

Document Name:	Unscheduled Stops and Setting back at Platforms Procedure
Document No:	SMS-12-OS-0222

Unscheduled Stops and Setting back at Platforms Procedure

1. Introduction

This Operator-Specific (OS) Procedure is intended to ensure that trains operated by Transport Heritage NSW do not make unscheduled stops without the knowledge of and authorisation from the network owner/manager, and/or when they are required to 'set back' at a Platform

Unscheduled (or 'out-of-course') stops on the main-line rail network have the potential to disrupt timetabled trains operated by others. However there will be occasions where an unscheduled stop may be appropriate to allow passengers to alight, or for other operational reasons.

'Setting back' is not allowed at some platforms, and is not permitted at all:

- if a train has completely overrun a platform, or
- at an attended location, without the authority of the Signaller.

This Procedure is approved by the THNSW Rail Safety & Operations Manager and applies to all trains operated by Transport Heritage NSW.

2. Responsibilities

The Rail Safety and Operations Manager is responsible for ensuring that all relevant THNSW personnel receive instruction in this procedure and understand its application in the workplace.

All Operations personnel qualified as Rail Safety Workers (RSW) to perform the duties of Drivers, Fireman/Second persons, Guards and Network Controllers, as well as Train Managers, are responsible for ensuring that this procedure is followed.

3. Related Documents

SMS-12-OS-0208	Passenger Safety
SMS-12-OS-0213	Right Away procedure for Guards
NTR 424	Propelling trains

4. Scope

This Procedure shall apply to all safeworking crews in regards to unscheduled stops and/or setting back at platforms of THNSW trains on main lines.

Although the requirements are different, it also applies to the Thirlmere Heritage Railway, where the THNSW is the network owner/manager.

This Operator Specific Procedure applies to the Thirlmere Heritage Railway only for scheduled passenger trains. It does not apply to track maintenance vehicles, road trials or other authorised non-revenue movements.

5. Safety Factors

Exercise caution when setting back. Make sure that:

- setting back is not prohibited at that particular location
- the Guard is directing the movement from the leading vehicle in the direction of travel, or from the platform
- the Driver and Guard have *effective communication* using hand signals or voice commands
- Passengers are told of the movement.

NOTE:

If a train passes a signal at STOP without authority, the Train Crew must act in accordance with:

- NSW Network Rule *NSG 612 'Overrun of limit of authority'*, and,
- this procedure.

6. Unscheduled Stops Procedure

6.1. Main Lines:

On main lines in Rail Vehicle Detection territory, or in other areas where the train may be under surveillance by the network owner/manager, e.g. at or near stations or near manned signal boxes, the safeworking crew must not cause the train to make an unscheduled stop (other than as required by signals or the Network Controller/Signaller of the network owner/manager concerned) or in an emergency, unless the Guard has contacted the appropriate network owner/manager's Network Controller or Signaller and ascertained that the stop can be made without any adverse effect on the network.

6.1.1. Safeworking Crew

1. Before considering any unscheduled stop, other than as required by signals or directed by the network owner/manager's Network Controller or signaller, or in an emergency, contact the Guard for authorisation and agreement.

6.1.2. Guard

1. In Rail Vehicle Detection territory, or in other areas where the train may be under surveillance by the network owner/manager, before considering any unscheduled stop, other than as required by signals or directed by the network owner/manager's Network Controller or Signaller, or in an emergency, contact the network owner/manager's Network Controller or Signaller and obtain approval.
2. In an emergency where it is not practicable to obtain prior approval from the network owner/manager's Network Controller or Signaller, inform the Network Controller or Signaller as soon as possible.
3. Outside Rail Vehicle Detection territory or other areas where the train may be under surveillance by the network owner/manager, for example on more remote branch lines, authorise an unscheduled stop only if it will not adversely affect the running of the THNSW train or disrupt any other users of the network. If in doubt about the impact on other operators, contact the network owner/manager's Network Controller or Signaller.
4. Advise the passengers which station will be used for the unscheduled (*out-of-course*) stop.

6.2. Thirlmere Heritage Railway

6.2.1. Safeworking Crew

1. Before considering any unscheduled stop, other than as required by signals or directed by the THNSW Network Controller, or in an emergency, contact the THNSW Network Controller (where rostered) for authorisation.
2. If no Network Controller is rostered (i.e. for single train days), contact the THNSW Rail Safety and Operations Manager for authorisation.

6.2.2. Guard

1. Authorise an unscheduled stop if it will not disrupt the timetable or any other aspects of the operation on the day.
2. Before considering any unscheduled stop, other than as required by signals or in an emergency, contact the THNSW Network Controller (where rostered) and obtain approval.
3. In an emergency where it is not practicable to obtain prior approval from the THNSW Network Controller, inform the Network Controller (where rostered) as soon as possible.
4. Advise the passengers which station will be used for the unscheduled (*out-of-course*) stop.

7. Setting back at Platforms Procedure

Partially overrunning a platform:

A train is considered to have partially overrun a platform if a portion of the train remains beside the platform.

Driver:

1. Tell the Guard that you have partially overrun the platform.
2. If you have partially overrun a platform, refer to the table to make sure that the station is not in the prohibited list in this OSP.

7.1. If setting back is permitted:

Driver:

1. Talk to the Guard and plan the movement.
2. At an attended location, get the Signaller's authority to set back.
3. If authorised to set back, tell the Guard to direct the movement.
4. Start the movement only when the Guard gives you authority to set back. Proceed at no more than 15 km/h.
5. Obey the Guard's directions.
6. If there is a break in communication with the Guard, stop the train immediately.

Guard:

If the Driver tells you that the train is to set back:

7. Close passenger doors until the setting back movement is completed.
8. Determine whether setting back is permitted. To do this, make sure that:
 - the station is not in the prohibited stations list in this OSP
 - the last carriage has not passed the departure end of the platform
 - the Driver has obtained permission from the Signaller if the platform is an attended location.
9. Tell passengers that the train will move back to the platform, and not to try to board or leave.
10. If necessary, ask Station Staff to help control passengers on the platform.
11. Go to the leading carriage for the setting back direction and stand in a position with access to the brake pipe emergency tap.
12. Change the marker lights to white.
13. When it is safe to set back, sound the train whistle, (3 short blasts •••).
14. Authorise the Driver to set back.
15. Repeat the ALL RIGHT (-) bell signal or voice command every 5 seconds during the movement.

NOTE:

Be prepared to operate the brake pipe emergency tap to stop the train in an emergency, or if the Driver does not obey a direction.

1. Keep watch on the track to make sure it is clear.
2. Direct the Driver to stop as the leading carriage in the direction of travel nears the end of the platform.
3. Make sure the train sets back no further than the arrival end of the platform.
4. When the movement is complete, change the marker lights to red.
5. Return to the correct crew compartment for the journey.
6. Carry out Right Away procedures.

7.1.1. If setting back is not permitted

WARNING

Do not allow an unsafe movement. Keep passengers safe.

Driver:

1. Do not set back.
2. Tell the Guard that setting back is not permitted at that location.

Guard:

1. Assess the risks for that location.
2. Check whether there are carriage doors beside the platform.

7.1.2. If there are carriage doors beside the platform

Guard:

1. Tell the Driver that some doors can be used.
2. Tell passengers which doors may be used to board and leave the train.
3. If possible, open only those doors beside the platform. Otherwise, warn passengers about the situation and open all carriage doors.
4. Allow passengers to board and leave the train, giving them extra time to walk through carriages.
5. Tell passengers who cannot access doors adjacent to the platform to remain on board until the next station.
6. Determine whether an out-of-course (special) stop is needed for over-carried passengers, and tell the Driver.
7. Carry out Right Away procedures.

7.1.3. If there are no carriage doors adjacent to the platform

Guard:

1. Tell the Driver that it is unsafe to open the doors.
2. Tell passengers not to board or leave the train.

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3. Carry out Right Away procedures.
4. Determine whether an out-of-course stop is still needed, and tell the Driver.

7.1.4. If an out-of-course stop is needed

Driver/Guard:

1. Follow the procedure outlined in “Section 6: Unscheduled Stops” above.
2. ensure that the passengers are kept advised

7.2. Platforms where setting back is prohibited

	Station	Platform	Line
Redfern to Burwood	Redfern	3	Up Suburban
		5	Up Local
		7	Up Illawarra Local
		8	Down Illawarra Local
		9	Up Illawarra
	Stanmore	All	
	Petersham	All	
	Lewisham	All	
	Summer Hill	All	
	Croydon	All	
	Burwood	All	
Erskineville to St Peters	Erskineville	2	Down Illawarra Local
	St Peters	2 4	Down Illawarra Local Down Illawarra
New Southern Railway	Green Square	All	
	Mascot	All	
	Domestic	All	
	International	All	
	Wolli Creek	1 and 2	Airport Line
South	Menangle Park	All	
	Menangle	All	
	Douglas Park	All	
	Wangaratta	Both directions	
	Benalla	Both directions	

	Station	Platform	Line
City Circle	Town Hall	All	
	Wynyard	All	
	Circular Quay	All	
	St James	All	
	Museum	All	
Eastern Suburbs Railway (ESR)	Central	24	Up ESR
		25	Down ESR
	Redfern	11	Up ESR
		12	Down ESR
	Martin Place	All	Up and Down
	Kings Cross	All	Up and Down
Edgecliff	All	Up and Down	
Bondi Junction	All	Up and Down	
North Shore	Milsons Point	All	Up and Down Shore
	Waverton	2	Down Shore
North	Cowan	All	

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