

Engineering Procedure  
Signalling and Control Systems

PR S 41416

## Log Book Procedures

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# Procedure

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## Document control

Version	Date	Author/ Prin. Eng.	Summary of change
1.0	7 September 2015	Mark Albrecht	First issue as a Sydney Trains document Previously TMGA 1416
1.1	04 February 2019	Eric Pace	Minor edits to text. Log Books updated/edited.

## Summary of changes from previous version

Summary of change	Section
<i>Minor edits. Updated names and titles of relevant stakeholders</i>	All
Updated original Log Books	Appendix A
<i>Added new Log Books</i>	Appendix A

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## 1 Purpose

Log books are used to provide a record of work undertaken during a specified period. The information contained in the log book is used as evidence to assist a Controlling Engineer evaluate the proficiency level to which an accredited person may perform specific competencies. Log books record various competencies and highlight a worker's experience in areas of signalling infrastructure including maintenance, safeworking, renewals and construction, and Signalling standards management, systems and documentation.

As well as being used to assess worker experience during the three yearly Certificate of Competency review, log book entries can assist Controlling Engineers evaluate a worker's training needs.

## 2 The Log Book

The expectation is that workers will gain experience in a broad cross section of signalling systems and equipment prior to a licence or reaccreditation interviews.

Log books are used to record actual work undertaken over a specific period of time, usually every quarter or per project (if project work is less than 6 months).

Pre-formatted log sheets for the various signalling elements are available and list the typical signalling competencies necessary to support the issue of a Certificate of Competency. Details of work undertaken is to be listed in the space provided.

The record includes the type of signalling apparatus worked on and the particular system of interlocking and control in which the experience was gained. In addition a record of inspection, testing, certification and other signalling safeworking functions are specifically nominated in the relevant log book sheets.

A supervising officer will certify the experience gained.

## 3 Contents of the Log Book

Log book entries should be kept in an appropriate folder and divided into sections for each calendar year. Each section further sub-divided to easily identify the elements of signalling, i.e.: Maintenance, Safeworking and Renewals & Construction. These records form the basis of assessment for licensing by the Controlling Engineer.

Any other appropriate documentation may be inserted into the Log Book folder. Such documentation should substantiate the individual's experience within the Signalling Discipline.

## 4 Using the Log Book

Pre-formatted log sheets are completed by the individual and certified by a supervising officer.

A supervising officer is typically the Work Group Leader, Team Manager, or Signals or Control Systems Engineer responsible for the activity. Optional provision for independent sign-off is offered adjacent to each activity listing, enabling independence whilst working at different worksites.

The sheets shall be collated and contained within the log book folder as previously described.

Workers performing routine maintenance on signalling apparatus are to complete the Maintenance Log Sheet. Comments should include the service schedule maintenance level and any other information as applicable.

Workers performing renewal or construction works are to complete the Renewals & Construction Log Sheet. The specific project or activity is to be shown on the space provided. Comments should include the type of equipment worked on and the level of involvement in each activity, ie: assist in bell testing or conduct wire/null count, etc.

Workers performing safeworking activities such as rerailing, routine insulation testing, inspection & testing of operational signalling infrastructure, attending derailments and incidents, etc, are to complete the Safe Working Log Sheet.

Engineers certifying / authorising signalling works, conducting inspection and testing works, managing signalling maintenance, conducting investigations into signalling infrastructure re irregularities, wrong side failures and SPADs, etc, are to use the log book sheets for Engineers to record details of their work. Comments should describe the extent of testing, their role in the task, the type of equipment worked on or other specific activity performed.

Signals Authorised Persons performing works in accordance with their authorisation levels are to complete the relevant log book sheet.

## 5 Implementation Requirements

Hold a signalling licence or authorisation as nominated in Signalling Engineering Standard – "Training and Certification Procedure" titled RG S 41415 Signalling Personnel - Licensing and Authorisation Status.

Complete the appropriate log sheet for the signalling work activity performed. Each sheet is to apply for a specified period, ie: per quarter or per project (if less than 6 months).

Have the completed log sheet certified by the supervisor officer controlling the activity.

Collate the log sheets in a folder suitably divided for each calendar year.

Add training records as attained, including technical briefs and on-the-job training.

If applicable, add employee's training plan – as programmed by the Division.

Add project test plans and any other useful information that may provide evidence of experience.

Controlling Engineers are to review a worker's log book when assessing their level of proficiency .

## Appendix A - Log Book Sheets

- PR S 41416 FM01 V1.1 – Signal Electrician Signalling Safeworking
- PR S 41416 FM02 V1.1 – Signal Electrician Inspection and Testing (for Maintenance and/or following Corrective Action)
- PR S 41416 FM03 V1.1 – Signal Electrician Signalling Standards, Management Systems and Documentation
- PR S 41416 FM04 V1.1 – Signal Electrician Install / Maintain Signalling System and Equipment
- PR S 41416 FM05 V1.1 – Signal Engineer Signalling Safeworking
- PR S 41416 FM06 V1.1 – Signal Engineer Inspection and Testing (for Maintenance or New and Altered Work)
- PR S 41416 FM07 V1.1 – Signal Engineer Signalling Standards, Management Systems and Documentation
- PR S 41416 FM08 V1.1 – Signal Engineer Install / Maintain Signalling System and Equipment
- PR S 41416 FM09 V1.1 – Signal Authorised Person Inspection and Testing (for New and Altered Work)
- PR S 41416 FM10 V1.1 – Signal Authorised Person Signalling Standards, Management Systems and Documentation
- PR S 41416 FM11 V1.1 – Signal Authorised Person Install Signalling System and Equipment
- PR S 41416 FM12 V1.0 – Control Systems Technician Control Systems Safeworking
- PR S 41416 FM12 V1.0 Signals Mechanical- Safeworking
- PR S 41416 FM13 V1.0 Signals Mechanical - Signalling Standards, Management Systems and Documentation
- PR S 41416 FM14 V1.0 Signals Mechanical - Mechanical Interlocking
- PR S 41416 FM15 V1.0 Signals Mechanical - Install - Maintain Systems
- PR S 41416 FM16 V1.0 Control Systems Technician - Safeworking
- PR S 41416 FM17 V1.0 – Control Systems Technician Inspection and Testing (for Maintenance and/or following Corrective Action)
- PR S 41416 FM18 V1.0 – Control Systems Technician Control Systems Standards, Management Systems and Documentation
- PR S 41416 FM19 V1.0 – Control Systems Technician Install / Maintain Control System and Equipment
- PR S 41416 FM20 V1.0 – Control Systems Engineer Control Systems Safeworking
- PR S 41416 FM21 V1.0 – Control Systems Engineer Inspection and Testing (for Maintenance or New and Altered Work)
- PR S 41416 FM22 V1.0 – Control Systems Engineer Signalling Control Systems, Management Systems and Documentation
- PR S 41416 FM23 V1.0 – Control Systems Engineer Install / Maintain Control Systems and Equipment