

LONDON & NORTH WESTERN RAILWAY

TELEGRAPH RULES

AND

REGULATIONS

1906.

Sutton Coldfield

January 16th 1906



London & North Western Railway.

**ELECTRICAL AND SIGNAL
DEPARTMENT.**

RULES AND REGULATIONS

TO BE OBSERVED BY

TELEGRAPH CLERKS,

AND ALL PERSONS SENDING

RAILWAY MESSAGES,

OR ENGAGED IN

WORKING THE TELEGRAPHS

ON THE

LONDON AND NORTH WESTERN RAILWAY.

Notes about this copy of the 1906 Edition

Pages 11 and 12 were missing.

Page 11 has been reconstituted from a copy of the 1899 Edition, kindly supplied by the Railway Museum in York. Page 12 in this copy is the 1899 version, but is assumed to be identical to the missing 1906 page.

Pages 45 and 46 were missing.

The 1899 Edition does not contain the Appendix, which is dated 1906, so the contents cannot be recovered.

Note that the 1899 Edition title page is headed "TELEGRAPH DEPARTMENT" as opposed to the 1906 Edition headed "ELECTRICAL AND SIGNAL DEPARTMENT"

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EXTRACT
FROM THE
GENERAL REGULATIONS
APPLICABLE TO ALL PERSONS
IN THE SERVICE OF THE
London and North Western Railway Company.

Approved by the Board of Directors at a Meeting held on the 15th April, 1904.

1. All persons employed by the Company must devote themselves exclusively to the Company's service; they must reside at whatever places may be appointed, attend at such hours as may be required, pay prompt obedience to all persons placed in authority over them, and conform to all the Rules and Regulations of the Company. Conditions of Service.

2. The name and address of each person employed in the working of the Railway must be registered at the Station to which he is attached, or at which he is paid, and the names and addresses of all persons connected with the Traffic Department (including Fog-Signalmen) must be posted in the Station-master's Office, so that, if required in cases of emergency, the men may be readily found. Any change of address must be at once notified, in order that the record may be kept perfect. Names and addresses of servants.

3. (a) No servant is allowed to absent himself from duty, to alter his appointed hours of attendance, or to exchange duty with any other servant, without the special permission of his superior officer. In case of illness, he must immediately report the circumstance to his superior officer. Absence from, and exchange of, duty.
Illness

(b) No Station-master must be absent without leave from the Superintendent, except from illness, in which case he must immediately inform the Superintendent, and take care that some competent person is entrusted with his duties. Leave of absence of Station-master.
Illness.

Uniform—
wearing and
care of.

Property of
the Company
not to be ap-
propriated to
any servant's
own use.

Conduct of
servants.

Public safety
of first
importance.

Security for
faithful
service.

Provident
Societies.

Refreshment
rooms—
entering
without
special
permission
forbidden.

Gratuities
not to be
accepted.

Trading
forbidden.

Misconduct
punishable.

4. Every servant receiving uniform must, when on duty, appear in it clean and neat, with the number and badge perfect; and if any article provided by the Company be damaged by improper use, it must be made good by the servant using it. No servant is allowed to appropriate to his own use any article the property of the Company.

5. All servants must be prompt, civil, and obliging. They must afford every proper facility for the business to be performed, be careful to give correct information, and when asked, give their names or numbers without hesitation.

6. The safety of the public must, under all circumstances, be the chief care of the servants of the Company.

7. All persons holding situations of trust will be required to find security for their faithful services, the amount and conditions of which security will be stated upon appointment.

8. Superannuation, Provident, and Pension Societies have been established or authorised by the Company, which the servants are required to join in accordance with the Regulations.

9. No servant, when on duty or in uniform, is allowed to enter a Station Refreshment-room, or any other Refreshment-room under the control of the Company, except by permission of the Station-master, or person in charge of the Station.

10. No gratuity is allowed to be taken from passengers, or other persons, by any servant of the Company.

11. No servant of the Company is allowed to trade, either directly or indirectly, for himself or others.

12. The Company reserve the right to punish any servant by immediate dismissal, or suspension from duty, for intoxication, disobedience of orders, negligence, or misconduct, or for being absent from duty without leave, and no servant shall be entitled to claim any wages for any time during which he shall be suspended or absent from duty for any cause.

13. No servant is allowed to leave the Company's service without giving the notice required by the terms of his engagement. Leaving service—notice requisite.

14. When a person leaves the service he must immediately deliver up his uniform and all other articles belonging to the Company. Any money that may be due for wages to any person leaving the service will not be paid until the clothing, book of rules, lamps, flags, tools, detonators, and all other articles the property of the Company, which may have been supplied to him, and of which he cannot give a satisfactory account, shall have been delivered up in accordance with the Company's Regulations. If not delivered up, or if any article be missing, or be damaged by improper use, the cost of such article, or of the repair of such damage, shall be a debt due from the man to the Company, and may be deducted from any pay then due, or, if such pay be found insufficient to meet the claim, will become a debt recoverable at law. On leaving service, uniform and all property of the Company to be returned.

15. The Company reserve the right to deduct from the pay of a servant, who is a tenant of the Company, any sums due for rent. Rent.

16. All testimonials and letters of recommendation, except such as are addressed to the Company, or their officers, will, if required, be returned by the Company at the time the person whom they concern leaves the service. Testimonials and letters of recommendation.

18. If any servant lose his copy of the Rules and Regulations, Time Table, Appendix, or other document of which the Regulations require that he should be in possession, he must immediately obtain another copy from his superior officer. Lost copies of Regulations, &c., to be replaced.

19. Every servant must assist in carrying out the Rules and Regulations, and immediately report to his superior officer any infringement thereof, or any occurrence which may come under his notice, affecting the safe and proper working of the traffic. Servants to assist in carrying out Regulations.

Travelling
without pass
or ticket
forbidden.
Riding on
engine or in
break-van
without
special
authority
forbidden.

20. (a) No person must be allowed to travel on the Railway, unless provided with a proper ticket or free pass; and no officer or servant of the Company must be allowed, unless in the execution of his duty, to ride on the engine, or in the break-van, or in any vehicle in which luggage or parcels are conveyed, without written or printed permission from a properly authorised officer of the Company.

Persons not
to travel by
goods train
without
special
authority.

(b) Except persons provided with proper tickets travelling in charge of Live Stock, no person, other than a servant of the Company in the execution of his duty, must be allowed to travel by a Goods train, either with pass or ticket, without special authority from a properly authorised officer.

Luggage left
by passengers
not to be
taken charge
of by
servants.

21. The Company's servants must not take charge of luggage or other articles left at the Station for the convenience of passengers. All such luggage or articles must be deposited in the Cloak Room in the regular manner.

Unclaimed
luggage, &c.

22. All unclaimed or lost luggage, money, or other property, found in the carriages, at the Stations, or upon the Line, must be immediately delivered to the person in charge of the Station at or nearest to the place where the article has been found, and be dealt with by him in accordance with the Company's instructions upon the subject.

Getting
between
vehicles to
couple or
uncouple
them.

23. (a) All servants must exercise proper care in getting between vehicles for the purpose of coupling or uncoupling them, and Shunting Poles or Sticks must be used when practicable.

Porters
meeting
trains at
Stations.

(b) When a train is entering a Station, Porters must stand a few yards apart, a short distance from the edge of the platform, until the train has stopped, when they must attend to the compartments which are opposite to them, irrespective of class.

(c) No servant must jump on to the steps or footboards, or run alongside, of trains entering Stations. Not to jump on to steps or footboards of trains.

24. (a) The servants of the Company, more especially those engaged in the working of trains and in shunting and other similar operations, must not expose themselves to danger; and all are requested to prevent, as far as they possibly can, such exposure on the part of their fellow-servants, and to spare no opportunity of warning those who neglect to take proper care. Servants not to expose themselves to danger.

(b) Reckless exposure of himself or others to danger, on the part of any servant of the Company, will be treated as an offence against the Company's Regulations, and punished accordingly.

25. (a) No person, other than a servant of the Company in the execution of his duty, must be allowed to be, or walk, upon the Railway, unless provided with written or printed permission to do so, signed by a properly authorised officer of the Company. Trespassing.

(b) Any person trespassing must be requested to leave the Company's premises, and, on complying, must be warned not to go or pass thereon again. If such person refuse to quit, he must be requested to give his name and address, which must be handed to the nearest Station-master, or other superior officer, with a report of the circumstances. In the event of the offender refusing his name and address, he must be detained and given in charge of the Police.

26. The Company's servants must not walk upon the Line, except when it is necessary for them to do so in the execution of their duty. Company's servants trespassing.

Should any servant think himself aggrieved at any time, he may memorialize the Board; but in such case the memorial must be sent through the head of his department. Servants may memorialize the Board.

EXTRACTS from the 16 and 17 Victoria, cap. 203, and the 18 and 19 Victoria, cap. 123, the provisions of which Acts of Parliament, as quoted below, are applicable to telegraphs the property of the Postmaster-General.

16 & 17 *Vict.*, cap. 203.

LXXVI. If any person shall wilfully remove, destroy, damage, or obstruct the working of any electric telegraph, which shall or may have been lawfully erected, or any wire, standard, apparatus, or other part of any such telegraph, or any works, connected therewith, he shall be guilty of a misdemeanour.

LXXVII. And with respect to the offenders whose names and residences are not known, be it enacted, that any officer or servant of the Company [read here and elsewhere for the words "the Company" the words "the Postmaster-General"], or any constable or servant of any railway company along or near to whose railway any electric telegraph, or any of the apparatus thereof, or any part thereof, respectively, shall or may be erected or placed, or any other constable, and all persons called by any such officer, servant or constable as aforesaid to his assistance, shall or may seize or detain any person who shall or may in the presence of such officer have wilfully broken, injured, or obstructed the working of any electric telegraph of or belonging to the Company, or any of the wires, standards, instruments, apparatus, or other parts of any such electric telegraph, and whose name and residence shall be unknown to such officer, servant, or constable, and shall or may convey such offender, with all convenient speed before some Justice without any warrant or other authority than this Act, and such Justice shall proceed with all convenient speed to the hearing and determining of the complaint against such offender.

EXTRACT FROM 24 & 25 VICTORIA, CAP. 97.

An Act to consolidate and amend the Statute Law of England and Ireland, relating to Malicious Injuries to Property. (6th August, 1861).

37. INJURIES TO ELECTRIC OR MAGNETIC TELEGRAPHS.—Whosoever shall unlawfully and maliciously cut, break, throw down, destroy, injure, or remove any battery, machinery, wire, cable, post, or other matter or thing whatsoever, being part of

or being used or employed on or about any electric or magnetic telegraph, or in the working thereof, or shall unlawfully and maliciously prevent or obstruct in any manner whatsoever the sending, conveyance, or delivery of any communication by any such telegraph, shall be guilty of a misdemeanour, and being convicted thereof shall be liable, at the discretion of the Court, to be imprisoned for any term not exceeding two years, with or without hard labour. Provided that if it shall appear to any Justice, on the examination of any person charged with any offence against this section, that it is not expedient to the ends of justice that the same should be prosecuted by indictment, the Justice may proceed summarily to hear and determine the same, and the offender shall, on conviction thereof, at the discretion of the Justice, either be committed to the Common Gaol or House of Correction, there to be imprisoned only, or to be imprisoned and kept to hard labour, for any term not exceeding Three Months, or else shall forfeit and pay such sum of money not exceeding Ten Pounds as to the Justice shall seem meet.

38. ATTEMPT TO INJURE SUCH TELEGRAPHS.—Whosoever shall unlawfully and maliciously, by any overt act, attempt to commit any of the offences in the last preceding section mentioned, shall, on conviction thereof before a Justice of the Peace, at the discretion of the Justice, either be committed to the Common Gaol or House of Correction, there to be imprisoned only, or to be imprisoned and kept to hard labour, for any term not exceeding Three Months, or else shall forfeit and pay such sum of money not exceeding Ten Pounds as to the Justice shall seem meet.

London and North Western Railway.

TELEGRAPH DEPARTMENT.

RULES AND REGULATIONS,

1st OCTOBER, 1899.

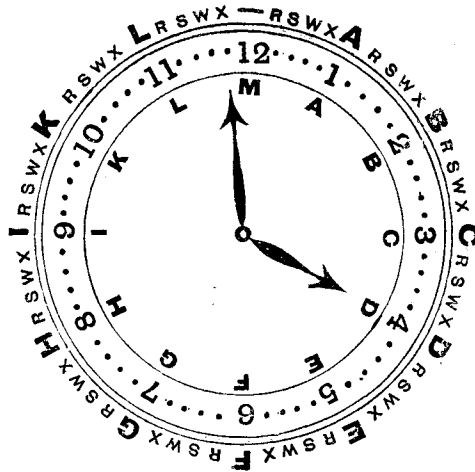
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SINGLE NEEDLE ALPHABET.

A	B	C	D	•	•	N	O	P	Q
\ /	/ \ \	/ \ /	/ \			/ \	/ / /	\ / \ /	/ / \ /
E	F	G				R	S	T	
\	\ \ /	/ \ /				\ / \	\ \ \	/	
H		I				U	V		
\ \ \		/ \				\ \ /	\ \ \ /		
J		K				W	X		
\ \ \ /		/ \ /				\ \ /	/ \ \ /		
L		M				Y	Z		
\ \ \		/ \				/ \ \	/ \ \		

CODE TIME.

1. The **Code** for the time a message is handed in for transmission is obtained by the letters **A** to **M** (not including **J**), and the letters **R S W X** for the four intermediate minutes between each period of five minutes, which can readily be ascertained from the diagram below:—



The letters **inside** the circle represent the hour, and those **outside** the circle the minutes past the hour.

To find any Code Time.—First, take the letter for the hour, which will be the one exactly opposite, or immediately behind, the small pointer; then, the letter for the **periods of five minutes** past the hour, which can be found in a similar manner from the large pointer; adding one of the letters (**R S W** or **X**) for the minute between the period of five minutes, according to the exact position of the large pointer.

The Diagram shews 3.59; Code time **CLX**

4.0	o'clock	would be	D
4.3	"	"	DW
4.9	"	"	DAX
9.45	"	"	II
12.0	"	"	M

2. The "Time Code" is only to be used for signalling the code time of messages.

Use of Code
Time.

TIME CURRENT.

- Euston time to be signalled. 3. (a) The correct time must be signalled from Euston daily (*except Sundays*) at 10.0 a.m., and transmitted throughout the system.
- Transmission (b) Every Transmitting Station must take great care to signal the time forward.
- Holding over. (c) At one minute before 10 o'clock the word "time" must be signalled, then the needle held over to **E**, or key depressed, and at 10.0 a.m., the word "**TEN**" signalled thus:— **/ \ /**
- Local circuits (d) Signal Boxes, not on through circuits, will get the time in a similar manner from the nearest Transmitting Station.
- Signal by bell (e) Signal Boxes and Offices, not possessing Single Needle Speaking Instruments, will get the time signalled on the Block or Telephone bell, 18 strokes, thus:—8—5—5, as per Block Instructions.

JOINT CIRCUITS.

4. For rules of working, &c. on the above see appendix.
- Only those **Prefixes** and **Affixes** contained in the appendix must be used on Joint Circuits.
- Any message received at point of interchange bearing a prefix which is not shown in appendix must be altered to the nearest equivalent prefix in order of precedence, before sending forward.

PREFIXES AND AFFIXES TO BE USED ON L. & N. W. CIRCUITS.

5. (a) The following Prefixes indicate the order of precedence and description of the Messages to be signalled.

* **DM** Danger Message.

* **XDM** Transmitted ditto.

The prefix **DM**, which must be used only in cases of accident or to prevent the same, takes precedence over all others, and will immediately stop any communication, whether "middle" or otherwise.

NOTE—Any irregular use of the **DM** prefix, or negligence in carrying out the regulation with regard to same, will be severely dealt with.

* **CM** Chairman's Message.

* **XCM** Transmitted ditto.

The prefix **CM** may also be used for urgent messages from the General Manager, Secretary, or other Chief Officer, and the replies thereto.

* **TAQ** Message re correction of Train Advice
or inquiry as to the running of Trains
See Rule 38 (b).

* **MT** Train Advice.

* **DS** Telegraph Engineering Message.

* **DX** Transmitted ditto.

The prefix **DS** to be used only when there is an absolute necessity for occupying the wire in connection with testing, changing wires, any engineering operations, Linemen's reports, or reports re faults.

* **SZM** Weather Message.

* **XZM** Transmitted ditto.

* **RQ** Repetition required.

* **XRQ** Transmitted ditto.

* **RP** Repeated Message.

* **RPX** Transmitted ditto.

NOTE—A message bearing the prefix **RP** must be repeated back to the Sending Station, and the copies endorsed "Repeated."

* **TAD** Urgent Message concerning Train
in Motion. Relief of Enginemen
and Breaksmen, and ordering
Enginemen out later, &c.

* **XTAD** Transmitted ditto.

The prefix **TAD** may be used for **TAS** messages that have suffered 15 minutes delay, or such as are not likely to attain their object with the **TAS** prefix, but must only be used by those persons working the Telegraph.

* **TADS** Postal Paid Message (lost luggage, &c.) referring to **Train in Motion**.

* **TADX** Transmitted ditto.

NOTE—The **S**, or **X**, only to be written on the form.

* **LOS** Urgent Luncheon or Omnibus order, and Hotel Accommodation.

* **XLOS** Transmitted do.

The prefix **LOS** must be used only for messages bearing **LO** as the original prefix, when there is a less margin than 45 minutes before the train arrives at the point to which the message refers, then the prefix **LO** must be altered to **LOS** either by the forwarding or transmitting station, but must only be used by those persons working the telegraph.

LO Luncheon or Omnibus Order, and Hotel Accommodation.

XLO Transmitted ditto.

TAS Special Message concerning Train in Motion. Relief of Enginemen and Breaksmen, and ordering Enginemen out later, &c.

TAX Transmitted ditto.

NOTE—The prefix **TAS** may be used in special cases, but only by those persons working the telegraph.

‡ **SP** Special Railway Message.

‡ **XP** Transmitted ditto.

SP and **XP** may also be used as the prefix of messages on the urgent business of the Electrical and Signal Department.

‡ **SPX** Excursion Ticket Message.

‡ **SPR** Ordinary Railway Message with one hour's delay.

‡ **XPR** Transmitted ditto.

‡ **SPF** Special Railway Message for transmission over Postal wires.

- ‡ **XPF** Transmitted ditto.
- ‡ **SU** Postal Telegraph Urgent Service Message.
- ‡ **SG** Postal Telegraph Service Message.
- ‡ **S** Postal Paid Received Message.
- ‡ **X** „ „ Transmitted „
- ‡ **SRP** „ „ Received „ to which a reply has been prepaid.
- ‡ **XRP** Postal Paid Transmitted Message to which a reply has been prepaid.
- ‡ **SA** Postal Free Pass Received Message.
- ‡ **XA** „ „ „ Transmitted „
- ‡ **SARP** „ „ „ Received „ to which a reply has been prepaid.
- ‡ **XARP** Postal Free Pass Transmitted Message to which a reply has been prepaid.

All prefixes marked ‡ rank together as regards priority and the messages must take precedence according to code time, except in the case of a **Postal Service Message** containing instructions with regard to a message following, which must always be transmitted forward in advance of the message it refers to, and messages prefixed **SU** must have priority over **SG's**.

DB Ordinary Railway Message.

DL Transmitted ditto.

DBF Ordinary Railway Message for transmission over Postal wires.

DLF Transmitted ditto.

DBW Waggon and Sheet Return.

DLW Transmitted ditto.

DBR Carriage Return.

DLR Transmitted ditto.

NOTE.—All prefixes marked * **can** break “batch” but must not retain the circuit for “batch.” It must be clearly understood that any message so prefixed (whether the circuit is taken with it or not), must be terminated with **SN NN**, and on receipt of **RD** precedence must again be coded for if challenged. In case a message bearing one of such prefixes is sent in the middle of a batch it must be terminated with **SQ** and the batch proceeded with.

LO and **TAS** although they will not break “batch” **cannot** retain the circuit for “batch,” but must be terminated and acknowledged as stated in the preceding note ; the remark therein with regard to **SQ** also applies in this case.

All other prefixes which do not break “batch” can retain the circuit for “batch.”

Every care and attention must be given to the whole of the prefixes, as any disregard to the order of precedence may lead to serious results.

(b) TQ	Put me through.	} Switch Signals.
IQ	Direct line engaged.	
ZQ	Direct line free.	
HM	How many.	
ZM	Weather.	
LQ	(Wait) To attend Counter, stop call on another Circuit, or Signaller to attend Block Instrument, when in middle.	
MQ	(Wait) Engaged at another Instrument.	
KQ	Call when ready, or, am now ready.	
UQ	Go to other Instrument.	
BTH	Are you prepared to work Batch.	} (Duplex Working.)
BTHX	Yes—Have a Batch for you.	
GGX	Go on, Batch working.	
G	Go on. (Simplex Working.)	
II	End of Addresses.	
FI	Figures begin.	
FF	Figures end.	
GQ	Begin a New Line.	
RR	Inverted Commas “ ”	
LL	<u>Underline.</u>	
KK	Parenthesis ()	
III	Full Stop .	
SSS	Stroke / (oblique bar of division).	
MMM	Dash, or Hyphen — (horizontal bar of division).	
MM	Fraction following whole number.	
SQ	End of Message or Train Advice, another to follow.	
SQZ	End of Section in Duplex Batch working.	
SN	End of Message or Train Advice, nothing to follow.	
RD	Acknowledgment of Message, or Train Advice.	
NN	End of Batch.	
YQ	Middle of Batch.	
T	Word understood, proceed with next.	
E	Word not understood—repeat.	
IZ	Service Instructions.	

FIGURES, PUNCTUATIONS, &c.

6. The following is the method of signalling figures:—

The letters **FI** must be signalled, then each figure transmitted in full as a word. When the transmission of the figures is completed the signal **FF** (figures finished) must be sent. The signals **FI** and **FF** are not to be written or counted.

The signal **FI** must be sent immediately before, and the signal **FF** immediately after, each set of figures in a telegram (except as provided hereafter in the case of groups), and it must be understood that when these signals are not given the numbers are to be written in words.

The following is an example:—

“Wagon 98765.” This must be signalled as “Wagon **FI** 98765 **FF**.”

“Your 260 of the 26th” must be sent as “Your **FI** 260 **FF** of the **FI** 26 **FF** th.”

Whole numbers followed by a fraction are to be separated, the whole number from the fraction by the letters **MM** in the following way:— $20\frac{3}{4}$ = 20 **MM** 3 **MMM** 4.

When groups of figures occur in a telegram, for example:—10673. 41986. 72145 it is not necessary to signal **FI** and **FF** between each group, but only the full stop.

When the letter **L** or symbol **£** denoting “pounds” precedes a group of figures, the signal **FI** must be given before that letter, and not between it and the figures, *e.g.*, £14.9.6:—**FI** £14.9.6 **FF**. (It will not be necessary in this case to signal a full stop after £.)

For example:—c/o must be signalled **C SSS O** or 2/456 as **FI** two **SSS** four five six **FF**

Counting of
signs.

7. (a) Each figure, stroke, dash, £, or abbreviation, must be counted as one word, wherever they may occur in a message.

Counting of
finals.

(b) The finals “s,” “st,” “nd,” “rd,” or “th,” when written after any figure, or set of figures, must be counted as one word each, and signalled after **FF**.

Numbers
written.

(c) Pence from twopence to elevenpence, or numbers such as twelve, fourteen, &c., when written in words, must be counted as one word each.

Full stop
after initial
letters.

(d) After each initial letter the full stop signal (**\\ \\ **), must be given and shewn on the received copy, but not counted.

(e) All initial letters such as **A B C** &c., must be Initial letters counted as one word each.

(f) **A.M.** and **P.M.** count as one word each.

(g) **&c.** must be signalled **etc.** and counted as one word.

(h) A word or phrase, underlined, written within inverted commas, or parenthesis, must be counted and signalled as follows:—

Manchester **LL** Manchester **LL**

“London” **RR** London **RR**

(Liverpool) **KK** Liverpool **KK**

These signals to be given at the beginning and end of the Word or Sentence to be so marked, and are to be counted as one word each, *e.g.*, “paid on”=3 words, very urgent=3 words, (private)=2 words.

Counting and signalling of underline, inverted commas, or parenthesis.

(i) The number of words, figures, and symbols, contained in every telegram handed in for transmission, from the sender's name, or name of the sending station, to the end of the text (except the words “From” and “To” in the addresses, full stops and hyphens), must be carefully counted and the total inserted in the place provided on the form. Each word and figure is to be counted as one, and combinations of words forming the names of places, persons, etc., must be counted according to the number of words of which they are composed as per the following examples:—

Counting names of persons, places, etc.

“Kingston-on-Thames”	...	to be counted as 3 words.
“Stratford-on-Avon”	“ ” 3 “ ”
“West Drayton and Yiewsley”	“ ” 4 “ ”
“Smith-Barry”	“ ” 2 “ ”

Names such as O'Neil, MacDonald, etc., are to be counted as one word.

Such well known compound words as Station-master, Non-delivery, etc., which are usually written as one word must be so counted by the Telegraph Clerk, and when not joined together by the sender the Telegraph Clerk must do so and signal the expression as one word, but “to pay” and “to hand” must be counted as two words in each case.

ABBREVIATIONS IN MESSAGES.

Foreign lines
excluded.

8. (a) The L. & N. W. Letter Code of abbreviations must only be signalled to stations on this Company's system and such Joint Lines as are maintained by this Company.

Abbreviation
codes to be
used.

(b) These abbreviations are intended for general use by all persons sending messages.

(c) Any disregard of the code must be reported.

Re Messages, either on the Single Needle Speaking, Sounder, or Telephone Instrument.

Distinct
writing.

9. (a) All messages, either "Forwarded," "Transmitted," or "Received," must be written out clearly and distinctly; every word in full, and the abbreviation codes in block letters, thus:—**NBA TYB** but in the case of "Received" messages each abbreviation must be written on a separate line, at the left hand side of the form, except special instructions to the contrary are given.

Block letters.

Initial
letters.

(b) All initial letters must also be written in block letters, thus:—**A. B. C.** &c.

Regulation
form.

(c) Each "Forwarded" message must be written out on the regulation "Forwarded" form, and all "Transmitted" or "Received," on the regulation "Received" form.

Message to
be written.

(d) All communications with regard to the testing of wires must be written on a message form, and signalled in the ordinary course, but any station may ask another to send signals, for the purpose of enabling Simplex, or Duplex, apparatus to be regulated, without sending a message, taking the circuit with **DS** if necessary, and the station so requested must give the matter **immediate** attention.

Exception
when
regulating
apparatus.

Use of wires
and
instruments.

10. (a) The Wires, and Instruments, of the Company, must not be used for any other purpose than the signalling of trains, or transmission of messages on the business of the Company, or Postal messages enquiring after lost luggage, &c.

Reporting
of irregular
communi-
cations.

(b) Clerks noticing communications passing on any other business must report the matter, enclosing a copy of such communication, together with the name of the Station from, and to, if possible.

(c) All cases of misuse of the wires which may come under the following heads must be reported.

Communications sent by wire which could have been made by "Urgent Train Message" system, or by ordinary train letter.

Telegrams in which the Telegraphic Code is not properly and fully applied, and which otherwise contain unnecessary words.

Telegrams asking for replies, late returns, etc.

Telegrams bearing prefixes which the text does not justify.

11. No message (either "Forwarded" or "Received") is to be refused, but if considered irregular, or not written out on the regulation form, or not worded concisely, or not initialled or signed by a duly authorised person, or signed "per pro," the same must be reported, and a copy of such message attached. Messages not to be refused.

12. Immediately upon a message being handed in it must be coded, prefixed, and counted, and if the date has not already been filled in the same must be inserted. A number must then be taken from the Check Sheet and placed on the right-hand corner of the message form in the space provided, which number (or group of numbers) when taken from the Check Sheet, besides being ticked, must be initialled by the Clerk; the periodical check must be further initialled by the person whose duty it is to make the same. Coding, prefixing, and numbering.
Check sheet, clerk to initial.

13. If a message is handed in already prefixed, particular care must be exercised to see that the prefix is not irregular; if considered to be so it must be corrected, and the matter reported. Irregular prefixes.

14. Messages on the Company's service, of special import, the repetition of which may be desired by the sender as a precaution against error, must be prefixed **RP** and repeated back from Station to Station. Repetition of important messages.

15. Any instructions, or directions, which it may be necessary to send as to the delivery, &c., of a message, must be written at the foot of the message form, and signalled after the message, but must be preceded by **IZ**. See Rule 29 (e). Signalling of instructions re delivery, &c.

16. All messages handed in without a prefix must be made **DB**, unless the Clerk in Charge in the exercise of his discretion considers the message should bear a superior prefix. Superior prefix.

Timing. 17. (a) All messages must be timed and initialled by the Sending Clerk, immediately after transmission.

Delay. (b) Any delay or irregularity must be explained on the back of the message form, special care being taken to make a note of any **MQ** and **KQ** together with the times. (No remark must be made on the face except as laid down in Rule 5 (a) and 29 (c), re **RP** and **IZ**).

MQ and KQ. Recording (c) Any Station giving **MQ**, must enter it, and the time, on the slip provided for the purpose, together with the prefix and code of message offered; the time **KQ** is given must also be recorded.

Message papers, &c., preservation of. 18. The message papers and train slips, of each day, must be carefully, and neatly, tied in a bundle, and preserved at each station for a period of two years, in order that they may be referred to if required.

Reporting of excessive delay. 19. The Clerk in Charge, or Check Clerk, whose duty it is to scrutinise all messages after their transmission, must note any excessive delay or irregularity in the diary, which must be reported.

RE SIGNALLING OF MESSAGES AND TRAINS.

The importance of an undeviating and uniform system renders it imperative and necessary that the following Rules be strictly adhered to.

Violent working to be avoided. 20. Violent working must always be avoided; violence makes no difference to the signals, but damages the instruments.

Assistance to minor stations. 21. Telegraph Clerks must give every facility to those Stations at which no Special Telegraph Clerk is employed.

22. Particular care must be taken to see that a circuit is disengaged before commencing to use it, by giving E, as serious delays may be caused by one station interrupting another when transmitting a message. Should the instrument appear disengaged from the needle being still, while the receiver of a message may be writing a word, and an unintentional interruption occur, the station sending must say "Middle" and no further interruption must be caused unless the Station requiring the circuit has a **DM** (Danger Message), in which case he will take possession of the circuit by his prefix. Should the message passing be also a danger message, "**DM** Middle" must be given, and the stations in possession of the circuit must be allowed to finish the passing message without further interruption.

Preventing interruption when circuit engaged.

23. (a) **To call a Station**:—Indicate the Station required by the code call denoting that Station, until it is repeated by the Station called.

Gaining attention.

(b) Upon the Station who has been called repeating the code call, the code call of the Station which called must be given immediately, and acknowledged by repetition on the part of the Station called, then the prefix must be offered at once.

Answering call.

(c) All these movements must be made with steadiness and regularity.

Steady calling.

(d) A Message, or Train Advice, must be considered to have commenced when the attention of a Station is obtained and code calls exchanged. Any other Station interrupting at this stage, except it is with a **DM** message, must be reported.

Stations middle when Signals exchanged.

(e) All calls must be attended to with the least possible delay.

Prompt attention.

(f) It is important that Clerks, and Signalmen, should do their utmost to carry out this rule, as the amount of time occupied in calling causes considerable unnecessary use of the circuit.

Importance of prompt attention.

Example:—An office with 10 Instruments and the calling on each circuit averaging $2\frac{1}{2}$ minutes per hour, means 10 hours in 24, or practically the duty of one clerk. It will readily be seen, that if the attention is prompt, less delay to the work generally will result.

Prevent delay generally.

Reporting of
inattention.

(g) All cases of calling 5 minutes or more, must be reported.

Calling for
long periods.

(h)—When a Station is unable to obtain the prompt attention of another, he must not call continuously for a longer period than ten minutes, if the wire is required by another Station, unless the message is of exceptional importance, but must call at convenient intervals, it being better to delay one message than the whole work of the circuit.

Coding for
circuit.

(i) If, when a Station (A) has commenced calling a Station (B), another Station on the circuit (C) should also have a message, C must stop the call and give the code of his message, or prefix if not an ordinary message. If thereupon, A finds that C has a prior code or prefix, he must give up possession of the circuit to C. If, however, A's code or prefix be prior to, or the same as, that of C, he must signal it, and proceed to call B without further remark.

Danger
message to be
taken at once
“Wait”
Signal for
ordinary
messages.

24. (a) When a Station is called and a **DM** message offered, it must be taken at once. If not a **DM** the Clerk may, provided he is engaged at another instrument, give **MQ**, but as soon as he is disengaged the Station to whom **MQ** has been given must be called, and **KQ** offered.

Expiration of
allotted time.

(b) Should a Station who has given **MQ**, not **KQ** within ten minutes, he must be called again.

Code time to
be signalled.

Acknowledg-
ment of
code time.

(c) A Station receiving **MQ** must send the code time of his message, in order that the Station giving **MQ** may be in a position to take the circuit in code turn. The latter must acknowledge the receipt of code time with the Signal **RD**

Signal prefix.

25. In transmitting the message the prefix must first be signalled denoting the nature of the communication, whether **DB**, **SP**, &c., and must then be proceeded with in the following order:—

Code time.

(a) Code time.

Number of
words.

(b) Number of words contained in the message including addresses.

(c) Name and address of Sender (it is not necessary to signal the word "from" in the address of messages). Address of sender.

(d) **To**:—followed by Name of Addressee, and his address. Address of receiver.

NOTE.—The "**Station**" **from**, and **to**, must always be signalled in **full**; Code calls must not be used, except in **DS** Testing Messages.

(e) **||** showing the completion of the addresses. End of addresses.

(f) Then the message itself. Message.

26. The termination of each word must be indicated by a pause. Pause after each word.

27. Words having a similarity on the Instrument must be signalled with great care. Careful signalling.

Specimen of Message, and counting.

1 Smith	3 Jones	Specimen of Message and the counting of same.									
2 Manchester	4 Euston										
 											
5 TY	6 <u>London</u>	7 twelve	8 forty	9 five	10 pm	11 2	12 8	13 th	14 instant	15	
<div style="display: flex; justify-content: space-between;"> 16 with 17 papers 18 re 19 "Brown" 20 </div>											
21 XAA	22 A.	23 C.	24 2	25 6	26 /	27 2	28 4	29 keep	30 him	31 (Forbes—	32
<div style="display: flex; justify-content: space-between;"> 33 Robertson) 34 quiet </div>											

34 Words to be signalled.

Messages
with one
hour's delay.

28. It being found that very considerable delays occasionally occur in the transmission of **DB** (Ordinary) Messages in consequence of a continuous pressure of **SP** (Special) Messages, the Clerks in Charge of Telegraph Offices are hereby authorised and instructed to limit such delays, under such circumstances, in future to one hour, by altering the prefix as per following example:—A **DB** originating at Euston at one o'clock, code **A**, may reach Rugby at 1.15. Should its further transmission be retarded for the period of one hour, viz., to 2.15, the Clerk in Charge at Rugby will thereupon alter the prefix to **SPR** (or **XPR**) and the message will at once take rank with other **SP** messages.

Prefix to be
altered.

RECEIVED MESSAGES:

Number of
copies.

29. (a) Two, or more, copies of all messages are necessary.

Particulars
to be shown

(b) All copies must bear the following information; prefix, code time, number of words, time received, code call of station from, and initials of person who received the message; also the date and name of station.

Counting
number of
words
received.

(c) The object of counting the words in a message is to check the correctness of its transmission, the Receiving Clerk must therefore always count them, and should they not agree with the number signalled, he must inform the Sending Station how many received, the latter must then count, and if it is found that the number given by the Receiving Station is correct must signal 17 **RD**, (or whatever the number may be), not simply **RD**. If there is a discrepancy, the first letter of each word must be repeated by the Sending Station until the error is detected; **FI** and **FF** must be used in the case of figures, in the same manner as employed when sending the message. Should a doubt arise as to the correctness of a word, the Receiving Clerk must stop the communication (except when working duplex) and say "after," then repeat the word preceding the one required.

Clerk to time
and initial.

(d) Every message must be timed and initialled at the finish of its transmission by the clerk who actually receives it.

(e) Any instructions, or directions, as to the delivery, &c., of a message, will be preceded by the signal **IZ**, and must be written on the Office copy only (at the foot), and included in the counting of the total number of words, except in the case of Paid messages to, and from, Non Postal Stations, Rule 40 (c). the signal **IZ** simply indicating where the message ends, and where the instructions begin; the signal **SQ**, or **SN**, as the case may be, indicating the final termination of the message.

Signalling of instructions re delivery, &c.

30. Every message must be numbered before being sent out for delivery, and the numbering dealt with as per Rule 12.

Numbering before delivery.

31. (a) All messages must be delivered immediately on receipt, if possible. The person to whom the message is delivered must initial or sign the Office copy, and fill in the time of delivery.

Prompt delivery.

(b) When a message cannot be delivered owing to the Office, &c., being closed, or any other cause, a "Despatch Note" must be left at the place where it is most likely to be noticed, and the message copies taken back to the Telegraph Office. The office copy must be endorsed as to where the "Despatch Note" was left, together with the time.

Despatch note to be left when unable to deliver.

(c) In case a message is received for a Travelling Inspector, or any other person, who has gone to another station, it must be transmitted forward to the destination of the person to whom it is addressed, when known.

Messages for Travelling Inspectors, &c.

(d) When any such message cannot be delivered, within a reasonable time, owing to the whereabouts of the person to whom it is addressed not being known, the station of origin must be advised by wire of the non-delivery. Clerks must use their discretion as to the length of time before sending the advice, according to the importance of the message.

Advising station of origin as to nondelivery.

METHOD OF SIGNALLING MESSAGES.

SIMPLEX BATCH WORKING.

32. (a) The system of code time is necessary for priority, but messages should be sent in batches.

Time limit
for batch.

(b) A batch must not exceed 15 minutes each way (or 30 minutes for the whole), except when in the middle of a message at the expiration of 15 minutes, in which case the batch must be terminated on the completion of the message.

Commence-
ment of
batch.

(c) Station A having gained possession of the circuit, and attention of Station B, must, on receiving **T** or **G**, commence sending the batch, giving **SQ** at the end of each message until the time (15 minutes) has expired, when the last message must be terminated with **SN**.

Return
batch.

(d) Station B will then send a batch for 15 minutes, in a similar manner, but terminating with **SN NN** indicating completion of batch. In case Station B has no message to send, **RD NN** must be given, the circuit can then be coded for precedence.

Counting
and acknow-
ledging.

(e) Each message must be counted, if necessary corrected, and acknowledged on completion.

Breaking
batch.

(f) If Stations, when in the middle of a batch, are challenged with a prefix which breaks batch, the circuit must be given up.

(g) Prefixes which break batch cannot retain the circuit for batch working, but such messages must be terminated with **SN NN**. A message bearing one of such prefixes, however, may be sent in a batch provided the circuit is not taken with it, and should in that case be terminated with **SQ** thus forming part of the batch.

(h) If the "Receiver" is not capable of taking **G** (go on) the message must be sent "understand," **T** or **E** being given after each word as the case may be, and the sending regulated to the capacity of the "Reader."

Special
"Wait"
signal.

33. (a) A Clerk, or Signaller, having occasion to leave the circuit when in "middle," in order to stop a call on another circuit, attend counter, or Block Instruments, &c., must give **LQ**, but must resume working with the Station to whom **LQ** has been given with the least possible delay, and denote his return to the instrument with the signal **KQ**.

(b) In the event of any station interrupting when “in middle” other than with a **DM** message, the signal **YQ** must be given, signifying that the circuit is engaged, and the interrupting station must desist immediately. Interruptions when middle.

(c) The Station who has received **LQ** must retain the circuit, if challenged, by giving the signals **YQ LQ**, except in the case of **DM**, until the Station who gave **LQ** is ready to proceed. Retention of circuit.

DUPLEX BATCH WORKING.

34. (a) Station A having gained possession of the circuit and attention of Station B, must offer the signal **BTH** to ascertain whether Station B is in a position to work Duplex, and on receipt of reply signal **BTHX** the signal **GGX** must be given by each station and Duplex working proceeded with. Method of procedure.

(b) Stations must, before commencing to work Duplex, make quite sure from the Galvanometer that the balance is perfect, and if not must adjust the Rheostat, otherwise the signals will not be readable. Perfect balance.

(c) Great care must be taken with regard to making the signals firm and clear, as this is most essential to ensure good working. Clear signalling.

(d) The batch must not exceed 30 minutes, unless in the middle of a message, or messages, at the expiration of that period, then **SN NN** must be given at the end of same; when the messages have been acknowledged Stations may code for precedence. Time limit.

(e) When more than 5 messages to forward they must be sent in sections of 5, **SQ** being given after the 1st, 2nd, 3rd, and 4th, but **SQZ** after the 5th, then cease sending, indicating that any corrections necessary must be made and the 5 messages acknowledged. End of section.

(f) Each message as it is received must be given a number apart from the Check Sheet number, commencing with No. 1 for each batch, or section of batch. Numbering

(g) Each message must be counted during the time of writing. Counting

Corrections.

(h) Any corrections required must be made as follows, in **first** after 17, upon the completion of that, in **second** after **TCA**, &c.; when the corrections are completed, or if there are none to be made, the number of messages received must be given followed with **RD** thus:—**five RD**, the batch must then be proceeded with as before.

Expiration of batch.

(i) It must be clearly understood that when each Station has sent the whole of his messages, or the limited time for the batch has expired, the last message must be terminated with **SN NN** indicating that the batch is finished.

Pause between each message.

(j) A reasonable pause must be made between each message to enable the Receiving Clerk to change carbonic, &c.

Breaking batch.

(k) If Stations when working Duplex are challenged, at the end of a section, with a prefix which breaks batch the circuit must be given up.

TRAIN SIGNALLING.

Trains not to be signalled until entered on sheet.
Telegraph clerks not to enter.

35. (a) No train must be telegraphed from a Station until the time of its departure has been duly entered on the Train Sheet by the person appointed to that duty. All entries must be made in **ink**. In no case is the time to be entered by the Telegraph Clerk, except Received or Transmitted Train Advices, or when specially authorised by the Head of this Department.

Exception.

(b) At Signal Boxes the Telegraph Clerk may enter the times of departure of trains on the Train Sheet, from the dictation of the Signaller, but such times must be repeated back by the Clerk to the Signaller in each case, to ensure correctness; Telegraph Clerks must also render all assistance in their power to the Traffic Department. This does not apply to any entries in connection with Block working.

Signalling trains in full.

(c) The times of departure of all Trains must be signalled in full, both as regards the description and load, thus:—

MT Channel Island goods at four forty five.

„ Forty One at four twenty with sixteen.

„ Fifty at six o'clock with twenty and half.

(d) The order of precedence in obtaining the circuit for a Train Advice is the code time at which the train left or passed, but **MT^s** may be disposed of in batches as follows :—Station A having obtained the attention of Station B may signal all the trains he has for B; if Station B has any Train Advices for Station A the circuit may be retained by Station B until all the Train Signalling to A is completed, except when challenged with **DM**

(e) When a Station has more than one Train to signal, **SQ** must be given between each and **SN** after the last one, but **RD** (acknowledgment) must be given at the end of each by the Receiving Station. The return Train Advices must be terminated with **SN NN**; if none to send **RD NN** must be given, as in Simplex Batch working.

36. In the case of Transmitted Train Advices the word “from” must always be used by the Transmitting Station, for instance :—

Stafford transmitting a Crewe departure must signal :—

MT From Crewe twenty at ten twenty.

Or Rugby transmitting a Nuneaton departure :—

MT From Nuneaton forty at four five, &c., &c.

NOTE.—The names of Stations must be signalled in full, code calls must not be used.

37. All **Received, or Transmitted** Train Advices, must be carefully entered on the slips, and sheets, provided for that purpose, immediately on receipt. A slip must be kept near, or on, all train signalling circuits ready for use.

38. (a) A Train Advice when once telegraphed must not be altered, except by message, unless the error be detected before the clerks have left the circuit.

(b) Trains not signalled may be inquired after without a written message, possession of the circuit being obtained with the prefix **TAQ** which ranks prior to **MT** as regards precedence, but **all other communications** must be written out on a message form and signalled in the regular course.

Trains not
signalled.
inquiry for.

(c) If a Train, which has not been signalled, be inquired after by Station A, the Clerk at Station B must immediately report the inquiry to the Traffic Department, and have the columns of the Train Sheet filled up by the Train Reporter. All such inquiries must be reported by the Station making the inquiry.

Latest
information
to be given.

(d) In the case of transmitted Train Advices the latest information possessed must be given.

Inattention
to call.

39. In all cases where a Call with a Train Advice is not answered in two minutes, the Sending Station must proceed to call the next place to whom the train has to be signalled, and so on; after which, again call the Station passed over. Such inattention must be entered in the diary and reported.

Reporting of
inattention.

PAID MESSAGES RE LOST LUGGAGE, &c.

Prefix.

40. (a) It is imperative that the authorised prefix for these messages should be used, viz., **S** or **X**. See special prefix **TADS**

Signalling.

(b) All such messages to and from Non-Postal Stations must be signalled by the rules laid down for the signalling of Railway messages, and not by the Post Office Rules, but must be counted, and charged for, in accordance with the Manager's Circular on the subject.

Signalling
station of
origin.

(c) In case the name of the Station from is not written in the address, it must be signalled after the message as per Rule 29 (c), in order to shew where the message originated; when the reply to a message has been prepaid, the words "Reply Paid" must be signalled in a similar manner, and written on both copies of the message, but in such instances the word, or words, must not be counted nor charged for. When the name of the Station from is written in the address it must be counted and charged for.

POSTAL MESSAGES.

41. (a) At stations where Postal Telegraph business is undertaken, clerks must make themselves well acquainted with the Postal Regulations. Postal regulations, acquaintance with.

(b) The clerk whose signature is held for the Postal Cash will be considered responsible for its safe custody and correctness. Postal cash.

(c) When handing over the stamps and cash balance from one clerk to another, the clerk handing over must make an entry in the diary of the exact amount in cash and stamps, and sign the same; the clerk taking over, after satisfying himself that the amount is correct, must countersign the entry. Handing over of stamps and cash balance.

(d) Any excess, or deficiency, must be fully explained in the diary, and when amounting to one shilling or over must be reported. Excesses or deficiencies.

(e) The following Post Office Rule with regard to the senders affixing the stamps to the messages must be carried out whenever practicable:— Senders affixing stamps to messages.

“All charges for transmission and for portorage, &c., must
 “be prepaid by means of postage stamps, and the senders
 “must be requested to themselves affix the stamps.
 “When a message written on a form A. 1 is handed in,
 “the clerk must ascertain whether the whole charge is
 “covered by the embossed stamp, and if not, the sender
 “of the message must add the stamps necessary to make
 “up the charge.”

MISCELLANEOUS RULES.

42. Strict secrecy must be observed by the persons engaged in this Department, and on no account are any matters relating to the business of the Company, or the Postmaster General, to be divulged. **Strangers, any of the Electrical and Signal Department Staff off duty, or Persons engaged in** Secrecy to be observed.
Admittance to instrument room.

Exception. other Departments, must not be admitted to the Instrument Room, except for the purpose of reporting the departure of trains at those Stations where there is no other provision; and where the Instruments are fixed in the Cloak Room or other Joint Office, and then only so far as their duties call them.

Block instru-
ments, etc.,
not to be
interfered
with.

43. **Telegraph Clerks stationed at Signal Boxes are absolutely prohibited from interfering with the Block Instruments, or the Points and Signal Levers, in the Box.**

Passengers'
luggage not
to be inter-
fered with.

44. **Persons employed in the Electrical and Signal Department are absolutely prohibited from interfering, in any way, with Passengers' luggage.**

Interfering
with
apparatus,
&c.

45. No person must touch any of the mechanism of the apparatus, or interfere with the wires, or use the earth wire, or disconnect any wire from a terminal, without the special authority of the Head of this Department, or of some authorised member of the Engineering Staff, except as provided by Rule 48 (a).

Instrument
handles,
care of.

46. The greatest care must be taken that the handle of each instrument is left in a vertical position when not in use, otherwise the circuit will be interrupted.

Battery
cupboards,
exclusive use
of.

47. (a) The Cupboards provided for the batteries **must** be used exclusively for that purpose, and Linemen must report all cases where this rule is not strictly complied with.

(b) All Battery Cupboards or Rooms must be kept locked.

Interruptions
Testing
Instrument,
&c.

48. (a) On first noticing a fault on any circuit it is the duty of the Clerk in Charge to immediately test his instrument, examine the connections and wires in his office, also wires about the station. This only applies to stations where Regular Telegraph Clerks are employed and then only in the absence of the Lineman.

(b) Interruptions of long duration have occurred which might have been immediately remedied had the instrument been tested, or the connections examined, the defect being either in the instrument or connecting wires.

(c) Every interruption of communication must be reported, by the terminal stations, to the District Officer and Lineman named on the Interruption Card, by wire if possible; the latter must advise the District Officer in each case that he is attending to the fault, and report immediately by wire when rectified. If a circuit which is interrupted terminates at a Signal Box, or on a Foreign Line, the nearest station at which this Company has a Telegraph Clerk must carry out the foregoing.

Reporting of interruptions.

(d) A record must be kept in the diary of all defects in the apparatus or batteries; dates of fixing and removal of same, and all interruptions of communications.

Record of defects.

49. When visiting a Telegraph Office or Signal Box, the Lineman, or Assistant Lineman, must obtain the signature of the Telegraph Clerk or Signaller, together with the time, on the proper form; in addition, when visiting a Signal Box, the Lineman or Assistant Lineman, must, on his arrival, sign and insert the time in the Train Register, immediately following the last entry, and again after finishing work.

Signing of lineman's time sheets.

Linemen signing train register.

50. (a) At stations where there are more than two clerks, a list of duties, showing the time each clerk should arrive and leave duty, together with meal hours, if any, must be made out in the time book.

Duty list.

(b) At stations where there are only one or two clerks, the duties and time must be entered in the diary.

(c) The **actual time** at which each clerk arrives, and leaves the office, must be duly entered in the time book or diary.

Time of arrival on duty to be recorded.

(d) No clerk must leave duty until he is relieved, or before the time appointed for the closing of the office, and he must make his successor acquainted with any information that may be necessary to facilitate the business.

Leaving duty

(e) No clerk is allowed to alter his appointed hours of attendance, or exchange duty with any other clerk, without the special permission of his Superior Officer.

Alteration of hours of duty

List of
residences.

51. A list of the clerks', and messengers', residences must be hung on the notice board in the office, so that they may be found if required in cases of emergency.

Absences and
relief.

52. In the absence of the Clerk in Charge from sickness or any other cause, his duties must be performed by the Deputy Clerk in Charge, or failing him by a Relief Clerk, but if no Relief Clerk at liberty the Senior Clerk is to take charge.

Special leave.

53. (a) At those stations where there are more than three clerks, the Clerk in Charge may use his discretion with regard to liberating any of the staff, an hour or so before the appointed time, when they require to leave duty for any particularly urgent purpose, but the matter must be afterwards reported. If the liberation of the clerk necessitates overtime being incurred he must not be allowed leave without permission from the Head Office.

Responsi-
bility of Clerk
in Charge.

(b) It must be clearly understood that the Clerk in Charge is responsible for the efficient working of the office, and that his instructions must be implicitly carried out by the staff.

The terms "Engineering Staff," and "Engineering Operations," wherever they appear in this Rule Book, refer to the Electrical and Signal Department only.

FREDERICK HARRISON,

General Manager.

A. M. THOMPSON,

Electrical Engineer—

Signal and Telegraph Superintendent.

ELECTRICAL AND SIGNAL DEPT.,

CREWE,

1st February, 1906.

This cancels Rule Book dated October, 1899.

APPENDIX.

INSTRUCTIONS
RELATING TO THE
TRANSMISSION OF TELEGRAMS
ON JOINT CIRCUITS.

To come into operation on FEBRUARY 1st, 1906.

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Prefixes.

1. The following prefixes will indicate the order of precedence and character of the intelligence they are intended to convey :—

ORDER OF PRECEDENCE.

(1.) **DM Danger Message.**

To be used only in cases of accident, or to prevent accident. This prefix is to take precedence of, and immediately stop at any stage, all other messages engaging the wires.

(2.) **MT Train advice.**

(3.) **DS (Transmitted DX)—Telegraph Engineering Message.**

Telegrams relating to Telegraph Engineering matters, to be used only when absolutely necessary, in case of a fault actually existing or in case of breakdown of the Telegraphs on the line.

(4.) **RQ Repetition Required.**

(5.) **TAS (Transmitted TAX)—Train Message.**

This prefix refers to the running of Special trains, Ordinary trains out of course, Tail-boards, Trainmen's relief messages, and other important matters strictly relating to trains in motion.

(6.) **SP (Transmitted XP)—Special Railway Message—For urgent communications only.**

(7.) **SU Urgent Postal Service Message.**

(8.) **SG (Transmitted XG) Railway Telegraph and Postal Service Message.**

S (Transmitted X) Postal Paid Message.

SRP (Transmitted XRP)—Postal Reply Paid Message.

(9.) **SA (Transmitted XA)—Postal Free Pass Message.**

SARP (Transmitted XARP)—Postal Free Pass Message—Reply Franked.

(10.) **DB** (Transmitted **DL**)—Ordinary Railway Message.

Every attention and care must be given to the foregoing prefixes, and they must not be misapplied, as any disregard of the order of precedence may be productive of serious results. This rule is to be particularly noted.

Affixes.

2 **G**—Go on.

The signal **G** may be given by expert Telegraph Operators to denote to the Sending Operator that he can proceed with a message without waiting for the “Understand” or “Not Understand” signal after each word. (See Rule 9).

T—Understand.

E—Not understand.

II—End of Address.

III—Full Stop.—(To be signalled but not counted).

FI—Commence Figures.

FF—Finish Figures.

The following is the method of signalling figures :—

The letters **FI** must be signalled, then each figure transmitted in full as a word. When the transmission of the figures is completed the signal **FF** (figures finished) must be sent. The signals **FI** and **FF** are not to be written or counted.

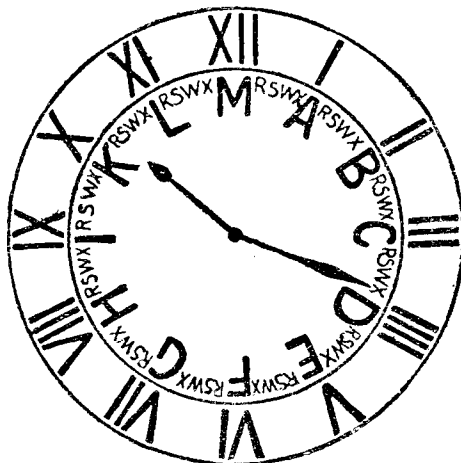
The signal **FI** must be sent immediately before, and the signal **FF** immediately after, each set of figures in a telegram (except as provided hereafter in the case of groups), and it must be understood that when these signals are not given the numbers are to be written in words.

The following is an example :—

“Wagon 98765.” This must be signalled as “Wagon **FI** 98765 **FF**”.

“Your 260 of the 26th” must be sent as “Your **FI** 260 **FF** of the **FI** 26 **FF** th”.

The Order of Code Timing.



4. A code showing the time a message is handed in for transmission, is obtained by marking the letters from **A** to **M** (excluding **J**) opposite the hours (as per diagram); and the letters **RSWX** opposite the intervening four minutes. The code consists of one, two, or three letters. The first the hour, the second the minutes past the hour up to the last completed five minutes, and the third the exact minute; thus a message received at 6.30 would be **FF**, one at 8.12 would be **HBS**, and one at 10.19 would be **KCX**.

5. Any alteration of the code time for the purpose of facilitating the despatch of a message out of turn, or the giving of a false code to obtain or keep possession of the circuit, is strictly forbidden.

Instructions for Signalling.

6. To CALL A STATION.—Give the call signal denoting the station required until it is answered.

The call signal denoting the station calling is then to be given.

This must be returned.

These movements must be made with steadiness and regularity.

A message is to be regarded as commenced when the prefix has been signalled and acknowledged by the “understand” (**T**) or **G** signal being given by the receiver.

In transmitting a message, the prefix must first be signalled, denoting the nature of the communication, whether **SP**, **DB**, etc., and must then be proceeded with in the following order:—

- (a) Code Time.
- (b) Number of words contained in the telegram including the addresses.
- (c) Name (when given) and address of sender. (The word “from” to be omitted in signalling the address).
- (d) “To” followed by the name of the addressee (when given) and his address. The station from and to must always be signalled in full.
- (e) **II** denoting the completion of the address.
- (f) The text to the telegram.
- (g) On completion of the telegram the signal **SN** is to be given, except when there is another message to follow when the sending station will give **SQ** and the prefix.
- (h) Each message signalled must be acknowledged by the receiver returning **RD** except as provided for in Rule 10.
- (i) The termination of each word must be indicated by a pause.

7. The Operator having received a telegram must hold the needle over until he has counted the number of words. Should they correspond with the number signalled the Receiving Operator will give **RD**. If, however, the number of words is wrong the Sending Operator must be requested to repeat the message beginning with the sender's name, but it will not be necessary to repeat each word in full, but simply the initial letter of each word. If the number of words is found to be incorrect the number signalled must be crossed out and the correct number inserted in the space provided.

8. Should a doubt arise as to the correctness of a word the Receiving Operator must stop the communication and say “after—,” repeating the word preceding that required.

9. The receiving station will return **E** for “*not* understand,” and **T** for “understand”; if “*not* understand” is given the word is to be repeated. The Receiving Operator must be careful not to return the Signal **T** (understand) or **E** (*not* understand) until the sending station pauses, to show the word is completed. Expert Operators are allowed to send and receive messages without the above acknowledgments *see* Rule 2), but when a message is completed the signal **SN** or **SQ** must be given as per Rule 6.

10. Where the batch or clearing out system is in operation it will not be necessary for the Receiving Operator to give **RD** after the completion of each message, but after holding over until he has counted the words and found them correct, he will give **G** (Go on) or **T** (Understand) for the next message, and the signal **G** or **T** will be accepted by the Sending Operator as an acknowledgment of the telegram previously signalled.

11. The number of words in a telegram (immediately after the code time) must be sent in the following manner:—

10	one nought or ten
25	two five.
136	one three six.

12. In cases where initial or separate capital letters have to be signalled a full stop must be signalled after each letter, for instance:—

The phrase “Bag marked H.G.F.” must be signalled—Bag marked

H \ \ \ **G** \ \ \ **F** \ \ \

13. Great care must be taken in signalling words which have a similarity on the instrument, such as “Monday” and “To-day,” etc., and also in signalling figures and amounts expressed in figures or words. These expressions should be signalled in a slower and more marked manner than other portions of the telegram. In signalling the numbers of trucks, etc., a full stop must be made between the number of each truck in order to prevent a continuous and unintelligible group of figures.

14. Unauthorised conversation on the circuits is strictly prohibited.

15. An Operator must not answer any call except his own.

16. Particular care must be taken to see that a circuit is disengaged before commencing to use it by giving **E**, as serious delays may be caused by one station interrupting another when transmitting a message. Should the instrument appear disengaged, from the needle being still, while the receiver of a message may be writing a word, and an unintentional interruption occur, the station sending must say "Middle," and no further interruption must be caused unless the station requiring the circuit has a **DM** (Danger Message), in which case he will take possession of the circuit by his prefix. Should the message passing be also a Danger Message, "**DM** Middle" must be given, and the stations in possession of the circuit must be allowed to finish the passing message without further interruption.

17. Should any operator persist in arguing, and not at once relinquish a circuit to a station having a prior prefix or code, or being "Middle" the dispute must not be continued, but possession of the circuit must be given up, and the offending station reported. An operator having a message when the circuit is occupied by calling should hold the needle over and then give his prefix and code time, when, should his message bear a prior prefix or code time to the station calling, he will take possession of the circuit, but otherwise the station first having possession of the circuit will retain it.

18. An operator must not answer his call and then cut out the station calling with an **MT** signal or telegram of prior prefix or code, but must in the first place challenge the circuit with the communication he may have to despatch.

19. An operator having given **MQ** to another station must not offer any communication (except **DM**, **MT**, or **TAS**) to that station without first giving the **KQ** signal.

20. When a station is called, the operator must reply immediately, and if engaged at the time at another instrument, or with other duties, must see which station is calling, and with what prefix, in case it should be a **DM** message, which must be taken at once; if not **MQ** (Wait), is to be given; and as soon as the Operator is disengaged, he must call the station and take the message, unless it is of inferior code or prefix to any he may have on hand. Should a station, after giving **MQ**, not **KQ** within ten minutes, the station must be called again. Stations at which Telegraph Operators are employed are to be reported if called five minutes or more. **MQ** (Wait) must not be given to **DM** messages, nor to any message if it can possibly be avoided.

21. An operator, when unable to obtain the prompt attention of another, must not call continuously for a longer period than ten minutes, if the wire is required by another station; but must call at convenient intervals, it being better to delay one message than the whole work of the circuit.

22. Telegraph Operators must always exercise patience, and give every facility to stations at which regular Telegraph Operators are not employed, and the sending must be steady and distinct.

23. When a Receiving Operator does not understand any word that is signalled on the Sounder, he should give **UD** and repeat the previous word, and in cases where an error has occurred the key must be held down for a short time, and the word repeated.

Treatment of Telegrams and Instructions as to General Working.

24. The wires must only be used for telegrams on the business of the Company, or Railway Clearing House telegrams on Railway business, unless such telegrams are prepaid, or franked by means of a postal message pass.

25. All telegrams must be clearly written on the proper form, be worded as briefly as possible consistent with being intelligible, and must bear the signature of a person authorised to sign telegrams.

26. Communications of an urgent nature, but not of sufficient importance to warrant the use of the wires, should be forwarded by the Sender by means of the "Urgent Train Message" system. Full instructions on the subject appear on the Urgent Train Message Form.

27. Clerks or Operators in Charge, and others having charge of the instruments, must call special attention to all cases of misuse of the wires which may come under the following heads:—

- (1) Communications sent by wire which should have been made by "Urgent Train Message" system, or by ordinary train letter.
- (2) Telegrams in which the Telegraphic Code is not properly and fully applied, and which otherwise contain unnecessary words.
- (3) Telegrams asking for replies, late returns, etc.
- (4) Telegrams bearing prefixes which the text does not justify.
- (5) Telegrams which do not appear to be on the business of the Company.

In all cases of this nature a report must be sent accompanied by a copy of the telegram to the Superintendent.

28. Immediately a telegram is handed in, the Code time (*see* Rule 4) and number of words must be inserted, and also the date if this has not already been done.

29. In the case of a telegram handed in without a prefix, in the absence of instructions from the sender, the ordinary prefix **DB** or **DL** (*see* Rule 1), must be inserted unless the Clerk or Operator in Charge, in the exercise of his discretion, considers that it should bear a more important prefix.

30. Any telegram handed in after the office to which it is addressed is closed must be sent to the nearest transmitting office and retained there until the office of destination is open, except where special arrangements have been made for it to be otherwise disposed of.

31. All messages must be dealt with in the order of prefix, and code time, and any delay that takes place must be fully accounted for by notes on the back of the form. All messages must be timed and initialled by the sending and receiving operators immediately after transmission, the number of the instrument or name of the circuit received or sent on likewise being inserted.

32. In cases where an operator is unable to effect the despatch of a telegram without undue delay he must call the attention of the Clerk or Operator in Charge to it in order that the latter may take what steps may be necessary to expedite its transmission. This does not, however, relieve the Clerk or Operator in Charge of the responsibility of carefully checking the general work which he must do from time to time to see that heavy delays are not taking place.

33. (a) On no account must an operator refuse a telegram when offered on the wire by another station, but if the transmission is not regular the station receiving the telegram must dispose of it by the best means possible. In the case of an irregular transmission a copy of the telegram must be sent to the Superintendent.

(b) When it is not possible to dispose of a telegram by wire in the ordinary course, owing to special circumstances, it must be forwarded by the best possible means.

34. Operators and others dealing with messages are forbidden to make any alteration in, or strike out any portion of, a telegram. If any portion of a telegram is unreadable they must obtain a correct rendering of it from the sender as quickly as possible.

35. Operators receiving messages must write the same in a neat and legible manner so that the persons who have to read them may be able to do so readily and without risk of error.

36. All forwarded, received, and transmitted telegrams must be carefully checked at intervals of half-an-hour when the work will permit, but under no circumstances must the interval exceed one hour. It is of the utmost importance that this rule should be strictly observed in order that any irregularities may be discovered.

Received Telegrams.

37. Two copies (or more as required) must be taken of all received telegrams by means of carbonic paper. Operators and others receiving telegrams must see that each copy is quite clear and legible.

38. Telegrams must bear the following information:—Prefix, Code Time, number of Words, Station received from, and number of Instrument or name of Circuit, Time received and initial of Receiving Operator. Operators must be careful to show time received as A.M. or P.M., as the case may be.

39. Immediately a telegram is received the operator must, when the text of the telegram denotes that it is of exceptional importance, call the attention of the Clerk or Operator in Charge of the office to it, who will then exercise his discretion as to special steps being taken for its prompt delivery.

40. It will be the duty of the Clerk or Operator in Charge to see that the telegrams are promptly and regularly collected and delivered with all possible speed.

41. Signatures and the times of delivery must be obtained from the persons to whom telegrams are delivered.

42. In cases when it is not possible to effect the delivery of a telegram, the office of origin must be advised by Service telegram of the non-delivery if necessary.

Postal Message Business.

43. At stations where public message business is transacted on behalf of the Postmaster-General, all persons who are required to deal with such business must be careful to act in accordance with the Instructions issued by the Post Office.

44. Each station dealing with public telegrams is supplied with copies of the Instructions relating to Inland and Foreign Telegrams respectively, the current issue of the Post Office Guide, and a list of Telegraph Offices comprised in the Postal Union. At handing-over stations a Post Office Code Book is also provided.

45. Post Office Circulars are supplied weekly to each station dealing with public messages, containing information as to alterations of tariff, offices, etc., and the office books must be corrected therefrom immediately upon receipt of the Circular.

46. In preparing the daily docket it is important that the telegrams forwarded, handed over, transmitted and received, should be properly classified, and the particulars entered on the docket and compared with the message forms, and also with the entries on the message slips, in order to see that there may be no omission or irregularity. When no postal message has been forwarded, transmitted, or received, the daily docket must still be rendered, the word "Nil" being entered in the space provided for the number of messages.

47. The daily returns of public message business must be forwarded to the Post Office not later than the morning following the day to which they relate, and the forms, etc., must be enclosed in a canvas pouch provided by the Post Office for the purpose. Any delay on the part of the Post Office officials in returning the pouches to the station must be reported to the Superintendent.

48. An account must be rendered of the number of public telegrams dealt with during the month, not later than the second of the month following that to which the account relates. At stations which are open for the collection of telegrams only, or for their receipt and delivery on the station premises, Form No. 50 must be used. Great care must be exercised in preparing the monthly accounts, and Clerks or Operators in Charge and others dealing with them must see that the correct particulars are given.

49. When a free pass is affixed to a postal message it must be properly filled up and stamped with the office stamp. The pass must be gummed to the back of the form, not pinned.

50. Press messages must not be accepted, and in the event of any being tendered at a Railway Telegraph Office, the sender must be referred to the nearest Postal Telegraph Office.

51. On each occasion that the Post Office petty cash and stamps are handed over by one operator to another a signature must be obtained in the Diary. At large Telegraph Offices where it may be necessary for the Clerk or Operator in Charge to distribute the cash to one or more operators, he must obtain a signature for the same.

52. All forwarded, received and transmitted postal telegrams must be carefully checked at intervals of half-an-hour when the work will permit, but under no circumstances must the interval exceed one hour. It is of the utmost importance that this Rule should be strictly observed, so that any irregularities may be discovered.

53. The blank "C" forms and envelopes used in connection with the Postal Message business must not, under any circumstances, be supplied to any person.

54. Information respecting the transmission of postal telegrams must not be given to the public, but persons making inquiries are to be referred to the Secretary of the General Post Office.

General Instructions.

55. Strict secrecy must be observed by those under whose notice Telegraphic information is brought. Message papers, etc., must not be left about, but must be filed and preserved.

56. No unauthorised person must be allowed access to the instruments.

57. A diary must be kept at each station where Telegraph Operators are employed, in which must be recorded daily the state of the signals on the various circuits calling in at the office, the state of the weather, Greenwich time (see Rule 71), and a record of any irregularities that may occur, such as inattention at any station, irregular and obstructive working, etc. Any defect in the apparatus must likewise be noted in the diary for reference.