

## General

### What is a Tabular General Bulletin Order (TGBO)?

*A document providing, in a tabular format, the information or instructions contained in each GBO, which affect a specific train or engine within specified limits.*

### Where are TGBO required?

TGBO are applicable on main tracks (including signalled sidings and signalled tracks) outside of DOB limits.

It may also apply on other tracks when so specified. It is applicable in interlocking limits unless otherwise specified. Example of a time table footnote “*A train or engine operating on the Stirling spur must be in possession of a TGBO for the Montana Sub*”.

Note: Not required on non-signalled sidings. However a TGBO may include an item related to a non-signalled siding.

### How and where are TGBO issued?

TGBO are normally issued at a FIT (Field Information Terminal). It may also be transmitted by fax or by voice directly to the crew.

Note: TGBO may in the future be sent by **e-mail**. However there is no plan to use e-mail at the early stage of this new process.

### Can an employee other than a crew member request a train specific TGBO?

A: No. Before the TGBO is printed, the system requires the selection of the acknowledging crew member, who then takes responsibility for its proper handling.

### If there is only one crew member on a train (e.g. pilot on Sperry car), will the FIT accept one employee on the Edit Train Crew screen?

A: Yes.

### Will the TGBO specify the total number of GBO?

A: No but the total number of pages will be stated on each page.

### What is the crew's responsibility?

- Be in possession of the TGBO where required.
- Ensure it is addressed to their train and engine.
- Ensure all pages of the TGBO are included and correctly printed.
- Ensure the train or engine remains within the limits specified in TGBO limits.
- If received by fax, the crew **must** obtain a complete time and RTC initials, and acknowledge such to the RTC.

Note: Rule 142 applies.

**May a TGBO contain a GBO that is specific to a train? For example a DL(2)?**

A: Yes.

**What is the difference between a Train Specific TGBO and a Subdivision TGBO?**

A: A Train Specific TGBO includes the address of the train and includes a complete time from the RTC. A Subdivision TGBO is a back up copy without an address and a complete time. When a complete time has been given by the RTC, such Subdivision TGBO becomes a Train Specific TGBO.

**How will trains identify themselves in radio communication?**

A: When initiating or responding to an initial call, the train designation should include the lead unit and a direction.

For examples, *9156 East, CN 2504 West, Psgr WCE 108 West*.

A freight train schedule identification such as 402, 505, 670 may be used instead but the leading unit with a direction is always preferable.

It is not necessary to include the entire TGBO designation e.g. 670-477 Engine 9156

A radio announcement in the application of the SSI to Rule 90 should use the same identification as previously indicated on a clearance in CTC, i.e. the engine number (preceded by "Psgr" and/or initials of the railway, if applicable) with a direction. e.g. *9156 East, CN 2504 West, Psgr WCE 108 West*. Remember that radio announcements are giving useful information to others provided an engine number with a direction is given.

GOI, Section 4 item 5.1 is modified to add

- their lead unit (preceded by "Psgr" and/or initials of the railway, if applicable) and direction.

**How will trains be identified in CTC authorities?**

A: In CTC, outside of DOB limits, the CTC authorities will include an engine number and direction .

e.g. To: *8511 West, CN 5402 South, Psgr VIA 6440 East*

Within DOB limits, the authority may or may not include a direction in the address of the authority.

e.g. *Engine 8511 or 8511 West* may be used or

*Psgr VIA 6440 East or Engine VIA 6440* may be used.

## Becoming Effective

### When is a TGBO in effect?

#### When sent to the FIT:

When a complete time and initials are shown on the TGBO. (Note that the time and initials are generated automatically by the server and that the "Acknowledged by" field is left blank.)

#### When sent by FAX:

When a complete time and the RTC's initials are given by the RTC and acknowledged by a crew member.

#### When a Subdivision TGBO is used:

When the address, a complete time and the RTC's initials are given by the RTC and acknowledged by a crew member.

A TGBO is in effect until "*released by the RTC*" or cancelled.

From a crew's perspective the TGBO is in effect until they are "off duty" unless cancelled.

Note: A train crew can only operate with a TGBO addressed to their train and engine number.

From a RTC's perspective the TGBO is in effect until the TGBO is *released* or cancelled.

## Addressing a TGBO

### How are TGBO to be addressed?

A: A train identification and engine number will be used e.g. 113-03 Eng 9512

An engine number is always required. The train identification may be a passenger schedule number if shown in the time table.

A passenger train must be identified as a passenger  
e.g. No 505 Eng GO 1234 or Psgr No 101 Eng VIA 1234  
Example for a passenger train service in Montreal Area.  
Psgr Eng AMT 1301

A direction will not be given.

### What should be done if the Train id number on the train specific TGBO is different than the TYES train documents id number?

A: Advise the RTC, however there is no requirement for TGBO and TYES train ids to be the same. For the purposes of the TGBO special instructions, your train id is that shown on the TGBO.

### May a TGBO be addressed to an employee?

A: No. It may be by rules... but it will not at the early stage of the TGBO implementation.

### May a TGBO be addressed to an engine number alone?

A: No. Even within cautionary limits.

## GBO

### How do we transmit GBO on the road?

A: By voice. Rule 136 applies.

The RTC will transmit the train identification and engine number followed by the different boxes of the GBO. For example:

RTC:

**To:** 106-02 (1-0-6 – 0-2) Eng 6455 (6-4-5-5).

**At:** mile 22 (2-2) Laggan Sub

**Restriction:** 40 (4-0) MPH

**Track:** Main

**GBO No:** C7304 (7-3-0-4)

Form V account ballast condition.

Train 106-02 OK to repeat GBO No C7304"

### Crew member:

"To 106-02 (1-0-6 – 0-2) Eng 6455 (6-4-5-5).

At: mile 22 (2-2) Laggan Sub

Restriction: 40 (4-0) MPH

Track: Main

GBO No: C7304 (7-3-0-4)

Form V account ballast condition.

Note that the train id and engine number must be **verified** by the RTC with a checkmark but it is not underscored by the RTC.

The text that is underscored is the only text being underscored by the RTC.

### On what form will the crew member copy the GBO?

A: On the "Additional GBO Form". Such form will be coloured light green for easy recognition. These forms will eventually be included in the conductor's envelope.

## Cancellation process

### How is a TGBO cancelled?

The RTC transmits:

*" TGBO No 6999 (6-9-9-9) – 1205 (1-2-0-5) is cancelled at 1015 (1-0-1-5) EJL. "*

the crew member writes it down and then repeats:

*" TGBO No 6999 (6-9-9-9) – 1205 (1-2-0-5) is cancelled at 1015 (1-0-1-5) EJL.  
Acknowledged by Cndr T Jones."*

Note that such number can also be repeated as 6999 – 1205 (6-9-9-9 – 1-2-0-5)

RTC verifies (underscores) the repeat, adds occupation and name as voiced by the conductor and/or locomotive engineer, hits Enter – and selects if another acknowledgment is required. [Then the system will automatically go to the train supply.]

If not correct, the crew member must do it again.

The provisions of Rule 82.1 (b) apply.

### After a TGBO is cancelled, do the GBO remain in effect ?

A: Yes. Rule 154 applies.

### Why?

A: TGBO may contain GBO that are applicable on the main track and on other than main track. For example, a speed restriction while handling equipment or a speed restriction on other than main track.

**Reject by RTC** (function only available if the TGBO has not yet been acknowledged)

A TGBO sent by fax and not made complete yet can be rejected by the RTC.

**Release by RTC** (function available once a TGBO is in effect and in possession of the crew. Also available when requested at the FIT and not printed = Unacknowledged status)

**RTC must be careful. Error can be made selecting the train!**

## OCS Territory

**In OCS, must the engine number on the clearance match the engine number on the TGBO?**

A: Yes. An engine number is easy to change on the TGBO and it must be done.

**In OCS, what will be indicated in item 9 of the first clearance sent to the crew?**

A: "Nil"

A train crew has an OCS clearance between A and Z. Their TGBO limits read: "Between A and M".

**May the crew enter or move on the main track beyond M?**

A: No.

## CTC Territory

**In CTC, is a clearance required in addition to a TGBO?**

A: No. As per operating bulletin coincident with TGBO, a clearance is no longer required to operate in CTC.

## Changing an engine number

RTC transmits ...

*"TGBO No 6201-6099 to 108-29 Eng 9592*

*New lead unit 9593 (9-5-9-3)"* (only the portion required in writing will be spelled out)

Crew member crosses out 9592 and writes 9593 on the line provided for this purpose, then repeats

*"New lead unit 9593 (9-5-9-3)"*

If correct, RTC then transmits *"Complete 1125 EJL"*

Crew repeats *"Complete 1125 EJL Acknowledged by Cndr T Jones"*.

[The TGBO includes train identification and engine number on first page only.

The document includes lines for change of engines on first page.]

**When the engine number on a train specific TGBO must be changed, must the engine number be changed on both copies?**

A: Yes. The conductor and locomotive engineer must have copies of the TGBO with the correct engine number (they may be transferred to another crew). The crew member copying can use carbon paper to change both copies simultaneously or each crew member can copy and acknowledge separately.

**What should be done when a train changes direction within TGBO limits and the unit in the designation, although still in the consist, is no longer leading?**

A: Rule 134(d) applies. When practicable, the crew and RTC must change the engine number in the TGBO designation to the leading unit. Note that in OCS, the engine number on both the clearance and TGBO must be the same (if you change one, you'll have to change the other).

## DOB

**DOB versions.** 1800 is the expected automated compiling time for the next day's DOB, however, a new version will be compiled each time a GBO (except train specific GBO) is added or cancelled. The new DOB, and all subsequent versions, are effective from midnight and identified with a Terminal Id, day of the year and version number. E.g. DOB No 8200 – 120 version 3, where 8200 is Calgary Terminal DOB limits, 120 is the 120<sup>th</sup> day of the year and version 3 indicates that it is the third version since compiling time. (2 changes have taken place since the DOB was initially compiled).

Some changes may take place between compile time and midnight. Therefore at midnight version 1 is not necessarily the last version in effect in the computer.

**When reporting for work, must you check with the RTC to ensure that you are in possession of the most current version of the DOB?**

A: No. Any version of the DOB with the correct date may be used. If additional GBO are required, the RTC will ensure delivery (by voice) by comparing your version with the most recent version.

**When must an RTC compare DOB version?**

A: Whenever a train or engine is required to move through the limits of a new GBO protected by signal blocking, and when necessary to cancel a GBO to a crew.

Note: Version 1 DOB does not mean all the crews have the same GBO affecting them because train specific GBO issued within DOB limits.

**Must a train operating in both DOB and TGBO limits be in possession of the DOB?**

A: Yes. A DOB is always required within DOB limits.

**May a TGBO be in effect within DOB limits?**

A: No. A TGBO is never in effect in DOB. They cannot overlap; they are mutually exclusive.

**Will your copy of DOB contain a DOB extension form?**

A: No. To save on printing costs, such form will be included in the conductor's envelope provided on each road locomotive. The "DOB/TGBO Form" for a DOB extension will be printed on the back of the "Additional GBO Form", and coloured light green for easy recognition.

## Protection and Differences Lists

### What is a Protection List?

A: A list generated by the computer whenever a GBO is issued or cancelled. Such list (similar to the Form 4041RTC) will state all trains, subdivisions and DOB Limits that are affected by the change.

### Differences list

Within DOB Limits, a list of all GBO additions or cancellations identified between the DOB the train crew is in possession of and the current GBO situation in the DOB Limits. GBO numbers with text in blue on the screen means to the RTC that it has been delivered.

## Switching Zone, D L Zone, Cautionary Limits and SSI to Rule 81

### What will happen to the switching zones?

A: They will be removed after the implementation of TGBO is complete.

### What will happen to the locations where SSI to Rule 81 'clearance required' applies?

A: They will disappear. The special instruction is no longer required.

### When required to operate in cautionary limits, outside of DOB limits, must the crew be in possession of a TGBO in which the specified limits include the cautionary limits?

A: Yes.

### D L Zone? Could we remove them?

A: Yes we could. It is expected that they will be removed at a later date, shortly after the implementation of TGBO is complete.

The protection of dimensional traffic may be provided without a crew member calling the responsible employee for the former D L Zone.

Example: Assuming that D L Zone does not exist in Field:

- The TGBO includes a DL(2) between mile 12 Laggan Sub and 3 Mountain Sub
- the Laggan Sub RTC confirms with the Mountain Sub RTC before the last controlled signal for which the Laggan Sub RTC has control. E.g. Signal 1331 at Cathedral for a westward train.



**Troubleshooting. - Subdivision TGBO**

You are unable to get a TGBO from the FIT. What must you do?

1. Call RTC for instructions.
2. Select "Subdivision TGBO"
3. Print "Subdivision TGBO". Note that "Subdivision TGBO" does not appear on the document. However, the first line is the "Identification No", whereas the first line of a Train Specific TGBO is the "TGBO No").
4. Crew voices *Identification Number* and RTC will compare TGBO.
  - RTC may have to issue additional GBO or cancel GBO.
5. Get a TGBO number and train designation from the RTC. After receiving a complete time, and RTC's initials, acknowledge to the RTC.

The **Subdivision TGBO** may not be updated to contain all GBO for that territory (limits identified in the TGBO), and will not contain train specific GBO. For these reasons, train crew must always compare the Subdivision TGBO with the RTC.

**Personal transfer between crew members.**

Rule 147 applies, however, the TGBO must not be transferred unless permission from the RTC has been obtained.

If the previous crew has left, the RTC must retrieve the "Protection List" and voice additional GBO if required to the relieving crew. A Protection List is similar to Form 4041RTC.

**Overlapping zone at regular crew change point.**

Example



An eastward train, is stopping at the station (crew change point ). Must they transfer the Form V to the outgoing crew? In most cases it will not be required because the TGBO on sub B will contain a few miles of sub A.

An overlap will be created east and west of each location where an overlap is required.

However a transfer would be required if the TGBO system does not include a sufficient "buffer zone" to include the rear portion of the longest train.

**Will only one RTC have to issue the GBO (create the GBO)?**

Yes. (Except at MacTier because 2 different RTC Offices.)