

**Procedure for the operation of SSME Normanby Hall railway.
Carrying out site access & locomotive driver testing &
assessment on the SSME Normanby Hall railway Track
system.**



Proc. No T / 001 Driver testing and assessment.

The Driver testing procedures below must be carried out by a SSME authorised driving tester and recorded on pre-numbered forms provided for this purpose. Records of this process shall be verified as completed by entry of both the members & the testers signatures, on the testing record sheet.

This procedure applies to members, new members, any members unfamiliar with the Normanby Hall railway site and can be applied at any stage during membership period.

This procedure does not override any requirements of SSMEs other operational procedures

**Section 1 – PROCEDURE FOR GAINING ACCESS TO SSME NORMANDY HALL
RAILWAY SITE**

Level 1 - General site access sections below 1-3.

Level 2 - Non driving operational member sections below 1-6.

1. Request the candidate to describe the relationship with our landlords, requirements of our insurers & demonstrate the process required by SSME of entering a member's name and signature in the logbook, known as the signing in progress, which once this process is completed a member will be covered by SSME insurances, if SSMEs rules are adhered too, when participating in activities on the railway site.
2. Notify all candidates that any incident should immediately be reported to a SSME Officer, by means of calling one of the phone numbers displayed on the hut notice board.
3. Verify the candidate has a copy of SSME club & track rules, The member should be questioned to determine they have recently read the club and track rules & if not hand them a copy. It will be necessary to allow time for the member to read and digest the rules if the rules are supplied on the day. A decision will be required, made by the tester to decide if the test should be delayed giving the member under test time to study and memorise the rules before the test is carried out.
4. Walk the candidate around the Normanby Hall track & site ensuring the full length of the track has been shown to the candidate. Additionally, show the position of the signal system and associated electrical equipment, involved with the operation of the railway.
5. Physically demonstrate the track systems and how they operate. These must include various configurations of bendy beams, turn tables and locomotive traverser. It should be indicated at this point that the operational procedures, for all track equipment are located in the SSME club hut.
6. Demonstrate how to setup and check the track for running rolling stock and locomotives. This will mainly concern checking locking bolt locations and the removal of track sensor covers removal etc.

7. The above should be carried out by a SSME officer or a nominated experienced member. Records, recording the name of the member, instructor and the date and time the procedure was carried out shall be kept on pre-numbered forms available for this task.

Section 2 - PRE - TEST REQUIREMENTS - LOCOMOTIVE DRIVERS

1. During the test no other locomotive will be permitted on the track & testing shall not be conducted during public running periods.
2. Before the test starts the track and track systems should be checked and made ready for running. If a steam locomotive is to be used for the test a water and coal supply must be established at the station.
3. A driver who is barred from holding a UK driving license, for health-related issues, according to SSME club rules cannot be tested.
4. Verify the driver to be tested has passed the access to site/track setup section of the test procedure and the records have been completed correctly before the test can commence.
5. The test should be carried out by a club officer, or an experienced member nominated for this task.
6. The driving test can be carried out with the member's own locomotive or the club locomotive.
7. The test should be carried out with a single riding car with only the test locomotives on the track, for the entire duration of the test.
8. Demonstrate the driving trolley coupling and braking systems, including operation of the brakes.
9. Check that the driver is aware of the speed limits enforced on all parts of the track such as the station and main track. Make the candidate aware that further enforced speed limits may be applied at varying times due to track conditions or constraints and that these must also be observed.
10. The tester should sit behind the driver for several circuits of the track.
11. The tester shall observe that the candidate is driving in a smooth and controlled manner, observing the speed limits and obeying signals.
12. If the driver is driving erratically or not observing signals or speed limits the tester should stop the test and remove the locomotive and driver from the track.
13. If a tester fails a driver, for reasons given above or otherwise, this decision will be final on the day of the test
14. The test will normally start in the steaming bay, with the locomotive to be used for the test on one of the steaming bays stands with the driving trolley to be used on one of the steaming bay trolley stands.
- 15.

Section 3 - THE DRIVING TEST PROCEDURE

Level 3 - Locomotive drivers & driver refresher training assessment procedure, the driver being tested must complete all sections below.

- a. Demonstrate to the tester that the driving trolley is safe to run, by verifying the brakes are working, coupling points and the general condition of the trolley is fit for purpose and acceptable for use.
- b. Demonstrate the safe operation of the steaming bay bendy beam and move the driving trolley up to the track bendy beam and park it ready for coupling to the locomotive.
- c. With the locomotive to be used pre-prepared and ready to run, the candidate must demonstrate the safe operation of the hydraulic traverser/transporter and transfer the locomotive from the steaming bay stand to the steaming bay transport beam (manual bendy beam), then back the locomotive up to the driving trolley and fit the couplings.
- d. Demonstrate the safe coupling of the locomotive to driving trolley & attachment of safety chains if appropriate for the locomotive in use during the test.
- e. Demonstrate the safe use of the motorised Steaming Bay to main track transporter (bendy beam) by moving the beam to its alternative position, then returning the beam to its original location. It is important to emphasize that a locomotive or riding car/carriage should not be standing on the beams during this operation and the candidate can indicate the locations of the emergency stop buttons and identify the warning sounds for the beam.
- f. The driver and tester should then safely seat themselves on the driving trolley in preparation for the next part of the driving test, which can then commence.
- g. The test will require several laps around the railway track, with the tester checking that the locomotive is being driven in a smooth and controlled manner, with all speed limits and signals being observed. If a steam locomotive is used for the test, the driver can make stops for coal and water at their own discretion. (Note: signals may be operated manually, and other operational problems simulated as required, during the test).
- h. When the driving part of the test is over the driver shall demonstrate the safe return of the locomotive/driving trolley to the steaming bay relocating them in their original positions.
- i. The pass or fail decision will be delivered to the candidate, then the tester and driver will complete the test paperwork together to finalise the procedure.
- j. The decision of the tester on the result shall be final. A retest can't be done on the same day and retests can only be undertaken after a meeting of the club officers have sanctioned the re-rest after examining the results delivered to them.
- k. If the test is stopped because of a failure of a locomotive, driving trolley or track equipment and if the fault cannot be resolved quickly the test will be rescheduled, to take place at the next available opportunity, this will not be classed as a failed test.
- l. The name of the driver, tester and date should be recorded, indicating a pass or fail verdict, accompanied by the record sheet of questions answered, on the pre-numbered forms.
- m. A failed driver may request a retest at a general meeting or meeting of officers the decision of this meeting will be deemed as final.