



AUSTRALIAN RAIL TRACK CORPORATION LTD

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Discipline
Engineering Standard – NSW

Category
Signalling

Title
**General Signalling Maintenance Management,
Administration and Supervision
Responsibilities**

Reference Number
SMP 44 – (RIC Standard: SC 00 52 00 44 SI)

Document Control

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The technical content of this document has been approved by the relevant ARTC engineering authority and has also been endorsed by the ARTC Safety Committee.

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About This Standard

This Standard sets out general signalling maintenance management, administration and supervision responsibilities to be covered for various levels of personnel working on or have some level of responsibility for the signalling system on the ARTC network.

Document History

Primary Source – RIC Standard SC 00 52 00 44 SI Version 2.0

List of Amendments –

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

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1 Introduction

This document sets out general signalling maintenance management, administration and supervision responsibilities to be covered. The responsibilities and authority for specific positions will be determined by ARTC and Signalling Standards and as set out in particular position descriptions and duty statements.

1.1 General Responsibilities

Responsibility for the safe, reliable and efficient day-to-day running of the maintenance area including the maintenance, installation and renewal of all signalling and nominated communications systems and equipment thereon.

Responsibility for the supervision, welfare, safety and discipline of subordinate personnel.
Responsibility for appropriate environmental protection from signalling equipment and activities on the maintenance area.

Responsibility for maintaining an up to date Asset Register of signalling equipment on the maintenance area.

1.2 Duties

The activities associated with the responsibilities listed below shall be assigned to suitably competent and accredited staff, as applicable.

The responsibilities shall include:

- 1) The planning and control of a system of programmed maintenance and renewals and regular testing and inspection of systems and equipment ensuring that the specified frequencies, laid down programmes, standards and practices are adhered to by all staff involved
- 2) The supervision, welfare, safety, training and discipline of subordinate personnel.
- 3) Compliance with OH & S Act requirements relative to maintenance personnel and activity personnel.
- 4) Compliance with Environment Protection requirements relative to the maintenance area.
- 5) In emergency situations, additional responsibility on the person's own judgement, in the best interest of the public and ARTC and in accordance with stipulated procedures.
- 6) Giving immediate attention to any report of a signalling or level crossing irregularity, derailment or accident, and carrying out a thorough examination to determine and rectify the cause. Assessing the risk of such an irregularity being repeated or occurring elsewhere and following up with actions to prevent such an occurrence. Responsibility for the proper investigation of irregularities and the certification of the signalling as safe to be restored to use.

7) Performing inspections to:

primarily

- monitor the condition of the equipment throughout the maintenance area in order to determine priority based programs and budgets for renewal, repair or rehabilitation.
- monitor the standard of maintenance throughout the maintenance area in order to direct any required corrective actions and to plan for improvement.
- monitor the level of compliance throughout the maintenance area with required procedures and practices, special instructions, etc. in order to direct any required corrective actions and/or recommend improvements to the procedures etc.

and secondly

- to monitor the cost-effectiveness of maintenance in order to direct any required corrective actions and to plan for improvements.
 - to monitor the efficiency and effectiveness of the signalling system in meeting the operational requirements in order to correct deficiencies and propose improvements.
 - to communicate directly with staff in their work environment and to give them the opportunity to directly raise issues and receive feed back on matters affecting them.
 - to communicate directly with local operations and other discipline staff who are serviced by or provide services to the signalling discipline.
- 8) The preparation and approval of estimates for maintenance and renewal work for recommendation to controlling officers for inclusion in the annual budget, ensuring the material requirements are standard stores items where possible and where plant or other discipline services are required that the necessary costs are included. The control of expenditure to meet budget allocations and maintenance requirements. The approval and control of overtime for subordinate personnel.
- 9) Organising and/or controlling a program of planned renewals and new works to ensure that the authorised works are executed within the specified authority by the effective use of labour, materials and plant, by scheduling the work effectively, progressing the work, monitoring expenditure and bringing to the immediate attention of controlling officers any changes which may result in over spending.
- 10) Identifying renewal or modification requirements and inputting to and reviewing tender specifications prepared by project groups for new or altered works affecting the maintenance area; liaison and co-ordination with the

project group during the project; preparation of defect lists and acceptance of the completed signalling work.

- 11) Planning and controlling the allotted activities of subordinates, ensuring all maintenance personnel conform to the safeworking procedures, standards of discipline, and carry out established procedures correctly, and preparing and maintaining appropriate staff duty statements.
- 12) Being familiar with the maintenance area and the systems, equipment and all the maintenance procedures relative thereto, and ensuring that these procedures are properly carried out.

Controlling this by a system of reports and inspections and by directly observing staff performing duties on safety related equipment so that equipment and systems are properly maintained, installed and kept in a satisfactory condition.

- 13) Organising the development and training of maintenance staff including the examination of staff for competency, interviewing staff and trainees and recommending or approving appointment. Participating on staff examination boards, in mentor systems and counselling sessions
- 14) Ensuring staff are issued with the proper documentation relevant to the performance of their duties and that this is kept updated. Controlling this with an appropriate document control system and by carrying out audits. Ensuring that important messages in new or changed documentation are communicated to and understood by all staff who need to know through discussion with their supervising officers.
- 15) A constant review of work practices to improve safety, reliability and economy.
- 16) Through effective labour management and in conjunction with other staff, proposing area manning revisions including the approval of maintenance and installation work schedules. Seeking opportunities to reduce costs and authorising overtime for work which cannot be performed during normal working hours. Making relief arrangements for the supervisors and maintenance staff and, in particular rosters, for emergencies. With the support of controlling officers contributing to the high morale and good efficiency among all subordinate personnel.

- 17) Paying particular attention to all equipment failures with the objective of:

minimising any undue delay in rectifying the fault.

Identifying the cause of the fault and any action necessary to prevent a recurrence.

Identifying any trend or pattern of repetitive faults.

Reporting the incidence of failures, and making recommendations to controlling officers for improvements in the design, maintenance, servicing or repair of the apparatus or equipment in question.

- 18) Maintaining a high standard of "housekeeping" including but not limited to, a regular survey of
 - ty equipment and clothing, ladders and safety belts. s,
 - plant and equipment.
 - ers and test equipment.
 - fied spare material.
 - ots and work areas for cleanliness and tidy appearance.
- 19) The clean up of material released and unserviceable and its appropriate disposal.
- 20) Keeping a specific record of all temporary repairs made and ensuring that permanent repairs are carried out without undue delay.
- 21) Identifying and maintaining a register of sections of line which are likely to have rust build up and cause loss of train detection. Ensuring that the potential for this is minimised and that if it is likely to occur it will be detected and protected against. Being alert for changes in the type, frequency and tonnage of traffic over the lines.
- 22) Whenever a complaint has been received concerning the focusing of a signal nominating a competent representative to inspect the signal reported and to have it adjusted accordingly.
- 23) When there has been a change of wiring or circuits on any vital signalling controls ensuring that the new work is properly tested by suitably competent persons before it is commissioned into service.
- 24) Maintenance of an asset register of signalling equipment on the maintenance area.
- 25) Maintaining a register of depots and maintenance personnel authorised to carry out workshop type repairs and overhauls on vital signalling equipment.
- 26) Maintaining maintenance records of maintenance support equipment, tools, vehicles and plant requiring maintenance, including calibration.
- 27) Liaison with the officers of other engineering and operating disciplines on the maintenance area
- 28) Arranging as necessary and/or attending communication and co-ordination meetings with other disciplines, other staff and internal and external parties as appropriate to ensure good co-operation, effective planning and the application of appropriate standards and procedures. Preparing agendas and minutes, as required.

- 29) In conjunction with other disciplines, if appropriate, making arrangements for track possessions, the requisitioning of plant or material which may be necessary, and the transport of staff to work sites.
- 30) Determining methods and procedures for putting into practice fire precautions in the accommodation allotted to depots, in equipment rooms, stores, premises and for line side equipment. The periodical inspection of plant and equipment to eliminate avoidable hazards and accidents. Providing for safe custody of ARTC property including materials, machines and small tools.
- 31) Administering the maintenance area, its assets and resources, in accordance with the approved policies and procedures.
- 32) Preparing returns, assessments, and reports, as required by controlling officers, relating to the current state of affairs on the maintenance area.
- 33) Investigating third party proposals, as required, for their possible effect on the existing signalling system.