

## MEMO - RTS REGISTERS

<b>TO</b>	All staff
<b>FROM</b>	Kyle Devine
<b>DATE</b>	6 <sup>th</sup> March 2019
<b>SUBJECT</b>	RTS registers

Dear Valued Employees,

In the past few closedowns we have noticed a growing importance placed on the use of Rail Track Signal registers. To enable you to carry out your duties correctly we have sought clarification from ARTC that Rail Track Signal registers MUST be used when removing or replacing Rail Track Signals to or from the storage location.

If you are required to place protection which include the use of Rail Track Signals, you must document (in permanent form) how many have been removed from the storage location. Likewise, when returning any Rail Track Signals to the storage location, documentation to show the total number is required. The best practice is to use an RTS register form, that is kept in the storage location. There is a template for an RTS register on the Pure Rail members website that you can download and print.

Filling out the RTS register is designed to be a check for the Protection Officer that they have picked up all their Rail Track Signals and acts as an administrative guard against leaving protection out on track. Any lost or stolen Rail Track Signals require a police report number and should also be documented in the RTS register.

If you have any questions or would like additional support in this area, please feel free to contact me.

Thankyou.

Kyle Devine  
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