

## DOCUMENT CONTROL - ISSUE REGISTER

Document Number	Document Name	Version	Issue Date		In OIC Book	In TOH Book
STM6001	Document Number Register	v1.16	31/07/2010	F		
STM6002	Document Control Record	v1.1	15/05/2008	F		
STM6003	Risk Register	v3.2	31/07/2010			
STM6004	Risk Action Plan	v1.4	30/11/2008			
STM6005	Corporate and Rail Safety Policy	v1.0	14/12/2007			
STM6006	Safety Records Retention Schedule	v1.5	18/07/2010	F		
STM6007	Operational Performance Audit Procedure	v1.2	21/11/2009			
STM6008	Non-conformance Report Form	v1.1	08/05/2008	F		
STM6009	Operational Performance Audit Checklist	v1.2	21/11/2009	F		
STM6010	Operational Performance Audit Summary Report Form	v1.1	21/11/2009	F		
STM6011	Operational Performance Audit Log Form	v1.1	21/11/2009	F		
STM6012	Change Management Procedure	v2.2	18/07/2010			
STM6013	Security Policy	v1.0	14/12/2007			
STM6014	Privacy Policy	v1.0	14/12/2007			
STM6015	Procedure for Managing RSW Health Assessment	v2.1	30/11/2008			
STM6016	Health Risk Assessments - RSW	v1.3	12/12/2006			
STM6017	General Safety Induction	v1.5	21/12/2008		Yes	Yes
STM6018	Orientation Program - for new members	v1.4	18/07/2010		Yes	Yes
STM6019	Starter's Journal	v2.1	18/02/2010	F		
STM6020	Security Plan	v1.3	08/03/2010			
STM6021	Portability of Health Assessment Form	v1.1	27/01/2008	F		
STM6022	Safety in Tramcar Cabs Procedure	v1.1	08/12/2008			
STM6023	"Driver for a Day" Procedure	Draft	TBA			
STM6024	Track Standard	v1.4	31/07/2010			
STM6025	Tramway Overhead Manual	v1.4	31/07/2010			
STM6026	Rolling Stock Mechanical Standard	v1.1	30/07/2009			
STM6027	Track and Structure Inspection Report	v1.4	31/05/2010	F		
STM6028	Track Inspection Procedure	v1.4	15/03/2010			
STM6029	Tramway Overhead Inspection Procedure	v1.4	30/06/2010			
STM6030	Hazard Reporting Form	v1.4	27/02/2010	F		
STM6031	Tramcar Pre-operation and Stabling Inspection Checklist	v1.5	18/06/2010	F		
STM6032	Interface Coordination Plan (RTA?)		TBA			
STM6033	Occurrence Report Form **	v1.5	23/10/2009	F	Yes	
STM6034	Emergency/Evacuation Plan	v1.5	31/07/2010		Yes	
STM6035	RSW Health Records Management Policy	v1.1	27/01/2008			
STM6036	Document Control Record - Issue Register	v1.12	31/07/2010	F		
STM6037	Health Assessment Database for current staff	v1.1	29/02/2008	F		
STM6038	STM Contact List	v1.5	18/07/2010		Yes	
STM6039	Fatigue Policy	v1.0	14/12/2007			
STM6040	Health Policy	v1.0	14/12/2007			
STM6041	Operational Performance Audit Schedule	v1.1	21/11/2009	F		
STM6042	Rail Safety Management plan	v2.6	31/07/2010		Yes	
STM6043	Conductor training procedure	v2.2	18/07/2010			
STM6044	Conductor Training Curriculum	v1.2	18/07/2010	F		
STM6045	Training application form	v1.1	07/02/2009	F		
STM6046	Conductor first letter	v1.1	15/10/2007	F		
STM6047	Conductor second letter	v1.1	15/10/2007	F		

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STM6048	Trainee Conductor Authorisation record card	v2.0	28/02/2008	F		
STM6049	Conductor Third Letter	v1.1	15/10/2007	F		
STM6050	Conductors Examination Paper	v1.0	03/09/2006	F		
STM6051	Conductor Fourth Letter	v1.5	18/07/2010	F		
STM6052	Examiners Checklist	v1.0	31/10/2006	F		
STM6053	Position description - conductor	v1.2	06/09/2008			
STM6054	Tram Drivers First letter	v1.0	06/09/2006	F		
STM6055	Tram Drivers Second letter	v1.0	06/09/2006	F		
STM6056	Tram Drivers Third letter	v1.0	07/09/2006	F		
STM6057	Tram Driver Examinations Paper (3 papers)	v2.1	05/04/2009	F		
STM6058	Position Description - Tram Driver	v1.1	06/09/2008			
STM6059	Officer In Charge training procedure	v1.4	23/10/2009			
STM6060	Position Description - OIC	v1.3	11/10/2008			
STM6061	Document and Data Control	v1.3	18/07/2010			
STM6062	Tramway Operating Handbook	v1.0	01/12/2004		Yes	Yes
STM6063	Track and Structure Inspection Schedule	v1.0	09/01/2009	F		
STM6064	Risk Management Plan	v1.4	31/07/2010			
STM6065	Rollingstock Register	v1.11	25/01/2010			
STM6066	Drug And Alcohol Program	v1.1	20/07/2010		Yes	
STM6067	Occurrence Report & Corrective Action Register	v1.1	23/10/2009	F		
STM6068	Insurance Policy Register	v1.0	26/10/2006	F		
STM6069	Register of Worker Injury	v1.0	21/09/2006	F		
STM6070	Attendance sheet - operations	v1.1	25/01/2008	F		
STM6071A	Attendance sheet - works-Saturday	v1.0	20/09/2006	F		
STM6071B	Attendance sheet - works-Sun-Mon	v1.0	20/09/2006	F		
STM6071C	Attendance sheet - works-Tue-Wed	v1.1	25/06/2009	F		
STM6071D	Attendance sheet - works-Thu-Fri	v1.0	20/09/2006	F		
STM6072	Braking distances (RCC memo)	v1.0	31/10/2006			
STM6073	Visitors Indemnity form	v1.0	25/09/2006	F		
STM6074	Tramcar Maintenance Manual	v1.2	08/05/2009			
STM6075	Lubrication Manual	v1.2	30/11/2009			
STM6076	Registration Compliance Audit Record	v1.3	15/06/2009	F		
STM6077	Incident/Accident Management Notification, Investigation and Reporting Procedure	v2.2	18/07/2010		Yes	
STM6078	Corrective Action Report	v1.0	22/01/2007	F		
STM6079	Tram Driver's Fourth letter	v1.2	18/07/2010	F		
STM6080	Non compliance status report	v1.0	21/10/2006	F		
STM6081	OIC Daily Traffic Operations	v1.2	5/03/2010		Yes	
STM6082	Application for Friends Membership form	v1.3	03/12/2009	F	Yes	
STM6083	Officer-in-Charge Day Checklist	v1.5	18/02/2010	F	Yes	
STM6084	Tramcar Certificate of Safety	v1.1	30/01/2007	F		
STM6085	Track and Structure Maintenance Log	v1.2	09/01/2009	F		
STM6086	Tramway Overhead Inspection Schedule	v1.1	19/08/2008	F		
STM6087	Lubrication Schedule	v1.1	02/09/2008	F		
STM6088	Body Maintenance Schedule	v1.1	03/09/2008	F		
STM6089	Controller Intermediate Inspection	v1.1	21/08/2008	F		
STM6090	Mechanical Maintenance Schedule	v1.0	20/12/2006	F		

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Document Number	Document Name	Version	Issue Date		In OIC Book	In TOH Book
STM6091	PCC car 1014 Manual	v2.3	18/07/2010		Yes	Yes
STM6092	NET car 1054 Manual	v2.1	25/02/2009		Yes	Yes
STM6093	Berlin cars Manual	v2.0	31/05/2007		Yes	Yes
STM6094	Munich cars Manual	v2.0	31/05/2007		Yes	Yes
STM6095	Birney car 11 Manual	v2.0	31/05/2007		Yes	Yes
STM6096	Z2 class car 111 Manual	v2.2	18/07/2010		Yes	Yes
STM6097	H class car(s) 357,358 Manual	v1.0	27/08/2007		Yes	Yes
STM6098	Trolleybus Manual	Draft	TBA			
STM6099	Electrical Maintenance Schedule	v1.1	21/08/2008	F		
STM6100	PCC Inspection Schedule	v1.1	20/06/2009	F		
STM6101	Position description - Non-traffic tram driver	v1.0	10/01/2007			
STM6102	Position description - Museum Guide	v1.0	10/01/2007			
STM6103	Position description - Salesperson	v1.0	10/01/2007			
STM6104	Tramcar Availability	v47.0	28/04/2008	F		
STM6105	Tramcar Status	v47.0	01/02/2008	F		
STM6106	Westinghouse Brake Valve Maintenance Procedure	v1.0	22/05/2009			
STM6107	Overhead Pole Inspection Report	v1.0	26/10/2006	F		
STM6108	Tramway Overhead Inspection Check Sheets	v1.3	03/11/2008	F		
STM6109	Tramway Overhead Inspection/Maintenance Report	v1.5	03/11/2008	F		
STM6110	Level crossing Operations Manual	v2.4	25/05/2010		Yes	
STM6111	Fire Equipment Register	v1.1	03/11/2008	F		
STM6112	Hazard Register	v1.0	21/01/2007	F		
STM6113	Document Issue Advice Notice	v1.0	09/02/2007	F		
STM6114	Operation performance Audit procedure	v1.3	15/04/2010			
STM6115	Operation Performance Audit (form)	v1.4	13/07/2010	F		
STM6116	Operation Performance Audits Schedule	v1.2	15/04/2010	F		
STM6117	Position Description - Rail Safety Manager	v1.2	18/07/2010			
STM6118	Position Description - Operations Manager	v1.1	18/10/2008			
STM6119	Position Description - Traffic Manager	v1.1	18/10/2008			
STM6120	Fatigue Managing Procedure	v2.2	05/03/2009		Yes	
STM6121	Driver Training and Assessment procedure	v1.6	18/07/2010			
STM6122	Drivers training curriculum	v1.3	18/07/2010			
STM6123	Conductor's Ticket Journal (A & B)	v1.0	16/03/2007	F		
STM6124	Safety Inspection Procedure for Working on Poles	v1.0	30/06/2010			
STM6125	Bookshop Sales Summary	v1.1	24/12/2008	F		
STM6126	Kiosk Sales Summary	v1.0	16/03/2007	F		
STM6127	Daily Summary and Ticket Sales Summary	v2.0	01/03/2010	F		
STM6128	Banking Summary	v1.0	27/12/2008	F		
STM6129	Lunch Orders for STM Members	v1.0	12/04/2007	F		
STM6130	Alcohol and Other Drugs Policy	v1.0	14/12/2007			
STM6131	Hywema Vehicle-Lift Type RG - Instructions	v1.0	17/04/2007			
STM6132	Electrical Equipment Register	v1.1	20/12/2008	F		
STM6133	Kiosk Operator's Manual	v1.1	17/12/2009		Yes	Yes
STM6134	Burglar Alarm System Operational Manual	v1.1	14/03/2010		Yes	
STM6135	Collection Acquisition of Artefacts	v1.2	04/07/2010		Yes	
STM6136	Advanced Driver Training Course	Draft	TBA			
STM6137	Trainee Driver examination marking sheet	v1.0	14/02/2008	F		

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STM6138	Trainee Driver examination marking - Summary	v1.0	30/08/2007	F		
STM6139	Trainee Driver Exam Paper Log	v1.0	30/08/2007	F		
STM6140	Banking Guidelines	v1.2	07/11/2009			
STM6141	Bookshop Computer System Guide	v1.3	14/12/2009			Yes
STM6142	Preferred Supplier List	v1.3	15/02/2008	F		
STM6143	Purchase Order Form	v1.0	24/01/2008	F		
STM6144	Trainee Driver Authorisation record card	v1.0	4/02/2008	F		
STM6145	Operation Audit Number Register	v1.2	15/04/2010	F		
STM6146	Historical Tram Operations On The Museum Tramway	v1.5	17/12/2009			
STM6147	Induction Register	v1.0	21/04/2008	F		
STM6148	Supplementary Traction Lead Procedure	v1.1	5/01/2010		Yes	
STM6149	Proceed Order	v1.0	8/05/2008	F	Yes	
STM6150	Proceed Order Procedure	v1.0	15/05/2008		Yes	
STM6151	STM Drawing Register	v1.4	30/11/2009			
STM6152	Disabled Tramcar procedure	v1.1	12/01/2009		Yes	
STM6153	D car Manual	TBA	TBA			
STM6154	J Car Manual	TBA	TBA			
STM6155	Training Feedback Form	v1.0	23/06/2008	F		
STM6156	Rail Safety Watcher and Track Awareness	v1.1	31/07/2010			
STM6157	Power Outage Diagnostic Check Procedure	v1.3	08/03/2010		Yes	
STM6158	Site Access Permit	v1.0	12/09/2008	F		
STM6159	Authorisation List - Traffic and Works	v1.1	1/11/2008	F		
STM6160	Climbing Onto Roofs Of Trams Procedure	v1.0	30/11/2008			
STM6161	Working On Elevated Platforms Procedure	v1.0	31/12/2008			
STM6162	Register of Material Removed from STM	v1.1	1/12/2008	F		
STM6163	Application for SPER Membership and/or Shares form	v1.1	05/04/2009	F	Yes	
STM6164	Maintaining Certificates of Competencies	v2.0	15/03/2010			
STM6165	Provisional Driver Authorisation record card	v1.1	8/12/2008	F		
STM6166	Driver's Fifth Letter	v1.1	18/07/2010	F		
STM6167	Tram Driver's Record Card	v1.0	8/12/2008	F		
STM6168	Driver's Sixth Letter	v1.0	12/12/2008	F		
STM6169	Change Request Form	v1.2	18/07/2010	F		
STM6170	Change Register	v1.0	15/04/2010	F	Yes	Yes
STM6171	Handling Customer Complaints	v1.0	31/08/2009		Yes	Yes
STM6172	Occurrence Summary Report to Board Of Directors	v1.0	31/10/2009	F		
STM6173	Register of Accident reports	v1.0	15/12/2009	F		
STM6174	Providing Quality Service	v1.0	15/12/2009			Yes
STM6175	Competency Data Collection Form	v1.0	6/04/2010	F		
STM6176	Track Maintenance Procedures	v1.0	31/07/2010			
STM6177	Gift Acknowledgement Form	v1.0	4/07/2010	F	Yes	
STM6178	Checklist for OIC When An Accident Occurs at STM	v1.0	14/07/2010		Yes	
STM6179	Track Work procedure	v1.0	31/07/2010		Yes	
STM6180	Accident Report Form	v1.0	31/07/2010		Yes	