

Annexure	Description
VII	Proforma of the register, to be maintained at station / gate lodge and proforma of certificate of competency.

Annexure-I

Working instructions for Engineering level crossing gates interlocked with gate signals, provided with telephone with normal position 'open to road traffic'

(General Instructions are common for all types of LC gates)

1. Mode of operation:

Detailed mode of operation for opening and closing the LC gate shall be provided in the respective SWR and Gate Working Instructions incorporating local operational requirements. When LC gate is required to be opened for passage of road traffic, the Gateman must first open the gate farthest away from approaching road traffic and then open the gate on the side nearest the approaching road traffic.

2. Intimation to Gateman

- (i) Immediately after departure of the train, Station Master/Switchman shall advise the Gateman through telephone connected at his end, the number, description and direction of the train.
- (ii) If the telephone is connected to the station at the receiving end, this advice shall be given by the Station Master/Switchman to the Gateman, as soon as he receives train entering section advice from the dispatching station.
- (iii) If the actual running time of the train from either end of the section is less than 10 minutes, Station Master/Switchman will convey this advice to the Gateman before obtaining/granting Line Clear.
- (iv) It should be the duty of the Gateman to ensure that the gate is closed in time, so that there is no detention to the train or excessive detention to road traffic.

3. Failure of telephonic communication:

When telephonic communication fails or it does not get any response from the Gateman despite 2 or 3 attempts, the following procedure should be adopted:

- (i) If the telephone fails at the gate connected with the station at the dispatching end, Station Master shall issue a Caution Order to the Loco Pilot of the departing train.
- (ii) Station master shall advise the loco pilot to give intermittently long whistles (-----) and proceed cautiously while approaching the gate.
- (iii) In case the gate signal is at 'on', he should stop short of the gate signal and follow the procedure laid down under Rule 3.73.
- (iv) In case of an approaching train, the Station Master shall advise the Station Master at the dispatching end that the telephone at the gate has failed.
- (v) The Station Master at the dispatching end shall then issue a Caution Order to the Loco Pilot before dispatching a train into the block section from his end.
- (vi) Station Master will also advise the Gateman through Gangman/Patrolman/ Loco Pilot of the first train that the telephone has become defective.
- (vii) Station Master should also advise S&T staff responsible for maintenance of the telephone to rectify the same at the earliest.

- (viii) Normal working will be resumed only after S&T staff rectify the telephone and issue reconnection/fit memo for the same

4. Failure of lifting barriers or leaf gates:

- (i) When the gates cannot be closed due to failure of lifting barriers or leaf gates, the Gateman shall immediately inform the Station Master on duty and ensure that lifting barriers or leaf gates do not foul the track.
- (ii) He shall immediately fix red banner flag by day / red flashing light by night on the post at that end first from which the train is approaching and then at the other end.
- (iii) If Sliding Booms are available, Gateman shall secure the gate against road traffic by using them for closing the Gate and take off the signals. Before resorting to the use of sliding booms for closing the gate, Gateman shall make an entry in the Gate Timing Register and exchange PN with station master. After resuming working of Lifting Barriers/Leaf Gates, again entry to be made and PN to be exchanged with SM to this effect. (Item no. 3 of AS-2 dt. 18.08.2021)
- (iv) Where Sliding Booms are not available/not working, Gateman shall secure the gate against road traffic by means of safety chains and padlocks. (Item no. 4 of AS-2 dt. 18.08.2021)
- (v) After securing the gate against road traffic, Gateman shall show green hand signal to the Loco Pilot of the approaching train.
- (vi) When chains are used to secure the Gate, the Gate Controlling Station Master on duty shall issue Caution Order to the Loco Pilot of a departing train intimating the gate is closed using Safety Chains. He shall also advise the Station Master at the dispatching end, under exchange of PN, to similarly issue a Caution Order to the Loco Pilot intimating that the gate is closed using safety chains before despatching a train into the block section. (Item no. 7 of AS-2 dt. 18.08.2021)
- (vii) Station Master shall advise maintenance staff responsible for maintaining the lifting barrier/leaf gates to rectify the same at the earliest.
- (viii) Normal working will be resumed only after maintenance staff repair the lifting barriers/leaf gates and issue reconnection/fit memo for the same.

5. Failure of gate key with the gate in closed position, when gate key cannot be extracted for opening the gate:

- (i) If the gate key cannot be extracted from winch or key transmitter, then Gateman must immediately inform the Station Master on duty on telephone.
- (ii) If emergency key is available at the gate lodge/cabin, Gateman will take it out from the sealed box by breaking the seal and open the gate for road traffic.
- (iii) The details of the date and time of breaking the sealed cover of emergency key box shall be recorded and signed with reasons.
- (iv) Thereafter, the gate must be treated as non-interlocked and procedure for reception/despatch of trains as prescribed for non-interlocked gates should be adopted.
- (v) Station Master on duty shall issue Caution Order to the Loco Pilot of a departing train.
- (vi) He shall also advise the Station Master at the dispatching end, to similarly issue a Caution Order to the Loco Pilot before dispatching a train into the block section from his end.
- (vii) Station Master shall advise S & T staff responsible for maintaining the key transmitter to repair the same at the earliest.

- (viii) Normal working will be resumed only after S & T staff repairs the key transmitter and issue reconnection/fit memo for the same.
- (ix) After rectification, the emergency key shall be replaced in the emergency key box and resealed by the S & T maintainer.

6. Failure of the gate key, with the gate in open condition:

- (i) If the gate key cannot be extracted from winch or key transmitter, then Gateman must immediately inform the Station Master on duty on telephone. (Item no. 9 of AS-2 dt. 18.08.2021).
- (ii) Thereafter the gate must be treated as non-interlocked and procedure for reception/despatch of trains as prescribed for non-interlocked gates should be adopted.
- (iii) If Sliding Booms are available, Gateman shall secure the gate against road traffic by using them for closing the Gate and take off the signals. Before resorting to the use of sliding booms for closing the gate, Gateman shall make an entry in the Gate Timing Register and exchange PN with station master. After resuming working of Lifting Barriers/Leaf Gates, again entry to be made and PN to be exchanged with SM to this effect. (Item no. 10 of AS-2 dt. 18.08.2021).
- (iv) Where Sliding Booms are not available/not working, Gateman shall secure the gate against road traffic by means of safety chains and padlocks. (Item no. 11 of AS-2 dt. 18.08.2021)
- (v) When chains are used to secure the Gate, the Gate Controlling Station Master on duty shall issue Caution Order to the Loco Pilot of a departing train intimating the gate is closed using Safety Chains and pad locks. He shall also advise the Station Master at the dispatching end, under exchange of PN, to similarly issue a Caution Order to the Loco Pilot intimating that the gate is closed using safety chains and pad locks before despatching a train into the block section. (Item no. 14 of AS-2 dt. 18.08.2021).
- (vi) Station Master shall advise S & T staff responsible for maintaining the key transmitter to repair the same at the earliest.
- (vii) Normal working will be resumed only after S & T staff repair the key transmitter and issue reconnection/fit memo for the same.

7. Defective gate signals:

- (i) The Gateman shall treat the gate signal as defective and must not take it 'off' under following circumstances:
 - (a) If gate signals can be taken 'off' without closing the gate, or
 - (b) The key can be extracted from the operating winch when the gate is in open condition, or
 - (c) The key can be extracted from the leaf gates when the gate is in open condition.
- (ii) If the gate or gate signal or Warner/Distant signal becomes defective in 'off' position, the Gateman will make all efforts to put it at 'on' position even by cutting signal wires, if necessary.
- (iii) The Gateman will immediately advise the Station Master on duty, regarding defective gate signals.
- (iv) Thereafter, the gate must be treated as non-interlocked and procedure for reception/despatch as prescribed for non-interlocked gates should be adopted.
- (v) He shall show green hand signal to the passing train after closing the gate.
- (vi) Station Master on duty will issue a Caution Order to the Loco Pilot of a departing train.

- (vii) He shall also advise the Station Master at the despatching end to similarly issue a Caution Order to the Loco Pilot before despatching a train into the block section from his end.
- (viii) Station Master shall advise S & T staff responsible for maintaining the gate signal to repair the same at the earliest.
- (ix) Normal working will be resumed only after S & T staff rectify the defective gate signal and issue reconnection/fit memo for the same.

8. Obstruction at the gate:

- (i) If the gate is broken by a road vehicle which is fouling the track or if lifting barriers/leaf gates or any other part of gate foul the track or if there is any other obstruction at the gate, the Gateman shall immediately put back gate signals to 'on' position.
- (ii) He shall fix red banner flag by day / red lamp by night on posts provided at both ends of the gate for this purpose.
- (iii) Immediately after this, the Gateman shall advise the Station Master on duty, regarding the defects/obstruction at the gate.
- (iv) If there is no response from the Station Master after two or three attempts, he shall first protect the gate and then inform on phone.
- (v) Gateman shall then rush with detonators, and red HS flag/red HS lamp in the direction of the approaching train and protect the gate as stipulated in 'general Instructions for duties of Gateman' under item number 1.5(5).
- (vi) Thereafter he shall protect the gate from the other direction also.
- (vii) He shall note down the particulars of the road vehicle, name of the Driver, owner and relay these details to the Station Master who shall not start the train unless he has been assured by the Gateman that the road vehicle or the lifting barriers/leaf gates are not fouling the track
- (viii) The Station Master shall also inform the Station Master at the despatching end, asking him not to despatch any train into the block section from his end, until the track has been cleared of all obstructions.
- (ix) After the track has been cleared of all obstructions, the Gateman shall inform the Station Master accordingly.
- (x) Station Master shall then issue a Caution Order to Loco Pilots of all trains to proceed cautiously and pass the gate signal at 'on' position on green hand signal of the Gateman, if the gate is broken, but is clear of any obstruction.
- (xi) If Sliding Booms are available, Gateman shall secure the gate against road traffic by using them for closing the Gate and take off the signals. Before resorting to the use of sliding booms for closing the gate, Gateman shall make an entry in the Gate Timing Register and exchange PN with station master. After resuming working of Lifting Barriers/Leaf Gates, again entry to be made and PN to be exchanged with SM to this effect. (Item no. 19 of AS-2 dt. 18.08.2021).
- (xii) Where Sliding Booms are not available/not working, Gateman shall secure the gate against road traffic by means of safety chains and padlocks and thereafter exhibit green hand signal, if the gate is not obstructed. (Item no. 20 of AS-2 dt. 18.08.2021)
- (xiii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers/leaf gates to repair the same at the earliest.
- (xiv) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers/leaf gates and issue reconnection/fit memo for the same.

9. Obstruction on the track near level crossing gate:

If there is a rail fracture or obstruction on the track due to falling of a tree, fouling by road vehicle or derailment which is visible to the Gateman, the Gateman and Station Master will adopt the procedure given under item number (8) above. If the obstruction fouls the level crossing gate, Gateman must keep the gates closed against road traffic till the track is cleared of the obstruction.

Annexure-II

Working instructions for traffic level crossing gates interlocked with Stop signals of the station, provided with telephone, with normal position 'open to road traffic'.

(General Instructions are common for all types of LC Gates)

1. Mode of operation:

Detailed mode of operation for opening and closing the LC gate shall be provided in the respective SWR and Gate Working Instructions incorporating local operational requirements. When LC gate is required to be opened for passage of road traffic, the Gateman must first open the gate farthest away from approaching road traffic and then open the gate on the side nearest the approaching road traffic.

2. Intimation to Gateman:

- (i) Before taking 'off' reception/departure signals, Station Master shall inform the Gateman, the number, description and direction of the train.
- (ii) The Gateman shall close the gate and transfer the key to the Station Master.
- (iii) The reception/departure signals will then be taken 'off'.
- (iv) In order to ensure that road traffic is not held up for a long time, the Station Master must ensure that the train is ready for departure in all respects before he advises the Gateman for closing the gate.
- (v) If the gate is operated from the cabin itself, Station Master shall ensure that the gate is closed against road traffic, before taking 'off' reception/departure signals.
- (vi) When the train has to be piloted to and from the station yard or any shunting movement is to be done, the staff deputed to pilot the train or to perform shunting across the gate shall be personally responsible to ensure that the gate is closed against road traffic before allowing any movement across the gate.
- (vii) The opening and closing timings to be recorded in the gate PN exchange register by the gateman on duty

3. Failure of telephonic communication:

When telephonic communication fails or it does not get any response from the Gateman despite 2 or 3 attempts, the following procedure should be adopted –

- (i) Station Master on duty shall send written advice to the Gateman through the Porter with full details of number, description and direction of the train.
- (ii) Gateman on receipt of such advice shall close the gate and transmit the key to the Station Master which will enable them to take 'off' reception/departure signals.
- (iii) When sufficient time is not available because of greater frequency of train service, Station Master will issue written authority to the Loco Pilot to pass the signal at 'on' position.