

CANADIAN NATIONAL RAILWAYS
NORTHERN ONTARIO AREA

CAPREOL, Ontario
21 January, 1970

TO: All Conductors and Yard Foremen
CAPREOL CAR CONTROL TERRITORY

All switching movements, lifts and set offs within the Capreol Car Control Territory will be under the control of the Satellite Car Control Centre located in the Capreol Station Building.

Information on siding designations, customer names and maps of the controlled territory is available in handy booklet form at Capreol, Foleyet and South Parry.

Remember for Car Control to operate successfully the Car Control Clerk must have accurate and timely information on movement of all cars in the controlled territory.

ONLY YOU CAN PROVIDE THIS IMPORTANT INFORMATION

To assist you in carrying out your duties, the following points are worth remembering!

A * SWITCH LIST HANDLING

1. Switch List for crew originating at CAPREOL will be prepared on Form 9165 and delivered in person to wayfreight or through crew at Capreol. Return of completed list to Capreol Control Centre will be handled as follows:
 - (a) EASTWARD train to Zone "PE" will turn in list at North Bay Car Control.
 - (b) SOUTHWARD Train to Zone "SC-SB-SC" will turn in list at South Parry.
 - (c) WESTWARD Train to Zone "FA-FB-FC" will turn in list at Foleyet. Exception - Train 505 to Zone "FA" will return list to Capreol Control Centre on return as train 504.
2. Switch list for crew originating at FOLEYET will be prepared on Form 9165 and routed to wayfreight or through train crew, either in person or by radio at Foleyet. Return of completed list will be handled as follows:
 - (a) EASTWARD or WESTWARD Trains handling cars in Zone "FC" exclusively will return list to Foleyet, either in person or by radio.

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- (b) EASTWARD Train to Zone "FB-FA" will turn in list to the Control Centre on arrival at Capreol.
- 3 Switch list for crew originating at SOUTH PARRY will be prepared on Form 9165 and routed to Yard, through or other crew, either in person, by radio or telephone. Return of completed list will be handled as follows:
- (a) SOUTHWARD or NORTHWARD Trains, or Yard assignments handling cars in Zone "SA" exclusively will return list to South Parry either in person or by radio, before train departure or completion of yard shift.
- (b) SOUTHWARD Train to Zone "AC" will turn in list to Washago.
- (c) NORTHWARD Train to Zone "SB-SC" will turn in list to the Control Centre on arrival at Capreol.
- B * Track designations as follows will be used to indicate cars moving off the controlled territory.

BALA SUB:

| | | |
|--------------------------------------|----|----|
| Northward (except Sudbury Terminals) | R | 00 |
| Northward (to Sudbury Terminals) | GA | 00 |
| Southward | NP | 00 |

ALDERDALE SUB:

| | | |
|----------|----|----|
| Westward | R | 00 |
| Eastward | PD | 00 |

RUEL SUB:

| | | |
|----------|----|----|
| Westward | RC | 00 |
| Eastward | R | 00 |

- C * When reporting time show the hour in which the event occurred.

| FROM | TO | SHOW |
|------|--------|------|
| 0001 | - 0059 | - 00 |
| 0100 | - 0159 | - 01 |
| 0200 | - 0259 | - 02 |
| 0300 | - 0359 | - 03 |
| 0400 | - 0459 | - 04 |
| 0500 | - 0559 | - 05 |
| 0600 | - 0659 | - 06 |
| 0700 | - 0759 | - 07 |
| 0800 | - 0859 | - 08 |
| 0900 | - 0959 | - 09 |
| 1000 | - 1059 | - 10 |
| 1100 | - 1159 | - 11 |

| FROM | TO | SHOW |
|------|--------|------|
| 1200 | - 1259 | - 12 |
| 1300 | - 1359 | - 13 |
| 1400 | - 1459 | - 14 |
| 1500 | - 1559 | - 15 |
| 1600 | - 1659 | - 16 |
| 1700 | - 1759 | - 17 |
| 1800 | - 1859 | - 18 |
| 1900 | - 1959 | - 19 |
| 2000 | - 2059 | - 20 |
| 2100 | - 2159 | - 21 |
| 2200 | - 2259 | - 22 |
| 2300 | - 2359 | - 23 |

| CAR INTL | NUMBER | DATE O F | FINAL DESTINATION | TAKEN FROM | TIME | PLACED AT |
|-------------|--------|-------------|----------------------|-----------------|-------------------|-----------|
| JAN | 15 70 | | | | | |
| 0900 | | | PARRY | SOUND | | |
| | | | TRACK | SA35 | | |
| CN | 545102 | L CA | PARRYSOU | SA89 | 13 | |
| CN | 541611 | L CA | PARRYSOU | SA89 | 1 | |
| CN | 590102 | L BS | PARRYSOU | SA89 | 1 | |
| CN | 148701 | E GB | | SA44 | | |
| UTLX | 094101 | L T | PARRYSOU | SA84 | SA 70 FM GATES | |
| CN | 663212 | E FL | | | | |
| CN | 661062 | E FL | | | | |
| CN | 661102 | E FL | | SA35 | | |
| | | | TRACK | SA81 | | |
| UTLX | 090672 | E T | | SA81 | | |
| UTLX | 095591 | L T | HORNEPAY | R 00 | 15 | SA 32 |
| UTLX | 089102 | E T | SARNIA | NPOD | 1 | SA 33 |
| UTLX | 073495 | L T | SUDBURY | GA00 | 1 | SA 32 |
| CNOX | 003587 | L T | CAPREOL | R 00 | NOT READY | SA 81 |
| CNOX | 003106 | E T | | SA81 | SA 82 SWITCH | |
| END OF LIST | | | | | | |

1. Date Header
2. Assignment Header
3. Track Header
4. Car Placed Customer SDG.
5. Repeat Information
6. Necessary Operating Move
7. Constructive Placement (Form 'M')
8. No Move Necessary
9. Add Car Left Off List
10. No Move Necessary
11. Cars Pulled from Customer Siding
12. Car Not Ready To Pull
13. Intra - Plant Switch
14. End of List Header

Before returning the Switch List, be sure to complete the information on the back of the form 9165, assignment, Foreman and date.

EXPLANATION OF ENTRIES ON SAMPLE SWITCH LIST - page 4

1. Date Header - indicates date switch list issued.
2. Assignment Header - indicates assignement switch list intended for.
3. Track Header - indicates switch zone and track number where cars are standing.
4. Cars Placed on Customer Siding - show time cars are placed, use the hour in which the event occurred. (include team and OCS tracks)
5. Repeat Information - a vertical line should be used to indicate repetitive information. (DO NOT USE DITTO MARKS)
6. Necessary Operating Move - where necessary to move a car and place on another track, cross out the track number and write in the new track location.
7. Constructive Placement - when unable to spot a car on account of a customer disability, (gate locked, etc) show track where car is left and letters 'FM' as well as a short explanation of the reason.
8. No Move Necessary - car not moved, no notation required.
9. Add Car Left Off List - write any car not shown on list, indicate car initial, number, load or empty, type and grade and track location.
10. No Move Necessary - Same as item 8.
11. Cars Pulled From Customer Siding - show time cars were pulled, use the hour in which the event occurred and show the track number where cars are left.
12. Car Not Ready - draw a single line through entry and indicate reason, ' NOT READY '
13. Intra-Plant Switch - when moving car within customer plant show new track location and the word 'SWITCH'.
14. End Of List - indicates the end of the switch list.

CONSULT YOUR FOREMAN'S MANUAL