



New Booking On Policy

From 5th August 2015 all Dartmoor Railway staff, contractors, volunteers and visitors will be required to sign in and out at Okehampton Station BOP for **all site areas**.

There will be a new signing in folder containing sheets requiring information as laid out in the example below.

For safety and monitoring please do not:

- **Sign in or out for anyone else**
- **Attend one of our sites without following this policy**
- **Leave without signing out**

Thank you in advance for your full co-operation.

Tiffany Arthurs
General Manager
DARTMOOR RAILWAYS CIC

Example:

Date	Name	IN	Duty	Location	Contact Number	Registration Number	OUT
03/08/15	John Smith	08:00	Visitor	Meldon Work sheds	07.....	DR12 OKE	: