

SYDNEY TRAMWAY MUSEUM

DOCUMENTS TO BE PRINTED

Yet to be printed (31/05/2009)

Document No.	Document Title	Version	Issue Date		New Print Required.
STM6001	Document Number Register	v1.11	28/02/2008	F	Yes
STM6002	Document Control Record	v1.1	15/05/2008	F	
STM6003	Risk Register	v2.3	03/03/2009		Yes
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	v1.3	19/12/2008	F	
STM6007	Safety Audit Procedure	v1.1	19/12/2008		
STM6008	Non-conformance Report Form	v1.1	08/05/2008	F	
STM6009	Safety Audit Checklist	v1.1	22/02/2008	F	
STM6010	Safety Audit Summary Report Form	v1.0	31/10/2006	F	
STM6011	Safety Audit Log Form	v1.0	31/10/2006	F	
STM6012	Change Management Procedure	v2.0	24/12/2008		
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		
STM6018	Orientation Program - for new members	v1.3	12/10/2008		
STM6019	Starter's Journal	v2.0	31/10/2008	F	
STM6020	Security Plan	v1.2	04/12/2008		
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	v1.1	09/01/2009		
STM6025	Tramway Overhead Manual	v1.2	20/08/2008		
STM6026	Rolling Stock Mechanical Standard	v1.0	14/08/2007		
STM6027	Track and Structure Inspection Report	v1.2	09/01/2009	F	
STM6028	Track Inspection Procedure	v1.2	09/01/2009		
STM6029	Tramway Overhead Inspection Procedure	v1.1	20/08/2008		
STM6030	Hazard Reporting Form	v1.3	01/12/2008	F	
STM6031	Tramcar Pre-operation and Stabling Inspection Checklist	v1.3	08/12/2008	F	
STM6032	Interface Coordination Plan (RTA?)	0	TBA		
STM6033	Incident Report Form **	v1.4	01/12/2008	F	
STM6034	Emergency/Evacuation Plan	v1.3	03/12/2008		
STM6035	RSW Health Records Management Policy	v1.1	27/01/2008		
STM6036	Document Control Record - Issue Register	v1.8	31/05/2009	F	Yes
STM6037	Health Assessment Database for current staff	v1.1	29/02/2008	F	
STM6038	STM Contact List	v1.3	15/10/2008	F	
STM6039	Fatigue Policy	v1.0	14/12/2007		
STM6040	Health Policy	v1.0	14/12/2007		
STM6041	Safety Audit Schedule	v1.0	31/10/2006	F	
STM6042	Rail Safety Management plan	v2.2	31/05/2009		Yes
STM6043	Conductor training procedure	v2.1	19/02/2009		
STM6044		0	0	00/01/1900	
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	
STM6048	Trainee Conductor Authorisation record card	v2.0	28/02/2008	F	
STM6049	Conductor third letter	v1.1	15/10/2007	F	
STM6050	Conductors exam	v1.0	03/09/2006	F	
STM6051	Conductor fourth letter	v1.3	08/12/2008	F	

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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 exams (3 papers)	v2.1	05/04/2009	F	Yes
STM6058	Position description - tram driver	v1.1	06/09/2008		
STM6059	Officer In Charge training procedure	v1.3	11/01/2009		
STM6060	Position description - OIC	v1.3	11/10/2008		
STM6061	Document and Data Control	v1.2	31/08/2008		
STM6062	Tramway Operating Handbook	v1.0	01/12/2004		
STM6063	Track and Structure Inspection Schedule	v1.0	09/01/2009	F	
STM6064	Risk Management Plan	v1.2	03/12/2008		
STM6065	Rollingstock Register	v1.9	19/01/2009		
STM6066	Drug And Alcohol Program	v1.0	15/04/2008		
STM6067	Incident Report & Corrective Action Register	v1.0	21/09/2006	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	
STM6071	Attendance sheet - works	v1.0	20/09/2006	F	
STM6072	Braking distances (RCC memo)	v1.0	31/10/2006		
STM6073	Visitors Indemnity	v1.0	25/09/2006	F	
STM6074	Tramcar Maintenance Manual	v1.2	08/05/2009		Yes
STM6075	Lubrication Manual	v1.1	16/12/2008		
STM6076	Registration Compliance Audit Record	v1.2	04/12/2008	F	
STM6077	Incident/Accident Investigation	v1.4	18/10/2008		Yes
STM6078	Corrective Action Report	v1.0	22/01/2007	F	
STM6079	Tram Driver's Fourth letter	v1.1	08/12/2008	F	
STM6080	Non compliance status report	v1.0	21/10/2006	F	
STM6081	OIC Daily Traffic Operations	v1.1	11/01/2009		
STM6082	Application for Friends Membership form	v1.1	05/04/2009	F	Yes
STM6083	Officer-in-Charge Day Checklist	v1.4	11/10/2008	F	
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	
STM6091	PCC car 1014 Manual	v2.2	13/02/2009		
STM6092	NET car 1054 Manual	v2.1	25/02/2009		Yes
STM6093	Berlin cars Manual	v2.0	31/05/2007		
STM6094	Munich cars Manual	v2.0	31/05/2007		
STM6095	Birney car 11 Manual	v2.0	31/05/2007		
STM6096	Z2 class car 111 Manual	v2.1	06/12/2008		
STM6097	H class car(s) 357,358 Manual	v1.0	27/08/2007		
STM6098	Trolleybus Manual	Draft	TBA		
STM6099	Electrical Maintenance Schedule	v1.1	21/08/2008	F	
STM6100	PCC Inspection Schedule	v1.0	20/12/2006	F	
STM6101	Position description - Non-traffic tram driver	v1.0	10/01/2007		
STM6102	Position description - Museum Guide	v1.0	10/01/2007		

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Document No.	Document Title	Version	Issue Date		New Print Required.
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		Yes
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	v2.2	05/03/2009		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	Internal Operation performance Audit procedure	v1.2	05/12/2008		
STM6115	Internal Operation Performance Audit (form)	v1.2	07/12/2008	F	
STM6116	Internal Operation Performance Audits Schedule	v1.1	05/12/2008	F	
STM6117	Position Description - Rail Safety Manager	v1.1	18/10/2008		
STM6118	Position Description - Operations Manager	v1.1	18/10/2008		
STM6119	Position Description - Traffic Manager	v1.1	18/10/2008		
STM6120	Fatigue Managing Procedure	v2.1	05/03/2009		Yes
STM6121	Driver Training and Assessment procedure	v1.4	12/12/2008		
STM6122	Drivers training curriculum	v1.1	08/12/2008		
STM6123	Conductor's Ticket Journal (A & B)	v1.0	16/03/2007	F	
STM6124	Ticket Sales Summary	v1.0	15/03/2007	F	
STM6125	Bookshop Sales Summary	v1.1	24/12/2008	F	
STM6126	Kiosk Sales Summary	v1.0	16/03/2007	F	
STM6127	Daily Summary	v1.0	16/03/2007	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	v1.0	11/05/2009	0	Yes
STM6134		0	00/01/1900	0	
STM6135		0	00/01/1900	0	
STM6136	Advanced Driver Training Course	Draft	TBA		
STM6137	Trainee Driver examination marking sheet	v1.0	14/02/2008	F	
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	v1.1	24/12/2008		
STM6141	Bookshop Computer System Guide	v1.1	24/01/2009		
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	04/02/2008	F	
STM6145	Internal Operation Audit Number Register	v1.1	05/12/2008	F	
STM6146	Historical Tram Operations On The Museum Tramway	v1.3	19/01/2009	F	
STM6147	Induction Register	v1.0	21/04/2008	F	
STM6148	Supplementary Traction Lead Procedure	v1.0	03/11/2008		
STM6149	Proceed Order	v1.0	08/05/2008	F	
STM6150	Proceed Order Procedure	v1.0	15/05/2008		
STM6151	STM Drawing Register	v1.1	15/05/2008		
STM6152	Disabled Tramcar procedure	v1.1	12/01/2009		
STM6153	D car Manual	TBA	TBA		

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STM6154	J Car Manual	TBA	TBA		
STM6155	Training Feedback Form	v1.0	23/06/2008	F	
STM6156	Track Awareness	Draft	TBA		
STM6157	Power Outage Diagnostic Check Procedure	v1.1	12/01/2009		
STM6158	Site Access Permit	v1.0	12/09/2008		
STM6159	Authorisation List - Traffic and Works	v1.1	1/11/2008		
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	5/04/2009	F	Yes
STM6164	Maintaining Certificates of Competencies	v1.0	30/11/2008		
STM6165	Provisional Driver Authorisation record card	v1.1	8/12/2008	F	
STM6166	Driver's Fifth Letter	v1.0	8/12/2008	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	v1.0	15/12/2008	F	
STM6170	Change Register	v1.0	15/12/2008	F	
Documents To Be Printed					14

CD copies of all documents to:

- D Rawlings (RSM)
- G Graham
- R Clarke
- I Saxon
- P McCallum (Web Master)
- ITSRR (when they visit STM)

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Update WEB Site.
NFP
Yes
Yes
Yes
Yes

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Yes
Yes
NFP
Yes
Yes
NFP
NFP

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NFP
Yes

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