



**AUSTRALIAN RAIL TRACK CORPORATION LTD**

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**Discipline**  
**Engineering Standard – NSW**

**Category**  
**Signalling**

**Title**  
**Custody, Storage and Despatch of Staffs and Keys**

**Reference Number**  
**SMP 34 – (RIC Standard: SC 00 52 00 34 SI)**

**Document Control**

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## About This Standard

This Standard defines the procedures and tests to be followed when dispatching Safeworking keys & train staffs and the storage of these items.

# Document History

**Primary Source** – RIC Standard SC 00 52 00 34 SI Version 2.0

## List of Amendments –

<b>ISSUE</b>	<b>DATE</b>	<b>CLAUSE</b>	<b>DESCRIPTION</b>
1.1	14/03/2005	Disclaimer	Minor editorial change

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## 1 GENERAL

When any of the items listed below are temporarily out of use because sections on which they are used are closed, or for other reasons, they shall be kept in a safe or special lock-up areas in the Maintenance Signal Engineer's office:

- a) Electric Train Staffs
- b) 1/2 Pilotstaffs
- c) Ordinary Train Staffs
- d) Bank Engine Keys
- e) Shunting Keys
- f) Emergency Release (Pilotman's) Keys
- g) Ticket Receptacle (Loose Keys)
- h) Annett Keys
- i) Guards Keys
- j) Closing Keys
- k) Relief Master Keys
- l) Staff Boxes

In the case of electric train staffs, those for each section shall, in addition be kept in a separate metal staff box fitted with padlock, which shall then be stored in the special lock-up area. A card containing full particulars and initialled by the Maintenance Signal Engineer shall be attached to each box.

When relief Master Keys are not in use, they shall be secured by the Maintenance Signal Engineer and when issued for relief purposes, particulars of the issue shall be arranged by the Maintenance Signal Engineer

All other articles, as listed above, shall be clearly labelled, giving full particulars and kept locked inside the Maintenance Signal Engineer safe or other special lock-up area.

Stock records shall be kept, containing the particulars of all the items listed above. These records shall be kept in the Maintenance Signal Engineer's Office. Care shall be exercised to ensure that these records are kept up to date and the movements of the articles correctly recorded.

### 1.1 Despatch of Staffs and Keys for Repairs or Cancellation

When despatching electric train staffs, 1/2 pilot staffs, ordinary train staffs, bank engine keys, shunting keys, emergency release (pilotman's) keys, ticket receptacle keys, annett keys, guards keys or closing keys, for repairs, or cancellation, details shall be entered on Keys/Staffs Sent

for Repairs or Alterations form SF J175A, which shall be forwarded immediately by secure means to the Maintenance Signal Engineer.

Form SF J175/A “Keys/Staffs Sent For Repairs or Alteration” should be used in conjunction with forwarding/returning keys or staffs for repairs or alterations.

**Note:** Care shall be taken when completing the SF J175/A form that the station names which are on the staffs are recorded as is ie. No abbreviations shall be used unless these also appear on the staff.

An SWI padlock shall be used to lock metal despatch boxes for staffs and keys. In the event of a staff box being returned to the Signal Engineer without a lock the Signal Engineer must rectify this matter.

The Signal Engineer upon receipt of the SF J175/A form and the locked staff box, shall check the article/s, requisition the article/s for repair and despatch the article/s together with the SF J175/A forms in the locked staff box addressed to the Manager, Signals Workshops, Rail Equipment Centre.

Should the articles for repair not be returned within 14 days of dispatch the Maintenance Signal Engineer must investigate the matter to establish the cause of the delay.

## 1.2 Return of Staffs and Keys to Section

When staffs keys are repaired/manufactured by the signals workshops, the Manager, Signals Workshops, REC, shall despatch the repaired/manufactured article/s together with SF J175/A form in a SWI locked staff box addressed to the Maintenance Signal Engineer and send a separate covering letter and telephone advice.

Should receipt not be acknowledged by the Maintenance Signal Engineer within 7 days the Manager, Signals Workshop, REC, shall investigate the cause of the delay.

The Maintenance Signal Engineer shall check the new/repaired article/s for correct inscription, number and gauge using a test gauge. If correct the article/s shall be forwarded to the suitably accredited signalling maintainer in the locked staff box together with the SF J175/A Form.

The signalling maintainer shall acknowledge receipt, and shall complete and return the SF J175/A form to the Maintenance Signal Engineer.

## 1.3 Despatching Master Keys / Staffs

When it is necessary to transfer master keys or staffs, for any purpose, such transfer shall be made by hand when circumstances permit. When personal transfer is not possible the master key or staff shall be secured in a SW1 locked metal box before being despatched. All master keys or staffs, when being sent for alteration, or for any other reason shall be addressed to the Principal Design Engineer Signals.

**ON NO ACCOUNT SHALL MASTER KEYS / STAFFS BE FORWARDED DIRECT TO THE RAIL EQUIPMENT CENTRE WORKSHOPS.**