

O. 9/20. Acknowledge

(For the use and information of Employees only)

## VICTORIAN RAILWAYS

---

# SPECIAL INSTRUCTIONS

FOR

Suspension of the Electric Train  
Tablet or Electric Train Staff Block  
System and the Issue of Proceed  
Orders

C. 9/26. Acknowledge.

4.00

(For the use and information of Employees only)

## VICTORIAN RAILWAYS



# SPECIAL INSTRUCTIONS

FOR

Suspension of the Electric Train  
Tablet or Electric Train Staff Block  
System and the Issue of Proceed  
Orders

## **SPECIAL INSTRUCTIONS FOR SUSPENSION OF THE ELECTRIC TRAIN TABLET OR ELECTRIC TRAIN STAFF BLOCK SYSTEM, AND THE ISSUE OF PROCEED ORDERS.**

Every employe who the Head of the Branch considers should be acquainted with the Instructions contained herein, must be supplied by his Superior Officer with, **and have with him when on duty,** and produce when required, a copy of this Book of Instructions. Every employe supplied with a copy must make himself thoroughly acquainted with, and will be held responsible for compliance with, the whole of the Instructions which it contains.

This system of Train Signalling does not in any way dispense with the use of Hand or Detonating Signals, whenever or wherever such Signals may be requisite to protect obstructions on the Line; and the Rules and Regulations, also the Instructions contained in the General Appendix and other printed or written Notices that do not conflict with the Instructions contained herein, will be effective so far as they are applicable to this system of Signalling.

By Order of the Victorian Railways Commissioners,

A. E. SMITH,

Chief Mechanical Engineer.

E. H. BALLARD,

Chief Engineer of Way and Works.

M. J. CANNY,

General Superintendent of Transportation.

F. M. CALCUTT,

Chief Engineer of Signals and Telegraphs.

Melbourne.

## **SPECIAL INSTRUCTIONS FOR SUSPENSION OF THE ELECTRIC TRAIN TABLET OR ELECTRIC TRAIN STAFF BLOCK SYSTEM AND THE ISSUE OF PROCEED ORDERS.**

*(Definition.* — When used in these instructions, the terms Staff, Staff Instrument and Staff Station, respectively, shall include Tablet, Tablet Instrument, or Tablet Station).

**1.** The use of Proceed Orders on Lines worked under the above-named system, is hereby authorized for the purpose of facilitating the establishing of arrangements for Working by Pilotman in the event of:—

- (a) Failure of Staff Apparatus;
- (b) The Staff or Bank Engine Key being broken or damaged or Bank Engine Key lost;
- (c) The Staff being lost; or
- (d) The Staff being overcarried beyond its Section;

and in connexion therewith clause (a), Rule 27, Appendix (vii.), pages 420-423 of the Book of Rules and Regulations is amplified by the supplementary instructions hereunder:—

**2.** In the circumstances referred to above, viz.:—(a) Failure of Staff Apparatus; (b) A Staff or Bank Engine Key being broken or damaged or Bank Engine Key lost; (c) the Staff being lost: or (d) the Staff being overcarried beyond its section, the arrangements for working by Pilotman must be instituted as prescribed by the first paragraph of clause (a), Rule 27.

If, however, there be no means for completing the arrangements for working by Pilotman in time to avoid detention to traffic, arrangements may be made for one or more trains to be worked through the Section in one direction only, by Proceed Order, but a Proceed Order must not be issued unless absolutely necessary nor until its use has been authorized by the District Control Officer, and, then, only in accordance with these instructions.

**3.** (a) When, in accordance with clause 2, it is required to despatch a train by Proceed Order, the Station-master at the Station from which such train is to be despatched must by means of that train institute the arrangements for working by Pilotman. The man appointed to act as Pilotman must, after completing such arrangements at his home Station, ride with the Driver, but the Driver must have possession of the Proceed Order, which must be handed to him by the Station-master, and no train must be allowed to enter the Section from the opposite end, until the arrival of the train with the Pilotman, when the arrangements for working by Pilotman must be completed; traffic will then be conducted as prescribed by Rule 27.

(b) If, however, another or other trains are required to follow in the same direction through the Section before the Pilotman could complete Pilot-working arrangements and return to his home Station, such trains may be also despatched by Proceed Orders, but a separate Proceed Order must be authorized and issued for, and, in the presence of the Pilotman, handed to the Driver of each such train; the Pilotman must, however, accompany the first of such trains that would permit of his completing the Pilot-working arrangements without delay to traffic.

It must be definitely understood that a Proceed Order can only be issued for a train or a series of trains to proceed in one direction through the Section. Example:—When one or more trains are to be despatched from “A” to “B,” no train must be allowed to leave “B” until the arrival of the train accompanied by the Pilotman from “A” and the Pilot-working arrangements have been completed, or ordinary working has been resumed.

(c) If it be necessary to suspend the Electric Train Tablet or Electric Train Staff Block System and issue a Proceed Order, the Station-masters must see that it is done strictly in accordance with these instructions; if off duty, but within call, they must come on duty for the purpose and remain in attendance until the arrangements for working by Pilotman have been completed or ordinary working is resumed. In the unavoidable absence of the Station-master, the person in charge may act instead, provided he has been certified to as competent in the working of the Electric Train Tablet or Electric Train Staff Block System.

(d) On the departure of each train that travels with a Proceed Order, the Station-master must send a Telegraph (or Telephone)

message to the Staff Station in advance, using the code word "Apix," and on the arrival of the train complete (within the meaning of Rule 12) at the Staff Station in advance, the Station-master there must send a Telegraph or Telephone message to the Staff Station in the rear, using the code word "Acre."

| Code Word. | Text of Message represented by Code   |
|------------|---------------------------------------|
| "Apix"     | . . . . train left here at* . . . . . |
| "Acre"     | . . . . train has arrived complete* . |

*\*Here insert the words, accompanied or unaccompanied by Pilot-man.*

**4.** Before applying for authority to issue a Proceed Order the Station-masters at each end of the Section must confer by Telephone, or where Telephone is not in operation, by Telegraph, and arrive at a complete understanding in respect of the circumstances that call for the use of a Proceed Order; every precaution necessary to insure safety must be adopted and full particulars must be exchanged between the Station-masters in order that definite information shall be furnished to the District Control Officer.

*These instructions do not permit of a Proceed Order being issued whilst there is a Staff for the Section in the Intermediate Electric Staff Instrument at any unattended Station, Siding, or Junction, nor do they permit of a Proceed Order being issued for any train to proceed to or from such unattended Station, Siding or Junction.*

*For working of unattended Stations, Sidings, or Junctions with Intermediate Electric Staff Instruments see Instruction 13 of Weekly Notice 13/26.*

**5. (a) Failure of Staff Instruments.**—If the Signalman be unable to withdraw a Staff from the Instrument, he must not assume that the Instrument is defective until careful

tests have been conducted; the respective instruments at each end must be tested in the regular way, due care being taken to see that the instruments are properly manipulated and that all the conditions necessary to withdraw the Staff exist:—

- (i) See that the Right-hand Indicator (see page 435, General Appendix) if provided on the Instrument is at the required position; if a Tablet Instrument, see that the last Tablet inserted has been turned home into the Instrument, and that the Cap is properly closed.
- (ii) Where a Bank Engine Key is provided, see that the Key is in its normal position and turned in its lock.
- (iii) Lightning Arresters.—During a thunderstorm, the Disc Type of Lightning Arrester may become fused and the communication thereby interrupted; in such circumstances the outer plate of the Arrester should be removed, and the instruments then tested; if they then work properly the outer plate of the Arrester should not be replaced, but the Electrical Fitter must be at once advised of the circumstances. Care must be taken to prevent any foreign substance making connexion with the Contacts of the Lightning Arrester, which must not be used for any purpose other than that for which it is provided.
- (iv.) If, when withdrawing or inserting a Staff, the drum of the instrument does not revolve far enough to allow the locks to fall clear, the Bell Key may be prevented from working properly; this trouble may be overcome by lifting a Staff into the slot and pressing it gently against the connexions of the drum, as in the process of withdrawing the Staff.

**(b) If a Staff can be withdrawn at the opposite end.** — If, for example, a Staff cannot be withdrawn when required at "A" but in the process of testing, one can be withdrawn in the regular way at "B," it may be assumed that no other Staff is out of the Instruments for that Section. In such case, however, the Staff withdrawn at "B" must be replaced in the Instrument in order that the Instrument at "A" may be again tested, and if, after further careful testing, a Staff cannot be withdrawn at "A," then the Sig-

nalman at "B" must again withdraw the Staff, and if circumstances permit the arrangements for working by Pilotman must be commenced from that end of the Section.

If, however, it be not possible to institute the arrangements for Pilot-working at "B" without incurring delay to a train at "A," arrangements may be made to institute Pilot-working at "A" and to work the train or trains from "A" to "B" by Proceed Orders as laid down in clause 3, in which case the Staff withdrawn at "B" must be secured under lock and key until the arrival of the train accompanied by the Pilotman from "A," or it is required for further testing, but after being released for testing purposes, it must be again secured under lock and key; the Staff Instruments must not, however, be tested or operated in any way after a Proceed Order has been issued until the train for which it has been issued has arrived.

(c) **When a Staff cannot be withdrawn at either end.** —If, after careful testing, a Staff cannot be withdrawn from the respective Instruments at either end of the Section, a thorough understanding must be established in respect of the last train that passed through the Section and the distinguishing number of the Staff withdrawn for and delivered to the Driver of that train; if that particular Staff is located in either of the Instruments, it must next be ascertained by comparing the phase of the Instruments, whether another Staff was subsequently withdrawn for any purpose; if the Instrument at each end of the Section shows the same phase, White or Red, it will be sufficient proof that all Staffs for the Section are in the Instruments, in which case the arrangements for working by Pilotman must be established in conformity with Rule 27.

If, however, the last Staff withdrawn for the Section has been located in the Instrument, and the phase of the Instruments also indicate that all Staffs are in the respective instruments, and delay would be caused in complying with Rule 27, arrangements may be made for one or more trains to be despatched by Proceed Order in accordance with clause 3 hereof.

**6. Broken or Damaged Staff or Bank Engine Key, or Bank Engine Key Lost.**— When, from any cause a Staff is broken or so damaged that it cannot be dealt

with as laid down in clause (e), Rule 36, the arrangements prescribed by clause (c) of that Rule (36) must be carried out; if, however, two or more trains are required to follow in succession through the Section and there is not sufficient time to establish the arrangements for Pilot-working without incurring delay to traffic, arrangements may be made for the trains to be worked through the Section by Proceed Order in accordance with clause 3 hereof.

(i) If the broken or damaged Staff be at the Station from which the train or trains are to be despatched by Proceed Order, the man appointed as Pilotman must obtain the Staff and retain it until it is handed to the Fitter for ordinary working to be resumed; if, however, the broken or damaged Staff be at the opposite end of the Section, it must be secured under lock and key until the train accompanied by the Pilotman has arrived there and he has completed his arrangements for Pilot-working.

(ii) **Damaged Bank Engine Key.** —When from any cause a Bank Engine Key is damaged so that it will not operate the Electric Switch Lock and the Electrical Fitter is not available to cut out the Lock, Pilot-working must be established in accordance with Rule 27. If, however, the last Staff withdrawn for the Section has been located in the Instrument, and the phase of the Instruments also indicate that all Staffs are in the respective Instruments and delay to traffic would be caused in complying with Rule 27, arrangements may be made for one or more trains to be despatched by Proceed Order in accordance with clause 3 hereof. The Station-master in possession of the Bank Engine Key will be responsible for it being kept locked away in security until it is handed to the Fitter in the presence of the Pilotman for ordinary working to be resumed. See Rule 39.

(iii) The above course must also be adopted when a Bank Engine Key is lost and the Bank Engine Key Form is in possession of the Station-master.

(iv) If a Staff be out of the Instrument at the Station from which the train or trains are to be despatched by Pro-

ceed Order, as provided for in the two preceding clauses, the man appointed as Pilotman must obtain such Staff and retain it until it is required for ordinary working to be resumed; if, however, the Staff be at the opposite end of the Section, it must be secured under lock and key until the train accompanied by the Pilotman has arrived there and he has completed the arrangements for Pilot-working.

**7. Staff Lost.** — In the event of a Staff being lost, Pilot-working must be established in accordance with Rule 27, and if the Staff be afterwards found it must be handed to the Pilotman and retained by him until Pilot-working has been cancelled.

If, however, there is not sufficient time to establish the arrangements for Pilot-working without incurring delay to traffic and the Station-masters concerned have definitely decided that the train for which the Staff was withdrawn is clear of the Section, and the Train Register Books disclose that no other Staff has been withdrawn, arrangements may be made for one or more trains to be worked through on Proceed Order in accordance with Clause 3 hereof.

**8. Staff Overcarried.** — In the event of the Staff for the Section being overcarried, and there is no means for returning the Staff to its home Station or for establishing the arrangements for Pilot-working without incurring delay to traffic, arrangements may be made for one or more trains to be worked through the Section (subject to the conditions laid down in clause 3 hereof) by Proceed Order.

(i) Before making application for authority for the issue of a Proceed Order, the Station-masters concerned must first have a definite understanding that the Staff has been overcarried, and that the train for which it was withdrawn is clear of the section.

(ii) When a Staff is overcarried, it must be returned in accordance with Rule 1 of Appendix VII., Book of Rules and Regulations 2, as soon as practicable, to its nearest home Station, and if Pilot-working has been established, the Station-master receiving the returned Staff must secure it under lock and key until it is handed to the Pilotman.

9. When the Station-master at both ends of the Staff Section have mutually agreed that the use of a Proceed Order is necessary to avoid delay to traffic, and they are assured that the testing operations and the directions prescribed in these instructions have been carried out and complied with, and that the Staff Section is not obstructed by any vehicle or train, the Station-masters at the respective Staff Stations must apply to the District Train Control Officer, to suspend the Electric Train Tablet or Electric Train Staff Block System (see Forms of Messages "A" and "B" hereunder) and to authorize the despatch of the specified train (or trains) by Proceed Order. On receipt of these messages; the Control Officer shall, if he consider it expedient, suspend the Electric Train Tablet or Electric Train Staff Block System (see Form of Message "C") and authorize the despatch of the specified train (or trains) by Proceed Order, in accordance with clause 3 hereof.

*(Form of message "A" referred to in clause 9.)*

.....19..

From Station-master.....

To.....

Owing to\*.....Pilot-working must be instituted.

Not.....train is‡.....my Station, Pilot-working as prescribed in Rule 27, cannot be established without delay to traffic. Please suspend the Electric Train Staff or Electric Train Tablet Block System, and authorize the despatch of No.....(*specify the train or trains*) from this Station to..... Station by Proceed Order.

*(Here insert the particulars required by the official to whom this message is addressed; examples:—*

*(i) In the case of a Failure of Instruments—State whether a Staff is out of the Instruments, and if so, at which Station, its distinguishing number, and whether it is secured under lock and key as required.*

(ii.) If, after thoroughly testing, a Staff cannot be withdrawn at either end, state so, and specify the Phase Colour of the Staff Instrument at your Station.

(iii.) Where a Bank Engine Key is provided for the Section, the Station-master at the Station where the key is kept must state whether it is secured under lock and key as required; if the Bank Engine Key be lost he must state whether the Bank Engine has returned, and the Bank Engine Key Form is in his possession.

(iv.) In the case of a broken or damaged Staff.—The Station-master in possession of the Staff must state briefly how and where the damage occurred, and whether it is in possession of the Pilotman, or secured under lock and key as required.

(v.) In the case of a Staff being overcarried or lost.—Specify its distinguishing number, the train for which it was withdrawn, and the time such train cleared the Section.

\* Here, according to the circumstances, insert (a) Failure of Electric Staff (or Tablet) Instruments for the Section..... and..... or (b) Staff No.....for the Section.....and.....being broken (or damaged); or (c) the Bank Engine Key for the Section.....and.....being lost (or damaged); or (d) Staff No.....for the Section.....and.....being overcarried or lost.

† Insert number of train.

‡ Insert the word "Approaching" or "at" as the case may be.

Signature.....

Time.....

(Form of message "B" referred to in clause 9.)

.....19..

From Station-master.....

To.....

Owing to\*.....Pilot-working must be instituted.

Pilot-working, as prescribed by Rule 27, cannot be established without delay to traffic. Please suspend the Electric Train Staff or Electric Train Tablet Block System, and authorize the despatch of No..... (*specify the train or trains*) from..... Station to this Station by Proceed Order.

(Here insert the particulars required by the official to whom this message is addressed; examples:—

(i.) In the case of a Failure of Instruments.—State whether a Staff is out of the Instruments, and if so, at which Station, its distinguishing number, and whether it is secured under lock and key as required.

(ii.) If after thoroughly testing, a Staff cannot be withdrawn at either end, state so, and specify the Phase Colour of the Staff Instrument at your Station.

(iii.) Where a Bank Engine Key is provided for the Section.—The Station-master at the Station where the key is kept must state whether it is secured under lock and key as required; if the Bank Engine Key be lost he must state whether the Bank Engine has returned, and the Bank Engine Key Form is in his possession.

(iv.) In the case of a Broken or Damaged Staff.—The Station-master in possession of the Staff must state briefly how and where the damage occurred, and whether it is in possession of the Pilotman, or secured under lock and key as required.

(v.) In the case of a Staff being Overcarried or Lost.—Specify its distinguishing number, the train for which it was withdrawn, and the time such train cleared the Section.

\* Here, according to the circumstances, insert (a) Failure of Electric Staff (or Tablet) Instruments for the Section.....and.....or (b) Staff No.....for the Section.....and.....being broken (or damaged); or (c) the Bank Engine Key for the Section.....and.....being lost (or damaged); or (d) Staff No.....for the Section.....and.....being overcarried or lost.

Signature.....

Time.....

(Form of message "C" referred to in clause 9.)

.....19..

From.....

To Station-masters.....

I hereby suspend the Electric Train Tablet or Electric Train Staff Block System for the section between..... and..... Stations, and authorize..... Station to issue a Proceed Order for..... (specify train or trains) to run from..... to.....

Signature.....

Time.....

**10. (a) Proceed Order Issue Book.** — The Proceed Order Issue Book contains a number of Forms (see specimen Form "D" below), one of which must be correctly filled up in its numerical order by the Station-master at the Station to which the train is required to run, and when completed must be taken out of the book, and the whole of the printed and written matter telegraphed or telephoned to the Station from which the train requires to travel with a Proceed Order.

Form "D" must not be filled up until authority for the issue of the Proceed Order has been received; a separate Form must be filled up and issued for each train authorized to travel by Proceed Order.

(Form "D" referred to in sub-clause (a) of clause 10.)

To be printed on **White** paper.

**VICTORIAN RAILWAYS.**

**Proceed Order No.....**

.....19..

Issued at.....Station.

No. of Words..... Time.....

To Station-master.....

Owing to\*.....the Control  
 Officer.....(location).....has suspended the  
 \*\*.....and authorized  
 the issue of this Proceed Order for No.....train  
 to be despatched from.....to this Station, for  
 which train the Line is clear from.....  
 to.....

The last††.....train that left here was  
 No.....at.....with Staff No.....

†  
 .....Station-master.  
 .....Station.

‡ Time received.....

‡ Time sent.....

Signature of Operator.....

\* Here, according to the circumstances, insert (a) Failure of the  
 Electric Staff (or Tablet) Instruments for the Section.....  
 and.....; or (b) Staff No.....for the  
 Section.....and.....being broken (or damaged); or  
 (c) the Bank Engine Key for the Section.....and.....  
 .....being lost (or damaged); or (d) Staff No.....  
 for the Section.....and.....being overcarried or  
 lost.

\*\* Here insert the words Electric Train Tablet or Electric Train  
 Staff Block System, whichever System is in use.

†† Here insert Up or Down, depending upon whether it is the  
 Up or Down direction towards the Station receiving the Proceed  
 Order.

† Here state whether a Staff is out of the Instrument at  
 your end, and if so, whether it has been locked away; if a  
 Staff cannot be withdrawn, state so, and specify the Phase Colour  
 of Instrument; if a Bank Engine Key, at your end, state whether it  
 is locked away; if a Bank Engine Key is lost, state whether Bank  
 Engine has returned, and whether you are in possession of Bank  
 Engine Key Form.

‡ This part to be filled in by the Operator.

(b) **Proceed Order Received Book.**—The Proceed Order  
 Received Book contains a number of Forms (see specimen Form  
 "E" at end of this clause), one of which must be correctly filled  
 in, and bear the same number as the message sent by the Issuing  
 Station. The Proceed Order, authorizing a Driver to travel over  
 the Section to which it applies, will be countersigned by the  
 Station-master who hands it to him.

(Form "E" referred to in sub-clause (b) of clause 10.)

To be printed on **Yellow** coloured paper.

## VICTORIAN RAILWAYS.

**Proceed Order No.**.....

.....19..

Received at .....Station.

No. of Words..... Time.....

To Station-master.....

.....  
.....  
.....

† .....  
(Signed) ..... Station-master..... Station.

Countersigned ..... Station-master ..... Station.

Time received.....

Operator.....

† If a Bank Engine Key, at your end, state whether it is locked away; if the Bank Engine Key is lost, state whether Bank Engine has returned, and whether you are in possession of Bank Engine Key Form; if a damaged Train Staff it must be held by the Pilotman, who must show it to the Driver, receiving the Proceed Order.

Note. — This Order must be collected from the Driver after use, cancelled, and promptly forwarded to the Superintendent for the District, together with full particulars of the cause of its being issued.

**(c) A Proceed Order must only be issued by the Stationmaster at the Staff Station to which the train is required to run without the Staff, and when issued must only be used by the train for which it is authorised.**

**11. (a)** A train requiring to travel with a Proceed Order must be stopped at the Station where the Proceed Order is handed to the Driver, to afford him an opportunity of examining it, and a Driver must not accept a Proceed Order unless it is strictly in accordance with these instructions, and made out on the authorized Form.

(b) When a train is to travel on a Proceed Order, the Signalman or person in charge must verbally inform the Guard of the circumstances, and before leaving the Guard must ascertain whether the Pilotman is accompanying his train.

(c) When any train is assisted by a second engine in front, the Proceed Order must be shown to, and endorsed by, the Driver of the rear engine, and delivered to, and carried by, the Driver of leading engine; if an engine is to assist in the rear it must accompany the train throughout the Staff Section, and in such a case the Proceed Order will be endorsed by the Driver of the leading engine, and carried by the Driver of the engine assisting in rear.

**12.** Upon the arrival of the train at the Staff Station in advance, the Proceed Order must be collected from the Driver, and the word "**Cancelled**" written in ink across it, with a remark as to the time the train arrived; the Form must be then signed and dated by the Station-master, and promptly forwarded to the Superintendent for the District, together with full particulars of the cause of its being issued.

**13.** (a) Proceed Orders sent by telephone must be dealt with in accordance with the special instructions for telephoning messages as laid down in the General Appendix.

The use of any Telegraph Code word or abbreviation in messages "A," "B," "C," "D," or "E" is strictly forbidden. These messages must be classed as "Urgent" (D.G.) Messages.

(b) When sending cancelled Proceed Orders to the Superintendent for the District, all messages in connection therewith must be attached, including those exchanged by the Station-masters before authority was obtained to issue a Proceed Order.

**14.** (a) **Train or portion of train left upon Single Line.**—When a train or portion of a train is left upon the Single Line from accident or inability of the engine to take the whole forward, the Driver must not, if he be in possession of a Proceed Order, return for it except by written instructions from the Guard, as prescribed in Regulation 243. In either case the Guard, after securing the rear portion, must protect his train in the rear, in accordance with Regulation 239; if the Pilotman be accompanying the train he must proceed with the Driver to the Station in advance, and, after completing the arrangements for working by Pilotman, return with the Driver for the rear portion of the train.

(b) As soon as the first portion of the train has drawn forward sufficiently far, either by day or night, two Detonators must be placed on the rails, 200 yards from the front vehicle, to notify the Driver when returning of the position of the remainder of his train left on the Running Line.

(c) After sunset, or in foggy weather, before the front portion is drawn forward, a Red Light must be placed on the front vehicle of the rear portion by the man who divides the train.

**15.** (a) When a train which carries a Proceed Order becomes disabled between two Staff Stations, and the Pilotman be not accompanying the train, the Driver must hand to his Fireman a written order, addressed to the Station-master at the nearest Station from which assistance can be obtained, stating the nature of the failure, the place where it has occurred, and authorizing the Station-master to allow a Relief engine to proceed to remove the disabled train. The Station-master, on receiving the written order, must endorse it, arrange for the despatch of a Relief engine, and return the order to the Fireman, who must hand it to the Driver of the Relief engine, and accompany him to the place where he left the disabled train. The Driver of the Relief engine, after removing the disabled train to the end of the Section to which it was previously proceeding, must deliver up the written order to the Station-master, and the Driver of the disabled train must hand over the Proceed Order held by him. The Driver of the disabled engine must not remove his engine until the Relief engine arrives.

(b) The Fireman when proceeding to the nearest Station for assistance must place Detonators on the line, as directed in Regulation 239, and the Guard must similarly protect his train in the opposite direction. Should the stoppage or failure occur to an engine not attached to a train, the Fireman, when proceeding for relief, must place Detonators on the line, as per Regulation 239, for the protection of the disabled engine, and the Driver, after securing his engine, must similarly protect in the opposite direction, and then return to his engine.

(c) Should the train be accompanied by the Pilotman, he must make the best arrangements for procuring assistance without delay.

**16.** (a) Should an accident occur of such a nature as to block the Line, and the traffic is likely to be stopped for a considerable

time, special arrangements must be made for working the trains to and from the Staff Station on each side of the obstruction. If the Pilotman be not accompanying the train, the Guard must put the Driver in charge of the point of obstruction, and the Driver must give the Guard a written order addressed to the Station-master at the Staff Station in the rear, stating the point of obstruction, and intimating that he will not allow the disabled engine or train to be moved until the Relief engine or train arrives. The Guard must then proceed to the Staff Station in the rear and hand the order to the Station-master, advising him fully of what has occurred. The Station-master will then withdraw and cancel the arrangements for working (through the Section) by Pilotman, and arrange to establish Pilot-working, in accordance with Rule 16a (but between the point of obstruction and the Staff Station in the rear). The Driver of the disabled train must hand the Proceed Order to the Fireman, and instruct him to take it to the Staff Station in advance. On arrival there the Fireman must hand the Proceed Order to the Station-master, advising him fully of what has occurred; the Station-master must then cancel the Proceed Order, and if a Staff had been removed from the instrument and locked away, release such Staff for the purpose of working trains between his Station and the point of obstruction; if a Staff is not out of the instrument the Station-master must, if necessary, arrange to establish Pilot-working in accordance with Rule 16a, but between the obstruction and the Staff Station in advance.

(b) The Guard and Fireman of the disabled train when proceeding to the rear and advance Stations respectively must place Detonators on the rail, in accordance with Regulation 239. On their return they will be held responsible for the protection of the obstruction until relieved.

(c) If the Pilotman be accompanying the train travelling on Proceed Order, he must carry out the duties specified in clause (a) for the Guard; in any case, however, the Guard must protect his train.

**17.** (a) Should any circumstance occur to prevent the use of the Proceed Order, it must be sent under cover by the most expeditious means (but a train or engine must not be used for the purpose unless working by Pilotman has been established or the Driver is in possession of the Staff for the Section) to the Station-master who issued it. When a Proceed Order has to be

returned to the Issuing Station for cancellation, the Station-masters at both the Receiving and Issuing Stations must write the word "Cancelled," and the time, date, and his signature across the face of the Yellow Form "E," and each Station-master must promptly report the circumstances to the Superintendent for the District.

(b) In order to avoid the inconvenience involved in returning a Cancelled Proceed Order by messenger to the Station-master who issued it, as is required by clause (a) hereof, the Proceed Order (Form "D," see clause 10) should not be transmitted until the train at the other end of the Section is almost ready to leave. The Station-masters at both ends of the Section must keep in close touch with each other, so that no undue delay to the train will occur.

**18.** (a) Should a Proceed Order be lost, the Station-masters at both ends of the Section must communicate with each other by Telephone, or, where Telephone is not in operation, by Telegraph, and no train must be allowed to enter the Section to which the Proceed Order applies, until the Station-master has satisfied himself that the train for which the Proceed Order was issued has arrived complete.

(b) If the Proceed Order be found, it must be handed to the Station-master at either end of the Section to which it applies, who must immediately on receipt, cancel it, and promptly forward it to the Superintendent for the District with a report of the circumstances.

**19.** The number of each Proceed Order must be recorded in the Train Register Book at the Station at each end of the Section, opposite the entry for the train for which it was issued.

**20.** The Proceed Order Issue and Received Books, when not in use, must be kept secured under lock and key.

**21.** The Control Officer responsible for authorizing the issue of a Proceed Order must satisfy himself that every precaution necessary for safety has been adopted before giving authority for it to be issued.

