PROCEDURE

1. Definition –

The trip dairy has been developed by the board of directors as a means to keep all safety documentation regarding a trip together and in one place. A trip may be a day trip or group of days where services run simultaneously.

2. Pre – trip Responsibility

It is the responsibility of the train Guard to compile all necessary documentation to be included in the trip diary and to ensure it is on the train prior to departure from the depot. The Operation Safety Officer of the day is to ensure this has been done.

3. The trip diary will have written on the cover the following information:
   - Starting day of operation.
   - Finishing day of operation.
   - Destination and route travelled
   - TAA, STN & CTN numbers.
4. The trip diary will be a folder comprising of the following:

Maintenance Handover Report Form prior to leaving the depot for service.

- List of first aid officers for the operation
- Train consist forms
- Copy of crew diagrams
- Copy of Operation Safety Officer position description and declaration.
- Daily safety briefing documentation.
- Daily drug alcohol and fatigue declarations.
- List of Operation Safety Officer's nominated for the trip/s.
- Daily Safety Induction Sheet.
- Copy of all TAA's, STN's and CTN's as required for duration of running.
- Guards running sheets
- Carriage attendant checklists
- Brake Certificates
- Any safeworking notifications or other safety notices pertinent to operations.
- Copy of any assessments completed on staff during operation
- Incident forms
- Any safeworking documentation which needs to be retained as per network rules and procedures
- Hazard identification forms
- ASB/CSB Form

THERE MUST BE SUFFICIENT FORMS FOR THE DURATION OF THE OPERATION.

5. The person nominated by the Operations Manager as the Operation Safety Officer of the day will be responsible for ensuring that all the necessary information has been compiled and placed in the trip diary at the end of the day's operations.

6. They will compile a daily report for the Operations Manager which will also be placed in the trip diary.

7. Upon return from operation the trip diary shall be scanned and forwarded to operations@lvr.com.au and hard copy forwarded to Cowra to be filed.

8. The operations manager or nominated person will complete a post trip audit from the trip diary.

9. Trip diary complete with all documentation will be filed in the Cowra office.