

BNSF Railway Safety Vision

We believe every accident or injury is preventable. Our vision is that BNSF Railway will operate free of accidents and injuries. BNSF Railway will achieve this vision through:

A culture that makes safety our highest priority and provides continuous self-examination as to the effectiveness of our safety process and performance ...

A work environment, including the resources and tools, that is safe and accident-free where all known hazards will be eliminated or safe-guarded ...

Work practices and training for all employees that make safety essential to the tasks we perform ...

An empowered work force, including all employees, that takes responsibility for personal safety, the safety of fellow employees, and the communities in which we serve.



Operations Testing Reference Guide

In effect:

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OPERATIONS TESTING GUIDELINES

INTRODUCTION

Operations testing is mandated by BNSF company policy. BNSF requires operational tests and inspections to determine the extent of compliance with rules, policies, instructions and general procedures specific to an employee skill set. Operations testing provide BNSF employees with the opportunity to demonstrate their ability to apply the rules and special instructions in the work environment. Quality Operations Testing communicates clearly to employees what is expected of them. By reviewing particular rule requirements in a field application, both the employee and the supervisor can gauge the level of rules proficiency.

The testing supervisor should use this process to verify that employees are working safely and in compliance with all company rules, policies, instructions and procedures. When expectations are not being met, this process allows for correction of operating deficiencies before those same deficiencies become incidents.

PURPOSE OF THIS DOCUMENT

This document is designed to provide guidance to aspects of Operations Testing from testing procedures to data entry for supervisors and managers. It will assist in the administering of Operations Testing on a system basis assuring employees an opportunity to demonstrate their knowledge of rules and instructions, while providing supervisors the opportunity to recognize proper rules application, and correct any deficiencies identified.

TESTING SAFETY

Operation testing is intended to be a positive experience for our employees. As a testing supervisor, you should regard these tests as an opportunity to verify that employees are working safely and in compliance with all rules, policies, instructions and procedures.

Before initiating an operations test that may affect train movement, the Train Dispatcher should be notified. Subsequent communication with the train dispatcher or control operator regarding testing activity should be made when possible.

Operations testing should not create a hazardous condition for the general public, employees, or supervisors and test activity must be stopped when conditions present any safety concern.

Testing supervisors must be aware of all road crossings and exercise caution not to interfere with the proper operation of crossing warning devices.

GENERAL REQUIREMENTS

Quality testing ensures supervisors are conducting tests at random periods throughout the entire month. Testing activities should be included on weekends and holidays. Selecting certain days for testing or performing a large number of tests at one time or location should be avoided. Where a location is a 24 hour operation, a proportional number of the tests should be conducted between the hours of 21:00 and 05:00.

OPERATIONS TESTING AUTHORIZATION

BNSF policy requires supervisors meet established training requirements prior to being authorized to enter information in the operations testing database. To be authorized, the supervisor must:

- Complete initial examination and on-going training as required for rules associated with any tests they may conduct
- Receive field training as appropriate for tests they may conduct

To request initial or revised authorization as an operations testing supervisor, the supervisor's manager must submit an email request addressed to "OPR DL Ops Testing" with the following information:

- Testing supervisors full name and seven digit employee ID
- Testing supervisors occupation
- Operations testing division code, group code or numeric identifier to which the supervisor is to be assigned

- Validation that training requirements have been completed

Previously authorized testing supervisors reassigned to a different division, group or numeric identifier may submit an email request on their own behalf, containing all of the above information.

TESTING METHODS

In addition to field operations testing activities, the use of event recorders, traffic management systems, and other technology based methods are acceptable means of conducting operations tests.

There are four category types of tests that are currently available:

- FLD – for Field Observations

This method of testing is where the supervisor observes the event in “real time” while it occurs. This is the traditional method and is the normal method of observing tests and recording the event in the OPT system.

- REM – for Remote Observations

This method of testing involves the use of technology (tapes, audio, dispatcher playbacks, etc.) to evaluate a previously set up “staged” test event. A supervisor will set up a test event in advance and later evaluate the results using technology methods.

- AUD – for Audit Observations

This method of testing involves the use of technology (tapes, audio, dispatcher playbacks, etc.) to evaluate historic work events.

- VER – for Verbal Re-Test

This method is reserved for specific events where the employee failed a test. When re-evaluating the employee can not be performed under the same criteria in a timely fashion, the supervisor may re-test the employee using this type of demonstrated test to assess understanding and compliance.

Additional test types may be added to meet future needs.

TEST DATA ENTRY

Operations tests should be entered into the data system no later than five days after the test was performed.

The contact field is intended to represent employee contact at the time of the operations test.

- Enter a “Y” only when a testing supervisor has contacted the tested employee upon conclusion of the operations test. Electronic notification is not considered “contact” when recording operations tests.
- Enter “N” in the contact field if the employee is not contacted upon conclusion of the operations test

The Division Code field (Div Code) will auto populate based on the subdivision entry. The testing supervisor should ensure this field accurately reflects the division on which the test was performed, and edit as necessary.

A maximum of five (5) supervisors may be recorded for any single test entry. The primary supervisor is responsible for tests entered into the system.

A test failure is recorded by entry of an Action Taken code. Available Action Taken codes are viewable during test entry using the PF1 key while the cursor is located in the Action Taken field. Select the Action Taken code which best represents the corrective action taken with the employee regarding the failure.

Action Taken code “07 - Pending Officer Update” is used when further review is required in determining action to be taken with the employee. Action Taken “07” codes must be updated to a code most accurately describing action taken with the employee within 30 days of original test entry (unless formal investigation is pending, or there are other extenuating circumstances.) Action taken codes may be updated by the administering supervisor by selecting option #2 in the OPT main menu screen.

A rule violation that is discovered by other than an Operations Test must not be recorded as a test. The incident must be reported to the Manager of Safety who will enter the data as a post incident “rule violation”.

Foreign testing supervisors (such as FRA, PUC or other railroads) should be entered for all tests in which they participate. Procedures for entering foreign managers can be found on the Operations Testing web site / User Support.

FAILURE HANDLING

The “Failure Defined” section listed under each operations test in the Operations Testing Reference Guide is intended as a guideline for identifying and entering failures. The rules supporting the operations test should always serve as the complete expectation that should be met in the observation.

When conducting testing that may involve CFR 49 Part 240 (Engineer Certification), the testing supervisor should ensure that an operating manager knowledgeable in handling this type of failure is available prior to conducting tests.

- Additionally, when failures of this type are recorded, the testing supervisor should contact the Manager Engineer Certification, Superintendent of Operating Practices, and the Road Foreman of Engines for that territory.
- Acceptable methods of failure notification are:
 - o Supervisor to employee face-to-face contact (preferred)
 - o Telephone call
 - o Written communication

EMPLOYEE NOTIFICATION

Operations tests are recorded with one of two results, pass or fail. The tested employee must be notified of the test result. Acceptable methods of notification include:

- Supervisor to employee face-to-face contact (preferred)
- Telephone call
- Written letter
- Electronic notification

TY&E employees accessing the BNSF Crew Management System will receive electronic notification of recent operations test entries.

MODIFYING TEST/AUDIT DATA

If a record of a test or audit requires removal, or correction that cannot be accomplished by the primary supervisor, send an email to ‘OPR DL OPS Testing’ with the following:

- Operations test or audit number
- Operations test or audit date
- Operations test or audit time
- Employee Name
- Seven digit employee identification number
- Detailed explanation for test / audit modification or removal
- Information indicating if the request is a result of an employee challenge per the “Operations Testing Escalation Policy”.

Note: Corrections will not be made if all of the above information is not provided in the email request. Email requests for test removal must be copied to the testing supervisor’s immediate Manager, and the General Manager or Mechanical Superintendent.

TESTING FOREIGN RAILROAD EMPLOYEES

When entering operations testing data on foreign railroad employees, the employee name must be used including first initial and middle initial where applicable. If the tested employee’s name is not known, the test must not be entered until that information is secured from the foreign railroad having jurisdiction.

Employees from foreign railroads operating on BNSF may be tested on the rules that would apply to them. Foreign railroads that are governed by the GCOR may be tested in the same manner as BNSF crews on GCOR rules.

- Foreign crews are governed by safety rules of the railroad from which they are employed, not BNSF safety rules. BNSF safety rules apply only when the testing manager has verified that the same safety rule is in effect on the foreign railroad.
- When a failure of a foreign employee on BNSF property is observed, the test entry must be recorded in the operations testing database and notification of the failure reported to the foreign railroad within five (5) days of the incident.

When Amtrak trains operating over BNSF territory are involved in a failure to properly sound the whistle, the testing supervisor should contact the Passenger Operations Team at 234-7332 or 800-871-0902. They will handle with the appropriate Amtrak Managers.

REGULATORY COMPLIANCE

BNSF Officers that receive any form of information from an authorized governmental agency regarding a violation or request for data related to operations testing must forward the information to the Division General Manager or Mechanical Superintendent and the Senior Manager Operations Testing for review and handling.

All inquiries about the testing program or operations testing records by outside entities or officials will be responded to under the direction of the Senior Manager of Operations Testing or their designee.

To ensure data integrity and consistency in reporting, all requests for operations testing data from FRA or authorized governmental agency will be provided by the Senior Manager Operations Testing unless otherwise directed.

The BNSF Railway Operations Testing Program is designed to comply with CFR 217.9. BNSF Supervisor's conducting operations tests must be qualified on operating rules associated with any tests they may conduct. Documentation of this program and the associated testing results are considered privileged and confidential information of BNSF. Records of testing will be retained according to the Operations Testing Program Policy and regulatory requirements.

The Senior Manager of Operations Testing is the designated officer responsible for the maintenance of the operations testing program. Division General Managers, Mechanical Superintendents, and Managers of Safety where so designated will be responsible for the operations testing program on their respective division. Periodic reviews will be the responsibility of these designated officers.

The BNSF OPT CFR Part 217 / 218 Compliance Document and corresponding management instruction can be found on the BNSF Intranet under: <http://bnsfweb.bnsf.com/departments/operations/optesting/index.html>

CRAFT SPECIFIC TESTS

Deadly Decisions - 101, 102, 103, 104, 105, 106, 107 and 108.

Engineer Certification Tests * - 201, 202, 203, 204, 205, 206, 207, 208, and 209.

Mechanical - 300 through 349.

MW - 350 through 399.

Signal Specific - 376, 377 and 378.

Telecom Specific - 401.

* Indicates test is a qualifying test for engineers under CFR 49 section 240. When qualifying tests are done on employees who are certified engineers, but not working in the capacity of engineer, they must be physically at the throttle of the engine when test is performed, and must be entered using job code 01. For example: If a conductor who holds an engineer certificate is given a qualifying test under the requirements of CFR 49 section 240, enter at least one qualifying test using job code 01 instead of job code 03, provided that employee is at the throttle of an engine when the test was performed.

OPERATIONS TESTS

101 - GETTING ON OR OFF MOVING EQUIPMENT

This test determines if employee complies with the requirement for getting on or off moving equipment.

APPLICABLE RULES

Safety Rule S-13.5; MWOR Rule 6.53.

PREPARATION/CONDITIONS

This test can be conducted at any location employee's duties require getting on or off railroad equipment. This test only applies to employees that have been in a position to get on/off moving equipment.

PROCEDURE

Verify that employees do not get on or off moving equipment except in emergency.

FAILURE DEFINED

This test is a failure when an employee gets on or off moving equipment, unless otherwise authorized or in the event of an emergency.

102 - GOING BETWEEN OR WORKING ON THE END OF RAIL EQUIPMENT

This test determines that crew members comply with the procedures for going between or working on the end of rail equipment.

APPLICABLE RULES

Safety Rule S-13.1.1, SSI Item 23(A) Part C.

PREPARATION/CONDITIONS

This test can be conducted where crew members are required to go between or work on the end of cars or locomotives.

PROCEDURE

- Verify that the crew member required to go between or work on the end of equipment uses the required radio or hand signal to notify the engineer and/or all other crew members.
- Verify that the engineer has waited for the movement to stop and verified by radio stating "Set and Centered" or by whistle signal (1 long) that they understand a crew member will be going in between or working on the end of equipment. When the engine is coupled to the equipment which is not to be moved, verify that the engineer centers the reverser and fully applies the independent brakes before acknowledgment is made.
- Verify that the crew member going between or working on the end of equipment waits until all movement of equipment has stopped and the slack has adjusted.

Going between or working on the end of rail equipment includes coupling air hoses, application or removal of hand brakes, opening knuckles, opening or closing angle cocks or any other activity that places an employee's body between equipment. Proper use of the coupler lever would be an example that does not put an employee between equipment.

When recording this test for RCO operations, enter "Y" in the RCO field.

FAILURE DEFINED

This test is a failure:

When crew members do not notify engineer by required radio or hand signal when going between or working on the end of equipment, when the locomotive IS attached.

When crew members do not notify engineer and all other members of the crew by radio when going between or working on the end of equipment, when the locomotive is NOT attached.

When engineer does not acknowledge by required radio communication or whistle signal.

When crew member does not wait for equipment to stop and slack to adjust prior to notifying the engineer of working in between.

- Note - If engineer responds to a request for in between while equipment is still moving this should also be noted as a failure.

When engineer does not center reverser and fully apply the independent brakes before acknowledgment is made.

When crew member does not provide at least 50 ft. separation between uncoupled cars before working on equipment or crossing over tracks.

When RCO primary operator fails to notify other crew members that they are going to be in between.

When a crew member goes in between on any track where RCO locomotive is moving.

103 - MINIMUM SEPARATION OF 50 FEET BETWEEN EQUIPMENT BEFORE WORKING BETWEEN

This test determines that employees are in compliance with rules that requires 50 feet of separation.

APPLICABLE RULES

Safety Rules S-13.1.11 (TY&E employees only), S-13.2.4 and S-13.2.5 (all employees).

PREPARATIONS/CONDITIONS

This test can be conducted any time employees are engaged in the activity of installing ETDs, adjusting mismatched couplers, replacing knuckles.

FAILURE DEFINED

The test is a failure any time an employee is observed performing the activities described above without providing the minimum separation between equipment as prescribed by the rule.

104 - RIDING THE END OF A FREIGHT CAR

This test determines that employees ride cars only when safe and necessary, and in performance with their duties.

APPLICABLE RULES

Safety Rule S-13.1.5

PREPARATIONS/CONDITIONS

This test can be conducted where employees are riding equipment.

PROCEDURE

Determine that employees only ride equipment when safe and necessary. In addition, determine that employees riding equipment do so in compliance with Safety Rule S-13.1.5

FAILURE DEFINED

This test is a failure when any of the following is observed:

- Employee rides equipment when not safe and necessary
- Employee rides equipment in a location or position prohibited in Safety Rule S-13.1.5, such as:
- Crossover platform.
- Brake platform (except to release of apply the hand brake during a gravity switch move.)
- Coupler apparatus, center sill, side sill, end sill, or framework
- Inside car loaded with lumber, pipe, or other materials susceptible to shifting upon slight impact.

105 - EMPLOYEE FOULING TRACKS

This test determines that employees do not foul a track, except for incidental fouling such as when crossing track, and then become preoccupied with some activity that prevents them from keeping a sharp look out for approaching trains and equipment.

APPLICABLE RULES

GCOR 1.20, MWOR 1.20, Safety Rules S-1.1, S-1.2.3, S-1.6.1, S-13.1.3, Engineering Instruction 1.1.1.

PREPARATION/CONDITIONS

This test can be conducted any time and any place employees are walking or working near tracks.

PROCEDURE

Observe employees whose duties may require them to work around, on or near tracks. If they do not have authority to occupy or foul tracks in accordance with rules, observe that they do not become unnecessarily involved in tasks that reduce their attentiveness to potential equipment movements on tracks they are close to or fouling.

FAILURE DEFINED

The test is a failure when employees:

- foul the track without proper authority or protection.
- foul the track without knowledge through job briefing that proper protection has been acquired.
- foul the track unnecessarily while engaged in a task unrelated to fouling the track when protection has not been provided.

106 - RUNNING IN THE PERFORMANCE OF DUTIES

This test determines that except in emergency, employees do not run in the performance of duty.

APPLICABLE RULES

S-1.5.3, S13.2.2

PREPARATION/CONDITIONS

This test can be conducted anywhere employees are working.

PROCEDURE

Verify that employees do not run in the performance of duty.

FAILURE DEFINED

This test is a failure when employees run in the performance of duty, except in an emergency.

107 - RIDING FREIGHT CARS TO A JOINT

This test determines that all safety rules and policies are followed when an employee couples freight cars.

APPLICABLE RULES

Safety Rule S-13.1.5

PREPARATION/CONDITIONS

This test can be conducted anywhere employees are engaged in the movement of freight cars.

PROCEDURE

- observe movement stopped short of coupling and coupling is completed from the ground
- observe that crew member stands in the clear when coupling freight cars.

- observe employee uses safety stop where required (passenger and roadrailer service).
- observe that when employee opens a knuckle he uses the uncoupling lever and feet are kept clear of the area under the knuckle.

FAILURE DEFINED

The test is a failure when crew member:

- completes coupling of freight cars while riding equipment.
- fails to stand clear during coupling.
- does not observe a safety stop where required.
- does not use the uncoupling lever as intended to open the knuckle.

108 - SHOVING CARS OR ENGINES

The Shoving Cars or Engines test is designed to measure employee compliance with the requirement to provide briefings, communication and point protection.

APPLICABLE RULES: GCOR 5.3.3, 5.3.7, 6.5

PREPARATION/PROCEDURE: This test may be conducted any time a crew is required to shove cars or engines and has not been relieved of providing protection.

OPT segment 108-1:

- Ensure that you are monitoring the proper radio channel.
- Ensure the employee is in position to protect the movement.
- Position yourself in a location where you will be able to visually observe the employee protecting the movement.
- Ensure that the crew has not been relieved of providing protection. Examples include:
 - Track equipped with shove lights, cameras or other technology and instructions for their use.
 - Special instructions specific to the track involved.
 - Pullout move within an activated remote control zone
 - Rule 6.6 (Picking up Crew Member)

OPT segment 108-2:

- Ensure that you are monitoring the proper radio channel.
- Determine that all crew members have conducted a job safety briefing prior to starting the movement. The briefing must include who and how protection will be provided.
- If radio is used to provide communication during the shove movement, monitor for proper direction and distance to be given prior to the start of the shove movement. Direction should be described in relationship to the front of the controlling locomotive (F stencil). For forward movements, employee to use "ahead". For backward movements, employee to use "backup". As movement continues ensure the crew is using "half plus" concept for distance communication.

Explanation of GCOR 5.3.7 and additional supplemental information:

- Requires movement capable of stopping within half the distance of the last distance communicated.
- Establishes a car length standard of 50 feet and a concept of half the distance plus at least one car until the distance is 2 car lengths. Example of car counts: 25 cars, 14 cars, 8 cars, 5 cars, 3 cars, 2 cars, 1 car, 25 feet, Stop. This is a minimum expectation.

OPT segment 108-3:

- Determine that the speed of shove movement will allow stopping within half the range of vision (as viewed by the employee protecting the shove) short of TERMSDXO.
- Use of locomotive event recorder may also be used to verify speed.

Note: When conducting this test:

- If movement is stopped with a banner, record Test 207 in addition to Test 108
- If movement is stopped with a flagman, record Test 201 in addition to Test 108
- If movement involves RCO operations, enter “Y” in the RCO field

Data entry for this test will require the testing Supervisor to enter all items reviewed during the observation. This test has been designed to require the OPT segment code to be entered that will provide specific testing information as outlined below.

FAILURE DEFINED: This test is a failure when any of the following exist:

108-1 – Employee fails to provide continuous protection for a shove movement at locations where protection is required or employee at controls of engine initiates movement without knowledge that the move is properly protected.

Consideration should be given to the following:

- Is employee providing protection in a position to see the leading end of the move and stop within half the range of vision short of TERMSDXO?
- Is shoving movement continuously protected without distraction? (e.g. reading a switch list or engaged in other unrelated activity)

108-2 – Employee providing protection fails to properly control the shoving movement due to improper or incomplete communication; or employee at controls of engine fails to control movement based on communication. Consideration should be given to the following:

- Does communication include distance in car counts, identify who will be protecting the move (when required), direction (ahead or backup) and how the movement will be protected?
- Does employee at the controls of the engine controlling movement stop the move within half the distance specified using radio or immediately when crew member providing hand signals disappears?
- Is minimum communication during continuous shoving movements utilize “half-plus” car counts? (e.g. 25 cars, 14 cars, 8 cars, 5 cars, 3 cars, 2 cars, 1 car, 25 feet, Stop. This is a minimum count expectation.)

108-3 – Shoving movement is observed at a speed that will not allow stopping within half the range of vision, short of TERMSDXO. Consideration should be given to the following:

- Is move being made within the maximum authorized speed?
- Is speed too fast for operating conditions such as: Track geometry (e.g. curvature, grade and other physical conditions), weather or other conditions that may affect visibility and ability to control and stop the move?

Note: The use of a word other than “STOP” at the end of a shove move, or use of other than “25 ft” for half a car should be entered as a 699 Failure for GCOR 5.3.7. All other failures MUST be entered as a test 108-1, 108-2 or 108-3.

TERMSDXO – Trains, engines, railroad car, men & equipment fouling the track, stop signal, derail or switch lined improperly, crossings at grade, other crew movements.

201 - MOVEMENT PREPARED TO STOP**OBJECTIVE**

Movement Prepared to Stop determines that a train or engine stops as required when operating under Rules 6.27 or 6.28; or where Rule 6.16 is applicable. This test is to be used when movement is required to stop by a rule other than a block system rule covered in OPT 204.

Note - When stopping trains / engines using a Stop Banner use OPT 207 and not OPT 201. Use OPT 601 when recording a speed check only under Rule 6.27 or 6.28 AND no stop test is conducted.

APPLICABLE RULES

GCOR 5.4.7, 5.6, 6.4, 6.4.1, 6.13, 6.14, 6.15, 6.16, 6.27, 6.28, 9.15.1, 10.3.3, 14.4, 14.5, 18.1

PREPARATION/PROCEDURE

This test may be conducted:

- Under any condition where movement at restricted speed or movement on other than main track is required except block system rules covered by Test No. 204.
- Select the location where the train or engine is to be stopped well in advance of the arrival time.
- Sound judgment should be used to select a safe location for the testing managers and crew.
- Ensure the Stop Sign is properly displayed when observing the stop under Rule 6.16 in advance of the train or engine's arrival.
- Use a flagman to give a stop signal. The flagman must be easily seen and in the desired stop position in advance of the train or engines arrival.
- Use a red track flag or clip on track flags, equipped with a red light at night, on any track where 6.28 is in effect.
- Observe a train or engine moving under Rule 6.27 stops short of a standing train.
- Use of a hand signal that requires a movement to stop may be used only where Rule 6.28 governs. Testing managers should limit the use of this provision to movements such as yard engines and hostlers operating on yard or industry tracks, and in mechanical servicing areas.
- Observe a train or engine stops short of a stop sign protecting a Railroad Crossing governed by GCOR 6.16.
- Observe the train or engine stops short of a red track flag or red light at the entrance to Form B limits when permission has not been provided by the employee in charge (EIC) to proceed without stopping.

NOTE: This test may not be conducted by a testing supervisor on board the train.

FAILURE DEFINED

The test is a failure when:

- Train or engine fails to stop short of any item listed in Rule 6.27 or 6.28.
- Train or engine fails to stop short of a Railroad Crossing Stop sign..
- Train or engine fails to stop short of a red flag or red light unless the employee in charge (EIC) gives verbal permission to proceed without stopping.

202 - BLUE SIGNAL—Trains

The Blue Signal Test verifies that equipment is not coupled to or moved while under blue signal protection, In addition, the test determines that blue signals are not passed by trains or engines.

APPLICABLE RULES

GCOR 5.13

PREPARATION/CONDITIONS

Select a location where blue signal protection has been established.

PROCEDURE

On any track:

- 1) Verify that equipment protected by blue signal is not coupled to or moved.

- 2) Verify that trains, engines or equipment do not enter a track protected by blue signal until protection has been removed, and employees warned, where required.
- 3) Verify that controls on locomotive have not been changed.

NOTE: This test may not be conducted by a testing supervisor on board the train.

FAILURE DEFINED

The test is a failure if Train, Engine & Yard personnel allow the train or engine to pass a blue signal on a track protected by that signal, couple to or moves rolling equipment displaying blue signal, or changed any controls on locomotive where blue signal protection has been established.

203 - DARK SIGNAL

The Dark Signal Test monitors alertness of crews to recognize a signal improperly displayed. This test can be conducted on all crew members riding in the controlling cab of locomotive or the person on the leading car, when shoving.

APPLICABLE RULES

GCOR 1.47, 5.15, 9.4

PREPARATION/CONDITIONS

- Testing manager must verify that no trains, engines or men and equipment are within the block being protected by the dark signal to be tested.
- Contact the train dispatcher or chief dispatcher advising your plans prior to setting up the test. Testing Managers must be assisted by a Signal Supervisor (or a designated representative) unless the signal system has been designed to allow for manual manipulation by the testing manager.
- Prepare for the test by requesting a Signal Supervisor (or designated representative) to set-up the “dark” signal at a location other than a grade signal. This process should include verification that the signal displays a red aspect before it is darkened.

PROCEDURE

After the necessary preparations have been made:

- 1) Observe and confirm signal indications in advance of the dark signal display the appropriate signal sequence for the territory being tested or the applicable rules require a stop at the next signal.
- 2) Observe the train or engine stops short of the dark signal. A manager must remain at the dark signal able to stop any train not complying with the signal.
- 3) Speed compliance from point of stop throughout the remainder of the block may be checked by radar speed measuring device or event recorder data. Speed checked can be entered as a 601 test.

NOTE: This test may not be conducted by a testing supervisor on board the train.

FAILURE DEFINED

The test is a failure when the train or engine crew does not stop before passing the dark signal.

204 - BLOCK SYSTEM RULES-RESTRICTED SPEED-STOP

The Block System Rules-Restricted Speed-Stop Test determines that a train or engine crew is in compliance with Rule 6.27, Restricted Speed, when this movement is required to stop by block system rules under any one of the following conditions:

- When proceeding from either a Stop, Stop and Proceed or Restricting indication.
- When in Yard Limits and proceeding on a signal not displaying more favorable than Approach as its aspect.

- When entering main track where there is no governing signal
- When in ABS territory and delayed within a block.

Note: This test is not to be used to record speed only, use Test 601. When stopping a train or engine with a banner, record the testing event under Test 207.

APPLICABLE RULES

GCOR Rules 9.1.13, 9.1.14, 9.1.15, 9.9, 9.10, 9.12, 9.13

PREPARATION/CONDITIONS

Select the location where the train or engine is to be stopped in advance of the expected arrival time. Determine that the train or engine is required to move at Restricted Speed at this location.

PROCEDURE

- 1) Use a flagman to give the stop signal. The flagman should be easily seen and in place well in advance of train or engine's arrival.
- 2) Observe that the train or engine stops short of a train or cut of cars ahead.

NOTE: This test may not be conducted by a testing supervisor on board the train.

FAILURE DEFINED

The test is a failure when train fails to stop short of a flagmen or fails to stop short of a train or cut of cars.

205 - BLOCK SIGNALS-STOP

The Block Signals-Stop Test determines that crew members comply with all rules governing stopping for block signals displaying a Stop Indication.

APPLICABLE RULES

GCOR 9.12.1, 9.12.2, 9.12.3, 9.12.4

PREPARATION/CONDITIONS

- 1) Coordinate your plans to conduct this test with the chief dispatcher or train dispatcher.
- 2) Request the Signal Supervisor (or designated representative) to set up the Stop indication in CTC territory or request dispatcher to hold the signal at Stop. If in ABS territory, shunting the track is permissible, however, shunts should NOT be applied unless a member of the team is trained to do so.

PROCEDURE

After the necessary preparations have been made:

- 1) Observe that train or engine stops before any part of the equipment passes the signal displaying a Stop Indication.
- 2) Verify rule compliance as follows:

If the signal selected for the test is a controlled signal verify that the crew stops for the signal and secures authority to pass the signal.

Note: Advise the Chief Dispatcher or Manager of Dispatcher Practices and Rules via Outlook Mail or telephone as soon as possible after test so they can listen to the audio recording and enter test on dispatcher giving verbal authority.

NOTE: This test may not be conducted by a testing supervisor on board the train.

FAILURE DEFINED

The test is a failure when crew fails to stop their train or engine short of a Stop signal or in ABS signaled territory when the 5 minute wait is required, but not complied with.

206 - AUTOMATIC INTERLOCKING

The Automatic Interlocking Test determines that, when finding a signal displaying a Stop indication, a crew member follows the proper procedure for proceeding through automatic interlocking limits.

APPLICABLE RULES

GCOR 9.12.3

PREPARATION/CONDITIONS

Request the Signal Supervisor (or designated representative) to display Stop indication or shunts may be used if a testing manager has been trained in the proper use of shunts.

PROCEDURE

After the necessary preparations have been made:

- 1) Monitor Operations Test 205.
- 2) Verify that a crew member from the train or engine goes to the release box and follows instructions.

NOTE: This test may not be conducted by a testing supervisor on board the train.

FAILURE DEFINED

The test is a failure when crew fails to read and follow the instruction in the release box prior to signaling for movement to proceed past a Stop indication at an automatic interlocking.

207 - BANNER - Trains

The Banner Test determines that a train or engine crew is in compliance with all rules requiring ability to stop within half the range of vision. These requirements are found in GCOR rules 6.27 (Restricted Speed) and 6.28 (Movement on Other than Main Track) and block system rules. When a test is conducted with a banner, it must be recorded as a test 207. Test nos. 201 and 204 must not be entered as additional tests.

APPLICABLE RULES

GCOR 5.6, 6.4, 6.13, 6.14, 6.15, 6.27, 6.28, 9.9, 9.10, 9.1.13, 9.1.14, 9.1.15, 9.15.1, 10.3, 14.4, 15.2, 16.4, 18.11

PREPARATION/CONDITIONS

This test may be conducted at any location where a train or engine is required to move per Rule 6.27 or 6.28 such as:

- where block system rules require restricted speed.
- in a location where a train has been delayed within a block in ABS territory.
- where a train has initiated a movement on the main track or other track where CTC is in effect.
- in yard limits within non-signalized territory or train is not operating on a signal more favorable than approach.
- in Restricted Limits.
- on other than main track unless CTC is in effect.
- under any other condition requiring movement to stop within half the range of vision.

PROCEDURE

- Select the location where the train or engine will be stopped based on the requirements of rules previously listed in this test.
- When a train or engine will be tested on the main track communicate with the train dispatcher to discuss your testing plans.

Erect the banner in a location that will test an employee's ability to stop within the requirements of GCOR Rules 6.27 and 6.28. For maximum effectiveness the banner should be placed in a location where visibility is limited.

Placement of the banner on tangent track is discouraged for this test.

- When a signal requires movement at restricted speed, place a testing manager in a position to observe the signal as the train or engine passes it to verify indication.
- Verify that the train or engine stops short of the banner.

NOTE: This test may not be conducted by a testing supervisor on board the train.

FAILURE DEFINED

This test is a failure when the train or engine fails to stop short of contacting the banner.

Note: Placing the train in emergency to stop short of the banner will be considered failure to comply with prescribed train handling methods as outlined in current BNSF ABTH Rule 103.1. This type failure will be recorded under Test 699 and not this test.

208 - BLOCK SIGNALS-STOP & PROCEED

OBJECTIVE

The Block Signals-Stop and Proceed Test determines that employees comply with all rules governing Stop and Proceed signals and is applicable to all members of the crew on the lead or controlling locomotive. The test is divided into two categories, testing a situation where there is no train ahead and testing a situation where a train is following another train.

APPLICABLE RULES

Signal Rule 9.1.14, GCOR 9.16

PREPARATION/CONDITION

Set up the Stop & Proceed indication by using shunts, assistance from a signal supervisor or as described below for the train following another train situation

NOTE: This test should not be conducted at a grade signal or under the provision of Rule 9.16(2).

PROCEDURE

Observe that the train or engine stops before any part of the equipment passes the signal displaying Stop and Proceed.

SHUNT PROCEDURE WHEN TESTING TRAIN FOLLOWING ANOTHER TRAIN

- If using shunts to stop a train following another train select a location that is not in close proximity to a crossing equipped with active warning devices.
- Verify that block signal indicates Stop and Proceed.
- Position at least one testing manager at the signal protecting the block which will be shunted to verify signal indication.
- Position at least one testing manager to verify that previous block signal indication is approach after shunts are applied.
- After lead train passes, apply shunts to rail before train exits the block to be shunted.

ALTERNATE PROCEDURE WHEN TESTING TRAIN FOLLOWING ANOTHER TRAIN

- Have dispatcher stop first train or take advantage of current operating situation that requires first train to stop.
- Position at least one testing manager at the signal protecting the first train to verify signal indication.
- Verify that block signal indicates Stop and Proceed.
- Position at least one testing manager near first train to verify that trains remains in the block until second train is stopped.
- Position at least one testing manager to verify that previous block signal indication for second train is approach.

NOTE: This test may not be conducted by a testing supervisor on board the train.

DATA REPORTING

This test has been designed to require a special code to be entered that will provide specific testing information. When prompted to enter a “Rule Book Code” the code to be entered is “G”. When prompted to enter a “Rule Number”, use the appropriate code(s) that reflects your testing situation.

208-1 Test is for compliance with requirement for stopping when there is no train ahead at a Stop and Proceed indication.

208-2 Test is for compliance with requirement for stopping at a Stop and Proceed indication when there is a train following another train.

NOTE: If the signal selected for the test is a Stop & Proceed signal that protects a facing point spring switch, verify that the crew conducts a test of the spring switch as outlined in Rule 8.9.1 (Testing Spring Switch) and failures are recorded as Test 699.

209 - TWC AUTHORITY LIMIT

The TWC Authority limit test determines train crews comply with requirements of trains operating with Track Warrant Control authority in signaled or non-signaled TWC territory.

APPLICABLE RULES

GCOR 6.3, 14.1, 14.2, 14.3

PREPARATIONS/CONDITIONS

- 1) Advise Chief Dispatcher and Train Dispatcher of plans to conduct this test.
- 2) Determine a location that gives the testing manager the ability to verify a train stop.

PROCEDURE

- 1) Coordinate with train dispatcher a location to be designated as last named point of Track Warrant authority where train will be stopped. Verify the limits of authority once in effect. This may be accomplished by monitoring radio transmission, or verbal communication with the Train Dispatcher.
- 2) Instruct Train Dispatcher to issue no further Track Warrant authority to train beyond predetermined location until testing supervisor has verified the train has stopped.
- 3) Verify the train stops within designated limits of authority. Manager should board the train and verify proper completion and content of the Track Warrant.
- 4) Verify that crew member contacts employee in charge before occupying limits of track warrant issued joint with an employee.

NOTE: This test may not be conducted by a testing supervisor on board the train.

FAILURE DEFINED

This test is a failure when crew fails to stop the train within the limits designated by Track Warrant or occupies limits joint with an employee without first receiving permission to occupy limits.

301 - BLUE SIGNAL - Mechanical Absolute

OBJECTIVE

The Blue Signal Test verifies that, when required, blue signal protection is properly displayed.

APPLICABLE RULES

Safety Rule S-24.2, M-1.1 through M-1.8

PREPARATION / PROCEDURE

This test can be conducted anytime workmen are engaged in the activity of inspecting, testing or repairing freight cars or locomotives.

When testing locomotive repair craft employees:

- Verify all controlling locomotives, if present, are flagged as required by M-1.2, M-1.7, and M-1.8
- Verify ID tags are applied as required in M - 1.1

On main track:

- 1) Verify the presence of a blue signal at each end of the train.
- 2) Check for a blue signal on the engine, when required.
- 3) Note that blue signal protection is removed by the craft or group of workmen displaying it.

On tracks other than main track:

- 1) Check that the employee has properly lined manually operated switches that provide access away from track to be blue-signaled.
- 2) Determine that the same switches are secured with an effective locking device.
- 3) Verify that portable derails, as an alternative, have been placed the proper distance from each end of rolling equipment:
 - for rolling equipment to be protected, 150 feet
 - on an engine servicing track or car repair shop where speed limit is 5 MPH, 50 feet.
- 4) Note that blue signals of sufficient size are displayed at or near such switches or derails.
- 5) Note that blue flags or signs, not lights, are used near the locked derails/switches during daylight hours.
- 6) Note that blue signal protection is removed by the craft or group of workman displaying it.

Where remote control switches providing direct access are locked out:

- 1) Check that switch is properly lined and secured.
- 2) Determine that a written record for each notification is maintained.
- 3) If workmen are on, under or between an engine or rolling equipment is coupled to an engine, verify that blue signal is displayed on the controlling locomotive where it can be readily seen by an employee at the controls.
- 4) Note that blue signal protection is removed by the craft or group of workmen displaying it.

FAILURE DEFINED

The test is a failure if:

- Workmen begin working on, under or between rolling equipment prior to establishing the required Blue Signal protection.
- Mechanical Department employees use blue lights (of insufficient size) as blue signals during the day at a locked switch or derail.
- Locomotive repair craft employees working on locomotives do not have an ID tag attached to their blue signal.
- Controlling locomotives are not flagged as required.

303 - LOCKOUT/TAGOUT – Mechanical Absolute

OBJECTIVE

This test is conducted to monitor employee compliance with the lockout / tag out requirements, regardless of whether the worker is currently using lockout/tag out measures. The tested employee is required to have an approved lockout/ tag out device.

APPLICABLE RULES

Mechanical Safety Rules and Polices S-3.1.6, S-10.3.1, S-16.4, S-16.17, S-27.13 and M-3.4.

PREPARATION / PROCEDURE

This test may be conducted anywhere employees are observed servicing or repairing machinery or equipment in a location that may expose them to potentially hazardous energy sources. These sources may be electrical, mechanical, hydraulic, gravitational or thermal.

FAILURE DEFINED

The test is a failure when the tested employee does not have an approved lockout / tag out device that is:

- Marked with the identity of the employee.
- A standardized lock. Each lock will have a single, unique key that remains in the possession of the employee. (There will be NO master keys).
- Used exclusively for lockout.
- Readily available to the employee who may have to lockout the machine.

It will be considered a failure if the tested employee is engaged in an activity that places them in danger by neglecting to:

- Shut the equipment down.
- Turn off the battery switch and lock it in the off position.
- Test on/start button on the machine or equipment to make sure it is de-energized and will not operate.
- Establish protection against other machinery.
- Follow existing Mechanical Safety Rules or Policies.

314 - LADDERS & PLATFORMS – Mechanical**OBJECTIVE**

This test is conducted to monitor employee compliance with the use of ladders, platforms, scaffolds and aerial baskets.

APPLICABLE RULES

Mechanical Safety Rules and Policies: S - 9.1 through S - 9.13.2

PREPARATION / PROCEDURE

This test can be conducted any time employees are using ladders, platforms, scaffolds and aerial baskets

FAILURE DEFINED

The test is a failure when the tested employee has not inspected, stored or used the ladder, platform, scaffold or aerial basket properly

315 - HAND TOOLS – Mechanical**OBJECTIVE**

This test determines that employees are in compliance with rules addressing the use of hand tools in the performance of their job tasks

APPLICABLE RULES

Mechanical Safety Rules and Policies: S-1.4.1, S-1.4.2, S-1.4.3, S-1.4.4, S - 7.1, S - 7.2, S - 7.3, S - 7.4, S - 7.6, S - 7.7, S-11.5.1, M - 6.1, M – 6.2, and M – 6.3

PREPARATION / PROCEDURE

This test can be conducted any time an employee is observed using hand tools including striking or struck hand tools, tools with sharp edges, swinging tools, pry/lining bars and files.

The test has been designed to require a rule number. When prompted to enter a Rule Book Code, the code to enter is S. When prompted to enter a Rule Number, enter the appropriate rule number based on your testing situation

FAILURE DEFINED

The test is a failure any time an employee:

- Fails to inspect tools for defects
- Makes any modification to a tool without manufacturer's approval
- Continues use of a defective tool
- Fails to properly redress a striking or struck hand tool
- Fails to direct sharp edges of tools away from their body or hands
- Fails to ensure/warn others to stay clear when using swinging tools
- Fails to remove dirt/grease from hands and handle before using swinging tools
- Uses a pry or lining bar improperly
- Uses a file without a handle
- Uses a tool for a job it is not intended for
- Fails to use band cutters to cut steel bands
- Fails to use a chisel or punch holder
- Uses an unapproved knife or uses a knife when another tool is available
- Uses a "Leatherman" subject tool or similar multipurpose tool

316 - CRANE OPERATION/ RIGGING – Mechanical Absolute**OBJECTIVE**

This test determines that employees are in compliance with rigging requirements

APPLICABLE RULES

Mechanical Safety Rules and Policies: S-17.1 thru S-17.1.5, S-17.2.1 thru S-17.2.6, S-17.5.1, S-17.5.2, S-17.6, S-17.7, S-17.9, M 6.8

PREPARATION / PROCEDURE

This test can be conducted anytime employees are operating cranes, hoists and rigging.

FAILURE DEFINED

The test is a failure when:

- Employees fail to inspect new or repaired ropes, slings and other rigging daily before use
- Slings are used that do not have the required identification tags
- Lifting/hoisting over manufacturers load capacity
- Employees use damaged slings
- Load rigging is not consistent with S - 17.1.3
- Chain slings in use are not consistent with S - 17.1.4
- Below the hook lifting devices are not consistent with S - 17.1.5
- A load is moved before persons are clear
- Appropriate power line clearance is not maintained

- Walking, standing, or working under a suspended load
- Moving load before all persons are clear
- Failure to comply with S-17.5.1 and S-17.5.2
- Using improper hand signals
- Failure to comply with S-17.9
- Failure to use the steering wheel cover while boom is in use.

318 - SINGLE CAR AIR BRAKE TEST – Mechanical

OBJECTIVE

This test will verify that a qualified person is using proper techniques when testing the air brake system on a single freight car

APPLICABLE RULES

AAR Field Manual Rule 3.A.2, CFR 232.305

PREPARATION / PROCEDURE

This test can be conducted any time a qualified person is engaged in the activity of performing a Single Car Air Brake Test on a freight car on the repair track or in a repair shop

Perform all the tasks identified in AAR Standard S-486, latest revision which includes the following tests:

Brake Pipe Leakage, Separate Brake Pipe Venting Devices, System Leakage, Hand Brake Inspection, Service Stability, Piston Travel, Emergency, Release Test after Emergency, Retaining Valve, Minimum Application, Slow Release, Accelerated Application Valve, Recheck Piston Travel and Manual Release test

FAILURE DEFINED

The test is a failure any time an employee is observed not performing all the tasks as written per AAR Standard S-486, latest revision

319 - EXTENDED HAUL AIR BRAKE TEST – Mechanical

OBJECTIVE

This test determines that a qualified person is properly performing an air brake test and inspection on trains designated as Extended Haul

APPLICABLE RULES

49 CFR 232.213

PREPARATION / PROCEDURE

This test must be performed on trains at no more than 1,500 mile intervals; the train has to be designated as an Extended Haul train

Inspectors must be qualified to perform the Extended Haul Air Brake Test & Inspection

Verify that the brake system is charged to within 15 psi of the regulating valve setting on the controlling locomotive, but no less than 75 psi.

Verify that the air flow meter does not exceed 60 psi or the airflow pointer is left of the calibration mark.

Verify that after a signal is received, a 20-psi brake pipe reduction is made.

If the train does not meet AFM test conditions or is equipped with Distributed Power, verify a brake pipe leakage test is conducted as follows:

- Verify that after brake pipe exhaust ceases, a 60-second waiting period is observed.
- Verify that the Automatic Brake Valve maintaining feature is cutout or lapped.
- Verify that after the valve is cutout, a 60-second waiting period is observed.
- Verify that the leakage is then observed for 60 seconds and it does not exceed 5 psi.

Verify that inspector(s) inspect both sides of the equipment while the cars are stationary to insure:

- The brakes apply on each car.
- The brake rigging does not bind or foul on each car.
- All air brake parts are properly secured on each car.
- All angle and cutout cocks are in the proper position; air hoses are not kinked nor have any other obstruction.
- Retainer valves and pipes are secure and in the proper position.
- Brake cylinder piston travel is correct on each car. If any car is observed with brakes that are not applied, a re-test of the car can be performed and the brakes must remain applied for a period of at least 3 minutes and must not release on it's own during the observation.
- Inspect each car for FRA safety appliance and safety standard defects and either repair or have the defective car removed from the train. Inspect hazardous material cars for leaks and placarding and inspect all open top loads for proper securement and clearances. Give proper signal to have the brakes released and inspect every car to see that all brakes have released.
- Provide proper notification to the crew in writing that the test and inspection was completed successfully. The notification must include date; time, number of car(s) inspected, and identifies the qualified person(s) conducting the test and the location where the test was performed. If both sides of the car(s) were inspected with the brakes set, a roll-by inspection at no more than 10 mph may be performed to see that all brakes have released. The locomotive engineer must be notified of the results.

FAILURE DEFINED

It is a failure any time an employee is observed not performing any of the required tasks.

320 - JACKING EQUIPMENT – Mechanical Absolute

OBJECTIVE

The Jacking Equipment Test monitors employee compliance with the rules and identified best practices related jacking cars and equipment

APPLICABLE RULES

Safety Rules S-10.1 and S-10.1.1, Road Truck Jacking Certification and job safety analysis located on the following web site:

http://bnsfweb.bnsf.com/departments/mechanical/safety/road_truck.html

PREPARATION / PROCEDURE

Select a location where there will be activity involving jacking equipment. Review all set up and inspection procedures outlined in the job safety analysis

Be in position to see that all set up and inspection procedures outlined in the job safety analysis are followed. Focus on activity identified outlined in RED in the JSA., specifically "Employee should not be alongside or under car while jacking or when supported only by jacks."

FAILURE DEFINED

Employee(s) observed do not follow identified rules and prescribed JSA

321 - VEHICLE OPERATIONS – Mechanical Absolute

OBJECTIVE

The Vehicle Operations Test monitors employee compliance with the rules and identified best practices related the operation of motor vehicles

APPLICABLE RULES

S-8.3.2, S-11.8.2, S-11.8.3, S-11.9.1 - S-11.9.9, S-12.1.1, S-12.2, S-12.4, S-12.5, S-12.6, S-12.8, S-12.9.1, S-13.1.3, and M-3.9

PREPARATION / PROCEDURE

Test can be conducted any time employees are operating motor vehicles where the above safety rules apply. Examples are:

- Stopping for flares and/or flashing lights in intermodal facilities
- Forklift operation
- Backing motor vehicles
- Operation of all terrain vehicles and utility vehicles

Use the following test codes to record observations for the listed safety rules.

321-1 Vehicle Operations rules S- 8.3.2, S-12.5, S-12.1.1

321-2 Fork Lift Operations rules S-11.8.2, S-11.8.3, S-11.9.1, S-11.9.5, and S-11.9.6

321-3 Backing rule S-11.9.3, S-12.8

321-4 Fouling Tracks or Roadways rule S-12.9.1, S-13.1.3, and M-3.9

321-5 All Terrain Vehicles (ATVs) and Utility Vehicles rules S-12.2, 12.4

FAILURE DEFINED

The employee observed did not follow identified rule during the operation of a vehicle.

DATA REPORTING

This test has been designed to require a special code to be entered that will provide specific testing information. When prompted to enter a “Rule Book Code” the code to be entered is “S”. When prompted to enter a “Rule Number”, use the appropriate code(s) described above that reflect your observation.

322 - LOCOMOTIVE AND CAR MOVEMENT – Mechanical Absolute

OBJECTIVE

The Locomotive and Car Movement Test monitors employee compliance with the rules and identified best practices related to the movement of locomotives and railroad cars

APPLICABLE RULES

S-10.2.1, S-10.2.2, S-10.3.2, S-10.10, S-10.15, S-13.1.1 thru S-13.1.5, S-13.1.9, S-13.2.1 thru S-13.2.4 and S-14.3

PREPARATION / PROCEDURE

Test can be conducted any time employees are operating locomotives or moving cars where the above safety rules apply. Examples are:

- Locomotive movement rules and procedures
- Moving cars with car movers or cables
- Riding in or on moving equipment
- Crossing tracks
- Chocking cars

FAILURE DEFINED

The employee observed did not follow identified rule during equipment movement.

DATA REPORTING

This test has been designed to require a special code to be entered that will provide specific testing information. When prompted to enter a “Rule Book Code” the code to be entered is “S”. When prompted to enter a “Rule Number”, use the appropriate code(s) described above that reflect your observation.

Use the following test codes to record observations for the listed safety rules.

322-1 Moving/Spotting Locomotives rules S-10.2.1, S-10.2.2, S-10.3.2, S-10.15, and S-13.2.1 thru S-13.2.4.

322-2 Moving/Chocking Cars rules S-10.10, S-10.15, S-13.1.5, S-13.1.9, and S-13.2.1 thru S-13.2.4, and S-14.3.

322-3 Tracks rule S-13.1.1 thru S-13.1.4

323 - FALL PROTECTION - Mechanical Absolute**OBJECTIVE**

Monitors compliance with the requirement to wear and utilize personal fall protection equipment when employees are working from elevations that are unprotected, including from the roofs of locomotives, freight cars and equipment as well as other locations where fall hazards exist. This test requires additional monitoring of employees to verify that proper authority and a job specific briefing with a supervisor has taken place.

APPLICABLE RULES

Safety Rules, S-9.13.2, S-21.1, S-28.20 and M-3.5

PREPARATION / PROCEDURE

Review the applicable rules. Observe for the following;

- The employee is wearing a fall protection harness when working from the roof of a freight car locomotive or other equipment and when working from an elevation that is unprotected.
- The connecting lanyard is connected to an approved fall arresting connector.
- The fall arresting equipment was inspected prior to use.

Note 1: Some work locations utilize mobile lift platforms with fall protection equipment. Observe that the employee is using a mobile system and is connected by a proper retractable lanyard to the lift connecting anchorage point.

Note 2: Where fall protection equipment is not installed or available for use then observe for the following:

- Verify the employee has proper authority to be on the roof of the freight car, locomotive or the equipment.
- Verify the employee has had a job specific briefing from their supervisor or lead person, discussing the potential hazards and recommended safety precautions.
- Verify the employee is not working from and icy, oily or slippery surface
- Observe that the employee is using tools defensively, is not over reaching and is maintaining proper balance.

Observe that the employee accesses the locomotive roof from the rear only or with an approved ladder from the front of the locomotive (short hood).

FAILURE DEFINED

Employee(s) observed do not follow the identified rules

350 - TRACK OCCUPANCY - MW Only (Critical Decision)

OBJECTIVE

The Track Occupancy test determines MW employee compliance with track authority or protection while occupying or fouling track.

APPLICABLE RULES

MWOR 6.3.1, 6.3.2, 6.3.3 and EI 1.1.4(E).

PREPARATION/PROCEDURE

This test applies to employees governed by MW Operating Rules, and may be conducted anytime these employees are found occupying or foul of a track.

350 -1 MWOR 6.3.1 – When a main track, controlled siding, or any track where a block signal system is in effect is occupied or fouled by roadway workers, verify proper authority has been granted consistent with the type of operation for that location as identified in the timetable/special instructions.

When the track authority is granted jointly with other work groups (including train crews), verify the employee in charge contacts each of the other work groups and conducts a job safety briefing with them prior to occupying or fouling the overlapping authority limits. Verify working limits are properly documented. If overlapping working limits are established, verify a single employee in charge has been identified for the overlapping working limits. If one of the track authorities is a Track Bulletin Form B, the employee in charge of the Form B will also be in charge of any overlapping limits. Before occupying a main track, controlled siding or any track where CTC is in effect, employees must have information concerning all track bulletin Form B's in effect that may overlap their authority.

350 -2 MWOR 6.3.2 – On tracks other than a main track, controlled siding, or any track where a block signal system is in effect, Roadway workers may establish working limits by providing protection using one or a combination of the following:

- All switches that provide direct access to the working limits are lined against movement, tagged, and effectively spiked, clamped, or locked with an effective locking device.
- A red flag or light and a derail locked in the derailing position are placed at least 50 feet from the work location (150 feet where the track speed is greater than 5 mph). Protection by red flag and portable derail may only be used when it is known that on-track equipment or railroad cars are the only type of equipment that a portable derail will be protecting against. Portable derails may not be used to protect against locomotives.
- Remotely controlled switches, including those in a hump yard facility, have been lined against movement to the affected track and locking/blocking devices have been applied to the respective switch controls.
- A flagman is positioned to hold all trains and on-track equipment clear of the working limits.
- A discontinuity in the rail is created to prevent movement into the working limits.
- Working limits are established on a main track, controlled siding or any track where a block signal system is in effect to prevent movement into working limits established on other than main track.
- A train or engine is flagged to a stop and its crew issued instructions to make all movements only as directed by the employee in charge of the working limits.

350 -3 MWOR 6.3.3 - A track may be fouled by a roadway worker while:

- Performing minor work that will not affect the movement of trains
- Performing a routine inspection when a lone worker uses individual train detection (outside the limits of a control point or remotely controlled hump yard facility)
- A roadway work group has an assigned lookout whose only duty is to provide train approach warning.

Verify lone workers and lookouts are trained and rules qualified. Verify prior to fouling the track, a job safety briefing has been conducted and a Statement of On-Track Safety has been properly completed, indicating the identity of the lookout, place of safety where all roadway workers will position themselves at least 15 seconds prior to the arrival of a train, and indicate the method that the lookout will use to warn members of the roadway work group of the approach of a train or on-track equipment.

350 -4 EI 1.1.4(E) – Work may be performed adjacent to a live track using the Special Operating Guidelines under the following conditions:

- You may perform maintenance with production rail grinders or rail detectors while a train is passing on an adjacent main track or controlled siding.
- You may perform maintenance with other on-track equipment, referenced in section 1.1.4E(1), while a train is passing on an adjacent main track or controlled siding if a Track Bulletin Form B is in effect on the adjacent main track(s) or controlled siding and the EIC has instructed the passing train to pass people and equipment at:
 - 40 MPH or less on tangent track
 - or
 - 25 MPH or less where curves or gradients obscure vision
- Workers on the ground required to foul an adjacent track while performing a task associated with the track on which they are working must be protected by a lookout if working limits are not established on the adjacent track. The provisions for lookout protection must be strictly complied with, and under no circumstances may equipment or material foul the adjacent track under lookout protection. Workers on the ground must not work between the tracks while a train is passing.
- When a work group is working over an extended distance and the group has been divided into subgroups, the EIC and the subgroup coordinators will use the Subgroup Coordinator Notification form to ensure that all members understand that a train is approaching.

FAILURE DEFINED

350 -1

- Record this test as a failure when track cars, men, or equipment are occupying or fouling a track without proper authority as required by MWOR 6.3.1.
- Record this test as a failure when track cars, men, or equipment are occupying or fouling a track with proper authority, but have the following documentation errors:
- Track and Time, Track Permit and Foul Time:
 - Conditions of Authority (behind) not recorded or incorrectly identified, when applicable
 - Track not recorded or incorrectly identified
 - Track Authority Limits not recorded or incorrectly identified
 - Time Limits Authorized is not recorded or incorrectly identified
 - Joint Status is not recorded or incorrectly identified, when applicable
 - OK Time is not recorded or incorrectly identified
- 1. Track Warrant, MW Track Authority Form and OCS:
 - Failure to “X” the boxes specified
 - Authority in effect behind or following a train not recorded or incorrectly identified, when applicable
 - Track not recorded or incorrectly identified
 - Track Limits Authorized not recorded or incorrectly identified
 - Joint Status (and/or Overlaps, where required) is not recorded or incorrectly identified, when applicable
 - Track Released (Roll-Ups) Limits is not recorded or incorrectly identified, when applicable
 - OK Time is not specified or incorrectly identified
- 2. Track Bulletin Form B:
 - An employee fails to obtain information concerning all Form B’s that may overlap his authority prior to occupying the track

3. Working Limits Form (Generally) – when working limits are required to be established within overlapping authority limits:
 - Employee in Charge is not recorded or is incorrectly identified for each set of working limits
 - Working Limits not recorded or incorrectly identified
4. Working Limits Form (Multiple Work Groups) – when the Working Limits Form is required of an employee who does not hold an authority, but is using another employee’s authority in a “Multiple Work Group Using the Same Authority” situation:
 - Employee in Charge is not recorded or is incorrectly identified for each set of working limits
 - Working Limits not recorded or incorrectly identified
 - At Time not recorded
 - Clear Time not recorded
5. Multiple Work Groups Using the Same Authority Form – (EIC of the authority):
 - Authority Number not recorded or incorrectly identified
 - Working Limits not recorded or incorrectly identified
 - Time Acknowledgement received not recorded
 - Time Authority Limits cleared not recorded

350 -2 – Record this test as a failure when Roadway workers have not properly established protection for working limits on other than a main track, controlled siding, or any track where a block signal system in effect using one or a combination of the methods required by MWOR 6.3.2.

350 -3 – Record this test as a failure when visual detection is being utilized and the Statement of On-Track Safety is not properly completed and/or the requirements of MWOR 6.3.3 are not met.

350 -4 – Record this test as a failure when:

- Employees continue to occupy or work between adjacent tracks while a train is passing
- On-Track Equipment specifically designated to stop working by the tables in EI 1.1.4(E) continue to work while a train is passing
- Employees required to use the Sub-Group Coordinator Notification form fail to document the required information to ensure that all employees have been notified of an approaching train

DATA REPORTING

This test has been designed to require a special code to be entered.

When prompted to enter a “Rule Book Code”, enter “M” for MWOR, or “E” for Engineering Instruction.

When prompted to enter a “Rule Number” use the appropriate code above associated with your observation.

351 - LOCK OUT / TAG OUT - MW Only (Critical Decision)

OBJECTIVE

The Lock Out / Tag Out test determines MW employee compliance with lockout / tag out requirements when inspecting, servicing, or performing maintenance activities on machinery or equipment that may unexpectedly energize, start, or release stored energy.

APPLICABLE RULES

Engineering Instructions 1.10

PREPARATION / PROCEDURE

This test may be conducted anywhere employees are observed working with equipment that has potentially hazardous energy sources. These sources may be electrical, mechanical, hydraulic, gravitational or thermal.

FAILURE DEFINED

The test is a failure when the tested employee is engaged in an activity that requires LOTO and they do not have an approved lockout / tag out device that is:

- Marked with the identity of the employee.
- A standardized lock. Each lock will have a single, unique key that remains in the possession of the employee. (There will be NO master keys).
- Used exclusively for lockout.

It will be considered a failure if the tested employee is engaged in an activity that places them in danger by neglecting to:

- Shut the equipment down.
- Turn off the battery switch and lock it in the off position.
- Establish protection against other machinery.

352 - MAIN TRACK SWITCHES - MW Only (Critical Decision)**OBJECTIVE**

This test is designed to validate employee returns derails and switch point locks to proper position, main track switches to normal position and proper communication to the train dispatcher has taken place. This test also validates employee in charge ensures proper procedure is followed with or without on-track equipment after main track switch is returned to normal including proper documentation on "Position of Switches" form.

APPLICABLE RULES

MWOR Rules 8.2 and 8.3

PREPARATION/CONDITIONS

This test may be conducted anywhere that maintenance of way employees are observed preparing to change the position of derails, operate switch point locks or change the position of main track switches. Supervisor may also test previous activity by audit of "Position of Switches" form within 5 days.

PROCEDURE

Observe that the proper inspections and handling of switches and derails is complied with as required by MWOR Rule 8.2 and 8.3.

Monitor that the employee records the location and time/initials that a derail, switch point lock or main track switch is used. In addition, the time/initials must be recorded when the derail, switch point lock or main track switch is returned to normal position. This record must be retained for 5 days after the completed tour of duty.

Observe that employee handling derail or main track switch positions the switch to the normal position after use unless instructed differently.

In non-signaled TWC or Double Track ABS territory, observe for compliance with the requirements of MWOR Rule 8.2 to stop short of the switch until activities are completed, when possible. When track authority permits, monitor employee to ensure that a facing point movement with equipment being handled is made over the main track switch. This will validate that the main track switch is properly restored. If authority will not allow the employee to make

a facing point movement over the switch, observe that the employee makes a walking inspection of the switch points ensuring they are properly lined. If no on-track equipment is used in non-signaled TWC or Double Track ABS territory, a walking inspection of the switch points must be made.

FAILURE DEFINED

Record this test as a failure when:

- The employee fails to inspect and properly handle switches, switch point locks and derails as outlined by rule.
- The employee fails to record the location and time/initials that a derail, switch point lock or main track switch is used.
- The employee fails to record the time/initials when the derail, switch point lock or main track switch is returned to normal position.
- The employee fails to retain for 5 days after the completed tour on duty proper documentation.
- The employee fails to follow procedure requirement in non-signaled TWC or Double Track ABS territory after switch has been returned to normal position.

353 - BOOM EQUIPPED VEHICLES AND EQUIPMENT - MW Only (Critical Decision)

OBJECTIVE

Verify that boom equipped vehicles are being used in accordance with manufacturer's instructions, that outriggers are in place as specified, and are in compliance with policy and manufacturers recommended lifting and carrying capacity requirements as indicated by the load chart prior to moving boom, lifting or carrying.

APPLICABLE RULES

MWOR Safety Rules S-17.2.3, S-17.2.5, S-17.2.6 and EI 15.5

PROCEDURE

Outriggers must be used on vehicles so equipped as specified by manufacturer's instructions. Only employees so qualified may operate vehicles equipped with specialized equipment such as outriggers. Employees must ensure that outriggers are in place as specified by the manufacturer of the vehicle. Loads must not be lifted or carried when they exceed weight specified in the load chart.

This test may be conducted any time employees are required to use boom equipped vehicles.

FAILURE DEFINED

353 -1 – S-17.2.3 - Record this test as a failure when:

- Outriggers are not used as required by BNSF or in accordance with the manufacturers written instructions

353 -2 – S-17.2.5 - Record this test as a failure when:

- Power line clearance are not maintained as required

353 -3 – S-17.2.6 - Record this test as a failure when:

- Loads are moved before all people are clear
- Loads are moved over people or occupied equipment

353 -4 – EI 15.5 - Record this test as a failure when:

- Steering wheel covers are not in place as required

DATA REPORTING

This test has been designed to require a special code to be entered.

When prompted to enter a "Rule Book Code", enter "S" for MWOR Safety Rules, or "E" for Engineering Instruction.

When prompted to enter a "Rule Number" use the appropriate code above associated with your observation.

354 - FALL PROTECTION – MW Only (Critical Decision)

OBJECTIVE

Fall protection is a specific piece of the PPE test. It is outlined in EI 1.4 and covers various crafts engaged in activities specific to their job functions. These specific pieces of PPE will be outlined below.

APPLICABLE RULES

Engineering Instruction 1.4

PREPARATIONS/CONDITIONS

Determine the type of specific PPE required by EI 1.4:

1.4.9 Working on Railroad Bridges

A. Use of Personal Fall Arrest Equipment

Personnel working on a railroad bridge at a height of 12 feet or more above the ground or water surface must use personal fall arrest equipment.

EXCEPTION: Where there is no deck openings through which a worker can fall, using personal fall arrest equipment is not required when:

- Walking between the outside rails.
- Performing inspections or minor repairs with center-of-balance exclusively between the rails.

Note: Minor repairs include, but are not limited to, routine welding, spiking, anchoring, spot surfacing, and replacing joint bolts. Changing out rail is not a minor repair.

- Working on a bridge that has walkways or railings that meet the requirements of the American Railway Engineering & Maintenance of Way Association (AREMA), where a worker is performing activities between an outside rail and a walkway or railing.
- Working on a roadway attached to railroad bridges, provided that workers on the roadway deck work or move 6 feet or more from the edge of the roadway deck, or from an opening through which a worker could fall.
- Conducting bridge inspections when the inspector, qualified per Engineering Instruction 17 Structures, specifically section 17.1.2, determines through risk assessment that installing or using fall arrest equipment poses a greater exposure to risk than the work to be performed.

Note: In such cases, unless risk assessment determines that exposure to falls from elevation is increased, personal fall arrest equipment must be worn at all times and used when:

- Working in a stationary position.
- or
- Taking a break from climbing activities.

Tie off in a manner to allow self-rescue or, preferably, fall restraint mode.

B. Working on Railroad Bridges Over or Adjacent to Water

When working over or adjacent to water, use a life vest when:

- The water is 4 feet or more deep.

or

- The danger of drowning otherwise exists.

EXCEPTION: Vests do not need to be worn when:

- Using a fall arrest system in an approved manner.
- Conducting inspections that involve climbing structures above or below deck, where risk assessment has determined that wearing a life vest increases the risk of a fall from elevation.

- Doing the following, where there are no openings through which a worker can fall:
- Walking between the outside rails.
- Performing inspections or minor repairs with center-of-balance exclusively between the outside rails.

Note: Minor repairs include, but are not limited to, routine welding, spiking, anchoring, spot surfacing, and replacing joint bolts. Changing-out rail is not considered a minor repair.

- Working on a bridge that has walkways or railings that meet the requirements of the American Railway Engineering & Maintenance of Way Association (AREMA), where a worker is performing activities between an outside rail and a walkway or railing.
- Working on a roadway attached to railroad bridges, provided that workers on the roadway deck work or move 6 feet or more from the edge of the roadway deck, or from an opening through which a worker could fall.

C. Using Life Vests on Railroad Bridges

When using life vests on railroad bridges:

- Have a boat available.

Note: Risk assessment determines whether the boat is to be manned and in the water, or on the shoreline ready to go.

- Have available ring buoys with at least 90 feet of line. Space the buoys at intervals not to exceed 200 feet.

D. Safety Nets

Do not use safety nets for fall protection purposes.

1.4.10 Roof Work

Use fall protection when working on the roofs of structures and you are exposed to falls from elevation. Use the most appropriate method of fall protection that can be applied to a particular task. Use fall arrest or fall restraint, install temporary guardrail systems, or on flat roofs, establish work zones according to applicable governmental requirements. Determine the most appropriate method of fall protection on a project-specific basis during project planning and risk assessment activities.

1.4.11 Pole Work

When working on poles:

1. Use Miller Stopfall straps when ascending, descending, and working on wood poles, excluding wood poles supporting slide fences.
2. Wear full-body harnesses in addition to the Miller Stopfall straps where this equipment has been issued and training provided. Until full-body harnesses are issued, a climbing belt may be used in conjunction with the Miller Stopfall strap.

1.4.12 Telecommunications: Towers/Tops of Locomotives

When working on telecommunication towers:

1. Use personal fall arrest equipment when ascending to and descending from work locations on telecommunication towers, and when at work locations.
2. Use work positioning equipment to supplement the use of fall arrest equipment when working in a stationary location on telecommunication towers. The use of work positioning equipment is not a substitute for the use of fall arrest equipment.
3. Perform telecommunications work on the tops of locomotives where approved fall protection systems are available.

1.4.13 Signal Bridges, Cantilevers, and Wayside Signals

1. Use personal fall arrest equipment on signal bridges, cantilevers, wayside signals, and slide fence systems where fixed fall protection systems have been installed, equipment is made available, and training is completed. Where work cannot be performed from ground level, work from ladders, signal platforms, buckets, or lifts.

2. Where practical and where the location is accessible, use bucket trucks and/or ladders to access work locations.

1.4.14 Light Towers and Metal Light Poles

1. Use fall arrest equipment when ascending and descending light towers and metal light poles.
2. Where practical and where the location is accessible, use lift trucks to access work locations on light towers and metal light poles.

1.4.15 Bucket Trucks

1. Wear a full-body harness when working from bucket trucks.
2. Maintain provided bucket truck rescue kits on all bucket trucks. Trained employees use the equipment in these kits for emergency evacuation from buckets.

PROCEDURE

Observe the employee and verify that job specific PPE requirements have been met in accordance with EI 1.4.

FAILURE DEFINED

This test is a failure when any of the above mentioned observations are made in context to the specific application.

370 - FLAG DISPLAY & PROTECTION – MW only

OBJECTIVE

The test is to verify that proper flags (yellow/red, red, or red light) have been posted and displayed when and where required. If MWOR 6.19 - Flag Protection should be required that the employee providing the protection goes at least the prescribed distance to protect access to the restriction.

APPLICABLE RULES

MWOR 5.4.3, 5.4.7, 5.4.8, 6.19, 15.2.2

PREPARATION/ PROCEDURE

This test applies to Maintenance of Way and Signal employees. This test may be conducted anytime maintenance employees are found occupying or foul of a track

Verify that when yellow / red flags, red flags, or red lights are required they are displayed, and are in the proper location. If flag protection should be required, that the flagmen must immediately go at least the distance prescribed by the special instructions or other instructions for that territory and protect all possible access to the restriction.

FAILURE DEFINED

- The flags are absent or not displayed in the location required
- MWOR 6.19 flag protection requirements are not met

372 - SEPARATION TRAVEL - MW only

OBJECTIVE

The test will be conducted to monitor employee compliance with the machine travel and working zone guidelines.

APPLICABLE RULES

Engineering Instructions 1.1.8, 1.1.9, MWOR Rule 6.51

PREPARATION/ PROCEDURE

This test may be conducted anywhere that it is observed that maintenance of way equipment is working or traveling.

This test may be conducted whenever maintenance of way employee is observed performing maintenance with on-track equipment or when they are moving on-track equipment from or to a job site.

FAILURE DEFINED

Due to the extensive nature of this rule, the following acts would constitute a failure:

- Failure of a machine operator to give a slow signal or stop signal either by hand or radio to a following machine operator.
- Machines in the “travel mode” spaced less than 300 feet apart, when there is no thorough understanding with the supervisor and all parties concerned.
- Machines in the “work mode” spaced less than 50 feet apart when there is no thorough understanding with the supervisor and all parties concerned.
- Failure of an operator to dismount their machine and give clearly visible hand signals to a following machine during bunching operations.
- Failure of a machine operator to ascertain if a back-up alarm has sounded, and/or an appropriate whistle/horn signal has been sounded prior to backing the machine.
- Failure of a machine operator to ascertain that the track is clear of men or machines prior to backing the machine.

374 - STOP EQUIPMENT - MW only**OBJECTIVE**

The Stop test determines that the observed maintenance of way employee is in compliance with all rules requiring stopping within half the range of vision. These requirements are found in Maintenance of Way Operating Rules 6.27 (Restricted Speed), 6.28 (Movement on Other Than Main Track), 6.50 (Movement of On-Track Equipment), 6.50.2 (Approaching Road Crossing), and 6.58 (Railroad Crossing, Drawbridges, Gates and Interlockings).

APPLICABLE RULES

MWOR Rule 6.27, 6.28, 6.50, 6.50.2, 6.58

PREPARATION/ PROCEDURE

This test may be conducted on any track at any time. Good judgment should dictate circumstances that should be avoided. For example, when multiple machines are moving as a group, stopping the lead machine with the banner should be done only when safety of following equipment will not be compromised.

- Carefully select, in advance, the location where equipment is to be stopped.
- Sound judgment should be used to select a safe location for the testing managers and the tested employee.
- For maximum effectiveness, the banner or other Stop signal should be placed in a location where visibility is limited.

Placement of the banner or other Stop signal on tangent track is discouraged for this test.

- Select the location where the equipment will be stopped based on the requirements of rules previously listed in this test.
- Establish the location where the equipment must stop and place an appropriate device, for example:
 - A stop banner (Be sure to place the banner in an area, and in such a manner, that it cannot be mistaken for a highway sign)
 - A red flag
 - A flagman giving stop signals by hand

FAILURE DEFINED

This test is a failure when the equipment fails to be stopped before contacting the Stop Banner, or fails to stop before passing another stop signal.

375 - MANDATORY DIRECTIVE - MW only

OBJECTIVE

This test is designed to determine that the MW employee has copied, repeated or reported clear of mandatory directives correctly.

APPLICABLE RULES

MWOR 2.14, 2.14.1, 2.14.2, 6.1, 9.15, 10.3, 14.9, 15.2, 17.0, 18.1

PREPARATION/ PROCEDURE

This test should be conducted where the MW employee will be required to copy or report clear any mandatory directive

Monitor audio communications or historical recordings. Verify the MW employee has repeated each item on the written authority correctly.

- Directions— (North, East, West, and South) must be pronounced, then spelled
- Numbers— If the figure has more than one number state the number in words then state each figure
- If the figure has only one number then state the number and spell the word

The testing officer should then verify by visual inspection that the mandatory directive was copied correctly on the proper form using the correct format.

Monitor audio communications or historical voice recordings following the process for reporting clear of authority ensuring the following takes place:

- A clear understanding of the authority being reported clear must be briefed between the MW employee and Train Dispatcher/Control Operator
- The MW employee must carefully match the verbally transmitted information against the authority form to ensure the information is correct

FAILURE DEFINED

The test is a failure when:

- The mandatory directive does not match the issued wording
- The mandatory directives are not written on the proper form when required
- The repetition of directions and numbers are incorrect
- The "OK" time and dispatcher's initials are missing where required
- The written authority or directive is filled out in advance of actual radio transmission.
- The name of copying employee, when required, is missing from document
- No briefing takes place between the MW employee and train dispatcher/control operator providing a clear understanding of the authority that will be released
- The MW employee's verbal communication for reporting clear of authority does not match the authority being released

376 - DISABLE CROSSING WARNING - Signal

OBJECTIVE

This test is designed to determine that signal personnel have correctly disabled a highway grade crossing using approved procedures and equipment.

APPLICABLE RULES

MWOR 6.32.2, Signal Instruction 7.2

PREPARATION / PROCEDURE

This test should be conducted where signal personnel will be required to disable a highway grade crossing in conjunction with M/W work or crossing malfunction due to signal equipment damage. Supervisor may also test previous activity by auditing Crossing Disable Planning / Briefing worksheet.

Refer to Signal Instruction 7.2 for specific procedures to be followed depending on the number of tracks and equipment involved.

FAILURE DEFINED

This test is a failure when the tested employee does not comply with all provisions of Signal Instruction 7.2, including:

- Proper use of jumpers and shunts
- Proper use of Crossing Disable Planning / Briefing Work Sheet
- Proper notification and use of authority from the train dispatcher
- Proper contact with the TSOC signal controller

377 - SPECIFIC INSTRUCTIONS - Signal**OBJECTIVE**

Items included in Operations Test 377 are based on policies, regulations, and standards developed by OSHA, FRA, and various state regulatory agencies and BNSF's Signal Department. This test describes the procedures that will ensure compliance with those policies, regulations, standards and guidelines not covered in other Operations Tests.

Note: Do not perform Operations Test 377 tests unless you are familiar with the policies, regulations, standards and guidelines applicable to the specific test.

APPLICABLE RULES

Details regarding this Operations Test change periodically and may be found by accessing the latest revision of BNSF Signal Instructions found in sections:

- 2.1 Track Circuit Maintenance
- 2.2 DC Track Circuit Adjustment Procedure
- 2.3 Connecting Wires and Equipment to the Rail
- 6.7 Data Recorders
- 10.1 Batteries

The latest revisions to the Signal Instruction Manual may be found on BNSF Intranet using the following URL:

http://e090867/examples/signal/scatmenu.jsp?cat=Sig_Instructions

Rules Number Format and Data Entry— ONLY RULES LISTED ABOVE CAN BE TESTED AND ENTERED INTO THE DATABASE UNDER THIS TEST.

PREPARATION / PROCEDURE

Observe specific work activities and / or events relating to the applicable rules listed above.

FAILURE DEFINED

Observation of specific work activities and / or events that are not in compliance with part or all of one or more of the rules prescribed above.

378 - SPECIFIC TEST PROCEDURES - Signal**OBJECTIVE**

Items included in Operations Test 378 are based on regulations and standards issued by FRA and various supplementary signal tests issued by BNSF's Signal Department. This test describes the procedures that will ensure compliance with those policies, regulations, standards and guidelines not covered in other Operations Tests.

Note: Do not perform Operations Test 378 tests unless you are familiar with the policies, regulations, standards and guidelines applicable to the specific test.

APPLICABLE RULES

Only the following procedures may be tested under test 378:

TP – 16 A	TP - 101	TP - 102	TP - 103
TP – 103A	TP – 103B	TP - 104	TP - 106
TP – 107	TP – 107A	TP – 108	TP – 109
TP – 110	TP – 234	TP – 377	TP – 378
TP – 379	TP – 380	TP – 381	TP – 382
TP – 387	TP - 576		

Details regarding this Operations Test change periodically and may be found by accessing the latest revision of BNSF Signal Test Procedures TP16A through TP 576. The latest revisions to the Signal Test Procedures may be found on BNSF Intranet using the following URL:

http://e090867/examples/signal/scatmenu.jsp?cat=Sig_Instructions&scat=TEST+PROCEDURES

Rules Number Format and Data Entry – ONLY THE RULES LISTED ABOVE CAN BE TESTED AND ENTERED INTO THE DATABASE UNDER THIS TEST.

PREPARATION / PROCEDURE

Observe specific work activities and / or events relating to the applicable rules listed above.

FAILURE DEFINED

Observation of specific work activities and / or events that are not in compliance with part or all of one or more of the rules prescribed above.

379 - PPE - MW only**OBJECTIVE**

The Personal Protective Equipment for Specific Tasks Test monitors employee compliance with the rules related to wearing Personal Protective Equipment and clothing (PPE). This test does not include compliance with the following portions of S-21.1 (Hard Hats, Safety Glasses and Safety Boots).

APPLICABLE RULES

Safety Rules S-1.3.1, S-1.3.2 and S-21.1 through S-21.34 less the exceptions to S-21.1 listed above. The tested employee is required to wear the proper PPE and clothing for work conditions as described in S-21.0 and the Personal Protective Equipment Charts, S-21.30 thru 34, Engineering Instruction 1.4

PREPARATION / PROCEDURE

Determine the type of specific PPE required for the observed activity.

NOTE: Specific PPE requirements are not required

- When performing office tasks in office areas,
- Inside highway or hi-rail vehicles when windows are completely closed,
- In enclosed work equipment cabs (not including locomotive cabs) when windows are completely closed, or inside passenger-carrying rail cars.

Observe the employee and verify that job specific PPE requirements have been met.

FAILURE DEFINED

The observed employee failed to wear job specific PPE excluding fall protection requirements.

Note: Fall Protection requirements are recorded under test 354

380 - LADDERS & PLATFORMS - MW only

OBJECTIVE

This test is conducted to monitor employee compliance with the use of ladders, platforms, scaffolds and aerial baskets.

APPLICABLE RULES

Safety Rules S - 9.1 through S - 9.13.2

PREPARATION / PROCEDURE

This test can be conducted any time employees are using ladders, platforms, scaffolds and aerial baskets.

FAILURE DEFINED

The test is a failure when the tested employee has not inspected, stored or used the ladder, platform, scaffold or aerial basket properly.

381 - HAND TOOLS – MW only

OBJECTIVE

This test determines that employees are in compliance with rules addressing the use of hand tools in the performance of their job tasks.

APPLICABLE RULES

Safety Rules S - 7.1, S - 7.2, S - 7.3, S - 7.4, S - 7.6, S - 7.7

PREPARATION / PROCEDURE

This test can be conducted any time an employee is observed using hand tools including striking or struck hand tools, tools with sharp edges, swinging tools, pry/lining bars and files.

FAILURE DEFINED

The test is a failure any time an employee:

- Fails to inspect tools for defects.
- Continues use of a defective tool.
- Fails to properly redress a striking or struck hand tool.
- Fails to direct sharp edges of tools away from their body or hands.
- Fails to ensure/warn others to stay clear when using swinging tools.

- Fails to remove dirt/grease from hands and handle before using swinging tools.
- Uses a pry or lining bar improperly.
- Uses a file without a handle.
- Uses a tool for a job it is not intended for.
- Fails to use a chisel or punch holder.
- Uses an unapproved knife or uses a knife when another tool is available.

The test has been designed to require a rule number. When prompted to enter a Rule Book Code, the code to enter is S. When prompted to enter a Rule Number, enter the appropriate rule number based on your testing situation.

382 - RAIL ADJUSTMENTS – MW only

OBJECTIVE

This test is designed to determine that all applicable Engineering Instructions involving rail replacement, rail adjustment and track stability are adhered too during operations that affect the neutral temperature of the rail.

APPLICABLE RULES

Engineering Instructions 3.5, 4.5.1, 4.8, 4.10, 6.1.4, 6.2.3, 6.2.4, 6.2.5, 6.2.6, 6.2.7, 6.2.8, 6.4, 6.4.1, 6.4.2, 6.4.3, 6.4.3, 6.4.4, 6.4.5, 6.4.6, 8.2, 8.6.2, 11.15.7, 11.15.17

PREPARATION / PROCEDURE

This test may be performed anywhere that it is observed that MW forces are performing out of face rail renewals, adjusting rail, replacing rail that changes the neutral temperature or performing maintenance activities that change the neutral temperature of the rail.

Based upon the activity being observed, verify that the applicable Engineering Instructions are being adhered to in relation to the established best practice guidelines in regards to track stability.

FAILURE DEFINED

Due to the extensive nature of these procedures, any of the following would constitute a failure:

- Failure to take immediate corrective action when tight rail conditions are observed
- Failure to adhered to the track stabilizing speed restriction tables of EI 4.10
- Failure to properly adjust rail during out of face renewals
- Failure to properly document rail adjustments
- Failure to adjust rail after rail has been added to the track
- Failure to properly anchor the rail
- Failure to adhere to BNSF rail adjustment procedures
- Failure to adhere to BNSF rail replacement criteria
- Failure to adequately maintain standard ballast section

383 - ON TRACK EQUIPMENT APPROACHING CROSSINGS – MW only

OBJECTIVE

The On Track Equipment Approaching Road Crossings test determines Maintenance of Way employee compliance with rules governing on-track equipment while approaching road crossings.

APPLICABLE RULES

MWOR Rule 6.50.2

PREPARATION / PROCEDURE

This test may be conducted on any track at any time. Good judgment should dictate circumstances to be avoided.

- Select the road crossing location where equipment is to be tested.
- When multiple machines are moving as a group, consider possible reaction of lead machine and safety of following equipment.
- Sound judgment should be used to select a safe location for the testing managers and the tested employee.

Arrange to position, or observe vehicular traffic at or approaching the road crossing. Verify on-track equipment approaches the road crossing prepared to stop and yields to vehicular traffic at or approaching the road crossing.

Note: This test is not to be used when stopping on-track equipment with a Stop Banner. When stopping on-track equipment with a Stop Banner, record the event as test 374.

FAILURE DEFINED

Record this test is a failure when on-track equipment fails to yield for vehicular traffic at or approaching the road crossing.

401 - TELECOMMUNICATIONS SPECIFIC

The BNSF Telecommunications Department is committed to worker safety and will comply with or exceed OSHA, FCC, and FRA regulations and guidelines to ensure workers are protected. In addition, the BNSF Telecommunications Department will maintain and operate its equipment in compliance with all applicable rules and regulations.

PURPOSE

Items included in Operations Test 401, are based on policies, regulations, and standards developed over the years by OSHA, FCC, FRA, and BNSF Telecommunications Department. As such, specific MW Operating Rules and Safety Rules have not been authored to cover all issues critical to BNSF Telecommunications operations. This test describes testing procedures to ensure compliance with those policies, regulations, standards, and guidelines not covered in other Operations Tests.

APPLICABLE RULES

Details regarding this Operations test continue to evolve and may be found by accessing the following URL on the BNSF Intranet: http://kcintvdpd0001.iss.bnr.com/telecom/download/policies/operations_test_401_telecomm_tests.doc

“Operations Testing - Ops test 401”.

NOTE: Do not perform Operations Test 401 tests unless you are familiar with the policies, regulations, standards, and guidelines applicable to the specific test.

RULES NUMBER FORMAT

Each Operations test 401 specific rule will consist of two digits followed by a period followed by two digits. A rule book designation of “T” is used to cover Operations Test 401 rules. For example, a tower fall protection test might include a test rule numbered as “50.01” and would be entered as a “rule book T” test.

601 - SPEED REQUIREMENTS

The Speed Requirements Test determines that a train or engine is in compliance with the maximum allowable speed for any given location. This test will allow for the testing Manager to input the results of the speed test, as well as

the corresponding rule or special instruction that mandates the maximum speed.

APPLICABLE RULES

- GCOR 6.31, System Special Instructions and Division Timetable Instructions Nos. 1 (A, B, C, D). Any check of speed during Test 201 or Test 204.

PREPARATION/PROCEDURE

- 1) Determine maximum speed for the train or engine at the selected testing location.
- 2) Determine the method of measuring the speed at the testing location. If radar gun is to be used, follow the manufacturer's recommendation for testing the device.

Measure train or engine speed by using:

- Radar Speed Measuring Device—Verify the speed recorded is in compliance with the maximum allowable speed at the testing location.
- or
- Event Recorder Measurement—If frequent or prolonged speed infractions are noted on the event recorder data, verify the accuracy of the locomotive wheel measurement. If the wheel measurement is accurate, record as a failure and contact the employee tested.

Note: When event recorder is used, the date entered into the computer should be the date the event occurred.

This test has been designed to require a special code to be entered that will provide specific testing information. When prompted to enter a Rule Book Code the code to enter is G. When prompted to enter a Rule Number, use one of the following codes based on your testing situation:

- When the test is based on maximum authorized timetable speed enter the code MAX TT SPEED.
- When the test is based on a temporary speed restriction enter the code TEMP SPD RES.
- When the test is based on a permanent speed restriction enter the code PERM SPD RES.
- When the test is based on restricted speed and only speed is checked enter the code REST-6.27.

FAILURE DEFINED

The test is a failure when maximum speed allowed at the testing location is exceeded frequently and/or substantially.

602 - TRAINS/ENGINES/CARS LEFT UNATTENDED

The Trains/Engines/Cars Left Unattended Test determines that trains, engines or cars are properly secured.

APPLICABLE RULES

GCOR 7.6, ABTH Rules 102.1, 102.1.1, 102.1.2, 104.14

PREPARATION/CONDITIONS

This test may be conducted at points where trains, engines or cars are being set out or have been set out.

PROCEDURE

Train or cars to be left unattended, locomotive(s) not attached:

- 1) Observe that crew has set a sufficient number of hand brakes on cars or on train that has been left standing unattended.
- 2) Observe that the angle cock has been left open on the end of train or cars detached from the locomotives.

Train or cars to be left unattended, locomotive(s) attached:

- 1) Observe that a sufficient number of hand brakes have been set on the locomotive(s) and train to prevent movement in the event of air brake system failure.
- 2) Inspect to see that a 20 PSI automatic air brake application was made and the automatic brake valve was left CUT IN. (See ABTH 102.1.1)

- 3) Inspect to see that throttle is in the idle position and reverser handle is centered and removed (unless the locomotive is being protected from freezing as outlined in Rule ABTH 106.6 (Cold Weather Protection for Locomotives)).
- 4) Inspect to see that generator field switch is in the Off position. It is required to have the isolation switch in the isolate position on all locomotives.

Locomotives left unattended not coupled to cars:

- 1) Observe that hand brakes (ABTH Rule 102.3) have been set on the locomotive(s) to prevent movement in the event of air brake system failure.
- 2) Inspect the lead or controlling locomotive of a consist of locomotives to ensure that independent brake valve is fully applied and cut in, 20 PSI automatic brake pipe reduction has been made and automatic brake valve is cut in.
- 3) Inspect to see that throttle is in the idle position and reverser handle is centered and removed (unless the locomotive engine is being protected from freezing as outlined in Rule ABTH 106.6 (Cold Weather Protection for Locomotives)).
- 4) Inspect to see that generator field switch is in the Off position. It is required to have the isolation switch in the isolate position on all locomotives.

Cabless units left unattended:

- 1) Verify compliance with Air Brake and Train Handling Rules 101.12.
- 2) Observe the angle cock is also left open.
- 3) Verify wheels are chocked.

FAILURE DEFINED

The test is a failure when the crew fails to comply with procedures described above. Additionally locomotives not coupled to equipment must not be left unattended on main track. If these locomotives are left on auxiliary track they must be protected by derail or facing point switch lined to prevent entry to main track.

603 - RADIO USAGE

The Radio Usage Test determines that employees practice proper radio procedures.

APPLICABLE RULES

GCOR and MWOR 2.2, 2.4, 2.5, 2.11, 2.13, 6.1 - Mechanical Safety Rules S-13.1.2, 23.2, 23.3, 23.4, 23.5, 23.9, 23.11 and 23.13.

PREPARATION/CONDITIONS

This test can be conducted anytime employees are using radio communications.

PROCEDURE

Observe that all transmissions are consistent with existing rules including:

- Transmission begins with positive identification.
- Instructions are repeated as required.
- Employees make proper use of the terms "Over" and "Out".
- Radio communications are not misused and prohibited communications do not occur.

Also observe that distance is specified when using radios in place of hand signals and communication is re-established after one half of the distance is covered.

FAILURE DEFINED

This test is a failure any time a radio communication is not consistent with existing rules.

Note: Do not record this test for observation of communication requirements associated with Shoving Cars or Engines (test 108).

604 - ALCOHOL AND DRUG OBSERVATIONS

The Alcohol and Drug Observations Test determines that employees are in compliance with GCOR Rule 1.5, MWOR Rule 1.5 and Safety Rule S - 28.5.

APPLICABLE RULES

GCOR and MWOR 1.5, Safety Rule S-28.5

This test can be conducted, on a planned basis, any time the testing manager is involved in a face-to-face encounter with the employee to be tested.

PREPARATION/CONDITIONS

This test may also be performed jointly, with other tests, when the testing manager is positioned in close proximity with the employee to be able to communicate face-to-face verbally with the tested employee, and observe his/her physical appearance. Failure of this test will result in handling of employee as described below.

REQUIREMENTS

This test may be conducted on an observation basis. Performing this test requires that the testing manager:

- be in a position to communicate in person with the tested employee.
- if, as a result of your observations you find that the tested employee exhibits any signs of impairment (see Impairment Indicators below), the test must be turned over to a testing manager who has been trained in “Signs and Symptoms Awareness”.

Note: Follow up testing as a result of For Cause, Post Accident, or Random testing is not considered an Alcohol and Drug Observations and Reasonable Suspicion Test.

TESTING QUALIFICATIONS

Any testing manager may observe an employee for drug and alcohol observation purposes. If the tested employee exhibits any of the signs and symptoms listed under IMPAIRMENT INDICATORS, the employee must be observed by a testing manager who has completed the training program on Signs and Symptoms Awareness, or secure another testing manager who has completed the required training. If the employee exhibits any of the impairment indicators below, promptly arrange for an on-site collector to test the employee (within 4 hours), or take employee to a medical facility in accordance with BNSF’s Reasonable Suspicion policy.

IMPAIRMENT INDICATORS

Impairment indicators include:

- Flushed face, neck and/or head
- Dilated pupils
- Constricted pupils
- Redness/irritation around nasal area
- Uncoordinated gait
- Thick, slurred speech
- Poor motor coordination
- Glassy eyes
- Sleepiness and drowsiness

A complete list of impairment indicators may be found in BNSF Signs and Symptoms of Possible Alcohol and Drug Abuse. This document, as well as Signs and Symptoms Awareness training is provided by Employee Assistance Services, Corphealth, Inc., at (800) 383-2327.

- Arrange for a testing manager who has received “Signs and Symptoms Awareness training.
- Arrange for a breath alcohol test and a urine drug screen.
- Withhold employee from service pending investigation.

- Arrange handling according with FRA CFR 49, Section 240 (Engineer Certification).
- Arrange employee's transportation off the property.
- Provide for the safety and securement of the train, if required.

Note: When an employee is tested under Reasonable Suspicion as a result of this test, do not enter test results into the computer system until it is known if employee tests positive or negative for drugs or alcohol. If the employee tests negative, enter this test as a "pass". If the employee tests positive, enter the test as a "failure."

DATA ENTRY

Within the Operations Testing Data Base, the testing manager will select option 1, and enter test 604. After filling out the pertinent data and pressing the control key, a second screen will be displayed with space for the following data input. Is employee covered by hours of service? Y/N

605 - UTILITY EMPLOYEE

The Utility Employee Test determines that the proper communications and notification are made to ensure the safety of the utility employee.

APPLICABLE RULES

GCOR 5.13.1

PROCEDURE

Observe or verify one or more of the following:

- Train or yard crew is assigned a locomotive controlled by crew's engineer.
- Utility employee used direct verbal contact or radio communication to establish communications with the designated crew member before beginning work with crew.
- Designated crew member informs all other crew members, receives acknowledgments from crew, and informs utility employee that he/she is authorized to work.
- When utility employee is attached to the crew, the engineer is in the cab of the assigned locomotive (if the locomotive is stationary, the engineer may be replaced by another member of the same crew).
- Communications are maintained so that crew understands the work to be done and whether any crew member is on, under or between rolling equipment.
- Utility employee advises designated crew member that he/she has ceased work with the crew and is no longer on, under or between rolling equipment.
- Designated crew member then notifies crew, receives acknowledgments and releases the utility employee.

FAILURE DEFINED

The test is a failure when employees do not perform all of the requirements contained in Rule 5.13.1.

606 - ETD

The ETD test assesses proper compliance with various rules that require capability of emergency application of the brakes from the rear of the train by:

- ETD/HTD properly installed.
- ETD/HTD properly armed.
- Alternate means of rear-end induced emergency where required by ABTH, when two-way not armed) such as, rear end helper, remote consist, occupied caboose or other occupied car on rear of train.

APPLICABLE RULES

GCOR 5.10 - ABTH 102.13, 102.13.1, 102.13.3, 102.13.4, 102.13.5, 102.14, 105.7.3.

PREPARATION/CONDITIONS

Arrange to be present at a location where two-way ETD/HTDs are installed. Observe proper installation and testing of the device, including the emergency brake application test, or

Stop a train which is required to have the capability of emergency braking from the rear end. Determine that they have:

- A two-way ETD/HTD properly installed and armed;
- or
- Capability of causing an emergency application of the train brakes by an alternate means as prescribed by ABTH 102.14.

PROCEDURE

Observe the installation and testing of ETD/HTD, including rear end emergency application test as required by rule, Timetable Special Instructions, or General Order. Or, board a stopped train and observe that rear-end emergency brake induction is possible as prescribed above. Observe that HTD indicates "ARMED" and "EMER ENABLED", if two-way equipped.

FAILURE DEFINED

This test is a failure when a train which is required to have the capability to induce an emergency brake application from the rear end is not properly equipped and/or does not have the two-way ETD armed Or exceeds 30 MPH when train can proceed.

607 - SIGNAL AWARENESS/POSITION OF SWITCH FORM**OBJECTIVE**

The Signal Awareness/Position of Switch Form Test determines that crew members are in compliance with the requirements as outlined in System Special Instructions.

APPLICABLE RULES

- System Special Instructions
- Signal Awareness/Position of Switch
- Division instructions relating to completion and filing of the form(s).

PREPARATION/PROCEDURE

Ensure that the form is properly completed as required by System Special Instructions.

Anytime a train is boarded by the testing manager, a review of the Signal

Awareness/Position of Switch form may be conducted validating proper completion as defined by System Special Instructions. This test may also be performed by auditing completed forms after they have been filed.

In addition, this test may be performed by use of event recorder data or Traffic Management Systems to determine that the form is complete and consistent with actual train event data.

In non-signaled or Double Track ABS territory (except in restricted limits and yard limits), the testing manager must ensure the following:

- Crewmember records the name, location and time/initials of all hand operated main track switches, switch point locks and derails used as soon as practical after the initial use.
- Crewmember records time/initials all hand operated switches, switch point locks and derails are finally restored to the normal position after work activity at that switch/derail is complete.

- Ensure that the conductor and engineer have initialed each entry on the form prior to departing the location.
- Ensure the form is complete and signed by the conductor when the form is turned in.
- If radio becomes inoperable, validate that the required notation is made on the form.

FAILURE DEFINED

This test is a failure when any of the following are noted:

Employees in the cab of the lead or controlling locomotive fail to have Signal Awareness/Position of Switch form completed as required by System Special Instructions.

Employees fail to submit an accurate completed Signal Awareness/Position of Switch form as required by division instructions.

In non-signaled or Double Track ABS territory (except in restricted limits and yard limits) any of the following did not occur:

- A crewmember fails to record the name, location and time /initials of all hand operated main track switches, switch point locks, and derails as soon as practical after initially used.
- A crewmember fails to record the time/initials of all hand operated main track switches, switch point locks, and derails are finally restored to the normal position after work activity at that switch / derail is complete.
- The completed Signal Awareness/Position of Switch form does not include the initials of the conductor and engineer in the proper location prior to train departure.
- The conductor's signature is not on the form when turned in at the end of tour of duty.

608 - RELEASING AUTHORITY

Verify that the employee follows proper procedure to release authority.

APPLICABLE RULES

D-42.13, 42.14, 45.4, 54.9, GCOR 9.15, 14.10, 14.12, 10.3 C, 15.10, 15.13, 18.1, MWOR 9.15, 10.3 B, 14.12, 18.1

PROCEDURE

Events can be monitored real time or by use of historical records through replay functions.

FAILURE DEFINED

This test is a failure when the employee fails to release authority in accordance with applicable rules. Void is not written across each copy of track warrant or track bulletin when reported clear or made void.

609 - WHISTLE SIGNAL/GRADE CROSSING

The Grade Crossing Approach Test verifies that train crews observe all whistle requirements approaching all road crossings equipped with whistle posts.

APPLICABLE RULES

GCOR 5.8.2

PREPARATION/CONDITIONS

This test can be conducted at any road crossing equipped with whistle posts.

PROCEDURE

609-1 Verify that the lead locomotive traveling in excess of 45 MPH starts whistle signal (7) at the whistle post, but not more than 1/4 mile before the crossing. The test is a failure: If the whistle signal does not commence at the whistle post, but not more than 1/4 mile before the crossing.

609-2 Verify that the lead locomotive traveling at 45 MPH or less sounds whistle signal (7) at least 15 seconds, but not more than 20 seconds before the lead locomotive enters the crossing. The test is a failure: If the whistle signal is not sounded at least 15 seconds, but not more than 20 seconds before entering the crossing.

609-3 Verify that the lead locomotive is stopped less than 1/4 mile from the crossing. Verify that whistle signal (7) is sounded at least 15 seconds before the lead locomotive enters the crossing if traffic is approaching or stopped at the crossing or if the gates are not fully lowered. NOTE: This may require the whistle to be sounded before actual movement of the lead locomotive. The test is a failure: If the whistle signal is not sounded at least 15 seconds before entering the crossing if traffic is approaching or stopped at the crossing or if the gates are not fully lowered.

609-4 Verify that whistle signal (7) is distinctly sounded as two long, one short and one long. The test is a failure: If whistle signal pattern of two long, one short and one long is not sounded.

609-5 Verify that whistle signal (7) is prolonged or repeated from the time the whistle is required to be initiated until the lead locomotive passes through the crossing. The test is a failure: If the whistle signal is not sounded until the lead locomotive passes through the crossing.

Note: For 609-1 through 609-5; in addition to the locomotive engineer, other crew members present in the cab of the locomotive should be failed only when the noted exception has occurred at multiple crossings.

609-6 If the crew fails to sound any form of a whistle signal at a road crossing equipped with whistle posts this is a failure. Other crew members should also be failed when present in the cab of the locomotive.

NOTES:

The term "lead locomotive" used above includes the following lead locomotive of a train, lite locomotive consist, individual locomotive or lead cab car.

Certain states may have different whistle requirements for private crossings.

At slow speeds, whistle signal (7) should be repeated rather than using long sounds.

Quiet zones may be established at some identified crossing locations.

Event recorder data may be used to determine compliance with the requirements of this test. Up to three (3) events may be entered from one event recorder tape. Record the actual date, time location and outcome for each event separately.

DATA REPORTING

This test has been designed to require a special code to be entered that will provide specific testing information. When prompted to enter a "Rule Book Code" the code to be entered is "G". When prompted to enter a "Rule Number", use the appropriate code above that reflects your observation.

If an Amtrak train operating over BNSF territory is involved in an alleged failure to properly sound the engine whistle, contact the Passenger Operations Team at 234-7332 or 800-871-0902 who will handle with Amtrak CNOC and appropriate Amtrak Division Officers.

610 - HORSEPOWER COMPLIANCE

The Horsepower Compliance Test determines ensures compliance with BNSF fuel conservation policy regarding isolating horsepower.

APPLICABLE RULES—ABTH 106.1

PROCEDURE

- 1) Verify that crew isolates horsepower in excess of scheduled HPT as displayed on the train profile and/or train list, unless isolating excess horsepower would cause train to fall more than .5 HPT below scheduled HPT. "Z, Q or P" trains must isolate as close to but not below scheduled HPT.
- 2) Verify that crew isolates excess horsepower when advised of trains scheduled HPT by the train dispatcher as above.
- 3) Verify that empty unit coal, taconite, grain and potash trains operate with not more than 9000 horsepower on-line. EXCEPTION: Empty coal trains on the Black Hills, Butte, Canyon, Dalhart, Orin, and Galveston Subdivisions may operate with a maximum of 12,000 horsepower.

Event recorder data may be used to determine if locomotives are isolated.

FAILURE DEFINED

The test is a failure when crew fails to isolate excess locomotives, except when relieved by train dispatcher.

611 - LOCOMOTIVE SHUTDOWN

The Locomotive Shutdown Test determines that locomotives are shut down at all points when locomotive will not be used within one hour and ambient temperature is 40 degrees or above.

APPLICABLE RULES

ABTH 106.3 and 106.4

PREPARATION/CONDITIONS

This Locomotive Shutdown Test does not apply under the following conditions:

- Lead locomotive should not be shut down when consist is left attached to a train, in order to maintain integrity of brake pipe and prevent delay of Initial Terminal type air tests.
- Locomotives equipped with Smart Start or Auto Start should not be manually shut down unless defective or to perform maintenance.
- Locomotives should not be shut down when train dispatcher or supervisor instructs crew that locomotives will be used within one hour.

PROCEDURE

- 1) Verify that crew practices shutting down locomotives when they will not be used within one hour and ambient temperature is 40 degrees or above.
- 2) Verify that crew practices shutting down locomotives which have been isolated for fuel conservation or mechanical defects when ambient temperature is 40 degrees or above.

FAILURE DEFINED

The test is a failure when locomotives idle more than one hour when left standing or when locomotives are improperly shut down, such as when switches have been left on that would drain batteries and prevent successful starting.

612 - TWC MEETING POINT/SIGNAL IN ADVANCE OF CONTROL POINT TRANSMISSION

The TWC Meeting Point/Signal in Advance of Control Point Transmission Test determines that train crew members are in compliance with the communication and documentation requirements at control points or meeting points.

APPLICABLE RULES

SSI Item 15 Track Warrants - TWC Meeting Point

Division Instructions - Signal in Advance of Control Point (Check division timetable/general order for requirements).

PREPARATION/CONDITIONS

Non-signaled territory

612-1 Determine the proper radio channel assigned on the specific subdivision where the test will occur. Establish a point approximately 2 miles in advance of a siding or junction where radio transmission is expected. (Note: Automatic switches, distant signals or switch point indicators do not change territory from non-signaled designation.) or

612-2 Communicate with the train dispatcher to validate that condition exist where a “ Not in Effect Until After the Arrival of ____ ” track warrant will be issued to the train to be tested. Determine the proper radio channel assigned on the specific subdivision where the test will occur. Establish a point where visibility of the stopped restricted train can be monitored.

Signaled territory

612-3 In signaled territory, position a testing officer to visually monitor signal indication as train passes the signal in advance of a control point. Validate that the proper radio channel established for the territory being tested on has been selected prior to conducting this test.

PROCEDURE

Non-signaled territory

612-1 Monitor radio transmission for proper announcement by radio at the required location.

or

612-2 When “Not in Effect Until After the Arrival of _____” is issued, the testing officer(s) must:

- Monitor radio communication and validate that the train dispatcher advises the train receiving the after arrival authority the identification of the train(s) that will be listed in after arrival track warrant (by initials, engine number and direction).
- Monitor radio communication and validate that the train being restricted establishes the location of the train(s) identified (by initials engine number and direction), advises the dispatcher that direct communication has been established and also the location of the trains(s) contacted.
- Observe and validate that the restricted train has stopped at the meeting point and has notified the dispatcher that they are stopped. After the meet has occurred, the train with after arrival authority must establish positive radio contact with the trains listed to confirm the identity of the passing train. If radio communication cannot be established with the train(s) listed, monitor radio communication to ensure that the dispatcher is contacted and the required confirmation provided.
- Observe the track warrant containing after arrival information and validate that the engineer and conductor have noted on the track warrant the identification, time passed and location passed, or the current time and location of the train that was met.
- Ensure that the restricted train does not leave until the train(s) listed on the authority has arrived at the meeting point.

Signaled territory

612-3 Monitor radio transmission for proper announcement at the required location. Recorded audio communication and electronic traffic management data may also be used in determining signal indication, train location, speed and proper announcement. This test applies to all crew members in the controlling locomotive.

FAILURE DEFINED

This test is a failure when:

Non-signaled territory:

612-1

- Transmission is not made approximately 2 miles in advance of a siding or junction.
- Transmission is made on a channel other than that identified by subdivision special instructions.
- Transmission does not contain the required information in proper format.

612-2

- Dispatcher fails to advise the identity of the train(s) to be listed in Box 7 (notify chief dispatcher for OPT entry).
- Restricted train fails to communicate with and/or determine location of train(s) to be met.
- Restricted train fails to inform the dispatcher when direct communication has been made and/or the location of the train(s) contacted.
- Restricted train is not stopped at the meeting point when Box 7 authority is issued.
- Restricted train fails to communicate with the train(s) listed in Box 7 as the train(s) pass validating proper identity. If radio communication cannot be established the restricted train fails to contact the train dispatcher to establish proper identity of the trains(s) that have passed.
- Restricted train occupies the limits of track warrant containing Box 7 authority prior to the arrival of trains listed in Box 7.
- Restricted train crew has failed to document the identification and time that trains listed in Box 7 as required.

Signaled territory:

612-3 Transmission is not made at the applicable signal in advance of a control point in the proper format as indicated by division instructions.

DATA REPORTING:

Data entry for this test will require the testing Supervisor to enter all items reviewed during the testing observation. This test has been designed to require a special code to be entered that will provide specific testing information. When prompted to enter a “Rule Book Code” the code to be entered is “T”. When prompted to enter a “Rule Number”, use one of the following codes based on your testing situation:

- For tests monitoring radio announcement 2 miles in advance of a siding or junction, use code: **612-1**
- For tests monitoring compliance with communications, train identification, documentation and authority limits as related to Box 7 authority, use code **612-2**
- For tests monitoring division specific requirements for radio announcement of signal other than clear in advance of a control point in signaled territory, use code **612-3**

613 - CLEAR OF LIMITS - NON-SIGNALLED / DT-ABS

OBJECTIVE

This test is designed to determine that a train crew, without a crew member at the rear of the train operating in non-signalled or double track ABS territory, has validated that the entire train is intact and properly reported all required information to the train dispatcher as outlined by the rules.

APPLICABLE RULES

GCOR 8.3, 9.15.2, 14.7, and 14.10, Item 15 (Reporting Clear/Releasing Track Warrants).

PREPARATION/PROCEDURE

Ascertain that the train crew has properly reported that their train is in the clear or has properly reported that the train has passed a specific location and has reported that all hand operated main track switches operated are in the normal position and locked unless relieved by track warrant/permit.

The testing manager should ascertain that the rear of the train has a rear-end telemetry device, and air pressure on the head-end device indicates brake pipe continuity, when reporting clear of the limits or when reporting having passed a specific location determine train is complete by one of the following ways:

When train does not have an operative rear-end telemetry device: If an employee, other than crew member, reports to the train crew that the train is in the clear or reports to the crew that the train has passed a specific location, ascertain that the employee has verified that the marker is on the rear of the train.

Ascertain that a crew member can observe the rear car of the train on which the marker is placed.

If the train is stopped to determine that the train is in the clear or reporting having passed a specific location, ascertain that a crew member has verified that the marker is on the rear car of the train.

Ascertain that a trackside warning detector transmits an axle count for the train, and the axle count duplicates the axle count transmitted by the previous trackside warning detector when reporting clear of limits or when reporting having passed a specific location. (Note: Train crew may only report clear to last detector location.)

Main track switches are lined and locked in normal position, before crew member reports clear of the limits unless relieved by track warrant.

Employee reporting clear of track warrant/permit authority must state name or other identification, track warrant/permit number being released, and limits being released.

Employee must state position of main track switches when reporting clear of track warrant/permit, the track warrant/permit is made void or a portion of the track warrant is released.

In non-signalled and double track ABS territory, when reporting clear of a track warrant, employee must state the Position of Switch Form has been properly completed.

FAILURE DEFINED

The test is a failure (613-1) when crew reports clear of the limits or reports having passed a specific location without brake pipe continuity on the head end device and does not determine train is complete by one of the following ways:

- An employee informs the crew that the train is clear of the limits or has passed a specific location and did not verify that the marker is on the rear of the train.
- A crew member cannot observe the rear car of the train on which the marker is placed.
- The train was stopped and a crew member did not verify that the marker was on the rear car of the train.
- The trackside warning transmitted an axle count for the train, and the axle count did not duplicate the axle count from the previous trackside warning detector.

The test is a failure (613-2) when either of the following did not take place:

- A crew member did not state their name or other identification, track warrant/permit number being released or limits being released.
- A crew member did not job brief with the train dispatcher that all hand operated main track switches used by his or her crew are lined and locked within the limits being released, referencing the completion of the Position of Switch form or stating no entries required.

The test is a failure (613-3) when a crew member did not line the main track switches to normal position before reporting clear of the limits unless relieved by track warrant.

DATA REPORTING

Data entry for this test will require the testing Supervisor to enter all items reviewed during the testing observation. This test has been designed to require a special code to be entered that will provide specific testing information. When prompted to enter a “Rule Book Code” the code to be entered is “G”. When prompted to enter a “Rule Number”, use one of the following codes based on your testing situation:

- Observation for compliance with the requirement to determine that the entire train is intact, use code 613-1.
- Observation for compliance with the requirement to provide all required verbal information when releasing track warrant/permit authority use code 613-2.
- Observation for compliance with the requirement to restore main track switches to normal position use code 613-3.

614 - MANDATORY DIRECTIVES (TY&E and Dispatcher)

OBJECTIVE

This test is designed to determine that train dispatchers and TY& E employees have transmitted, copied, repeated, and reported clear of mandatory directives.

APPLICABLE RULES

GCOR 2.14, 2.14.1, 2.14.2, 6.1, 9.15, 10.3, 14.9, 15.7, 15.11, 18.1

PREPARATION/PROCEDURE

This test should be conducted when mandatory directives are either transmitted or released by radio.

Monitor audio communications or historical voice recordings following the process for transmitting and repeating mandatory directives. Verify that employee copying informs dispatcher when ready to copy and states their name. Verify that the dispatcher / control operator and field employee have transmitted and repeated each item on the mandatory directive correctly.

- Directions—(North, East, West, South) must be pronounced, then spelled
- Numbers— If the figure has more than one number, state the number in words then state each figure
- When the figure has only one number, state the number then spell the word

For field employees, the testing officer should verify by visual inspection that the mandatory directive was copied correctly, on the proper form, using the correct format and that the proper number of copies were made. Train dispatcher / control operator will not transmit restrictive track warrant or track bulletin near point where restriction applies until confirmation is received that crew can comply.

Monitor audio communications or historical voice recordings following the process for reporting clear of authority ensuring the following takes place:

- A clear understanding of the authority being reported clear must be briefed between the field employee and train dispatcher / control operator
- The train dispatcher / control operator must have the required form or computer screen displayed for data entry and confirmation

- The train dispatcher / control operator and field employee must carefully match verbally transmitted information against the authority form to ensure the information matches and is correct

FAILURE DEFINED

The test is a failure when:

- Name of copying employee is not given before mandatory directive is issued
- Mandatory directive is transmitted before the copying employee indicates they are ready to copy
- Field employee does not indicate they are ready to copy
- Any written authority does not match the issued wording
- Any of these directives are not written on the proper form or copies required by rule have not been made
- Transmission or repetition of directions and numbers are incorrect
- When required the “OK” time and dispatcher / control operator’s initials are missing
- The field copy of the mandatory directive is filled out in advance of actual radio transmission
- The name of copying employee when required is missing from the document
- The restrictive track warrant or track bulletin is issued to a train near a point where restriction applies without confirmation that restriction can be complied with

615 - BLOCK SIGNAL – APPROACH ASPECTS

The Block Signal – Approach Aspects Test determines that proper speed requirements are complied with whenever a train encounters any one of the approach aspect signals. The test applies to crew members riding in the lead unit.

APPLICABLE RULES

Signal Rules 9.1.6, 9.1.7, 9.1.8, 9.1.10, 9.1.11, 9.1.12 - GCOR 9.8

PREPARATION/PROCEDURE

This test may be conducted without special assistance from the train dispatcher or control operator in locations where a train has passed one of the signals listed above. Specific monitoring of event recorder used in comparison with the signal awareness form may also be used to determine compliance with the conditions for this test.

This test may be conducted in conjunction with TEST 203, 205, 208 and 607 but is not considered an automatic test event with these tests unless tested according to the procedure below.

After the necessary preparations have been made:

- 1) Observe and confirm signal indications before beginning test.
- 2) Signal indication in advance of signal being tested must be verified and confirmed.
- 3) Determine speed is in compliance at the signal being tested using radar gun or event recorder analysis in comparison of signal awareness form.

Take into consideration signal in advance and next governing signal (GCOR 9.8) may affect speed.

FAILURE DEFINED

The test is a failure when crew fails to comply with proper speed requirements in accordance with signal indication or increases speed above 30 MPH before leading wheels pass the next governing signal while operating under 9.1.8 or 9.1.12.

616 - OPERATING HAND BRAKES

This test determines that employees operate hand brakes properly.

APPLICABLE RULES

Safety Rules S-13.6.1 and S-13.6.3 through 13.6.8

PREPARATIONS/CONDITIONS

This test can be conducted any time employees are engaged in the activity of applying or releasing hand brakes on cars or locomotives.

FAILURE DEFINED

The test is a failure any time an employee is observed operating a hand brake in a fashion inconsistent with existing rules. Pay particular attention to ensure:

- feet are not used to manipulate hand brakes except to manipulate the pawl on horizontal wheel (staff) brakes.
- feet are not placed on any moveable part of the car such as uncoupling levers or sliding sills.
- employees do not reach through the wheel spokes to position the release lever or pawl.
- steady pressure is used when applying hand brakes and the employee does not jerk the lever or wheel.
- the employee keeps their hands and clothing clear if the hand brake is of a design that allows the brake wheel to spin when releasing.
- Employee only operates the handbrake from the ground as prescribed by existing rules.

617 - OPERATING SWITCHES AND DERAILS

OBJECTIVE

This test determines that employees operate switches and derails properly. Additionally, that a verbal job briefing takes place regarding the operation of a hand operated main track switch in non-signaled territory.

APPLICABLE RULES

Safety Rules S - 13.7.1, S - 13.7.2, S - 13.7.3, S - 13.7.4, S - 13.7.5 and S - 13.7.6; GCOR 8.2, 8.3, 8.8, 8.12, 8.20, 14.10

PREPARATION/PROCEDURE

This test can be conducted any time an employee is engaged in the activity of operating a switch or derail including the operation of a hand operated main track switch or hand operated crossover switches.

Monitoring radio communications that all crew members conduct a verbal job briefing to confirm the position of the switch before a train or a train crew leaves the location where any hand operated main track switch is operated in non-signaled territory.

FAILURE DEFINED

The test is a failure (617-1: Operating the Switch or Derail) when:

- Employee stops the car, locomotive or other on track equipment less than 50 feet from the switch stand to be lined, and when possible less than 100 feet from the derail, except in an engine servicing area.
- Employee does not look in both directions watching for moving equipment.
- Employee does not inspect the switch to make sure it is not damaged, locked or spiked.
- Employee does not verify that ballast, ice, snow or other material do not foul the switch points.
- Employee removes the foreign material from between the switch point and the stock rail using their hands or feet.
- Employee operates a defective switch.

- Employee does not use good lifting practices and maintaining slow, even pressure (as required) when operating switch or derail.
- Employee does not reposition as required to maintain balance, control and proper ergonomics
- Employee is not alert for the possibility that a switch may be under compression which could result in handle movement when released from the latch or keeper slot.
- Employee does not make sure the switch is latched or secured by placing the lock or hook in the hasp if so equipped before movement over the switch.
- Employee does not secure the switch with the lock or hasp when equipped prior to departure from the location
- Employee does not report damaged or missing locks from the switch or derail equipped.

The test is a failure (617-2: Verbal job Briefing after operation of a hand operated main track switch) when:

- The crew does not verbally conduct the job briefing for the hand operated main track switch.
- A crew conducts the required job briefing after the train begins to depart the location where the hand operated main track switch was operated.
- A particular crew member does not provide their part of the required job briefing regarding the operation of a hand operated main track switch.
- A crew member does not provide all the required information when offering their part of the job briefing as required (occupation/title, name, switch location, position of the switch)

The test is a failure (617-3 Crossover Switches) when:

- The crew does not line both switches of a crossover before movement begins over the switch and through the crossover
- The crew does not leave the crossover switches lined in the normal position except when in use or to provide protection
- The crew does not leave the crossover switches not connected to a main track or siding in a corresponding position

DATA REPORTING

This test has been designed to require a special code to be entered that will provide specific testing information. When prompted to enter a “Rule Book Code” the code to be entered is “T”. When prompted to enter a “Rule Number”, use one of the following codes based on your testing situation:

- Observation of employee who operates a switch or derail, use code: 617-1
- When monitoring the communication by crew members when hand operated main track switches are used, use code: 617-2
- Observation of crew members using crossover switches, use code: 617-3

618 - INITIAL TERMINAL AND ROAD AIR BRAKE TEST (Class 1)

The Initial Terminal Air Brake Test and Freight Car Safety Inspection determines that initial terminal air brake test requirements are met. This test will also be used when cars that have not been pre-tested are added to the train.

APPLICABLE RULES

- GCOR 1.33 - Air Brake and Train Handling Rules 100.1, 100.2, 100.3, 100.5, 100.6, 100.7, 100.8, 100.9, 100.10, 100.10.1, 100.12.2, 100.14, 100.18

PREPARATION/PROCEDURE

This test may be conducted at locations outlined in rule 100.9A Requirement for Test.

From the cab of the lead or controlling locomotive:

- 1) Verify that air brake system is charged as prescribed by Rule 100.10 (Procedure for Initial Terminal and Road Air Brake Test and Inspection).
- 2) Verify that, after receiving the proper signal, a 20-PSI service application is made.
- 3) Verify that the air flow method is properly used (Rule 100.9B), as follows:
 - a) Verify that the brake system has been charged to within 15 psi of the regulating valve setting.
 - b) Verify that the air flow meter does not exceed 60 psi or the airflow pointer is left of the calibration mark.
 - c) Verify that after the signal is received, a 20-psi brake pipe reduction has been made.
- 4) If the train does not meet AFM test conditions or is equipped with Distributed Power, verify a brake pipe leakage test (Rule 100.9C) is conducted as follows:
 - a) Verify that, after brake pipe exhaust ceases, 60 - second waiting period is observed.
 - b) Confirm that Automatic Brake Valve has been cut out or lapped.
 - c) Observe a second 60 - second waiting period.
 - d) Observe the leakage is then checked for 60 seconds and does not exceed 5 psi. Do not actuate during test.

From the ground:

- 5) Observe that an employee walks both sides of the train during the inspection to comply with the requirements of GCOR 1.33 and walks the set to determine:
 - The brakes apply on each car.
 - The brake riggings do not bind or foul.
 - The brake equipment parts are properly secured.
 - Brake cylinder piston travel on each car meets the requirements.
- 6) Verify that employee on the ground signals for release and determines brakes totally release on all cars.
- 7) Verify that employee walks the release or release may be observed as train departs.

Note: Observe that employee making the inspection re-tests any car whose brakes are found released prior to signal given to release the brakes and determines that brakes will remain applied on any such car for a minimum of 3 minutes.

FAILURE DEFINED

The test is a failure when employee fails to conduct an initial terminal test as required or fails to follow all proper procedures described above.

619 - TRANSFER TRAIN MOVEMENTS

The Transfer Train Air Brake Test and Freight Car Safety Inspection determines that Transfer train air brake test requirements are met.

APPLICABLE RULES

GCOR 1.33; Air Brake and Train Handling Rules 100.1, 100.2, 100.3, 100.4, 100.5, 100.6, 100.7, 100.8, 100.18

PREPARATION/PROCEDURE

This test may be conducted at locations where transfer and yard train movements are required.

Determine that a train making a transfer train and yard movement does not exceed 20 miles in one direction.

From the cab of the lead or controlling locomotive:

- 1) Verify that the air brake system has been charged to at least 60 psi as indicated by a rear end device or gauge or portable device.
- 2) Confirm that a 15-psi brake pipe reduction has been made.

From the ground:

- 3) Verify that brake pipe hoses have been coupled between all cars.
- 4) Confirm that if a gauge or portable device is used to measure train line pressure, that the rear of train is at least 60 psi.
- 5) Verify that an employee walks both sides of the train during the inspection to comply with the requirements of GCOR 1.33 and walks the set to determine:
 - The brakes apply on each car.
 - The brake riggings do not bind or foul.
 - The brake equipment parts are properly secured.
 - Brake cylinder piston travel on each car meets the requirements.
- 6) Verify that employee on the ground signals for a release.

Note: Observe that employee making the inspection re-tests any car whose brakes are found released prior to signal given to release the brakes and determines that brakes will remain applied on any such car for a minimum of 3 minutes.

FAILURE DEFINED

The test is a failure when employee fails to conduct a Transfer Train test as required or fails to follow all proper procedures described above.

620 - REMOTE CONTROL OPERATIONS

This test determines compliance with specific operating requirements for remote control operation.

APPLICABLE RULES

System Special Instructions Item No. 23.

PREPARATIONS/PROCEDURE

This may be conducted at any location where remote control operations is in use. This test can be conducted only on employees utilizing remote control technology for the movement of their locomotives.

- verify which locomotive(s) are using remote control
- determine which employees are assigned to the locomotive(s)

Monitor all aspects of the remote control operation using the RCO checklist as a guideline for determining compliance.

Valid Certificate - Ensure remote control operators have a valid certificate in his/her possession while operating remote control equipment.

Setup and Testing - Are employees complying with prescribed setup and testing procedures prior to operating a remote control system? Is the remote controlled locomotive operating on the appropriate frequency for the location? In lieu of the testing officer's actually being situated inside the locomotive during this procedure, much of the process can be determined by monitoring messages being transmitted by the radio. To actually validate the entire process was performed correctly and in the right sequence, qualified individuals can download the event recorder data for the testing/audit period. NOTE: Refer to Trifold Reference Card for proper methods and procedures for initiating and ending remote control operations. Note: Refer to Operator's Manual for modified RCT safety tests that should be performed when handing off control to relieving crews.

Going Between Equipment - Refer to Test No. 102 for going in between or working on the end of equipment. Record a “Y” in the RCO field when testing Remote Control Operations.

Radios (Packsets) - Does each operator have in their possession an operative holstered hand-held radio equipped with a microphone? Note: Upper body mounted holsters or headsets that do not require removal of the radio for transmitting will satisfy this requirement.

Shoving Moves - Refer to Test No. 108 for shoving moves. Record a “Y” in the RCO field when testing Remote Control Operations.

Pitching from One Crew Member to Another - Is the receiving remote control employee being notified and acknowledging he/she is ready to receive the pitch and in a safe position to assume control before the pitch is made? With the GE remote system, this can be done via the remote control transmitter.

Making Couplings - When making couplings, does the remote control operator at the coupling have primary control of the remote control transmitter? Are couplings being made consistently at 1 MPH using “Couple”?

Remote Control Zones - Before activating a remote control zone, are employees ensuring that all switches and derails are properly lined and the zone is clear of trains, engines, railroad cars and men or equipment fouling the track before any initial pullout movement? Are the employees deactivating the zone at the end of their tour of duty; or, conducting a job/safety briefing with the relieving remote control job if the zone is to remain active?

Moving Motorized Vehicles - Operation of the remote control transmitter must not be performed from a moving motorized vehicle. Operator may ride in moving vehicle, but must STOP before operating RCT.

Securing Equipment - Remote control locomotives and remote control transmitters must not be left unattended unless secured and/or disabled. For remote control system purposes, “unattended” means remote control locomotive is not set up (linked) to an operating remote control transmitter in the possession of a crew member. When leaving equipment for meal period, break, etc., the remote control operator will secure remote control locomotive as required and turn the remote control transmitter power off (CANAC) or Sleep Mode (GE). When ending tour of duty, the remote control operator must place the locomotive in MANUAL mode unless being relieved by another remote control operator. If another remote control operator is relieving a remote control operator, a job/safety briefing must be held between the employees.

Locomotive Daily and Mid-Trip Inspection - Are employees determining whether daily inspection is required by checking the 229.21 (locomotive cab card)? If it is determined the locomotive needs inspecting, are they properly complying with ABTH RULE 101.2B before signing the cab card?

Locomotive Air Brake Test - When coupling to other locomotive equipment and a Locomotive Air Brake Test is required, are proper procedures being following per ABTH RULE 101.6?

Proper Operating Procedures as Trained - Speed Selector vs. Independent Brake Override - A preponderance of the time, the operator should be using the Speed Selector (right-hand side of the remote control transmitter), NOT the Independent Brake Override (left-hand side of the transmitter) during normal switching operations. The Independent Brake Override should only be used during an emergency or when speed and distance to a coupling or spot has been miscalculated and more immediate independent brake cylinder pressure is required to stop the move. It should NOT be used as a consistent, normal method of operating remote control equipment.

Ending Remote Control Operations - At the conclusion of the tour of duty, do the employees comply with procedures to end remote control operations? Do they properly condition the locomotive for lead and secure per the rules? NOTE: Refer to Trifold Reference Card for proper methods and procedures for initiating and ending remote control operations.

FAILURE DEFINED

This test will be recorded as a failure when the testing Supervisor detects any variance from the items listed in the RCO checklist.

NOTE: Data entry for this test will require the testing Supervisor to enter all items reviewed during the observation. This test has been designed to require a special code to be entered that will provide specific testing information. When prompted to enter a Rule Book Code the code to enter is **R**. When prompted to enter a Rule Number, use one of the following codes based on your RCO testing situation:

- When the test event is focused around Valid Certificate, use code **RCO-1**
- When the test event is focused around Setup and Testing, use code **RCO-2**
- When the test event is focused around Going Between Equipment, use Test No. 102.
- When the test event is focused around Radios (Packsets), use code **RCO-4**
- When the test event is focused around Shoving Moves, use Test No. 108.
- When the test event is focused around Pitching from One Crew Member to Another, use code **RCO-6**
- When the test event is focused around Making Couplings, use code **RCO-7**
- When the test event is focused around Remote Control Zones, use code **RCO-8**
- When the test event is focused around Moving Motorized Vehicles, use code **RCO-9**
- When the test event is focused around Securing Equipment, use code **RCO-10**
- When the test event is focused around Locomotive Daily and Mid-Trip Inspection, use code **RCO-11**
- When the test event is focused around Locomotive Air Brake Test, use code **RCO-12**
- When the test event is focused around Proper Operating Procedures and Trained, use code **RCO-13**
- When the test event is focused around Ending Remote Control Operations, use code **RCO-14**

621 - ROADWAY WORKER COMPLIANCE FOR TY&E EMPLOYEES

This test is designed to determine that train crewmen comply with the requirements regarding approach and interaction with roadway workers who may be on or near the track.

APPLICABLE RULES:

GCOR 5.8.1, 5.8.2, 6.3, 6.3.1, 6.4.1, 15.2.

PREPARATION/PROCEDURE:

This test may be performed anywhere it is observed that train crews are approaching roadway workers on or near the track. It may be performed where crews are working with MW employees in work train type duties or where crews have been notified that they will be governed by MW employee instructions. Additionally, this test may be performed where mandatory job safety briefings are required or when notification is made that the train is “joint” with MW employees or working limits have been established behind their train.

Supervisors may simulate roadway workers by wearing orange vests and orange hardhats to test for the audible warning required by train crews.

Based upon the activity being observed, verify that the applicable GCOR rules are being applied by train crews to notify, protect and / or comply with valid instructions of roadway workers.

The test has been designed to require a rule number. When prompted to enter a Rule Book Code, the code to enter is G. When prompted to enter a Rule Number, enter the appropriate rule number based on your testing situation.

FAILURE DEFINED:

Failure to notify MW employees or comply with instructions within the confines of a track bulletin Form B (Rule 15.2).

Failure to sound the prescribed audible warnings when approaching roadway workers on or near the track (Rule 5.8.1 and 5.8.2).

Failure to have a job safety briefing with MW employees or determine the employee in charge of working limits prior to occupying a track within “joint” authority limits (Rule 6.3).

Failure to notify and have a job safety briefing with the employee in charge of the working limits prior to making a reverse movement after having been advised that working limits are being established “behind” their train (Rule 6.4.1).

Failure to comply with instructions from the employee in charge of working limits when using train coordination (Rule 6.3.1).

623 - CLASS 1A BRAKE TEST

This test determines that employees are properly performing an air brake test and inspection on trains at intervals of not more than 1,000 miles.

APPLICABLE RULES

ABTH 100.12

PREPARATIONS/PROCEDURE

This test must be performed on trains at no more than 1,000 mile intervals.

Inspectors must be qualified to perform the Class 1A Air Brake Test & Inspection.

Verify that the brake system is charged to within 15 psi of the regulating valve setting on the controlling locomotive, but no less than 75 psi.

Verify that the air flow meter does not exceed 60 psi or the airflow pointer is left of the calibration mark.

Verify that after a signal is received, a 20-psi brake pipe reduction is made.

If the train does not meet AFM test conditions or is equipped with Distributed Power, verify a brake pipe leakage test is conducted as follows:

Verify that after brake pipe exhaust ceases, a 60-second waiting period is observed.

Verify that the Automatic Brake Valve maintaining feature is cutout or lapped.

Verify that after the valve is cutout, a 60-second waiting period is observed.

Verify that the leakage is then observed for 60 seconds and it does not exceed 5 psi.

Verify that inspector(s) inspect both sides of the equipment while the cars are stationary to insure:

- The brakes apply on each car.
- The brake rigging does not bind or foul on each car.
- All air brake parts are properly secured on each car.
- Brake cylinder piston travel is correct on each car. If any car is observed with brakes that are not applied, a re-test of the car can be performed and the brakes must remain applied for a period of at least 3 minutes and must not release on it's own during the observation.

Note: Data entry for this test requires the testing Supervisor to provide information relating to the specific craft being tested. To assist in the data reporting process please use the appropriate codes specific to the craft being tested. When prompted to enter a Rule Book Code, the code to enter for a mechanical employee is "M" and for an operating employee "O". When prompted to enter a Rule Number, use one of the following codes:

- For mechanical department tests, use code M-623
- For operating department tests, use code O-623

FAILURE DEFINED

It is a failure any time an employee is observed not performing any of the required tasks.

624 – LOCOMOTIVE DAILY INSPECTION (TY&E and Mechanical)

OBJECTIVE

The Locomotive Daily Inspection test verifies the FRA Rule 229.21 daily inspection is properly performed and documented by the locomotive engineer, RC Operator, Hostler, or mechanical inspector as required.

APPLICABLE RULES

ABTH 101.2

PREPARATION / PROCEDURE

Identify locomotive(s) that required a daily inspection as outlined in ABTH 101.2

Inspect the FRA Rule 229.21 Daily Inspection form (cab card) in each locomotive for the following information being completed on the card:

- Date
- Location
- Time
- Signature

Make note of the inspected locomotive(s) number and date of inspection.

Validate that locomotive inspection reporting has been completed by one of the following methods:

- Review electronic records (TSS command LODYINQ).
- Review written daily inspection documentation as required by local instructions.

FAILURE DEFINED

Locomotive daily inspection has not been performed as required.

FRA Rule 229.21 Daily Inspection form (cab card) not properly completed.

Electronic reporting process not completed; or

Where required by local instructions, written locomotive inspection report form not completed and submitted at the designated location.

625 - SCBA INSTRUCTIONS

OBJECTIVE

This test will verify that employees who are operating where Self-Contained Breathing Apparatus (SCBA) are required to be used are compliant with division instructions.

APPLICABLE RULES

Instructions found in division timetables, general orders or notices.

PREPARATION / PROCEDURE

Officers prior to conducting observations for this application must review division instructions, timetables, general orders or notices regarding use of SCBA's and be familiar with their use.

Verify the location of observation does or will require the active possession by the employee of the SCBA for the territory they are or will be operating on.

Verify the employee properly checks out or returns the SCBA unit according to given instructions.

Verify the employee operating on the territory where the SCBA is required to be carried is currently certified in its use according to division instructions.

FAILURE DEFINED

- The employee fails to have the SCBA unit in their possession for use as required by current division instructions
- The employee fails to properly check out or return the SCBA unit according to current division instructions
- The employee required to carry the SCBA is not currently certified regarding the use of the apparatus for the employee's particular trip.

626 - LEAVING EQUIPMENT IN THE CLEAR

OBJECTIVE

This test determines that employees comply with the procedures for leaving rolling equipment and on-track maintenance-of-way equipment in the clear of a connecting track

APPLICABLE RULES

GCOR 7.1, MWOR 7.1, and Mechanical Safety Rule 10.16

PREPARATION/PROCEDURE

This test can be conducted where employees are required to leave rolling equipment or on-track maintenance-of-way equipment in the clear of a connecting track.

Verify that employees leave equipment beyond indicated clearance points.

However, if the clearance point is not indicated or visible, the employee determines the clearance point by standing outside the rail of adjacent track and extends their arm towards the equipment, and when unable to touch the equipment, leaves equipment at least an additional 50 feet into the track to ensure equipment is beyond the clearance point.

FAILURE DEFINED

This test is a failure when either of the following is found:

- Unattended equipment is left standing between the indicated clearance point and the adjacent track switch.
- Where clearance point is not indicated or visible, procedure is not properly utilized to determine clearance point and location where equipment must be left standing.

Note: It is not a failure to leave equipment in the foul "if" the employee is attending the equipment and protecting it from on track movement.

627 – CELLULAR PHONES / ELECTRONIC DEVICES

OBJECTIVE

This test is designed to determine employee compliance with cellular phone and electronic device restrictions.

APPLICABLE RULES

GCOR 1.10, MWOR 1.10, TDCOM 40.23, TDCOM 55.22, System Special Instructions

PREPARATION / PROCEDURE

Procedures include visual observations to determine if prohibitive use is occurring and supervisor inquiry to ascertain if restricted devices are turned on or off.

Two primary testing procedures will be used for completion of this test:

1. A supervisor observes an employee using an electronic device when restricted, or
2. A supervisor determines that an electronic device is turned off (when required) per referenced rules or instructions.

When determining whether a device is turned on or off, supervisors are to use the following guidance:

- Supervisors are prohibited from calling or text messaging a cellular phone or other electronic device to determine compliance for this test.
- When an employee's cellular phone or electronic device is in view, such as on a desk, control stand or on a belt clip/holster, a supervisor will ask the employee if the device is turned off (if device is required to be turned off).
- When an employee's cellular phone or electronic device is in view, such as on a desk, control stand or on a belt clip/holster, and device is noted to be ringing, indicator lights flashing, vibrating, etc., a supervisor will ask the employee to demonstrate the device's power setting (if device is required to be turned off).

- When no cellular phone or electronic device is in view and use of such device would be restricted, a supervisor may ask the employee if any such device is in the employee's possession. If answer is yes, supervisor will ask if device is turned off.

Several testing scenarios follow. Cellular phone is being used in the scenarios outside of an emergency situation or per GCOR 2.5 (Communications Redundancy):

- Boarding a controlling locomotive to review results of a banner test with a train crew, a cellular phone is viewed to be in the possession of an employee in the controlling cab. Employee response to supervisor inquiry indicates the cellular phone is turned off. This is considered a test with a passing result.
- During switching operations, a cellular phone is viewed in the belt clip/holster of a crewmember while engaged in safety related tasks (e.g. going between equipment to couple an air hose). Employee response to supervisor inquiry indicates the cellular phone is turned off. This is considered a test with a passing result.
- During switching operations, an RCO crewmember is observed using a cellular phone while the remote control locomotive is in motion. This is considered a test exception.
- Crew member on the ground providing train inspection of another passing train is observed using a cellular phone. This is considered a test exception.
- Crew member observed in the controlling cab of a locomotive using or entering information into a laptop computer or Renegade device while the train is moving. This is considered a test exception.
- While a train is moving, observation is made of crewmembers in the controlling cab of the locomotive and no use of electronic earpiece is evident. This observation cannot be recorded. Should a crew member be observed wearing an electronic earpiece while the train is moving, the employee must be immediately contacted and is considered a test exception.
- Control Operator / Train Dispatcher / Yardmaster is observed talking on a cell phone while in their respective work area. This is considered a test exception.
- While a mechanical employee is verifying proper brake application during an air test, a crew member of that train is observed using a cellular phone in the cab of the controlling locomotive. This is considered a test exception.
- While deadheading in a highway vehicle, an employee is observed sending text messages with an electronic device. This observation should not be recorded as an operations test.
- While train is stopped, crew member is observed using a cell phone and supervisor does not interact with the employee to determine if use is permitted. This observation should not be recorded as an operations test.

While not all inclusive, some of the key aspects to conducting this test are:

- Cell phones must be turned off when required by rule.
- Wearing of stereo headphones, ear-buds and cellular phone earpieces when restricted are considered test exceptions.
- Cell phones may only be used for voice communications under conditions specified by rule.
- Electronic devices such as DVD/CD players, MP3 players, iPods, etc. may not be used by a crewmember working/transporting on a freight train or working on a passenger train.
- Electronic devices such as Hammerhead and Renegade may only be used when train is stopped.
- Laptop computer or similar device capable of storing electronic rule book files may only be used to access electronic rule book files. When accessing electronic rule book files train must be stopped.

FAILURE DEFINED

Key test failures include any of the following observations:

- Crew member's cellular phones are not turned off or stereo headphones, ear-buds, or cellular earpieces are not removed while train is moving (Except during emergency or as provided by GCOR 2.5)
- Employees such as dispatchers, yardmasters, control operators, etc., are using a personal cell phone or electronic device in an area restricted by rule

- Any electronic device is turned “on” while train is moving unless permitted by rule
- Crew member’s laptop computer or similar device capable of storing electronic rule book files are used when train is moving
- Engineer using a cell phone while a member of their crew is engaged in a safety related duty
- Employee on the ground using a cell phone while a member of their crew is engaged in a safety related task
- Crew member using a cell phone while conducting an inspection of a passing train
- Cell phone or other personal electronic device turned “on” while engaged in any safety related task including an air brake test
- Using a cell phone or multifunction electronic device for any purpose other than making a voice call when restricted by rule
- Using a Hammerhead or Renegade while train is moving

696 - HAZARDOUS SHIPMENTS

OBJECTIVE

This test is designed to validate that the crew has the required documentation, inspections and train placement for all hazardous material shipments in the train or cut of cars that are being handled.

APPLICABLE RULES

US Hazardous Material Instructions for Rail in effect on BNSF Railway

PREPARATION/PROCEDURE

This test can be conducted any time when contacting a crew to ensure they have a copy of all required information. It can also be performed when observing and inspecting trains and their associated crews.

No employee may accept a hazardous material shipment unless a member of the crew has each of the following documentation:

Shipping Papers:

A member of the crew must have a paper copy of acceptable shipping papers when accepting or delivering shipments at a customer’s facility, interchange point, or other location; when moving shipments in a train, or switching shipments outside a yard. These papers are not required when moving shipments within a yard or at a customer’s facility.

Any one of the following documents is an acceptable shipping paper for hazardous material shipments, as long as it includes the required shipping description entries, is legible, and is printed (manually or mechanically in English).

- Railroad-produced documents - for example, train consists, train lists, wheel reports, waybills, industry work orders, or other similar documents.
- Customer-produced documents - for example, bills of lading {including United Parcel Services (UPS) hazardous materials packets}, or switch lists.
- A connecting carrier’s documents.
- A hand-printed document (printed, not cursive letters) - for example, radio waybills.
- A hazardous waste manifest.

Acceptable Emergency Response Information:

Any of the following documents is acceptable emergency response information:

- Emergency response information printed as part of the train list/consist

- Emergency Response Guidebook (ERG)
- Similar information provided by the customer - for example, a Material Safety Data Sheet (MSDS).

Document Indicating Position in Train:

Before moving hazardous material shipments in a train, a member of the crew must have a document (train list) that shows the current position in the train of each hazardous material shipment (loaded and residue/empty). When the crew is making pickups or setouts, update the document before proceeding. A member of the crew must update the document by hand-printing on it or by appending or attaching another document to it. The train crew is responsible for the proper placement of hazardous material shipments in their train. See the train placement section in the US Hazardous Material Instructions for Rail and the associated charts for reference for trains and switching.

During an inspection a crew member must ensure that all required placards are consistent with the shipping paper information on any train or cut of cars. They must ensure placards are displayed on both sides and both ends of the shipment.

FAILURE DEFINED

Data entry for this test will allow the testing Supervisor to enter employee Specific items reviewed during the testing observation. This test has been designed to require a special code to be entered that will provide specific testing information. When prompted to enter a "Rule Book Code" the code to be entered is "H". When prompted to enter a "Rule Number", use the code listed below based on your testing situation.

- ** When the crew does not have the required shipping papers for hazardous material shipments use 696-1.
- ** When the appropriate document (train list) indicating the current position in train of each hazardous material shipment is not correct use 696-2.
- ** When transporting a hazardous material shipment outside a yard or industry that does not have the proper placards attached or are missing them altogether use 696-3.

697 - SWITCH POINT MONITORING SYSTEM

OBJECTIVE

This test determines that crew members and dispatcher comply with the procedures for Switch Point Monitoring System which will alert the dispatcher that a main track switch may not be properly lined for an approaching train in non-signaled TWC territory.

APPLICABLE RULES

Subdivision specific general order or special instructions and dispatcher notices.

PREPARATION/PROCEDURE

Identify the subject train and validate that train has authority beyond the switch to be tested. Contact the chief dispatcher for territory and coordinate testing event for both dispatcher and train crew. There are two methods that can be used to test this system:

697-1 With the assistance of a signal supervisor or the signal supervisor's designee open the switch indication circuit. This will transmit a switch alert to the dispatcher who then must follow procedure outlined below.

697-2 With the assistance of a signal supervisor or the signal supervisor's designee power off the radio. Once the radio has been disabled switch can no longer communicate with the NOC. Since each switch location is only polled once every five minutes and must miss three polls before an alert is generated for the switch, alert may not be received by dispatcher for up to 15 minutes. Due to this design, testing should be set up well in advance of train arrival at location if train crew action is to be tested.

Under either scenario described above the dispatcher should receive an alert of indeterminate switch for that location. If the train is closely approaching the alerting switch, the train dispatcher may notify the crew verbally using the appropriate verbiage in the dialog box presented by CTWC database. If the train is not closely approaching the alerting switch, but has passed the last station (or if no siding at the last station and it is less than seven miles from

the alerting switch), the train dispatcher is required to do the following: “ Issue a new track warrant to the affected train that voids the authority over the alerting switch. Use box 1 in combination with box 2 or 3 and 20 to include the alerting switch.

If the train is authorized with a box 2, 3, or 4 track warrant and is not beyond the last station (or if no siding at the last station and the train is more than seven miles from the alerting switch), the dispatcher is required to: “ Issue a new track warrant to the affected train that voids the authority over the alerting switch. Use box 1 in combination with box 2, 3 or 4 that ends at the alerting switch.

When a train crew is notified to be prepared to stop at an alerting switch, (either verbally or with a box 20 track warrant), the train must not proceed over the switch until a crew member inspects the switch from the ground. The position of the switch must be reported to the train dispatcher as soon as possible after the inspection. The dispatcher must not “normal” an alerting switch until it has been inspected by a field employee.

(TY&E) Determine that train stops short of switch and a crewmember dismounts locomotive and performs ground inspection that switch is properly lined before proceeding over a switch when instructed verbally or by track warrant to be prepared to stop until known to be in the normal position, and advised by the train dispatcher of SPMS indeterminate alert status at that switch. Crew member must report to the train dispatcher as soon as possible the position of the switch after inspection is complete.

(Dispatcher) Trains must not be issued track warrants item 4 authority beyond any indeterminate switch. When an indeterminate switch alert is received, the dispatcher must promptly determine the location of the train with authority over the alerting switch and arrange to cancel the alert if the train has passed the alerting switch or notify the crew if train has not yet passed over the alerting switch.

TRAIN DISPATCHER CRITICAL PROCESSES ASSOCIATED WITH SWITCH POINT MONITORING SYSTEM (SPMS) TERRITORY

- MUST when an alert is received, promptly determine the location of the train with authority over the alerting switch. If the train has passed the alerting switch, must perform a track release to cancel the alert. If the train is closely approaching the alerting switch, notify the crew verbally using the appropriate verbiage in the dialog box presented by CTWC. DS Notice
- MUST when an alert is received and train is determined to not be closely approaching the alerting switch but is past the last station or the last station has no siding and train is within 7 miles of alerting switch, void current authority and reissue a proceed authority with a box 20 for the alerting switch. DS Notice
- MUST when an alert is received and train is determined to not be closely approaching the alerting switch and is not past the last station or within 7 miles of the alerting switch, void current authority and reissue box 2, 3 or 4 authority that ends at the alerting switch. DS Notice
- MUST NOT restore alerting switch to “verified normal” position in CTWC until it has been inspected by a field employee. DS Notice
- MUST NOT issue track warrants to trains authorized by box 2 and/or 3 beyond an indeterminate switch until the train has departed the previous station to reaching the indeterminate switch location. DS Notice

Exception: If the last station previous to the indeterminate switch has no siding and is less than 7 miles from the indeterminate switch, authority may be issued beyond the indeterminate switch when the train is within 7 miles of the open/indeterminate switch. DS Notice

- MUST NOT issue track warrants to trains authorized by box 4 beyond any open/indeterminate switch. DS Notice

DATA REPORTING

Data entry for this test will allow the testing Supervisor to enter specific test procedure used during the testing observation. This test has been designed to require a special code to be entered that will provide specific testing information. When prompted to enter a “Rule Book Code” the code to be entered is “G”. When prompted to enter a “Rule Number”, use the segment code 697-1 or 697-2 listed above based on your testing situation.

698 - INHALATION HAZARD CAR HANDLING INSTRUCTIONS

This test determines compliance with rules and procedures for handling of loaded tank car shipments that require the notation “Inhalation Hazard” and “Poison (Toxic) Inhalation Hazard”

APPLICABLE RULES

General order, System Special Instructions, US Hazardous Materials Instructions for Rail, and Dispatcher Notices covering the handling of these shipments.

PREPARATIONS/PROCEDURE

Review requirements applicable to the employee(s) and activity to be tested. Following procedures contain specific testing instructions for train dispatchers, engineering employees, and train or yard crews.

Note: Verify location specific requirements as defined in General Orders and / or Special Instructions.

698-1 Train crew - Verify conductor of train operating in non-signaled TWC territory on subdivisions identified in the Special Instructions and carrying two or more IH shipments (some routes may only require one shipment) contacts trains to be met or passed in a siding and determines that train in siding is stopped before IH train passes.

698-2 Engineering employees - Verify the responsible engineering employee has evaluated IH train route and informed the train dispatcher that the track evaluation is complete, noting any exceptions.

Verify authority is obtained to operate main track switches on non-signaled TWC subdivisions identified in the Special Instructions. Engineering employees may not operate a main track switch while using individual train detection (lone worker, or lookout for minor work or routine inspection) on these specified subdivisions.

Verify main track switches are not operated within Form B limits after the IH train route has been evaluated and before the IH train has passed.

698-3 Train Dispatcher - Verify IH train is not authorized prior to dispatcher receiving notification from track evaluator that route evaluation has occurred.

Verify the train dispatcher sends CAD IM to chief dispatcher with subdivision name and route evaluation completion time following notification by the responsible engineering employee.

Verify IH trains are not authorized without chief dispatcher approval if any exceptions are reported by the evaluator.

Verify that if evaluation is being performed during shift change, that fact is included on the train dispatcher transfer under heading “Listing of Hazardous Materials Instructions”.

Verify that TIH/PIH Track Evaluation Form has been properly filled out and archived..

Verify no authorities are issued after route evaluation has been completed and before IH train has passed location where track will be entered.

698-4 Train or Yard Crew (not including locomotive engineer) - verify compliance with following requirements while handling/switching any loaded tank car with SCHI code “IH”:

During conventional (flat) switching operations:

- Must not be cut off in motion or “kicked.”

During humping operations:

- Must not be “humped” into a clear track.
- Must not be “humped” or cut off until all preceding cars are in the clear of the lead.
- Must not cut off any cars to follow until the lead is clear.

DATA REPORTING

This test has been designed to require a special code to be entered providing specific testing information. When prompted to enter a “Rule Book Code” the code to be entered is “O”. When prompted to enter a “Rule Number”, use the code listed above based on your testing situation.

699 - ALL OTHER FAILURES

Many observations can be made while performing daily activities. When rules compliance is observed, it is not always necessary to enter that fact as an operations test. A rules violation, however, can have a detrimental impact on the employees involved. When such violations are observed, the rule violation must be entered into the operations testing data base to allow management to have access to data which provides information about behavior. This information helps management to assign resources to problem areas in order to achieve the best possible safety.

Normally a pass cannot be entered as a Test 699, however if a failure is found, a pass can be entered within 60 days after the failure to comply with the requirements of re-testing after a failure. The 699 pass test must be the exact test and rule number as the failure that was recorded previously.

500 SERIES

These tests are specific to Train Dispatcher / Control Operator functions. Only those supervisors responsible for testing train dispatchers / control operators will be authorized to enter these tests.

Field supervisors can only test dispatchers with the aid of another supervisor in the respective dispatching center or on site where control operator is working.

700 SERIES

These tests are specific to BNSF owned passenger operations. Only those supervisors responsible for these areas will be authorized to enter tests in the 700 series.

800 SERIES

The 800 series tests are limited to Supervisors using technology which allows specific testing from other than a field location. Only designated supervisors will be authorized to enter tests under the 800 series.