

# Document Control Record

**1. Document Details:**

**Name:** Tramcar Pre-Operation and Stabling Inspection Checklist

**Number**           STM6031  
**Version Number:**     1.9

**Document Status:**  Working Draft

Approved for Issue

Archived

**Next Scheduled Review Date:** .....

**2. Version History:**

Version Number	Date	Reason/Comments
1.0	19/04/2008	Initial issue
1.1	16/05/2008	Added more tasks
1.2	24/05/2008	Added another task (power doors check)
1.3	08/12/2008	Added check on Dead man equipment
1.4	04/01/2009	Added wheel bolts and First Aid Kit
1.5	18/06/2010	Maintenance sign off area changed
1.6	31/03/2016	Amended Distribution List format
1.7	30/04/2016	Added WORKS Inspection Sheets
1.8	10/05/2016	Corrected format errors
1.9	30/11/2016	Added Hand brake test to sheets
1.10	31/01/2017	Altered some of the description of some tasks
1.11	12/07/2019	Added pantographs

**Approved by:** ..... **Signature & Date:** .....

**3. Distribution List**

Position	Date	Location of Documents
Rail Safety Manager		Original held on GOOGLE secure Website
STM WEB SITE		Updated regularly and put onto the STM Web site.
STM Office		On the STM Office computer

Tick as appropriate

EQUIPMENT CHECKED	PASS	FAIL	EQUIPMENT CHECKED	PASS	FAIL
NO POWER - All control switches and circuit breakers			Passenger doors or weather blinds		
			Tramcar cleanliness		
NO POWER - Controllers			Barrier rails		
NO POWER - Service brake			Passenger seats (for damage)		
NO POWER - Handbrake			Body condition - internal		
Life shields			Body condition - external		
Operation of gong			Power Operated doors (if applicable)		
Trolley pole(s), pantograph and rope(s)			Battery Charger disconnected		
Sand levels in hoppers			Operation of controller(s)		
Check condition of wheel bolts on PCC1014, 548 and Z111			Operation of Dead man system (if applicable)		
Communication cords and bells			Emergency Brake Lever (if applicable)		
Operation of air compressor			Operation of braking system(s)		
Operation of power doors (if applicable)			Operation of sanding gear		
Lighting circuits			Hand brake tested whilst operating		
Footboards or steps			Operation of horn (if applicable)		
Windows (for breakage)					

**HAVE YOU GOT THE MOBILE PHONE, MEDICAL KIT AND POINT HOOKS?****YES/NO**

Driver's Signature: \_\_\_\_\_

Membership No.: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SEE OVER FOR SIGNING OFF AND DEFECT REPORTING

STM6031A-version 1.11

Revised: 31/07/2019

Tick as appropriate

EQUIPMENT CHECKED	PASS	FAIL	EQUIPMENT CHECKED	PASS	FAIL
NO POWER - All control switches and circuit breakers			Passenger doors or weather blinds		
			Tramcar cleanliness		
NO POWER - Controllers			Barrier rails		
NO POWER - Service brake			Passenger seats (for damage)		
NO POWER - Handbrake			Body condition - internal		
Life shields			Body condition - external		
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Operation of power doors (if applicable)			Operation of sanding gear		
Lighting circuits			Hand brake tested whilst operating		
Footboards or steps			Operation of horn (if applicable)		
Windows (for breakage)					

**HAVE YOU GOT THE MOBILE PHONE, MEDICAL KIT AND POINT HOOKS?****YES/NO**

Driver's Signature: \_\_\_\_\_

Membership No.: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SEE OVER FOR SIGNING OFF AND DEFECT REPORTING

STM6031A-version 1.11

Revised: 31/07/2019

SOUTH PACIFIC ELECTRIC RAILWAY CO-OPERATIVE SOCIETY LIMITED  
OPERATIONS - TRAMCAR STABLING INSPECTION TRAMCAR No. \_\_\_\_\_

Did any defects develop or are any repairs required? YES / NO  
If YES, what are they?

Is the tramcar fit to use again? YES / NO  
If NO, why?

**HAS THE MOBILE PHONE AND MEDICAL KIT BEEN RETURNED?** YES / NO

Driver's Signature: \_\_\_\_\_ Membership No.: \_\_\_\_\_ Date: \_\_\_\_\_

**Maintenance Section Only:**

Date Defects Noted: \_\_\_\_\_ Date Repairs Carried Out: \_\_\_\_\_

Repairer's Name: \_\_\_\_\_

Repairer's Signature: \_\_\_\_\_ Membership No.: \_\_\_\_\_

STM6031A-version 1.11

Revised: 31/07/2019

SOUTH PACIFIC ELECTRIC RAILWAY CO-OPERATIVE SOCIETY LIMITED  
OPERATIONS - TRAMCAR STABLING INSPECTION TRAMCAR No. \_\_\_\_\_

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Driver's Signature: \_\_\_\_\_ Membership No.: \_\_\_\_\_ Date: \_\_\_\_\_

**Maintenance Section Only:**

Date Defects Noted: \_\_\_\_\_ Date Repairs Carried Out: \_\_\_\_\_

Repairer's Name: \_\_\_\_\_

Repairer's Signature: \_\_\_\_\_ Membership No.: \_\_\_\_\_

STM6031A-version 1.11

Revised: 31/07/2019

Tick as appropriate

EQUIPMENT CHECKED	Road	Rail	PASS	FAIL	EQUIPMENT CHECKED	Road	Rail	PASS	FAIL
NO POWER - All control switches and circuit breakers					Life shields				
					Lightung circuits				
NO POWER - Controllers					Steps				
NO POWER - Service brake and handbrake					Windows (for breakage)				
					Body condition -external				
Pantograph and/or Trolley pole and rope					Condition of Tower on TT3/99u				
					Condition of Platform on TT3/99u				
Operation of air compressor					Condition of ladder on TT3/99u				
Operation of controller(s)					Engine oil level				
Operation of braking system(s)					Fuel level				
Operation of sanding gear					Coolant level				
Check sand levels in hoppers					Hydraulic Oil level				
Communication bells					Tyres				
Operation of gong &/or horn					Battery Charger disconnected				
Emergency Brake Lever					Hand brake tested whilst operating				

**HAVE YOU GOT THE MEDICAL KIT AND POINT HOOKS?**

**YES/NO**

Driver's Signature: \_\_\_\_\_ Membership No.: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SEE OVER FOR SIGNING OFF AND DEFECT REPORTING

Tick as appropriate

EQUIPMENT CHECKED	Road	Rail	PASS	FAIL	EQUIPMENT CHECKED	Road	Rail	PASS	FAIL
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NO POWER - Service brake and handbrake					Windows (for breakage)				
					Body condition -external				
Pantograph and/or Trolley pole and rope					Condition of Tower on TT3/99u				
					Condition of Platform on TT3/99u				
Operation of air compressor					Condition of ladder on TT3/99u				
Operation of controller(s)					Engine oil level				
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Check sand levels in hoppers					Hydraulic Oil level				
Communication bells					Tyres				
Operation of gong &/or horn					Battery Charger disconnected				
Emergency Brake Lever					Hand brake tested whilst operating				

**HAVE YOU GOT THE MEDICAL KIT AND POINT HOOKS?**

**YES/NO**

Driver's Signature: \_\_\_\_\_ Membership No.: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SEE OVER FOR SIGNING OFF AND DEFECT REPORTING

Did any defects develop or are any repairs required? **YES / NO**  
If YES, what are they?

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Is the vehicle fit to use again? **YES / NO**  
If NO, why?

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**HAS THE MEDICAL KIT BEEN RETURNED?** **YES / NO**

Driver's Signature: \_\_\_\_\_ Membership No.: \_\_\_\_\_ Date: \_\_\_\_\_

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**Maintenance Section Only:**

Date Defects Noted: \_\_\_\_\_ Date Repairs Carried Out: \_\_\_\_\_  
Repairer's Name: \_\_\_\_\_  
Repairer's Signature: \_\_\_\_\_ Membership No.: \_\_\_\_\_

Did any defects develop or are any repairs required? **YES / NO**  
If YES, what are they?

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Is the vehicle fit to use again? **YES / NO**  
If NO, why?

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.....  
.....

**HAS THE MEDICAL KIT BEEN RETURNED?** **YES / NO**

Driver's Signature: \_\_\_\_\_ Membership No.: \_\_\_\_\_ Date: \_\_\_\_\_

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**Maintenance Section Only:**

Date Defects Noted: \_\_\_\_\_ Date Repairs Carried Out: \_\_\_\_\_  
Repairer's Name: \_\_\_\_\_  
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