



NATIONAL RAILWAY MUSEUM Inc.

# **Safeworking Instructions and Procedures for the Semaphore and Fort Glanville 457mm Gauge Tourist Railway.**

A supporting document of the National Railway Museum  
. 457mm Gauge Railway Safety Management Plan

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Once printed it is no longer controlled*

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## *Introduction*

**Purpose.** This Document is a supporting document of the National Railway Museum *457mm Gauge Railway Safety Management Plan* laying out the Instructions and Procedures to be followed for the operation of the Semaphore and Fort Glanville 457mm Gauge Tourist Railway.

**Definitions.** The following definitions are used within this document:

**NRM**

The National Railway Museum

**457mm Gauge Railway Safety Management Plan**

The safety plan governing the operation of the NRM's 457mm Gauge Railways.

**Museum**

The National Railway Museum Site at 67 Lipson Street Port Adelaide.

**Semaphore Railway**

The Semaphore and Fort Glanville 457mm Gauge Tourist Railway.

**Operations Manager (OM)**

Operations Manager of the National Railway Museum, or his delegate.

**Operational Personnel / Operator**

NRM volunteers employed in the operation of the Semaphore Railway.

**Driver**

A NRM volunteer authorised to carry out driving duties on the Semaphore Railway.

**Guard**

A NRM volunteer authorised to carry out guard duties on the Semaphore Railway.

**Conductor**

A NRM volunteer employed to sell tickets for the Semaphore Railway.

**Crew**

The driver, guard and conductor rostered to operate the train.

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## *Crew Responsibilities*

1. **Driver.** In accordance with SafeworkSA requirements, the driver has the overall responsibility for the day's operations.
2. **Guard.** The guard is responsible to the driver for:-
  - 2.1. The control of shunting movements including the operation of points and turntables, the coupling and uncoupling of the locomotive, and the integrity of the coupled consist.
  - 2.2. The control of push back movements.
  - 2.3. The management and supervision of passenger operations.
3. **Conductor.** The conductor's role is an administrative position responsible for the selling of tickets and safe keeping of the money collected. It is not a qualified position under the Work, Health & Safety Act and Regulations and therefore the conductor is not to perform any operating function of the train unless the conductor holds an appropriate qualification, or is approved by the Operations Manager.
4. **Operational Fitness.** Drivers and guards are to ensure that they are both fit and capable to carry out the required duties on the day. They are not to carry out operational duties if they are under the influence of drugs or alcohol or suffering from fatigue or illness.
5. **Operational Authorisation.** Drivers and guards must be fully authorised and qualified to carry out the required duties in accordance with Section 6 of the *NRM 457mm Gauge Railway Safety Management Plan*. They are to carry their "Authority to Operate" card on them whilst on duty.
6. **Steam Operations.** Steam drivers are to be qualified in accordance with SafeWork SA requirements and are to carry their High Risk Work Licence whilst on duty.
7. **Lost or Damaged Cards.** Lost or damaged authority cards and licences are to be reported to the Operations Manager so that action may be taken to replace them.
8. **Duty of Care.** All crew members have a common duty of care to ensure the safety of themselves and all other persons within the vicinity of operations. They are to carry out their duties in accordance with:
  - 8.1. Section 5 of the *NRM 457mm Gauge Railway Safety Management Plan*.
  - 8.2. The operating manuals for the locomotive in use.
  - 8.3. The respective duty statement for the duties being carried out.
  - 8.4. Train Operational and Safety Notices issued by the Operations Manager
  - 8.5. The Instructions and procedures laid out in this document.
  - 8.6. NRM Safety Notices.
  - 8.7. General Notices.

9. **Training Authorisation.** This authority is demonstrated by the trainee holding a training “Authorised to Operate” card with the required codes on it. Training in the operation of Semaphore Railway can only be carried out with the authorisation from the Operations Manager or his delegate.
10. **Authorised Trainers.** Training is to be carried out by trainers that have been appointed by the Operations Manager. The Authorised Operators list highlights those operators authorised to conduct training and the qualification that they may train in.

## *Operational Requirements*

11. **Operational Safety.** Drivers and guards have a duty of care to ensure a high level of safety in operation of the locomotives and rolling stock of the Semaphore Railway. Operations are to cease immediately if the safe operation of the railway is compromised. Operations are only to recommence when all safety issues have been resolved. If the drivers and guards cannot resolve the safety issue, the Operations Manager is to be contacted for directions on what action is to be taken. All safety issues are to be reported to the Operational Manager.
  12. **Operational Awareness.** Drivers and guards have a duty of care to ensure that they are fully aware of all requirements, operations and other factors that may affect operations on the day. These can include but are not limited to;
    - 12.1. Public events held on the Semaphore Foreshore.
    - 12.2. Special museum organised trips.
    - 12.3. Track work.
  13. **Weather Conditions.** Drivers are to ensure that weather conditions on the day of operation will not affect the safe operations of the Semaphore Railway. The early morning forecast, issued at 7.00 am, from the Bureau of Meteorology on the day of operations is to be used to determine if operations can be undertaken. The forecast can be found on the following web address <http://www.bom.gov.au/sa/forecast/adelaide.shtml>. The following conditions are to be considered in making the decision:
    - 13.1. **Fire bans.** No steam operations are to be carried out at Semaphore on days that a total fire ban has been issued for the Adelaide area.
    - 13.2. **Hot Weather.** No steam operations are to be carried out on the Semaphore Railway on days where the temperature is expected to reach or exceed 35 degrees Celsius.
    - 13.3. **Inclement and Wet Weather Conditions.** Operations at the Semaphore Railway may be halted if the weather conditions reach a level that comprises the safe and efficient operation of the train. The decision to cancel operations rests with the driver of the locomotive. The driver is to inform the museum duty manager of the decision. The Operations Manager or his delegate may also cancel operations due to bad weather.
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- 14. Track Inspection.** On departure from Semaphore station on the first trip of the day the driver is to travel at safe speed that will enable an inspection of the track to Fort Glanville. The driver is to:-
  - 14.1.** Ensure that the track is clear of all obstructions and faults and is serviceable.
  - 14.2.** Complete the Track Inspection Report. (NRM Form 457-2006-325)
  - 14.3.** Report all track faults found to the Operations Manager.
  - 14.4.** If any fault is found that comprises safety, cease operations until the fault is rectified.
- 15. Low Passenger Numbers.** If passenger numbers decrease to a level that the crew believe that it is no longer viable to continue operations for the day they may cease operations. The procedure to shut down operations in Paragraph 16 of this document are to be followed.
- 16. Early Shutdown of Operations.** Should a justifiable reason to cease operations early arise the following procedure is to be followed:-
  - 16.1.** All members of the crew must agree that the reason for ceasing operations are justifiable.
  - 16.2.** Regardless whether it is a weekday or weekend the duty manager must be contacted to discuss the matter before shutting down the train. The reason for the shutdown may be able to be resolved i.e. finding another crew member if required or organising assistance to overcome locomotive or rolling stock repairs.
  - 16.3.** The duty manager is to inform the bookshop to ensure any museum phone enquires about the train can be handled accurately.
  - 16.4.** Regardless of the reason for shutting down the train, the crew or Duty Manager must ring either the Operations Manager or Executive Officer to inform them of the shutdown.
  - 16.5.** The train crew is to ensure that the staff of the Steam Train Kiosk at Semaphore are informed of the shutdown. This is so that they may answer any questions for the public about why the train is not operating.
  - 16.6.** The "No Train Running Sign" is to be placed on the chain mesh fence next to the station entry area. The sign may be obtained from the kiosk staff. Please ask the kiosk staff to remove the sign at 4.30 pm and return it to the kiosk.
  - 16.7.** The crew must ensure all the signage etc. is put away as usual.
  - 16.8.** If possible the guard and/or conductor should assist the driver in shutting down the locomotive.
  - 16.9.** The conductor is to ensure that the takings, tin and phone is returned to the museum.

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- 16.10.** The driver is to assess if the second blowdown / treatment is necessary or not, especially if the loco has only completed one or two trips since the last treatment and blowdown.

## *Emergency Procedures*

- 17. Incident Management and Emergency Procedures.** All personnel employed on Semaphore Railway operations are to ensure that they fully understand their responsibilities in regards to the requirements and procedures laid out in Section 7 of NRM *457mm Gauge Railway Safety Management Plan*.
- 18. Emergency Stopping of Train.** In the event that the guard requires the train to stop, the emergency brake system is to be operated by using the emergency brake switch in the guard's compartment. The guard should also blow his/her whistle and display a red flag. The guard is then to confer with the driver about the reason for stopping the train. The train is not to be moved until the situation has been rectified and it is safe to recommence operations.
- 19. Emergency Evacuation of Train.** In the event of an incident occurring that requires the evacuation of the train the driver is to stop the train in a safe location and apply the handbrake. The crew is then to follow the following procedures:-
- 19.1. Non Locomotive Emergency.** Once the locomotive has stopped and has been prevented from moving, both the driver and guard is to assist the passengers exiting the train and then escorted them to a safe area away from the train. If the locomotive is steam powered, the driver should remain with the locomotive if safe to do so, and monitor it whilst the guard remains with the passengers until the emergency is over. The conductor may assist the guard if required. Under no circumstances should operations recommence until the emergency has been overcome and it safe to do so. The driver is to inform the Operations Manager or the Duty Manager of the emergency.
- 19.2. Locomotive Emergency.** If the reason for the emergency is a fault with the locomotive the driver is to bring the train to a stop and to his best ability rectify the fault whilst the guard evacuates the passengers to a safe area. The guard may call upon the conductor to assist him where required. The driver is to remain with the locomotive unless the nature of the emergency is such that it is unsafe for him to do so. Unless the driver declares that it safe to return to the train no one is to approach it. Under no circumstances should operations recommence until the emergency has been overcome and it safe to do so. The driver is to inform the Operations Manager or the Duty Manager of the Emergency.
- 19.3. Engine Fire Internal Combustion Engine.** If the emergency is the result of a fire within the engine compartment of internal combustion engine, the driver is bring the train to a stop, apply the handbrake and switch the engine off. He is to organise with the train crew the evacuation of the passengers to a safe area away from the train. The driver is to then assess if the fire may be extinguished by the use of the dry chemical extinguisher carried in the locomotive cabin or requires the
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assistance of the Metropolitan Fire Service by calling 000. In most cases and especially when the locomotive fuel is involved the fire service should be called.

- 20. Track Fire.** If a small track fire is found the driver is to stop the train clear of the fire and the guard is to use the on board knapsack to extinguish the fire. If the fire cannot be extinguished by the guard the Metropolitan Fire Service is to be called on 000. In this case the driver and guard are to ensure that the safety of the train and passengers is maintained. Under no circumstances should operations recommence until the fire is out and the track inspected to ensure that it safe to proceed over. The driver is to inform the Operations Manager or the Duty Manager of the fire as soon as it is possible for a decision to be made on whether train operations will continue or cease for the day.
- 21. Track Infringements.** On approach to personnel and/or vehicles on or near the track the driver is to reduce speed to a low speed and sound the whistle or horn and be prepared to stop before reaching the area where the infringement is occurring. If it is safe to proceed, the speed through the infringement area is to be at low speed. If an infringement is severe enough to comprise safety, the driver is to cease operations until the matter can be resolved in a way that will ensure the safe operation of the Semaphore Railway.
- 22. Track Obstruction or fault.** If an obstruction or track fault is encountered the driver is to cease operations until the matter can be resolved in a way that will ensure the safe operation of the Semaphore Railway.
- 23. Emergency Services.** Where required the emergency services are to be contacted by mobile phone via "000" to assist with the incident. (refer Paragraph 23.2).
- 24. Reporting of Emergencies.** The Operations Manager, or if he is not available the Duty Manager, is to be informed of all emergencies, track Infringements and track obstructions. The procedures laid out in the in Section 7 of NRM *457mm Gauge Railway Safety Management Plan* are to be followed. Minor Infringements, obstructions or track faults can be reported on Daily Running Sheet (NRM Form 457-2006-327.).

## *Operational Safeworking.*

- 25. Operational Safeworking System.** The operational safeworking system adopted is “Single Train Occupancy”.
- 25.1. Normal Operations.** Only one locomotive under power may operate on the main line at any one time.
- 25.2. Communications.** Crews rostered for shifts at Semaphore must ensure that least one member of the shift is in possession of a working mobile phone and is adequately familiar with its operation to make and receive speech calls. Prior to commencing service the phone shall be checked to ensure that it has sufficient battery capacity to be available for the duration of the shift.
- 25.3. Double Heading or Multi Train Operations.** Should any public operations be required with more than one locomotive under power, the Operations Manager shall issue a Special Working Instruction (SWI) detailing the precise method of working, and a senior volunteer appointed by the Operations Manager shall manage the operations on site, precisely in accordance with the SWI.
- 25.4. Recovery operations.** Should it be necessary to use a second locomotive to recover a failed unit, once the action has commenced, the failed unit must not be moved on its own (should partial or complete functionality unexpectedly returns).

## *Operational Speed Limits*

- 26. Maximum Speed.** The maximum speed limit at the Semaphore Railway is 15km/h (or best estimate).
- 27. Low Speed.** The low speed limit at the Semaphore Railway is 5km/h (or best estimate). This speed may be best described as a walking pace. At low speed the driver is to be prepared to stop the locomotive in the shortest possible distance.



## Trackside Knowledge

**28. Track Layout.** Drivers and guards are to be aware of the layout of 457mm track at Semaphore. The Driver's Track Diagram can be found in the Appendix to this document.

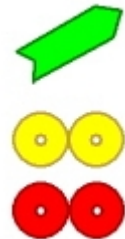
### 29. Trackside Infrastructure Definitions.

**29.1. Facing Point.** A set of points that can alter the direction of travel of an approaching rail movement.

**29.2. Trailing Point.** A set of points at the convergence of two tracks which cannot alter the direction of travel of an approaching rail movement.

**29.3. Cheese knob Points.** A set of lockable points controlled by lever featuring a "cheese" knob" shaped weight used to set the points firmly in place.

**29.4. Points Switchstand.** A vertical stand and lockable control lever to operate and display the status of the points. Targets are mounted at the top of the standard with a green arrow when visible to the approaching train indicating the points are set for the main line, and a yellow dumbbell (for a loop) or a red dumbbell (for a siding) indicates the points are set reverse.



**30. Permanent Lineside Boards.** Drivers and guards are to be aware and understand the meanings of Permanent Line Side Boards

#### Whistle



Square White board with the text - W mounted on the side of the track (either side).

Meaning: Sound whistle / horn

#### Speed Limit



Square White board with a number e.g.- 10 mounted on the side of the track (either side).

Meaning: Proceed at a maximum speed as indicated

Other situation specific permanent lineside boards are detailed on the Driver's Track Diagram (ref the appendix to this document)

31. **Temporary Line Side Boards.** Drivers and Guards are to be aware and understand the meanings of Temporary Line Side Boards.

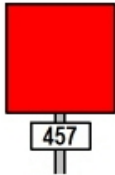
**Stop - Do not proceed**



Horizontal rectangular red board mounted in the centre of the track

Meaning: Track is not passable beyond this point and movement is prohibited past the board

**Stop - Proceed under instruction**



Square red board mounted on the side of the track (either side).

Meaning: Track work in progress. Stop and await direction from the leader of the work gang.

**Reduce Speed**



Square YELLOW board with black stripe mounted on the side of the track (either side).

Meaning: State of the track requires transit across the next section at slow speed.

**Work Gang**



Square White board with the text - GANG W mounted on the side of the track (either side).

Meaning: A work gang is present - follow the protocol for approaching a work gang

**Resume Normal Speed**



Square White board with the number - 15 mounted on the side of the track (either side).

Meaning: Resume track speed (Maximum 15kph)

32. **Track Gangs.** The following procedures are to be followed on approach and passing an area of track work:-

**32.1. Approach.** On approach to a track gang the driver is to reduce speed to a low speed and sound the whistle or horn and be prepared to stop before reaching the work area unless given a right of way signal from the track gang supervisor.

**32.2. Right of way.** On receipt of right of way the driver is to proceed through the work area at low speed until the end of the consist has cleared the work area before resuming normal speed.

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- 33. Setting of Points and Switchstands.** The following responsibilities are to be observed in regards to the setting of points and switchstands:-
- 33.1. Guard's Procedure.** The guard is to set the points as required and then ensure that they are correctly set and locked before giving a right of way signal to the driver.
- 33.2. Driver's Procedure.** The driver is ensure that the points are correctly set and the road ahead is clear before moving the locomotive or train through the point.
- 34. Operation of Cheese Knob Point.** The padlock, is to be unlocked and removed from the locking pin. The pin is then to be removed and the cheese knob lever then moved to operate the point. Once the point has been moved to its required position the locking pin is to be placed into position and the padlock reinstalled and locked. *Under no circumstances is the cheese knob lever be allowed to free drop as this can result in damage to the point.*
- 35. Operation of Switch Stands.** The padlock, if fitted, is to be unlocked and removed from the locking lever. The lever is to then be raised and moved to the required position and then pushed down to lock it into position. No movement through the point is to be allowed unless it has been checked to ensure that it is correctly set and the locking lever secured. On completion of movement the padlock is to be replaced and locked.
- 36. Switchstand Padlocks.** If a switch stand padlock is damage or missing the Operations Manager is to be notified to arrange for a replacement lock.

## *Flag and Hand Signalling*

- 37. Flag Signals.** The following flag signals are to be used:-
- 37.1. Guard's First Right of Way.** A green flag is to be displayed or one arm held horizontally, and one blast from the guard's whistle is to be given to indicate Right of Way. The guard is to ensure that he has a clear line of sight to the driver before giving the signal. This signal can be given from the platform.
- 37.2. Guard's Second Right of way.** A green flag is to be displayed or one arm held horizontally, to indicate the second right of way. The guard is to be on the train when giving the signal.
- 37.3. Guard's Emergency Stop Signal.** A continuous blast the guard's whistle and display of a red flag, or two arms held vertically, is to be used to signal the requirement for an emergency stop. This signal should be used in conjunction with the operation of the emergency brake system.

**38. Hand Signals.** The following hand signals are to be used:-

**Stop**



Both arms raised outwards above the head

Meaning: Stop the train or shunt movement

**Move towards**



One arm waved slowly from side to side across the body below shoulder height

Meaning: Driver to move towards the participant.

**Move Towards Slowly**



One arm held steadily at 45 deg above the shoulder and the other arm waved slowly from side to side across the body below shoulder height

Meaning: Driver to move towards the participant slowly.

**Move Away**



One arm waved outwardly from the body in a circular motion below shoulder height

Meaning: Driver to move away from the participant.

**Move away slowly**



One arm held steadily at 45 deg above the shoulder and the other arm waved outwardly from the body in a circular motion below shoulder height

Meaning: Driver to move away from the participant slowly

**Ease Up, Couple Up**



Both arms raised above the head, brought together, and returned to the side of the body

Meaning: Driver is to couple up, or to exert pressure to assist coupling or uncoupling

**Reduce Speed**



One arm held in a horizontal position and moved up and down

Meaning: Driver is to reduce the speed of the movement

**Clear to proceed, Right Away**



One arm held in a horizontal position

Meaning: Track ahead is clear, or Train is clear to depart.

## *Locomotive Steam Whistle, Locomotive Bell and Horn Signals.*

<b>Note:</b> <b>The locomotive bell should be used under low traffic levels to reduce the noise level disturbance to the local residents.</b>
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- 39. One Blast.** One blast of the whistle or horn is to be used :-
- 39.1.** To warn that the locomotive is about to commence a forward movement. The locomotive bell can be used in lieu of the whistle.
  - 39.2.** To warn track workers and other personnel in the vicinity of the track of the trains approach. The locomotive bell can be used in lieu of the whistle.
  - 39.3.** To acknowledge right of way signals from the guard or track workers. The locomotive bell can be used in lieu of the whistle.
  - 39.4.** To warn of the train approach to blind bends i.e. the bend at Noonie's kiosk. The locomotive bell can be used in lieu of the whistle.
- 40. Long Short Long.** A combination of one long, one short and one long blast is to be used on approach to level crossings if challenged by a car or pedestrian. A shorter single toot or the bell may be used in place of the long short long signal if there is no car or pedestrian anywhere near the train.
- 41. Three Blasts.** Three blast of the whistle or horn is to be used to warn of a commencement of a reverse movement. The locomotive bell can be used in lieu of the whistle.

## *Level Crossings*

- 42. Level Crossing Awareness.** All drivers are to make themselves aware of the location and operation of both car and pedestrian level crossings at Semaphore (shown on the Driver's Track Diagram).
- 43. Speed Restrictions.** All crossings are to be approached at a low speed that will enable the train to stop in the shortest possible distance in an emergency.
- 44. Locomotive Warning Signal.** On approach to a crossing the driver is to give the required signal on the locomotive's horn or whistle. Refer to Paragraph **37** of this document for the required signal.

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## *Shunt Movements*

- 45. Shunt Movements.** All shunt movements are to be under the control of the guard or other qualified person. The driver is to ensure that he has a clear line of sight to the guard during movement. If the line of sight is lost or the driver does not understand the guard's signal he is to stop the movement until the matter is resolved.
- 46. Push Back Movements.** All push back movement of the train require that a guard or other qualified person is available to control the movement. Drivers are not to carry out a push back movement by themselves. Semaphore specific procedures are covered in Paragraphs **70 and 71** of this document.

## *Train Lighting and Emergency Brake System*

- 47. Consist Warning Lights.** Flashing warning lights are fitted at each end of the consist. These lights are to be turned on whilst the train is in motion and are control by switch mounted on the panel in each guard compartment. The guard is responsible to ensure the lights at both ends are operating whilst the train is moving. The conductor can be tasked with turning the lights on at the locomotive end of the train.
- 48. Locomotive Light.** Drivers are to ensure that the head light fitted to the front of the locomotive is working whilst the train is in motion. The light is powered from the consist via an electrical jumper cable connecting the locomotive to the consist. The light is to be checked each time that the cable is reconnected to the locomotive.
- 49. Emergency Brake.** An electrical emergency brake system is fitted to locomotive via the electrical jumper cable connecting the locomotive and the consist. The brake is activated by switches on the panel in each guard compartment. When activated by the guard the steam brake on the locomotive will be applied and warning signal will sound in the locomotive cab. The brake system is to be checked each time that the cable is reconnected to the locomotive.

<p><b>Note: In the event that the warning lights or the emergency brake does not operate, the crew must contact the Operations Manager or his delegate for further instructions</b></p>
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## *Train Set Up*

- 50. Locomotive Preparation.** The driver is to prepare the locomotive for service on the concrete pad in front of the shed. Preparation of locomotive is to be in accordance with locomotive's Operating Manual.
- 51. Consist Preparation.** The guard is to prepare the consist for pick up by:-
- 51.1.** Ensuring that the required flags, first aid kit and paperwork are on board
  - 51.2.** Ensuring that the required notice boards, hose and other equipment that will be required for station set up and daily running are on board.
  - 51.3.** Disconnecting the battery charging leads from the consist and placing them in a safe position.
  - 51.4.** Closing and latching the battery compartment doors on the consist.
  - 51.5.** Ensuring that the consist doors are closed and secured.
- 52. Movement of Locomotive to Consist.** Once the driver is ready to move the locomotive to the consist the guard is to:-
- 52.1.** Ensure that the shed point is set for the Loco Road before giving the right of way to the driver to proceed.
  - 52.2.** Once the locomotive is clear of the point reset the point to the Carriage Road and lock the point. Leave this point set for the Carriage Road for the end of day movement.
  - 52.3.** Control the movement of the locomotive to a position just short of the consist and stop the locomotive.
- 53. Coupling Procedures.** The following procedures are to be followed by the guard to couple the locomotive to the consist:
- 53.1.** Ensure that the wheel chocks are in place on the consist.
  - 53.2.** Unlock and remove the coupling pin on the consist.
  - 53.3.** Guide the locomotive back until the locomotive's coupling bar is into a position that will enable the coupling pin to be reinstalled on the consist.
  - 53.4.** Reinstall the coupling pin and fit and lock the locking pin.
  - 53.5.** Attach the safety chains between the locomotive and consist and connect the electrical jumper cable.
  - 53.6.** Ensure that both the locomotive light and emergency braking system is operational.
  - 53.7.** Remove the consist's wheel chocks and place them in the guard's compartment.
  - 53.8.** Control the movement of the consist out of the shed to a position that will enable the shed doors to be closed.

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## *Movement to Semaphore Station*

- 54. Shed Security.** Before departure to Semaphore station all the shed doors are to be closed and locked and the shed lights turned off. The carpark chain is to be in place and secured with its padlock.
- 55. Shed/Mainline Switchstand.** The following procedures are to be carried out in regards to shed/mainline switchstand:-
- 55.1.** Before giving the right of way for the driver to proceed from the shed to Semaphore station, the guard is to ensure that the point is set for the shed branch. The driver is to also ensure that the point is correctly set.
- 55.2.** The guard is to stop the train once the rear of the train has passed the switchstand and then set and lock the switchstand for the main line before giving the right of way to recommence the movement to the station.
- 56. Semaphore Station Switchstand.** The driver is to ensure that the Semaphore Station switchstand is set for the East Road before passing through it.
- 57. Station Approach.** Speed on approach to either station is to be reduced to low speed to ensure the safety of members of the public within the station area. The driver is to be prepared to stop instantly if safety is comprised.

## *Train Turn Around*

<p><b>Note:</b> The procedures for train turn around are the same at both Semaphore and Fort Glanville ends of the line. Paragraphs 56 to 61 of this document have been laid out with this in mind.</p>
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- 58. Uncoupling Procedures.** The following procedures are to be followed by the guard when uncoupling the consist from the locomotive:-
- 58.1.** Place the wheel chocks in position on the consist.
- 58.2.** Unlock and remove the coupling locking pin on the consist.
- 58.3.** Remove the coupling pin.
- 58.4.** Remove the safety chains from the consist and secure them to the locomotive so that they do not hang down.
- 58.5.** Disconnect the electrical plug from the consist and place it in the plug holder on the locomotive.
- 58.6.** Signal the driver to move away from the consist until the locomotive's coupling bar is clear of the consist coupling point.
- 58.7.** Reinstall the coupling pin on the consist and refit the locking pin.



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- 59. Movement on to Turntable.** The following procedures are to be followed to position the locomotive on to the turntable:-
- 59.1.** The guard is to unlock the turntable locking bars and position them as required.
  - 59.2.** After ensuring that it is safe do so the guard is to give the driver the right of way to proceed on to the turntable.
  - 59.3.** When the locomotive is the correct position on the turntable the driver is to apply the locomotive brakes and place it into mid gear.
  - 59.4.** The guard is to check with the driver that the locomotive's brake is on and it is in mid gear before turning the locomotive.
- 60. Turning the Locomotive.** The following procedures are to be followed by the guard to turn the locomotive:-
- 60.1.** Ensure that all members of the public are outside the marked area of the turntable.
  - 60.2.** Lift the turntable locking bar and then move the turntable so that the locomotive is facing forward and in line with the Loop.
  - 60.3.** When set to the Loop, place the turntable locking bar in position and ensure that it is properly aligned.
- 61. Run Around Movement.** The following procedures are to be followed to complete the run around movement and re-couple to the consist:-

<p><b>Warning: The driver is to be aware of all members of the public especially children whilst moving through the station area. The driver is to be prepared to stop the locomotive if safety is comprised.</b></p>
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- 61.1.** After ensuring that it is safe to do so the guard is to give the driver the right of way signal to move off turntable and proceed to the Station switchstand and stop short of it.
  - 61.2.** The guard is to set the switchstand for the Loop before giving the driver the right of way to pass through the point.
  - 61.3.** Once the locomotive is clear of the point, the guard is to reset it for the East Road and lock it before giving the driver the right of way to proceed back to the consist. Before proceeding, the driver is to also ensure that the switchstand has been correctly set and locked.
  - 61.4.** The driver is to stop the locomotive short of the consist to enable the guard to prepare for the locomotive to couple to the consist.
- 62. Recoupling to Consist.** The procedures laid out in Paragraph 51, coupling procedures, are to be followed to recouple the locomotive to the consist.
- 63. Resetting of Turntable.** On completion of the run-around movement the guard is ensure that the turntable has been reset for the East Road and both locking bars are in the turntable locking position and locked with their padlocks before departing the station.

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## *Passenger Operations*

<b>Note:</b> <b>Passenger loading and unloading is only permitted at Semaphore and Fort Glanville Stations and no passengers are permitted to ride on or in the locomotive.</b>
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<b>Note:</b> <b>Whilst loading at Fort Glanville ensure that all returning passengers have boarded before allowing new passengers to board.</b>
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- 64. Loading of Passengers.** Open all the doors on the consist and allow passengers to board. To aid with the efficient turnaround of the train the conductor should start to sell tickets as the passengers take their seats on the train.
- 65. Children on board the Train.** All children riding on the train are to be accompanied by an adult who has the authority to supervise the children. Under normal circumstances this would be a parent, guardian or adult sibling. In the case of school groups or vacation care groups the teachers and/or adult supervisors are to supervise the children whilst travelling on the train. The following is to be observed:-
- 65.1.** No carriage is to be fully occupied by children alone.
  - 65.2.** At least one adult must be in a carriage carrying children.
  - 65.3.** If the number of children carried requires the use of more than one compartment in the carriage, the supervising adult must sit in the middle compartment to enable better supervision of the children.
  - 65.4.** Before departure brief the adult in charge of the children the requirement for the children to remain seated and keep their body/arms in the confines of the carriage.
- 66. Preparation for Departure.** When all passengers have boarded the train carryout the following:-
- 66.1.** Nip tickets and count the passengers. Also at the same time brief the passengers on the safety requirements of the ride.
  - 66.2.** Record passenger numbers on the Daily Running Sheet (NRM Form 457-2006-327).
  - 66.3.** Check that the driver is ready for departure.
  - 66.4.** Ensure that the conductor is on board and that he has turned on the flashing lights at his end of the train.
  - 66.5.** Ensure that all consists doors are closed and latched.

- 66.6.** Return to the rear guards compartment on the train and turn on the flashing lights at the rear of the train.
- 66.7.** After a final check to ensure that it is safe to depart give the appropriate signals to driver to commence the trip and record the departure time on the Daily Running Sheet (NRM Form 457-2006-327)
- 67. Supervision during movement.** The driver and guard are to ensure that the train and its passengers remain safe during the ride. If required they may stop the train to rectify any breaches in safety or other concerns. If they have any major problems with any passenger they may remove them from the train. Any action taken is to be recorded on Daily Running Sheet (NRM Form 4SMP-RS-2.). If required the police may be contacted for assistance. The Operations Manager or Duty Manager is to be informed of the problem.
- 68. Unloading of Passengers.** Once the train has come to a complete stop and it is safe to do so open consist doors to allow the passengers to leave the train before commencing the boarding of new passengers.

### *Last Train of the Day*

- 69. Fort Glanville Station.** Before departure for Fort Glanville the guard is to ensure that turntable has been locked with its padlocks and the station's switchstand has been set for the Platform Road, and secured with a padlock.
- 70. Semaphore Station.** On arrival at Semaphore Station of the last train for the day the locomotive will not be required to run around the consist.
- 71. Push Back Preparation.** On completion of the unloading of passengers the guard is to prepare the train for push back.
- 71.1.** Place all required signs, notice boards and other equipment on-board the train.
- 71.2.** The doors of the consist are closed and latched.
- 71.3.** That the turntable is set for the East Road and that the locking levers are correctly in place and secured with padlocks.
- 71.4.** Ensure that the Semaphore Station switchstand is set for the East Road and locked secured with a padlock.
- 71.5.** Ensure that the required flags for the movement are available in the rear guards van.

### *Push Back Movement*

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**72. Driver's Procedures.** For push back movements the driver is to:-

- 72.1. Position himself in the locomotive cab where he can safely control the locomotive and maintain a clear line of sight to the guard.
- 72.2. Be prepared to stop the movement on receiving a stop signal from the guard or if he loses a clear line of sight to the guard.
- 72.3. Be prepared to stop the movement if safety has been comprised or is about to be comprised.

**73. Guard's Procedures.** The guard is to:-

- 73.1. Control the movement from the rear guard's compartment by the use of the green and red flags.
- 73.2. Maintain a clear line of sight in the direction the train is moving.
- 73.3. Be prepared to stop the movement if safety has been comprised or is about to be comprised. The emergency brake can be used if required.
- 73.4. Stop the train on the Semaphore side of the loco depot switchstand.
- 73.5. Set the loco shed/mainline point for the loco depot. Once set, the switchstand is to remain set the loco depot and padlocked.
- 73.6. Ensure that the loco spur point is set for the Carriage Road.
- 73.7. Give the driver the right of way to move towards the shed.
- 73.8. Stop the train short of the roadway in front of the shed to enable the shed doors to be opened.

### *Consist Storage*

**74. Consist Storage Procedure.** The guard is to:-

- 74.1. Open the shed doors and ensure that the Carriage Road is clear.
- 74.2. Give the driver the right of way and control the movement of the consist into the shed.
- 74.3. Stop the movement when the consist is correctly positioned in the shed.
- 74.4. Place the consist wheel chocks in place.
- 74.5. Uncouple the locomotive from the consist.
- 74.6. Open the battery compartments on the consist and reconnect the battery charging leads to the consist and ensure the operation of the battery chargers.

## *Locomotive Shutdown and Storage*

- 75. Locomotive Release.** Once the consist has been placed in the shed the guard is to:-
- 75.1.** Uncouple the locomotive.
  - 75.2.** Ensure that the shed point is correctly set for the Carriage Road before giving the right of way to proceed.
  - 75.3.** Once the locomotive has passed the point reset it for the Loco Road and padlock the point before giving the driver the right of way to pass through it to the disposal area. This point is to be left set for the Loco Road.
- 76. Locomotive Shut Down.** The driver is to shut down the locomotive in accordance with locomotive's operating manual.