

PROCEDURE FOR FILING OF TRAIN RUNNING DETAILS

LVOP 214



PROCEDURE

LVR On completion of all train operations, all associated paperwork pertinent to the operation must scanned and emailed to operations@lvr.com.au and hard copies be sent and filed in the main office of the Lachlan Valley Railway, Cowra.

Associated paperwork will include, but not be restricted to:

- Guards running journal
- Rosters and diagrams for the day
- Drug and alcohol declaration forms
- Train OK certificate and brake certificate
- Train / locomotive pre trip inspection forms
- All safeworking forms relating to the operation of trains. E.g., SPA's, Can warnings and reports, incident reports etc.
- Another related documentation in relation to the day's operation.

The person responsible for the filing of these journals will be the Guard or Second Person delegate.

The Operations Manager will ensure that all documents will be available on the LVR crew website.

It is the responsibility of the Guard or Second Person for ensuring these documents are on hand for train operations.