

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

## **Proc. No O / 008 Removing from and Returning Driving Carriages to Storage**



**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 carriages but it also covers all rolling stock that could be called or referred to as trolleys, carriages, trucks or riding cars.**

### **Turn Table from main track:**

The Turn Table used to put Trolleys on the track is locked in position by sliding bolts, located at both ends immediately under the railway track. The Turn Table can turn at right angle to the main track and can be locked to the fixed end of the section of swinging track.

### **Turn Table Operation**

Starting from the in service closed position (e.g., set for normal track operation) with the bolts in the locked position.

Lift & rotate the bolt handles to the horizontal position and fully retract inwards both locking bolts.

Revolve the Turn Table to the fixed end of the swinging track and lock it in this position with the bolt at that end and rotate the bolt handle back down to the vertical position, in between the bolt retention slots.

### **Returning the turntable to the main track service position**

Lift & rotate the bolt handle to the horizontal position and unlock the bolt, by sliding it inwards, from the switching track fixed end. Check the bolt at the other end is still fully retracted to allow turntable full movement and prevent bolt damage.

Rotate the Turn Table back to the main track in service position, check that the tracks are in alignment and close both locking bolts fully and rotate both ends down to the vertical position. (if handles are left in the horizontal position they will foul & damage the trolley)

### **Swinging Track operation:**

This track is fixed, by a hinge at one end, the other end moves in an arc between the other associated trolley sheds. This track is used to move driving trolleys to the turn table or to the other trolley sheds. The moving end is equipped for locking to the selected rail position by a sliding bolt.

### **Swinging Track Operation**

Slide the locking bolt to the fully retracted position and move the track to the trolley shed you wish to use, Align the track and lock by sliding locking bolt fully forward, into the fixed track orifice.

### **Carriage Sheds**

There are three carriage sheds (numbered on the shed door)

Shed No.1 has the capacity for four carriages.

Shed No. 2 has the capacity for four carriages.

Shed No.3 has the capacity for four carriages (this shed also securely stores the club locomotive)

All the carriage stored in each shed are all coupled together

The doors on each carriage sheds area secured by locked bolts on the outside and the lefthand door has a bolt on the inside of the door top.

The locks on all the carriage shed doors have the same key except when certain trolleys may be withdrawn from service when one of the sheds will be equipped with a unique lock to quarantine those carriage contained in that shed.

### **Removing from & putting trolleys back into the storage sheds.**

When using the moving swing tracks, movements must be carried out slowly and carefully so that the carriage being moved do not cause injury to personnel. Additionally, as the equipment is very heavy damage to the carriages can occur if they are dislodged or caused to fall. These actions can be carried out by one person but is recommended that two people carryout these tasks.

Before getting carriage out ensure that the track has been checked and all the signal sensor covers have been removed.

### **Removing Trolleys from the sheds for use**

To remove carriage from a selected shed, unlock, open the doors and switch on the lights.

Move the swinging track to align with the shed's track and lock it in position.

The carriages can be moved singly or in pairs. If moved in pairs the trolleys should be left coupled.

Slowly pull the carriages out of the shed and onto the swinging track maximum two carriages.

Any carriages left in the shed should have the parking brake applied on the end carriage to prevent the trolley rolling in or out of shed. (Note the sheds have a gradient on their tracks sloping downwards away from the doors).

Move the carriage/ carriages as close as possible to the fixed end of the swinging track and apply the parking brake on one carriage.

If one carriage is on shed No.1 or 3 track move the swinging track to No.2 shed and lock the track in position.

Unlock and move the turntable to align with the swinging track fixed end.

Release the parking brake on the carriage and push the carriage/ carriages onto the centre of the turntable and reapply the parking brake.

Unlock the turntable from the swinging track fixed end and rotate the Turn Table back in the service position on the main track and relock both end bolts.

Release the carriage parking brake and move the carriage off the turn table.

### **Replacing carriages into storage**

Open the doors on the shed you wish to use & switch on the lights.

Select the swinging track to shed No.2 track and lock in position with the track bolt,

Position the carriages in the centre of the turn table and apply the parking brake on one carriage.

Unlock the turn table, rotate and lock it to the fixed end of the swinging track.

Release the carriage parking brakes and push the carriage on to swinging track. Reapply the parking brake.

Withdrawal the swinging track locking bolt, move to the track of the shed you wish to use and lock in position.

If there are any carriages in the shed couple them to the carriages you are putting in and release the parking brake.

Push the coupled carriages in to the shed slowly to avoid damage and avoid them hitting the end of the shed too hard as this will damage the couplings and probably cause some of the trolleys to derail in the shed.

When the shed is full, switch off the lights, close bolt and lock all the doors.

### **Track movements:**

When moving a string of carriages around the track all carriages must be coupled together to prevent impact prevent damage