

Master Document Register

Document No.	Document Title	Book	Section No.	SMS Reference	TOC Reference	
STM6001	Master Document Register (Form)	1	1	✓	✓	F
STM6002	Document Control Record (Form)		N/A	✓	✓	F
STM6003	Risk Register	1	5	✓	✓	
STM6004	Risk Action Plan	1	5	✓	✓	
STM6005	Corporate and Rail Safety Policy	1	3	✓	✓	
STM6006	Safety Records Retention Schedule	3	1	✓		F
STM6007	Operational Performance Audit Procedure	1	3	✓	✓	
STM6008	Non-compliance Report Form	3	2	✓	✓	F
STM6009	Operational Performance Audit Checklist	3	3	✓	✓	F
STM6010	Operational Performance Audit Summary Report Form	3	4	✓	✓	F
STM6011	Operational Performance Audit Log Form / Audit Status Log	3	5	✓	✓	F
STM6012	Change Management Procedure	1	7	✓	✓	
STM6013	Security Policy	1	6	✓	✓	
STM6014	Privacy Policy	1	8	✓	✓	
STM6015	Managing RSW Health Assessment	1	4	✓	✓	
STM6016	Health Risk Assessments - RSW	1	4	✓	✓	
STM6017	General Safety Induction	1	3	✓	✓	
STM6018	Orientation Program - for new members at the museum	1	3	✓	✓	
STM6019	Starter's Journal	3	6		✓	F
STM6020	Security Plan	1	6	✓	✓	
STM6021	Portability of Health Assessment Form	3	7	✓	✓	F
STM6022	Safety in Tramcar Cabs Procedure	1	3	✓	✓	
STM6023	"Driver for a Day" Procedure	1	16	✓	✓	
STM6024	Tramway Track Standard	2	1	✓	✓	
STM6025	Tramway Overhead Manual	2	2	✓	✓	
STM6026	Rolling Stock Mechanical Standard	2	3	✓	✓	
STM6027	Track and Structure Inspection Report	3	8	✓	✓	F
STM6028	Track Inspection Procedure	2	1	✓	✓	
STM6029	Tramway Overhead Inspection Procedure	2	2	✓	✓	
STM6030	Hazard Reporting Form	3	9	✓	✓	F
STM6031	Tramcar Pre-operation and Stabling Inspection Checklist	3	10	✓	✓	F
STM6032	Interface Coordination Plan (RTA?)	TBA	TBA	✓	✓	
STM6033	Occurrence Report Form **	3	11	✓	✓	F
STM6034	Emergency/Evacuation Plan	1	6	✓	✓	
STM6035	RSW Health Records Management Procedure	1	4	✓	✓	
STM6036	Document Control Issue Register	3	12	✓	✓	F
STM6037	Health Assessment Database for current staff	3	13			F
STM6038	STM Contact List	1	10		✓	
STM6039	Fatigue Policy	1	8	✓	✓	
STM6040	Health Policy	1	4	✓	✓	
STM6041	Operational Performance Audit Schedule	3	14	✓	✓	F
STM6042	Rail Safety Management plan	1	2	✓	✓	
STM6043	Conductor training procedure	1	11			
STM6044	Supplementary Traction Lead Usage Exam	3	15			F

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STM6045	Training Application Form	3	16			F
STM6046	Conductor First Letter	3	17			F
STM6047	Conductor Second Letter	3	18			F
STM6048	Trainee Conductor Authorisation record card	3	19			F
STM6049	Conductor Third Letter	3	20			F
STM6050	Conductors Examination Paper	3	21			F
STM6051	Conductor Fourth Letter	3	22			F
STM6052	Examiners checklist	3	23			F
STM6053	Position Description - Conductor	1	12	✓	✓	
STM6054	Driver's First Letter	3	24			F
STM6055	Driver's Second Letter	3	25			F
STM6056	Driver's Third Letter	3	26			F
STM6057	Driver Examination Paper	3	27			F
STM6058	Position Description - Tram driver	1	12	✓	✓	
STM6059	Officer-in-Charge training procedure	1	13			
STM6060	Position Description - Officer-in-Charge	1	12	✓	✓	
STM6061	Document and Data Control	1	1	✓	✓	
STM6062	Tramway Operating Handbook	TOH1		✓	✓	
STM6063	Track and Structure Inspection Schedule	3	28	✓		F
STM6064	Risk Management Plan	1	5	✓	✓	
STM6065	Rolling Stock Register	1	9	✓	✓	
STM6066	Drug and Alcohol Program	1	4	✓	✓	
STM6067	Occurrence Report & Corrective Action Register	3	29			F
STM6068	Insurance Policy Register	3	30	✓	✓	F
STM6069	Register of Worker Injury	3	31		✓	F
STM6070	Attendance Sheet - Operations	3	32		✓	F
STM6071	Attendance Sheet - Works	3	33		✓	F
STM6072	Speed and Stopping distances	1	15		✓	
STM6073	Visitors Indemnity Form	3	34		✓	F
STM6074	Tramcar Maintenance Manual	2	4	✓	✓	
STM6075	Lubrication Manual	2	4	✓	✓	
STM6076	Registration Compliance Audit Record	3	35	✓	✓	F
STM6077	Incident/Accident Management Notification, Investigation and Reporting Procedure	1	3	✓	✓	
STM6078	Corrective Action Report	3	36	✓	✓	F
STM6079	Driver's Fourth Letter	3	37			F
STM6080	Non compliance Status Report	3	38			F
STM6081	OIC Daily Traffic Operations	1	14		✓	
STM6082	Application for Friends Membership form	3	39			F
STM6083	Officer-in-Charge Day Checklist	3	40		✓	F
STM6084	Tramcar Certificate Of Safety form	3	41	✓	✓	F
STM6085	Track and Structure Maintenance Log	3	42	✓	✓	F
STM6086	Tramway Overhead Inspection Schedule	3	43	✓	✓	F
STM6087	Lubrication Schedule	3	44			F
STM6088	Body Maintenance Schedule	3	45			F

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STM6089	Controller Inspection Schedules	3	46			F
STM6090	Mechanical Maintenance Schedule	3	47			F
STM6091	PCC car 1014 Operations Manual	TOH2	1	✓	✓	
STM6092	NET car 1054 Manual	TOH2	2	✓	✓	
STM6093	Berlin cars Manual	TOH2	3	✓	✓	
STM6094	Munich cars Manual	TOH2	4	✓		
STM6095	Birney car 11 Manual	TOH2	5	✓		
STM6096	Z2 class car 111 Manual	TOH2	6	✓	✓	
STM6097	H class car(s) 357,358 Manual	TOH2	7	✓		
STM6098	Trolleybus Manual	2	5			
STM6099	Electrical Maintenance Schedule	3	48			F
STM6100	PCC Car Inspection Schedule	3	49			F
STM6101	Position Description - Non-traffic tram driver	1	12	✓	✓	
STM6102	Position Description - Museum Guide	1	12	✓	✓	
STM6103	Position Description - Salesperson	1	12	✓	✓	
STM6104	Tramcar Availability Report [located in tools cupboard]	3	50	✓	✓	F
STM6105	Tramcar Status Report [located in traffic office]	3	51	✓	✓	F
STM6106	Westinghouse Brake Valve Maintenance Procedure	2	13	✓		
STM6107	Overhead Pole Inspection Report	3	52	✓	✓	F
STM6108	Tramway Overhead Inspection Check Sheets	3	53	✓	✓	F
STM6109	Tramway Overhead Inspection/Maintenance Report	3	54	✓	✓	F
STM6110	Level crossing Operations Manual	2	6	✓		
STM6111	Fire Extinguish Register	3	55	✓		F
STM6112	Hazard Register	3	56	✓		F
STM6113	Document Issue Advice Notice	3	57			F
STM6114	Operation Performance Audit Procedure	1	3	✓		
STM6115	Operation Performance Audit Report	3	58			F
STM6116	Operation Performance Audits Schedule	3	59			F
STM6117	Position Description - Rail Safety Manager	1	12	✓	✓	
STM6118	Position Description - Operations Manager	1	12	✓	✓	
STM6119	Position Description - Traffic Manager	1	12	✓	✓	
STM6120	Fatigue Managing Procedure	1	8	✓	✓	
STM6121	Driver Training and Assessment Procedure	1	11		✓	
STM6122	Driver Training Curriculum	1	11			
STM6123	Conductor's Ticket Journal (A & B) A = calculation side and B notes relating to floats etc	3	60		✓	F
STM6124	Safety Inspection Procedure for Working on Poles	2	2			
STM6125	Bookshop Sales Summary	3	61			F
STM6126	Kiosk Sales Summary	3	62			F
STM6127	Daily Summary and Ticket Sales Summary	3	63			F
STM6128	Banking Summary	3	64			F
STM6129	Lunch Orders for STM Members	3	65			F
STM6130	Alcohol and Other Drugs Policy	1	4	✓	✓	
STM6131	Hywema Vehicle-Lift Type RG - Instructions	2	7			
STM6132	Electrical Equipment Register	3	66			F

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STM6133	Kiosk Operator's Manual	1	14			
STM6134	Burglar Alarm System Operational Manual	1	14			
STM6135	Collection Acquisition of Artefacts	1	14			
STM6136	Advanced Driver Training Course	1	11			
STM6137	Trainee Driver Examination Marking Sheet	3	67			F
STM6138	Trainee Driver Examination Marking - Summary	3	68			F
STM6139	Trainee Driver Examination Paper Log	3	69			F
STM6140	Banking Guidelines	1	14	✓		
STM6141	Bookshop Computer System Guide	1	14			
STM6142	Preferred Supplier List	3	70	✓	✓	F
STM6143	Purchase Order Form	3	71	✓	✓	F
STM6144	Trainee Driver Authorisation record card	3	72			F
STM6145	Internal Operation Audit Number Register	3	73			F
STM6146	Historical Tram Operations On The Museum Tramway	1	4	✓	✓	
STM6147	Induction Register	3	74		✓	F
STM6148	Supplementary Traction Lead Procedure	2	9	✓		
STM6149	Proceed Order	3	75		✓	F
STM6150	Proceed Order Procedure	1	14		✓	
STM6151	STM Drawing Register	4		✓		
STM6152	Disabled Tramcar procedure	2	8		✓	
STM6153	D car Manual	TBA	TBA			
STM6154	J Car Manual	TBA	TBA			
STM6155	Training Feedback Form	3	76			F
STM6156	Rail Safety Watcher and Track Awareness	2	14			
STM6157	Power Outage Diagnostic Procedure	2	10			
STM6158	Site Access Permit	3	77			F
STM6159	Authorisation List - Traffic and Works	Draft	TBA			F
STM6160	Climbing Onto Roofs Of Trams Procedure	2	11		✓	
STM6161	Working On Elevated Platforms Procedure	2	12			
STM6162	Register of Material Removed from STM	3	78		✓	F
STM6163	Application for SPER Membership and/or Shares form	3	79			F
STM6164	Maintaining Certificates of Competencies	1	4	✓	✓	
STM6165	Provisional Driver Authorisation record card	3	80			F
STM6166	Driver's Fifth Letter	3	81			F
STM6167	Tram Driver's Record Card	3	82			F
STM6168	Driver's Sixth Letter	3	83			F
STM6169	Change Request Form	3	84	✓		F
STM6170	Change Register	3	85	✓		F
STM6171	Handling Customer Complaints	1	3			
STM6172	Occurrence Summary Report to Board Of Directors	3	86			F
STM6173	Register of Accident reports	3	87			F
STM6174	Providing Quality Service	1	3			
STM6175	Competency Data Collection Form	3	88			F
STM6176	Track Maintenance Procedures	2	15			
STM6177	Gift Acknowledgement Form	3	89		✓	F

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Document No.	Document Title	Book	Section No.	SMS Reference	TOC Reference	
STM6178	Checklist for OIC When An Accident Occurs at STM	3	90			F
STM6179	Track Work procedure	2	17			
STM6180	Accident Report Form	3	91			F

Need to be referred to

Totals 92 95 94