



OTPR 731

Using Train Staffs

Applicability

NSW

SMS

Publication Requirement

Internal Only

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Introduction

Ordinary *train staffs* are kept on staff boxes or at other nominated *locations*. They are used:

- as *tokens* for movements through or within *sections*, or
- to *authorise issue* of *staff tickets* for *through-movements* only.

Figure OTPR 731-1



Staff box and staff

Staff box colour	Staff aperture and staff box plaque
Blue	Square
Green	Heart
Red	Round
White	Triangle



A Staff consists of a metal rod onto which details of the section to which it applies are engraved, and may incorporate a key to permit access to a Staff Ticket box, or other equipment.

Taking the staff

Qualified Worker

1. Get the *Train Controller's* authority to take the staff.



Train Controller

2. Make sure that the section is clear.

Qualified Worker

3. Find the correct staff for the section.
4. Record, in the Train Register Book:
 - the time the staff was taken, and
 - *rail traffic* departure details, or start of an *occupancy* for *work on track*.
5. Arrange for the staff to be given to the *Driver* or *track vehicle operator*, or to the *Protection Officer* for occupancy of the section.

Driver, track vehicle operator or Protection Officer

6. Check that the staff is correct for the section.

Qualified Worker

7. Report the departure time or the time the occupancy started to the Train Controller.

Train Controller

8. Record, in *permanent form*:
 - the departure time or the time the occupancy started, and
 - that the token was a staff.

Taking a ticket

Qualified Worker

1. Get the Train Controller's authority to take:
 - a staff ticket for the section, and
 - if necessary, a receptacle loose key.

Train Controller

2. Make sure that the section is clear.

Qualified Worker

3. Find the correct staff box for the section.
4. Take the staff from its brackets.



5. Make sure that the staff is correct for the section.
6. Use the staff to unlock the staff box.
7. Check that the pad of tickets for the section is the same colour as the staff box.
8. Compile a ticket, and take:
 - the original copy of the ticket, and
 - if authorised, a receptacle loose key.
9. If a receptacle loose key was authorised, *secure* the ticket in the key.
10. Return the pad of tickets to the staff box.
11. Relock the staff box.
12. Arrange for the staff and ticket to be given to the Driver or track vehicle operator.
13. When the Driver or track vehicle operator has acknowledged sighting the staff, return it to its brackets.
14. In the Train Register Book, record:
 - that a ticket was taken, and
 - the time the ticket was taken, and
 - if taken, the number on the receptacle loose key, and
 - rail traffic departure details.

Driver or track vehicle operator

15. Check that, for the intended movement, you have the correct:
 - staff and ticket, and
 - if taken, receptacle loose key.
16. Give the staff back to the *Qualified Worker*.

Qualified Worker

17. Report departure to the Train Controller.

Train Controller

18. Record, in permanent form:
 - the departure time, and



- that the token was a staff ticket.

Fulfilling the Proceed Authority

Driver, track vehicle operator or Protection Officer

1. If the staff was taken, give it to a Qualified Worker to place it in its nominated location.
2. If a ticket was taken, give it to a Qualified Worker to *fulfil*.
3. If the receptacle loose key was taken, give it to a Qualified Worker to secure it in its nominated location

Qualified Worker

4. Report arrival details to the Train Controller.
5. Arrange to:
 - secure the receptacle loose key when returned, and
 - return the staff to be placed in its nominated location, or
 - fulfil and secure the ticket.
6. In the Train Register Book, record the:
 - time that the staff was returned, or the ticket was fulfilled, and
 - rail traffic details.

Train Controller

7. Record the arrival time in permanent form.

Related OTHR Network Procedures

OTPR 721 Spoken and written communication

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1 January 2019