

Signing On

This notice is issued to confirm the procedure introduced on 18 February 2017, whereby all staff and visitors to Railway premises were asked to sign on using the sheets provided.

By signing on staff are declaring that they are fit to carry out their rostered duty or job and that they are not unfit due to consumption of drugs or alcohol, as set out in the Company's policy document, nor are they unfit due to fatigue, illness or disability.

Wherever possible staff should sign on and off using the same sheet. Where a duty starts at one location and ends at another (e.g. a guarding duty which starts at Pendre, but hands over to another guard at Wharf later in the day) then the sheet at the finishing location should be used to sign off, with a brief note in the duty column giving the sign-on location.

Station Masters who do not call in at Wharf in person should "sign-on" verbally when reporting their presence to Control and this should be recorded on the Control sheet by the Controller or Control Assistant.

Blockmen need not sign the sheets when they collect the keys to their rostered Blockpost, but should sign the train register, both at the start and end of their duty, to declare their fitness, as set out above.

Staff must not sign on for one another, but it is acceptable for an individual to complete the departure time on behalf of another person if so requested.

It is not necessary to sign off for a lunch break, then back on again afterwards.

As previously advised, visitors who are part of a pre-arranged party, or who are enjoying a "Tallylyn Treat" or a similar pre-organised visit are not required to sign on. It is the responsibility of the member of staff accompanying any other visitors to ensure that the sheet is signed on arrival and departure.

Signing on sheets are available in the following locations:

At Wharf, in the Control Office and just inside the staff entry door on the ground floor of the "new" building.

At Pendre, in the locomotive shed, (at the east end of the shed, on the outside of the Loco Office, just around the corner from the fireman's roster board) and in the Joiner's shop opposite the Portacabin.

At Abergynolwyn, in the kitchen area.