|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Signal Support Work Instruction**  **Part 1** | | | | | **No.** | |
| **Page 1 of 2** | |
| **Project:** | | | | | **Register No:** | |
| **Shift Time from:** | | | | **To:** | **Date:** | |
| **Issued to:** | |  | | | **Team No:** | |
| **Package Lead:** | |  | | | **Version No:** | |
| **Activity:** | | **PRODUCTION TAMPING** | | | | |
| **Standards/Procedures/Drawings:** Signalling Safeworking Procedures – MN S 40000. Signalling Plan, Track Insulation Plan, Circuit Book, | | | | | | |
| **Activity No.** | **Task No.** | | **WORK DESCRIPTION** | | | **Completed**  **Name / Sign** |
| **1** | **1A** | | Walk scope and ensure all track leads, ETCS balises and balise tail cables have been marked with agreed paint | | |  |
| **2** | **2A** | | Where required dig out track leads / lower below sleeper level. | | |  |
| **3** | **3A** | | Familiarise track staff with the location of equipment and any particular risks for the scope. | | |  |
| **4** |  | | **Apparatus Inspection, Testing and Certification Activities.** | | |  |
|  | **4A** | | Walk scope, inspect all leads for damage, check tightness. | | |  |
|  | **4B** | | Record each track lead inspected on the attached tamping Log sheet | | |  |
|  | **4C** | | Record all repairs affected on the attached tamping log sheet. | | |  |
|  | **4D** | | Inspect all ETCS balises and tail cables for damage, check balises are securely fixed, and check balise tail cables connection for tightness. | | |  |
|  | **4E** | | Record all balises inspected on the tamping log sheet. | | |  |
|  | **4F** | | Inspect and test all Signalling within the limits of the tamping. | | |  |
|  | **4G** | | Arrange in conjunction with the signaller to visually check the operation and indications associated with the track circuits, trainstops and signals, for dark territory areas check the operation of the Signalling. | | |  |
| **5** | **5A** | | Ensure the security of the apparatus, refit locks and secure doors. | | |  |
| **6** | **6A** | | Ready to book back into use. | | |  |
| **7** | **7A** | | Send Production Tamping / Grinding log as agreed to Regional signal representative at completion of work. | | |  |

See over for completion of Work Instruction

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signal Support Work Instruction**  **Part 2** | | | **Page 2 of 2** | |
| **OUTSTANDING, INCOMPLETE WORK or NEW WORK REQUIRED** | | | | |
| **ACT** | **TASK** | **DETAILS** | **UNCOMPLETED WORK TRANSFERRED TO:** | |
| **Work Instruction No** | **Log line Item** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Emergency Phone Numbers** | | | | |
| **Regional Signalling Representative:** | | |  | |
| **Possession / Closedown Management:** | | |  | |
| **Signal Box or Control Centre:** | | |  | |
| **ICON:** | | |  | |
| **Incident Hotline:** | | |  | |
| **WORK STATUS STATEMENT** | | | | |
| **The Work described above has been performed and recorded in accordance with the specified standard. Any outstanding actions that do not affect the operation of the Signalling system have been transferred to another work instruction or listed in the log for future completion.**   |  |  |  |  | | --- | --- | --- | --- | | **Name** |  | | | | **Position** |  | | | | **Signature** |  | **Date** |  | | | | | |