

- (xi) Before signing off duty, the Station Master shall record a declaration in the “Pilot Movement Register” and “Station Diary” in RED ink regarding the clearance of the section between Siding and the Serving Station or the presence of Pilot, if any, between the Station and the Siding with all particulars including the name of the Pilot in-charge.
- (xii) This declaration shall be signed in full by the Station Master, signing off duty, with date and time, below which, the Station Master taking over shall sign in acknowledgement.

(2) Pro-forma of Pilot Movement Register:

| S. No. | Train no. / Engine no. | PN issued | Time Pilot left to Siding | Time Pilot arrived from Siding | PN received from the Pilot in-charge or Pilot in-charge signature | Remarks |
|--------|------------------------|-----------|---------------------------|--------------------------------|---|---------|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. |
| | | | | | | |

(B) MULTIPLE PILOTS SYSTEM**(1) Procedure for dispatch of Pilots from Serving Station to Siding**

- (i) Before dispatching a Pilot Train into the Siding, the Station Master on duty shall ensure clearance of the section between the Station and the Siding by referring to the Pilot Movement Register.
- (ii) The Station Master shall advise the Pilot in-charge and the Loco Pilot about the work to be done in the Siding through a written memo. The Station Master shall hand over the load slip with all wagon particulars and last vehicle number, and caution order stipulating the restrictions if any, to be observed both ways on the Siding line.
- (iii) The Station Master thereafter shall set the route for the dispatch of the Pilot and also hand over a written authority to the Loco Pilot in the format given below and obtain acknowledgement.

| | |
|--|-------|
| AUTHORITY FOR THE PILOT TO PROCEED | |
| FROM _____ STATION TO _____ SIDING | |
| (MULTIPLE PILOT SYSTEM) | |
| To | Date: |
| The Loco Pilot of | Time: |
| Engine No..... | |
| Last Vehicle No..... | |
| <p>You are hereby authorized to start the Pilot from Station and proceed to Siding. The last Pilot left _____ and has arrived into _____ athrs.</p> <p>Private Number (in figures) (in words).</p> <p>You shall not leave the Siding on completion of work unless authorized by the Pilot in-charge in writing.</p> <p style="text-align: right;">Signature of the Station Master</p> <p style="text-align: right;">Stamp:</p> | |

- (iv) The Loco Pilot shall proceed to the Siding duly observing the prescribed speed restrictions, if any.
- (v) The Pilot shall stop short of the top points / stop board / earmarked place at the Siding yard.

(2) On arrival at Siding-

- (i) On arrival of the Pilot inside the Siding, the Pilot in-charge shall assure the Station Master duly supported by a Private Number that the Pilot has arrived complete into the Siding and that the line between the Station and the Siding is clear and free from any obstruction through the following authorized means of communication between Siding and Serving Station in the order of priority given below:-
 - (a) Station to Siding Fixed telephone
 - (b) Fixed telephone such as Railway auto phone or any fixed telephone provided and authorized in Station working Rules.
 - (c) VHF set and
 - (d) CUG phone.
- (ii) The Station Master shall record the time of arrival of the Pilot into the Siding and the Private Number received from the Pilot in-charge in the Pilot Movement Register.
- (iii) All shunting operations inside the Siding shall be carried out under the supervision of the Pilot in-charge, on clear hand signals and after ensuring that points are correctly set and secured with cotter bolt & pin (or clamp & padlock) in the facing direction.

(3) Despatch of second and subsequent Pilots into the Siding

The above procedure shall be adopted for working second and subsequent Pilots, if any, after ensuring from the Pilot Movement Register that the line between the Station and the Siding, over which the Pilot has to move, is free and clear of obstruction, by observing that all the columns pertaining to previous Pilots have been completely filled appropriately.

On arrival of the Pilot inside the Siding, Pilot in-charge shall assure the Station Master of clearance of the Siding line with a Private Number.

(4) Procedure for working a Pilot from Siding to Serving Station

- (i) On completion of the work in the Siding yard, the Pilot in-charge shall advise Station Master the load particulars and the LV number of Pilot train to return to the Station and seek his/her permission to start the Pilot train.
- (ii) The Station Master shall give his/her permission supported by a Private Number, only after ensuring that the line between the Siding and the Station is free of any other Pilot moving to or from the Siding from Pilot Movement Register. The Station Master shall record these particulars in the Pilot Movement Register.
- (iii) On receiving the Station Master's permission, the Pilot in-charge will ensure correct setting and locking of points for the dispatch of the Pilot from the Siding and shall handover a written authority to the Loco Pilot in the format given below:

| AUTHORITY FOR THE PILOT TO PROCEED TO THE STATION (MULTIPLE PILOT SYSTEM) | |
|--|-------|
| Mode of communication _____ | |
| To | Date: |
| The Loco Pilot of | Time: |
| Engine No..... | |
| Last Vehicle No..... | |
| <p style="text-align: center;">You are hereby authorised to start the Pilot from Siding and proceed toServing Station. The last Pilot left _____ and has arrived into _____ athrs.</p> <p>Private Number(in figures)(in words).</p> <p style="text-align: right; margin-top: 20px;">Signature of the Pilot in-charge</p> | |

- (iv) On receipt of this authority, the Loco Pilot shall proceed back to Station duly observing the speed restrictions notified. On reaching the Station, Loco Pilot shall stop short of the top points / stop board / earmarked place on the Siding line and give a long whistle to attract the attention of the Station staff.
- (v) If The Station Master is in a position to admit the Pilot, he/she shall set the route to the selected reception line and receive the Pilot into the Station yard by taking off shunt signal or by Pilot in memo.
- (vi) On complete arrival of the Pilot inside the fouling mark and after verifying the Last Vehicle number, the Pilot in-charge shall endorse in the Pilot Movement Register that the Pilot has arrived complete and that no vehicle is left on the line between Station and Siding and sign in full with time and date.
- (vii) Where Pilots do not enter the Serving Stations or go away immediately, the Pilot in-charge shall call the Station Master of the Serving Station, through walkie-talkie, and confirm complete arrival of the Pilot, out of the Siding line, duly mentioning the name / number of the train with time and date and exchange Private Numbers supported with initials with the Station Master of the Serving Station.

(5) Pro-forma of Pilot Movement Register:

| S. No. | Train no. / Engine no. | Pilot to Siding/ Station | PN to Pilot | Time Pilot left to/from Siding | Time Pilot arrived into Siding/ Station | PNs received from the Pilot in-charge or Pilot in-charge signature | Remarks |
|--------|------------------------|--------------------------|-------------|--------------------------------|---|--|---------|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. |
| | | | | | | | |

(6) Failure of communication

- (i) In the event of failure of means of communication with the Siding, the Station Master must not send another Pilot onto the line leading to the Siding if a Pilot is already occupying the Siding line.

- (ii) Similarly, during the period when there is no means of communication, the Pilot in-charge must not allow his/her Pilot to move out of the Siding till such time he/she is authorized to do so by Station Master in writing.
- (iii) The Station Master of the Serving Station shall arrange to handover the following Authority to the Loco Pilot of the Pilot that is already in the Siding.

| | |
|--|-------|
| AUTHORITY FOR THE PILOT TO PROCEED TO THE STATION (MULTIPLE PILOT SYSTEM) (In case of failure of Communication) | |
| To | Date: |
| The Loco Pilot of | Time: |
| Engine No..... | |
| Last Vehicle No..... | |
| <p>Communication between the Siding and Station_____ has failed. You are authorized to start the Pilot from _____Siding and proceed to _____Serving Station with great caution. No Pilot has been permitted to start from the Station.</p> | |
| Signature of the Station Master Stamp: | |

- (iv) During the period of failure of means of communication, if the Siding and the Siding lines are free of all Pilots, the Station Master has to adopt “One Pilot Only System” till such time any one of the means of the communication is restored.
- (v) The Station Master must make all entries pertaining to the Pilots dealt under “One Pilot only System” in RED ink in the Pilot Movement Register.

(7) Handing Over

Before signing off duty, the Station Master must record a declaration in the “Pilot Movement Register” and the “Station Diary” in RED ink regarding the clearance of the section between Siding and the Serving Station or the presence of Pilot if any, between the Station and the Siding with all particulars including the name of the Pilot in-charge.

This declaration must be signed in full by the Station Master, signing off duty, with date and time, below which, the Station Master taking over shall sign in acknowledgement.

II. Working of trains into Sidings having operating in-charge.

- (i) At the Sidings provided with operating in-charge, the authorized means of communication, Pilot Movement Register and PN exchange shall be maintained at an earmarked place.
- (ii) The operating in-charge is responsible for granting permission to the Station Master of the Serving Station under exchange of Private Numbers for dispatching of Pilots from Station into the Siding, after ensuring clearance of the section between Serving Station and Siding. On receiving the PN from the operating in-charge, the Station Master shall issue the written authority to Loco Pilot for movement into the Siding.
- (iii) The operating in-charge shall also ensure that the Pilots already in the Siding are standing within the fouling marks and it is safe for the other Pilots to enter or leave the yard, before admitting / dispatching another Pilot.