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1. ATTENDANCE OF SIGNALLING STAFF

(a) Display of Times and Rosters

Starting times of the rostered early shift Signaller must be displayed at the next signalbox on each side in the suburban area.

(b) Signaller Commencing Duty

In order that prompt arrangements may be made when a Signaller does not report for duty at the appointed time, the following procedure must be adopted:

- (1) Immediately after commencing duty, the Signaller must communicate with the Signaller at the next signalbox on either side.
- (2) If there is no response, the Train Controller must be informed at once.

(c) No Response Obtained from the Next Signalbox

Signallers on night shift must check that early shift Signallers are in attendance in adjoining signalboxes at the correct time.

If no response is obtained from the next signalbox, the Train Controller must be informed immediately.

Details of the circumstances, together with the time, must be inserted across the figure line of the Train Register Book by the enquiring Signaller.

2. SIGNALBOX

(a) Interference with Equipment

No unauthorised person is allowed to:

- (1) interfere with the working of signals or points,
- (2) interfere with any electrical instruments or bells, or
- (3) enter any signalbox.

(b) Employee Learning Working of Signalbox

Any employee wishing to learn any aspects of the working of a signalbox must first obtain permission by applying to the Superintendent Safeworking through their supervisor.

Having obtained permission employees may be admitted to the signalbox, but must sign their name in the Train Register book immediately below the last entry and also on completion of the training session.

Signallers are responsible at all times for the correct working of the points, signals, electrical instruments and for all entries made in the Train Register book during any training session.

3. BLOCK RECORDERS IN SIGNALBOXES

Block recorders are not permitted to work or interfere with the working of block instruments, nor with the interlocking apparatus.

(a) Duties of Block Recorders

All signals exchanged on the instruments must be called out by the Signaller and recorded by the Block Recorder.

Block Recorders must sign on and off duty in the 'Remarks' column of the Train Register book opposite the first and last entries made at the start and completion of duty.

(b) Duties of Signallers

The Signaller in charge must check the work of the Block Recorder at reasonable intervals and also ensure that they sign 'on' and 'off' in the proper place.

(c) Signaller Absent from Signalbox

If for any reason the Signaller in charge needs to leave the signalbox or signalling instruments, the Signaller on each side must be informed of the reason and possible duration of the absence.

The Signaller must make enquiries to ensure trains are not detained during this absence. The period of absence must be noted across the figure line in the Train Register book at the respective signalboxes.

The Signaller must avoid delays to any train whether scheduled or run without notice, and must be in attendance to:

- (i) Give permission for a train to approach from the Signalbox in the rear.
- (ii) Receive and acknowledge the 'Train Departure' bell signal.

- (iii) Send (and receive an acknowledgment of) the 'Train Arrival' bell signal.

If the Signaller is required to leave the vicinity of the Signalbox or signalling instruments after the 'Train Departure' bell signal has been received, the Signaller must:

- (i) Comply with the provisions of (Section 26.2, Clause 3, sub-clauses c and d 1994 Rules and Operating Procedures).
- (ii) Be in attendance twenty (20) minutes prior to the arrival of the train.

(d) Precautions if Signaller Required to Operate Away from Signalbox

The Signaller must communicate with the signalboxes on each side when operating away from the signalbox or instruments to avoid delays to any train run without notice.

Unless otherwise instructed, the fixed signals must be placed at the 'Stop' position and the points set so that no vehicle can foul the running line.

NOTE:

Where two or more Signallers are on duty together, the above precautions do not apply. However, no Signaller is permitted to leave the signalbox unless in exceptional circumstances and only after ensuring that the Signaller left in charge is fully conversant with any train movements.

(e) Signal Working by Person other than Signaller

Where there is no appointed Signaller at a station, the Stationmaster or a correctly certificated deputy must attend to the working of signals.

(f) Order Books and Notices

An order book must be correctly maintained at every signalbox. All special orders relating to the signalbox must be entered for the information and attention of all signallers working in the signalbox.

The Stationmaster or officer in charge must ensure that the book is kept up to date and that the pages are numbered consecutively by the Signaller.

Every signalbox must receive a copy of the Weekly Notice and all orders and circulars affecting the duties of the Signaller or the working of the signalbox.

4. TRAIN REGISTER BOOKS

The Signaller must use the Train Register book to record all aspects of the working of traffic and signals covering all matters that take place in the section. In addition, a report must be forwarded of any failure or irregularity.

(a) Running of Trains

Details of messages received concerning the late running or alterations of the running of trains must be entered in the Train Register book.

(b) Bell Signals

Unless otherwise instructed, the time that bell signals are sent and received must be legibly recorded with a pen in the Train Register book. The time recorded must be rounded down or rounded up to the nearest minute.

This rule does not apply to the 'Telephone', Repeat signal, 'Call Attention' bell signals.

When finishing duty, the Signaller must sign off in the Train Register book directly under the last entry.

(c) Trains at Stations

The time occupied by trains at stations must be recorded in the 'Remarks' column in the Train Register book, e.g. '15 mins shunting'.

At suburban stations, if a train occupies the platform for more than 1 minute, this must be recorded and the reason given.

The following abbreviations can be used for recording purposes:

S Shunting
VG Van goods
LR Locomotive requirements
TB Testing brakes
Cross Crossing trains
CC Changing crews
WLC Waiting line clear
Ex Excess time at platform

If an incorrect or illegible entry is made, a line must be drawn lightly through it, and the correction made above or below it, so that the original incorrect entry may be clearly seen.

Correction fluid is not to be used in Train Register Books.

(d) Checking of Trains

If a train has been checked at a home signal where there is no distant signal, or the distant signal (where provided) has not been lowered, this fact must be noted in the 'Remarks' column with the word 'Checked'.

A train must be considered to have arrived when it stops at the platform and to have departed when it starts up. Any delay which occurs after the train departs from the platform prior to the sending of the 'Train Departure' signal must be noted in the Train Register book.

Where there are no block instruments or they have failed, the time at which the electric bell signal was received must be entered in the 'Train departure received' column.

A train not booked to call must be considered to have arrived when it has reached the home signal.

The following occurrences should be noted in the Train Register book:

- (1) If a train is detained at a signal, the actual time and reason for detention must be recorded.
- (2) The time each signal post telephone is tested.
- (3) If the telephone is found to be defective, the person to whom, and the time, the defect is reported.

(e) System Failure or Suspended

Failure of Double Line Block Instruments/Suspension of Train Staff and Ticket or Electric Staff Systems.

When there is a failure of the Double Line Block System or the Train Staff and Ticket or Electric Staff Systems are suspended, a line must be ruled in the Train Register Book to separate the two systems of working.

An appropriate notation must be inserted across the figure line, e.g. Absolute Block working instituted at:

OR

Electric Staff/Train Staff and Ticket System suspended and authorisation granted for issue of Train Authorities.

(f) 'Obstruction Danger Bell' Signal

When the 'Obstruction Danger Bell' signal is sent, a reason for its use must be made across the figure line of the Train Register book, immediately under the last entry by both Signallers.

(g) Train Detained at Home or Starting Signal

If a train is detained at a home or starting signal, a notation must be made in the 'Remarks' column of the Train Register Book stating the action taken by the Signaller. Examples of abbreviations used:

Conditions	ABBREVIATIONS WHICH MAY BE USED IN MAKING ENTRY
Driver sounded whistle; Red hand signal exhibited	'Red' at(time)
Special telephone (where provided) used	'Tel' at(time)
Competent employee arrived at signalbox	'C.A.B.' at(time)

**5. SIGNAL CODE FOR TRAIN DESCRIPTION
ELECTRIC BELLS**

(a) Signal Code for Train Description Electric Bells

The signal code for train description electric bells appears next page.

Operating Procedures Supervision of Signallers and Signalboxes

<u>Line or Section of line</u>	<u>Train</u>	<u>No. and Description of Rings</u>			
		<u>Long</u>	<u>Short</u>	<u>Long</u>	<u>Short</u>
North-Eastern Line	Apex quarries between Westall and Broadmeadows via Essendon or Sunshine 2		3		
North-Eastern Line-	Passenger		2		
North-Eastern Line	Goods	2			
Bendigo Line	Passenger		3		
Bendigo Line	Goods	3			
Bacchus Marsh Line	Passenger		3	3	
Bacchus Marsh Line	Goods	3	3		
Geelong Line	Passenger		3	1	
Geelong Line	Goods	1	3		
Ballarat Line (via Nth Geelong Loop)	Passenger		3	2	
Ballarat Line (via Nth Geelong Loop)	Goods	1	3	1	
Arden Street	Goods		5	3	
Kensington	Goods		5	2	
Flemington Racecourse or Show Grounds	Passenger		1	1	
Broadmeadows Line	Passenger	1	1		
Broadmeadows Line	Goods		2	3	
Upfield Line	Passenger	1	4		
Upfield Line	Goods	4	1	2	
Williamstown Line	Passenger		2	2	
Flinders Street and Newport	Passenger	2	3	1	
Marybyrnong River	Goods	2	6		
St. Albans Line	Passenger	3	1		
St. Albans Line	Goods		4	2	
Weribee (Suburban)	Passenger		1	3	
Sandringham Line	Passenger		2		
Sandringham Line	Goods	2			
Dandenong Line	Passenger		3		
Dandenong Line	Goods	3			
Frankston Line	Passenger		2	2	
Frankston Line	Goods	2	2		
Glen Waverley Line	Passenger		2	3	

Operating Procedures Supervision of Signallers and Signalboxes

<u>Line or Section of line</u>	<u>Train</u>	<u>No. and Description of Rings</u>			
		<u>Long</u>	<u>Short</u>	<u>Long</u>	<u>Short</u>
Alamein line	Passenger		4	2	
Box Hill and Ringwood	Passenger		6		
Belgrave Line	Passenger		4	3	
Lilydale Line	Passenger		4	1	
Lilydale Line	Goods	4	1		
Eastern Line	Passenger		3	1	
Eastern Line	Goods	1	3		
South-Eastern Line	Passenge	2	6		
South-Eastern Line	Goods		6	2	
Hurstbridge Line	Passenger		3	2	
Hurstbridge Line	Goods	1	5		
Caulfield and Sandown					
Race Trains	Passenger	1	1		
Ballast			4		
Light Locomotive		4			
Cancel Previous Signal			7		
Repeat Last Signal			1		
To Call Attention		1			

A short ring is produced by holding key down while counting two.

A long ring is produced by holding key down while counting four.

The interval between each ring should be the time occupied in counting two.

(b) Train Number Transmitter Machine

The Train Number Transmitter unit consists of a standard typewriter keyboard encased in a housing also containing an illuminated window display and printer. The main function of the unit is to transmit and receive a four digit train number to the signalbox in advance.

Full instructions are provided for the operation of these units in the signalbox where they are installed.

If a Train Number Transmitter unit fails, the Signallers at both locations must use the Train Description Electric bells where provided.

(c) VT100/VT101 Unit at Fringe Signalboxes

The VT100/101 unit used at fringe signalboxes for train number insertion into the train describer system is a visual display unit and alpha-numeric keyboard. This equipment forms a terminal to the central computer at Metrol.

This unit is used for the insertion of four digit train describer numbers at the fringe signalbox or Metrol signal control panel.

Full operating instructions for the VT100/101 unit are supplied to fringe signalboxes.

(d) Failure of VT100/101 Unit

If the VT100/101 unit fails, and train numbers are not displayed, the Signaller at the location of the failure must advise the Signaller in the rear. Trains must then be worked between the two locations in accordance with the working timetable.

If a train is required to be signalled out of timetable order or an extra train is to run, the Signaller must advise the Signaller in advance before allowing the train to proceed.

The Signaller at the location of the failure must make a note of the circumstances in the Train Register book or Signaller's Log Book.

NOTE:

Before a Signaller goes off duty, the replacement Signaller must be advised of the notation and altered working. The notation must be endorsed by the Signaller coming on duty.

(e) Safeworking Books and Forms

Stationmasters or officers in charge must arrange for safeworking books and forms to be stored in a convenient place. They must also ensure that all members of the signalling staff are fully conversant with the use of the safeworking books and forms and have easy access to them in the stationmaster's absence.

A stationmaster must not finish duty without the person left in charge of signalling having access to all safeworking books and forms used at the station.

In regional areas Train Register books, safeworking forms and other books will be supplied from the office of the R.O.M.

In the suburban area, all safeworking books and forms are issued from the office of the Field Operations Manager.

6. TRAIN REGISTER BOOKS AND SYSTEMS FORMS

The books and forms listed below are necessary in connection with the following systems as listed. Included is the retention period which will apply to each Safeworking Book and Form.

A. TRAIN REGISTER BOOKS

NEW NUMBER	OLD NUMBER	RETAIN FOR:	TITLE OF DOCUMENT
2349	TR1	7 Years	Double Line Block System
2350	TR3C	7 Years	For Trains Passing
2378	TR19	7 Years	Train Staff and Ticket System
2361	TR11	7 Years	Electric Staff Systems, Automatic Electric Staff System

B. SYSTEMS FORMS

NEW NUMBER	OLD NUMBER	RETAIN FOR:	TITLE OF DOCUMENT
2355	-	7 Years	Train Order (Recipient's copy)
2359	-	7 Years	Train Order (Train Controllers copy)
2362	TR12	1 Year	'Up' Staff Ticket
2363	TR13	1 Year	'Down' Staff Ticket
2364	TR13C	7 Years	C.T.C System Caution Order
2367	TR13G	7 Years	A.T.C System Caution Order
2382	TR23D	7 Years	Authority for issue of A.T.C System Caution Order
2412	2360	7 Years	Bunyip – Longwarry System Caution Order
2413	-	7 Years	A.T.C / C.T.C Arrival Message
2414	2351	1 Year	Single Line Working Form – Automatic Block Signalling & Double Line Block Systems
			Continued next page

NEW NUMBER	OLD NUMBER	RETAIN FOR:	TITLE OF DOCUMENT
2415	2352	1 Year	Single Line Working Cancellation Form – Automatic Block Signalling and Double Line Block System
2416	–	7 Years	Intermediate Electric Staff System Message Form
2418	–	7 Years	System Suspension Form – All Token Systems
2419	–	7 Years	A.S.W System Caution Order
ASW1	–	7 Years	Driver's Manual Authority Form
ASW2	–	7 Years	Train Controller's Manual Authority Form
–	–	7 Years	Master Key Log Report
2541	WW320	1 Year	Receipt for Damaged Staff – Both 'A' & 'B' Sections

C. GENERAL FORMS

NEW NUMBER	OLD NUMBER	RETAIN FOR:	TITLE OF DOCUMENT
2356	–	1 Year	Train Controller's Absolute Occupation Order
2377	TR18B	7 Years	Signaller's Caution Order
2368	–	7 Years	Train Authority Form
2411	–	7 Years	Driver's Relief Authority
2417	–	1 Year	Absolute Occupation Order
2420	–	1 Year	Master Permit to Foul the Line
2421	–	1 Year	Permit to Foul the Line
2422	–	N/A	Certificate of Testing
2423	–	7 Years	Track Warrant Order
2425	–	1 Year	Metrol Absolute Occupation Form
OB27	–	7 Years	Metrol Log Book
2481	WW73	7 Years	Train Information and Permission Book
526	–	1 Year	Permit to Work
2339	TL100	1 Year	Inward Service Telegram
2343	TL101	1 Year	Outward Service Telegram
–	–	1 Year	'Wolo' Advice Form
–	–	7 Years	Train Number Transmitter Tapes
FRM 00001	–	N/A	Certification of Signalling
FRM 00003	–	N/A	Conditional Certification of Signalling

7. TELEPHONE COMMUNICATION AND WORKING OF TELEPHONES

(a) Telephone Communication

Telephones are provided at signalboxes to enable Signallers to exchange information quickly regarding the working of trains.

(b) Unauthorised Use of Telephone

It is not permitted to use the telephone to ascertain if the section is clear when a failure is supposed to have occurred, unless specifically authorised, as there is a danger of misunderstanding.

8. UNDER PORTION OF SIGNALBOXES

(a) Under Portion of Signalboxes to be Kept Clear

The under portion of a signalbox must not be used as a storeroom for kerosene or rubbish.

It must be kept clear so that the working of locking gear and signal wires will not be affected, and any maintenance personnel will have easy access to the equipment.

(b) Door to Under Portion of Signalboxes to be Kept Locked

The door to the under portion of signalboxes is to be kept locked to prevent unauthorised entry, and the key is to be retained by the Signaller, unless otherwise instructed.

ADDITION TO SYSTEM FORM

2426 D. I. C. E

CAUTION ORDER

2427 BAIRNDALE

CAUTION ORDER SW.1081/04

2428 ARARAT

CAUTION ORDER SW.2019.04

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