



Work Instruction

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Use of Radios

This Work Instruction outlines the procedures to be taken when using radios as part of train operations and should be read in conjunction with the relevant Middleton Railway safety documentation.

Radios may be used as a means of communication, particularly for shunting, and must only be used in line with training given at the Middleton Railway and any instructions issued. Only radios provided by the railway may be used, and prior to staff using the radios, a functionality test of the radios must be undertaken so that the staff using the radios are satisfied that they function correctly at both sending and receiving messages.

Any member of staff using radios must ensure their communications are clear, best achieved by speaking in a normal voice at a normal speed and not using unnecessary information during communication.

Instructions to staff using radios for general communications:

If a message cannot be clearly understood, the person receiving the message must request the message be repeated, and the sender of the message must make efforts to ensure the message is clear. In order to complete a message, the phrases "over" or "out" should be used in line with the following guidance:

"Over" – I have finished my message and I am expecting a response

"Out" – I have finished my message and I am not expecting a response

Instructions to train crew for using radios during shunting:

When radios are to be used for shunting, the driver must place the radio in a position on the locomotive where messages from the shunter can be clearly heard and so that the radio will not interfere with the operation of any of the locomotive controls. The driver is not expected to make any communications with the shunter whilst the train is in motion and should not attempt to do so unless absolutely necessary.

The shunter must relay clear messages to the driver in line with instructions for general communications above. When the train is in motion, the shunter must be continually speaking to the driver. If at any point, the driver cannot hear the shunter, the train should immediately be brought to a halt and the driver must investigate.

All train movements using radios as a means of communication must be undertaken at caution, with the driver being prepared to stop quickly.