



CANTERBURY RAILWAY SOCIETY INC.
P.O. BOX 13-039, CHRISTCHURCH, NEW ZEALAND.

Operations Group Society Procedure

Canterbury Railway Society Project Management of CRS Keys Policy CSP-113

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	Prepared(P) Reviewed(R) Amended (A)By:	Confirmed By: Technical Committee	On(Date)
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Managers Responsibility: Managers of the work groups which use this document are responsible for ensuring that only current issues are used by the work groups

This Document superseded C.R.S. Society Procedure: Nil (This is an original)

ACRONYMS AND DEFINITIONS

Active Worker – Is a Society member who is actively involved with the restoration and maintenance of equipment, or the running of the Society.

Authorised Worker – Is a Society member who has been certified by examination, training and or qualifications to carry out a particular task or job.

CRS – Canterbury Railway Society

CSP – Canterbury Railway Society Policy

General Worker - A member who has the ability to carry out tasks that are not involved with the Traffic Branch

HOD – Head of Department

1. PREAMBLE

It has come to the attention of the CRS Executive that there needs to be a policy required for the issuing of CRS keys to its members. This policy should help members be aware of those requirements.

Use of locks and keys will follow this policy and the Executive shall govern their use.

2. MAIN KEY HOLDER

A member of the Society is to be appointed by the newly elected Executive committee each year. Ideally this should be a member of the newly formed committee, however, a member need not be a member of that committee and may hold that position with the approval of the Executive.

The main key holder holds a full set of all keys used on site as masters and any spares needed for future member's needs.

The main key holder maintains a list of the names of other key holders and the number of any keys issued to them.

However, the following additional members may hold copies of all keys on CRS site for emergency purposes,

- General Manager,
- Traffic Manager,
- Site Supervisor.

1. Only Approved Keys and Locks to be Used on the CRS

Only approved locks and keys, fit for purpose are to be used to secure the premises of the CRS and its equipment. Personal locks are only to be used for acceptable personal lockers or individual's approved "one off" drawers.

It must be understood that these personal lockers or drawers must not hold CRS items and are only for storage of an individual's personal belongings.

Also, those individuals with personal lockers and drawers are to understand that the Society will not be liable for any loss of personal items stored on Society property.

Removal of unauthorised Locks will be by authorisation of the Executive to the Site Supervisor.

2. Approved areas / buildings Locked with Standard CRS "A Key" Lock

The following main buildings of the CRS are to be protected by the standard CRS "A Key" Lock

- Workshop
- Carriage Shed
- Steam Shed
- Crossing Keepers Hut
- Moorhouse Signal Box Top floor
- Ferrymead Station
- Moorhouse Workman's Hut

The following auxiliary buildings, sheds and gates are also to be fitted with the standard CRS "A Key" Lock.

- Workshop Shipping Containers 2, 6, 7, 8.
- All Road Crossing Chains
- Steam Shed outside lean-to
- Fire Fighting Lockup
- Ferrymead Station store shed
- Dangerous Goods Store
- Moorhouse 5WL Switch lock points lever
- Motor Point Crank handle boxes
- Linked in with THS Lock at Ferrymead Main Gate

3. HOD Approved Locks / Keys

The following items are to be locked with specialized locks for different HOD groups.

Steam Shed internal cupboards and stores “**Loco**” Key

- Cupboards 1, 2, 3, 4,
- Gordy’s Blue Store
- Workshop Container 1

Electric Traction Group “**ETG**” Key

- Substation Main Door
- Rotary Shed
- ABS Locks
- ETG Cupboards 1, 2, 3, 4
- ETG Containers 4, 9, 10, 11

Signals Branch “**SL, 40 or 41**” Keys

- All Signals Electrical Locations and Equipment “**40 or 41**” Key
- Moorhouse Lamp Room “**SL**” Key
- Signals containers 3, 5, 13, 14
- Signals Store Sheds 1, 2 and 3.

Track Branch “**WW**” Key

- KP Tool wagon
- KS Store wagon
- W/W Containers 1, 2
- Trolley Sheds
- FH Van

The CRS Library and Workshop office are locked by an electronic swipe card and is dealt with later. (see section 8 page 6).

4. AUTHORISED WORKERS MAY HAVE A STANDARD CRS KEY ISSUED TO THEM UNDER THE FOLLOWING GUIDELINES.

The CRS has three main types of keys available

- (a) Standard CRS Site “B” key
- (b) Standard CRS Site “A” Key
- (c) CRS Master KEY

CRS “B” Keys are for access to the Workshop only and for members with limited access requirements.

CRS “A” Keys are for general access to all CRS buildings and the items noted above as being locked with Standard CRS “A Key” Lock.

CRS “Master” Key is only to be issued to certain members of the society. i.e. members of the Executive and HOD.

A CRS site “A” or “B” key will be issued to a general member upon written request to the General Manager who will confirm the key is needed by the member and approved by the HOD (see below). The member must comply with the following requirements.

1. Completed the Induction Course and General Worker course
2. Been a member of the Society for over 3 Years (This Clause may be optional)
3. Has no conduct issues, been recommended by 3 other members and has the approval of the HOD.
4. The issuing of the Key must be of significant advantage to the Society for the member to have a Key issued to them other than just for convenience.
5. Be at least eighteen years of age.
6. OR has been appointed to the Traffic Branch for operational duties and is appointed to the following duties only
 - Engine Driver (All Types)
 - Fireman (On Recommendation of Key)
 - Guard
 - Station Master
 - Signaller
 - Director of Operations

First time trainees are not to be issued keys.

Before a member receives a CRS key, they must pay the society a fee for supplying and cutting a key. This is \$25 including GST. The member must also sign a declaration form (Misc.104) that they will not copy the key and should it be lost or damaged they will notify the Society of this event and will incur any additional costs to the society for a reissued key.

On occasions, the Executive may request a member to return all keys held by the member under terms of suspension, disciplinary action or Society Policy, to which the member must comply. If the member does not return keys as requested this will be considered a serious breach of the rules and their membership may be terminated through proper processes of the Society’s Constitution rules.

The Main Key Holder is to be vigilant to the membership list so when any member becomes inactive after 18 Months or un-financial, they are proactive in getting keys returned.

5. HOD Key Requirements

HOD Department keys are to be issued on a case by case basis by the HOD Supervisor.

HOD Supervisors are to keep spares of keys for the needs and requirements of their departments.

They must also keep records of members who hold copies of keys and the type of keys they hold so those keys can be surrendered when a member leaves the society.

6. Other Specialized Keys

The following items are locked by special padlocks / locks for Security reasons and keys are held by only authorised members of the society.

- Grey Correspondence box in the workshop.
- Members Medical File Cabinet in the Workshop office.
- Members Personal Training File in the Workshop office.
- Safe in the Workshop Office.

The Library / Archives room in the Workshop is fitted with an electronic swipe card key lock and these card keys are issued to only the following authorised members

- President
- General Manager
- Auditor
- Site supervisor
- CRS Librarian / Archivist
- Up to 2 other nominated Librarians / Archivists if required

The Library / Archive also contains two locked cupboards for storage of artefacts of value and these are locked by the CRS Librarian / Archivist with a special "Archive" key.

The Lunchroom has four locked cupboards for storage of archival committee correspondence, minutes and other documents and a key is held in the Library room for these cupboards.

9. Locomotive Ignition Keys

The following Locomotives are fitted with ignition keys to prevent misuse and provide additional security. The keys are stored in the main workshop key cupboard and have identifying tags for each locomotive.

TR 22, TR 111, TR 156, RM51, RM56,
E/E EMU, GANZ EMU, PW1

These keys are only to be accessed by authorised members.