

Section 18

Train Order System - Rules 1 to 37

Applicability

VIC

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The following instruction published by SW1098/2002, of November 6, 2002, applies.

Due to the irregular operation of traffic over the Portland Corridor, 'Cross & Proceed' Train Orders are not permitted to be issued over the Portland Corridor.

1. Instructions

This system does not in any way dispense with the use of fixed, hand or audible track warning signals to protect obstructions on the line.

The rules contained in this book and any other notice compatible with these rules are effective as far as they apply to this system of Safeworking.

2. Definitions

1. 'Single Line Section' - is the entire section of track, extending between adjoining crossing stations or loops, or block point locations.
2. 'Train Order Territory' - the whole of the single line for which train movements are governed by train orders i.e. the portion of line between the Commence/End boards.
3. 'On Track Maintenance Machines' - any of the following machines that cannot be 'off tracked' and are therefore regarded as a train. The Driver must be issued with a Train Order; track tampers, ballast regulators, crib and shoulder compactors, butt welders, ballast cleaners, EM100 and any other heavy duty vehicles.
4. 'Terminal Stations' - a station where train order working commences or ends.
5. 'Intermediate Terminal Station' - shall mean a Train Order Crossing Station in Train Order Territory at which the fixed signals are required to be held at the 'Stop' position for lengthened periods.
6. 'Unattended Terminal Station' - station where train order working commences or ends, at which there is no Signaller on duty.
7. 'Attended Crossing Station' - is any crossing station at which, ordinarily, a Signaller is in attendance to place the Fixed Signals to stop for a cross or passing movement and where receipt and delivery of the train order may be carried out by the Signaller.
8. 'Unattended Crossing Loop' - is any crossing loop where opposing trains may, at the same time, arrive into separate tracks viaailable points.
9. 'Train Network Controller' - is the Train Network Controller in charge of all traffic movements over the Train Order Territory.
10. 'Cross' - is when trains traveling in opposing directions arrive on separate tracks at a crossing station or loop.
11. 'Pass' - is when trains traveling in the same direction arrive on separate tracks at a crossing station or loop and the second train to arrive is the first train to leave. Trains cannot pass at unattended crossing loops except when specially authorised.
12. 'Intermediate Train Order Station' - an intermediate non-crossing station between two train order crossing stations/loops, to which the Train Network Controller is authorised for 'follow-on' purposes to issue train orders to or from the station.

3. Types of Train Orders

a. Fulfilled Train Order

Means a train order which has been issued to a train or machine/vehicle which has arrived complete at a train order terminal or crossing station/loop and all instructions have been fulfilled.

b. Cancelling (Fresh) Train Order

Means a train order issued to cancel a previous train order which has not been fulfilled. The cancelling train order may contain new or amended instructions.

c. Non-Issue Train Order

Means a train order incorrectly prepared by the Train Network Controller which will not be issued, but endorsed 'Non-Issue' in block capital letters and with time, date and signature. The non-issue train order will remain in the Train Network Controller's Log Book.

4. Corridors / Block Point Location

a. Primary Corridor

The primary corridor is the major line/track for which all points are set for the main line and all fixed signals are normally at the 'Proceed' position. Train Orders may be issued for all movements through a junction.

b. Secondary Corridor

The secondary corridor is the minor line at a junction at which the applicable fixed signals are normally at the 'Stop' position. Train Orders may only be issued up to and from but not through the junction which must be attended for all movements.

c. Block Point Location

A Block Point location is a location to which a Train Order may be issued to, for:

1. follow-on movements, or
2. to advance a train to the Block Point location if the Single Line Section has been fouled by local movements at the crossing station/loop at the opposite end.

The following amended Rule 5, Section 18, was published by SW1017/2004, of January 30, 2004.

5. Object of the System

The object of the system is to prevent more than one train being in a Single Line Section at the same time. Each Driver must be issued with a Train Order.

To achieve this, the following instructions must be adhered to:

a. When Trains Travel in the same direction

The Train Network Controller must not issue a Train Order for a second train to proceed until it is reported that the first train has arrived complete at the block point or crossing station/loop in advance.

b. When Trains Travel in the Opposite Direction and a Cross is to be Effected

The Driver must not continue beyond the crossing station/loop indicated on the Train Order until the opposing train has arrived complete at the crossing station/loop.

c. Train to Proceed through more than One Single Line Section

A Train Order may be issued for a train to proceed through more than one Single Line Section, providing there are no other trains between A and E, a Train Order can be issued for a train to proceed from A to E without stopping at B, C or D.

NOTE:

Trains which are issued with Train Orders which allow a cross and proceed, must not be permitted to proceed beyond the next crossing station/loop where another cross is to be effected, unless issued with a fresh Train Order.

6. Train Order Territory

On Single Line Sections where the Train Order system is in operation, the movement of trains will be governed by the Train Order issued to the Driver by the Train Network Controller.

a. (i) Territory Boards

At the start and finish of Train Order Territory, reflective red rectangular boards with white letters are provided as follows:

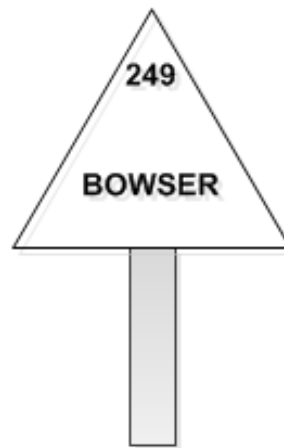
1. Start - 'Commence Train Order Working' and
2. Finish - 'End Train Order Working'.



(ii) Location Boards

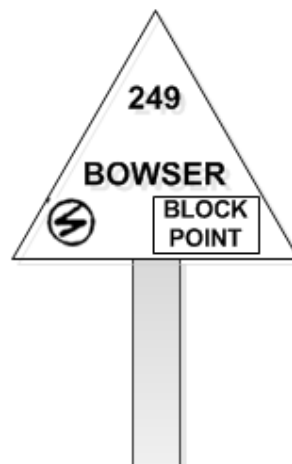
Location Boards are reflective white triangular boards with the distance and location name in black lettering thereon. At locations equipped with 'Electronic End of Train Detection' (TAILS), the Location Boards are located a minimum of 1000 metres from the outer facing points or the Block Point location at either end.

At locations where ETAS is in operation, the location boards are located a minimum of 2000 metres from the outer facing points or the Block Point location at either end.



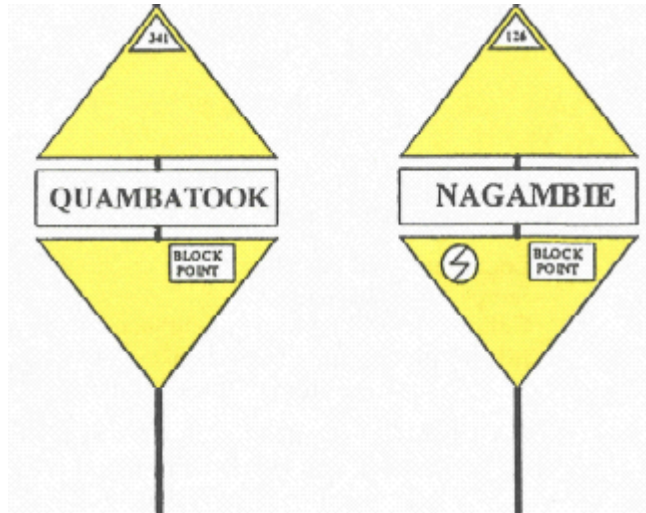
(iii) **Block Point Boards** are provided at a Block Point Location.

Location	at the Block Point
Shape	triangular,
Colour	white background, black lettering (reflective), and
Information	name of Location and distance in kilometres and the words `Block Point'.
T.A.I.L.S	At selected Locations, a symbol is exhibited on the Location and Block Point Boards (black flash on amber background) to identify that this Location is provided with `Electronic End of Train Detection'.
E.T.A.S -	Where the E.T.A.S. System is in force a `Clearance Point Indicator' will be provided on the reverse side of the location.



At certain locations the Block Point signage consists of:

- (i.) An upright reflective yellow board with the Kilometre post of the Block Point location at the peak of the board.



- (ii.) A reflective white rectangular board with the location name thereon in black print,
- (iii.) An upside down reflective yellow board with the words `Block Point' in black print on a white background.
- (iv.) At location equipped with TAILS a Black Flash on a white background is also placed on the lower triangular board.

b. Train Order Issued to Signaller

Where fixed signals are provided and a Signaller is on duty, the Train Order may be issued to the Signaller who will complete it and deliver it to the Driver.

c. Plunger Locked and Interlocked Stations

Where fixed signals are provided, the main line points are secured by means of plunger locks, or are interlocked.

NOTE:

Trains may only cross at plunger locked or interlocked stations when a Signaller is on duty.

7. Fixed Signals at Terminal and Attended Crossing Stations

a. Terminal Station

Fixed signals at terminal Train Order stations must be kept at the `Stop' position unless they have to be placed at `Proceed' to allow a train to continue.

b. Attended Crossing Stations

Fixed signals at attended Train Order crossing stations must be kept at the `Proceed' position unless they have to be placed at `Stop' when trains are to cross or terminate.

c. Testing of Fixed Signals

Where fixed signals are provided at attended crossing stations in Train Order Territory, the Signaller must obtain permission from the Train Network Controller before testing the fixed signals.

The Train Network Controller must not give permission for any testing if a train traveling on a Train Order is likely to be affected.

d. Completion of Shift

Before a Signaller finishes a shift at attended crossing stations in Train Order Territory, the Train Network Controller must be advised and the Signaller must ensure that the fixed signals are at the `Proceed' position where practicable.

8. Failure of Home Signals in Train Order Territory

a. Home Signal Failure

If a home signal fails at a Train Order crossing station or loop, the Driver must sound the whistle and advise the Train Network Controller by radio.

The Train Network Controller must contact the station to establish if the station or loop is attended.

b. Signaller not in Attendance

If a Signaller is not in attendance and the Driver is in possession of a Train Order for the section in advance, the Train Network Controller may authorise the Driver to pass the signal at the `Stop' position. The Train Network Controller and Driver must exchange names and corporate number for record purposes.

After passing the signal at the `Stop' position, the Driver must ensure that all relevant points are securely set in their correct position.

9. Working of Fixed Signals when Trains are to Cross

When trains are to cross, the Train Network Controller must ensure that the location is attended prior to the issue of a Train Order to the second train which is to approach the crossing station.

Prior to the issue of the second Train Order, the Train Network Controller must confer with the Signaller and ensure that the fixed signals have been restored to the `Stop' position.

10. Working of Fixed Signals when Trains are to Shunt at Attended Crossing Stations

a. Fouling during Shunting

At attended crossing stations with fixed signals, if the single line inside the home arrival signal will be fouled during shunting, the Train Network Controller may grant permission for the Signaller to place the fixed signals at the `Stop' position. The shunting movement may then be performed as instructed by the Signaller.

The shunting movement must not foul the single line outside the home arrival signals unless the Driver has a Train Order. A Train Order must only be issued up to where the fixed signals are at the `Stop' position, and not beyond.

11. Working of Fixed Signals at certain Locations

Where Fixed Signals are provided within Train Order Territory, and it is not possible to place these signals to the `Proceed' position in both directions simultaneously, the following instructions must be observed:

The Train Network Controller must jointly arrange with the Manager Operations for a competent employee to place the Fixed Signals to the `Proceed' position for the passage of the train. The Train Network Controller must ensure the competent employee is on duty at least 30 minutes prior to the arrival of the train.

12. Issue of Train Orders

Train Orders issued by the Train Network Controller must be written in ink on Train Order Form No. ARTC2359 and received by the Driver or Signaller on Train Order Form No. ARTC2355.

NOTE:

All handwriting on Train Orders must be written in block letters.

a. Information to be included on the Train Order

The Train Network Controller must ensure the following information is included on the Train Order:

1. all necessary information for the Driver,
2. Train Order No. including date, time and location to which the Train Order is to be transmitted,
3. location to which the train is required to run,
4. number of the train and the number and class of the leading locomotive,
5. the name of the employee and time the Train Order details are repeated back to the Train Network Controller, and
6. the Train Network Controller's signature, and
7. the number of the master key (if issued to the Driver), and
8. as required, within the Special Instructions, CAN written warnings.

Train Orders must not contain any unnecessary information. They must be brief and clear, issued on the correct form and without any alterations or abbreviations, unless otherwise instructed in the Rules and Operating Procedures.

Train Orders must be numbered consecutively as issued by the Train Network Controller commencing at 0001 each Monday.

13. Issue and Transmission of Train Orders**a. Copies of Train Orders**

If a Train Order is issued to an attended crossing station, the Signaller must complete two copies. The original copy for the Driver and the carbon copy to be retained by the Signaller.

b. Completion of Train Orders

The names of stations/crossing loops and numbers must be pronounced clearly; names spelt out, numbers pronounced singularly:

1. Lismore: as L-I-S-M-O-R-E, and
2. 9169 as nine-one-six-nine.

c. Attended Crossing and Terminal Stations

The Signaller at attended crossing and terminal stations is permitted to receive the Train Order and is then responsible for its distribution to the Driver.

d. Unattended Crossing Loops

The Train Network Controller must give the Train Order to the Driver by radio at unattended crossing loops.

If the radio is unavailable, the Driver may receive the Train Order by another means of communication.

The Driver of a stationary train waiting to cross, may receive a Train Order from the Train Network Controller for the opposing train.

14. Receipt and Repeating Back of Train Orders

The Signaller, Driver or other qualified employee receiving a Train Order shall immediately complete the required number of copies using Train Order Form No. ARTC2355.

a. Train Order to be Repeated Back

The Train Network Controller must underline the handwriting word for word, station and loop names letter for letter and each numeral as it is repeated back by the Signaller at the receiving station or the Driver at an unattended crossing station/loop.

The Signaller or Driver must quote the red serial number on the train order to the Train Controller, who must record this number in the Train Controllers' Log Book.

The Train Network Controller must write the 'Serial Number' and 'Repeated back O.K.' together with the time and name of the Signaller or Driver on the copy of the order held in the Train Network Controllers' Train Order Log Book (Form No. ARTC2359).

NOTE:

Drivers of trains receiving Train Orders by radio from the Train Network Controller must ensure that their train is stationary,

15. Verification of Train Orders

An example of Train Order verification is given below:

Train Order 30

Red Serial 24967

Class and Number of Leading Locomotive

Proceed to D-O-N-A-L-D

CROSS with 9122 and

Proceed to W-O-O-M-E-L-A-N-G

The Train Order must then be endorsed with the word verified and the time and date and Driver's signature. The Train Network Controller's copy of the Train Order must be similarly endorsed.

a. Train Order received indirectly by Driver

If a Driver does not receive a Train Order directly from the Train Network Controller, the Driver must verify the Train Order before departure, if practicable.

b. Driver unable to verify Train Order

If the Driver is unable to verify the Train Order promptly owing to communication difficulties, the Driver may depart the train provided the Train Order is clearly understood and is completed in accordance with the Rules and Operating Procedures.

The Driver must verify the Train Order at the first opportunity.

All fulfilled and cancelled Train Orders and all completed Train Network Controller's Train Order Log Books and Driver's completed books must be forwarded to the Manager for the Region.

16. Understanding of Train Orders

When receiving a Train Order, the Driver must not proceed into the section ahead unless:

1. the Train Order is completed in accordance with the Rules and Operating Procedures,
2. the Train Order is completed on the authorised form, and
3. the Driver fully understands the Train Order.

17. Driver's Train Order Book

Each Driver must carry a personal book of Train Orders containing a minimum number of 15 forms.

18. Train Order to Remain in Force

The Train Order remains in force until it has been fulfilled or cancelled.

19. Incorrect Preparation of Train Order

a. Non-Issue of Train Order

If the Train Network Controller has to re-issue a Train Order which has not been transmitted, the words 'non-issued' must be printed in large block capitals across the face of the Train Order. All copies of the non-issued Train Order are to remain in the book.

b. Incorrect Completion of Train Order

If a Train Order is incorrectly completed by the recipient, the Train Network Controller must issue a cancelling (fresh) Train Order after being informed accordingly.

20. Signallers changing over at Attended Crossing Stations

a. Changing Over

If a Signaller is in receipt of a Train Order and is due to finish duties before the Train Order can be delivered to the Driver concerned, the details of the Train Order must be entered across the figure line in the Train Register Book.

The incoming Signaller must:

1. be made aware of the undelivered Train Order,
2. endorse the undelivered Train Order, and
3. must not depart the train from the station without the authority of the Train Network Controller.

21. Train Network Controllers Changing Over

a. Duties of Incoming Train Network Controller

Prior to taking over the control board, the Train Network Controller must endorse each unfulfilled Train Order with the date, time and Train Network Controller's initials, and must:

1. discuss the various projected workings with the outgoing Train Network Controller and arrive at a thorough understanding as to the position of each train,
2. be fully advised of any verbal instructions in force, and
3. check all unfulfilled Train Orders to ensure they are understood and are correctly plotted on the train control graph.

b. Duties of Incoming Train Network Controller while on Duty

When on duty the incoming Train Network Controller must:

1. frequently check the train control graph to see that train departure and arrival times are promptly reported,
2. act promptly if a train is overdue, and
3. make entries in the log or other relevant book of any facts which may affect working when the shifts change again.

22. Drivers Changing Over

When Drivers changeover, the Driver being relieved must leave the Train Order in the clip provided on the locomotive, and notify the contents of the Train Order to the new Driver.

The new Driver must contact the Train Network Controller and verify the Train Order in accordance with Rule 15 prior to departure.

The Train Network Controller must check the graph and Train Order Log Book to ensure that Drivers are in possession of the current Train Order.

23. Change of Leading Locomotive

If the leading locomotive is to be changed, the Driver must immediately advise the Train Network Controller. The Train Network Controller must cancel the existing Train Order held by the Driver and issue a cancelling (fresh) Train Order.

NOTE:

This rule will not apply if a train is disabled in the section and a relief locomotive is required to enter the section.

24. Fulfilled Train Orders**a. Drivers to endorse Fulfilled Train Orders**

The Driver is to endorse a fulfilled Train Order by writing the word 'Fulfilled' across the form with time, date and signature. The fulfilled Train Order is to remain with the train until the end of Train Order Territory, where it must be handed in at the depot with the Driver's time sheet and any other fulfilled Train Orders.

b. Driver to inform Train Network Controller

The Driver must promptly inform the Train Network Controller of the time the Train Order was fulfilled. The Train Network Controller's copy of the Train Order must be endorsed accordingly.

c. Fulfilling a Train Order whilst the Train is in Motion

Drivers may fulfil Train Orders without the train being brought to a stand. This applies within Train Order Territory or when the train is leaving Train Order Territory to enter an area where another system applies.

25. Procedure for Cancelling Train Orders by the Train Network Controller**a. Copies to be Endorsed**

If it is necessary for a current Train Order to be cancelled or altered in any way, the Train Network Controller must issue a cancelling (fresh) Train Order.

The Train Network Controller must write (as the first words of the text) 'Train Order..... (number) is cancelled at..... (station/loop)'.

The Train Network Controller must then give any renewed or additional instructions or confirm the instructions given in the previous Train Order, if that Train Order was incorrectly prepared.

The Signaller or Driver receiving a cancelling (fresh) Train Order must endorse each copy of the cancelled Train Order, including the original when available, with the following:

'Cancelled at (station/loop) by Train Order (number) at (time)' and sign the endorsement.

The train must be stopped for this purpose.

All undelivered copies of the cancelled Train Order must be endorsed as above and attached to the current Train Order which must be placed on top of the cancelled Train Order.

b. Alteration of Crossing Station/Loop

If it is necessary to alter the crossing station/loop of two trains, the Train Order held by the Driver of the train to be held back must be cancelled. Then another Train Order can be issued authorising the opposing train to proceed beyond the relevant crossing station/loop.

If the Train Order to be cancelled is not in the possession of the Driver of the train to be held back, a cancelling (fresh) Train Order may be issued to the Signaller holding the superseded Train Order.

The effective Train Order must be on top of the cancelled Train Order when delivered to the Driver.

If the Driver of the train to be held back is in possession of a Train Order authorising travel beyond the attended station/loop at which it is intended to cancel the Train Order, the Signaller must advise the Train Network Controller when the cancelling (fresh) Train Order has been delivered to the Driver.

The Train Network Controller must not advance the opposing train until confirmation is received that the cancelling (fresh) Train Order has been delivered to the Driver of the train to be held back.

c. Unattended Crossing Station/Loop

At an unattended crossing station/loop where the cancelling (fresh) Train Order is received by the Driver of the train to be held back, this Driver must advise the Train Network Controller when the train is stationary. The Train Network Controller must then transmit the cancelling (fresh) Train Order to the Driver.

The Train Network Controller's copy of the cancelled Train Order must be endorsed with the reason for the cancellation.

The following amended Rule 26, Section 18, was published by SW1017/2004, of January 30, 2004.

26. Arrival of Trains at Crossing Stations/ Loops and Block Points

The Train Network Controller must not issue a Train Order to permit the departure of a train until it is confirmed that the previous train has arrived complete and in clear at the *Attended Crossing Station or Train Order Terminal Station in advance*.

The Train Network Controller can be advised by the following methods:

1. By means of a roll-by inspection carried out when a cross has been completed.
2. By the Signaller at an Attended Crossing Station, Intermediate Terminal Station or Train Order Terminal Station observing the train is complete and informing the Train Network Controller.
3. Where TAILS, ETAS or Digitair Air Brake Monitoring Systems are in use.

Where the location in advance is a Block Point, Intermediate Train Order Station or Unattended Crossing Loop, the Train Network Controller must not issue a Train Order for a second train to proceed until it is reported that the first train has departed the Block Point, Intermediate Train Order Station or Unattended Crossing Loop in advance and is complete in the next Single Line Section.

NOTE:

Drivers of all trains must advise the Train Network Controller by radio when departing Unattended Crossing Loops and Block Points complete.

27. Crossing/Passing of Trains

Unless otherwise authorised, a Train Order must only be issued to allow a train to pass another at attended crossing stations/loops.

If a train is stationary in a crossing station/loop for any reason, the Train Network Controller must ensure the Driver is issued with the Train Orders for the Drivers of all crossing or passing trains. The Driver of the stationary train will be responsible for delivering the Train Orders to the Drivers of the crossing or passing trains.

NOTE:

Crossing trains which are issued with train orders permitting a cross and proceed, must not be authorised to proceed beyond the next crossing

station/loop where another cross is to be undertaken, without receiving a fresh train order.

28. Intermediate Sidings

Intermediate sidings are indicated by an intermediate sidings location board consisting of a reflective triangle placed parallel to the track, or by a name board.

a. Points Leading to Intermediate Sidings

The points leading to intermediate sidings are the non-trailable type, normally rodded to catch points in the siding. At some locations a Scotch block or derail may be provided in place of rodded catch points. The points are secured by locks operated by master keys in each Train Order Territory. The master keys may be the large or miniature type.

b. Shunting at Sidings Locked with the Master Key

The following instructions must be complied with when shunting at specially locked sidings:

1. A competent employee must assist the Driver when shunting at an intermediate siding.
2. The Driver must ensure that the points are set and locked for the main line and the Driver is in possession of the master key.
3. The Driver must obtain the permission of the Train Network Controller before departing.
4. Before giving permission for the train to depart, the Train Network Controller must be satisfied that the master key is in the possession of the Driver.
5. The Train Network Controller must endorse the train control graph to this effect.
6. If the Driver is unable to contact the Train Network Controller, the train can depart but the Driver must continue to try to make contact with the Train Network Controller.

NOTE:

The number of the master key must be shown on the Train Order. All movements of the master keys must be recorded in the train register book at attended stations. Additionally, all movements must be recorded on the train control graph and the Train Network Controller's master key log book.

29. Locking Away at an Intermediate Master Key Locked Siding

a. Competent Employee to Assist Driver

When the Train Network Controller issues a Train Order for a movement to the sidings, the Train Order must indicate whether or not the train is to lock away.

Upon arrival at the siding, the competent employee must:

1. obtain the master key from the Driver,
2. unlock and test the points,
3. set the points for the siding, and
4. signal the Driver into the siding clear of the main line.

When the train has been shunted clear of the main line, the competent employee must restore the points to their normal position and hand the master key to the Driver.

b. Driver to Advise the Train Network Controller

The Driver, after receiving the master key, must advise the Train Network Controller that:

1. the train is clear of the main line,
2. the points have been set and secured for the main line, and
3. the Driver has possession of the master key.

NOTE:

The Driver must be in possession of the master key before the Train Network Controller is advised that the train is clear of the main line.

After locking away, a fresh Train Order must be obtained before the train is permitted to foul the main line.

c. Driver to Conduct a Roll by Inspection

Whilst the train is locked away in the siding, the Train Network Controller must advise the Driver by radio of the circumstances and request the Driver to conduct a roll by inspection, if practicable, of any passing trains.

If the Driver is unable to comply with this request, the Driver must advise the Train Network Controller accordingly. Consequently, the Train Network Controller must not permit the train which is locked away in the siding to depart or issue a fresh Train Order until it is confirmed that the passing train is complete.

d. Departing the Train from the Siding

Before the train is permitted to depart from the siding, the Train Network Controller must issue the Driver with a Train Order. The Driver must then give the master key to the competent employee who must unlock, set and test the points for the departure of the train.

When the last vehicle, complete with end of train marker has cleared the main line points the competent employee must:

1. restore the points to the normal position,
2. ensure the points are set and secured for the main line, and
3. return the master key to the Driver.

The Driver must then advise the Train Network Controller that:

1. the points are set and secured for the main line, and
2. the Driver is in possession of the master key.

e. Numbers of Locomotives to be shown on Train Order

When a train with more than one locomotive (or two or more light locomotives) are to run to an intermediate siding and return, the numbers of the leading and trailing locomotives must be shown on the Train Order. Only one Train Order is required for this movement.

f. Train Descriptor Numbers Altered

If a train is to run to an intermediate siding and return and the train descriptor numbers change owing to change of direction, both train descriptor numbers must be shown on the Train Order.

30. Fouling the Single Line for Local Movements

The single line must not be fouled if:

1. permission has been granted for a train to approach from the other end of the section, or
2. permission has been granted for a train to enter the section from the station where the work is being undertaken.

If the single line is already occupied, permission must not be granted for a train to approach from the station at the opposite end of the section.

a. Long Train

When a Train Order has to be obtained at a station where a train is too long for the station/loop, the train must not:

1. foul the section ahead until a Train Order is obtained,
2. be reported clear of the section until the rear of the train is within the home signal, or
3. be reported clear of the section until the rear of the train is in clear at the crossing loop.

The termination of Train Orders for long trains at unattended stations must be avoided if possible.

b. Single Line Section Fouled for Shunting Operations

The Train Network Controller may authorise the Single Line Section to be fouled for shunting purposes providing permission has not been given for a train to approach from the opposite end of the section.

If a train is travelling away from the station where shunting operations will foul the Single Line Section, the shunting movement can be undertaken on the authority of the Train Network Controller. However, the train travelling away must have passed beyond the location board.

NOTE:

The Single Line Section must not be fouled by shunting movements during inclement weather or when a clear and distinct view cannot be obtained.

c. Authority to Shunt to the Location Board, Distant Signal or Repeating Signal

The Train Network Controller will issue a Train Order for permission to foul the Single Line Section up to the location board distant or repeating signal. The time when the shunting movement must return within the crossing station/loop must be shown on the Train Order.

The Driver at an unattended loop or the Signaller at an attended crossing station must immediately notify the Train Network Controller when the shunting movement is completed and that the vehicles have returned within the crossing station/loop.

d. Shunting in a Single Line Section

When a Driver of a train is in possession of a Train Order for authority to proceed through or work in a section, the Single Line Section may be fouled for station work by that train without obtaining another Train Order.

All arrangements must be agreed to by the Train Network Controller who must:

1. be advised of the details of the work being undertaken,
2. be advised of the approximate time required, and
3. not give permission for the single line to be fouled at the opposite end of the section at the same time.

e. Attended Terminal Stations

At attended terminal stations with fixed signals, if it is necessary to foul the Single Line Section inside the home arrival signal, the Driver may perform the shunting movement under the instructions of the Signaller.

In this case, it is not necessary for the Signaller to obtain permission from the Train Network Controller. However, the Driver must be in possession of a Train Order to foul the single line outside the home arrival signal.

31. Total Failure of Train Radio

Should the train radio fail, the traffic must be worked by Train Orders between the crossing stations/loops where communication is available.

a. Steps to be Taken

If communication is available at A and E, a Train Order may be issued for a train to proceed either from A to E or from E to A. Another train is not permitted to enter the sections A to E until the train with the appropriate Train Order has arrived complete at A or E.

b. Radio failure after train has entered a Section

The radio may fail after a train has entered a section and is travelling towards an unattended crossing station/loop where telephone communication is unavailable.

The Train Network Controller must issue a Train Order to the Signaller at the nearest station where communication is available authorising the train to proceed on to the next crossing station/loop where communication is available.

The Signaller must take down the details on a Train Order (Form ARTC2355) and repeat the order back to the Train Network Controller.

The Signaller must arrange for the Train Order to be delivered promptly to the train by a competent employee.

c. Radio failure with more than One Train

If more than one train is in Train Order Territory when total radio failure occurs, only one of the trains in the section(s) affected by the radio failure must be advanced at any one time.

Another train is not permitted to enter the combined sections between the crossing station/loop where communication is available until confirmation is received that the relevant train has arrived complete at a crossing station/loop with communication.

d. Procedure following prior Arrangements

If the Train Network Controller has arranged for trains to cross at an unattended crossing station/loop prior to the complete failure, the Train Network Controller must arrange for a competent employee to go to the crossing station/loop to check if the trains have arrived.

When the competent employee has confirmed the arrival of the trains, the Train Network Controller may issue a Train Order for the trains to depart from the crossing station/loop in opposite directions.

When the competent employee has confirmed the arrival of the trains, the Train Network Controller may issue a Train Order for the trains to depart from the crossing station/loop in opposite directions.

e. Train Control Graph

During the complete failure of the train-to-base radio, the train control graph must continue to be accurately maintained to ensure the location and direction of each train is known.

32. Train Disabled

a. Driver to Complete Driver's Relief Authority

If a train becomes disabled in the section and a relief train is required, the Driver must:

1. complete a Driver's Relief Authority,
2. transmit the particulars by radio to the Train Network Controller
3. endorse the Train Order `Cancelled' with details of the Driver's Relief Authority,
4. proceed 500 metres towards the direction the relief train will arrive,
5. display a red hand signal at that position, and
6. inform the Train Network Controller that the train is protected.

The Train Network Controller must:

1. repeat the details of the Driver's Relief Authority back to the Driver
2. endorse the Train Order `Cancelled' with the details of the Driver's Relief Authority,
3. instruct the Driver to endorse the Train Order `Cancelled', and
4. inform the Driver from which direction the relief train will arrive.

The Train Network Controller must then arrange for the relief train to assist the disabled train. The Relief Train will be worked on Train Orders up to the Crossing Location or Block Point either side of the disabled train and then issued with a Train Authority to enter the section and clear the disabled train to either end of the section.

b. Relief Train Dispatched from an Unattended Station/Loop

If the relief train is to be dispatched from an unattended station/loop, the Train Network Controller must dictate a Train Authority to the Driver of the relief train. This Driver must complete a Train Authority form and repeat back the details to the Train Network Controller.

c. Relief Train Dispatched from an Attended Station/Loop

If the relief train is to be dispatched from an attended station, the Train Network Controller must dictate a Train Authority to the Signaller, the details of which must be taken from the contents of the dictated Driver's Relief Authority. The Signaller must take down the particulars on the prescribed Train Authority form and repeat back the details to the Train Network Controller.

The Train Authority must be handed to the Driver of the relief train who must sign for the authority on the butt of the form held by the Signaller.

d. Arrival of Relief Train

On arrival at the disabled train, the Driver of the relief train must:

1. obtain the original Driver's Relief Authority and the Cancelled Train Order,
2. advise the Train Network Controller when in possession of both forms, and
3. cancel the Driver's Relief Authority.

e. Assistance to Disabled Train

The Driver of the Relief Train must clear the disabled train to the end of the section as indicated on the Train Authority.

f. Change of Leading Locomotive

When a train is waiting to cross at a crossing station/loop and the leading locomotive has been changed on a disabled train, the Train Network Controller must cancel the existing Train Order by issuing a cancelling (fresh) Train Order to the Driver.

33. Obstruction**a. Obstruction by a Natural Cause**

If the section is obstructed by a natural cause, thereby preventing a train from proceeding, the Driver must advise the Train Network Controller by Radio so that arrangements can be made for the train to be pushed back to the crossing station/loop in the rear.

b. Train Pushed Back to Crossing Station/Loop in the Rear

The Train Network Controller must complete a Train Authority to authorise the train to return to the crossing station/loop in the rear. The Train Network Controller must then dictate the particulars of the Train Authority to the Driver. The Driver must take down the details on the prescribed form. The Train Order must then be cancelled by the Driver and the Train Network Controller informed. A competent employee must be present on the leading vehicle when pushing back to the crossing station/loop in the rear.

c. Competent Employee to Locate Obstructed Train

If the Train Network Controller cannot contact the Driver by Radio or by other means, the Train Network Controller must arrange for a competent employee to locate the train. A Road Rail vehicle may be used for this purpose; permission for use is to be in accordance with the Rules and Operating Procedures.

When the train has been located, the Train Network Controller must arrange for the competent employee to receive a Train Authority using the nearest available communication. When the Train Authority has been handed to the Driver, it will not be necessary for the Driver to Verify the Train Authority with the Train Network Controller.

If the station in the rear is attended, the Train Network Controller must communicate the details to the Signaller who must make an entry to this effect in the Train Register Book. The Signaller must, where applicable, sleeve the departure signal at the `Stop' position and ensure the line is not obstructed until the train has returned to the location.

d. Train not to Return to Station in the Rear Except as Authorised

A train which has entered a Single Line Section must not return from any intermediate point in that section to the crossing station/loop in the rear, except as shown in the Rules and Operating Procedures

34. Total Obstruction**a. Train Derailed**

If the train is derailed and the locomotive is unable to run forward, the Driver must transmit a Driver's Relief Authority by radio to the Train Network Controller. If the train is able to run forward and radio communication is unavailable, the Driver must proceed to the next station and advise the Train Network Controller of the circumstances by the available communication.

b. Train Network Controller to issue Train Authority

The Train Network Controller will authorise train movements on either side of the obstruction through the issue of a Train Authority.

c. Station/Loop Unattended

If the station/loop at each end of the obstructed section is unattended, arrangements must be made for a competent employee to take charge there.

d. Protection of Obstructed Area

The obstruction must be protected on both sides in accordance with the Rules and Operating Procedures.

The relief train in possession of a Train Authority can then enter the section.

e. Duties of Driver of Relief Train

The Driver of the relief train must collect the Train Order and Driver's Relief Authority from the Driver of the obstructed train. The Driver's Relief Authority and Train Order must be cancelled and the Train Network Controller advised accordingly.

When the relief train has arrived complete at the originating station, the Driver must:

1. cancel the train authority and give it to the Signaller, and
2. give the cancelled Driver's Relief Authority and Train Order to the Signaller.

f. Collection of Master Key

If the Driver is in possession of a master key, the Train Network Controller must arrange for collection from the Driver and delivery to the nearest Train Order terminal station or intermediate terminal station.

g. Obstruction of an Adjoining Line

If a derailment has caused the obstruction of any adjoining lines, immediate steps must be taken to protect all obstructed lines.

Where the adjoining line has fixed signals controlled by track circuits, the Driver must immediately attach the emergency track circuit jumper cable to each rail of the line to secure the signals at 'Stop' for protection of the obstruction.

CAUTION:

Attachment of the emergency track circuit jumper cable does not obviate the necessity for protection of all obstructed lines.

35. Track Maintenance Machines and Vehicles

a. Machines to Enter a Single Line Section

Before the Track Maintenance Department machines or vehicles indicated below enter a Single Line Section, authority must be given by means of a Train Order issued to the competent employee accompanying the machine.

1. track tampers,
2. ballast regulators,
3. crib and shoulder compactors,
4. butt welders,
5. ballast cleaners,
6. EM 100, and
7. any other heavy duty machines.

b. Track Machines/Vehicles in Convoy

When track maintenance machines and vehicles are to travel in convoy, the competent employee in charge of the convoy must:

1. travel on the leading machine,
2. obtain a Train Order from the Train Network Controller,
3. advise the Train Network Controller of the number and type of each machine (to be included on the Train Order),
4. arrange for the competent employee on the rear machine to endorse the Train Order, and
5. carry the Train Order for the duration of the journey.

36. Security of Master Keys on Locomotives

The Driver of a locomotive which is to be terminated at an intermediate siding or terminated where there are no Safeworking Staff on duty must:

1. ensure the locomotive is properly secured, and
2. place the master key in a safe place on the locomotive.

a. Duties of Driver before leaving Locomotive

Before leaving the locomotive, the Driver must:

1. inform the Train Network Controller of the number of the master key which has been secured on the locomotive, and
2. lock the doors of the locomotive in accordance with current instructions.

b. Duties of Driver before Locomotive re-enters Service

Before the locomotive re-enters service, the Driver must inform the Train Network Controller of the number of the master key which is on the locomotive.

The Train Network Controller must always record the number of the master key on the locomotive on the Train Network Controllers' Diagram.

The following Rule 37, Section 18, was published by SW101/2000, of June 20, 2000.

37. Master Keys

Master Keys are provided for each Train Order Territory Corridor for use at Intermediate Sidings. The Master Key may be of the Ordinary type, the Miniature Electric Staff type or the Miniature ST21 'Fortress' type. Over some corridors, a miniature 'Fortress' type Master Key will be permanently attached to ordinary type Master Key.

Unless instructions are issued to the contrary, each train operating over Train Order Territory must be issued with a corridor Master Key.

All movements of Master Keys must be recorded in the Train Register Book at each Attended location.

The day shift Signaller each day is to record the individual numbers of all Master Keys in the Train Register Book. The Signaller must enter across the figure line of the Train Register Book - 'Master Key No.s ... for the corridor is / are in my possession'.

When a Master Key is issued to, or received from a Train, the number of the Master Key is to be recorded in the remarks column of the Train Register Book against the entry pertaining to that train.

The Signaller must ensure that the Master Key is collected from the Driver upon the arrival of each train. The Master Key must then be securely locked away until next required.

Security of Master Keys when not in use

When a Master Key is not in use, it must be surely locked away. Master Keys must not be left at an Unattended Station.

Transfer of Master Key by Road

If it is necessary for a Master Key to be transferred from one Attended Station to another by road, the Signaller concerned must complete an entry in the Train Register Book to this effect. The competent employee receiving the Master Key must countersign the entry. The competent employee in possession of the Master Key will be solely responsible for its safe delivery. When the Master Key is received at the next Attended Station, the Signaller there must complete an entry in the Train Register Book, indicating that the Master Key has been received. The competent employee delivering the Master Key must countersign the entry.

If the Master Key is to be received by a Driver at an Unattended location, the Master Key number must be included in the text of the Train Order as a matter of course.

Transfer of Second Master Key by Train

Where it is necessary for a Master Key to be transferred by train, the number of the Master Key must if possible be included in the text of the Train Order. Where this is not practicable, the Train Network Controller must endorse the Train Graph accordingly and advise the Signaller at the train's destination that two Master Keys are to be collected from the Driver upon arrival.

Issue of Master Key to Track Infrastructure Representative

A Master Key may be assigned to a Track Infrastructure Representative for use at an Intermediate Siding where Track Machines are being employed in connection with infrastructure works. In this instance, A 'SW' circular Train Notice will be issued, authorising the issue of the Master Key.

A Master Key may only be issued to a Track Infrastructure Representative who is qualified in Level 3 (Track Force Protection Coordinator Supervisor's Ticket) or the Train Order Safeworking Brief.

Lost or Damaged Master Key

A Master Key which is lost or damaged must be dealt with in accordance with the provisions of Operating Procedure No.20 (Section 27) of this Code of Practice.