

PERMANENT WAY
NOTES

HALLADE RECORDS.

THESE NOTES ARE INTENDED FOR THE GUIDANCE OF THE STATIONMASTERS IN THE PERFORMANCE OF THEIR DUTY IN CONNECTION WITH THE PERMANENT WAY. THEY DO NOT IN ANY WAY MODIFY, SUPPLEMENT OR SUPERSERVE THE INSTRUCTIONS CONTAINED IN THE VARIOUS CIRCULARS ETC., WHICH SHOULD BE REFERRED TO IN ALL CASES.

HALLADE RECORDS SHOULD BE TAKEN AT LEAST TWICE PER YEAR ON IMPORTANT LINES & BRANCHES, AND AT LEAST ONCE PER YEAR ON MINOR BRANCH LINES, EXCEPT ON ROUTES COVERED BY EXPERIMENTAL CAR 139.

BEFORE THE END OF THE YEAR, DIVISIONAL ENGINEERS TO SUBMIT TO CHIEF ENGINEER THE PROPOSED RECORDINGS FOR THE FOLLOWING YEAR, AND, ON THE 1ST JAN., 1ST APRIL, 1ST JULY, & 1ST OCT. IN EACH YEAR, A RETURN OF HALLADE RECORDS TAKEN DURING THE PREVIOUS QUARTER (NIL RETURN WHERE APPLICABLE). RECORDS ARE TO BE FULLY WRITTEN UP, BUT NOT FORWARDED TO CHIEF ENGINEER UNLESS SPECIFICALLY REQUESTED.

RESERVATION OF COMPARTMENTS TO BE MADE THROUGH CHIEF ENGINEER, GIVING AT LEAST 2 WEEKS NOTICE.

(CIRC. K2/59060/20/1948).

WRITING-UP OF RECORDS.

1. STATION NAMES:- THE NAME OF EACH STATION OR HALT TO BE PRINTED IN BLOCK LETTERS, IN BLACK INK IMMEDIATELY BELOW THE THREE TICKS MARKING ITS POSITION IN THE LOCATION LINE (PEN NO. 1).
2. OTHER PLACE NAMES:- THE PRESENCE OF TUNNELS, WATER TROUGHS, JUNCTIONS, OR OTHER SPECIAL FEATURES WHICH MAY HAVE BEEN RECORDED, TO BE ADDED IN SCRIPT.
3. MILEAGE:- THE VALUE OF EACH MILE-POST TO BE PRINTED IMMEDIATELY BELOW THE APPROPRIATE DOUBLE TICKS IN THE LOCATION LINE, OR IN ITS APPROXIMATE POSITION IF THE MILE-POST HAS BEEN MISSED, PRINT IN BLACK INK.
4. SPEEDS:- THE SPEED TO THE NEAREST M.P.H. TO BE WRITTEN IN RED INK AT ABOUT EVERY 1/2 MILE INTERVAL THROUGHOUT THE RECORD, IMMEDIATELY ABOVE THE LOCATION-LINE, WITH THE HELP OF THE SPECIAL SCALE, OR BY MEASUREMENT & CALCULATION, (PAPER SPEED-10r2mm. PER SEC.)
5. SPEED RESTRICTIONS:- THE EXTENT AND VALUE OF ALL PERMANENT AND TEMPORARY RESTRICTIONS, CURRENTLY IN FORCE ON THE ROUTE, TO BE INDICATED BY MEANS OF DIMENSION LINES IN GREEN INK, MARKED 'P.R.S.' OR 'T.R.S.' AS THE CASE MAY BE, FOLLOWED BY THE SPEED IN M.P.H., BETWEEN THE RECORDS OF PENS NO. 2 & 3.
6. MEDIAN LINE:- A STRAIGHT LINE TO BE DRAWN THROUGH THE MIDDLE OF THE RECORD OF PEN NO. 3, (LATERAL) FROM END TO END OF THE RECORD, REPRESENTING THE POSITION OF THE PEN WHEN THE MACHINE IS AT REST ON UNCANTED TRACK.
7. CURVES:- IN PLACES WHERE THERE IS PRONOUNCED CURVATURE OF THE TRACK, WITH HEAVY CANT, FREQUENT REVERSES ETC., ADD FREEHAND SKETCH DIAGRAMS (SIMILAR TO THOSE ON THE TIMING OF TRAINS' DIAGRAMS) INDICATING THE EXTENT AND HAND OF THE CURVE, IN BLACK INK, BETWEEN PENS NO. 3 & 4. RADIUS AND CANT TO BE SHOWN.
8. HEADING:- SUFFICIENT BLANK PAPER TO BE LEFT AT THE BEGINNING OF THE RECORD TO INDICATE THE FOLLOWING DETAILS, IN BLACK INK.
 - (a). OVERALL LIMITS OF JOURNEY, & DIVISION CONCERNED.
 - (b). TRAIN EMPLOYED, & DATE OF JOURNEY.
 - (c). SKETCH PLAN OF TRAIN (ENGINE ON RIGHT), INDICATING POSITION OF RECORDER. IF THE JOURNEY EXTENDS OVER MORE THAN ONE DIVISION, THE WHOLE OF THE RECORD TO BE WRITTEN UP IN THE OFFICE FROM WHICH THE RECORD WAS MADE; THOSE PORTIONS COVERING OTHER DIVISIONS, TO BE CUT OUT AND SENT TO THE DIVISIONS CONCERNED, DUPLICATE COPIES OF THE HEADINGS BEING JOINED TO THEIR LEFTHAND ENDS. (CIRC. K2/48995. 2/10/45).
9. SINGLE LINE BRANCHES:- RECORDS ON SINGLE LINE BRANCHES TO BE RUN IN BOTH DIRECTIONS.
10. SINGLE LINE TO DOUBLE LINE JUNCTIONS, AND VICE-VERSA:- IN ORDER TO DISTINGUISH BETWEEN OSCILLATIONS OF THE MIDDLE PEN CAUSED BY THE LURCH WHEN RUNNING FROM SINGLE LINE TO DOUBLE LINE JUNCTIONS (AND VICE-VERSA), FROM THOSE CAUSED BY TRACK DEFECTS, THE CURVATURE THROUGH SUCH JUNCTIONS TO BE INDICATED BY A SUITABLE FREEHAND DIAGRAM, USING ARROWS TO INDICATE THE ROUTE TAKEN. E.G:- (CIRC. K2/55890. 22/9/47).



11. PRINTS OF RECORD:- PRINTS OF RECORDS CAN BE OBTAINED FROM CHIEF ENGINEER, BUT BEFORE FORWARDING THE NEGATIVES, DIVISIONAL ENGINEERS SHOULD TAKE WHAT INFORMATION IS REQUIRED IN ORDER TO DEAL, AT ONCE, WITH ANY TRACK IRREGULARITIES WHICH HAVE BEEN REVEALED THEREIN, AND WHICH CALL FOR SPEEDY ATTENTION, (CIRC. J2/48995. 1/5/45)
12. TRACING PAPER & CARBON ROLLS :- TRACING PAPER AND CARBON ROLLS WILL BE SUPPLIED BY CHIEF ENGINEER ON REQUEST. SPARE BRASS SPOOLS TO BE RETURNED TO CHIEF ENGINEER FOR REWINDING.
13. STORAGE FOR REFERENCE :- FOR STORAGE PURPOSES, HALLADE RECORDS IN ROLL FORM ARE NOT VERY CONVENIENT. A BETTER METHOD IS TO FOLD THEM TO AND FRO, (IN ACCORDANCE WITH THE STANDARD METHOD FOR FOLDING PLANS) IN LENGTHS OF 7" (FIRST ROLLING THE PECO IN REVERSE FROM END TO END, TO TAKE OUT THE CURL). IF THE FIRST FOLD IS MADE 14 1/2" LONG, IT WILL ACT AS A WRAPPER TO THE WHOLE RECORD, WHICH WILL GO COMFORTABLY INTO A FOOLSCAP ENVELOPE. (CIRC. K2/48822/7/8/45).
14. LOCATION OF HALLADE RECORDERS :- HALLADE RECORDERS ARE AVAILABLE FOR USE AS FOLLOWS :-

| MACHINE NO | STORED AT- | TO BE LOANED WHEN REQUIRED TO- |
|------------|-------------|--------------------------------|
| 79. | BRISTOL. | LONDON. |
| 78. | TAUNTON. | PLYMOUTH. |
| 77. | NEWPORT. | CARDIFF, NEATH, GLOUCESTER. |
| 76. | SHREWSBURY. | WOLVERHAMPTON, OSWESTRY. |
| 61. | PADDINGTON. | |

(CIRC. K2/48822/25/2/48)

N.B. TO AVOID DAMAGE TO THE MECHANISM, THE MACHINE MUST BE HANDLED WITH THE GREATEST CARE PARTICULARLY IN TRANSIT TO AND FROM THE OFFICE. IT MUST BE CARRIED BY THE HANDLES OF THE SPECIAL CARRIER PROVIDED, AND ON NO ACCOUNT MUST IT BE MOVED ABOUT ON STATION BARROWS, ETC.

15. POSITION OF MACHINE IN OPERATION:- THE MACHINE MUST BE PLACED CENTRALLY IN THE COMPARTMENT, PREFERABLY OVER THE TRAILING BOGIE, WITH THE WINDING KEY IN THE "FORE" DIRECTION, i.e. IN THE DIRECTION OF TRAVEL, AND IN A COACH AT OR NEAR MIDDLE OF TRAIN.
16. ADJUSTMENT TO MECHANISM:- THE MECHANISM MUST NOT BE ADJUSTED OR DAMPED IN ANY WAY BY DIVISIONAL STAFF, BUT SENT TO SWINDON CHIEF MECHANICAL ENGINEER'S OFFICE FOR ADJUSTMENT, AFTER FIRST OBTAINING THE CHIEF ENGINEER'S AUTHORITY.