

THE INSTRUCTIONS INCLUDED HEREIN ARE FOR THE GUIDANCE OF EMPLOYEES CONCERNED AND SUCH EMPLOYEES MUST HAVE A COPY ACCESSIBLE WHEN ON DUTY. THEY SUPERSEDE PREVIOUS INSTRUCTIONS ISSUED IN THIS FORM.

A handwritten signature in black ink, appearing to read "J.P. Kelsall". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

*Vice-President
Operation & Maintenance*

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SECTION 1

GENERAL INSTRUCTIONS

1.0 Visual Acuity, Colour Perception and Hearing

Note:

The following instructions apply to employees required to pass the Vision and Hearing examination (as prescribed by C.T.C. General Order No. 0-9).

- 1.1 An employee who requires glasses or contact lenses to bring distant vision up to standard specified shall wear them while on duty and shall carry a second pair or replacement and shall pass the visual acuity examinations with each pair or replacement.
- 1.2 An employee who is required to wear glasses for distant vision shall, while on duty, use the rimmed spectacle.
- 1.3 The use by employees in road and yard service of coloured glasses, goggles or other devices which injuriously affect either acuteness of vision or colour perception is prohibited.

2.0 Detention to Trains and Cars

- 2.1 Attention is directed to the importance of prompt submission of Form 1124, REPORT OF DETENTION TO TRAINS, REPAIRS TO CARS ENROUTE, AIR BRAKE CUT OUT AND DISABLED CARS SET OUT.

Conductors must transmit content of this form to train dispatcher by radio or telephone at first opportunity; send original to Division Superintendent and leave a copy for the Mechanical Officer on arrival at terminal except that, at run-through terminals, copy will be left on train for information of

relieving conductor instead of being left for the Mechanical officer.

- 2.2 When train crews make repairs enroute to cars (including CP cars) such as replacing knuckles, air hoses, etc., Form 1124 must be submitted by the Conductor identifying the car number and date showing in Item "P" on the form pertinent information, i.e.: "new or used knuckle B end or A end E50 HT or E50 BTE or new air hose A end etc."

SECTION 2

SPECIAL INSTRUCTIONS RELATING TO THE UNIFORM CODE OF OPERATING RULES

1.0 Time Service Regulations — Rules 1, 2 and 3.

- 1.1 To provide uniform time, a National Research Council Standard Time Signal is transmitted daily by a network of Canadian Broadcasting Corporation Stations.
- 1.2 Voice announcements and “beeps” begin at approximately fifteen (15) seconds after 1259 Eastern Standard Time, cease and start at thirty (30) seconds through to fifty (50) seconds, followed by a silent period to the beginning of a final long dash that indicates 1300 Eastern Standard Time.

Note:

When daylight saving time in effect time will be given as eastern daylight saving time.

- 1.3 At stations equipped with broadcast radio receivers, the National Research Council Official Time Signal only must be used as a time standard.
- 1.4 If it is necessary to set a standard clock the following procedure should be followed:
 - a) Stop the clock just prior to the start of the time signal and when the second hand reaches 60.
 - b) Check to ensure the minute hand points to the correct minute.
 - c) At the beginning of the long dash, indicating 1300 Eastern Standard (or Eastern Daylight) time, gently start the clock.

Personnel Requiring a Railway Grade Watch

- 1.5 The aim and purpose of using approved watches is to ensure efficiency and safety. Correct time is of

the utmost importance where the movement of trains is involved. The closest co-operation of all concerned is therefore important.

- 1.6 A reliable railway grade watch that has been approved for service by the proper authority and for which a card has been issued must be carried and used by:

- Superintendents
- Deputy Superintendents
- Assistant Superintendents
- Trainmasters
- Division Master Mechanics
- Division Engineers
- Assistant Division Engineers
- Road Foremen
- Locomotive Foremen
- Assistant Locomotive Foremen
- Supervisor Operations, Mechanical
- Outside Hostlers
- General Roadmasters
- Roadmasters
- Assistant Roadmasters
- Track Maintenance Foremen
- Extra Gang Foremen
- Snow Plow Foremen
- B & B Masters
- Assistant B & B Masters
- B & B Foremen
- Signal Supervisors
- Assistant Signal Supervisors
- Signal Maintainers
- Signal Foremen
- Conductors
- Trainmen

Train Baggage men
Enginemen
Firemen (Helpers)
General Yardmasters
Deputy General Yardmasters
Assistant General Yardmasters
Area Supervisors
Stationmasters
Rail Terminal Supervisors
Yardmasters
Yard Foremen
Yardmen and Switch Tenders
And such other employees as the
Company may direct

Railway Grade Watches

- 1.7 Watch movements and cases used in service must be of the approved standard in effect at date of entry into service. All watches entering service must be of the antimagnetic type, fitted with 24 hour dial, waterproof, shockproof with stainless steel screw-back case and equipped with tension ring crystal. Cases with gold plating on stainless steel and stainless steel with gold top are permissible. Employees operating in two time zones must have their railway grade watch equipped with double hour hands, one red and one black to reflect both time zones.

List of Approved Watches

Following watches will be acceptable for entry and re-entry into service provided they meet current specifications as outlined in the first paragraph of item 1.7. Such watch must be clean, oiled and, if battery operated, have a new battery installed and

must be certified by a designated watch inspector as being mechanically reliable for service.

POCKET WATCHES

Zenith	16 S. Extra R.R.56	21 Jewels
Waltham	16 S. Vanguard (No. 29634001 and up)	23 Jewels
Elgin	16 S. B.W.R. (571)	21 Jewels
Hamilton	16 S. No. 950 B	23 Jewels
	16 S. No. 992 B	21 Jewels
Ball	16 S. (Hamilton) No. 992 B	21 Jewels
	16 S. No. 435 C	21 Jewels

WRIST WATCHES

Longines	R.R 280	17 Jewels
Universal	R.R.1205	19 Jewels
Zenith	R.R.120 T	18 Jewels
Girard		
Perregaux	CP 307H F.	17 Jewels
Cyma	R.R.2852 M	17 Jewels
	R.R.2872 A	25 Jewels

WRIST WATCHES SEMI-MECHANICAL QUARTZ ANALOG CALENDAR BATTERY POWERED

Bulova	R.R.9362Q	7 Jewels
	R.R.955Q	7 Jewels
	R.R.960.111Q	6 Jewels
	R.R.963.114Q	6 Jewels
	R.R.963Q (963.125)	6 Jewels
Rodania	952.111RR	6 Jewels
	R.R.9361Q	7 Jewels
	R.R.955Q	7 Jewels
	R.R.963.114Q	6 Jewels
	R.R.963Q (963.125)	6 Jewels
	R.R.955Q (955.112)	7 Jewels

WRIST WATCHES SEMI-MECHANICAL QUARTZ
ANALOG CALENDAR BATTERY POWERED

Cyma	R.R.955Q	7 Jewels
	R.R.960Q	6 Jewels
	R.R.963.114Q	6 Jewels
	R.R.955Q (955.112)	7 Jewels
Rotary	R.R.9361Q	7 Jewels
Wylar	R.R.9361Q	7 Jewels
Wittnauer	R.R.2Q115C	7 Jewels

Following watches are authorized only until the present holder leaves the service:

Bulova Accutron 214		17 Jewels
	Calendar 218	17 Jewels
Wittnauer	Calendar RR12WT	13 Jewels
Rodania	RR2780	13 Jewels

Payroll Deductions

- 1.8 When railway grade watches are purchased from designated watch inspectors, any balance of the purchase price may be paid by payroll deductions in three installments.

Watch Inspectors

- 1.9 Names and locations of watch inspectors may be obtained from division officers and those desiring watch information should be directed to the local watch inspector.
- 1.10 Employees will report to the watch inspector shown on their watch card and must not change watch inspectors, except as follows, when Form TS21 must be issued:
- a) When transferred from one division to another.

- b) When it is not possible to report to their own watch inspector.
- c) By permission of their division officer when the employee's watch card will be examined by the officer concerned.

Watch Inspection

- 1.11 Employees required to use railway grade watches must submit them to a designated watch inspector for comparison and record at intervals not exceeding 180 days, or more often when there is evidence that attention is required, to ensure reliability.
- 1.12 Watch cards and corresponding watches are subject to inspection by Company officers on request.

Cleaning and Repairing

- 1.13 Watches must be cleaned within twenty-four months of purchase or from the last cleaning date and regularly thereafter within twenty-four months.
- 1.14 Battery operated watches need only be cleaned as required.
- 1.15 When a railway grade watch is left with a watch inspector, a loan watch will be provided free of charge. If the loaned watch is held by the employee for a period in excess of fifteen days without permission of the watch inspector, a rental charge may be made.
- 1.16 A description of a loan watch will be recorded on the back of the employee's watch card.
- 1.17 If no loan watch is available, the inspector will provide the employee with the authority to use his own railway grade watch until a loan watch is

available, recording this on the back of the employee's watch card.

Examination Certificates

- 1.18 When a railway grade watch is serviced by or purchased from other than a Company watch inspector, the employee must obtain a dated receipt on billhead or other stationery showing the name and address of the company or person selling the watch, on which will be shown the make and serial number of the watch purchased or serviced with date on which the watch was cleaned or new. This receipt or copy and the corresponding watch must be submitted to the employee's watch inspector for approval before the watch is used in service.

Magnetized Watches

- 1.19 Certain watches may become magnetized when close to rotating electric motors, generators, dynamos, heavy electric cable, also if close to steel plates and rails which may have been loaded by magnet. When necessary for an employee carrying a railway grade watch to closely approach such equipment or material, precaution should be taken to avoid the watch becoming magnetized

Batteries

- 1.20 Watches operated by battery must have a fresh battery installed in them at intervals not exceeding 12 months except that Quartz Analog watches must have a fresh battery installed at intervals not exceeding 24 months. The date battery is changed must be recorded on watch inspection card by the designated watch inspector.

2.0 Instructions for Changing Railway Time

- 2.1 Whenever reference is made to Standard Time in

the Uniform Code of Operating Rules, Special Instructions and Form CS44, it also applies to Daylight Saving Time wherever and whenever it is in effect.

In order that action will be uniform in making the change in time, watches and clocks must be changed as follows:

2.2 To Change from Standard to Daylight Saving Time.

At 0200 Standard Time, on the date time changes, watches and clocks must be **ADVANCED** one hour to indicate 0300, Daylight Saving Time.

2.3 To Change from Daylight Saving to Standard Time.

At 0200 Daylight Saving Time, on the date time changes, watches and clocks must be **TURNE**D **BACK** one hour to indicate 0100 Standard Time.

2.4 Open Train Order Offices and Open Designated Standard Clock Locations.

After standard clocks have been set for new time, time must be compared with the train dispatcher before resuming normal duties.

2.5 Closed Train Order Offices and Closed Designated Standard Clock Locations.

Standard clocks must be set for new time immediately the office is opened. After clocks have been set for new time, time must be compared with the train dispatcher before resuming normal duties.

2.6 Employees on Duty and Coming on Duty.

All employees required to carry a railway grade watch and all other employees concerned in train movements on duty at 0200 on the date time changes, or as they come on duty after that hour, must change their watch to conform with the new time.

Conductors: Must compare watch immediately with rear trainmen on freight trains, all trainmen and baggagemen on passenger trains and with the engineman at the first opportunity.

Enginemen: Must compare watch immediately with all members of the crew on the engine and with their conductors at the first opportunity.

Yard Crews: Must compare watches immediately with all members of the crew.

Others: Must compare time:

- a) With designated standard clock or
- b) With the train dispatcher or
- c) With an employee who has complied with a) or b) above.

Train Dispatchers: Will retain a page in the train order book to make record of the time and the name of employees with whom time comparison is made.

2.7 Train Operations

Between the hours 0001 and 0400 on the date time changes, TIMETABLE SCHEDULES OR CLOCK TIME MUST NOT BE USED FOR CLEARING TRAINS and the following must apply:

1. TRAIN ORDERS

Train orders in which time is mentioned must not be used or be in effect during these hours, except that:

- A. Form H or Form Y train orders may be used when times mentioned do not begin or end during these hours.
- B. Form W Train Order, examples 1 and 8 should be avoided if possible, but if used, must specify Standard Time or Daylight Saving Time, whichever is applicable.

2. SINGLE TRACK — TIMETABLE TRAIN ORDER TERRITORY

Positive meeting points must be established between all opposing train movements using Train Order Form A at intermediate stations and Train Order Form C at Initial or Terminating Stations. Outside ABS Territory regular trains must be annulled except when a positive interval can be maintained between preceding and following trains with the use of Train Order Form U, Example 2.

3. TWO OR MORE TRACKS — TIMETABLE TRAIN ORDER TERRITORY

Outside ABS Territory regular trains must be annulled except when a positive interval can be maintained between preceding and following trains with the use of Train Order Form U, Example 2.

Movements by Signal Indication:

In Territory where Rules 251 to 257 apply, clearing instructions must provide positive passing points.

4. MBS TERRITORY

A. If "Call Train Dispatcher" time is used on MBS clearance or TOP, Standard Time or Daylight Saving Time, whichever is applicable, must be specified.

B. "Do not leave....before" time must not be used or be in effect during these hours.

C. MBS Bulletins issued in the application of Rule 42 may be used when times mentioned do not begin or end during these hours.

5. YARD LIMITS

Except under Rule 99 flag protection, trains and engines must not occupy the main track under

Rule 93 within yard limits, until it has been ascertained, that all first and second class trains have arrived or left or their schedules have been annulled. In the application of this rule, the schedule times of first and second class train must not be used for the purpose of clearing these trains.

6. CENTRALIZED TRAFFIC CONTROL

Under Rule 266 the Train Dispatcher must not remove lever blocks nor permit any train or engine to enter the limits until the employee in charge reports time track is clear, REGARDLESS OF THE TIME LIMITS GRANTED.

2.8 Lineups

Train Lineups that would normally be in effect later than 0200 on the date time changes, must include the words "this lineup void at 0200 (Time Zone) Daylight Saving (or Standard) Time", and subsequent lineups for the following six day period must include the words: "times shown are (Time Zone) Standard Time" or "Daylight Saving Time" whichever is applicable.

The space on Train Lineup Form 3793 headed "Other Information" will be used for notice of new timetables and supplements the first day they take effect and for six days thereafter as outlined in Train Lineup Regulations Item 3.2.

2.9 Notice of Time Changes

Twenty-four hours prior to the time change and for six days after the change, the following train order or MBS bulletin must be issued:

At Nought Two Hundred 0200 (Time Zone) Daylight Saving Time (day, date) all watches and clocks must be TURNED BACK ONE 1

HOUR to indicate Nought One Hundred 0100
(Time Zone) Standard Time

or

At Nought Two Hundred 0200 (Time Zone)
Standard Time (day, date) all watches and
clocks must be ADVANCED ONE 1 HOUR to
indicate Nought Three Hundred 0300 (Time
Zone) Daylight Saving Time

This may be combined with Form "Q" giving
notice of new Timetables or Supplements when
applicable.

3.0 Rule 14 — Whistle Signals

- 3.1 Enginemen should exercise care and judgement in the application of Rule 14(l) when prolonging and repeating the warning on slowly moving trains:
- during adverse weather conditions.
 - where it is possible that trains in opposite directions will pass one another at or near the crossing.
- 3.2 Back-up air hose or a permanently installed back-up air valve, equipped with air whistle may be used only when making back-up movements and whistle sounded as prescribed in Rules 14(l) or 14(p) and is not intended to supersede the use of conductor's emergency valve by train crew members nor the sounding of appropriate engine whistle signals by locomotive engineman.

4.0 Ditch Lights

- 4.1 a) On territory WEST of Calgary and Crowsnest:
Engines used in road service must be equipped with operative ditch lights and these must be illuminated by day and by night.
Should a ditch light fail enroute, engine may be operated to the nearest crew change point in

the direction of movement. If repairs cannot be made at that point, the unit will be removed from lead position.

Designated repair points for ditch lights are:
Coquitlam Revelstoke Calgary

- b) On territory EAST of Calgary and Crowsnest:
Engines used in road freight service equipped with operative ditch lights will have them illuminated by day and by night.

Effective July 15, 1986, diesel locomotives and effective September 15, 1986, Rail diesel cars used in road passenger service must be equipped with operative ditch lights and these must be illuminated by day and by night.

Should a ditch light fail enroute:

- 1) Engines used in PASSENGER service may be operated to the nearest crew change point in the direction of movement. If repairs cannot be made at that point, the diesel locomotive or RDC will be removed from the lead position.

Designated repair points for ditch light on CP lines are:

Moose Jaw Thunder Bay Sudbury

- 2) Engines used in FREIGHT service may be operated to their final destination for repairs. Freight trains must not be delayed in this territory because of inoperative ditch lights. The following locations may be considered final destination for engines in freight service:

Calgary Winnipeg Toronto
Montreal Saint John

- 4.2 On engines so equipped, ditch lights must be extinguished when the headlight is required to be dimmed or extinguished in the application of Rules 17 and 17A. Ditch lights must not be used in lieu of the headlight except as provided for in Rule 17C.
- 4.3 Where the railway is adjacent to a highway, ditch lights should be extinguished when necessary to avoid temporarily interfering with the vision of drivers of oncoming vehicles on the highway, except that ditch lights **MUST BE ILLUMINATED** approaching all public crossings at grade and until such crossings are occupied regardless of their location.

5.0 Rule 19A — Markers

- 5.1 In the event of a power failure in the “Park” series cars on passenger trains, the display of the emergency red marker light will fulfill the requirement of UCOR Rule 19A and will indicate “the rear of the train”.

6.0 Rule 90A — Exchange of Signals

- 6.1 Where radio communication is possible, crews equipped with radio at the front and rear of trains will communicate with each other at the following times and places:
 - a) Before passing station mile board, stating the name of the station in the communication.
 - b) Between one and three miles from:
 - yard limits on trains affected by Rule 93.
 - points where protection of impassable or slow track has been provided by train order.
 - points at which the train is required to wait, meet, pass another train, clear a superior train, move through a siding or when required to stop clear of or move through a

crossover or pass from one of two or more tracks to single track, or from more than two tracks to two tracks.

- c) At points where the following train inspections are made:
- running inspections at usual inspection locations.
 - passing inspections by crew members of other trains.
 - passing inspections by employees in the vicinity of the train.
 - pull-by or standing inspections by members of the crew and/or mechanical employees.

The communication between front and rear of trains must include information as to whether one or both sides of the train was inspected and results of inspection of track to the rear for evidence of dragging equipment.

Following proper radio identification procedures, such communication must be clear and concise: — “Train inspection report mileage 62 north side (south side or both sides) and track to rear inspected — All OK (or Highball).”

7.0 Rule 98 — Railway Crossings at Grade, Drawbridges and Interlockings

- 7.1 Engines, cars, or other equipment must not be left standing within interlocking limits of a railway crossing at grade, nor on the moveable portion of a drawbridge, unless a part of such equipment extends beyond the interlocking limits.

8.0 Rule 103 — Public Crossings at Grade

- 8.1 In all instances where automatic highway crossing warning devices operate improperly, or fail to operate, a flagman must be placed at such cross-

ing as quickly as possible, in order that users of it may be adequately protected until repairs are effective. If this protection covers more than four tracks, two flagmen must be used, one on each side of the tracks. Employees observing the improper operation of any such device shall notify the train dispatcher as soon as possible who in turn will immediately arrange for protection and notify the signal maintainer.

9.0 Rule 104 — Handling of Switches

- 9.1 Employees are not permitted to manually operate any switch equipped with a lock unless they have passed the required examination in the Uniform Code of Operating Rules and are in possession of a valid Rules Certificate Form 286 or 286A.

10.0 Rule 111 — Train Inspection

- 10.1 In addition to the strict compliance with Rules 90A and 111, a member of the crew must inspect their train when in motion from both sides of the diesel unit and at the rear of the train from both sides of the caboose, for any evidence of a hot box or defective equipment or shifted load.
- 10.2 Except as provided in Instruction for Operation of Hot Box Detector Systems, Item 1.3, Section 18, an emergency situation exists immediately evidence of an overheated journal or defective condition is suspected. Train must be stopped immediately upon first indication of hot box or other defect and close inspection made. When packing or proper repairs cannot be made, car or diesel unit may be moved, if conditions permit, but only with extreme caution to the first point where set-off can be made."
- 10.3 OVERHEATED ROLLER BEARING — In the event

of a roller bearing overheating between terminals, as indicated by excessive heat, smoke and sparks or by the release of the gas from the stench bomb, melted or discoloured heat indicating cap screws on units or cars so equipped, the car or diesel unit may be moved slowly under close observation to the next terminal and there set out. In the event the condition of the bearing would make this movement unsafe, the car or diesel unit should not be moved further. The Chief Train Dispatcher or the Superintendent shall be notified immediately. If the car or diesel unit is set out in freezing weather, the water systems must be drained, unless instructions to the contrary are received from an officer of the Mechanical Department or the Division Superintendent. When the odour of stench bomb is detected, the train must be stopped at once and inspected prior to further action being taken.

10.4 STANDING TRAIN INSPECTION — When standing train inspection is required it may be performed as follows.

Head-end Trainman will detrain from engine at a point half the train's length from the anticipated stopping point of caboose. He will then give one side of the train a pull by inspection until it stops when he will cross over and walk up the other side of the train to his engine, performing standing inspection. As soon as the train stops a rear-end employee will walk up one side of the train performing standing inspection to the point where the Head-end Trainman crossed over. He will then cross over to the other side and give a pull by inspection to the rear portion of the train as it pulls by slowly.

10.5 When portable radios are available they are to be carried by the train crew when making train in-

spections except that should the engine not be equipped with the large mobile radio, the head-end portable radio will be left on the engine for the engineman's use.

10.6 PRE-DEPARTURE INSPECTION PROCEDURE by other than a Certified Car Inspector

1. At each location where a freight car is placed in a train and a Certified Car Inspector is not on duty for the purpose of inspecting freight cars, the freight car shall, as a minimum requirement, be inspected for these hazardous conditions.

- A) (i) Car body leaning or listing to the side
- (ii) Car body sagging downward
- (iii) Car body positioned improperly on the truck
- (iv) Object dragging below the car body
- (v) Object extending from the side of the car body
- (vi) Door insecurely attached
- (vii) Broken or missing safety appliance
- (viii) Lading leaking from a placarded dangerous commodity car
- B) Insecure Coupling
- C) Overheated wheel or journal
- D) Broken or extensively cracked wheel
- E) Brake that fails to release
- F) Any other apparent safety hazard likely to cause an accident or casualty before the train arrives at its destination.

2. When a hazardous condition is found that may affect the safe operation of the train or the safety of the employees, the person in charge of the

train shall take the appropriate action to minimize or eliminate any potential danger by:

- A) Correcting the condition
- B) Reducing the speed of the train
- C) Removing the defective car from the train, or
- D) Taking such other action as is necessary to ensure the continued safe operation of the train and the safety of the employees

3. When pre-departure inspection is performed by train crew as prescribed by item 10.6, the car or train must be inspected by car department personnel at the first inspection point as identified below:

(CTC order no. R-37228)

In the application of this instruction, the Train Dispatcher will be responsible to advise Car Department as stated above when a train originates at other than an inspection point and when cars are lifted enroute including cars from interchange points.

CAR DEPARTMENT INSPECTION POINTS

Kentville, N.S.	Thunder Bay, Ont.
Saint John, N.B.	Winnipeg, Man.
St. Luc, Que.	Sutherland, Sask.
Toronto, Ont.	Moose Jaw, Sask.
John St. (Toronto), Ont.	Lethbridge, Alta.
Chatham, Ont.	Cranbrook, B.C.
Windsor, Ont.	Nelson, B.C.
North Bay, Ont.	Calgary, Alta.
Sault Ste. Marie, Ont.	Edmonton, Alta.
Sudbury, Ont.	Revelstoke, B.C.
	Coquitlam, B.C.

Note:

Cars carrying dangerous commodities will be inspected in accordance with Form CS44, Section 8.

- 10.7 Rear view mirrors, on units so equipped, must not be used in lieu of normal train inspection practices as prescribed by Rule 111, nor used to observe hand signals during switching operations.

10.8 Employees Walking on Bridges

When a train or movement stops under circumstances which require a full inspection by a member of the crew, and this inspection is not possible because the train or portion of the train has stopped on a bridge not equipped with catwalks, the following procedure will govern:

1. When types of railway equipment on the bridge permits, or when the bridge structure itself permits, crews may use same to gain access to the trouble area or traverse the bridge. However, employees must not put their personal safety in jeopardy and must not walk on tops of cars with running boards removed.
2. Car(s) stopped on bridges requiring replacement of hosebags or knuckles may be pulled off bridges with brakes applied providing sufficient brakes on the remaining cars on the train can be released, to allow movement to be made without the use of excessive force.
3. In situations where car(s) stopped on bridge have more serious defects, or where train cannot be moved account insufficient brakes released, the train dispatcher, terminal supervisor or yardmaster must be contacted for assistance.

10.9 Emergency Application of Train Brakes

When an emergency application of the train brake

occurs for any reason on a passenger or freight train while moving, a pull-by inspection of the train must be made. When the train is moved during such inspection, it shall proceed slowly, so that it can be inspected for indications of sticking brakes, skidded wheels and damaged or derailed equipment.

Under extreme conditions, where a train cannot be given a proper pull-by inspection, it may be moved at a speed, not exceeding 15 m.p.h , to a suitable location, and crew members will pay extraordinary attention to running inspection of train during this movement. The movement may be reasonably extended to a location where a pull-by inspection can be made by wayside radio equipped Maintenance of Way personnel or a crew on another train. Such personnel must be alerted to the situation before the train affected commences to pass them, and report must be received from them immediately after train passes. Otherwise, the train crew on the train affected must immediately make the required pull-by inspection. (CTC Order R-37343)

11.0 Caboose Inspection Lights

11.1 On cabooses so equipped, inspection lights must be extinguished, except when being used for track inspection, back-up movements or to observe the condition of equipment on adjacent tracks.

12.0 Rules 263 to 273 — Centralized Traffic Control

12.1 In CTC territory, when the "EMPLOYEE CALL" located on most signal bungalows is operating, either by a steady or flashing light or sounding horn, or both, it is an indication for any employee in the vicinity, except crews on moving trains to

contact the train dispatcher by radio or phone at that location.

13.0 Signal Systems

- 13.1 Trains and engines must approach the first signal to all signal systems prepared to stop, unless such signal is seen to display a less restrictive indication than STOP or STOP, THEN PROCEED AT RESTRICTED SPEED.

14.0 Power Operated Switches

- 14.1 When the train dispatchers' panel indicates a power operated switch has failed to lock in the desired position, before authorizing a train or engine to pass a Stop Signal governing movement over such switch, the crew must be instructed to thoroughly clean switch points. After advice is received that the switch has been cleaned, the train dispatcher will attempt to power operate the switch and clear the signal. Should the panel continue to indicate switch has failed to lock in the desired position, the train dispatchers' controls must be operated for the desired route and left lined for that route while switch is manually operated and until such movement has cleared the switch.
- 14.2 If necessary to authorize a movement to pass a Stop Signal, the train dispatcher must operate the controls for the desired route and leave controls lined for that route until such movement has cleared the switch.
- 14.3 When it is necessary to manually operate a dual control switch, crews must not use excessive force on the hand throw lever. Should unusual force be required the switch must be securely spiked and movement made over the switch with extreme caution, not exceeding 4 m.p.h., and under these

circumstances the entire movement must move clear of the switch before spikes are removed and before the selector lever is restored to the "power" position and locked. All such incidents must be reported to the Train Dispatcher.

15.0 Operation of Freight Trains With Reduced Crew

Note:

The following instructions apply to freight trains that are operated with a train crew consisting of one conductor and one trainman.

15.1 General

- a) In territory where trains are operated under Timetable and Train Order authority, relief of rear flagman protection on the same track, as required by Rule 99, must be provided by Train Order and must not lapse on any portion of the Tour of Duty, except in the event of an emergency affecting the movement of the train. Within Manual Block System (MBS) territory, in the application of timetable Special Instruction 323.13, arrangements between the crews of trains must not include a provision to provide rear flagman protection on the same track, as required by Rule 99. These arrangements must be positive and in writing.
- b) A train must not be put in motion at any time except on receipt by the Engineman of a clear direction to do so from the Conductor.
- c) If the rear train crew member finds it necessary to vacate the caboose cupola for short periods of time, for essential reasons, while the train is in motion, he must continue to watch for signals from employees along the track, when practicable, and must make running inspec-

tions of the train and of the track to the rear at every reasonable opportunity.

- d) In situations where Rule 102 is applied the Engineman will contact the Train Dispatcher for assistance and request relief of flagman protection on tracks affected thus allowing the relieved flagman to investigate the reason for the emergency application of train brakes. If relief of flagman protection is not possible, the Train Dispatcher will arrange to provide prompt assistance to allow inspection of the train.
- e) Approaching every siding the Engineman is responsible to ensure that the radio communication is established with the rear crew member and an acknowledgement obtained. Should there be a failure to secure an acknowledgement, the train must be stopped by the Engineman before passing the second consecutive siding and communication by radio, personal contact or hand signal established before proceeding.

15.2 Air brake testing and train inspections (when performed by train crews)

When necessary as prescribed by Form 582A:

No. 1 Test (Initial Terminal)

- a) After coupling locomotive to train, the air system is to be charged as specified in Rules 19 and 22 and leakage test or other authorized procedure fulfilled.
- b) For train brake application portion of Rules 19 and 22, the head end crew member will walk front to rear and the rear end crew member walk forward inspecting the train until they meet at which time they will cross over, call for a brake release and return to their original posi-

tions, inspecting the brake system to ensure brakes have released on each car

No. 2 Test (Intermediate Terminal)

- a) Unless otherwise directed on run-through trains, incoming rear train crew member will ensure brakes on the rear car of the train apply and release.
- b) Unless otherwise directed on trains that do not run through intermediate terminals and for which a No. 2 Test is necessary, the rear train crew member will see that the requirements of the test are fulfilled when cars are added or removed in the rear half of the train and the head-end crew member will see that the requirements of the test are fulfilled when cars are added or removed in the front half of the train.

Road Test

The rear train crew member will see that the requirements of Rules 20 and 24 insofar as the brakes on the rear of the train are concerned are fulfilled.

15.3 Standing or pull-by inspections at run-through points

Unless otherwise directed, outgoing rear train crew member will make pull-by inspection and incoming head-end crew member will assist outgoing rear train crew member to make the inspection.

15.4 Railway Radio

- a) Trains will not leave a crew's home terminal with a reduced train crew with less than four operating radios.
- b) Trains will not leave a crew's away-from-home terminal with a reduced train crew with less than three operating radios.

- c) Should a radio fail en route, radios will be relocated to provide end-to-end communication. A reasonable effort should be made to supply a replacement at the away-from-home terminal.
- d) Should a complete failure of the end-to-end radio system occur en route, the train may proceed, governed by the following:
 - (i) Must not exceed Medium Speed (30 MPH).
 - (ii) Must exchange hand signals between front and rear of train at least once every 30 miles or prior to passing two consecutive sidings, whichever occurs first. This may require stopping the train to exchange proceed hand signals.
- e) Failure of radio communication must be reported to the Train Dispatcher at the first opportunity.
- f) Testing of radios must be done according to Section 3, Item 1.18 of Form CS44.

16.0 Air Brake Angle Cock and Back-up Hose Restrictions

- 16.1 No person shall use brake pipe angle cocks or back-up hoses in a caboose to effect a brake application on a train that is moving forward.