

VICTORIAN RAILWAYS.



# Questions

FOR

EMPLOYEES STUDYING THE RULES, REGULATIONS, AND INSTRUCTIONS OF THE

# Electric Staff and Tablet System

Series No. 3

(Amended 1937)

For Preliminary Questions in respect of Fixed, Hand and Detonating Signals, see Series No. 1.

For Questions on Fog-signalling, see Series No. 2.

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## DEFINITIONS.

Unless other systems are mentioned, the Rules referred to in this series are the Rules for Train Signalling on Single Lines of Railway worked on the Electric Train Tablet or Electric Train Staff Block System contained in Appendix VII, pages 383 to 440, Book of Rules and Regulations.

The Regulations referred to are the Regulations contained in pages 6 to 222, Book of Rules and Regulations.

Where General Appendix is referred to it applies to the page and instruction contained in the "General Appendix to the Book of Rules and Regulations," and Working Timetable.

For general definitions, see Regulation 1.

## ELECTRIC STAFF AND TABLET WORKING.

What is the normal position of Fixed Signals at Staff or Tablet Stations?

See Clause (*d*) of Rule 1.

In what circumstances may signals be placed at "Proceed" before going off duty?

See page 220, General Appendix, and Clause 3, page 657, General Appendix.

How are signals worked at places intermediate in Electric Staff or Tablet Sections?

See second paragraph of Clause (*d*), Rule 1.

When the tablet or staff has not been obtained for the section in advance for an approaching train, or a train is approaching, which has to cross another at a station, how are fixed signals worked applying to line train is approaching on?

See Clause (*e*) or Rule 1.

At Staff or Tablet Stations, where only one Home signal is provided at either end of station, how do you indicate to driver train is being turned to No. 2 road, and when should signal be placed at "Proceed?"

See last paragraph of Clause (e), Rule 1, and Clause 4, page 167, General Appendix.

Could train be turned in the same manner to any running road other than the road for which points normally lie?

Where would signal be lowered from under such conditions?

See Clause 2, page 167, General Appendix.

Where points are secured by an Annett lock with a duplicate lock on home-signal levers, should Annett key be left in the lock on signal lever?

See Clause 5, page 175, General Appendix.

After train has arrived at station, and Annett key has been used for shunting operations, and no signal governs movements over Annett-locked points, should permission be given for a train to proceed over points until key is in your possession?

See Clause 5, page 175, General Appendix.

Should you work signals in any other than the authorised manner?

See Clause (d), Regulation 76.

If a signal is out of order, to whom should you report the matter?

See Clause (e), Regulation 76, and pages 143-144, General Appendix.

Should fixed signals be tested?

See Clause (a), Regulation 78, and page 142, General Appendix.

Should this be entered in T.R. Book ?

See Clause (d), Regulation 78, and Clause 1, page 698, General Appendix.

Should you see that signals obey lever, and how would you know ?

See Clause (b) of Regulation 78, and pages 142-143, General Appendix.

If a Distant signal worked from the station in advance was fixed near to your station, are you responsible for it in any way ?

See Clause (c), Regulation 78.

When a signal other than a Distant has been placed to " Proceed " for a train to pass, when should you reverse the lever controlling the signal ?

See Regulation 81.

If you had reason to reverse signal before train passed, should you alter points or allow any conflicting movement until you satisfy yourself the driver of the train for which you gave signal is aware of it having been placed to " Stop ? "

See Regulation 84, and page 155, General Appendix.

If two trains were approaching your station at the same time, and you gave signal for one, and afterwards wished to alter the order of trains arriving, how would you act ?

See Clause (b) of Regulation 84.

When one signal is lit on a post for use during darkness or foggy weather, should all other signals on post be lit ?

See Clause (a), Regulation 87.

Any exceptions to *all* signals on same post being lit ?

See Clause (a), Regulation 87.

What other exceptions ?

See Clause (a) and (c) of Regulation 87.

Should signal wires be adjusted ?

See Clause 3, page 143, General Appendix, and Clause (b), Regulation 78.

When should signals be carefully adjusted ?

See last paragraph of Clause 3, page 143, General Appendix.

If a signal will not answer to the lever, how would you act ?

See pages 151-152, General Appendix.

In the case of a signal out of order, what is done ?

See Regulation 95.

Where a Home signal is out of order, how would you deal with Distant applying to same line ?

See Regulation 95.

Who is responsible for the trains to be brought forward by the hand signalman, and who is responsible for informing the signalman the position of points over which the train will pass ?

See Clause (c), Regulation 95.

When a train has to pass a defective Home signal which ordinarily governs facing points or protects the fouling points of an adjoining road, what is the driver's authority to pass ?

See Clause (c), Regulation 95, page 152, and Clause 8, page 168, General Appendix.

If you could not place the Home signal to the " Stop " position, what action is necessary ?

See Clause (e), Regulation 95.

Would it be necessary to keep a hand signalman stationed at the Home signal if no train expected and signal could be kept at " Stop ? "

See Clause (e), Regulation 95.

Who is responsible for hand signalmen being instructed in their duties, and if none available who must act ?

See Clause (e), Regulation 95.

If a defective Distant signal cannot be maintained at " Danger," what is done ?

See Clause (*f*), Regulation 95.

If a defective Distant signal can be kept at " Danger," what is done ?

See Clause (*f*), Regulation 95.

If a defective Home or Distant cannot be kept at " Stop " or " Danger," is any action necessary at station or signal box in rear ?

See Clause (*g*), Regulation 95.

If a light in a signal goes out, and cannot immediately be relit, what is done ?

See page 142, General Appendix.

When hand signalling for a defective fixed signal, how would you act, and where stand ?

See Clause (*j*), Regulation 95.

In the case of a Disc, Dwarf or Siding signal being defective, and no hand signaller is acting at it, what is the duty of a guard or shunter with a train or engine ?

See Clause (*k*), Regulation 95.

What should a driver do if a fixed signal was absent from place ordinarily shown, or an imperfectly displayed or conflicting signal was exhibited ?

See Regulation 96.

What constitutes an imperfect signal ?

See Regulation 96.

When a signal is out of order, but the interlocking of the lever is in order, how should you act ?

See Clause (*h*), Regulation 95.

In the event of it being necessary to allow a train to run towards another train at a platform or to a road where other vehicles are standing, on whose authority would you arrange for this to be done ?

See Clause (*a*), Regulation 109.

What is the duty of the officer in charge who authorises this movement ?

See Clause (a), Regulation 109.

What must signalman do before allowing train to enter station or road occupied ?

See Clause (a), Regulation 109.

Where the Home signal is at such a distance from station or signal-box that it would not be possible to verbally communicate with driver at such signal, what should signalman do ?

See Clause (b), Regulation 109.

The obstruction might be between your Home signal and signal-box or station ; what additional precaution would be necessary ?

See last paragraph of Clause (b), Regulation 109.

Would it be necessary to verbally caution a driver in such circumstances where a calling-on or low speed signal is provided to bring the train on, and when would you exhibit signal ?

See Clause (c), Regulation 109.

In a case where a Home signal at a station is electrically controlled by a train or a vehicle ahead of such signal, but no calling-on or low speed signal is provided, how would a train or engine be brought past Home signal if necessary to do so when line obstructed ?

See first paragraph of Clause (d), Regulation 109.

What are the duties of the employe appointed to pilot the driver past the signal ?

See last paragraph of Clause (d), Regulation 109.

At places where a train is allowed to proceed towards the rear of another train and after the first train has started ahead it is necessary to again stop it what should first be done in regard to the second train ?

See Regulation 110.



At places where it is necessary for engines or trains to follow one another from a station or siding, should the driver of the second train follow until the signal has been replaced to " Stop " and again exhibited at " Proceed ? "

See Clause (a), Regulation 111.

When a train is stopped at a Home, Starting, or Advanced Starting signal—(1) What should driver do? (2) What should signalman do if he cannot allow train to proceed? (3) What is guard's, fireman's, or shunter's duty in case red hand signal is not received, or in case of excessive detention?

See Clause (a) Regulation 75, and pages 178–181, and 436–437, General Appendix.

When a train or vehicles have passed Home signal, and are waiting to be shunted—(a) What should guard, fireman, or shunter do? (b) What should signalman do?

See Clauses (b) to (h), Regulation 75.

Where special telephone communication is provided between Fixed signal and signal-box, where is the telephone fixed, and what are the duties of train men and signalmen?

See pages 178–181, General Appendix.

Where do you find a list of places where special telephones are provided?

See current Fog-signalling Circular.

What tail signals do trains and engines carry during daylight and during darkness or foggy weather?

See Regulations 150 and 151.

If two or more engines are coupled, which carries the tail signal?

See Clause (c), Regulation 150.

Should engines drawing trains carry a tail signal?

See Clause (d), Regulation 150.

What are head signals, and when should they be carried?

See Regulation 151, and pages 249–259, General Appendix.

What head signal should an engine carry when assisting a train in the rear ?

See Clause (a), Regulation 151.

What train signals should engines employed exclusively as shunting engines in yards carry ?

See Regulation 152.

What are the train signals to denote a special following—  
(a) by day, (b) by night or foggy weather ?

See Clause (a), Regulation 153.

What are the train signals to denote a special in opposite direction on single lines ?

See Clause (b), Regulation 153.

Should you at all times be prepared for special trains ?

See Clause (d), Regulation 153, and Clause 20, page 193, General Appendix.

Where do you find the instructions in respect of notices to be issued in reference to the running of special trains ?

See pages 187–193, General Appendix, and Regulation 153.

What are the instructions in respect to the issuing of a Warning Notice to drivers of special trains ?

See Clause 16, pages 192–193, General Appendix.

Where there are dead-end lines used for arrival trains, what light should be exhibited on the buffer-stops during darkness or foggy weather, and where would light be exhibited if there was a vehicle near buffer-stops ?

See Clause (a), Regulation 133, and Note 2, page 402, General Appendix.

What lights are used on refuge sidings adjoining a running line ?

See Clause (b), Regulation 133.

When a Staff Station is opened without fixed signals being provided, and it is necessary to cross trains, what precautions are necessary—(a) during daylight, (b) at night or foggy weather; (c) trains turned into staff-locked sidings?

See pages 388–390, General Appendix.

Where permission is granted for one train to be set back towards another standing at a platform, what precautions must be taken?

See Clause 6, page 390, General Appendix.

Where do you find a list of stations where such permission is given, or for special instructions in regard to crossing trains?

See pages 387–388, General Appendix.

On what road should you run an express passenger train through which is not booked to stop at your station—(a) at interlocked stations; (b) non-interlocked stations?

See pages 385–386, General Appendix.

Are there any exceptions to this rule?

See page 386, General Appendix, and Special Instructions for your station.

When two express or passenger trains not booked to call require to cross at your station, how do you work them through?

See Sub-clause (c) of Clause 1, page 386, General Appendix.

When an express or passenger not booked to call requires to cross a passenger booked to call, how do you work them?

See Sub-clause (d) of Clause 1, page 386, General Appendix.

How are departmental specials running as express trains dealt with—(a) when not crossing a passenger or mixed at your station; (b) when crossing a passenger or mixed?

See Sub-clause (e) of Clause 1, page 386, General Appendix.

How are passenger or mixed trains booked to call dealt with?

See Clause 2, page 386, General Appendix.

How are passenger or mixed trains booked to call and goods trains which have to cross at your station dealt with ?

See Clause 7, page 390, General Appendix.

Where should the guard be when train is backing out to enter another road ?

See Sub-clause (b) of Clause 7, page 390, General Appendix.

When a train in setting back will pass over a level crossing not provided with gates, how is crossing protected—(a) during daylight ; (b) during darkness or foggy weather ; (c) What is the maximum speed allowed when setting back ?

See pages 239–240, and Clause 10, page 391, General Appendix.

When a train or engine is standing on a running line at your station, and one end is foul of an adjoining road, should the signalman be informed ?

See Clause (l) of Regulation 205, and Clause 9, page 391, General Appendix.

What are the crossing head and tail lights at night or during foggy weather ?

See Regulation 205, Clauses (i) and (j).

Should driver or guard arrange crossing lights if train is standing foul of an adjoining road ?

See Clauses (i), (j) and (l), Regulation 205.

Would the fact of a train crew being responsible for informing the signalman relieve him from assuring himself that trains or vehicles are clear before placing signals at “ Proceed ? ”

See Clause (b), Regulation 82, Clauses (d) and (e) of Rule 1, Appendix VII, sub-clause (c), clause 7, page 390, General Appendix.

Should lever sleeves be used, if necessary, when crossing trains ?

See Clause 8, page 391, General Appendix.

At stations where disc signals are used for arriving trains, what action is taken by the signalman before turning off the disc—(a) if line is clear ; (b) if line is obstructed ; (c) where there is a signal-box at each end of the station controlling entrance to the road to be used ?

See page 154, General Appendix.

Is No. 2 road at all staff stations to be regarded as a running road, and should it be kept clear ?

See page 400, General Appendix.

Are there exceptions where vehicles may be allowed to stand in No. 2 road, and, if so, what precautions must be taken ?

See pages 400–403, General Appendix.

Where do you find the maximum rate of speeds permitted over certain portions of the line and at stations ?-

See Working Time-table.

Where do you find the classes of engines permitted to run over the different lines ?

See Working Time-table.

What are the instructions regarding trains on running lines without a brake van in the rear ?

See Regulation 232, and pages 460–470, General Appendix.

Is it permissible to allow trains to be pushed on running lines ?

See Regulation 201, and pages 364–376, General Appendix.

What is a signalman's responsibility in regard to trollies, tricycles, or motor vehicles on running lines ?

See Regulations 267 to 271, Rule 11, and General Appendix, pages 272–291, 293–294, and 485–492.

Under what circumstances would you be required to keep your signals to " Stop " to protect Way and Works Branch operations ?

See Regulations 271, 272, 273, 274 and 275.

What are the instructions in regard to “ Between Trains ” and “ Absolute Occupation ” of running lines, and your responsibility ?

See pages 493–494, General Appendix.

What is a Staff Exchange Box, and how is it operated ?

See pages 222–226, General Appendix.

How is the signalling of trains performed when using staff exchange boxes ?

See Rule 3 and page 657, General Appendix.

What is your duty in respect of advising train crew when a staff exchange box is in use at a station or stations in advance ?

See Clause 3, page 224, General Appendix.

What are the instructions for the working of Electric Staff Instruments where the guard acts as signaller for a specified train ?

See pages 229–230, General Appendix.

Where level-crossing gates are controlled by a signaller, what is his responsibility in respect of—(a) lighting and extinguishing of lamps ; (b) applying and working of controlling levers ; (c) exhibiting fixed signals ; (d) heavy or out-of gauge loads ; (e) droves of animals ; (f) if crossing becomes obstructed ; (g) blocked by shunting ; (h) gate stops at interlocked crossings ; (i) level crossings near platform ; (j) level crossings where tramway traffic is regulated by fixed signals ; (k) controlled by three-position automatic signals.

See By-Law 35, Regulations 137 to 148 inclusive, and pages 231–248, General Appendix.

What action should be taken in the event of drivers of vehicles failing to heed warnings displayed for their protection at level crossings, or attempting to cross over line in front of trains ?

See page 231, General Appendix.

In the event of gates being damaged by road motor cars, or other vehicles, what action should be taken ?

See Clause 3, page 232, General Appendix.

What are the instructions in respect to Bell Communication between signal-boxes and gatekeepers at Level Crossings ?

See pages 243-244, General Appendix.

Where do you find list of level crossings where Fixed signals are provided ?

See pages 366-368, Book of Signals.

Where do you find—(a) list of level crossings where Flashing Lights or Wig-Wag signals are provided ; (b) list of level crossings where electric bells are provided ; (c) list of privileged gates ?

See pages 241-246, General Appendix.

Describe electric staff instruments—(a) ordinary or large ; (b) miniature.

See pages 615-616, General Appendix, Rule 3.

What is the object of electric staff or tablet working ?

See Rule 1.

Does the use of this system modify or dispense with the use of fixed hand or detonating signals whenever it is necessary for them to be used ?

See Rule 1.

Could a train or engine be on a section without a staff or tablet for the section ?

See Rule 1.

If there are two engines attached to a train, must both drivers be in possession of a staff or tablet ?

See Rules 1, 7, 8 and 9, and page 10, General Appendix.

Which engine carries the staff or tablet—(a) two engines in front ; (b) engine assisting in rear ; (c) light engine coupled ?

See Rules 1, 7, 8 and 9, and page 10, General Appendix.

How do you know the correct staff or tablet for a section ?

See Rule 1.

If the name-plate becomes damaged or letters obliterated, what action must be taken ?

See pages 680-681, General Appendix.

If there is a staff-locked siding in the section, would you use a staff with a damaged feather ?

See page 680, General Appendix.

How do you exchange staffs or tablets with firemen ?

See pages 391-395, General Appendix.

If a signalman receives a wrong staff or tablet, what must be done ?

See Rule 1.

Who is the responsible employe for receiving and delivering a staff or tablet, or placing them in instruments ?

See Rule 1.

Could a staff or tablet be transferred from one driver to another without going through instrument ?

See Rules 1, 16, 16a and 21, and pages 649-653, General Appendix.

What care must be exercised in the use of instruments and bells ?

See Rule 1.

What is the call-attention signal, and what signals does it precede ?

See Rule 1a.

When would you consider a signal was understood by the signalman at the opposite end of the section ? What must you do if no acknowledgement to your signal, and what signal should precede all applications for line clear ?

See Rule 2.



Are there any exceptions to Rule 2 ?

See Sub-clause (b), page 700, General Appendix, and Regulation 88.

When you receive an indistinct or unintelligible signal, what would you do ?

See Rule 19a.

How do you obtain an electric tablet or staff for a train to proceed ?

See Clause (a) of Rule 3.

What is the " Is Line Clear " code signal for—(a) express, fast passenger, breakdown van, hospital train, relief engine ; (b) fast goods, through goods, ballast, live stock ; (c) pick-up goods ; (d) light engine, or engines coupled ; (e) ballast or goods requiring to stop in section, or repairers' trolley going through tunnel ?

See code, page 384, Book of Rules and Regulations, Clause 6, page 33, and pages 668–669, General Appendix.

When is the departure signal given, and what is the code ?

See Clause (a) of Rule 3, and code, Appendix VII.

When is application sent for " Is Line Clear " to station or box in advance ?

See Clause (b) or Rule 3.

Are there exceptions to the rule that the " Is Line Clear " signal should be sent immediately " Departure " is received ?

See Clauses (c) and (d) of Rule 3, and Rule 13a, pages 657–660, and Clause (b), page 700, General Appendix.

When could a train be accepted—(a) at a crossing station, (b) at a non-crossing station ?

See Clause (a), Rules 4 and 13a.

After accepting a train, to what point must the line be kept clear—(a) at a crossing station ; (b) non-crossing station ;

and if, when the application for Line Clear is received the line is not clear to the point required, what action should be taken?

See Clause (c) of Rule 4.

Would it be correct for you to have a train outside your "Home" signal without the signaller in the rear being aware of the fact?

See Rule 15, and note sub-clause (ii) of Clause (c).

Are there cases when you would not accept the "Is Line Clear" signal, although you had a clear line in accordance with Rules 4 and 13a?

See page 265, General Appendix.

What is the code for "Train Waiting Signal," and when is it used?

See Rule 5, and code, Appendix VII.

What is the method of signalling and the code signal for—(a) bank engine in rear of train; (b) assisting engine in front; (c) engines coupled together?

See Rules 7, 8 and 9.

After sending the signal it is found the bank engine will not run, or one or more of the light engines are not going through section—What is done?

See Clause (b) of Rule 7.

Could an assistant engine leave a train in the section?

See Clause (d) of Rule 7, Rule 38, Regulations 173, 204 and Instructions on pages 702–703, General Appendix.

How would a signaller know if a goods or ballast required to stop in a section?

See Regulations 237, 278, and Rule 10.

How would such a train be signalled—(a) if "Line Clear" had not been obtained; (b) if "Line Clear" had been obtained for a through train?

See Rule 10.

Could the train return to station in rear without the signalman's permission ; and, if signalman did give permission, what action would be taken on return of train ?

See Rule 10.

Should goods trains which require to shunt at stations or sidings intermediate in an electric staff or tablet section be signalled under the 1—2—2 code ?

See Rule 10.

If a signalman gave permission for a train to enter section and return to his station, and before it returned he required to foul the line outside the Home signal at that end of the station, what precautions would be taken ?

See Clause (c), Rule 10, Sub-clause (ii), Rule 15 and Rule 38.

Where necessary, how are repairers' trollies signalled ?

See Rule 11.

What is the code signal for " Train Arrival," and when sent ?

See Rule 12.

When the last vehicle is inside the Home signal or train is shunted clear, and signalman cannot see whether train is complete, what should he do ?

See Note to Clause (ii) of Rule 12 and Regulation 198.

When a train is an unusually long time in a section, what action should be taken by the signalman and stationmasters at each end of the section ?

See Rule 13.

Could you allow a train to approach from each side of a non-crossing electric staff or tablet station, and how is this avoided ?

See Rule 13a.

Is the signalman at a Staff Station responsible for arranging the crossing places when trains are running late, or in the case of goods trains ?

See Rule 13b and pages 260 and 265, General Appendix.

See also pages 260–264, General Appendix, in respect to Train Control System.

What is the code signal, and when would it be necessary to send “Obstruction Danger ?”

See Rules 14 and 24.

How are signals placed and maintained when “Obstruction” is sent or received ?

See Clauses (b) and (d) of Rule 14.

Could you send “Obstruction” signal to more than one place ?

See Clause (c), Rule 14.

What action would a signalman take on receiving the “Obstruction Danger” signal ?

(1) If he could not prevent a train entering the section ?  
See Clause (f), Rule 14.

(2) If on receipt of “Obstruction Danger” signal the signalman stopped a train for which the “Is Line Clear” signal had been accepted by the signalman sending “Obstruction,” what action would be taken ?  
See Clause (e), Rule 14.

(3) Would the “Is Line Clear” be cancelled before he obtained the staff or tablet from the driver ?  
See Clause (e), Rule 14.

(4) What action would the signalman take who sent the “Obstruction” signal if in acknowledgment he received “Train Running Away” signal ?

See Clause (f), Rule 14.

If, after the "Obstruction Danger" signal is received and acknowledged, it is necessary to allow a relief or breakdown train to enter the section, how would it be signalled?

See Clause (d), Rule 14, and Rule 16.

When the "Obstruction" is removed, what signal is sent?

See Clause (g), Rule 14.

Should, however, a train which the signalman at the Staff or Tablet Station in the rear was unable to stop be in the section when the obstruction was removed, when would the "Obstruction Removed" signal be sent in that case?

See Clause (g), Rule 14.

What is the code for "Obstruction Removed"?

See code for Appendix VII.

If a signalman becomes aware that live stock are on the line, what action is taken by signalman at both ends of the section—(a) no tunnel in section; (b) tunnel section; (c) when the animals are removed?

See Rule 14a.

When can the line be fouled—(a) at a non-crossing place; (b) at a crossing place?

See Rule 15.

After accepting the "Is Line Clear" at a non-crossing place, should the signalman permit the line to be fouled even inside the Home signal?

See Clause (a), Rule 15.

After accepting the "Is Line Clear" signal, could you allow the line to be fouled inside or outside the Home signal at a crossing place?

See Clause (c), Rule 15.

How is the permission given for a driver to foul a main line either inside or outside the Home signal?

See Clause (c), Rule 15, Regulation 165, Clauses 4 and 6, pages 167-168, and pages 666-667, General Appendix.

Should the signalman clearly inform the driver of what he intends him to do ?

See Clause 2, page 667, General Appendix.

When verbal permission is given to shunt outside a Home signal and no Fixed signals are applicable to the movements from the yard, should the driver be informed when it is necessary to cancel the permission before the shunting operations are completed ?

See Clause 3, page 667, General Appendix.

If the employe who works the Fixed signals does not also work the electric staff, or tablet instruments, who should give the permission to foul the main line ?

See Clause 4, page 667, General Appendix.

If you have not obtained a staff or tablet for the shunting movement, what is your authority to foul the line outside the Home signal ?

See Sub-clause (i), Rule 15.

What code signal do you send to obtain that authority, and when would you consider authority was given ?

See Sub-clause (i) of Clause (c), and Clause (d), Rule 15.

Could the single line outside the Home signal be fouled at each end of your station at the one time by sending the " Blocking Back " signal, and, if so, would it be necessary to send the signal and receive acknowledgement from the signalman at the opposite end of each section ?

See Sub-clause (i), Rule 15.

When a train is travelling in the section away from your station and you required to send a train, for shunting purposes, outside the Home signal at that end of the section, could it be done without sending the 2—4 signal ?

See Sub-clause (ii), Rule 15.

What should be done as soon as you receive " Arrival " for the train proceeding through the section ?

See Sub-clause (ii) of Clause (c), Rule 15.

Supposing the signalman at the other end sent "Train Running Away" signal while a train was outside your Home signal under the 2—4 signal?

See Rules 14 and 24.

When would you send the "Obstruction Removed" signal after the 2—4 has been acknowledged?

See Sub-clause (ii) of Clause (c), Rule 15.

When allowing a shunting movement outside Home signal following a train proceeding through section, where would the train be before you permitted the movement?

See Clause 5, page 667, General Appendix.

If the train in the section is a ballast or a goods train returning to your station, or a train having an engine in rear carrying a bank engine key, what precautions must be taken before permitting a shunting movement outside Home signal at that end of the station?

See Sub-clause (ii) of Clause (c), Rule 15.

If a signalman receives the "Blocking Back" signal, and is not in a position to grant permission, would he take any action?

See Clause (d), Rule 15.

Could you place vehicles outside your Home signal on a falling gradient towards the station in the rear without special authority?

See Clause (e), Rule 15.

If authority granted to do so, what precautions must be taken?

See Clause (e), Rule 15, Regulation 207, page 422, General Appendix.

What other restrictions are there against fouling the line outside Home signals for shunting purposes?

See Clauses (f) and (h), Rule 15.

If it was absolutely necessary to shunt outside Home signal in foggy weather, or go beyond the Distant, or out of sight of signalman, how could it be done ?

See note at end of Rule 15 and Rule 18, Appendix VII.

In the event of an engine becoming disabled while working outside Home signal on the 2—4 signal or on a staff, how could relief be obtained from the station in advance ?

See Clause (*d*), Rule 14 and Rule 16.

In the event of the engine or vehicle being derailed while outside Home signal, how work traffic ?

See Clause (*c*) and note, Sub-clauses (*vi*) and (*vii*) of Rule 16a.

An engine or train becomes disabled between two staff stations—(*a*) What method is adopted by the train crew to obtain relief ? (*b*) When the fireman arrives with the staff or tablet, and an engine is available at that station, what is done with the staff or tablet, and what is signalman's responsibility ? (*c*) Should there be no engine at the end fireman arrives, what is done with the staff or tablet, and what code signal sent ? (*d*) What does the signalman at opposite end of section do, and what code signal sent to release staff ? (*e*) What must be given to driver of relief engine in addition to staff or tablet ? (*f*) When would the driver of relief engine hand over staff or tablet and order (if latter given) ? (*g*) Could the disabled engine be placed in an intermediate siding, and, if so, what precautions taken ? (*h*) If the relief engine proceed from the station in rear of obstruction, what does signalman there do, and what signal sent ? (*i*) If the relief engine proceed from the station in advance, what does the signalman there do ? (*j*) If the disabled train is taken to the station to which it was proceeding, what signal sent when both trains arrive ? (*k*) If drawn back to station from which disabled train had left, what signal sent, and when ? (*l*) After the section has been cleared, is any precaution necessary in connection with despatch of next train over section ? (*m*) Should disabled train be protected, and how ?

See Rule 16 and pages 702-703, General Appendix.



If an accident or obstruction occur, and the traffic is likely to be stopped for a considerable time, or if a landslip, flood or other mishap render an obstruction in a section, how would traffic be worked ?

See Rule 16a.

If there be a train in the section when the obstruction occurred, but not caused by the train, what is done with the staff or tablet if train is all right ?

See Clause (b) of Rule 16a.

Should the obstruction, however, be caused by a disabled train, such as engine derailed or unable to be moved, what is done by train crew, and how is traffic worked ?

See Rule 16a.

(a) Which stationmaster arranges pilot working ? (b) What forms are used in this instance ? (c) What is the authority for first train to go into obstructed section on pilotman's side ? (d) When is the pilot-working completed ? (e) How many forms required, and who receives them ? (f) What is the authority for the first or any train to enter the section on side of obstruction opposite to the side pilotman is operating ? (g) Does driver carry anything in addition to staff or tablet ? (h) If the disabled train or engine is worked by two men only, could the same procedure be adopted by train crew ? (i) Is the obstruction protected ? (j) In the event of a washaway occurring and no train in section, and no staff or tablet out of instrument, who would be responsible for making all arrangements, and for arranging for protection at place of obstruction ?

See Rule 16a, and note, pages 69-72, General Appendix.

How is pilot working discontinued in cases of obstruction, and are cancellation forms necessary ?

See Clause (d), Rule 16a, and wording of pilotman working form at foot of Rule.

When the line is again clear, who accompanies the first train through the section, and what must also be carried by driver ?

See Clause (d), Rule 16a.

Should the tablet or staff be restored to the instrument at either end of the section until the section is clear ?

See Clause (e), Rule 16a.

How would you obtain a staff (if necessary), to work in accordance with Rule 16a ?

See Rule 16.

If an engine brought portion of a train to the station in advance through inability to bring on the whole of the train, what is the signalman's duty before permitting the driver to return for the second portion ?

See Clause (a), Rule 16b.

If there is an assisting engine in the rear of the train, and the assisting engine fail and the train engine brings in portion of load, what is required by the signalman in addition to seeing tablet or staff before permitting engine to return ?

See Clause (c) of Rule 16b.

Should the assisting engine be left in the section, how is it cleared ?

See Clauses (c) and (d) of Rule 16b and Rule 16.

If a train is assisted by an engine in the rear, and the train engine fail, and the train cannot be moved forward, what is done to clear the line ?

See Clause (e) of Rule 16b.

Could the first portion of the train be placed in an intermediate siding if one was available ?

See Clause (c), Rule 16b.

If the disabled engine was placed in an intermediate siding, how would the signalman know ?

See pages 702-703, General Appendix.

How would the engine be cleared from the intermediate siding ?

See Rule 18.

If an engine on a train fail while shunting in an intermediate siding, how is relief obtained ?

See Rule 16, and pages 702-703, General Appendix.

If the disabled engine cannot be moved from the siding by the relief engine, what is then done ?

See page 702, General Appendix.

If the signalman was in possession of the tablet or staff, and the order, could an important train be worked through the section before removing the engine from the intermediate siding ?

See Clause 4, page 703, General Appendix.

Would it be necessary to give the driver of the train passing through the section any instructions ?

See Clause (i) of Rule 16, Appendix VII.

In the event of pilot-working, in accordance with Rule 27, being in operation, and a portion of a train is left on main line through inability of the engine to take the whole of the train through the section, what is the signalman's duty in permitting the engine to return for second portion—(a) if pilotman is accompanying train ; (b) pilotman not accompanying train ?

See Rule 16c.

If an engine brought a portion of a train on, or came in light, and was unable to return for second portion, or to train, how would the train be removed ?

See Rule 16, and Clause (b) of Rule 16c.

In the event of a break-down van proceeding through sections to an accident, or a relief engine running to take the place of another that has failed, how should it be signalled ?

See Rule 17.

During foggy weather, or at places where the 2-4 signal is prohibited, how would you arrange for shunting to be done if necessary for engine to go outside Home signal ?

See Rule 18.

If it is necessary to go outside Home signal during the time the signalman at the opposite end of the section was absent from duty, what should be done ?

See Pages 667-668, General Appendix.

Should it be reported, when necessary to carry out this instruction ?

See page 667, General Appendix.

If it was necessary to work a siding between two tablet or staff stations by an engine or train which was returning to the station from which it started, how would it be signalled ?

See Rule 18.

If a signalman observes something unusual on a train which he considers dangerous, what should he endeavour to do ?

See Clause (a), Rule 19.

If he fails to stop train, what is then done ?—(a) What signal is sent to station in advance, and what else is necessary ? (b) What does the signalman who receives the “ Stop and Examine Train ” signal do ? (c) When is it necessary to warn the driver of a train proceeding in the opposite direction ? (d) If goods falling off, or vehicles off road, what additional precautions are necessary ? (e) What is necessary in regard to parallel lines ?

See Rules 19 and 32, Clause 5, page 71 and pages 82–84, General Appendix.

When do you send the repeat signal, and what should be done by the signalman who receives it ?

See Rule 19a.

When is the cancelling signal sent, and what does it cancel ? Is the staff restored to instrument before or after sending the signal ?

See Rule 20.

(a) What is the train passed without a tail lamp or disc signal, and when should it be sent ? (b) Should signalman carefully watch each train as it passes to see whether complete ? (c) If a signalman receives the 9 signal, what should he do ; (d) If guard is with train and it is complete ; (e) if not complete ? (f) When sending the 4—5 signal, should the staff be placed in the instrument, and if not, when could it be restored to the instrument ? (g) If a portion of a train is left in the section, how would it be cleared ?

See Rules 21 and 16.

(a) When would a signalman send the "Train Divided" signal, and if he noticed the train divided in time to signal driver, would he do so, and how would he attract the attention of the guard? (b) What would the signalman receiving the signal do in the following circumstances:—(1) If the section ahead was clear or could be cleared, and the section in the rear on which the divided train was running was on a falling grade to his station, or line was level, or there was an assistant engine in the rear of the divided train? (2) The same circumstances as above, but a train was approaching from station in advance, or line was not clear? (c) If the divided train was running on a rising grade, what should be done? (d) If rear portion left in a section, how would it be cleared? (e) When would a train be permitted to run through a section over which a divided train had passed? (f) If a train divided in starting and rear portion stopped, what is done?

See Rules 22, 16, and Clause (b) of Rule 24, pages 305–307, General Appendix, and Regulation 70 and 248.

When is it necessary to send the signal "Shunt Train for Following Train to Pass"; and what is the duty of the signalman receiving the signal?

See Rule 23, page 33, General Appendix.

In the event of a train entering a section without authority, or vehicles running away into a section—(a) What signal is sent to station in advance? (b) After the "Obstruction" signal is acknowledged, what signal is sent? (c) What should a signalman receiving these signals do? (d) After receiving such a signal, when should "Obstruction Removed" signal be sent? (e) When could a train be allowed to enter a section after sending or receiving the "Vehicles Running Away" signal? (f) If, after the signals have been sent or received, it is necessary to send a relief train or engine into the section, how is this done?

See Rules 24, 14 and 16.

Switches are provided at certain staff stations; where do you find the instructions for opening and closing electric staff stations under this system?

See pages 627–637, General Appendix.

Switching In with a train—(a) Could the station be opened by a through train, or by a local train? (b) What is the “Opening of Signal-box” signal and the “Closing of Signal-box” signal? (c) Is it necessary to test the instruments, and, if so, when is this done? (d) In the event of a failure occurring when applying for a staff for through section and prior to switching in “B” station, what system is worked and between what stations? (e) How would “B” be worked? (f) If a failure occurred after “B” was opened, how would traffic be worked, and between what stations would pilot-working be in operation? (g) If there was an obstruction on the line when the time arrived to close “B” (the intermediate staff station), what would have to be done before “B” was closed?

See pages 627 to 631, General Appendix.

*Note.*—For instructions respecting the opening and closing of Electric Staff stations without a train, see pages 632–637, General Appendix.

*Note.*—For instructions respecting the opening and closing of two or more intermediate adjoining stations where Switching Instruments are provided, see pages 637–640, General Appendix.

Where no switches are provided, how is a temporary electric staff or tablet station opened and closed as required?

See pages 623–626, General Appendix.

When a new staff or tablet station is opened, what is the duty of the signalman at the staff or tablet stations on each side of the new post in respect of notifying drivers and guards of trains of the fact that the staff or tablet sections have been altered?

See Sub-clause (iii) of Clause 2, page 625, Clause 7, page 631 and Clause 11, page 635, General Appendix.

In the event of a signalman being unable to release a staff or tablet, should he at once assume instrument was out of order, or what action should he take to satisfy himself?

See page 679, General Appendix, and Rule 29.

When satisfied the instrument has failed, what should be done in regard to getting them put in order ?

See Rule 27 and page 143, General Appendix.

What system would you institute to work the traffic while instruments are out of order ? (a) If telegraph or telephone is available, what is done ? (b) Who appoints the pilotman, and how would he get over the section if no staff or tablet out of instrument ? (c) If one is out, how could he get over section ? (d) How many forms are necessary, and who fills them in and signs them ? (e) Should the position of the employe acting as pilotman in addition to his name be shown on form ? (f) If no other competent employe available, could the employe who instituted the pilot-working appoint himself pilotman ; and, if so, should he leave a form with the person he leaves in charge of the station ? (g) Could an employe under twenty-one years of age be used as a pilotman ? (h) Who delivers the form to the signalmen at the station where the pilot-working is instituted, and what has the pilotman got to see ? (i) Should the signalmen sign the pilotman's form before he leaves to go to other end of section, and should pilotman sign signalmen's form, and should the signalmen sign the form handed to him ? (j) When the pilotman arrives at the other end of the section, what is done ? (k) If there is a stationmaster and a signalmen at stations, should each be supplied with a form ? (l) What constitutes permission to use an engine or train to convey the pilotman over the section ? (m) Could a rail motor be used if no staff out of instrument ? (n) When could trains be allowed to run over section under pilot-working conditions ? (o) Who advises guards and drivers of the system in force, and where does the pilotman ride if accompanying the train ? (p) Could the pilotman order trains to proceed without accompanying them ? (q) If an assisting engine on train, where would pilotman ride ? (r) If pilotman despatched a train which he did not accompany, when could he allow a train to follow—(1) if telegraph or telephone communication ; (2) if no communication ; (3) if tunnel in section ? (s) If it was necessary to provide an engine for pilotman's use, where would he ride if the engine was attached to a train ? (t) How is an intermediate station worked where the points leading to the siding are staff or tablet locked if no staff

or tablet out of instrument ; and who are responsible for points being set and secured for running line after work completed ? Must pilotman accompany trains shunting at such places ? (u) If there is a staff or tablet out of the instrument, or if one can be withdrawn from the instrument at either end, who takes possession of it, and what is the pilotman's responsibility ? (v) What is the signalman's responsibility in respect of showing the number of the tablet or staff ?

See Clause (a) of Rule 27, which is amplified by the Supplementary Instructions shown on pages 684-698, General Appendix ; also Regulation 30 ; also compare instructions for working Rail Motors on pages 272-291, General Appendix.

In the event of all communication failing, or unable to raise a station by bells or telegraph from either side, what is done ? (a) If both stationmasters appoint a pilotman and they meet in section, to which station do they proceed ? (b) What is done with the forms—(1) those which are returned ; (2) those which were filled in by the stationmaster at opposite end of section ?

See Clause (b) of Rule 27.

What should pilotman wear, and when no staff is out of the instrument, which is the best end for the pilotman to be appointed, and why ?

See Clause (c), Rule 27.

Could the pilotman be changed and a new pilotman appointed ? If so, how is this done, and by whom ?

See Clause (d), Rule 27.

After a pilotman is relieved, should he get upon engines or in motorman's compartment until again appointed, and why is it necessary that he should not do this ?

See Clause (e), Rule 27.

When can a signalman be changed during pilot-working ?

See Clause (f), Rule 27.



Should the instrument again be brought into use until repaired, and who is authorised to repair it ?

See Clause (g), Rule 27, and page 143, General Appendix.

How is pilotman working cancelled, and what is done with all forms and copies of all messages sent in connection with it ?

See Clause (g) of Rule 27.

What does pilotman do when making his last trip under pilot-working conditions ?

See Clause (h), Rule 27.

In the event of a pilotman being appointed and has left the station at which he was appointed with the forms, but has not reached the other end of the section when the fitter arrives at one end of the section, could a staff be obtained and a train despatched ?

See Clause (i), Rule 27.

Should pilot-working be completed and the usual procedure adopted in such a case ?

See Clauses (g) and (i) of Rule 27.

Could the instruments be tested while the pilotman was in the section with a train ?

See Clause (j), Rule 27.

How is the instrument tested, and if after testing it is found to be in order, what is done ?

See Clause (j), Rule 27 and Rule 29.

Should a staff or tablet be obtained from the instrument, and handed to the pilotman when the instrument is in order and when is the staff handed to the pilotman again placed in the instrument ?

See Clause (j), Rule 27.

Could a signalman allow a train to enter the section on which pilot-working is in operation during the absence of the pilotman ?

See Clause (k), Rule 27.

How many forms must be always available for use at each Staff or Tablet station, and where kept ?  
See form at end of Rule 27.

For what purpose is the use of Proceed Orders authorised ?  
See Clause 1, page 684, General Appendix.

In the event of—

- (a) Failure of Staff Apparatus ;
- (b) A Staff or Bank Engine Key being broken ;  
or damaged, or Bank Engine Key lost ;
- (c) Staff being lost ; or
- (d) The Staff being overcarried beyond its section,  
should the arrangements for working by pilot-  
man as prescribed by the first paragraph of  
Clause (a) of Rule 27 be instituted ?

See Sub-clause (a), Clause 2, page 685, General Appendix.

If, however, there be no means for completing the arrangements for working by pilotman in time to avoid delay to traffic, could arrangements be made for one or more trains to be worked through the section in one direction only providing pilot-working can be instituted from that end of the section ?

If, however, a pilotman is not available, how may one or more trains in the one direction be worked through the section, and what should be done on arrival of the last train at the Staff station in advance ?

Should a Proceed Order be issued for the first train in the opposite direction ?

Should a Proceed Order be issued unless absolutely necessary ?

Can a Proceed Order be issued without the authority of the District Control Officer ?

See Sub-clause (b), Clause 2, page 685, General Appendix.

When in accordance with Sub-clause (b), Clause 2, it is required to despatch a train by Proceed Order, should the stationmaster at the station from which such train is to be despatched institute the arrangements for working by pilotman by such train ?

On arrival of this train, with the pilotman at the Staff station in advance, what should be done and how would traffic then be conducted ?

See Sub-clause (a), Clause 3, page 685, General Appendix.

If, however, another or other trains be required to follow in the same direction through the section before the services of a pilotman can be obtained or before the pilotman could complete pilot-working arrangements and return to his home station, how would such trains be despatched ?

Should a Proceed Order be authorised for each such train by the District Control Officer ?

When could a second Proceed Order be issued ?

See Sub-clause (b), Clause 3, pages 685-686, General Appendix.

If it be necessary to suspend the Electric Train Tablet or Electric Train Staff Block System and issue a Proceed Order, whose duty is it to see that it is done strictly in accordance with the instructions ?

If, however, the stationmaster be off duty, could the signalmen-in-charge at the respective Staff Stations act instead, provided they have been certified to as competent in the working of the Electric Train Tablet or Electric Train Staff Block System ?

See Sub-clause (c), page 686, General Appendix.

On the departure of each train that travels on a Proceed Order, what message should be sent to the Staff Station in advance ?

On arrival of the train at the Staff Station in advance, what message is sent ?

If pilotman accompanies the train, should this information be included in both messages ?

See Sub-clause (*d*), Clause 3, page 686, General Appendix.

Before applying for authority to issue a Proceed Order, what should stationmasters at each end of the section do ?

Should every precaution to ensure safety be adopted and full particulars exchanged between the stationmasters in order that definite information may be furnished to the District Control Officer ?

Do the instructions 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, or for a Proceed Order being issued for any train to proceed to or from such unattended station, siding or junction ?

See Clause 4, pages 686-687, General Appendix.

If the Signaller be unable to withdraw a Staff from the Instrument, what action should be taken ?

See Clause 5, pages 686-687, General Appendix.

If a Staff can be withdrawn at the opposite end, what should be done ? If, however, it be not possible to institute pilot-working at the station where the Staff has been withdrawn without incurring delay to a train at the opposite end, what should be done ?

See Sub-clause (*b*), Clause 5, page 687, General Appendix.

If, after a careful test, a Staff cannot be withdrawn at either end, what action should be taken ?

See Sub-clause (*c*), Clause 5, page 688, General Appendix.

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, what should be done ?

If 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, how should traffic be worked ?

Where should Bank Engine Key be kept until it is handed to the fitter in the presence of the pilotman ?

If a Bank Engine Key be lost and the stationmaster is in possession of the Bank Engine form, what course should be adopted ?

If a staff be out of the Instrument at the station from which the train or trains is to be despatched by Proceed Order, who should 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, how should it be secured until the arrival of the train accompanied by the pilotman ?

See Clause 6, pages 688-689, General Appendix.

When a Composite Staff has been withdrawn and the preceding train (or trains) has been despatched on Ticket portion and it is found that through the train which was required to be despatched on the Staff portion running late serious delay would be caused to an opposing train if it be held until the arrival of the train by which the Staff portion of the Composite Staff is to be carried. What arrangements must be made for the train to be worked through ?

See Clause 7, pages 689-691, General Appendix.

In the event of the Staff being lost, what is done ?

If the Staff be afterwards found, what should be done with it and who should retain it until pilot-working has been cancelled ?

See Clause 8, page 691, General Appendix.

In the event of the Staff for the section being overcarried and there is no means of returning it to its home station or for establishing pilot-working without incurring delay to traffic, what procedure should be adopted ?

Before making application for authority for the issue of a Proceed Order should stationmasters concerned first have a definite understanding that the Staff has been overcarried and the train for which it was withdrawn is clear of the section ?

See Clause 9, page 691, General Appendix.

What are the duties of the stationmasters at the respective stations before applying to the District Train Control Office to suspend the Electric Train Tablet or Electric Train Staff Block System and to authorise the despatch of a train by Proceed Order ?

What forms are supplied to all Electric Staff Stations, Telegraph Offices and Control Offices, concerned for forwarding messages in connection with the issuing of Proceed Orders ?

The method of filling in and using the forms is clearly indicated on the forms. Should it be understood that, except for the number on the form, address, signature, clause and number of clause, only the words written on the form must be sent ?

After carefully filling in the necessary particulars on the proper form, what procedure should be adopted by the officer or employes requiring to send either of the messages ?

Which station would use the Proceed Order Issue Book ?

When the form has been correctly filled up in its numerical order by the stationmaster at the station to which the train requires to run, should the whole of the printed and written matter be telephoned or telegraphed to the station from which the train requires to travel on a Proceed Order ?

Should form " D " be filled in before authority for the issue of the Proceed Order has been received, and should a separate form be filled in and issued for each train authorised to travel by Proceed Order ?

Which station would use the Proceed Order Received Book ?

Should form " E " bear the same number as the message sent by the issuing station, and should it be countersigned by the stationmaster who hands it to the driver ?

Can a Proceed Order when issued be used for a train other than for which it is authorised ?

See Clauses 10 and 11, pages 692-694, General Appendix.

Should a train requiring to travel on a Proceed Order be stopped at the station where the Proceed Order is handed to the Driver ?

When a train is to travel on a Proceed Order should the signalman verbally inform the guard of the circumstances ?

When a train is being assisted by a second engine in the front, which engine should carry the Proceed Order ?

Should the Proceed Order be endorsed by the driver of the assisting engine ?

If an engine is to assist in the rear must it accompany the train throughout the Staff Section, and in such case which engine would carry the Proceed Order and which driver would endorse the Proceed Order ?

See Clause 12, pages 694-695, General Appendix.

What should be done with the Proceed Order upon the arrival of the train at the Staff Station in advance ?

See Clause 13, page 695, General Appendix.

How should Proceed Orders sent by telephone be dealt with ?

How should these messages be classed ?

When sending cancelled Proceed Orders to the Superintendent for the District, what messages should be attached ?

In the event of stationmasters applying for permission to issue a Proceed Order, and for any reason such permission is not granted, should all messages in connection with the application and the reason for the Proceed Order not being issued, be forwarded to the District Superintendent ?

See Clause 14, page 695, General Appendix.

When a train or portion of a train travelling on a Proceed Order is left upon the Single Line from accident, etc., under what conditions would driver be allowed to return for rear portion ?

If pilotman be accompanying train, what should be done on arrival of pilotman at station in advance ?

See Sub-clause (a), Clause 15, page 695, General Appendix.

When a train which carries a Proceed Order becomes disabled between two Staff Stations, and the pilotman be not accompanying the train, how would relief be obtained ?

See Clause 16, page 696, General Appendix.

Should an accident of such a nature occur as to block the line and the traffic is likely to be stopped for a considerable time, how would trains be worked ?

See Clause 17, pages 696-697, General Appendix.

Should any circumstances occur to prevent the use of the Proceed Order, what should be done with it ?

Could a train or engine be used for the purpose of transferring it to the stationmaster who issued it ?

When a Proceed Order has to be returned to the issuing station for cancellation, how should form (E), (yellow form), be dealt with, and should each stationmaster promptly report the circumstances to the District Superintendent ?

Should the Proceed Order, form (D), be transmitted before the train for which it is required is almost ready to leave station in rear ?

See Clause 18, page 697, General Appendix.

Should a Proceed Order be lost, what action should the stationmasters at both ends of the section take, and when would train be allowed to enter the section to which the Proceed Order applies ?

If the Proceed Order be found, how should it be dealt with ?

See Clause 19, page 697, General Appendix.



Should the number of each Proceed Order be recorded in the T.R. Book at the station at each end of the section ?

See Clause 20, page 697, General Appendix.

Should the Proceed Order Issue and Received Books be kept under lock and key when not in use ?

See Clause 21, page 698, General Appendix.

See also Clause 23, page 698, General Appendix, in respect to pilot-working being established in strict accordance with Rule 27, and pilotman proceeding by Public Road using any available conveyance when proceeding to the other end of the section to complete arrangements for pilot-working.

Should all signals forwarded and received be recorded, and in what book ?

See Rule 28.

What care is exercised in dealing with Train Register Book under the following circumstances ?

- (a) If an incorrect or illegible entry is made ?
- (b) In dealing with fractional parts of a minute ?
- (c) In recording everything that takes place at your station or in the section ?
- (d) Late running or train signals denoting special trains ?
- (e) Who is responsible for correct entries where recorders are employed ?
- (f) Should a record be kept of time occupied by trains at stations, and, if so, how are entries made ?
- (g) When Distant signal is not lowered, what entry is made ? When is arrival and departure to be booked, or if a train does not depart after train departure signal sent, what is done ?
- (h) When a train is detained at a Fixed signal, what entry is made—(1) Train timed to call ; (2) train not timed to call ?

- (i) What signals are to be recorded across figure line of T.R. Book, and what other records must be entered in figure line?
- (j) When pilot-working is brought into force, how would it be shown in T.R. Book?
- (k) What abbreviations can be used in T.R. Book?
- (l) How are Train Register Books dealt with, and when are they to be forwarded to Block and Signal Inspector?

See Rule 28 and pages 698-702, General Appendix; also page 136, General Appendix.

What are the code rings used in electric staff and tablet working?

See pages 384-385, Book of Rules and Regulations.

If you have occasion to leave the instrument, what is your duty before doing so:—

- (a) In regard to ascertaining how trains are running?
- (b) If leaving after accepting or despatching train?
- (c) In respect of entries in Train Register Book?

See Regulation 88 and Sub-clause (b) of Clause 8, page 700, General Appendix.

Describe the method of testing the electric staff or tablet instruments?

See Rule 29.

When should they be tested?

See Rules 27 and 37, and pages 627 to 637 and 680, General Appendix; also Regulation 90.

What are signalman's responsibilities in regard to obtaining proper time, and in comparing clocks?

See Rule 30.

How are controlled signals tested ?

See Rule 31, and Regulation 78, and page 157, General Appendix.

How signal mixed trains ?

See Rule 33.

What is the telephone signal ?

See Rule 34.

How are telephones to be used, and what care is to be exercised in sending or receiving messages ?

See pages 165–166, General Appendix.

In the event of a staff or tablet being lost, what system is brought into operation to work traffic ?

See Clause (a), Rule 36. See also pages 684–698, General Appendix.

Should you immediately report by wire the fact of a staff or tablet being lost, or instruments out of order ?

See Clause (h), Rule 36.

When, after making diligent search through section and at stations, the staff or tablet cannot be found, what is done ?

See Clause (b), Rule 36.

If a staff is damaged but can be placed in the instrument, what is done ?

See Clauses (d) and (e), Rule 36.

When a staff or tablet is broken or damaged and cannot be placed in the instrument, what is done ?

See Clause (c), Rule 36.

Could the damaged or broken staff be used for a train ?

See Clause (c), Rule 36.

Is there any exception when a damaged or broken staff must not be used to run a train to establish pilotman-working ?

See Clause (c), Rule 36.

What procedure would be adopted in such a case where a bank engine key was in use ?

See Rule 27.

What is done with the damaged staff or tablet which is out of the instrument, until the fitter arrives ?

See Sub-clause (ii) of Clause (a), Rule 27.

If the electrical fitter cannot repair the staff at the station, what is then done ?

See Clauses (f) and (g), Rule 36.

If pilot-working has been put in operation, when could fitter put instrument in phase, and when would pilot-working be cancelled ?

See Clause (b), Rule 36.

What must be done with the receipt given by fitter, and when would it be returned to him ?

See Clause (g), Rule 36.

Is it important that receipts for staffs or tablets removed by fitters should be kept in a safe place, and be produced when required ?

See second paragraph of Clause (g), Rule 36, and Clause 3, page 626, General Appendix.

Why is it necessary to balance staffs or tablets, and how is this done ?

See Rule 37, and pages 682-684, General Appendix.

Could staffs or tablets be removed from or deposited in instruments by fitters whilst a tablet or staff is out of the instrument at opposite end of section ?

See Clause 2, page 682, General Appendix.

Should the testing signal be sent in connection with balancing, and is there any exception when it need not be sent ?

See Clause 2, page 682, General Appendix.

If the fitter travels by train to balance, when is the staff obtained for the train, and when is staff deposited in instrument on arrival of train ?

See Rule 37 and pages 682–684, General Appendix.

Should electric staffs or tablets be removed by fitters when balancing ; who is responsible for the staffs until again placed in the instruments ?

See note and end of Rule 37, and page 682, General Appendix.

What does the telegraphic code word “ Zuka ” mean, and when must it be sent ?

See page 682, General Appendix.

(a) Describe a “ Bank Engine Key,” and its use ? (b) On what sections is it used, and would it be used for a banking engine running the entire length of the section ? (c) Where is it normally secured and what effect has its withdrawal on the instruments at each end of the section ? (d) How is a train signalled when it is to be assisted by an engine carrying the “ Bank Engine Key,” and when would the key be removed from the switch lock ? (e) What is then done with the Electric Staff or Tablet, the Bank Engine Key Form, and the Bank Engine Key ? (f) What is the authority for the train engine to start ? (g) How far will the Bank Engine run, and what is done on its return to the station in the rear ? (h) Should the Bank Engine Key be removed from the switch for any other purpose than for a banking engine to assist a train ? (i) What care must be exercised when replacing the key in the switch lock ? (j) Could a signaller who issued the key go off duty, or leave the vicinity of the signal-box or station until the engine has returned and the “ Train Arrival ” has been received ?

See Rule 38, Clause (c), Regulation 173, pages 304–307, General Appendix.

Failure of Engine :—

(a) If the bank engine fail, and the train engine is able to draw the whole of the load, how is relief obtained—(1) From the station in the rear ;

(2) From the station to which the train was travelling; (3) In either case, to which station must the disabled engine be taken; (4) When would the bank engine key be handed to the signalman, and placed in the switch lock; (5) How is the engine protected?

- (b) If the bank engine fail, and the train engine cannot take the whole of the load forward, what is done?
- (c) How would relief be obtained when the train engine had to return for portion of the load?
- (d) If the train engine fail, and the bank engine is able to push the train on to the station in advance, could that be done, and what procedure should be adopted?
- (e) If the train engine fail, and the bank engine is not able to push the whole of the train forward, what is done?
- (f) If the train engine fail and the bank engine is not able to draw the whole of the train back to the station from which it started, or forward to the station in advance, what could be done?
- (g) If the bank engine fail, and relief is sent in, and the disabled engine for some reason cannot be moved to the station in the rear, but could be placed in an adjacent siding, could this be done on a bank engine key?

See Rule 38, Rule 16b.

Damaged or Lost Key :—

- (a) In the event of a bank engine key being lost, or damaged to such an extent that it will not operate the lock, and an electrical fitter was within call, what could be done to restore communication?

- (b) When could the fitter disconnect the switch lock, and who should be present and sign the bank engine key form ?
- (c) In the case of a lost key, who holds the form until the key is found, or a duplicate key provided ?
- (d) Who would authorise the provision of a duplicate key ?
- (e) If the key is damaged, and has to be taken away by the fitter, to whom does he give the receipt for the key, and who endorses it ?
- (f) If a fitter cannot be obtained in time to avoid delay to trains, what system would be brought into operation ?
- (g) When pilot-working has been instituted, when could the communication be restored by the fitter ?

If the key is found after pilot-working has been established, what is done with it, and when could it be placed in the switch lock ?

Could a bank engine key be used with tablet as well as with staff instruments ?

Should engine run coupled or uncoupled when banking trains ?

See Rule 38, Rule 27 and pages 684–698, General Appendix.

Special Block Posts in Electric Staff Sections :—

- (a) Why are special block posts opened, and how is the section divided ?
- (b) Describe a composite staff ?
- (c) Could more than one composite staff be provided and placed in an instrument ?
- (d) What is the maximum number of trains that could proceed from a station before the last train of the series arrived at the staff station in advance ?

- (c) How is the composite staff released, and when released, who should be advised ?
- (f) Could there be more than one special block post between two staff stations, and could they be used for trains in either direction ?
- (g) When it is necessary to run three trains on the composite staff, what does the first, second and third driver carry ; and when could the second and third train be despatched ?
- (h) When could a fourth train be despatched ?
- (i) If only two trains are required to run on composite staff, what do the drivers of first and second carry, and when could the second leave -?
- (j) Should a driver leave a station on ticket " A " or ticket " B " without seeing the centre or staff portion ?
- (k) If two or more engines on train, what is done, and which carries portion of staff ?
- (l) (1) If a train is assisted by an engine in the rear carrying a return bank engine key, and the train engine is to run on the ticket " A " or ticket " B " portion, what procedure is adopted, and would the return bank engine-driver be in possession of the remaining portion of the staff ?
- (2) If the bank engine is proceeding beyond a special block post, is it necessary to advise the signalman at such post ? (3) When would the signalman at the block post send arrival signal for the train, and what would he add to the message ?
- (4) Would the signalman at the special block post notify the signalman in the rear when the engine leaves his post returning ? (5) Should a record be kept of these messages ?
- (m) (1) What messages are sent on departure of each train from a staff station or special block post,



and what messages sent on arrival? (2) What does the code words "Apix" and "Acre" mean?

- (n) (1) If there are no fixed signals at a block post, how would a train be stopped when the section in advance is occupied by a train? (2) How signalled when "Acre" has been received? (3) Should a driver pass an intermediate block post where no fixed signals are provided without receiving a green hand signal, and after being stopped, what should signalman do when the line is clear? (4) Would the driver's responsibility relieve the signalman from fixing detonators and exhibiting a "Stop" signal? (5) Where there are no fixed signals, when should the "Acre" message be sent?
- (o) When would the composite staff be restored to the the instrument, and what precaution should be taken when screwing the parts together?
- (p) Should the driver show the portion of the staff to the signalman at each block post?
- (q) How may a composite staff be forwarded to the opposite end of the section when required, and could it be sent as a complete staff by a train which had to work at an intermediate staff-locked station or siding?
- (r) How are the messages forwarded—by telegraph or telephone?
- (s) If the communication fail, what is done, and what notice is given to driver?
- (t) Should the guard be informed when train is travelling on portion of staff-marked ticket "A" or ticket "B," and what should guard or fireman-in-charge of light engine do in case of a stop in section?

Where are composite staffs provided, and what are the intermediate block posts?

See pages 641-653, General Appendix, and for notice of train ahead, see Rule 23 of Appendix II, 249 to 251, Book of Rules and Regulations; also see pages 436-437, General Appendix, in respect of the protection of trains on Running Lines.

### Disabled Engines on Composite Staff.

In the event of an engine carrying the portion marked staff becoming disabled in the section, how is relief obtained?

See Sub-clause (a) of Clause 16, pages 649-650, General Appendix and Rule 16.

If the train is travelling on ticket "A" or ticket "B," how is relief obtained—(1) if at time of failure train is nearer or within a reasonable distance of station or intermediate block post in rear? (2) if assistance can more readily be obtained from staff station in advance? (3) If, when the fireman arrives at the station in advance, there is no relief engine there, but one might be obtained from staff station in rear? (4) To what end of section must disabled engine and train be removed? (5) Could the driver allow disabled engine to be moved after sending for relief?

See pages 650-651, General Appendix.

Train or portion of train left upon the single line—

What would be the authority to return for a portion of train left on line if it was travelling on Ticket "A" or Ticket "B"?

See Clause 16b, pages 652-653, General Appendix.

Accident or Obstruction and traffic likely to be stopped for a considerable time—

If after a train was sent in on Ticket "A" or "B," a washaway occurred, and traffic had to be worked on each side, how worked on side where remaining portion of staff was, and how worked on opposite side?

If the train on portion Ticket " A " or " B " had passed through the section when washaway occurred, should the portions be sent back to intermediate post or Staff Station in rear ?

If obstruction caused by disabled engine, how would traffic be worked on each side ? Where is the staff taken to, and what is sent to station in advance ?

What system would be worked by station in advance, and what authority to send first train in ?

See Clause 16a, page 652, General Appendix, Rule 16a, and compare Sub-clauses (i) and (ii) of Clause (c), page 244, Book of Rules and Regulations.

What are the instructions in respect to guards acting as signalmen at Intermediate Block Posts in Electric Staff sections ?

See pages 648-649, General Appendix.

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## OBTAINING AN ELECTRIC STAFF EARLIER THAN USUAL.

**Clause (c), Rule 3, and pages 657-660, General Appendix.**

Under what conditions is authority granted for a Staff to be withdrawn two hours or more before the next train be due in order to permit of a signalman being temporarily absent from duty during a specified period, and could permission be given for more than one train to approach a station at the same time under this instruction ?

See Clause 4, pages 658-659, General Appendix.

What must be done in respect of points, Scotch blocks, Fixed signals, Signal-box door, Quadrant or levers worked from platform before signalman leaves duty ?

See Sub-clauses (ii) and (iii), Clause 4, page 658, General Appendix.

When must the signalman be on duty, and what does he enter in the Train Register Book ?

See Sub-clause (iv), clause 4, page 658, General Appendix.

If the signalman at station in the rear is unable to obtain communication with the signalman in advance before train departs, should driver of train be so informed ?

See Sub-clause (v), Clause 4, page 658, General Appendix.

If trains run out of course, or failure, accident, or obstruction, what special procedure is necessary ?

See Sub-clauses (vi) and (vii) of Clause 4, pages 658-659, General Appendix.

For what trains should an Electric Staff or Tablet be obtained earlier than usual in order to avoid delays in case of failure of Instruments ?

See Clause 5, page 659, General Appendix.

At any Electric Staff Station where the Staff Exchange Box is in operation for the last train for the day and Sub-clause (b), page 700, General Appendix, cannot be compiled with, and the next train over the section is Goods train, at what time must the signalman report for duty to release the Staff for the Goods train ?

Does such modification apply to Passenger and Mixed trains ?

See Sub-clause (d), Clause 5, page 659, General Appendix.

Should a signalman make himself conversant with instructions issued in respect of obtaining staffs earlier at the station to which he is appointed ?

See pages 657-660, General Appendix.

- (1) What are staff exchange boxes, and how are they used.?
- (2) How is a staff dealt with where the boxes are in use ?

(3) What is the method adopted to obtain the staff at the station in the rear and the staff station where the staff exchange box is to be used ?

(4) What does the signalman at " B " do before going off duty, and when he resumes ?

(5) If a failure, accident, or obstruction occur, should the signalman at " B " be notified if possible ?

(6) Could staff exchange boxes be used at consecutive staff stations ?

(7) When should the " Is Line Clear " signal be entered in the Train Register Books, and when would " Arrival " be entered at stations using staff exchange boxes ?

(8) How is the guard informed that staff exchange boxes are in use, and where ?

See pages 222-226 and 657-660, General Appendix, Sub-clause (i) of Clause (c), Rule 3.

Assuming stations " A," " B " and " C " to be Staff Stations and " B " the Station at which the Staff Exchange Box was operated,

(a) What must the person in charge of " B " do when he resumes duty ?

(b) On arrival at " C " of the train for which the Staff Exchange Box was operated at " B " what must the signalman there do with the Staff received from the Driver, and when should he insert it in the Instrument and send the " Train Arrival " Signal to " B ? "

c) In the event of the person at " B " failing to report at the proper time and he cannot be communicated with when a train is waiting to proceed from " C " to " B," what action is taken by the signalman at " C " in respect of the train waiting to proceed to " B ? "

See Clause 7, pages 225-226, General Appendix.

### DIVIDED STAFF.

Could an electric staff section be divided into two sections worked under the train staff and ticket system, and, if so, how is it done, and under whose supervision ?

How is the special staff obtained when it is necessary to open the intermediate station ?

While the temporary station is open under this arrangement, what rules will apply to the working of traffic on each side ?

Should the signalman at the three stations concerned be certified to as competent to work the train staff and ticket system ?

See pages 653-657, General Appendix.

For special instructions for working an unattended siding junction or station equipped with an intermediate electric staff instrument.

See pages 660-667, General Appendix.

### MINIATURE TRAIN STAFF AUTOMATIC EXCHANGING APPARATUS.

Where is the Staff Exchange Apparatus fixed at stations ?

When in its normal position, what should be the position of the exchange arm ?

When should the arm be placed at the vertical position ?

After a train using the apparatus has passed, what should be done ?

How is the Staff Pouch fixed on the exchange arm ?

See Sub-clause (a), Clause (1), page 395, General Appendix.

How do you indicate to drivers that the staff is in the apparatus ?

See Sub-clause (b), Clause (1), page 395, General Appendix.

Should the white light or disc be placed in the ground exchanger before staff is ready for exchange ?

When should the Fixed Signals be put to proceed for a train which requires to use the Exchanger ?

See Sub-clause (c), Clause 1, page 395, General Appendix.

At stations where trains are crossing, for which train should the Exchange Apparatus be used ?

See Sub-clause (d), Clause 1, page 395, General Appendix.

Where the ground apparatus is fixed in the six-foot between the running line at any station where an express train will cross another train, when should the Exchange Apparatus be placed in position for the express train, and when should the exchange arm again be lowered ?

See Sub-clause (e), Clause 1, page 396, General Appendix.

How would you be advised when an engine on a train scheduled to use the Staff Exchange Apparatus is not fitted with the exchanger ?

See Sub-clause (f), Clause 1, page 396, General Appendix.

What precautions should be taken to avoid risk of personal accident when the Staff Exchange Apparatus is being used ?

See Clause 3, page 397, General Appendix.

Should the working of the Staff Exchanger at stations be closely observed ?

What are provided for testing the positions of the spear and the spring clip with relation to the track ?

How often should each Staff Exchanger be tested, and should a record of the test with a note of any observed defect be entered in the Train Register Book ?

How should gauge be used ?

Should the point of the spear and the spring clip be gauged separately ?

If, when the gauge is placed as described, the point of the spear and the spring clip do not enter the circular hole, and the slot in the gauge respectively, what action should be taken and under what conditions may the Exchanger be used ?

When should the Apparatus be considered as out of order, and to whom should the defect be reported ?

In the event of any irregularity to the track being observed in the vicinity of the ground apparatus, what action should be taken ?

See page 397, General Appendix.

### **General.**

When taking charge of electric staff or tablet working at a non-interlocked station, should a signalman make himself conversant with the roads, the lay of points, the method of adjusting signals at plunger-locked points ; and, if in doubt on these matters, to whom should he apply for information ?

See Regulations 10 and 24.

At all stations, whether provided with interlocking, fixed signals, plunger-locking or not, what is the duty of the officers in charge and signalmen in respect of being prepared for any emergency which might arise ?

See pages 69-72, General Appendix.



