(vii) Broken Insulators or brackets carrying Insulators.

(viii) Loose parts in Section Insulators.

(ix) Displaced or broken structures.

125. (*a*) Any employé who observes any damage or irregularity in the overhead equipment must, if the circumstances require it, take immediate steps to stop any Car that may be approaching, and, as quickly as possible, report the occurrence, or ensure its being reported, to the Officer-in-Charge, stating the extent, locality, and whether the Up or Down Line, or both are affected; the time the trouble was observed, and its nature and consequences so far as can be ascertained must be also given, and the employé observing or reporting the irregularity must in all cases wait and perform such services as the Officer-in-Charge or as the occasion may require.

(*b*) If any portion of the Overhead Equipment be hanging close to, or on the track or roadway, the employé observing it must endeavour to secure it so that it shall be free from contact with the rail and out of reach of the public; to avoid shock he must if Trolley tongs be not available, hold the wire by means of a dry coat, hat, rope, or other non-conducting material, and until power has been switched off pedestrians or drivers of vehicles must be warned to keep clear of the displaced equipment.

(*c*) No unauthorised employé must open, close or otherwise interfere with any overhead Section Switch.

126. Whenever any accident occurs the Ganger must at once report to his superior officer, as fully as possible, by telephone or other means, the extent and nature of the accident. The Ganger and his men and the Overhead Equipment Staff, must obtain all the information possible, and subsequently submit a full report in writing to the proper officers.

FARES SYSTEM.

127. **Revenue Journal.**—(*a*) The pages of the Revenue Journal are numbered consecutively in duplicate, and the distinguishing letters "A," "B," and "C" are printed in half-inch black type in the heading as the case may be. The original folio of the Revenue Journal must not under any circumstances be removed from the Book; if the original folio be rendered unfit for ordinary use, both copies must be cancelled by the Officer in Charge and retained for reference.

(*b*) Revenue Journals must be made out in duplicate by the use of carbon paper, and issued to the Conductors in consecutive order; each Book must be completed before another in the same series is brought into use.

128. **Supply of Tickets to Conductors.**—(*a*) A stock of all classes of tickets authorised for use on the route on which the Conductor may be engaged, must be supplied to him by the Ticket Clerk who must see that the requisite number of tickets are available in time to permit the Conductor to check the supply without undue delay.

(*b*) The Ticket Clerk must enter the number of tickets supplied to the Conductor into the Revenue Journal, specifying the commencing numbers of the Sectional tickets and the total number of Through tickets; he must place the duplicate of the Revenue Journal together with the tickets into the Conductor's Ticket-case. If there be not sufficient room in the Conductor's Ticket-case for the full supply of tickets the Ticket Clerk must place the surplus tickets into the metal box provided for such emergency.

(i) On receipt of his Ticket-case the Conductor must at once compare the particulars shown on the duplicate Revenue Journal with the tickets received and, if correct, he must acknowledge receipt of the proper

tickets by signing the original and duplicate folios of the Journal; unless special Instructions are issued to the contrary, he must retain possession of the duplicate until the close of his shift.

(ii) The Conductor must see that he is supplied with, and maintain, a sufficient stock of the different classes of the necessary tickets.

(iii) If, after signing for a supply of tickets, the Conductor receive a further supply during the same shift, the particulars of such additional tickets must be entered in ink on the original folio of the Revenue Journal and on the Conductor's Copy (in his presence) by the Ticket Clerk.

129. Supply of Change Cash to Conductors.—(*a*) Each Conductor before leaving the office to take charge of a Car, must be supplied, by the Cash Clerk, with small cash amounting to twenty shillings for the pur pose of providing change for passengers when necessary.

(*b*) The Cash Clerk must in every case enter on the original folio and on the Conductor's duplicate copy of the Revenue Journal, the exact amount handed to the Conductor. The Conductor must check the amount supplied for change and, if the amount shown on the original folio and his copy of the Revenue Journal be correct, sign both sheets as an acknowledgement of his having received the amount specified thereon.

(*c*) The Conductor must keep himself supplied with a sufficient quantity of small change.

130. Conductor's Ticket-case.—(*a*) All tickets on issue by the Conductor must be carried in the Ticket-case provided for that purpose.

(i) An employé who is regularly employed as a Conductor must always have the use of the same particular Ticket-case; an employé engaged occasionally as Conductor

must be provided with an emergency Ticket-case. Should it become necessary, during a shift, to transfer a Ticket-case from one Conductor to another the contents must be carefully checked by a responsible clerk before the Ticket-case is re-issued.

(ii) Each Conductor shall for his sole use be allotted a locker bearing a number corresponding to that shown on his Ticket-case. When, on account of broken shifts, etc., it is necessary that a Conductor should leave his Ticket-case, Cash-bag, and cash at the Depot, he must place and secure them in the Locker allotted to him.

131. Conductor's Cash Bag.—(*a*) The Conductor must carry all cash, the property of the Commissioners, in the departmental Cash-bag provided for that purpose. He must not take any departmental money home, nor place any private cash into the departmental Cash-bag.

(i) The Conductor must wear his Cash-bag suspended in front of his body and within reach of his Right hand; when giving change he must take it from the bag with his Right hand.

(ii) He must name the amount received from the passenger before placing it in the Cash-bag and specify the amount of change before handing it to the passenger.

132. Running Journal.—(*a*) When commencing duty, the Conductor must enter distinctly in the proper column of his Running Journal the commencing numbers (in full) of all Sectional tickets contained in his Ticket-case, and on arrival at each terminal he must enter (in full) the commencing numbers of tickets of all Sections of the next trip; to ensure correctness he must in every case check the entries with the tickets.

(*b*) No erasure of any kind shall be made on any Form or in any Book; any error must be rectified by drawing a light line through the incorrect entry and writing the correct entry above it.

(*c*) Conductors must be prepared to promptly submit their Ticket-cases or Cash-bags or journals to the Examining Officer or other authorised official for examination when so required, and must give any necessary information or assistance, but after having given them to the authorised official the Conductor must not collect any fares in advance of such official unless directed by him to do so.

133. Relief Conductors.—When a Conductor is relieved during a trip, or is assisted in the collection of fares for only a portion of a journey, he must furnish the relieving or assisting Conductor with the authorised Form (E.S.3) properly filled in to show distinctly the commencing numbers of all his tickets, and to ensure correctness, the entries must be checked with the tickets; the Form must be attached to, and handed in to the office with, the Conductor's Running Journal.

134. Collection of Fares, etc.—(*a*) When starting with passengers from a terminus, the Conductor must commence to collect the fares in the rear portion of the Car and work forward; if an assistant Conductor be with the Car he must commence at the front of the Car and work towards the Conductor-in-Charge. After the first check, the Conductor must collect each fare and examine each Free Pass as soon as practicable after the passenger boards the Car.

(*b*) When collecting each fare the Conductor must hand the passenger a Ticket applicable to the journey covered by the fare collected. The Ticket is only available for the date and trip on which it is issued by the Conductor, who must perforate the Sectional Tickets and date Through tickets to indicate the Section or Sections for which the ticket is available.

(i) If a passenger on alighting pay the fare to the Conductor but does not wait to receive the ticket, the Conductor must issue a ticket for the amount of the fare, and after cancelling the ticket by tearing it into sections, discard it.

(ii) If the passenger on alighting hand the fare to the Motorman, the latter must at once deliver it to the Conductor, who must issue a ticket for the amount of the fare to the Motorman for cancellation.

(iii) The Conductor must personally detach the ticket from a Monthly Book of Coupons or see it being detached by the passenger, and must hand in all such coupons when paying in cash at the close of his shift.

(iv) A Scholar's Concession Coupon may be detached by the passenger, provided the book of coupons is handed to the Conductor, together with the detached coupon; a loose coupon must not, in any circumstances, be accepted in the absence of the book from which it has been detached.

(v) Except in the case of a disabled Car or other similar emergency, the Conductor must not accept from any passenger a ticket issued by the Conductor of another Car.

(vi) The Conductor must not moisten his finger with saliva for the purpose of detaching tickets or coupons; rubber grips may be obtained for such purpose from the Ticket Clerk at the Depot.

135. (*a*) The Conductor must detach the Sectional and Coupon tickets in their numerical order; the Sectional ticket must be neatly detached from the block and handed complete to the Passenger.

(*b*) In the event of any Sectional ticket becoming loose or being detached from the block in error, or being defaced or torn, it must not be issued to a passenger, but must be at once cancelled by the Conductor

writing the word Cancelled across the face of the ticket and initialing and dating it. The cancelled ticket must be then entered on the Refund of Fare Form by the Conductor, who must show thereon the reason for the non-issue of the ticket, and bring the matter under the notice of the Ticket Examiner at the first opportunity.

(i) The Ticket Examiner must at once investigate the circumstances, and, if satisfied, endorse, accordingly, the Refund of Fares Form, which he must initial and return to the Conductor.

(ii) The Refund of Fares Form, together with the non-issue ticket or tickets, must be handed to the Ticket Clerk by the Conductor when the Ticket-case is passed in at the close of the shift.

(iii) Every Conductor must carry a supply of Refund of Fare Forms when on duty.

136. (*a*) The Conductor must ask for fares in a clear and respectful manner, saying "Fares Please"; when collecting a fare he must ascertain the destination of the passenger and collect the fare for the full journey that the passenger intends to travel. He must not collect more than one fare at one time, except when one passenger is paying for another, in which case he must ascertain definitely for whom the additional fare is being paid.

(*b*) If a fare due for a previous journey on any Car be tendered, the Conductor must accept it, but, before accepting the fare, he must obtain and record the full name and address of the person on whose behalf the fare is being paid, and he must issue a ticket covering the amount of such fare.

(*c*) In any instance in which the Conductor is satisfied that a passenger is unable (owing to unforeseen circumstances) to pay the proper fare the Conductor must politely request the passenger's full name and

address and request that the fare be forwarded as early as possible to the Depot Office, addressed to the Officer-in-Charge; the Conductor must not issue any ticket to such passenger.

(*d*) If the Conductor should have substantial cause to believe that the reasons put forward for non-payment of a fare are not genuine, he must politely request the passenger to leave the Car, and, if necessary, the assistance of a Police Constable must be obtained for the purpose; if a Ticket Examiner or other official be on the Car his attention must be directed to the circumstances, and if necessary he must assist the Conductor in inducing the passenger to leave the Car. Courtesy and tact must be exercised in dealing with all cases of non-payment of fares.

137. (*a*) Children under the age of four years accompanied by an adult may ride free, but not more than one child for each adult of the same party shall be entitled to travel free; any child travelling free may be placed on a seat unless or until the Car is full, when the Conductor must politely request the person in charge of the child to remove it from the seat, informing such person that otherwise a fare must be collected for the child.

(*b*) Children between four and fourteen years shall be charged half-fare—subject to a minimum of one penny.

(i) Any child travelling in the smoking compartment must be charged full fare, unless such child moves into the ordinary portion of the Car upon being requested to do so.

(ii) In any instance in which the Conductor is in doubt as to whether a child is under the age of four years, or whether a child is over the age of fourteen years (and thus entitled to travel at half-fare,) he must politely inquire the age, and unless the Conductor has

substantial reason to believe that the child is above the prescribed age, he must accept the word of the child or its guardian.

138. (*a*) The Conductor must examine the coins and bank notes that are tendered for fares, and exercise care to avoid acceptance of any foreign, spurious, or defaced coin or bank note; he must not give change from departmental cash for any cheque.

(*b*) In any instance in which the Conductor cannot immediately give the correct change to a passenger, he must issue the proper ticket for the journey, retain the money handed to him for the fare, obtain the correct change, and hand it to the passenger at the first opportunity.

(*c*) He must accept halfpence tendered by a passenger, but must not give such coins as change to any passenger who objects thereto, and in any case must not give such coins to any passenger as change above the value of one penny.

(*d*) If from any cause the Conductor find that he shall be unable to collect all fares before reaching the terminal he may arrange for the speed of the Car to be reduced, or stop the Car for a short period; this course must not, however, be adopted except in a case of urgency, and every such instance must be reported in writing to and investigated by the Officer-in-Charge.

(*e*) On the production of a permit signed by the General Passenger and Freight Agent, the Conductor must allow one blind person and one attendant to travel together on payment of one full single fare.

139. (*a*) Every passenger must be provided with a ticket or pass, and, when opportunity offers, the Conductor must check the ticket or pass held by each passenger by comparing the number of the ticket with the commencing number entered in the Running Journal at the commencement of the trip; this course will disclose whether the ticket is correct.

The Conductor must not accept a mutilated or defaced ticket from any passenger.

(*b*) Conductors must keep themselves conversant with By-laws and Special Instructions relating to concession tickets issued to holders of train tickets and to youths attending schools, etc.

(i) If the Conductor should have reason to doubt whether a passenger has paid the proper fare, or that one has travelled beyond the point covered by his ticket, he should politely ask to be shown the ticket held by such passenger, but in order to avoid attracting particular attention to such passenger the Conductor must also examine other tickets at the same time.

If any passenger should travel beyond the point covered by his ticket, the Conductor must collect, and issue a ticket for, the additional fares due.

(ii) He must obtain the name and address of any passenger who, wilfully, attempts to travel on a ticket that is not in order, and, before leaving duty, furnish a full report of the circumstances to the Officer-in-Charge.

(iii) The Conductor must not accept any Duty Pass except when the holder is travelling "On Service," nor unless the Pass is endorsed as available for the Section. If the Conductor should have reason to believe that the holder of the Pass is not on duty he must obtain his name and address, and, before leaving duty, report the circumstances.

(iv) Any Conductor who neglects to collect or check a ticket or Pass held by an employé will be regarded as having missed a fare.

140. (*a*) **Paying in of Cash, and Unsold Tickets, by Conductors.**—On the completion of each shift the Conductor must hand his Running Journal and all cash received by him (including the amount allowed for change) to the Cash Clerk, who, after checking the cash, must, in the presence of the Conductor, initial the latter's Running Journal, and immediately enter (opposite the Conductor's name and number in the Cash Ledger) the amount received.

(i) Before handing in his cash the Conductor must fill in the Pay-in Slip on his Running Journal, on which he must specify the details of and the total amount of cash to be paid in, and he shall also enter in the Running Journal the respective closing numbers (i.e., the distinguishing numbers of the tickets that, ordinarily, would be next issued) of the Sectional tickets.

The Conductor must then hand his Ticket-case, containing the unsold tickets and all coupons collected from passengers, together with his copy of the Revenue Journal, to the Ticket Clerk.

(ii) Before handing his Ticket-case and tickets to the Ticket Clerk, the Conductor must enter in his copy of the Revenue Journal the total amount of cash collected as fares, the closing number of the respective Sectional tickets, and the total number of unsold Through tickets.

(iii) On receipt of the Ticket-case the Ticket Clerk must examine the Conductor's copy of the Revenue Journal and compute the value of the Tickets sold, and then enter (opposite the Conductor's name and number) in the Cash Ledger, the amount of revenue for passengers, etc.

(iv) The Conductor must not balance his cash with the sales nor compute the value of tickets sold; he must, however, remain in attendance until the Ticket Clerk has checked the closing numbers of Sectional Tickets and the number of Through Tickets returned, when in the Conductor's presence, the Ticket Clerk must initial the Revenue Journal.

141. Conductor's Cash Shortages.—(*a*) A record of every shortage in the Conductor's Cash sales of Tickets shall be made in the Conductor's copy of the Revenue Journal by the Ticket Clerk, who must also supply the details on the proper Form to the Officer-in-Charge.

(i) The Conductor must make good any deficiency in his Cash account, and will be required to furnish a written explanation in respect of any deficiency in excess of one shilling.

(ii) He will be also required to make good any deficiency due to his having accepted any spurious coin or note.

(iii) When the amount of deficiency has been paid by the Conductor, the payment must be at once entered on the credit side of the proper Form by the Cash Clerk, who at the same time must enter the amount in the Cash Ledger; the Conductor shall, on demand, be given a receipt for such payment.

(iv) Every case in which a cash shortage is not at once made good by the Conductor must be reported to the proper authorities by the Officer-in-Charge, who must also furnish a list showing full particulars of outstanding shortages with the monthly account current.

142. Conductors' Surplus Payments.—All amounts handed in by Conductors in excess of the amount due for cash sales of tickets shall be brought to debit as surplus cash and must be at once entered into the Cash Ledger by the Cash Clerk.

No claim by a Conductor of his having inadvertently or otherwise placed private cash with revenue shall be considered unless such claim be lodged prior to the close of the next working day.

143. Accounting Instructions.—Joint Instructions respecting the system of accounting and prescribing the duties of officers and other employés engaged in such work will be issued by the General Superintendent of Transportation and the Auditor of Receipts. A copy of such Instructions must be always readily available in the office, and the Officer-in-Charge will be responsible for seeing that the office staff (permanent or temporary) are familiar with the Instructions relating to, and are competent to efficiently perform, their particular duties.

RAILWAYS (BOARD OF DISCIPLINE) ACT.

144. Appeals to the Board of Discipline.—(*a*) It is prescribed under the provisions of the above-named Act (No 3227-1922), that every appeal by employés against punishment imposed upon them by the Head of a Branch shall be lodged with the Secretary for Railways within seven days after the date of the decision which is appealed against. Every such appeal—

(i) must be in writing;

(ii) must specify the punishment appealed against, the officer by whom, and particulars of the charge in respect of which, such punishment was imposed; and

(iii) be signed by the appellant with his personal signature.

(*b*) In every instance in which an employé may desire to appeal against any punishment imposed upon him by the Head of his Branch, it will be necessary for such employé to lodge an intimation to that effect within seven days of the date on which the notification of the decision of the

Head of the Branch has been delivered to him, otherwise the appeal will be disallowed, unless satisfactory proof be furnished that the non-delivery of the Notice of Appeal within the prescribed time was unavoidable.

The time lost in connection with an appeal will not be paid for if the Board consider the appeal to be trivial.

(*Specimen Form of an Appeal to the Board of Discipline.*)

Station.....

Date.....

To the Secretary for Railways.

Sir,

I beg to appeal to the Board of Discipline against the decision of the General Superintendent of Transportation that I be fined the sum of £3 for that I upon the 22nd day of April, 19.., without obtaining leave in that behalf, did absent myself from duty between the hours of 2 and 6 o'clock p.m.

Signature.....

Grade.....

144A. Appeals to the Commissioners.—An appeal lies to the Commissioners from any decision of the Board of Discipline whereby punishment involving dismissal, or reduction of rank, position, grade, or pay is imposed. Every such appeal—

(i) must be in writing;

(ii) must specify the decision appealed against;

(iii) must be signed by the appellant with his personal signature; and

(iv) must, within seven days after the date on which the person bringing the appeal was

notified of the decision appealed against, be delivered to the Secretary for Railways. See specimen form of appeal hereunder.

(*Specimen Form of an Appeal to the Commissioners.*)

Station.....

Date.....

To the Secretary for Railways.

Sir,

I beg to appeal to the Commissioners against the decision of the Board of Discipline that I be fined the sum of £3, for that I, upon the 22nd day of April, 19.., without obtaining leave in that behalf, did absent myself from duty between the hours of 2 and 6 o'clock p.m.

Signature.....

Grade.....

DIRECTIONS TO BE OBSERVED IN CASES OF ELECTRIC SHOCK.

In many cases in which a person receiving Electric Shock is apparently dead, animation may be restored if proper efforts for resuscitation are adopted, promptly, in accordance with the following directions:—

1. First Step.—(*a*) Immediately release the victim from the Live wires or other Live conductors.

(i) **Protect Yourself.**—Insulate yourself from the Earth; stand on some non-conductor, such as—dry wood, dry folded paper, rubber, linoleum, dry glass, dry bricks, dry cloth, dry hay or straw—these substances resist the flow of the electric current.

(ii) Avoid personal contact with the Live conductors, or with the victim or any articles &c., that he may be holding—even personal contact with loose parts of his clothing is dangerous.

Protect your hands from contact with the victim or the Live Conductors by using dry articles of clothing—a rubber tobacco pouch, or a cap or folded newspaper would serve to protect the hands; if no means of insulating the hands be available, pull the victim away by means of a loop of dry rope, or a crook'd stick—not an umbrella.

(*b*) Whilst proceeding to release the victim make every effort, by calling out, to have the electric current cut off, and for a Doctor to be summoned.

2. Second Step.—(*a*) As soon as victim is clear of the Live conductors, feel, rapidly, with your finger in his mouth and throat, and remove any substance such as tobacco, artificial teeth, etc.

(*b*) Don't stop to loosen his clothing at this stage; every moment of delay is serious. Commence artificial respiration at once and as follows:—

3. Third Step.—Quickly apply the Schafer (see 3A), the Silvester (see 3B), or the Laborde (see 3C) method of artificial respiration, whichever is the most suitable according to the condition of the victim.

(i) If the victim show any sign of congestion, such as the face being livid, adopt the **Silvester Method** first.

(ii) If the victim's arm or a rib be broken, or his chest or back be burnt or otherwise injured, or if the victim be under seven (7) years of age, the **Laborde Method**, only, should be applied.

3A. Schafer Method of Artificial Respiration—

(*a*) Lay the victim on his belly, with his arms extended forward as straight as possible and his head turned to either side, so that nose and mouth will be free for breathing. (See Fig. 1).

(*b*) Kneel astride, or at one side of the victim, and facing his head, place the palms of your hands on the lowest ribs, one at each side, the thumbs parallel to each other, as in Figures 1 and 2.

(*c*) Keep your arms quite straight; lean your body forward, slowly applying firm, but not violent pressure (Figure 1), straight downwards. This drives the air out, and the movement should take three seconds.

(*d*) Draw back your body quickly, and relax the pressure, but do not remove your hands. This produces inspiration, and should take two seconds.

(*e*) Alternate movements (*c*) and (*d*) twelve times per minute.

(*f*) As soon as artificial respiration has been started, and whilst it is being continued, an assistant, if one be available, should loosen any tight clothing about the victim's neck, chest, and waist.

(*g*) Continue the artificial respiration (if necessary two hours or longer), without interruption, until natural breathing has been restored.

Do NOT give the victim any fluid, until he is fully conscious.

EXCITE RESPIRATION. — (i) Whilst artificial respiration is being performed, other useful steps may be employed such as applying smelling salts, or snuff to the nostrils.

(ii) When natural breathing has been restored, promote circulation and warmth.

(iii) Watch the victim for some time to see that natural breathing continues. If the breathing cease or become weak, perform artificial respiration again.

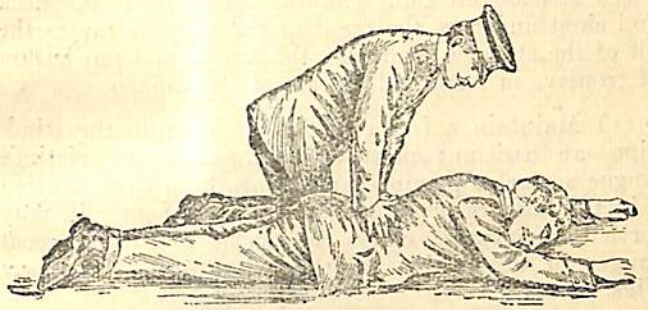

FIG. 1.

FIG. 2.

(*h*) Whilst performing artificial respiration, watch the victim's face for signs of congestion—such as the face becoming livid, and if any such indication appear, immediately change the treatment to the SILVESTER METHOD of artificial respiration as shown hereunder:—

3B. Silvester Method of Artificial Respiration—

(*a*) Adjust the victim's position—Immediately, place the victim on his back on a flat surface, and if

possible, inclined from the feet upwards; raise and support his shoulders on a small firm cushion or folded garment placed under the shoulder-blades.

(*b*) Release all tight clothing from about the neck and chest and bare the front of the body as far as the pit of the stomach; unfasten the braces and top button of trousers in men, and the corsets in women.

(*c*) Maintain a free entrance of air into the wind-pipe—an assistant must draw forward the victim's tongue as far as possible, and secure it in that position —in the absence of forceps, a tie (or other) clip may serve this purpose; unless this be done there is great danger of obstruction of the wind-pipe. (Compare Figs. 3 and 4.)

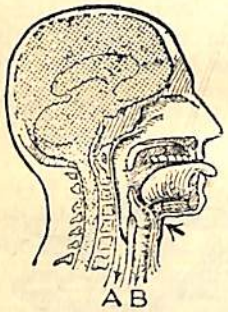

FIG. 3.

"A"—Gullet.
"B"—Windpipe.

FIG. 4.

(*d*) **Imitate the movements of breathing—**

(i) To INDUCE INSPIRATION.—Kneel at a convenient distance behind the victim's head, and, grasping his forearms just below the elbows, draw the arms upwards, outwards, and towards you, with a sweeping movement, making the elbows touch the ground; the cavity of the chest is thus enlarged and air is drawn into the lungs. (See Fig. 5.)

(ii) To INDUCE EXPIRATION.—Bring the victim's arms slowly forward, downwards, and inwards, press the elbows firmly on the chest on each side of the breast-bone; by this means air is expelled from the lungs. (See Fig. 6.)

Repeat these movements alternately, deliberately, and perseveringly about fifteen times per minute, for ten minutes, then revert to the Schäfer treatment, which may be continued, unless congestion is again observed, upon which the **Silvester Method** should be resumed for another ten minutes.

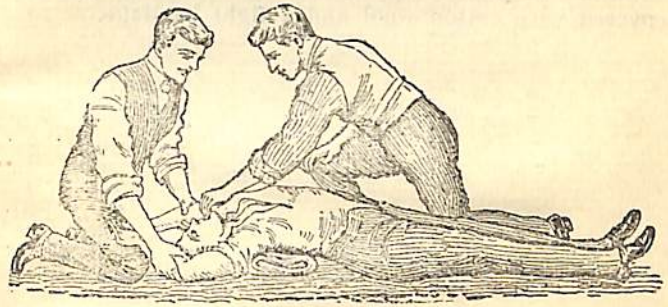

FIG. 5. INSPIRATION.

FIG. 6. EXPIRATION.

3C. Laborde Method.—(*a*) The victim is placed on his back or side; the mouth cleared; the tongue seized —using a handkerchief or something to prevent its slipping from the fingers—and the lower jaw depressed.

(*b*) The tongue must be pulled forward and held for two seconds in that position, then allowed to recede into the mouth; these movements should be repeated about fifteen times per minute.

4. Treatment of Burns.—In all cases, burns caused by contact with a Live Conductor should be immediately covered; lint or clean linen, soaked with Picric Acid solution, should be applied to the burnt surface and covered with cotton wool and a light bandage.

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Note.—Throughout this Index the letters shown with the number of the Instruction, refer to the particular clause or clauses of the Instruction specified.

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