



**General Operating Instructions (GOI)**

**Section 1**

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**Special Instructions / General Information  
and Safety Instructions / Policies**

**TABLE OF CONTENTS**

Definition of Train / Movements.....2

Special Control Zone (SCZ) .....3

Movements Operating Over Unidentified Track Occupancy (UTO).....5

Movements Operating Over Suspected Broken Rail .....5

Unidentified Track Occupancy (UTO) Behind a Movement .....6

1.0 Track Unit Operated as a Train .....6

2.0 Operation of Movements WITHOUT a Manned Caboose.....9

3.0 Operation of Movements WITH a Manned Caboose and Reduced Crew .....9

4.0 High Voltage Electrical Cables .....10

**Definition of Train / Movements**

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In the application of the CROR definition of a Movement(s), where the term “train” appears within the GOI, unless specifically identified, it also applies to a transfer and/or engine in yard service.

**SPECIAL CONTROL ZONE (SCZ)**

**CP - SYSTEM SPECIAL INSTRUCTION**

**IMPORTANT:** The following special instruction only applies when a GBO declaring Special Control Zone is in effect.

**SPECIAL CONTROL ZONE (SCZ)**

**Definition:**  
 A method of control used in situations where SCZ System Special Instruction applies. Within SCZ, the Site Supervisor will issue instructions to co-ordinate track work, the operation of movements and track units.

Director Operations - NMC must consult with Engineering Services and S&C. System Rules must be advised. Service Area Manager – Field Operations along with Director Operations – NMC authorize Special Control Zone.
<p><b>Within limits specified by GBO:</b></p> CTC is withdrawn from service and main track(s) and signalled siding(s) are designated as “NON-MAIN TRACK,” or OCS (or OCS/ABS) is withdrawn from service and main track(s) are designated as “NON-MAIN TRACK.” Unless otherwise specified, interlocking limits remain in service. Unless otherwise indicated, all signal indications within the specified limits are suspended and Rules 405-439 do not apply. Rule 105 applies. All GBO within the limits remain in effect. Movements must not exceed 15 miles per hour while the leading end of the movement is within the limits. Track units must not exceed 15 miles per hour. All movements within the Special Control Zone must be coordinated by the Site Supervisor. In the application of Rules 26 and 40.1 the Site Supervisor must be advised. The provisions of Rule 26(d) apply. Speed restrictions not protected by Rule 40.1 may be provided under the provisions of Rule 43. All Rule 43 (slow track protection) within the limits remain in effect unless cancelled. All Rule 42 and/or TOP within the proposed limits should be cancelled before the GBO declaring Special Control Zone in effect is issued. Exception: When necessary to maintain protection, Rule 42 and/or TOP may remain in effect until Special Control Zone GBO is in effect. Unless otherwise instructed by the Site Supervisor, dual control switches and dual control switch point derails must be placed in hand position. Before moving over a dual control switch or dual control switch point derail, a crew member must observe that the switch points are lined for the route to be used. Unless manual protection is provided, road crossings equipped with automatic warning devices must not be obstructed until the warning devices have been operating for at least twenty seconds. Within Special Control Zone, a clearance is not required. Before entering or moving within the zone, all movements and track units must receive permission from the Site Supervisor. Prior to cancellation of the Special Control Zone, the Site Supervisor must inform all concerned, ensuring protection is in place when required, and advise the RTC accordingly.
<p><b>Note:</b> Instructions for the proper application of Special Control Zones, Question &amp; Answer guide and SCZ check list to this system special instruction, are available on RailCity under:                  Departments &gt; Operations &gt; Safety &amp; Environmental Services.</p>



The GBO advising of a SCZ will be issued as follows:

(EFFECTIVE AT 0800 JUNE 1, 2000)  
SPECIAL CONTROL ZONE IN EFFECT AND  
CTC WITHDRAWN FROM SERVICE  
ON MAIN TRACK AND SIGNALLED SIDINGS  
BETWEEN WESTWARD SIGNALS 11 AND 11B AT BORDEN WEST AND  
EASTWARD SIGNALS 30 AND 30B AT CANTIC EAST  
CANADA SUB

BE GOVERNED BY SITE SUPERVISOR AND  
SPECIAL CONTROL ZONE SPECIAL INSTRUCTION



**MOVEMENTS OPERATING OVER UNIDENTIFIED TRACK OCCUPANCY (UTO)**

**Note:** The provisions of this policy also apply in controlled interlockings.

**Note:** “QUALIFIED ES personnel” in this policy refers to a person qualified in Operation over Rail Breaks & Pull Aparts.

1. Movements may be authorized to operate over the track which contains the UTO until such time as the responding Engineering Services (ES) personnel arrive in the area and are ready to proceed with their investigation of the condition.
2. Movements must NOT be authorized to operate at any time, in any territory, if it is KNOWN that there is an unrepaired broken rail, except under the supervision of a QUALIFIED ES employee who must be at the site of the broken rail.
3. Movements may be operated over a broken rail which has received temporary repairs, in accordance with the instructions of a QUALIFIED ES employee.
4. When a movement operating at restricted speed (“on the lookout for broken rails”) discovers a broken rail, the movement must stop immediately and await the arrival of a QUALIFIED ES employee at the site to determine if the movement may continue under the supervision of such qualified ES person, or if the rail must receive temporary or permanent repairs first. The movement may then only resume operation once permission has been received from the RTC.

**MOVEMENTS OPERATING OVER SUSPECTED BROKEN RAIL**

(including other track/equipment unusual conditions).

When a movement passes over a point en route that creates a loud noise, unusual locomotive ride or other indications consistent with the possibility of a broken rail, whether in signalled or non-signalled territory, the following must be adhered to.

- a) Speed must be immediately reduced to 10 MPH and a pull-by inspection or passing train inspection on at least one side of the movement must be performed as soon as possible. The crew must immediately report their observation to the RTC.
- b) The provisions of “POLICY FOR OPERATING MOVEMENTS OVER UNIDENTIFIED TRACK OCCUPANCY (UTO)” apply.

**Sequence of events**

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|--|
| <ul style="list-style-type: none"> <li>- Crew member “feels” possibility of broken rail.</li> <li>- Reduce to 10 MPH.</li> <li>- Report this observation and delay to RTC.</li> <li>- Perform a Pull-by or Passing train inspection.</li> <li>- Advise RTC of result of inspection.</li> </ul> |
| <ul style="list-style-type: none"> <li>- Provisions of UTO policy step 1 applies.</li> <li>- If a broken rail exists, steps 2&amp;3 also apply.</li> <li>- Requirements of UTO policy step 4 may be modified by the GBO.</li> </ul>  |

**UNIDENTIFIED TRACK OCCUPANCY (UTO)  
BEHIND A MOVEMENT**

1. When more than one unknown Track Occupancy Light appears on an RTC display screen after the passage of the same movement, the RTC must immediately notify the crew to stop and inspect.
2. The speed of the movement must be immediately reduced to 10 MPH and a pull-by inspection performed at the first safe location, avoiding impediments to a safe inspection such as bridges.
3. The inspection must include a pull-by inspection of one side of the equipment at a speed **not exceeding 10 MPH**, followed by a stationary inspection on the other side. BOTH sides of ALL cars and locomotives must be inspected for potential wheel defects. Inspection of entire movement must be completed even if defects are found.  
**Note:** This inspection must be performed by either a crew member or qualified Field Operations personnel.
4. If any wheels are found or suspected to have defects, that piece of equipment must be set off at that location if possible, OR moved at a speed **not exceeding 10 MPH** to the nearest location where it can be set off, but only if deemed safe to move by the person making the inspection.
5. Results of the inspection must be recorded on the Crew to Crew form, noting "UTO inspection".
6. If another UTO is displayed behind a movement that has already received a UTO inspection, such movement must again be stopped immediately until full inspection can be made by a certified car inspector.

In situations where the crew has been advised by the RTC to inspect and it is further determined that the UTO was not caused by railway equipment, the RTC will advise the crew that they are relieved from performing the inspections required by the UTO policy. The crew must draw a line through any related entry on the Crew to Crew Form and enter "UTO cancelled" with the date, time and RTC initials for the UTO that was removed.

**1.0 Track Unit Operated as a Train** Error! Bookmark not defined.

- 1.1** When a track unit is operating under the direction of a conductor, it must be operated as a train in accordance with CROR.

When a track unit is operating under the direction of an operating officer or operating foreman, it may be operated and protected as either a train, or a track unit. When operated and protected as a track unit, "TRACK UNIT SPEED" MUST NOT BE EXCEEDED AT ANY TIME.

In the application of Rule 106, when a track unit is operated as a train:

- the operator of the track unit is a crew member and will perform all duties of the locomotive engineer relating to the operation of the track unit;
- the conductor, operating officer or operating foreman will perform the duties of the conductor and all other duties of the locomotive engineer not relating to the operation of the track unit;
- the conductor is responsible for all authorities and must ensure that the operator of the track unit is aware of the contents of a GBO, clearance or other authority, and arrangements for protection with foremen and other crews, before such authority or arrangements are acted upon.

**Note:** An operating foreman is a qualified foreman who has also received proper training in the CROR Rules pertaining to movements.

When a track unit is to be operated as a train, the operator of the track unit must be in possession of a valid "RQ" or "A" certificate of rules qualification. This includes contracted employees of outside companies.

- 1.2** Maximum speed for a track unit operated as a train is time table authorized speed for freight trains or maximum speed authorized for that track unit, whichever is the lesser.

At locations where Rule 40.2/840.2 is applicable, track units operated as a train must not exceed track unit speed.

Maximum speed for Sperry Cars is 40 MPH.

- 1.3** A track unit operated as a train must be equipped with all signal appliances necessary to comply with requirements of CROR.

1.4 The following track units operate signal systems reliably and must comply with signal indications when operated as a train:

- Harsco Track Technology: RMS series production rail grinders (number of assigned diesel unit will be used in train designation).
- Loram: RG series production rail grinders
- Sperry: All SRS 100 series rail bound Sperry cars.

**Note:** This excludes Sperry Hi-Rail trucks.

- Plasser: Super Cat (520637), PTS-62 (5220-02).

1.5 Other track units when operating as a train, (including Sperry units listed above WHILE TESTING) will NOT operate signal systems reliably and, if not continuously coupled to standard railway equipment, must be governed as follows:

- a) Within ABS in OCS
  - Must be authorized by clearance to “Work Between”.
  - Rules 405-439 do not apply.
- b) Within CTC
  - Must be authorized by Rule 577.
  - Rules 405-440 do not apply.

**Exception:** When a Sperry Car (while testing) is authorized by Rule 577, Rule 439 applies when a controlled signal governs operation leaving the authorized limits indicates STOP.
- c) Within Interlockings EXCEPT Railway Crossings at Grade and Drawbridges
  - Must be authorized by the provisions of Rule 577.
  - Rules 405-439 do not apply.

**Exception:** When a Sperry Car (while testing) is authorized by Rule 577, Rule 439 applies when a controlled signal governs operations leaving the authorized limits indicates STOP.
- d) Within Interlocked Railway Crossings at Grade and Drawbridges
  - STOP before passing signal governing operation into the interlocking and be governed by Rule 607, whether or not signal indicates proceed.
  - In the application of Rules 609 (a) (ii) and 610 (a) (ii), the signalman must maintain the protection against conflicting movements

until the movement has reported clear of the interlocking limits.

- In the application of Rule 611, the crew member, after opening the switch, must wait five minutes, unless a greater period is specified in special instructions and posted in the box marked “switches”, before permitting the train to proceed, and must not close the switch until the movement has cleared the interlocking limits.
- e) Over Public Crossings at Grade
    - Over an unprotected public crossing at grade: A crew member must provide manual protection of the crossing unless the way is seen to be clear. Vehicular or pedestrian traffic must be given the right of way.
    - Over a public crossing at grade equipped with automatic warning devices: A crew member must provide manual protection of the crossing unless it is known that the warning devices have been operating for at least 20 seconds or that the gates (if any) are horizontal when the crossing is reached.
  - f) Over Power-Operated Switches, Dual Control Switches and Dual Control Switch Point Derails
    - Must approach such switches prepared to stop and observe the switch points to be lined for the authorized route.
    - Must not exceed 8 MPH over such switches and must not stand on switch points while the switch is in power position.
    - Switch must be lined by the RTC, except that in the operation of a:
      - Power-Operated Switch, the RTC may give permission to have the switch operated by a qualified employee. After the track unit has cleared the switch points, the RTC must be immediately advised.
      - Dual Control Switch or Dual Control Switch Point Derail, the RTC may give permission to operate the switch in the “hand” position. After the track unit has cleared the switch points, selector lever must be restored to “Power” position and locked and the RTC immediately advised.

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**1.6** Inspection of foreign owned rail inspection and maintenance equipment

**Note:** This instruction applies whether operating as a train or a track unit.

Before operating any foreign owned rail inspection or maintenance equipment equipped with air brakes such as Sperry, Speno, Loram, Harsco Track Technology, etc., CP conductor, foreman, operating foreman or operating officer must ensure the following requirements have been complied with:

- a) A copy of “Joint Inspection of Foreign Owned Rail Inspection and Maintenance Equipment” Form JI-001, must be on board the equipment and available to CP employees for inspection. (If Form JI-001 is not available, the equipment is to be held until joint inspection is performed by, or verified by, a QUALIFIED CP employee and a responsible employee of the foreign owned equipment).

The joint inspection shall be done in intervals not to exceed 90 days, and along with an inspection of the brakes, an inspection of the running gear shall be made. Such inspection will be at the expense of the contractor as well as any associated repairs required by MS that cannot otherwise be arranged by the contractor.

Equipment must pass inspection prior to being returned to service.

- b) The responsible employee on board the foreign owned equipment must be in possession of a current copy of General Operating Instructions (GOI).
- c) For locations where Certified Car Inspectors are not on duty, the proper air brake inspections and tests must be performed by the on board employees of the foreign owned equipment, in accordance with Section 13 of the General Operating Instructions.

**1.7** Rail Grinders: Descending Certain Heavy and Mountain Grades

Production rail grinders (**RMS and RG series**) must adhere to the following when NOT actively grinding rail:

**Note:** This instruction applies whether operating as a train or a track unit.

- a) Do not exceed 10 MPH while descending the following grades:

Subdivision	Mileage		
Rossland	21.2	to	18.4
	8.2	to	9.2
Fording River	2.0	to	33.3
Byron Creek	4.2	to	11.6
Mountain	18.0	to	30.2
<i>(Connaught Track)</i>	68.4	to	87.8
<i>(North and South Track)</i>	90.3	to	104.6
Laggan	123.6	to	Field
Pecten	22.0	to	30.4
Bredenbury	0.0	to	2.6
Hamilton	60.3	to	67.0
Waterloo	7.0	to	8.0
	9.0	to	8.0
	6.2	to	4.6
Nephton	6.3	to	4.3
Windsor			
(Detroit River Tunnel)	111.5	to	113.2
	114.3	to	113.2

- b) Before descending these grades, a road manager must meet and then accompany the rail grinder to insure the contracted employees who are responsible for the operation of the rail grinder are operating safely and have performed the required daily tests.

## 2.0 Operation of Movements WITHOUT a Manned Caboose

2.1 The conductor on a movement without a manned caboose shall be stationed in the operating cab of the lead locomotive.

**Note:** Where seating will not accommodate all crew members in the leading unit, a trailing unit may be used to accommodate trainman or other employees required to ride.

A company officer or a Transport Canada Safety Inspector riding a movement will be accommodated in the lead unit.

When a road manager is evaluating a locomotive engineer trainee the locomotive engineer may be deployed to a trailing unit.

Under these circumstances, the road manager will assume the normal responsibilities of the locomotive engineer and the locomotive engineer will have his/her normal responsibilities relaxed to the extent they may be performed from the trailing unit.

2.2 Each working trainman and conductor on a movement without a manned caboose shall be provided with an operational portable two-way radio before leaving a crew change-off point.

2.3 Each Engineering Services BTMF crew, extra crew, signal crew, welding crew, Track Maintenance Supervisor, Assistant Track Maintenance Supervisor, operator, track patrol employee and other employees or group of employees, where assigned duties along the right of way where a movement without a manned caboose may be moving and where that passing movement can be observed, shall be provided with or have immediate access to an operational portable two-way radio capable of communicating with the crew of that passing movement.

## 3.0 Operation of Movements WITH a Manned Caboose and Reduced Crew

**Note:** The following instructions apply to movements that are operated with a manned caboose, and with a crew consisting of one conductor and one trainman.

### 3.1 General

a) If the rear crew member finds it necessary to vacate the caboose cupola for short periods of time, for essential reasons, while the movement is in motion, they must continue to watch for signals from employees along the track, when practicable, and must make running inspections of the movement and of the track to the rear at every reasonable opportunity.

### 3.2 Radio Requirements

- a) Movements will not leave a crew's home terminal with a reduced crew with less than four operating radios.
- b) Movements will not leave crew's away-from-home terminal with a reduced crew with less than three operating radios.
- c) While approaching every siding the locomotive engineer is responsible to ensure that radio communication is established with the rear crew member. Should there be a failure to secure an acknowledgement from the rear crew member, the movement must be stopped before passing the second consecutive siding and communication by radio, personal contact or hand signal established before proceeding.
- d) Should a radio fail en route, radios will be relocated, if necessary, to provide end-to-end communication. (A reasonable effort should be made to supply a replacement at the away-from-home terminal).
- e) Should a complete failure of the end-to-end radio system occur en route, the train may proceed, governed by the following:
  - Must not exceed 30 MPH.
  - Must exchange hand signals between front and rear of the movement at least once every 30 miles or prior to passing two consecutive sidings, whichever occurs first. This may require stopping the movement to exchange proceed hand signals.
- f) Failure of radio communication must be reported to the RTC at the first opportunity.

**4.0 High Voltage Electrical Cables**

**4.1** Always assume that any downed overhead wires are carrying electricity, and that it has energized the ground, the track, and any nearby wayside equipment (snow melters, switches, bungalows, etc.).

Immediately notify the RTC or your immediate supervisor. Advise them that an overhead wire has fallen down on the track or right of way, whether the wire is obstructing the track or not, and provide as much detailed information about the situation as possible.

If the downed wires are contacting the rail, do not detrain within the track block that may be energized, if possible. If detraining is absolutely required, follow the procedures in item 4.4.

**4.2** Installation of buried electrical cables along railway right-of-way is a common practice. These underground systems are safer than similar high voltage systems on pole lines.

Power cables are normally buried at a depth of 3 to 5 feet below the surface and 4 to 6 feet from the end of the ties. Along bridges, trestles and in tunnels, the cables are installed in ducts and commonly have orange markers installed in the vicinity (not necessarily the exact location).

Fuses and protective breakers should automatically turn off the electricity in the area if cable is cut or electrical equipment damaged, however it should never be assumed that the cables are de-energized.

**4.3** In the case of a derailment, when the equipment is known or suspected of being in the vicinity of the electrical power cables:

1	Contact the RTC immediately.
2	Stay clear of the area and keep others clear of the area.
3	Do <b>not</b> approach derailed equipment, because the underground cable or electrical equipment may be partially severed or damaged but still energized.

**4.4** If locomotives or adjacent cars have derailed in the vicinity of electrical cables then remain on the equipment if possible. This is the safest location.

If the crew must dismount due to immediate danger, or because a train carries dangerous goods, the following procedure must be followed:

1	Dismount at a location along the train where it is safe to do so.
2	Jump clear of the train and land with your two feet together.
3	Do <b>not</b> to touch the equipment and the ground at the same time.
4	While keeping both feet in contact with the ground at the same time, shuffle away from the track and away from the wire.
5	Do not stop shuffling until you are at least 50 feet clear of the track and wire.

**CAUTION: DO NOT approach or touch exposed cable or damaged electrical equipment until S & C personnel have confirmed, either directly or through the NMC, that the system has been de-energized and grounded.**