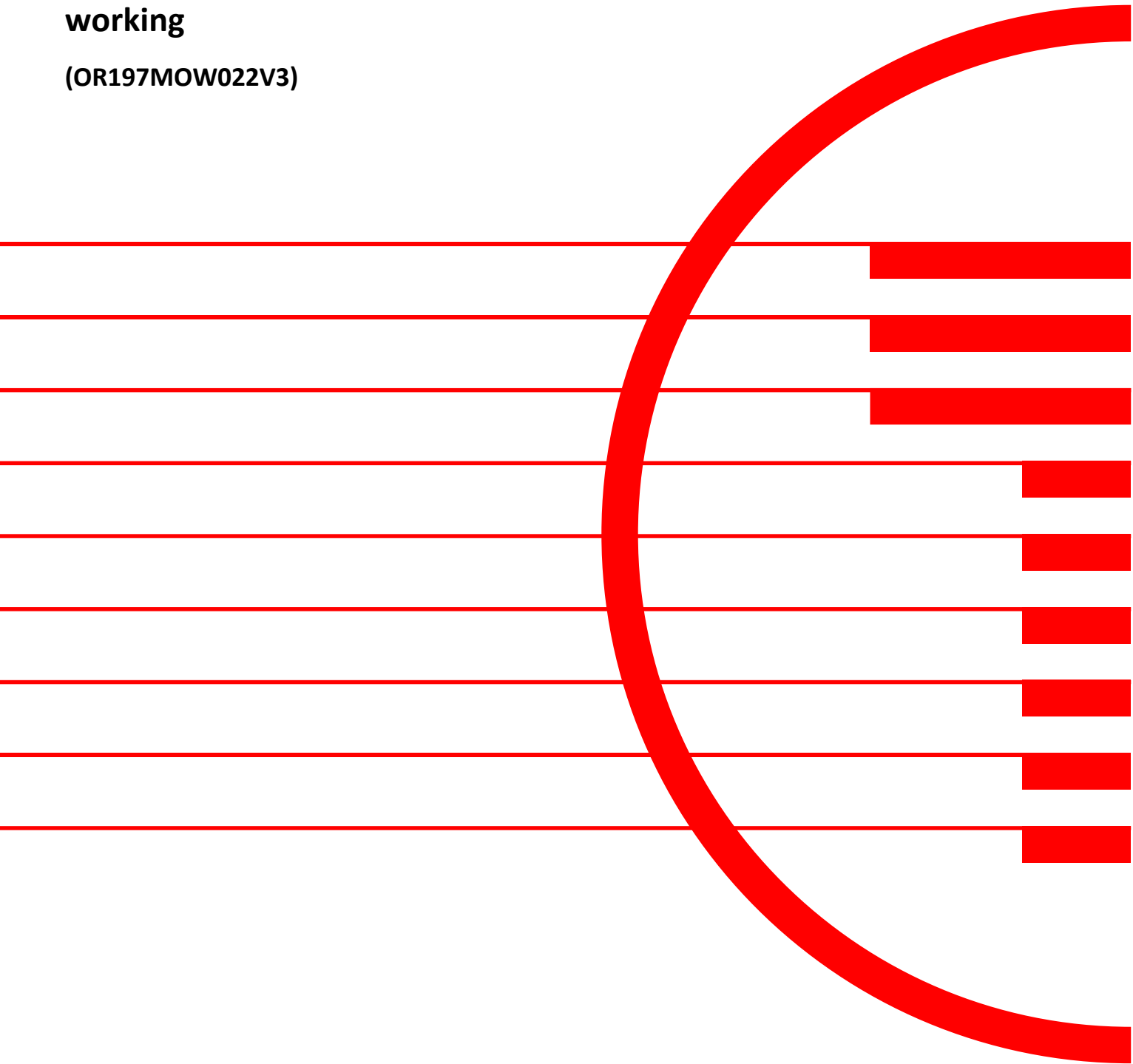


Transport for Wales, Rail Limited

Class 197 – Swansea attach/detach Method of working

(OR197MOW022V3)



Operations Readiness: *Leading Operational Change*

1. Control and Amendment History

	Name	Date:
Document Authors – Standards Integration Manager	Lukas Siko	11/03/2025
Document Approval – Head of Ops Readiness	Andrew Gazzard	11/03/2025

Issue Number	Revision Details	Date
1	First version published	28.11.2024
2	Updated changed highlighted with black line next to text Pics included in section 7	13/12/2024
3	Document updated with process for unplanned/non-diagrammed coupling/uncoupling or in the event of a standby driver not present Pics updated for new Attach and Detach boards	11/03/2025

2. Introduction

This brief is designed to assist traincrew by outlining the method of work for the attaching and detaching of Class 197 trains in Swansea station.

It also outlines the duties for the driver, train managers and station staff during the attach/detach process at Swansea station.

Drivers should follow the specific coupling/uncoupling method of work for Class 197 during the attach/detach process as described in **OR197DTM002V3_APPC Class 197 Coupling MoW** and **OR197DTM002V3_APPD Class 197 Uncoupling MoW**.

3. Definitions

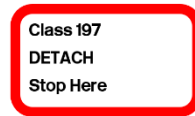
Driver	Driver of the train arriving or departing Swansea station
Train Manager	Train Manager of the train arriving or departing the Swansea station
Standby Driver	Driver rostered to assist with attach/detach at Swansea station
Standby Train Manager	Train Manager rostered to assist with attach/detach at Swansea station

4. Detaching Class 197 units

1. If the units are diagrammed to attach/detach upon arrival at the Swansea:

The **Train Manager** will make an announcement prior to arrival at the platform, advising passengers to move to the correct portion of the train in order to continue with their journey.

The **Driver** must stop at the "Class 197 –Detach Stop Here" sign. (see pic below)



2. The **Standby Driver** and **Standby Train Manager** will await on the platform.
3. The **Train Manager** will safely operate the doors on arrival.
4. The **Standby Driver** and **Driver**, as well as **Train Manager** and **Standby Train Manager** will reach a clear understanding on their duties.
5. The **Train Manager** will position themselves on the platform and observe whether passengers are alighting safely.
6. Once the passengers have alighted, the **Train Manager** will close the door safely. The **Standby Train Manager** will assist to clear the front unit (buffer stop end of platform), whilst **Train Manager** moves to the rear unit (Cardiff end of platform).
7. When the train is cleared and secured, the **Driver** can uncouple the trains following the correct uncoupling method of work for Class 197.
8. When the trains are uncoupled:

The **Driver** will then change ends and set up their cab and ASDO in line with the correct method of work.

The **Train Manager** will prepare for dispatch, release the doors and monitor the platform for PTI.

The **Standby Driver** will prepare their portion of the train in readiness to be moved towards the buffer stop after the uncoupled unit that is remaining in passenger service leaves the platform.
9. The **Driver** and **Train Manager** follow the process for safe dispatch of the train as per rulebook instructions.
10. When the passenger train leaves the platform, the **Standby Driver** will contact the signaller and ask for permission to move the static unit towards the buffer stop.
11. When the signaller has given permission, the **Standby Driver** can move the train towards the buffer stop, stopping at the correct stopping position.
12. When at this position, the **Standby Driver**, will contact the signaller to inform them that the train is at stand and advise of the train formation length.

13. The **Standby Driver** will immobilise the train and the **Standby Train Manager** will secure the train.

In the event that there is no Standby Driver available, the Driver will act as both the Standby Driver and the Driver in this method of work. In this scenario, the portion of the train to be left behind will be moved (if required) towards buffer stops first.

5. Attaching Class 197 units

1. The **Standby Driver** will mobilise the train and contact the signaller to obtain permission to move the train to the Attach Board in readiness for the coupling process. This must take place 10 mins prior the scheduled arrival time of the arriving train.
2. When the signaller has given permission, the **Standby Driver** will move the train and stop at the "Class 197 – Attach Stop Here" sign. (see pic below)



3. The **Standby Driver** will contact the signaller to confirm the train has reached the board and is at a stand.
4. The **Standby Train Manager** will assist the Station Dispatch staff with managing passengers on the platform, monitoring for PTI and assist passengers.
5. The **Standby Driver** will prepare the unit for coupling.
6. The **Standby Train Manager** WILL NOT release the doors on the unit.
7. The **Driver** will arrive on the platform with their unit, stopping the correct distance from the static unit and will follow the coupling procedure for Class 197 in order to attach the units.
8. When the trains are attached, the **Train Manager** can safely release the door.

6. Additional information

- If you are diagrammed to work a Standby turn in Swansea, make yourself known to station staff.
- If a signaller needs to contact a **Standby Driver** at times when they are not on board the train, this can be done through the station staff who will request a driver to contact the signaller.
- When a **Standby Driver** makes the movement from the detach board to the buffer stops with the unit to then be stabled, the driver is to confirm the length of the stabled train with the signaller.

- If the incoming Class 197 is longer than 6-cars, then the Driver must stop the train at the usual stopping position near the buffer stops.
- The Driver is to contact the signaller for authority to move the train at the buffer stop towards the attach board for coupling, 10 minutes before the scheduled arrival time of the incoming service
- To ensure a clear understanding, the Standby Driver will not request authority from the signaller to move a train back to the buffer stop until the outgoing service has departed.

7. Unplanned / non-diagrammed coupling moves or no standby driver available

In the event, that there is an unplanned move that requires attaching units or there is no standby driver to bring a unit from a buffer stop to the Class 197 – Attach Stop Here” sign, then the following will apply:

1. The Signaller will contact the station staff to confirm the requirement to attach units. Signaller will reach clear understanding to confirm, that station staff can meet the train. If Station staff is unable to meet the train, the Signaller will signal train into platform and Driver will follow instruction in point 5 below.
2. If The Station staff can meet the train, they will make their way to the platform, where the attachement will take place and await for the incoming train at the Class 197 – Attach Stop Here” sign and confirm with signaller their position.
3. The Signaller will signal the train into the platform.
4. The Station staff will utilise an orange baton to instruct the Driver to stop at the correct position.
5. If the station staff is not available to stop the train, then the Driver must drive towards the buffer stop, stopping short of any trains already stabled on the platform or stopping at the correct distance from the buffer stop. In this case, both units that require to be coupled will have to be moved under permissive working rules to the correct positions on the platform in order to allow for coupling to take place. This will require authority from the signaller.
6. The Station staff will inform the driver of the requirement to attach the two units.
7. The Driver will reach clear understanding with the Train Manager how they will proceed.
8. The Train Manager will position themselves on the platform and observe whether passengers are alighting safely.
9. Once the passengers have alighted, the Train Manager will close the door safely.
10. The Driver will mobilise the train at the buffer stop and contact the signaller to obtain permission to move the train positioned at the buffer stop towards the static train positioned at the attach board.
11. When the signaller has given permission, the Driver will drive the train from the buffer stop, stopping the correct distance from the static unit at the Attach board. The

Driver will then follow the correct coupling procedure for Class 197 in order to attach the units.

12. When the trains are attached, the **Train Manager** can safely release the doors.

8. Photos of installed attach/detach boards

8.1 Platform 1 – Attach and Detach board



Attach board

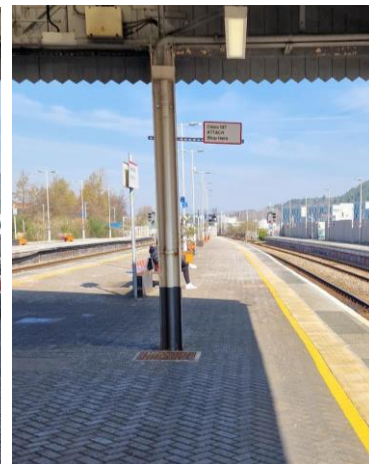
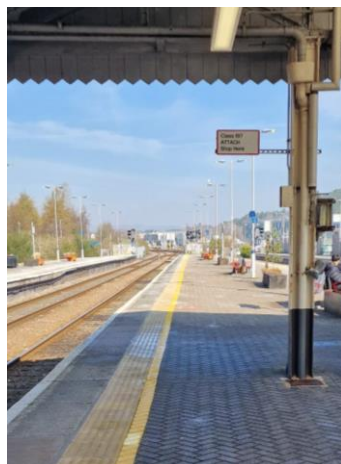


Detach board

8.2 Platform 2 and 3 – Attach and Detach boards



Detach boards



Attach boards

8.3 Platform 4 – Attach and Detach boards



Detach boards



Attach boards