



**Guard
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.

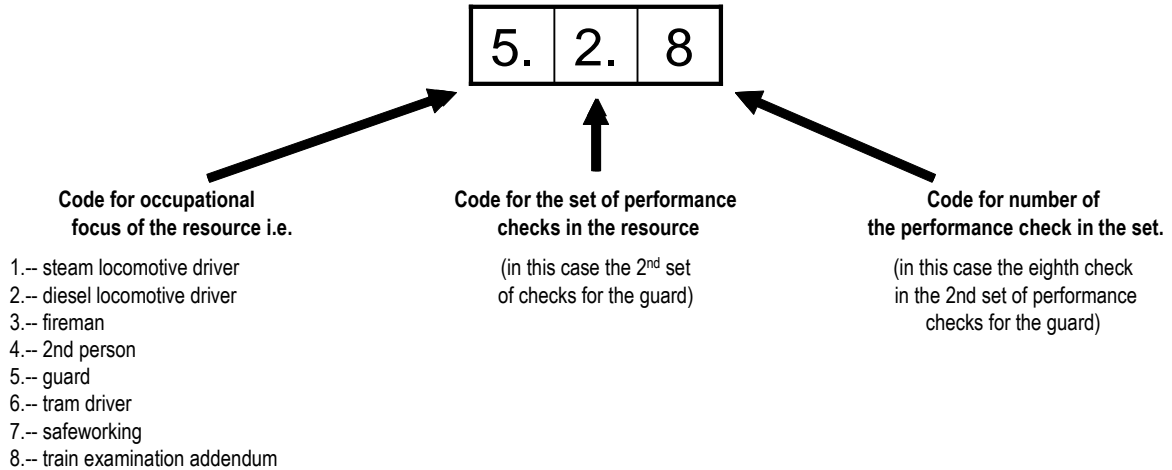
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NOTES

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

5.1 Role and responsibilities of a guard on a train

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

- 5.1.1 Obtained, read and correctly interpreted a copy of the **duties** of a guard for the rail operator concerned.....
- 5.1.2 Obtained, read and correctly interpreted copies of the rail operator 's documents describing the **statutory responsibilities** of a guard, including rail safety and safeworking requirements and regulations related to the operation of trains.....
- 5.1.3 Obtained, read and correctly interpreted a copy of the **standard procedures** of the rail operator applicable to a guard, including record keeping and the reporting of defects and incidents.....
- 5.1.4 Demonstrated ability to identify and use required personal protective equipment (PPE) as per the railway's safety management plan and related procedures
- 5.1.5 *Blank for additional question?*.....

5.2 Preparing for train operations

(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 train(s) concerned)

- 5.2.1 Identified and described the following aspects of a train's operation from a **guard's perspective** - where applicable to the railway concerned (purpose, principal parts, functions and operation, and potential defects or problems and related action)
- [The following list may be adjusted and customised to match the trains and the railway concerned]***
- rollingstock
 - train's coupling mechanism
 - locomotive and tender
 - brake van
 - train's brakes
 - handbrake
 - guard's watch
 - guard's whistle
 - guard's flag
 - guard's communication devices
 - staff or ticket
 - hand signal lamp
 - portable tail disc or triangle
 - a set of side and tail lamps
 - breakdown kit
 - end of train markers
 - fire extinguisher
 - first aid kit
 - a point clip
- 5.2.2 Obtained and checked all **required documentation**
- 5.2.3 Checked **watch**
- 5.2.4 Checked the operation of **communication equipment**.....
- 5.2.5 Checked that **all required equipment** is available on the train.....

- 5.2.6 Carried out or confirmed that a **train examination** has been completed
- 5.2.7 Tested **continuity** of brake on train.....
- 5.2.8 Reported and/or remedied identified defects
(This may include **simulated faults or defects** posed by the assessor)
- 5.2.9 Blank for additional question?.....

5.3 Conducting train operations

(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 train(s) concerned)

- 5.3.1 **Signalled** driver to start the train.....
- 5.3.2 Demonstrated **care** for the welfare of passengers
- 5.3.3 Communicated via applicable **communication devices**, including train communication devices, mobile phone radio or signal telephone
- 5.3.4 Made **announcements** to passengers
- 5.3.5 Checked that passengers were **clear of the doors** and the doors were shut prior to departure or shunting
- 5.3.6 **Leaned out** of the guard's cab or brake van and looked so as to watch the trains in and out of the platform and indicated to the driver if there was a situation which requires the train to stop.....
- 5.3.7 Remained **vigilant** throughout the journey but particularly at or near stations or fixed signals
- 5.3.8 Assisted with fault finding on a train
(This may include **simulated faults or defects** posed by the assessor)
- 5.3.9 Flagged defective level crossings.....
(This may include a **simulated defective level crossing** situation)
- 5.3.10 Detected an emergency situation during operation of the train and pulled the emergency brake valve
(This may include a **simulated emergency** situation)
- 5.3.11 Conducted an emergency evacuation of passengers if required.....
(This may include a **simulated emergency** situation)
- 5.3.12 Assisted the driver during emergency and abnormal situations, including applicable emergency communication procedures.....
(This may include a **simulated emergency** situation)

- 5.3.13 Completed all required **documentation** at the end of a journey
- 5.3.14 *Blank for additional question?*

5.4 Securing a stationary train

(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 train(s) concerned)

- 5.4.1 Applied the **hand brake**.....
- 5.4.2 Confirmed that hand brake on **leading vehicle** is applied if locomotive is detached
- 5.4.3 Applied the **handbrake** on the brake van and other vehicles if required and secured it as per railway's standard procedures
- 5.4.4 **Locked** doors of brake van and other vehicles as required
- 5.4.5 *Blank for additional question?*.....

5.5 Assisting in the shunting of a train

(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 train(s) concerned)

- 5.5.1 Coordinated **shunting operations**.....
- 5.5.2 Gave and/or relayed hand signals directly to the driver or where this was not possible to the fireman/2nd person
- 5.5.3 **Coupled and uncoupled** locomotives to and from trains
- 5.5.4 Confirmed **brakes** are operational on vehicles being shunted
- 5.5.5 Ensured that all required **safeworking equipment** is correctly set and secured
- 5.5.6 Confirmed all **vehicles** were clear of any running line and within the catch points or blocks.....
- 5.5.7 **Secured and locked** hand brakes on the vehicles at each end of the siding
- 5.5.8 *Blank for additional question?*.....

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