




Appendix H – Example of a Checklist

  	
Right Time Railway Assurance Check - Fleet Depot Staff	
Details of the Right Time Railway Assurance Check	
Name of manager carrying out the check	
Date and time of assurance check	
Location of assurance check	
Which depot manager's patch is this location on	
The Right Time Railway Five Activities for this staff member	
I make sure units are prepared and in the right position	
I advise control of short-forms at the earliest available opportunity	
I confirm the correct formation	
I make sure the train leaves the blocks on time	
I make sure the train presents at the exit signal at the right time & is brought back to the depot promptly on return	
Observation work to be carried out	
	✓ or X or NA
Has the staff member signed on in good time?	
Is the staff member and are units at the correct location for departure?	
Have the pre-departure checks been carried out?	
Has the member of staff been in contact with the driver?	
Has the preparation sheet been given to driver?	
Has the service departed at the right time?	
Have any incoming arrivals been brought back to the depot promptly?	
Questions to ask the staff member	
	✓ or X or NA
Have you been briefed on what the Right Time Railway Five Activities are for your job?	
Do you know what the Right Time Railway Five Activities are for your job?	
Why is it important that units are prepared and in the right position?	
Why is it important to advise control of short-forms at the earliest available opportunity?	
What is important to confirm the correct formation?	
Why is it important to make sure the train leaves the blocks on time?	
Why is it important to make sure the train presents at the exit signal at the right time?	
Calculation of the Right Time Railway Assurance Check Score	
Number of ✓ recorded	
Number of X recorded	
Total of these two numbers above	
Percentage of total which were recorded as ✓	

Record here (or overleaf) any suggestions/observations which arise in conversation with the staff member which may be important for Right Time Railway Groups, Performance Team or Area Manager to progress and try to improve.