

ON 29/18

Guards Daily Record Sheets

Following a review of Train Observations, Train Safety and Guards Journals, train times are no longer recorded. The current Guards Journal has been withdrawn and a new Guards Daily Record Sheet is being introduced from Wednesday 14th February 2018.

The Guards Daily Record Sheet is divided into four sections; daily safety checks, train details, toilet checks, and general remarks. Blank sheets are available in the Guards Folders in the Guards Vans. The sheets should be updated as the checks are performed. Any unusual circumstances should be noted. Station/halt arrival, departure and passing times are not recorded unless any incident occurs. Any train journey that terminates before the scheduled destination or does not start from the scheduled departure station must be recorded under unusual circumstances. The entry should include the scheduled arrival or departure time. The completed sheets must be checked and signed before being handed in to the Booking Office.

The Booking Office systems will continue to record carriage mileage.

Booking Clerks will enter train details from the Guards Daily Record Sheet and the scheduled departure stations and times as well as the scheduled terminus stations and times according to the train numbers unless the train terminated before the scheduled destination or started from a different departure station.

The scheduled departure and terminus stations with the corresponding times are obtained from the Working Time Table (precise below) or Special Traffic Notice.

Train Numbers/	101/2 201/2 301/2	203/4 Green	203/4 Blue 303/4	305/6	205/6 Blue	307/8	103/4	205/6 Green	207/8 Blue 309/10	207/8 Green	311/2	209/10 313/4
Wharf	10:30	11:40	11:40	12:15	13:25	13:25	14:00	14:00	14:35	15:10	15:10	16:20
Nant	11:25	12:35	12:35	13:10	14:20	14:20	15:22	14:55	15:30	16:32	16:05	17:32
Nant	11:35	12:45	12:45	13:20	14:30	14:30	15:32	15:05	15:40	16:42	16:15	17:42
Wharf	12:57	14:12	14:07	14:47	15:52	15:57	16:27	16:27	17:02	17:37	17:37	18:37

Booking Clerks will no longer draw a line through completed Guards Daily Record Sheets when details have been entered.

The Guards Daily Record Sheets will be retained in the Booking Office. Tony Randall will collect them on his regular visits to Tywyn. He will scan and store them on the SharePoint site.

Guards Daily Record Sheets will be kept in the Guards Van Folders but as these need topping up supplies will be requested from the Booking Office.

D J Scotson
Operating Manager
12 February 2018

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