



Second Person

Performance Checklist

(Generic Version)

Version 1

June, 2011

IMPORTANT NOTICE

This booklet is one of a series of generic training and assessment templates developed by the Association of Tourist & Heritage Rail Australia Inc (ATHRA) as guides for heritage railway operators seeking to develop or upgrade their local training and assessment resources.

This booklet and others in the series are not intended to be training resources in their own right but rather to be suitably customised, embellished and adapted by railway operators to match the specific context of their own railway, e.g. types of locomotives, rollingstock and associated equipment, the track layout and infrastructure, the local standard procedures and rules, the safety management and safeworking systems, the railway organisational structure, and the roles and functions of personnel in the railway, etc.

Railway operators seeking to use this booklet and others in the series should initially refer to the ***ATHRA Customisation Guidelines Booklet*** which provides important information on how the generic templates should be used.

Disclaimer

The information contained herein is made available by the Association of Tourist & Heritage Rail Australia Inc (ATHRA) as part of a set of ***generic training and assessment templates*** for use by individual heritage railway operators.

It is intended that heritage railway operators will be able to create their own local training resources by suitably modifying, embellishing and customising the generic templates to meet their own requirements.

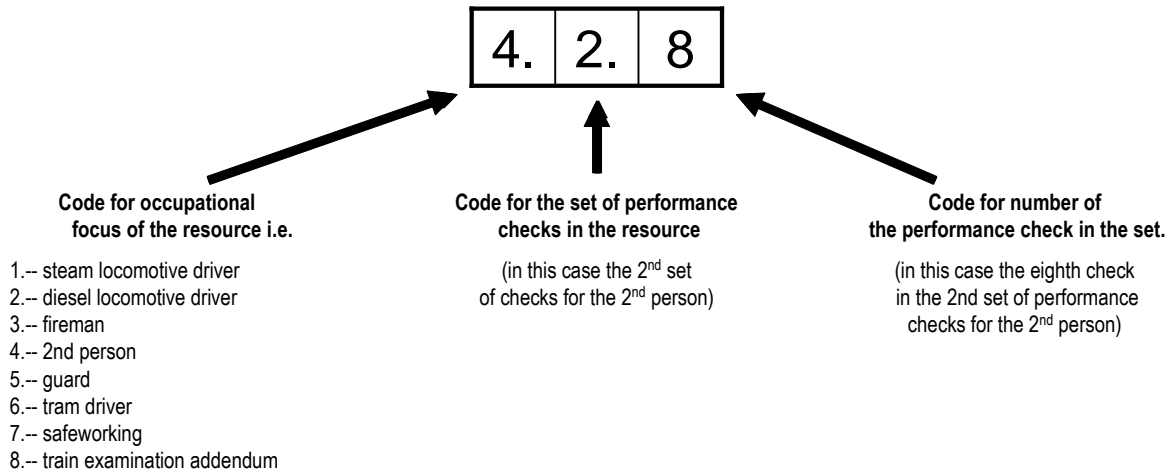
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NOTES

CODING SCHEME FOR THE ATHRA RESOURCES

The coding scheme for the ATHRA Resources is as follows:



CUSTOMISATION OF QUESTIONS AND ANSWERS IN THE 'PERFORMANCE CHECKLIST'

As explained in the ATHRA Customisation Guidelines, this **Performance Checklist** is a generic document designed to be customized and adapted, if necessary, by local heritage railways to match their own railway configuration, equipment, procedures, safety management systems, etc.

Performance checks in the booklet may be modified by updating the content of the existing templates to incorporate appropriate information about the railway's own operating system, equipment, road, procedures, safety management system, etc. This may involve appropriate alteration to existing performance checks or the insertion of additional suitable performance checks.

To aid in the addition of performance checks, if needed, a blank row has been provided at the end of each set of checks in the generic checklist. The following is a step-by-step process to incorporate any additional performance checks:

1. Using the mouse, select the blank row
2. In the 'TABLE' drop down menu at the top of the document select 'Insert'
3. Click on 'Insert rows below'
4. Repeat as many times as necessary until you have sufficient rows for the additional performance checks (including the original blank row in the generic document)
5. Insert the text for each of the additional performance checks
6. Insert the codes of the additional performance checks as per the coding scheme for the ATHRA training and assessment resources

4.1 Role and responsibilities of a second person on a diesel locomotive

(Under supervision, the learner is to carry out the following tasks)

- 4.1.1 Obtained, read and correctly interpreted a copy of the **duties** of a second person on a diesel locomotive for the rail operator concerned
- 4.1.2 Obtained, read and correctly interpreted copies of the **rail operator's documents** describing the statutory responsibilities of a second person on a diesel locomotive, including rail safety and safeworking requirements and regulations related to the operation of diesel locomotives.....
- 4.1.3 Obtained, read and correctly interpreted a copy of the **standard procedures** of the rail operator applicable to a second person on a diesel locomotive, including record keeping and the reporting of defects and incidents
- 4.1.4 Demonstrated ability to recognise hazards and hazardous situations that may be faced by a second person on a diesel locomotive and to implement appropriate risk management strategies as per the railway operator's standard operating procedures.....
*(This may include a **hypothetical hazardous situations** posed by the assessor requiring a verbal explanation by the candidate of what risk management strategies they would adopt if the hazardous situation occurred e.g. bushfire conditions, a fire incident, electrical hazards, broken hand rail, oil on floor, etc.)*
- 4.1.5 Demonstrated ability to identify and use required personal protective equipment (PPE) as per the railway's safety management plan and related procedures
- 4.1.6 Demonstrated ability to hand over responsibility of the locomotive to an incoming locomotive crew as per the railway operator's standard operating procedures
*(This may include a **hypothetical handover process** posed by the assessor requiring a physical demonstration or verbal explanation by the candidate of what actions they would take to handover responsibility to a relieving second person)*
- 4.1.7 Blank for additional question?

4.2 Conducting pre-operational checks on a diesel locomotive

(Under supervision, the learner is to carry out the following tasks in a safe and efficient manner as per the Railway's standard procedures for the locomotive concerned)

- 4.2.1 Identified and described the following **equipment and components** on a diesel locomotive (purpose, principal parts, functions and operation, and potential defects and related action).....

The following is a sample for a mechanical transmission loco & would need to be modified and customised to match the locomotive and railway concerned

ENGINE COMPONENTS

- | | | |
|---------------------------------------|-----------------------------------------------------|--------------------------|
| • Drive belts - integrity & condition | • Lube oil drain | <input type="checkbox"/> |
| • Emergency cooling cock | • Lube oil fill | |
| • Engine | • Mechanical oil filter cleaning (where applicable) | |
| • Engine overspeed reset | • Oil system priming unit (where fitted) | |
| • Fuel filter bypassing | • Pet cocks & operation | |
| • Fuel priming pump | • Radiator fill cock | |
| • Governor - oil level & filling | • Radiator level indicator | |
| • Lube oil dip stick | | |

CABIN COMPONENTS

- | | | |
|---------------------------|------------------------------------------|--------------------------|
| • Battery isolator | • Multi switch | <input type="checkbox"/> |
| • Brake isolating cock | • Various indicators, switches and lamps | |
| • Brake stand | • Speedo | |
| • Direction lever | • Vigilance acknowledge buttons | |
| • Engine control switch | • Throttle | |
| • Engine monitoring panel | • Transmission lever | |
| • Hand brake | | |

TRANSMISSION COMPONENTS

- | | | |
|-------------------------------|-------------------------------------|--------------------------|
| • Main transmission | • Main transmission overspeed reset | <input type="checkbox"/> |
| • Main transmission dip stick | • Main transmission gap filter | |
| • Main transmission oil fill | | |

MISCELLANEOUS COMPONENTS

- | | | |
|-------------------------------------------------------------|-------------------------------------------------------|--------------------------|
| • Air receivers | • Head and marker lights | <input type="checkbox"/> |
| • Axle boxes (oiling requirements where necessary) | • Flange lubrication | |
| • Battery bank | • Oil level indicator | |
| • Brake hoses | • Pet cocks | |
| • Communication equipment provided on the locomotive | • Reverse box | |
| • Compressor | • Reverse box oil fill | |
| • Cooling fan (including functions and checks of all belts) | • Reverse box actuating arms and locking arrangements | |
| • Data logger | • Sand boxes | |
| • Final drives and lube systems | • Vigilance control system | |

- 4.2.2 **Signed on**
- 4.2.3 **Checked** roster, notices, locomotive assignments and located the locomotive to be prepared for service.....
- 4.2.4 Checked the **level of fuel, oil and water** in the locomotive
- 4.2.5 Carried out a **visual inspection and other required pre-operational checks** that are the responsibility of a 2nd person
(Using the Railway's pre operational checklist for the locomotive concerned)
- 4.2.6 *Blank for additional performance check?*

4.3 **Assisting the driver during a train journey**

(Under supervision, the learner is to carry out the following tasks in a safe and efficient manner as per the Railway's standard procedures for the locomotive concerned)

- 4.3.1 Checked and maintained the **performance** of the locomotive during the train journey....
- 4.3.2 Followed applicable **safeworking rules** throughout the train journey
- 4.3.3 **Took on fuel and other fluids** during the journey as required
- 4.3.4 Responded to the **driver's instructions** throughout the journey
- 4.3.5 Assisted the driver when approaching and traversing **level crossings** throughout the train journey
- 4.3.6 Assisted the driver in the identification of **faults and defects** and associated trouble-shooting activities
(This may include **simulated faults or defects** posed by the assessor)
- 4.3.7 Assisted the driver in the observance of **fixed signals, point stand indicators, check points, track side signs and level crossings**.....
- 4.3.8 Followed all required procedures when stopping and starting a train from a platform including looking for hand signals
- 4.3.9 Demonstrated **vigilance** throughout the journey including looking back to train
- 3.3.10 Dealt with abnormal situations that may arise during a train journey, including applicable emergency communication and evacuation procedures.....
(This may include **hypothetical abnormal situations** posed by the assessor at various times during the journey requiring a verbal explanation by the candidate of what they would do if the abnormal situation occurred)

3.3.11 Stopped and secured the train in the event of an emergency, including assisting in any evacuation of the train
(This may include a **simulated emergency situation**)

3.3.12 Blank for additional performance check?

4.4 Cleaning and checking the locomotive after operations

(Under supervision, the learner is to carry out the following procedures in a safe and efficient manner as per the Railway's standard procedures for the locomotive concerned)

4.4.1 Confirmed that the diesel locomotive was **secure** prior to post-operational cleaning and checking operations

4.4.2 Conducted **cleaning** operations

4.4.3 Conducted a visual inspection and other post-operational checks of locomotive and associated equipment
(Using the Railway's post-operational checklist for the locomotive concerned)

4.4.4 Completed all required **lubrication and greasing** tasks

4.4.5 **Topped up fluid levels** as per standard procedures

4.4.6 **Checked** that tool kit, fire extinguisher, first aid kit and other locomotive equipment is in operational condition and is correctly stowed

4.4.7 Checked and confirmed that locomotive and associated equipment has been **restored** to required post operational condition

4.4.8 Completed all required **post-operational documents**

4.4.9 In conjunction with the driver, recorded, rectified, isolated and/or tagged **defects and deficiencies** (as applicable) and/or reported them to relevant personnel
(This may include **simulated faults or defects** posed by the assessor)

4.4.10 Blank for additional performance check?

RECORD OF THE PERFORMANCE ASSESSMENT

Name of Rail Operator

Date assessment completed

Name of candidate

Signature of candidate

Name of the person conducting the assessment.....

Signature of the person conducting the assessment.....

COMMENTS OF THE PERSON CONDUCTING THE ASSESSMENT