



SYDNEY TRAMWAY MUSEUM

PROCEED ORDER PROCEDURE

~~NOVEMBER 2017~~ MAY 2020

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Document Control Record

1. Document Details:

Name: Proceed Order Procedure

Number STM6038

Version Number: 1.~~5~~6

Document Status: Working Draft

Approved for Issue

Archived

Next Scheduled Review Date:

2. Version History:

Version Number	Date	Reason/Comments
1.0	15/05/2008	Initial issue
1.1	31/10/2011	Added instructions for special days when the Staff and Ticket procedure is suspended and the "Proceed Order" process is used.
1.2	13/06/2015	Revised the format of the order.
1.3	18/07/2015	Minor formatting errors in procedure.
1.4	31/03/2016	Amended Distribution List format and document number
1.5	27/11/2017	Added the "Written Safeworking communication" paragraph
1.6	12/05/2020	Corrected an incorrect document name to Occurrence Report.

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		STM Office Computer
STM Office		STM Office cupboard

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1. Purpose

To provide the procedure to be followed when processing a “Proceed Order” form.

2. Scope

This process applies to all “Proceed Order” forms used by the Sydney Tramway Museum.

3. Responsibilities

- a) The OIC shall be responsible for ensuring that the “Proceed Order” form is filled out correctly and that the tram crew to travel without the staff is aware of where any disabled or immobilised tram may be located. The OIC is responsible for cancelling the “Proceed Order”.
- b) When a disabled or immobilised tram is involved the crew of the disabled or immobilised tram must NOT move until the relief tram has arrived at the stated pole.
- c) When any tram is travelling on the authority of a “Proceed Order” the crew must travel at such speed as to be able to stop within the “line of sight”.
- d) The OIC, when compiling the *Proceed Order* form, must:
 - write clearly in ink;
 - write numbers in numerals, not words, using for example "12" instead of "twelve", and
 - draw a single line through errors, and initial the corrections.

4. References

- **STM6033 – Occurrence Report**
- STM6037 - Proceed Order form

5. Definitions

OIC - Officer-in-Charge

STM- Sydney Tramway Museum, a trading name of South Pacific Electric Railway Co-Operative Society Limited.

Tram Crew – persons involved in the operations of a tram – includes, but not limited to, drivers, conductors, second persons.

6. Actions

The “Proceed Order” form (STM 6037) is used to allow a tram to travel in a section where another tram is already in the section and is in possession of the Staff or to allow the staff and ticket system to be suspended or for a tram to travel within, or through, a section when the staff for the section cannot be located.

- a) **The procedure for processing a “Proceed Order” form (STM6037) to rescue a disabled or immobilised tram is:**
 - i. The crew of the disabled tram contacts the OIC to request a relief tram to take passengers back to the Museum and indicates their location by giving the nearest pole number. Also the crew of a “Works” tram may request another tram be sent to take the “Works” crew back to the Museum;

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- ii. The OIC organises for a relief tram and crew;
 - iii. The OIC prepares a “Proceed Order” form (STM6037), striking out the paragraph relating to a missing staff, signs it and the driver of the relief tram also signs the form;
 - iv. The relief crew then take the tram, driving slow enough to be able to stop within the “line of sight” and look for the pole number stated on the “Proceed Order” form (STM6037);
 - v. When the relief crew arrive at the disabled tram (or Works tram), they must show the “Proceed Order” form (STM6037) to the driver of the disabled tram (or Works tram);
 - vi. Then all the passengers are transferred to the relief tram and the relief tram returns to the Museum;
 - vii. The crew of the disabled tram keep possession of the Staff;
 - viii. If the crew of the disabled tram are able to drive the tram back to the Museum, they may do so provided that they maintain such distance between their tram and the relief tram that will allow them to stop in sufficient time to avoid a collision;
 - ix. If the crew of the disabled tram cannot drive the tram back to the Museum, they must remain with the tram until relieved by the maintenance crew;
 - x. If the maintenance crew have to take a tram to the disabled tram, they will need to have another “Proceed Order” form (STM6037) raised by the OIC as the driver of the maintenance tram may not be the same as the relief tram;
 - xi. If the disabled tram is being towed back to the Museum, the disabled and Maintenance trams return to the Museum on the Staff. Otherwise the disabled tram has the Staff and the maintenance tram has the “proceed Order” form (STM6037);
 - xii. When the disabled tram returns to the Museum and the OIC has sighted the Staff, the “Proceed Order” is cancelled (by writing CANCELLED across the face of the form) and the form is stapled to the ~~Incident~~ **Incident Occurrence** Report (STM6033). Also the “Proceed Order” form (STM6037) for the maintenance tram will also have to be cancelled and stapled to the ~~Incident~~ **Incident Occurrence** Report; and
 - xiii. For Works trams the cancelled “Proceed Order” form (STM6037) is stapled to the sign on sheet in the Workshop.
 - xiv. If the disabled tram (or Works Tram) is to remain unattended at the point of failure or work, then the Staff for the section should be brought back to the Museum by the crew on the relief tram and handed to the OIC or secured in a safe place.
 - xv. If it is subsequently decided to re-send a relief tram to rescue the disabled tram (or Works tram), then the relief tram should be issued another "Proceed Order" form (STM6037) (because the section is still obstructed).
- b) **The procedure for processing a “Proceed Order” form (STM6037) to replace the “Staff and Ticket” operation at STM is:**
- i. The “Proceed Orders” (STM6037) are to be pre-numbered before the days operations;
 - ii. The “Proceed Orders” (STM6037) are to be issued to the driver, for each trip by the OIC;
 - iii. The “Proceed Orders” (STM6037) are to be collected from the driver, after each trip by the OIC; and
 - iv. The “Proceed Orders” are to be filed in the Office, in the “Proceed Orders” folder at the end of the day.
- c) **The procedure for processing a “Proceed Order” form (STM6037) to replace “Staff and Ticket” operation when a staff cannot be located is**
- i. The Officer in Charge is to be immediately advised;

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- ii. The OIC is to arrange for a thorough search is to be made of trams used on the previous days operations and the rooms and locations known to have been used by tram crews during the previous days operations;
- iii. The OIC is to use his/her best endeavours to advise all persons involved in any form of work at and around the Museum premises that the staff is missing and that if located it is to be conveyed as quickly as practicable to the OIC and not used to authorise any tram movement;
- iv. The OIC is to arrange the posting of a notice on the staff box(es) advising that the staff for the section specified in the notice is missing and is not to be accepted as authorisation for a tram movement without the OIC's direction;
- v. The OIC prepares a "Proceed Order" form (STM6037), striking out the paragraph relating to a disabled or immobilised tram, signs it and the driver of the tram to operate without the staff also signs the form;
- vi. The relief crew then takes the tram, driving slow enough to be able to stop within the "line of sight" of any obstruction;
- vii. The "Proceed Orders" (STM6037) are to be issued to the driver, for each trip by the OIC;
- viii. The "Proceed Orders" (STM6037) are to be collected from the driver, after each trip by the OIC;
- ix. When the staff is located it is to be handed to the OIC;
- x. When the section is clear of trams the OIC is to make every reasonable effort to advise all persons working at and around the Museum that staff and ticket working is to be reintroduced;
- xi. The OIC is then to remove notices from staff boxes and reintroduce staff and ticket working.
- xii. The "Proceed Orders" are to be filed in the Office, in the "Proceed Orders" folder at the end of the day.

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