out to info@inrail.ca

OVERVIEW

This course overview outlines that the training pack has received approval from Metrolinx for both delivery and assessment purposes. The pack is designed to facilitate efficient delivery with minimal preparation time, but to fully maximize its benefits, trainers are advised to familiarize themselves with the contents before use.

Trainers have the flexibility to customize the presentation to align with their preferred delivery style and can incorporate other visual aids as needed, any changes to course documentation require approval from the relevant organization(s). It is important to note that the complete technical content must be delivered as part of the training.

COURSE SUMMARY

The Adjacent Line Open (ATO) Coordinator/Planner Course is designed to provide participants with the essential knowledge, skills, and practical experience required to coordinate and plan safe working operations when adjacent lines are open for normal train movements. This comprehensive course equips individuals with the expertise to ensure the efficient and secure movement of trains on open adjacent lines, minimizing risks and maintaining operational continuity.

COURSE AIMS

The aim of the ATO Coordinator/Planner Course is to

- develop safety-conscious and competent professionals who can demonstrate effective leadership in coordinating and planning safe railway operations when adjacent lines are open for normal train movements.
- equip participants with the necessary knowledge and skills to ensure the smooth and efficient movement of trains during adjacent line open operations, minimizing disruptions and delays.

- enable participants to identify potential hazards, conduct risk assessments, and implement appropriate safety measures to mitigate risks associated with ATO working.
- foster effective coordination and communication among stakeholders involved in adjacent line open working, promoting seamless collaboration to achieve operational objectives.
- Educate delegates on relevant railway safety regulations, standards, and best practices, fostering a culture of strict compliance to ensure safe and legal ATO working.

COURSE OBJECTIVES

At the end of the training the delegate will be able to:

- Relate the requirements of legislation and Metrolinx standards applicable to the role of the ATO Responsible Manager, ATO Planner, ATO Champion and ATO Coordinator.
- Select and access the appropriate sources of information to effectively plan ATO working.
- Plan safe ATO working.
- Discuss the process for ATO plan authorisation describing the roles within the authorisation process.
- Implement an authorised ATO plan.
- The process to modify the ATO plan to consider changes on site.
- The process to re-plan safe ATO working within the change control process.

COURSE DURATION

Initial Course –

3 Days – ATO Coordinator

5 Days – ATO Responsible Manager, ATO Champion, ATO Planner

Recertification –

2 Days – ATO Coordinator

3 Days – ATO Responsible Manager, ATO Champion, ATO Planner

COURSE DELEGATES

Maximum delegates – 20

COURSE PRE-REQUISITES

DELEGATES:

For ATO Coordinator/Planner/Responsible Manager Roles, the following prerequisites apply:

1. Delegates must possess a PTS competency.

2. Delegates must meet the fit for duty requirements specified by Metrolinx.
3. Delegates must have a satisfactory level of literacy to fulfil Entry Qualifications.

For ATO Champion Role, the following prerequisites apply:

1. Delegates must have documented 4 years' experience working in a live rail environment.
2. Delegates must have an in-depth knowledge of construction equipment in a railway environment.

TRAINERS:

To be eligible to deliver the ATO course, the trainer must meet the following prerequisites:

1. Hold a relevant training/assessment qualification at a minimum of level 3 standard.
2. Demonstrate adequate occupational competence in the subject matter.
3. Possess a minimum of 12 months of experience in the skill being trained or have a track record of successfully delivering similar training within the last two years.
4. Be approved by InRail Canada

These prerequisites ensure that the trainer has the necessary qualifications, expertise, and recent experience to effectively deliver the Adjacent Track Open course.

POST COURSE TRAINING OBJECTIVES

During the 12-month competence period, the ATO Planner that successfully completes the course must retain 15 ATO Work Plan packs to submit to the training provider prior to recertification. The ATO Coordinator must retain a minimum of 20 ATO Checklists to submit to the training provider prior to recertification. Failure to submit any ATO Work Plans/Checklists will result in the delegate being turned away from the recertification course and their competency being removed from the competency database.

REFERENCE DOCUMENTS

- ATO Calculator – Guidance Scenarios
- ATO Site Visit Checklist
- ATO Work Pack
- ATO Management Assurance Checklist
- Briefing Record Form
- Canadian Rail Operating Rules (CROR)
- Construction Safety Management Program
- General Engineering Instruction

THE RECERTIFICATION PROCESS

As a part of the Adjacent Track Open Recertification process, competencies are valid for;

Competency	Valid For	Comment
ATO Coordinator	12 Months	Requires a minimum of 20 ATO Work Plans, complete with briefing sheet signed by on site staff, and responsible manager.
ATO Planner	12 Months	Requires a minimum of 15 ATO Work Plans to evidence ongoing competency.
ATO Responsible Manager	12 Months	
ATO Champion	12 Months	

