

SYDNEY TRAMWAY MUSEUM
STARTER'S JOURNAL

Document Control Record

1. Document Details:

Name: STARTERS JOURNAL

Number STM6019

Version Number: 2.3

Document Status: Working Draft

Approved for Issue

Archived

Next Scheduled Review Date:

2. Version History:

| Version Number | Date | Reason/Comments |
|----------------|------------|---|
| 1.0 | 06/09/2006 | Initial issue |
| 1.1 | 06/02/2008 | Added fatigue wording |
| 2.0 | 31/10/2008 | Significantly changed the format |
| 2.1 | 19/02/2010 | Added Track Inspection Details |
| 2.2 | 12/06/2011 | Added a section for the Starter to ensure that the Tramcar Inspection Sheets have been completed at start of the day. |
| 2.3 | 25/06/2012 | Added the driver's name to the dewirement section |
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Approved by **Signature & Date**

3. Distribution List

| Position | Date | Copy Issued (Yes/No) | Copy No. | Received |
|---------------------|------|----------------------|----------|----------|
| Rail Safety Manager | | Y | 1 | |
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| STARTER | LOCATION | SYDNEY TRAMWAY MUSEUM | | DAY | DATE | | | |
| Starters Journal | | | | | | | | |
| HAVE ALL TRAMCAR INSPECTION SHEETS BEEN COMPLETED | | | | | | | | YES/NO |
| Sutherland Line (Mobile 0408 125 042) | | | | | WEATHER: | | | |
| Inspection of Sutherland line | | Inspected by: | | | Mem. # | Time: | | Passed/Failed |
| Noted by OIC | | OIC Signature: | | | Mem. # | Time: | | |
| Depart Time | Tram No | Driver | Observer* | Conductor | Staff** Seen? (✓) | Phone** Seen (✓) | Load | Prog Load |
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Royal National Park Line (Mobile 0408 125 043)

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|----------------------------------|---------|----------------------|-----------|-----------|------------------|------------------|------|---------------|
| Inspection of R.N.P. line | | Inspected by: | | | Mem. # | Time: | | Passed/Failed |
| Noted by OIC | | OIC Signature: | | | Mem. # | Time: | | |
| Depart Time | Tram No | Driver | Observer* | Conductor | Staff** Seen (✓) | Phone** Seen (✓) | Load | Prog Load |
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Workshop Phone #
95217624

Please record details of each dewirement and group on the back of the sheet

*write N/A (not applicable) if the tram does not need an observer
 ** Tick to indicate that the staff (or ticket if applicable) and the mobile phone has been sighted
The Starter MUST ensure that each tram in service has been inspected before the first run of the day.
 The OIC is to ensure that traffic staff are thoroughly conversant with current operating instructions and are aware of any speed restrictions, etc in force. Drivers are to be reminded where necessary that a ready supply of replacement cars is not available.
 Traffic staff should co-operate with the general public in such matters as the taking of photographs and the giving of information concerning the tramcars and the museum. However, it is essential that full control of operations and service be maintained.

SYDNEY TRAMWAY MUSEUM

DEWIREMENT REPORT

| No | Direction of Travel | | Location | | | | Other details– Please specify | |
|----|---------------------|--------------|-----------------|-------------|--------|--------|-------------------------------|---------------|
| | North (✓) | South (✓) | Scissors (✓) | Yard (✓) | Pole # | Tram # | | Driver's Name |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
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| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |

Details of Special Group Visits

| Time | No. In Group | No. Of Tickets Issued | Name of Group | Did Group Attend |
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