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# **SYDNEY TRAMWAY MUSEUM**

## **OPERATIONAL PERFORMANCE AUDIT REPORT**

**DECEMBER 2016**

**SYDNEY TRAMWAY MUSEUM**

# Document Control Record

**1. Document Details:**

**Name:** Operational Performance Audit Report

**Number** STM6115

**Version Number:** 2.5

**Document Status:**  Working Draft

Approved for Issue

Archived

**Next Scheduled Review Date:** \_\_\_\_\_

**2. Version History:**

Version Number	Date	Reason/Comments
1.0	20/01/2007	Initial issue
1.1	06/03/2007	Check #16 Speed limit changed to 25kph
1.2	07/12/2008	Added check for checking Dead Man controls
1.3	08/04/2010	Added "First Trip Inspection" check.
1.4	13/07/2010	Item 23 added - to check protective restrictions are in place and being observed
1.5	21/01/2011	Amended some comments and the format
2.0	31/12/2013	Modifying Requirements and combining with schedule
2.1	27/02/2014	Changed to Format to simplify the audit process.
2.2	19/05/2015	Added Reassessment details to form
2.3	30/04/2016	Amended Distribution List format
2.4	30/11/2016	Amended Audit testing criteria for conductors-Emerg. checklists
2.5	9/12/2016	Amended Audit testing criteria

**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

**SYDNEY TRAMWAY MUSEUM**  
**OPERATIONS/REASSESSMENT PERFORMANCE AUDIT**

Audit Report Number: OPA \_\_\_\_\_ Reassessment Report Number: RES \_\_\_\_\_  
 Date of Audit/Reassessment: \_\_\_\_\_ Time of Audit/Reassessment: \_\_\_\_\_  
 Tram Car No. \_\_\_\_\_ No. of Passengers: \_\_\_\_\_  
 Tram Line: \_\_\_\_\_  
 Weather Conditions: \_\_\_\_\_  
 Driver's Name: \_\_\_\_\_ Member No.: \_\_\_\_\_  
 Observer's Name: \_\_\_\_\_ Member No.: \_\_\_\_\_  
 Conductor's Name: \_\_\_\_\_ Member No.: \_\_\_\_\_  
 Trainee's Name: \_\_\_\_\_ Member No.: \_\_\_\_\_

**REASSESSMENT ONLY**

Assess Category	Tram Preparation	Driving with Self Lapping Brakes	Driving with Manual Lapping Brakes	Tram Stabling
Deficiency Category				

Deficiency Category (A B C) \_\_\_\_\_  
 Deficiency category = **A**: Significant omission of criteria; **B**: Significant number of minor deficiencies;  
**C**: Single or isolated deficiency. If No deficiencies write **NONE** in the boxes above.

Comments

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Examiner/Auditor's Name \_\_\_\_\_ Member No. \_\_\_\_\_

Examiner/Auditor's Signature \_\_\_\_\_

Any Actions Taken to Overcome Deficiencies

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Examiner/Auditor's Name \_\_\_\_\_ Date Completed \_\_\_\_\_

Examiner/Auditor's Signature \_\_\_\_\_ Member No. \_\_\_\_\_

# SYDNEY TRAMWAY MUSEUM

## AUDIT TESTING CRITERIA OPERATION PERFORMANCE AUDIT – DRIVER

### **1. DRIVING EQUIPMENT**

Driver has correct driving tools, point hook or point bar.  
Pre trip inspection completed.

### **2. STARTING OFF**

Signal to start.  
Sound gong twice.  
Downhill – coast away from stopping.  
Uphill – hill start.

### **3. COMPULSORY STOPPING PLACES**

To Waratah Loop – Display Hall, Pitt Street, Terminus at Waratah Loop.

From Waratah Loop – Army crossing, Display Hall for through running, Railway Square for terminating.

To and from National Park – both sides of Highway level crossing,

### **4. SPEED**

Observe speed limits.  
Reduce speed at trailing points.  
Reduce speed at facing points.  
Check that points are set correctly.  
Showed control of speed during the trip

### **5. TALKING TO OTHERS**

Not to talk with others when tram is moving.

### **6. CHANGING ENDS**

Ensure tram is secured before leaving cab.  
Raise new trailing pole.  
Secure slack trolley cord.  
Move to new leading end and apply brake fully.  
Check all trolley poles are set correctly.

### **7. SINGLE LINE STAFF & TICKET WORKING**

Driver to be in possession of correct staff.  
When ticket is in use, last tram to carry staff.

### **8. SECURING UNATTENDED TRAMS**

Brakes (service and handbrake) to be fully applied before removing handle.  
Chock in front of leading wheel at downhill end\*  
\*Chock in front of leading driving wheel on 180 and 295.  
Driving tools to be put in a secure place until needed.  
Traffic person remaining with tram at RSWS.

### **9. OVERALL ABILITY AND ATTENTION TO DUTY.**

Check facing points and that tram is following the correct path  
Maintain control of tram during the trips.  
Keep his/her mind on the job.  
Pays attention to driving - Not distractions.  
Cut off at section insulators.  
Stable tram, stow driving tools, fill out report card.

## OPERATION PERFORMANCE AUDIT – CONDUCTOR

### **1. EQUIPMENT**

Conductor has ticket bag, ticket case and change float.  
Check Emergency Checklists are in first-aid boxes.  
Checks mobile phone in the first-aid boxes.

### **2. STARTING OFF**

Ensure driver has correct STAFF or TICKET.  
Correct signal to driver.  
Change points as required.

### **3. DURING THE TRIP**

Supervise loadings.  
Give correct signals to driver as required.  
Be in the correct position as nominated for tram in use (e.g. emergency brake levers, footboard cars, 4 wheel cars, etc)  
Monitor passengers during the trip.  
Attend to trolley pole.

### **4. CHANGING ENDS.**

On tramcars fitted with two trolley poles, lower rear trolley pole and secure under the hook.  
On single pole cars, swing trolley pole to new trailing position being careful to not strike any lineside objects.  
Special cars – 611, 1014, 1054

### **5. END OF DAY**

Assist driver to stable tram (lower pole, drain air).  
Stow point hook and point bar.  
Return first aid box and phone to traffic office.  
Balance revenue and ticket sales.

### **6. OVERALL ABILITY AND ATTENTION TO DUTY**

Keep his/her mind on the job.  
No distractions.

## REASSESSMENT CATEGORIES

- (1) Tram preparation;
- (2) Drive tram with self lapping brakes;
- (3) Drive tram with manual lapping brakes;
- (4) Tram stabling.