

**TABLE OF CONTENTS**

1. SUPERVISION OF SIGNALLERS AND SIGNALBOXES . . . . .	6-1
(a) Points and Signals Control . . . . .	6-1
(b) Visits of Stationmasters . . . . .	6-1
(c) Visits of Supervising Officers . . . . .	6-1
(d) Train Register Book . . . . .	6-1
(e) Competency of Employees . . . . .	6-1
(f) Senior Signallers . . . . .	6-2
(g) Assistant Signallers . . . . .	6-2
(h) Hand Over of Shift . . . . .	6-2
(i) Difficulties in Hand Over of Shift . . . . .	6-2
(j) Hours of Duty . . . . .	6-3

# **1. SUPERVISION OF SIGNALLERS AND SIGNALBOXES**

Signalboxes are located at crossing stations, junctions, some level crossings and at the entrance to block sections.

## **(a) Points and Signals Control**

Signal levers and/or signal control panels are provided in signalboxes for the control of points and signals.

Only a Signaller or other competent employee with a Certificate of Competency issued by the Superintendent of Safeworking can work the fixed signals and points.

All employees are prohibited from working any interlocking frame, block or electric train staff instruments unless certified as competent.

## **(b) Visits of Stationmasters**

Supervising Stationmasters must visit signalboxes under their control at least once per day, unless officially exempted. Stationmasters are to accurately record every visit in the Train Register Book.

## **(c) Visits of Supervising Officers**

Supervising Officers must make regular visits to each signalbox in the area at night and day and sign the Train Register Book.

## **(d) Train Register Book**

The Train Register Book must be carefully checked by the Stationmaster and Supervisor during all visits to signalboxes. If any omission or error is found, the discrepancy must be marked and reported in writing to the manager of the region who will decide when and how to investigate the matter.

## **(e) Competency of Employees**

Supervisors must ensure that the Signallers in their area are competent in their duties and familiar with current instructions and the Rules and Operating Procedures.

Supervising Officers must ensure that Signallers are supplied with the necessary articles to work the signalbox.

**(f) Senior Signallers**

The Senior Signaller on duty in a signalbox is deemed to be responsible for all working and is in charge. If more than one Senior Signaller is present, the Senior Signaller whose duty time it is, is assumed to be in charge. This Senior Signaller is responsible for promptly reporting any abnormalities in procedure or duties of an Assistant Signaller.

**(g) Assistant Signallers**

It is the duty of the Assistant Signaller to bring to the attention of the Senior Signaller any infringement of the Rules and Operating Procedures or current instructions. In the event of any accident or defect, the Assistant Signaller is to act under the Senior Signaller's instructions.

**(h) Hand Over of Shift**

When the relieving Signaller arrives on duty, they must be made aware of:

- (1) the status and working order of the electrical instruments and appliances, signals and points,
- (2) any special requirements needing attention,
- (3) any other details required as background knowledge, and
- (4) all information available regarding the status of all trains known to the relieved Signaller.

The relieved Signaller must leave the signalbox immediately the hand over is completed.

**(i) Difficulties in Hand Over of Shift**

If the relieving Signaller does not arrive at the designated time, the Stationmaster or Supervisor must be advised. The relieving Signaller must notify the Stationmaster or Supervisor if they are not able to attend their duties on time.

If an emergency arises and the Signaller is kept on duty longer than specified, the manager for the region must be immediately advised by the Signaller.

**(j) Hours of Duty**

Instructions for the recording of hours on duty must be strictly followed. When commencing duty, every Signaller must sign on duty in the Train Register Book in the 'Remarks' column. The time of leaving must be entered under the Signaller's last entry and signed.

THIS PAGE HAS BEEN  
LEFT BLANK  
INTENTIONALLY