



## Rule Book 4

Duties and Responsibilities of:

- Possession Master (PM)
- Person-In-Charge (PIC)
- Look-out Man (LOM)
- Handsignalman (HSM)

*Revision: 11, 13/07/2023*

For the most up-to-date copy of this Rule Book, please refer to the online version posted in the SMRT Intranet (NSEWL).

**General Requirements for the Use of This Rule Book**

Staff using this Rule Book must be competent and qualified by the SMRT Institute.

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## 1 General

### 1.1 Purpose

- a. This book describes the rules for anyone performing the role of a Possession Master (PM), Person-In-Charge (PIC), Look-out Man (LOM) or Handsignalman (HSM). It provides a general overview of the duties and responsibilities of the above-mentioned personnel prior to, during and upon completion of work.

### 1.2 People Involved

- a. You will need this book if you are a:
  - i. Possession Master (PM);
  - ii. Person-In-Charge (PIC);
  - iii. Permanent Way Line Maintenance (PWAY LMT) Sub-Team In-Charge (IC);
  - iv. Look-out Man (LOM);
  - v. Handsignalman (HSM);
  - vi. Safety Minder.

### 1.3 Risks

- a. This book provides guidelines to mitigate the following risks:
  - i. Struck by moving train or any other railway vehicle;
  - ii. Electrocution by traction power.



#### **Qualification and Competency:**

- a. A PM/ PIC is qualified and competent only if he/ she:
  - i. Is trained and qualified by SMRT Institute (SMRTi).
  - ii. Possesses a valid qualification (i.e. licence).
- b. A LOM/ HSM is qualified and competent only if he/ she:
  - i. Is trained and qualified by SMRTi.

## **2 Basic Rules**

### **2.1 Basic Requirements for a Working Party**

- a. If a working party goes on to or near a track, it is mandatory for the working party to have a PIC.
- b. If a staff is authorised to go on to or near a track alone, the staff shall be the PIC himself/ herself.
- c. If there is more than one working party, then each working party must have its own LOM and HSM.

### **2.2 Book-in Station**

- a. Whenever a working party needs to get on to or near a track, the PM/ PIC can book-in at the MRT station at either end of the working sector.
- b. If a working sector involves three MRT stations, the PM/ PIC can book-in at the middle station.
- c. Ensuring protection: The PM/ PIC must make sure and confirm that the requested protection has been correctly arranged by the Station Manager (SM) of the book-in station before gaining access on to the track.

### **2.3 Access to Working Sector**

- a. PM/PIC must book-in at a MRT station. However, PM/ PIC and working party can gain access to work site through a location other than book-in station, if it is nearer to the work site, such as:
  - i. Access shaft; or
  - ii. Relay Building; or
  - iii. On-line station.

- b. If PM/PIC has decided to gain access on to the work site through an Access shaft, or Relay Building, or on-line station, PM/ PIC shall
  - i) draw key from the Station Manager of book-in station.
  - ii) inform duty Chief Controller before entering any of the above mentioned locations.
- c. The “point of entry” shall be the “point of exit” for the staff involved in the access. For example, if PM/ PIC and working party have entered from the access shaft, he/ she and working party must exit from the access shaft after work has been completed.
- d. PM/PIC shall ensure that no member of the working party is allowed to use fence gate to gain access in or get out of the working sector, unless a prior waiver has been granted through an Operations Circular. SM, who holds key for fence gate shall not issue the key to the PM/ PIC, unless a prior waiver has been granted.

### 3 Duties and Responsibilities of a LOM, HSM or Safety Minder



#### Role of LOM:

The primary roles of a LOM are to:

- a. Guard the working party on the track against risk of being hit by an oncoming train/ rail vehicle.
- b. Provide early warning to the working party on the track.
- c. Provide visual warning/ indication to Train/ Rail Vehicle Operator to warn him/ her that there are personnel working on the track ahead.

#### 3.1 LOM

- a. Whenever a working party is exposed to the dangers of train movement, the PIC of the working party must appoint and position a qualified and competent LOM to look out for and provide effective warning for the working party. He/ she must ensure that the LOM is equipped with:
  - i. Safety Helmet
  - ii. High-visibility vest/ Orange Reflective Maintenance T-Shirt.
  - iii. Yellow armband.
  - iv. Red and yellow flags (when visibility is good) or a handheld lamp (when visibility is poor) in case there is a requirement for the LOM to stop or slow down the train.
  - v. Whistle to warn the working party.
  - vi. Safety Shoes
- b. In deploying the LOM, the minimum requirement for sighting distance and time must be observed.



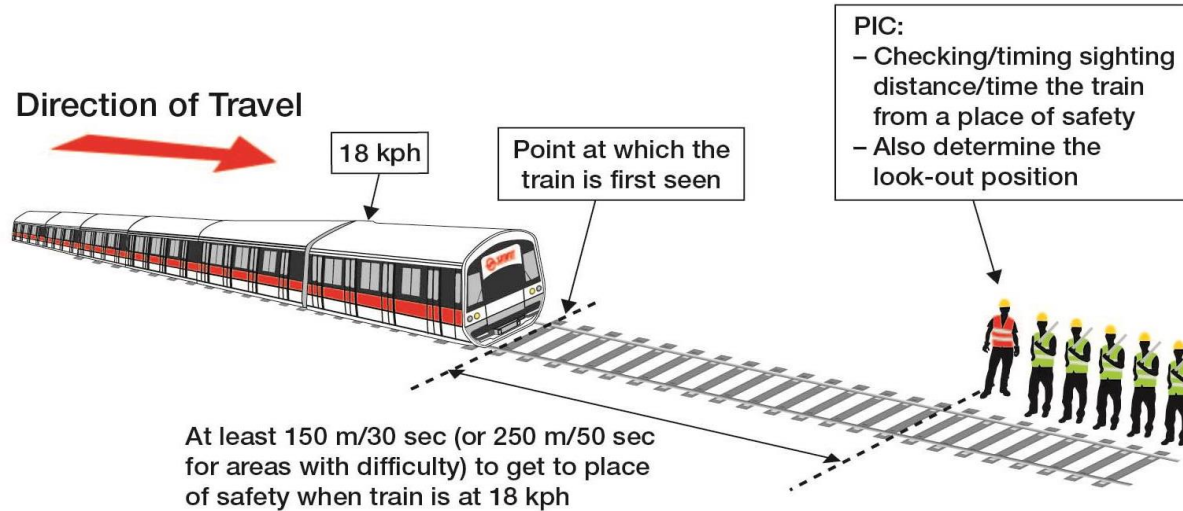


Figure 1: Sighting Distance and Time

**Definition of Sighting Distance and Time:**

Sighting distance is the corresponding distance between the first sighting location and the second sighting location, depending on the speed at which the train is travelling. Sighting time is the duration between the time when a staff first sees an approaching train and the time when the train reaches the staff, in a place of safety.

**Minimum Sighting Distance and Time:**

A staff on or near a track must have:

- a. A sighting distance of at least 150 metres when the train is travelling at a Restricted manual Mode (RM) speed of 18 kph. This corresponds to a continuous sighting time of 30 seconds, which is the time deemed sufficient to move to a place of safety, when the train is moving at 18 kph.
  - b. A sighting distance of at least 250 metres if the conditions make a staff move slower or make it more difficult to get to a place of safety (e.g., areas with no or loose ballast between sleepers) when the train is travelling at a RM speed of 18 kph. This corresponds to a continuous sighting time of 50 seconds when the train is travelling at a RM speed of 18 kph.
- c. If trains can only move in a single direction towards the working party, only one LOM needs to be deployed. However, if there is more than one direction where trains can approach the working party, then a different LOM for each direction of approach will be necessary.
  - d. A LOM cannot concurrently be appointed as a HSM.
  - e. If there is a risk of insufficient warning being given to the working party because of inadequate sighting time and distance, track curvature, obstruction of view, poor visibility or noise from any sources, additional LOMs must be positioned to relay the warnings.

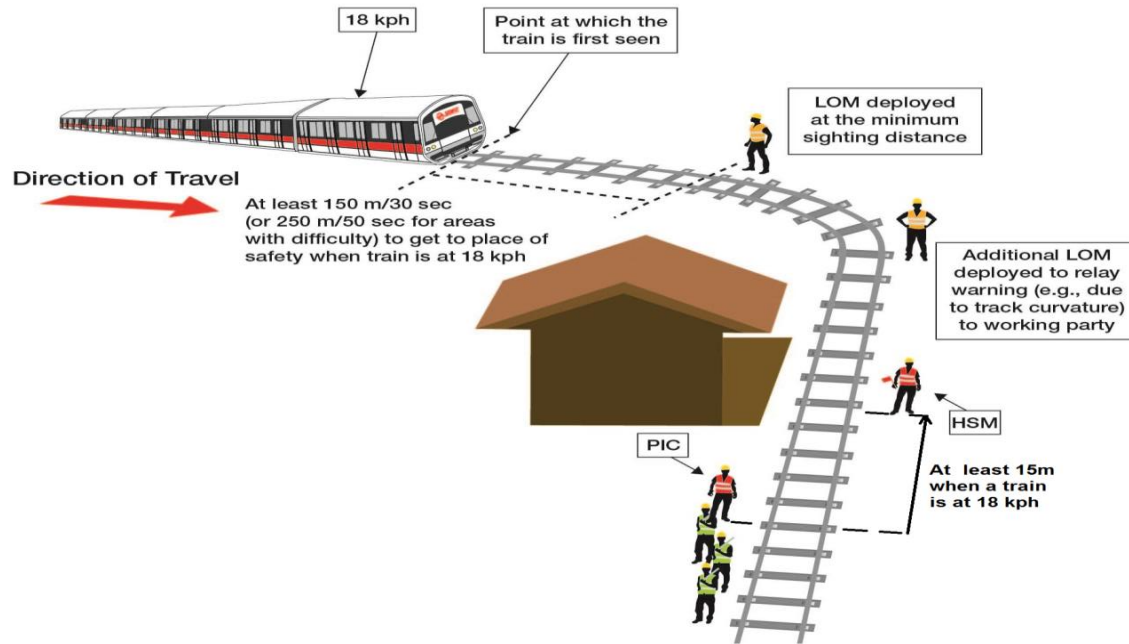


Figure 2: Position of LOMs to relay warnings

**Role of HSM:**

The primary role of a HSM is to control the movement of train(s) by providing ample and effective handsignals to train(s) approaching the working sector.

**3.2 HSM**

- a. The PIC must appoint and position a qualified and competent HSM if there is a need to control train movements in an area without serviceable fixed signal(s). He must ensure that the HSM is equipped with:
  - i. Safety Helmet
  - ii. High-visibility vest/ Orange Reflective Maintenance T-Shirt.
  - iii. Brown armband.
  - iv. Red and yellow flags (when visibility is good) or a handheld lamp (when visibility is poor).
  - v. Safety Shoes
- b. The HSM must be positioned in places of safety where the Train Captain (TC) of an approaching train can clearly see the hand signal.
- c. If trains can only move in a single direction towards the working party, only one HSM needs to be deployed. However, if there is more than one direction where the trains can approach the working party, then a different HSM for each direction of approach will be necessary.
- d. A HSM displaying a red signal must be positioned at each track where a train can approach the work site. The HSM shall be positioned at least 15 metres from the work site, facing the direction of approach.
- e. A HSM cannot concurrently be appointed as a LOM.

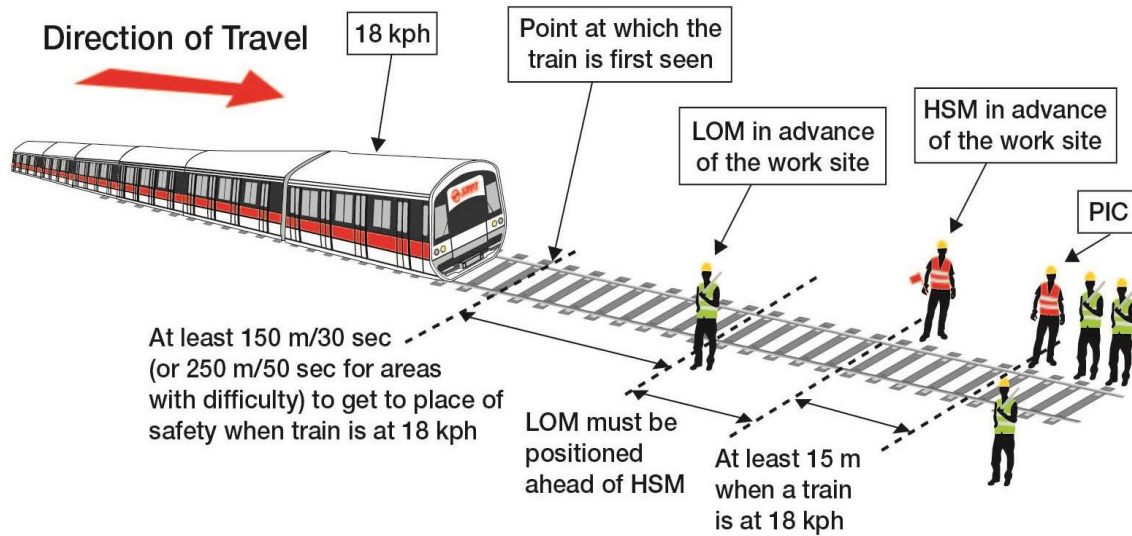


Figure 3: Position of LOM and HSM



The “**Safety Minder**” appointment is applicable for the following list of **high-risk work activities**:

- a. Activities involving track access for all types of track, including but not limited to the following:
  - i. Rail Replacement;
  - ii. Sleeper Replacement;
  - iii. Maintenance of Third Rail;
  - iv. Track Maintenance using track-borne vehicles.



#### **Role of Safety Minder:**

The primary role of a Safety Minder is to assist the PM/PIC to enhance safety awareness and mindfulness among the working party by:

- a. Reminding PM/PIC to conduct Tool-box Brief, including the Risk Assessment (RA).
- b. Performing secondary check on safety of the working party, such as on fitness for work and correct donning of required PPE.
- c. Reminding PM/PIC to implement the risk control measures.

- 3.3 Appointment of Safety Minder by PM/PIC/PWAY LMT Sub-Team IC
- a. The PM/ PIC/ Sub-Team IC shall appoint a Safety Minder for work listed as high-risk work activities.
  - b. The Safety Minder shall be assumed by:
    - i. a member of the working party, who is of equivalent or next lower rank to the PM/ PIC/ Sub-Team IC;
    - ii. the other member of a 2-men working party; or
    - iii. a dedicated safety personnel assigned to the working party (WSH Officer/Coordinator, applicable to LTA projects).
  - c. The Safety Minder shall:
    - i. wear an armband to facilitate easy identification;
    - ii. if assuming other roles that require identification armbands (e.g. for track access, LOM uses yellow armband and HSM uses brown armband), put on the “Safety Minder” patch at the chest area.



“Safety Minder” Armband or Patch

#### 4. Risk Assessment (RA) by a PM or PIC

- 4.1 Prior to any access to track, the PM/ PIC must be clear about the work to be carried out: Conduct a site survey (e.g., through cab ride) and do a RA of the work activities in accordance with the “Checklist for Tool-box Brief”. In conducting the RA, the PM/ PIC must be clear about the following:



PM/ PIC conducting a site survey through cab ride



No.	PM	PIC
1.	Possession limits and layout of the area.	Layout of the area.
2.	Number of work sites, work site locations and the planned route to and from the work site(s).	The planned route to and from the work site.
3.	Scope of work at each work site.	-
4.	Required movement of engineer train(s) or mechanised vehicle(s).	-
5.	Traction power arrangements.	-
6.	Possession protection methods.	-
7.	Location(s) of obstacles and access with no or limited clearance.	
8.	Nearest place of safety from the work site(s).	
9.	<p>Sighting distance (time) requirement as follows (where applicable, especially during Traffic Hours):</p> <p>a. Check that the working party will have at least 150 metres (30 seconds) of continuous sighting distance (time) of approaching trains travelling at 18 kph or 250 metres (50 seconds) if the conditions make the working party slower or more difficult to get to a place of safety (e.g., areas with no or loose ballast between sleepers).</p> <p>b. Check any limited sighting conditions of trains (e.g., curves, physical visual obstruction by equipment).</p>	
10.	Possession must be taken for all bounds if there is a possibility of member(s) of a working party (with or without an Engineer's Train) straying on to the adjacent track(s).	-

## 5. Preparations Prior to Track Access by a PIC or Taking Over Possession by a PM

5.1 Before gaining access on to track, the PM or PIC must ensure that he/ she is adequately prepared. The PM must also ensure that additional preparations are carried out before taking over of possession.

5.2 The PM/ PIC must:

No.	PM	PIC
1.	Be certain that his/ her competency is current.	
2.	Have completed the site survey and RA.	
3.	Know the scope of work within the possession and the protection methods before possession is taken.	-
4.	Seek authorisation and inform the duty Chief Controller (CC) and SM or Crew Manager Depot (CMD) of the “who, what, where, when, why and how” (5Ws and 1H) of the possession/ access.	
5.	Be clear about the overall safety protection method(s) as required for the possession.	-
6.	Ensure that the protection methods take into full account the working party and the PM himself/ herself, his/ her PICs and their workers/ personnel within the possession.	-


No.	PM	PIC																					
7.	Make sure that the requirement on the maximum number of staff/ personnel allowable in a working party is met. See table below for the requirement:																						
	<table><tr><th rowspan="2">Requirement</th><th colspan="2">Main Line (including Transfer Berths)</th><th colspan="2">Depot</th></tr><tr><th>Traffic Hours</th><th>Non-Traffic Hours</th><th>Traffic Hours</th><th>Non-Traffic Hours</th></tr><tr><td>Maximum number of staff/ personnel in a working party, including the PM/ PIC, is six.</td><td>Applicable</td><td>Not Applicable</td><td>Not Applicable</td><td>Not Applicable</td></tr><tr><td>Maximum number of PICs in a possession is four*.</td><td>Not Applicable</td><td>Applicable</td><td>Applicable</td><td>Applicable</td></tr></table>				Requirement	Main Line (including Transfer Berths)		Depot		Traffic Hours	Non-Traffic Hours	Traffic Hours	Non-Traffic Hours	Maximum number of staff/ personnel in a working party, including the PM/ PIC, is six.	Applicable	Not Applicable	Not Applicable	Not Applicable	Maximum number of PICs in a possession is four*.	Not Applicable	Applicable	Applicable	Applicable
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	<p>a. If there is a need to increase the number of staff/ personnel to more than six, seek approval for deviation from authorities as spelt out in Chapter 3 of Rule Book 1.</p> <p>b. If there is a need to have more than four PICs, arrange with Coordinator to prepare an Operations Circular for work where details on arrangements, including RA, must be included (Not applicable to PWAY Line Maintenance possession with sub-teams).</p> <p><b>*Note:</b> The maximum number of PICs in a possession when the PM is a Ground Controller is six.</p>																						
	<div><div></div><div>In addition to the four PICs working under the PM, up to three additional PWAY LMT sub-teams will be allowed to work under the same PM for a PWAY Line Maintenance (LMT) possession without consist.</div></div>																						

Figure 4a: Reporting Structure of PWAY LMT Sub-Team without Ground Controller

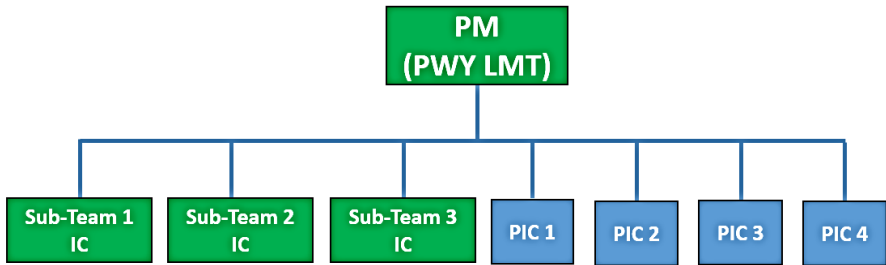
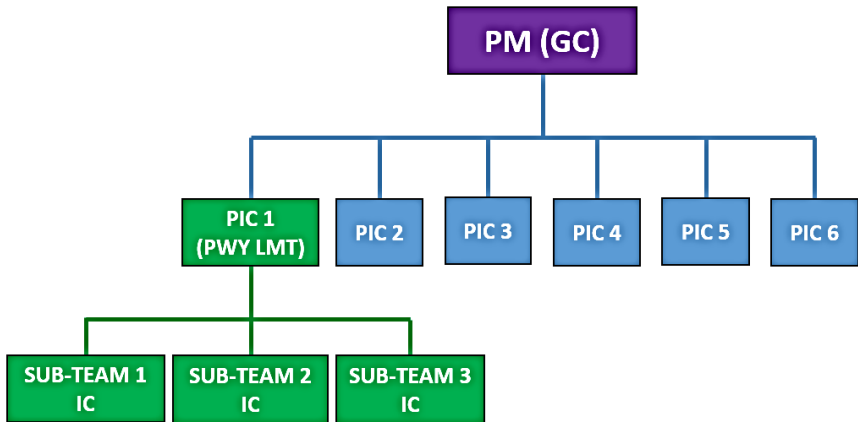




Figure 4b: Reporting Structure of PWAY LMT Sub-Team with Ground Controller



No.	PM	PIC
8.	Be clear about traction power arrangements and limits so as to ensure that all staff are protected from trains and traction power.	-
9.	Be clear about the plan for the safe movement of trains or mechanised vehicles entering and/or exiting the possession.	-
10.	Ensure that no reverse direction movement is conducted outside the possession unless the reverse direction movement is authorised by the duty CC.	-
11.	For work listed as high-risk work activities, appoint a Safety Minder to enhance safety awareness and mindfulness among the working party.	
12.	<p>Conduct a Tool-box Brief <sup>1</sup> to all members of the working party; PIC(s) or PWAY LMT sub-team IC(s) working under his/her possession (applicable to track access working under a possession). The "Checklist for Tool-box Brief" must be completed and filed at his/ her office after the work has been completed.</p> <p>The Tool-box Brief must include the following:</p> <ol style="list-style-type: none"> <li>Safety Briefing.</li> <li>Briefing on the work to be done using printed Work Instructions (WI), Method Statement (MS) and Risk Assessment (RA) <sup>2</sup>.</li> </ol>	

No.	PM	PIC
	<p><b>Notes <sup>1</sup>:</b></p> <ul style="list-style-type: none"> <li>a. Each PIC or PWAY LMT sub-team IC(s) who is under the charge of a PM shall attend (in person) the Tool-box Brief conducted by the PM.</li> <li>b. For PIC(s) under the charge of a PM (Ground Controller), refer to <b>Annex A13</b> for further detailed procedures.</li> </ul>	
	<p><b>Notes <sup>2</sup>:</b></p> <ul style="list-style-type: none"> <li>a. Assigned staff of appropriate department/ branch/ section of Maintenance &amp; Engineering Group shall print a set of WI and MS (including the RA) for the PIC.</li> <li>b. Keep the printed set of WI and MS (including the RA) for subsequent briefing(s).</li> <li>c. Record the title and document number of WI and MS in the “Checklist for Tool-box Brief”.</li> </ul>	
13.	Conduct radio check and maintain communications with all relevant parties.	
14.	Ensure that all members in the working party (including himself/ herself) put on company-approved high-visibility vests/ Orange Reflective Maintenance T-Shirts, and have other correct Personal Protective Equipment (PPE).	
15.	Conduct a headcount of the working party before gaining access on to track.	

## 6. Traction Power Arrangements by a PM or PIC

No	PM	PIC
1.	Be familiar with the requirements of live-track possession involving an Electric Multiple Unit (EMU) train (including booking of sufficient power sections for buffer zones) during Non-Traffic Hours.	
2.	Always assume that traction power is “ON” unless the PM/ PIC has been specifically told that it is “OFF” by duty CC/ CMD. Even when he/ she has been told that the traction power is OFF, the PM/PIC must ensure that the working party tests and confirms that the traction power is indeed OFF through the use of a working voltage tester.	
3.	<p>For a live-track possession with EMU train(s), carry out the following:</p> <ul style="list-style-type: none"> <li>a. Contact the duty CC of NSL or EWL to:               <ul style="list-style-type: none"> <li>i. Ensure that at least three traction power sections, including on-line substation track, are provided for each Buffer Zone at both ends of the Live-Track possession (except JUR which can have two traction power sections);</li> <li>ii. Confirm that all 750V DC circuit breakers within each Buffer Zone, including the additional Buffer Zone (if applicable), have already been switched ‘OFF’.</li> </ul> </li> </ul>	

No	PM	PIC
3. Cont	<p>b. Request the duty SM of the book-in MRT station to:</p> <ul style="list-style-type: none"> <li>i. Arrange to switch on (or place) Red Flashing Light (RFL) at each limit of the possession on both bounds;</li> <li>ii. Inform duty SMs of all the MRT stations within each Buffer Zone, including the additional Buffer Zone (if applicable), that access to track is not allowed;</li> <li>iii. Request duty SM of the last MRT station within each Buffer Zone, including the additional Buffer Zone (if applicable), to: <ul style="list-style-type: none"> <li>a) install a SCD on each of the bounds;</li> <li>b) switch on (or place) a RFL at the end of the Buffer Zone on both bounds;</li> </ul> </li> <li>iv. Request duty SM of the first MRT station within each Buffer Zone, including the additional Buffer Zone (if applicable), to operate Protection Keyswitch (PKS) for both bounds (Note: This is to trip an EMU test train that had overrun the possession sector and prevent it from proceeding further).</li> </ul>	-



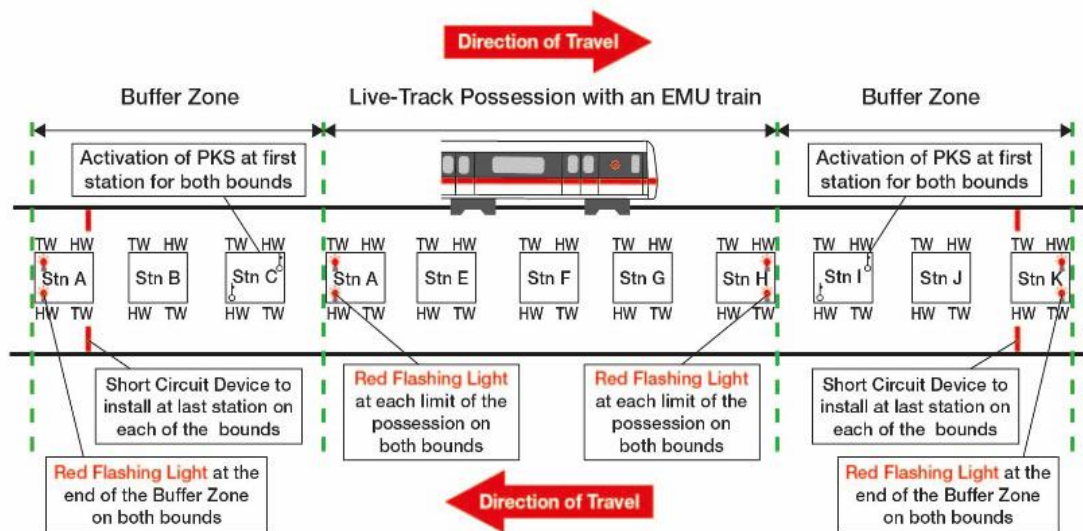
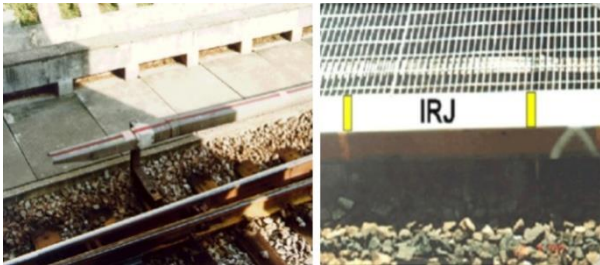



Figure 5: Live Track Possession

No	PM	PIC
4.	<p>If traction power is required to be switched OFF in the work site, ensure that:</p> <ol style="list-style-type: none"> <li>Short Circuit Devices (SCDs) are not installed on a third rail where the third rail cover is marked with red continuous strip or two yellow stripes with the letters "IRJ".</li> </ol> <div data-bbox="309 384 909 649">  </div> <p><b>Red Continuous Strip and Two Yellow Stripes with IRJ</b></p> <ol style="list-style-type: none"> <li>The duty SM installs SCDs at the station platform track.</li> <li>SCDs are installed at the work site*.</li> <li>If the entry point is through an on-line substation to get to the work site, SCDs must be installed at on-line substation track and at work site.</li> <li>Short Circuit Clamps (SCCs) and Running Rail Bridging Clamps (RRBCs) are installed in depot.</li> </ol> <div data-bbox="257 1024 964 1276">  </div> <p><b>RRBC and SCC</b></p> <ol style="list-style-type: none"> <li>SCD must first be installed in the same Power Section, if a SCC is used.</li> </ol>	



**\*For maintenance works that are exempted from SCD installation at a work site on the main line, refer to Annex C28.**



### **Correct Installation of Short Circuit Appliances**

1. PM/ PIC must be clear on the correct installation of SCD or SCC as follows:
  - a. Do not install a SCD or SCC at a location where a continuous red strip has been placed on the top of the third rail cover. (Note: this is at area of points and crossings where signal rail is adjacent to the third rail, and not the traction power return rail.)
  - b. If it is necessary to install a SCD or SCC at areas mentioned in item 'a', then
    - i. connect a Running Rail Bridging Clamp at the location before installing a SCD or SCC; OR
    - ii. go to the nearest location with the same traction power section which does not have a continuous red strip on the top of the third rail cover.
  - c. Do not install a SCD or SCC at a location\*, where two yellow stripes, with the abbreviation 'IRJ' in between (the stripes), have been marked.


\*At certain location, instead of a physical gap, an insulated rail joint (IRJ) was installed in the third rail. IRJs prevents traction power continuity. It is 0.5 metre in length and is located at some substation gap; and areas where it is necessary to isolate an area of track.

**Correct Installation of Short Circuit Appliances**

(Continuation)

2. To install a SCD at depot track or Transfer Berth, the following must be carried out:
  - a. install a Running Rail Bridging Clamp between two running rails;
  - b. carry out voltage test;
  - c. install SCD.
3. SCD must not be installed at High and Low speed ramps.

## 7. Maintaining Communications by a PM or PIC

No.	PM	PIC
1.	<p data-bbox="206 304 912 368">When going on to or near a main line track during Traffic Hours, the PM/ PIC must:</p> <ol data-bbox="206 387 912 488" style="list-style-type: none"> <li data-bbox="206 387 912 488">Bring along a portable radio to communicate with the OCC and follow proper radio protocol (use of English and correct call-sign).</li> </ol>  <p data-bbox="339 812 792 845"><b>PM/ PIC using the portable radio</b></p> <ol data-bbox="206 865 912 1294" style="list-style-type: none"> <li data-bbox="206 865 912 928">Use the appropriate Track Access radio talkgroup, i.e. N-S TRK ACC or E-W TRK ACC.</li> <li data-bbox="206 948 912 1048">Respond to the TSC controlling the access to track when the TSC carries out a radio check with parties involved in the access to track.</li> <li data-bbox="206 1067 912 1214">Carry out a radio check with the TSC controlling the access to track:               <ol data-bbox="258 1142 762 1214" style="list-style-type: none"> <li data-bbox="258 1142 762 1176">Before going down on to the track.</li> <li data-bbox="258 1184 689 1214">Upon reaching the work site.</li> </ol> </li> <li data-bbox="206 1233 912 1294">Ensure that the portable radio is switched ON at all times and be alert to calls from OCC.</li> </ol>	
2.	<p data-bbox="206 1310 880 1374">If portable radio fails, mobile phones will be used as secondary means to communicate.</p>	

## 8. Duties and Responsibilities of a PM upon Taking Over a Possession



### Taking Possession of Track

- a. Possession of tracks must be taken if it is deemed that the track(s) in the area of work is unsafe or will be made unsafe, for example when:
  - i. The security, integrity or control of the signalling equipment is or might be affected.
  - ii. The work involves an Engineer's Train or a mechanised vehicle.



- iii. Alteration is needed to traction power arrangements for main line track(s) and depot track(s) under the charge of the duty CMD.
- iv. Access is to two adjacent tracks\* taken at the same time under one Track Occupation Authorisation (TOA).
- v. A train which is not fitted with Vehicle On-Board Controller (VOBC) equipment needs to operate on the main line track. It must always be one inter-station section behind the train in advance.



vi. The overhead lights near depot track are required to be lowered.

- b. No overlapping of Possession is allowed.
- c. There must be only one Possession Master for each possession.

**\*Note:**

- 1. 2-bound tracks
- 2. 1-bound track and middle track
- 3. 1-bound track and siding
- 4. 2-bound track and middle track
- 5. 2-bound track and siding



Applicable to PWAY LMT Possession without consist

In addition to the four PICs working under the PM, up to three additional PWAY LMT sub-teams will be allowed to work under the same PM subject to the following:

- a. Lifting work is strictly not allowed to be carried out in a PWAY LMT possession with sub-team(s);
- b. PM shall have at least three years of experience in PWAY LMT and sub-team IC(s) must be either PM or PIC certified\*;
- c. Each sub-team shall have an IC. The sub-team IC and the PWAY LMT PM must be from the same PWAY LMT zone.

Note\*: When appointing PM and sub-team IC, the PWAY LMT Assistant Engineer (AE) shall check that the afore-mentioned requirements are fully met.







When a Ground Controller (GC) is the PM of a PWAY LMT possession:

- a. The original PWAY LMT PM will be re-designated as a PWAY LMT PIC and will be responsible for making all the working arrangements of his/ her working party and the sub-team(s);
- b. This re-designated PWAY LMT PIC must liaise with the GC for access to track and exit from track after completion of work.

### 8.1 Upon taking over the possession, the PM must:

No.	PM
1.	<p>Liaise with the following personnel:</p> <ul style="list-style-type: none"> <li>a. Duty SM and CC for access to a main line track (including Transfer Berths), OR</li> <li>b. Duty CMD for access to a depot track (except Workshop tracks and Permanent Way Sidings) or a Transfer Berth.</li> </ul>
2.	<p>Ensure the implementation of the overall safety protection method(s) as required for the possession, which will include:</p> <ul style="list-style-type: none"> <li>a. Arrangement of possession limit (e.g., switch on RFL).</li> <li>b. Implementation of traction power arrangements.</li> <li>c. Testing of traction power.</li> <li>d. Installation of SCDs/ SCCs.</li> <li>e. Securing of points (where necessary and part of the protection method).</li> </ul>
3.	<p>Be responsible for the safety and behaviour of the working party and himself/ herself, his/ her PICs and their workers/ personnel, sub-team within the possession.</p>
4.	<p>Always assume that traction power is ON.</p>

No.	PM
5.	<p data-bbox="219 231 972 363">Ensure that all personnel carrying out a task that places them on or adjacent to the track must always confirm or have confirmed that the traction power has been switched OFF.</p>  <p data-bbox="443 679 768 711">Staff using voltage tester</p>
6.	<p data-bbox="219 742 992 943">Ensure that no member of the working party crosses over a live third rail and if there is a need to cross over the third rail, either request duty CC to switch off the traction power, find the nearest gap in the third rail to cross or install a third rail safety cover on the third rail and then cross over the cover.</p>  <p data-bbox="437 1225 771 1257">No crossing over third rail</p>
7.	<p data-bbox="219 1289 947 1383">Make sure that work is only conducted in the sector that he/ she has requested for and has been approved and authorised for.</p>

No.	PM
8.	Ensure that the working party does not stray on to another track outside the approved work site.
9.	Ensure that if there is a train or mechanised vehicle operating in his/ her possession, it keeps within the limits of the possession.
10.	Ensure that no reverse direction movement is conducted outside the possession, unless the reverse direction movement is authorised by the duty CC.
11.	Ensure that the working party has at least 150 m (30 seconds) of continuous sighting distance (time) of approaching trains or mechanised vehicles travelling at 18 kph or 250 m (50 seconds) if the conditions make the working party move slower or with more difficulty to get to a place of safety (e.g., areas with no or loose ballast between sleepers).
12.	Position LOM and HSM.
13.	Ensure that the working party is visible to TCs of approaching trains or operators of mechanised vehicle.
14.	Maintain communications with the duty Train Service Controller (TSC) and SM or CMD throughout the duration of the access to track.
15.	Be responsible for the tools, equipment and materials under his/ her charge.
16.	Ensure that all the people working in his/ her possession are protected from the danger of a train(s) or mechanised vehicle(s) moving into his/ her possession, if a train or mechanised vehicle needs to pass through the possession (this applies only to giveway possession in depot when agreed with duty CMD).

## 9. Duties and Responsibilities of a PIC or Sub-Team IC While on Track

### 9.1 While on track, the PIC must

No.	PIC
1.	Confirm that the overall safety protection method(s) as required for the track access for the working party is in place.
2.	Work only in the sector that he/ she has requested for and has been approved and authorised for.
3.	If there is a need for the PIC to work within a possession, the PIC must obtain the approval of the PM for the work. The PIC is to carry out the work under the PM's direction.
4.	Always assume that traction power is ON.
5.	Ensure that all personnel carrying out a task that places them on or adjacent to the track must always confirm or have confirmed that the traction power has been switched OFF.
6.	Ensure that the working party has at least 150 metres (30 seconds) of continuous sighting distance (time) of approaching trains or mechanised vehicles travelling at 18 kph or 250 metres (50 seconds) if the conditions make the working party move slower or with more difficulty to get to a place of safety (e.g., areas with no or loose ballast between sleepers).
7.	Position LOM and HSM.
8.	Ensure that the working party is visible to TCs of approaching trains or operators of mechanised vehicles.
9.	Maintain communications with the duty TSC and SM or CMD throughout the duration of the track access.
10.	Be responsible for the safety and behaviour of the working party and himself/ herself.

No.	PIC
11.	Ensure that the working party does not stray on to another track outside the approved work site.
12.	Ensure that no member of the working party crosses over a live third rail and if there is a need to cross over the third rail, either request duty CC to switch OFF the traction power, find the nearest gap in the third rail to cross or install a third rail safety cover on the third rail and then cross over the cover.
13.	Be accountable for the equipment and materials under his/her charge.
14.	Inform the PM if work cannot be finished on time.



- a. Each sub-team IC shall carry a radio set and use the same talkgroup as the PWAY LMT PM and PICs who are working under the same possession.
- b. Each sub-team must have a safety minder.
- c. Particulars of the sub-team ICs and members of their working parties shall be recorded in a form (see **Annex C31**). The form must be filed by the PWAY LMT PM.

## 9.2 While on track, the sub-team IC must

No.	Sub-Team IC
1.	Attend Tool-box Brief conducted by the PWAY LMT PM before starting work.
2.	Carry out Tool-box Brief to all members of his/her working party before access to track, and complete the checklist as shown in <b>Annex C30</b>
3.	Check third rail voltage and install SCD before start of work at site

No.	Sub-Team IC
4.	Maintain communication via radio with the PWAY LMT PM
5.	Responsible for the safety and behaviour of his/her sub-team
6.	Accountable for the equipment and materials under his/her charge
7.	Ensure that his/her work party stays within the limits of the PWAY LMT possession
8.	Conduct line clear after work is completed
9.	Ensure that all members of his/her sub-team have exited the track upon completion of work and inform the PWAY LMT PM

## **10. Duties of a PM When Working with Train(s) or Mechanised Vehicle(s) Under a Possession**

### **10.1 When any train or mechanised vehicle needs to work within the possession, the PM must**

- a. Ensure that the equipment and materials on mechanised vehicle are properly secured and not fouling the structural gauge.
- b. Ensure that the coupling and uncoupling operation, including the conducting of the brake pipe continuity test of the mechanised vehicle to and from the work site, are properly carried out.
- c. Accompany such train or mechanised vehicle to and from the work site.
- d. Accompany such train or mechanised vehicle to and from the work site when the transportation of materials/equipment to site is required for the work.
- e. Where applicable, arrange for a RFL to be placed at each limit of the work site, at least 20 m away from the work site.
- f. On the main line, liaise with the Train Service Controller to set route for movement of train within the possession.
- g. Ensure sufficient qualified LOM, where needed, are posted to warn all persons affected by the train or mechanised vehicle movements.
- h. Conduct oil spillage check.
- i. Conduct line clear.






If an Engineer's Train is working under a PM (Ground Controller) at a designated MRT station, refer to **Annex A13** for further detailed procedures regarding its movement from the depot to the book-in MRT station, the working arrangement at the work site, and its movement back to depot from the book-out MRT station.

## 11. Duties and Responsibilities of a LOM or HSM While on Track

### 11.1 While on track, the LOM/ HSM must:

No.	LOM	HSM
1.	Occupy a position as instructed by the PIC or PM and check that the position can provide ample and effective warning to the working party.	Occupy a position as agreed by the PIC or PM and check that the position can control the movement of train(s) through the provision of handsignal to the operator of the train(s).
2.	Check any limited sighting conditions of trains (e.g., curves, physical visual obstruction by equipment).	Ensure that his/ her position is visible to the TC(s) of approaching train(s).

No.	LOM	HSM
3.	Give warning of any approaching train to the person(s) or working party.	Control all train movements as required by the PIC or PM.
4.	Repeat the warning until the person(s) or working party acknowledges it.	
5.	Display a “DANGER” handsignal which must be visible to approaching trains, if there is a need to stop the trains. <div data-bbox="277 544 893 751">  </div> <p data-bbox="300 783 938 820">LOM/ HSM using red flag and red handheld lamp</p>	
6.	Not leave his/ her post unless properly relieved by another qualified LOM/ HSM and permission to do so has been specifically granted by the PIC or PM.	
7.	Before being relieved, brief the replacement LOM/ HSM so that he/ she completely understands what is going on.	
8.	Understand that he/ she cannot concurrently perform the role of a HSM.	Understand that he/ she cannot concurrently perform the role of a LOM.

## 12. Duties and Responsibilities of a PM or PIC/ Sub-Team IC upon Completion of Work

12.1 After the work is done or when the allotted time is up, whichever is earlier, the PM/ PIC must ensure that:

No.	PM	PIC / <i>Sub-Team IC</i>
1.	-	Report to PM if the work cannot be finished on time.
2.	The work site is clear of all persons, tools, equipment and materials.	
3.	No item is stored at trackside.	
4.	Where the work has affected the equipment/ railway operating systems, such affected equipment/ railway operating systems must be restored to their functional condition for safe operation, all in accordance with the approved drawings and MS.	
5.	The track is safe for trains to run.	
6.	The possession is <u>not</u> withdrawn until all the PICs working within the possession have reported that they have stopped work and booked-out.	-
7.	A headcount of the working party is conducted before egress from track.	
8.	Liaise with duty SM or CMD for the withdrawal of TOA during booking out and where applicable, inform the PM after booking-out.	

### 13. Duties and Responsibilities of a LOM or HSM upon Completion of Work

- 13.1 Once the working party has completed the work and the LOM/ HSM has been specifically informed by the PM or PIC that he/ she may now leave his/ her position, the LOM/ HSM shall:

No.	LOM	HSM
1.	Leave the work site with the PM or PIC and working party via authorised route and method.	
2.	Return all tools and equipment to the station or depot where they were issued.	

### 14. Access into a *Headwall/ Tailwall Buffer area*



A working party accessing a *Headwall (HW)/ Tailwall (TW) Buffer area* for the following three broad categories must adhere to the procedures in Rule Book 9 “Station Management for Routine Operations”, Chapter 7.3 “Access into a *Headwall/ Tailwall Buffer area*”.

- a. Using a *HW/ TW Buffer area* as a passage to or from a room at the *HW/ TW Buffer area* (such as plant room, Signal Equipment Room, etc.);
- b. Using a *HW/ TW Buffer area* as a passage to and from a room at the *HW/ TW Buffer area* with bulky tool and/or equipment; and
- c. Work at the *HW/ TW Buffer area*.

## 15. Storage of Items at Trackside on the Main Line



Storage of materials, tools and/ or equipment at trackside is **STRICTLY** not allowed

## 16. Relief of Duty of a PM or PIC



If a PM/ PIC is relieved of his/ her duty for whatever reason(s), he/ she is to:



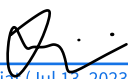



- a. Brief the replacement PM/ PIC so that he/ she completely understands the scope of the work, RA, safety and protection methods, and status of the work.
- b. Inform the following personnel about the change:
  - i. PM, duty TAC, duty SM, duty CMD and duty DC, where applicable (for track access)
  - ii. Duty TAC, duty SM, duty CMD, duty DC and each PIC, where applicable (for possession).

**AMENDMENT LEAFLET #01/2023**

**RULE BOOK 4: DUTIES AND RESPONSIBILITIES OF PM/PIC/LOM/HSM**

1. With reference to AL #01/2023 of Rule Book Glossary regarding the use of term “Headwall/ Tailwall Buffer area” instead of “Buffet area” as approved by Trains Management, amendments have been made accordingly to the following:
  - a. content page;
  - b. Chapter 14 “Access into a Headwall/ Tailwall Buffer area”.
2. Amendments made are in ‘italic’.

S/N	Old Document(s) <u>removed</u> from SMRT Intranet (NSEW)	New Document(s) <u>inserted</u> to SMRT Intranet (NSEW)
1	RULE BOOK 4 (Revision Status: 10)	RULE BOOK 4 (Revision Status: 11)

	Designation	Signature	Date
<b>PREPARED BY</b>	Rail Operations Group Rules & Procedures Section	 <a href="#">limkimchye (Jul 13, 2023 10:46 GMT+8)</a>	13/07/23
<b>REVIEWED BY</b>	HOD (OS)	 <a href="#">lim phua yeng (Jul 13, 2023 11:05 GMT+8)</a>	13/07/23
<b>APPROVED BY</b>	Head (NSEWL)	 <a href="#">Teo Wee Kiat (Jul 13, 2023 13:33 GMT+8)</a>	13/07/23
	SVP (Rail Ops)	 <a href="#">Alvin Kek (Jul 13, 2023 14:08 GMT+8)</a>	13/07/23
	SVP (Rail Maintenance)	 <a href="#">Ang Hang Guan (Jul 13, 2023 16:06 GMT+8)</a>	13/07/23
	President, Rail	 <a href="#">Lam Sheau Kai (Jul 13, 2023 22:47 GMT+8)</a>	13/07/23



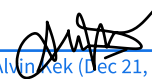


**AMENDMENT LEAFLET #01/2022**

**RULE BOOK 4: DUTIES AND RESPONSIBILITIES OF PM/PIC/LOM/HSM**

1. As approved at Procedures Review Meeting held on 16 Dec 2022, the following clauses have been added to the 'Important Note' box in chapter 8 "Duties and Responsibilities of a PM upon Taking Over a Possession" for better clarity:
  - a. no overlapping of possession is allowed;
  - b. there must be only one Possession Master for each possession.
2. Amendments made are in 'italic'.



S/N	Old Document(s) <u>removed</u> from SMRT Intranet (NSEW)	New Document(s) <u>inserted</u> to SMRT Intranet (NSEW)
1	RULE BOOK 4 (Revision Status: 9)	RULE BOOK 4 (Revision Status: 10)

	Designation	Signature	Date
<b>PREPARED BY</b>	Rail Operations Group Rules & Procedures Section	 <a href="#">limkimchye (Dec 21, 2022 12:28 GMT+8)</a>	21/12/22
<b>APPROVED BY</b>	Head (NSEWL)	 <a href="#">Teo Wee Kiat (Dec 21, 2022 12:30 GMT+8)</a>	21/12/22
	SVP (Rail Ops)	 <a href="#">Alvin Kek (Dec 21, 2022 14:24 GMT+9)</a>	21/12/22
	SVP (Rail Maintenance)	 <a href="#">Ang Hang Guan (Dec 21, 2022 15:45 GMT+8)</a>	21/12/22
	President Trains	 <a href="#">Lam Sheau Kai (Dec 22, 2022 00:49 GMT+8)</a>	22/12/22

## **AMENDMENT LEAFLET #03/2021**

### **RULE BOOK 4: DUTIES AND RESPONSIBILITIES OF PM/PIC/LOM/HSM**


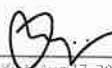



1. As endorsed at the Procedure Review Meeting on 9 Jun 21 and approved at WSSQ on 22 Jun 21,
  - a. under Chapter 3.3, the appointment of Safety Minder has been amended to include Permanent Way (PWAY) Line Maintenance ( LMT) Sub-Team IC;
  - b. under Chapter 5 “Preparations Prior to Track Access by a PIC or Taking Over Possession by a PM”, the following contents have been added:
    - i. in addition to the four PICs working under the PM, up to three additional PWAY LMT sub-teams will be allowed to work under the same PM for a PWAY Line Maintenance (LMT) possession without consist;
    - ii. reporting structure of PWAY LMT Sub-Team without Ground Controller;
    - iii. reporting structure of PWAY LMT Sub-Team with Ground Controller;
  - c. under Chapter 8 “Duties and Responsibilities of a PM upon Taking Over a Possession”, the following contents have been added:
    - i. subjected conditions where up to three additional PWAY LMT sub-teams will be allowed to work under the same PM for a PWAY LMT possession without consist;
    - ii. re-designation of the original PWAY LMT PM and his/ her responsibilities when a Ground Controller (GC) is the PM of a PWAY LMT possession;
  - d. under Chapter 9 “Duties and Responsibilities of a PIC While on Track”, the actions to be carried out by the Sub-Team IC have been added;
  - e. Chapter 12 “Duties and Responsibilities of a PM or PIC upon Completion of Work” has been amended to include the Sub-Team IC.
2. Amendments made are in ‘italic’.

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#### **Note**

<b>Name of staff who has contributed to the review of the procedure</b>	<b>Designation</b>
Goh Kai Xiang	M (PWAY Maint)

S/N	Old Document(s) <u>removed</u> from SMRT Intranet (NSEW)	New Document(s) <u>inserted</u> to SMRT Intranet (NSEW)
1	RULE BOOK 4 (Revision Status: 8)	RULE BOOK 4 (Revision Status: 9)

	Designation	Signature	Date
<b>PREPARED BY</b>	Rail Operations Group Rules & Procedures Section	 limkimchye (Aug 17, 2021 11:24 GMT+8)	17/08/21
<b>APPROVED BY</b>	Line Head (NSEWL)	 Teo Wee Kiat (Aug 17, 2021 17:34 GMT+8)	17/08/21
	SVP (Rail Ops)	 Alvin Kek (Aug 17, 2021 20:18 GMT+8)	17/08/21
	SVP (Rail Maintenance)	 Ng Chan Cheok (Aug 19, 2021 16:32 GMT+8)	19/08/21
	President Trains	 Lam Sheau Kai (Aug 21, 2021 11:02 GMT+8)	21/08/21

**AMENDMENT LEAFLET #02/2021**


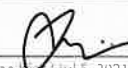

**RULE BOOK 4: DUTIES AND RESPONSIBILITIES OF PM/PIC/LOM/HSM**

1. With the removal of Rule Book 6 “Access to Track by LTA Working Party” as approved at the Procedure Review Meeting held on 9 Jun 2021, the term “Work-In-Charge or WIC” has been removed as it is no longer valid.
2. As approved at the Procedure Review Meeting held on 9 Jun 2021,
  - a. the contents under Chapter 14: “Access into a MRT Station Buffet Area” has been removed as they can be found in Rule Book 9 “Station Management for Routine Operations”, Chapter 7.3: “Access into a Station Buffet Area”; and
  - b. the following reference has been added:

“A working party accessing the buffet area for the following three broad categories must adhere to the procedures in Rule Book 9 “Station Management for Routine Operations”, Chapter 7.3 “Access into a station buffet area”.

    - i. Using a station buffet area as a passage to or from a room at the buffet area (such as plant room, Signal Equipment Room, etc.);
    - ii. Using a station buffet area as a passage to and from a room at the buffet area with bulky tool and/or equipment; and
    - iii. Work at the station buffet area.”
3. Amendments made are in ‘italic’.

S/N	Old Document(s) <u>removed</u> from SMRT Intranet (NSEW)	New Document(s) <u>inserted</u> to SMRT Intranet (NSEW)
1	RULE BOOK 4 (Revision Status: 7)	RULE BOOK 4 (Revision Status: 8)

	Designation	Signature	Date
<b>PREPARED BY</b>	Rail Operations Group Rules & Procedures Section	 limkimchye (Jul 1, 2021 18:51 GMT+8)	01/07/21
<b>APPROVED BY</b>	Head (NSEWL)	 Teo Wee Kiat (Jul 5, 2021 21:06 GMT+8)	05/07/21
	SVP (Rail Ops)	 Alvin Kek (Jul 6, 2021 06:27 GMT+8)	06/07/21
	SVP (Rail Maintenance)	 Ng Chan Cheok (Jul 7, 2021 10:55 GMT+8)	07/07/21
	President Trains	 Lam Sheau Kai (Jul 8, 2021 20:05 GMT+8)	08/07/21

**AMENDMENT LEAFLET #01/2021**

**RULE BOOK 4: DUTIES AND RESPONSIBILITIES OF PM/PIC/LOM/HSM**

1. As approved at Procedures Review Meeting held on 3 Feb 2021, the requirements of Safety Minder from Safety & Security Circular have been incorporated.
2. Relevant contents of Operations Circular No. 39/2021 “Booking-In at the Middle Station of a Working Sector Among Three MRT Stations” have been incorporated.
3. Under Para 5.2,
  - a. the following action by the PM/ PIC (former Item No.14):

“Display his/ her valid PM/ PIC licence at the cardholder of the PM/PIC armband and wear it on the left arm”
  - b. and former Figure 4: PM/ PIC Licence at Cardholder Displayhave been removed as the physical licence has been replaced by digital licence.
4. It was approved in the Procedures Review Meeting held on 5 Jun 2020 that there is no need to scotch the point(s) for movement of Engineer’s Train in a possession when Train Service Controller (TSC) is able to set route for the intended movement. As such, the following statement under Para 10.1 f has been amended from:






“Ensure that each point over which the train or mechanised vehicle may pass is secured or secure at site in the appropriate position”

to:

“On the main line, liaise with the Train Service Controller to set route for movement of train within the possession”
5. Under Para 13.1, the following action by the HSM (former Item No.3) has been removed as it is no longer his/ her responsibility as it has been assigned to another member of the working party (refer to Chapter 22 of Rule Book 5):

“Remove the track trolley if it was used during the work”
6. Amendments made are in ‘italic’.

S/N	Old Document(s) <u>removed</u> from SMRT Intranet (NSEW)	New Document(s) <u>inserted</u> to SMRT Intranet (NSEW)
1	RULE BOOK 4 (Revision Status: 6)	RULE BOOK 4 (Revision Status: 7)

	Designation	Signature	Date
<b>PREPARED BY</b>	Rail Operations Group Rules & Procedures Section	 limkinchye (Mar 10, 2021 10:42 GMT+8)	10/03/21
<b>APPROVED BY</b>	Head (NSEWL)	 Teo Wee Kiat (Mar 12, 2021 20:27 GMT+8)	12/03/21
	SVP (Rail Ops)	 Alvin Kek (Mar 13, 2021 07:12 GMT+8)	13/03/21
	SVP (Rail Maintenance)	 Ng Chan Cheok (Mar 14, 2021 09:05 GMT+8)	14/03/21
	President Trains	 Lam Sheau Kai (Mar 14, 2021 19:58 GMT+8)	14/03/21


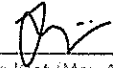
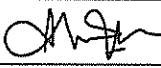


**AMENDMENT LEAFLET #01/2020**

**RULE BOOK 4 (CBTC OPERATIONS): DUTIES AND RESPONSIBILITIES OF  
PM/PIC/LOM/HSM**

- 1 The content of Operations Circular 110/2020 “Arrangements for Access into Station Buffet Area during Traffic Hours” has been incorporated into Chapter 14 “Access into a MRT Station Buffet Area”.
- 2 Amendments made are in ‘italic’.



S/N	Old Document(s) <u>removed</u> from SMRT Intranet (NSEW)	New Document(s) <u>inserted</u> to SMRT Intranet (NSEW)
1	RULE BOOK 4 (CBTC OPERATIONS) (Revision Status: 5)	RULE BOOK 4 (CBTC OPERATIONS) (Revision Status: 6)

	Designation	Signature	Date
<b>PREPARED BY</b>	Rail Operations Group Rules & Procedures Section	 limkimchye (Apr 30, 2020)	30/04/20
<b>APPROVED BY</b>	Head (NSEWL)	 Teo Wee Kiat (May 4, 2020)	04/05/20
	SVP (Rail Ops)	 Alvin Kek (May 4, 2020)	04/05/20
	SVP (Rail Maintenance)	 Ng Chan Cheok (May 5, 2020)	05/05/20
	CET	 Lee Ling Wee (May 6, 2020)	06/05/20

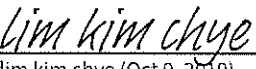
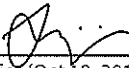

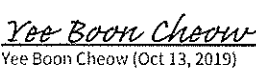
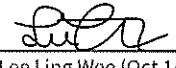
**AMENDMENT LEAFLET #03/2019**

**RULE BOOK 4 (CBTC OPERATIONS): DUTIES AND RESPONSIBILITIES OF  
PM/PIC/LOM/HSM**

The key amendments made are as follows:

- 1 Relevant contents of the following chapters have been reviewed and amended with reference to Operations Circular No.141/2019 “Ground Controller (GC) performing the roles of Possession Master (PM) at designated MRT stations on the main lines during Non-traffic Hours”:
  - a. Chapter 5 “Preparations Prior to Track Access by a PIC or Taking Over Possession by a PM”;
  - b. Chapter 10 “Duties of a PM When Working with Train(s) or Mechanised Vehicle(s) Under a Possession”.
- 2 Amendments made are in ‘italic’.

S/N	Old Document(s) <u>removed</u> from SMRT Intranet (NSEW)	New Document(s) <u>inserted</u> to SMRT Intranet (NSEW)
1	RULE BOOK 4 (CBTC OPERATIONS) (Revision Status: 4)	RULE BOOK 4 (CBTC OPERATIONS) (Revision Status: 5)

	Designation	Signature	Date
<b>PREPARED BY</b>	Rail Operations Group Operations Support Department Rules & Procedures Section	 lim kim chye (Oct 9, 2019)	09/10/19
<b>APPROVED BY</b>	Head (NSEWL)	 Teo Wee Kiat (Oct 10, 2019)	10/10/19
	SVP (Rail Ops)	 Alvin Kek (Oct 10, 2019)	10/10/19
	SVP (Rail Maintenance)	 Yee Boon Cheow (Oct 13, 2019)	13/10/19
	CET	 Lee Ling Wee (Oct 14, 2019)	14/10/19

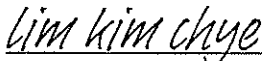
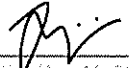

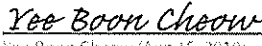

**AMENDMENT LEAFLET #02/2019**

**RULE BOOK 4 (CBTC OPERATIONS): DUTIES AND RESPONSIBILITIES OF  
PM/PIC/LOM/HSM**

The key amendments made are as follows:

- 1 Relevant contents under Chapter 6 “Traction Power Arrangements by a PM or PIC” have been reviewed and amended with reference to Operations Circular No.159/2019 “Waiver to install Short Circuit Device (SCD) at work sector for maintenance works on the Main Line”.
- 2 Amendments made are in ‘italic’.

S/N	Old Document(s) <u>removed</u> from SMRT Intranet (NSEW)	New Document(s) <u>inserted</u> to SMRT Intranet (NSEW)
1	RULE BOOK 4 (CBTC OPERATIONS) (Revision Status: 3)	RULE BOOK 4 (CBTC OPERATIONS) (Revision Status: 4)

	Designation	Signature	Date
<b>PREPARED BY</b>	Rail Operations Group Operations Support Department Rules & Procedures Section	 lim kim chye (Aug 7, 2019)	07/08/19
<b>APPROVED BY</b>	Head (NSEWL)	 Teo Wee Kiat (Aug 15, 2019)	15/08/19
	SVP (Rail Ops)	 Alvin Koo (Aug 16, 2019)	15/08/19
	SVP (Rail Maintenance)	 Yee Boon Cheow (Aug 15, 2019)	15/08/19
	CET	 Lee Ling Wee (Aug 16, 2019)	16/08/19


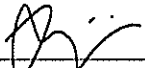

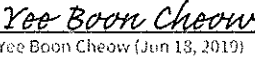

**AMENDMENT LEAFLET #01/2019**

**RULE BOOK 4 (CBTC OPERATIONS): DUTIES AND RESPONSIBILITIES OF  
PM/PIC/LOM/HSM**

The key amendments made are as follows:

- 1 The content of Operations Circular 63/2019 “Changes to Procedure on Access into a Station Buffet Area” has been incorporated into Chapter 14 “Access into a MRT Station Buffet Area”.
- 2 It was approved by SSQA committee (SSQA meeting #07-18) that the installation of Short Circuit Device (SCD) at a work site has been waived for Permanent Way (PWAY) patrolling, and “power meggering”. As such, relevant contents have been updated accordingly.
- 3 The clause on if a PM allows a PIC to take track access within his/her possession, the PIC is to attend (in person) the Tool-box Brief given by the PM before gaining access on to track, has been added under PIC actions at Chapter 5, Para 5.2.
- 4 Amendments made are in ‘italic’.

S/N	Old Document(s) <u>removed</u> from SMRT Intranet (NSEW)	New Document(s) <u>inserted</u> to SMRT Intranet (NSEW)
1	RULE BOOK 4 (CBTC OPERATIONS) (Revision Status: 2)	RULE BOOK 4 (CBTC OPERATIONS) (Revision Status: 3)

	Designation	Signature	Date
<b>PREPARED BY</b>	Rail Operations (NSEWL) Division Projects & Train Support Branch Documentation Section	 Cheng Heng Ying (Jun 12, 2019)	12/06/19
<b>APPROVED BY</b>	Head (NSEWL)	 Teo Wee Kiat (Jun 17, 2019)	17/06/19
	SVP (Rail Ops)	 Alan Kek (Jun 17, 2019)	17/06/19
	SVP (Rail Maintenance)	 Yee Boon Cheow (Jun 18, 2019)	18/06/19
	CET	 Lee Ling Wee (Jun 19, 2019)	19/06/19

**AMENDMENT LEAFLET #01/2018**

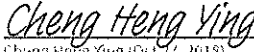
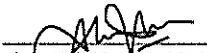
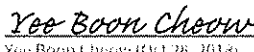

**RULE BOOK 4 (CBTC OPERATIONS): DUTIES AND RESPONSIBILITIES OF  
PM/PIC/LOM/HSM**

The key amendments made are as follows:

- 1 Under Para 2, the contents on after PM/PIC book-in at a MRT station, the PM/PIC and working party can gain access to work site through a location such as Access Shaft, or Relay Building, or On-line station, has been incorporated. This was approved at SSQA on 31 Aug 2018.
- 2 Under Para 6, if the entry point is through an on-line substation to get to the work site, PM/PIC must install additional Short Circuit Devices at on-line substation track and at work site. This was approved at SSQA on 4 Oct 2018.
- 3 Amendments made are in 'italic'.



S/N	Old Document(s) <u>removed</u> from SMRT Intranet (NSEW)	New Document(s) <u>inserted</u> to SMRT Intranet (NSEW)
1	RULE BOOK 4 (CBTC OPERATIONS) (Revision Status: 1)	RULE BOOK 4 (CBTC OPERATIONS) (Revision Status: 2)

	Designation	Signature	Date
PREPARED BY	Rail Operations (NSEWL) Division Projects & Train Support Branch Documentation Section	 Cheng Heng Ying (Oct 27, 2018)	27/10/18
APPROVED BY	SVP (Rail Ops)	 Alvin Lim (Oct 27, 2018)	27/10/18
	CMO	 Yee Boon Cheow (Oct 28, 2018)	28/10/18
	CET	 Lee Ling Wee (Oct 28, 2018)	28/10/18