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1. OVERVIEW:

The rules and procedures describe the procedures for Stationmasters, Supervising Officers, Signallers, Gangers, related to the operation and management of the signalbox. The section also describes the daily reporting requirements and the procedures in the event of incidents, accidents and general operating problems.

2. DEFECTIVE SIGNALS AND POINTS: GENERAL INSTRUCTIONS

(a) Defective Fixed Signals

If any fixed signal is defective, the Signaller will arrange and instruct a competent employee positioned at the signal. The competent employee is to be supplied with hand signals and audible track warning signals. The defective signal must be, if possible, placed at 'Stop' until the signal is repaired. Distant signals applying to this line must be kept at 'Caution' and disconnected from the lever until the repairs are completed and the signals are in working order.

Should the interlocking of a lever-frame or any facing point, bolt or bar be defective, one competent employee, or more if necessary, will receive instructions from the Signaller and must be provided with hand signals and audible track warning signals.

(b) Interlocking Out of Order

When the interlocking is out of order, the facing points must be positioned so no train can cross the path of another train. The points can be set under the instruction of the Signaller to allow the passage of a single train.

(c) Tramway Crossings

If tramway signals are out of order, a Hand Signaller must regulate tramway traffic at level crossings where a tramway crosses the line.

(d) Position of Hand Signaller

To ensure maximum effect, the Hand Signaller must stand just outside the defective signal but in a safe position and in clear view of the Driver.

During inclement weather or if the Driver will not get a distant view of the hand signals due to obstructions, the Hand Signaller must also place in position two audible track warning signals. These should be placed ten metres apart, on one rail of the line which has the defective signal, at a sufficient distance outside the hand signal. The audible track warning signals are to remain in place until the signal has been repaired.

(e) Instructions for Hand Signallers

Hand Signallers must work under the instructions of the Signaller, who must ensure that they are fully informed and competent in their designated duties. If a Hand Signaller is unavailable, the Signaller must carry out the duties of the Hand Signaller, including the examination of points.

(f) Selection of Hand Signallers

Stationmasters must select competent employees from their own staff to act as Hand Signallers if possible; if not they must apply to the Road Foreman for the district or to the nearest Ganger for competent employees to act as Hand Signallers.

The Stationmaster or other responsible employee must ensure that the Hand Signallers are competent in their duties and equipped with hand signals and audible track warning signals.

(g) Defective Signal Cannot be Secured at 'Stop'

If the defective signal cannot be secured at the 'Stop' position the Hand Signaller must:

- (1) obscure the light of the signal,
- (2) place two audible track warning signals ten metres apart, on one rail of the line which has the defective signal, and
- (3) exhibit a red hand signal to stop any train until permission is given to proceed.

(h) Defective Signal Can be Secured at 'Stop'

If the defective signal can be secured at the 'Stop' position it is not necessary for the Hand Signaller to remain at the signal

when a train is not expected; however the Hand Signaller must be available at short notice to return to the defective signal position under instruction of the Signaller.

3. DEFECTIVE FIXED SIGNALS

When a failure of fixed signals, points, locking bars or gates occurs, the Signaller must immediately report the matter to the Train Controller and the proper representative of the Infrastructure or Signal Maintenance Division.

(a) Defective Distant Signal: 'Caution' Position

If this signal can be secured at the 'Caution' position, it must remain so until repaired. A Hand Signaller is not required under these circumstances.

(b) Defective Distant Signal: 'Proceed' Position

If this signal remains at the 'Proceed' position, the signal light must be obscured and a Hand Signaller instructed to signal in place of the distant signal until it is repaired.

If possible, the Signaller in the Signalbox to the rear must be advised that the distant signal cannot be secured in the normal position. This Signaller must stop all trains approaching the defective signal and inform the Drivers of the hazard.

When the Hand Signaller observes the home signal at the 'Stop' position, two audible track warning signals must be placed at a sufficient distance from the signal. A red hand signal must be exhibited to the Driver of any approaching train. Once the train has almost stopped, a green hand signal must be shown to the Driver so the train can proceed as for the distant signal at 'Caution'.

(c) Defective Home Signal: 'Stop' Position

If this signal can be secured at the 'Stop' position, a Hand Signaller is not required where traffic can be worked by a calling-on or low speed signal.

(d) Facing Points: Defective Home Signal at 'Stop'

The Signaller is to advise the Hand Signaller positioned at a defective home signal, which train is to be brought forward. The Hand Signaller is to inform the Signaller of the status of relevant facing points for the approaching train and ensure they are correctly set and secured.

(e) Trailing Points: Defective Home Signal at ‘Stop’

The Hand Signaller must ensure the trailing points are in the correct position for the approaching train. The Signals and Communications Department must be informed of the fault. If the defective Home Signal governs facing or trailing points or the fouling point of a crossover, the Signaller must give the Driver a Caution Order as authority for the train to pass the defective Home Signal.

The Signaller must not issue more than one Caution Order for the same Signal at a time, and before issuing another Caution Order, must wait until the track section ahead is clear, or in the case of a Home Signal leading to a Block Section, not until that Block Section is clear.

(f) Defective Home Signal: ‘Proceed’ Position

If the home signal becomes defective at the ‘Proceed’ position, the signal light must be obscured. A hand signaller must be instructed to signal in place of the defective signal until it has been repaired.

If possible, the Signaller at the signalbox in the rear must be advised that the signal cannot be kept at the ‘Stop’ position. This Signaller must stop all trains approaching the defective signal to inform the Drivers of the hazard.

(g) Defective Starting Signal: ‘Stop’ Position

If the starting signal becomes defective at the ‘Stop’ or ‘Proceed’ position, a hand signaller must be instructed to signal in place of the defective signal until it has been repaired.

The hand signaller must:

- (1) stop each train at the signal by the use of audible track warning signals and red hand signals,
- (2) inform the Drivers of the circumstances, and
- (3) not allow the train to proceed into the section in advance until instructed to do so by the Signaller.

The Driver must not allow the train to enter the section ahead until instructed to do so by the hand signaller and only then with the train safely under the Driver’s control.

The Signaller must not allow a train to proceed to a defective starting signal in an advanced position until the train can

progress into the section ahead. An exception is made for station work.

(h) Defective Starting Signal: 'Proceed' Position

If the starting signal cannot be kept at the 'Stop' position, the signal light must be obscured. The hand signaller must:

- (1) place two audible track warning signals on one rail of the line to which the signal applies, and
- (2) exhibit a red hand signal at the defective signal to stop any approaching train until permission can be given for the train to proceed.

The audible track warning signals should be placed 10 metres apart at a sufficient distance from the defective Starting Signal.

(i) Defective Repeating Signal: 'Warning' Position

A repeating signal which becomes defective and which can be kept at the 'Warning' position, must remain so until repaired. A hand signaller is not required under these circumstances.

(j) Defective Repeating Signal: 'Proceed' Position

When the repeating signal becomes defective at the 'Proceed' position, the top signal light must be obscured. A hand signaller must be instructed to signal in place of the defective signal until it has been repaired.

If possible, the Signaller at the signalbox in the rear must be advised that the signal cannot be kept at the normal position. This Signaller must stop all trains approaching the defective signal, and advise the Drivers of the hazard.

The hand signaller must:

- (1) place two audible track warning signals a sufficient distance from the signal, and stop each train at the signal by exhibiting a 'Red' hand signal, and
- (2) inform the Driver to proceed with extreme caution towards the next fixed signal.

(k) Defective Automatic Signal: 'Stop' Position

If an automatic signal becomes defective at the 'Stop' position, a hand signaller is not required under these circumstances.

(l) Defective Automatic Signal: 'Proceed' Position

When the automatic signal becomes defective at the 'Proceed' position, the signal light must be obscured. A hand signaller must be instructed to signal in place of the defective signal until it has been repaired.

The hand signaller must place two audible track warning signals a sufficient distance from the defective signal and:

- (1) exhibit a red hand signal to stop any approaching train, and
- (2) inform the Driver of the circumstances and give instructions to proceed with extreme caution towards the next fixed signal.

(m) Defective Disc or Dwarf Signal: 'Stop' Position

The competent employee in charge of any train movement governed by a defective disc or dwarf signal, must communicate verbally with the Signaller to ensure the points are properly set as authorised by the Signaller. Alternatively a hand signaller must signal for the defective signal.

(n) Defective Disc or Dwarf Signal: 'Proceed' Position

When the disc or dwarf signal becomes defective at the 'Proceed' position, the signal light must be obscured. A hand signaller must be instructed by the Signaller to signal in place of the defective signal until it has been repaired.

4. DISCONNECTION OF TRACK CIRCUITING DURING TRACKWORK OPERATIONS

(a) Disconnection of Track Circuiting

The road foreman or other employee in charge of any trackwork or re-laying operations undertaken within track circuited areas, must organise with the signal maintenance supervisor for all fixed signals in the relevant section of line to be secured at the 'Stop' position.

(b) Requirements Prior to Rail Being Broken

The following actions have to be completed before the rail is broken:

- (1) a hand signaller is to warn of the hazard and protect the line in accordance with the Rules and Operating Procedures, and
- (2) the signal maintenance supervisor must confirm in writing that all fixed signals for the relevant section of line have been secured at the 'Stop' position.

The Signaller must make a note to this effect in the Train Register Book.

(c) Track Circuiting: Prior to the Issue of Certificates

When the road foreman has issued a certificate confirming that the line has been repaired before the signal maintenance supervisor has issued a certificate confirming the fixed signals are in working order, the Signaller must appoint a hand signaller to signal for the defective signals.

(d) Issue of Certificates

After testing of the fixed signals the signal maintenance supervisor must issue the road foreman with a certificate confirming that track circuit protection has been restored to the affected signals.

The Signaller must make a note to this effect in the Train Register Book.

5. SECURITY OF INTERLOCKING

(a) Obtaining Security of Interlocking

When any interlocked signal is out of order but the interlocked point and signal levers are working properly, to obtain the security of the interlocking the Signaller must:

- (1) use the relevant signal lever as if the signal was operating, and
- (2) if necessary, have the counter-balance weight disconnected from the lever by the proper representative of the Infrastructure Maintenance Division.

6. FAILURE OF SIGNAL LIGHTS

(a) Light of Home or Distant Signal Defective

If the light of a home or distant signal is extinguished at night or during inclement weather, arrangements must immediately be made to:

- (1) prevent any train leaving a block post or signalbox in the rear until the signal has been re-lit, or
- (2) inform the Driver of the description and location of the defective signal.

(b) Light of Two Position Semaphore Signal Defective

If a train is stopped at a two position semaphore signal where no light is showing, the Driver must immediately go forward and observe the position of the semaphore arm, at any station which is:

- (1) not a block post station,
- (2) not a staff station, or
- (3) is a staff station where the staff exchange box is to be used.

The exception being at stations where a Signaller is required to operate level crossing gates or at level crossings where the signals are controlled by a gatekeeper.

If the semaphore arm is at the 'Proceed' position, the train may pass the signal.

(c) Incorrectly Displayed Signals

The following incorrectly displayed signals must be considered a 'Stop' signal:

- (1) absence of a signal when usually present,
- (2) a signal imperfectly displayed,
- (3) presence of a white light where a red, purple, yellow or green light should be seen,
- (4) exhibition of two signals to proceed where only one such signal should be displayed, and
- (5) conflicting aspects exhibited by co-acting signals.

Any signal shown incorrectly must be reported to the Stationmaster or Signaller.

Any other signal displaying any indication or combination of indications not specified in the Rules and Operating Procedures and other instructions must be considered to be an incorrectly displayed signal.

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