

Procedure for the pre-operational checks of SSME Normanby Hall railway site apparatus & equipment.



Proc. No O / 004 Carriage inspection prior to use for running or operational purposes.

Note this procedure also applies to periodic inspections which will be carried out at 3 monthly intervals.

The procedures below must be carried out and recorded in the SSME day log, by a signature, to indicate this procedure has been satisfactorily carried out.

- 1. By the Track Marshall & Assistant track Marshall or a person appointed by the track Marshall, on public running days.**
- 2. At all other times by the signature of a member, authorised and competent to undertake these duties before any running is permitted to take place,**

Note: This procedure does not override or preclude measures that shall be conducted as specified in any other SSME Normanby Hall railway procedures concerned with the operation or maintenance of the railway.

Where a single locomotive or train is being operated, safe operating procedures will always be the responsibility of driver, for the site, locomotive, rolling stock and track system.

This procedure refers to trolleys but it also covers rolling stock that could called carriages, trucks or riding cars.

The carriages must be inspected before use for public or private running or any operation. Faults must be reported to the Track Marshall and recorded immediately in the logbook.

If a fault or problem is identified during private running or operation a note of the problems must be immediately entered in the logbook and a warning posted on the chalk board, in the hut, not to use the carriage stating the carriage number and the date the fault occurred.

Inspection of the carriages should be done slowly and carefully as they are heavy.

Attention should be given to safe lifting and handling procedures.

Start with the carriage parked on a straight length of rail and uncoupled.

- Remove both seats and release parking brake.
- Check the carriage rolls freely and all wheels are turning freely.
- Apply the brake and checking that the brake mechanism is moving and operational on both bogies.

- d. Apply the parking brake and check that it holds the carriage, with the lever in the locked position and that the brake operating lever functions as both braking effort controller and handbrake.
- e. Inspect the overall condition of the braking system and verify it appears satisfactory for use and that the brake linkages are intact with no signs of fraying, deterioration, or damage.
- f. Check the brakes operate effectively and efficiently.
- g. Check the under frame, bogies, bogie attachments and wheels are in a satisfactory condition for passenger carrying purposes.
- h. Check the coupling location points at both ends of the carriage are secure and that all the coupling pins and R clips are present.
- i. Check the condition of both seats for any damage and replace them in their original position, checking they are securely located by the sideways movement retention batons. Verify all areas where passengers contact the carriage structure are clean and fit for access.
- j. Check the carriage for damage and verify it has no sharp protrusions or rough surfaces that could cause injury or discomfort to a passenger.
- k. Verify the under frame, bogies, bogie attachments and wheels are in satisfactory condition and fit for passenger carrying purposes
- l. The foot boards are secure, not slippery and are clean.

Report any defects that cannot be rectified immediately and with draw that carriage from service. Enter the defects in the Logbook indicating a repair is required, including the numbers of any carriages removed from operational use whether for public or non-public running, before any railway operation takes place.

After completing the carriage inspection and checks report all defects or problems to the Track Marshall, as listed above in this document and remove the carriage or carriages from service.

Faults action required:

- 1. Brakes faults – remove carriage from service.
- 2. Couplings faults unless repairs completed – remove carriage from service.
- 3. Damaged seat covering – remove carriage from service if it presents a risk to passengers.

Should coupling pins or “R” clips be missing, spares should be available in the hut

If carriages require cleaning use the sanitisation spray cleaner and wipes stored in hut.