



**THE  
KANSAS CITY SOUTHERN  
RAILWAY COMPANY**

***Program of  
Operational Testing***

*Effective June 1, 2012*

**This document is an internal document intended as a guide for the use of Company Managers. Interpretation of this information, and any information contained in other procedures, programs or similar Company documents, will be the sole responsibility of the appropriate KCSR Operating Department.**

## **PROGRAM OF OPERATIONAL TESTING**

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### **SECTION 1. RAILROAD CONTACTS**

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(Transportation, NOC & Mechanical)**

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### **SECTION 2. FEDERAL RAILROAD ADMINISTRATION REGULATION**

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In compliance with Title 49, Code of Federal Regulations, Part 217, this program is prepared to ensure that periodic operational tests and inspections are conducted to determine the extent of compliance with our code of operating rules, timetable, timetable special instructions, safety and air brake train handling rules. Additionally, tests and inspections will be conducted in a sufficient amount to comply with the requirements of Title 49, Code of Federal Regulations, Subpart F of part 218, Handling Equipment, Switches, and Fixed Derails. The operating practices that are included in Subpart F are; shoving or pushing movements, leaving equipment in clear, hand operation of switches or crossovers, hand operation of main track switches, and hand operation of fixed derails.

This program is also designed and intended to meet the requirements of Title 49, Code of Federal Regulations, Part 214.303 (b). This regulation requires that each on-track safety program will be monitored for effectiveness and compliance with the program.

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### **SECTION 3. OPERATIONAL TESTING OBJECTIVES**

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Operational testing is a key element in enhancing safety for employees, customers and the general public. The principal behind operational testing is to identify employees who need remedial training, encouragement, or guidance before the occurrence of an injury, incident or human factor accident. Operational testing conducted on a regular basis provides employees an opportunity to demonstrate their mastery of the rules and instructions, while giving supervisors the chance to praise a job well done or to correct operating deficiencies.

Operational testing provides employees the opportunity to demonstrate their ability to apply the Kansas City Southern operating & safety rules in the work environment. Frequent Operational testing demonstrates and reinforces 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.

Consistent testing procedures across the system enable The Kansas City Southern Railway Company (KCSR) to meet FRA requirements and support a safe and efficient operation.

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### **SECTION 4. GENERAL POLICY**

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#### **A. PERSONNEL TESTED**

##### **EMPLOYEES**

Operational Testing is divided into the following job classifications:

1. Train, Engine and Yard employees
2. Maintenance of Way employees
3. Signal Department employees
4. Bridge and Building employees
5. Train Dispatchers/Control Operators
6. Locomotive Servicing Engineers
7. Car and Diesel Department Employees

8. Customer Service Representatives
9. Yardmasters

**NON-EMPLOYEES**

1. Contractors
2. Foreign Line Road and Yard Crews

**B. SUPERVISORS AUTHORIZED TO PARTICIPATE IN PERFORMING OPERATIONAL TESTING**

**Officers authorized make tests are:**

Senior vice-presidents, vice-presidents and asst. vice-presidents - Transportation / Mechanical / Engineering

Asst. Chief Signal and Engineering officers

General Superintendents – Transportation

Terminal Superintendents - Transportation

General Director of Safety

Directors of Safety

Mechanical Safety & Training

Road Foremen of Engines

Terminal Directors

Senior Trainmasters

Trainmasters

Terminal Trainmasters

Assistant Trainmasters

Supervisor of Operations

Manager of Safety and Rules Training

Division Engineers

Roadmasters

Assistant Roadmasters

General Supervisors – Signals

Director Mechanical Operations

Director Mechanical Maintenance

Superintendent of Mechanical

Superintendent of Locomotives

General Supervisors - Mechanical

Foreman/Asst. Foreman Car and Diesel

Director of Network Operations

Corridor Managers

Asst. Corridor Managers

## C. METHODS OF OPERATIONAL TESTING

The operational testing program includes both Surprise and observation tests.

- **SURPRISE TESTS** are tests that require some preparation, are conducted without the employees' knowledge, and involve "safety critical" rules. If an employee is aware that a test is being performed, the effectiveness of the test is generally compromised.
- **OBSERVATION TESTS** are those tests requiring minimal preparation, consisting of only observation of rules compliance, and conducted with or without the employees' knowledge.

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**Tests must be conducted under all of the various operating conditions of the railroad and be conducted during all hours the railroad operates.**

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The following guidelines should be considered when planning and performing operations testing:

- Operational tests must be made at random times and places throughout the month, including weekends.
- At least 40% of the tests should be performed between the hours of 18:00 and 05:59 for any territory, terminal or dispatch center with 24 hour operations. A testing plan that governs a location with 24 hour operations will take a "TEAM" approach to meeting the 40% requirement. The team consists of all officers included in that testing plan. Therefore, the 40% requirement will be considered met if 40% of the team's tests have been conducted between the hours of 18:00 and 05:59 hours.
- Any testing officer that has responsibility for a territory or location that does not have night operations (18:00-05:59) is exempt from the 40% requirement.
- Any testing officer that has responsibility for a territory or location that has limited night (18:00-05:59) operations will include in their testing plan a percentage of tests that will be performed at night to provide sufficient oversight.

## D. PROCEDURES USED TO CONDUCT THE ANNUAL SURPRISE OPERATIONAL TEST OF LOCOMOTIVE ENGINEERS.

Per 49 Code of Federal Regulations Part 240.129, the annual operational test procedures for locomotive engineers/remote control operators shall be:

1. Designed so that each locomotive engineer/remote control operator shall be given at least **ONE (1)** unannounced test each calendar year.
2. Designed to test engineer/remote control operator compliance with provisions of the railroad's operating rules that require response to signals that display less than a "clear" aspect, if the railroad operates with a signal system that must comply with 49 CFR 236.
3. Designed to test engineer/remote control operator compliance with provisions of the railroad's operating rules, timetable or other mandatory directives that require affirmative response by the locomotive engineer to less favorable conditions than which existed prior to initiation of the test.
4. Designed to test engineer/remote control operator compliance with provisions of the railroad's operating rules, timetable or other mandatory directives, violation of which by engineers/remote control operators were cited by the railroad as the causes of train accidents or train incidents in accident reports filed in compliance with 49 CFR Part 225 in the preceding calendar year.
5. Designed so that the administration of these tests is effectively distributed throughout whatever portion of a 24-hour day that the railroad conducts its operations.
6. Designed to ensure individual tests are conducted without prior notice to the engineer being tested.

## **E. GENERAL PROGRAM REQUIREMENTS**

### **Events**

One of the requirements of the operational test program is based on “Testing Events”. A testing event is any and all operational tests performed on one crew, its individual members or an employee during one tour of duty by one primary testing officer. Several rules may be tested on each crew or individual, but this qualifies as only one testing event. Testing should be spaced out throughout the month to provide for a fair representation of the employees on your territory.

Example: A RFE rides a three man local for twelve hours, during that time the RFE performs thirty operation tests, this is considered as ONE testing event.

### **Operation Tests**

Operational testing is a process of managers monitoring and evaluating employee knowledge, application and compliance with rules, regulations and instructions.

### **Primary Tester**

The primary tester is the individual responsible for the integrity of the test. Only one officer can record testing data under the primary officer status. Other officers participating in the test must be recorded as second, third, etc. During team testing it is permissible for each officer to claim the event as a primary if each officer uses a different primary test to record the event. (Be certain to show other officers as second, third, etc.)

### **Operation Testing Plans**

Each team leader will develop, and update as necessary, a testing plan to respond to incidents of injury or accidents that occur on his or her assigned territory. The team leader must also adjust the plan, as necessary, in response to the incident and accident information identified during the quarterly, six month and annual reviews provided by the safety department.

A copy of each team testing plan is available at system headquarters or from the respective team leader. The testing plan will be specific to the team leader’s territory and contain the minimum amount and type, of each test that each team member must perform. The testing plan will remain in effect until the team leader or his supervisor determines a need to revise or re-issue the plan.

## **F. OFFICER AND MANAGER REQUIREMENTS**

The following are the minimum required testing events and operations tests required by the KCSR Operation Testing Program. The specific amount and type of tests performed by each officer will be contained in the team leader operation testing plan. Additionally, officers and managers are required to include a minimum number of tests relating to FRA Emergency Order No. 26 and FRA 49 CFR 218 Subpart F (regulatory requirement) in their annual testing plans.

The minimum requirements for events and operations tests for each position are noted below. Following these requirements are the amount and identifying number of each test each officer will conduct to meet federal testing requirements.

### **Transportation**

#### **Terminal Superintendents**

These officers are required to perform 5 EVENTS and 5 OPERATIONS TESTS each month.

Each year, these officers will conduct 6 tests on each of the following test numbers: TRN-32, TRN-41Y, TRN-50A, TRN-50B AND TRN-50C (FRA EO 26 and FRA 49 CFR 218 Subpart F tests).

#### **Assistant Terminal Superintendents, Terminal Directors, Senior Trainmasters, Trainmasters and Assistant Trainmasters (Road)**

These officers are required to conduct a minimum of 16 EVENTS and 23 OPERATIONS TESTS each month.

Each year, these officers will conduct 6 tests on each of the following test numbers: TRN-32, TRN-41Y, TRN-50A, TRN-50B AND TRN-50C (FRA EO 26 and FRA 49 CFR 218 Subpart F tests).

### **Assistant Trainmasters (Yard Managers)**

These officers are required to conduct a minimum of 5 EVENTS and 7 OPERATIONS TESTS each month. Each year, these officers will conduct 3 tests on each of the following test numbers: TRN-32, TRN-41Y, TRN-50A, TRN-50B AND TRN-50C (FRA EO 26 and FRA 49 CFR 218 Subpart F tests).

### **Road Foremen of Engines**

These officers are required to conduct a minimum of 20 EVENTS and 29 OPERATIONS TESTS each month. Each year, these officers will conduct 6 tests on each of the following test numbers: TRN-32, TRN-41Y, TRN-50A, TRN-50B AND TRN-50C (FRA EO 26 and FRA 49 CFR 218 Subpart F tests).

### **Director of Network Operations**

These officers are required to conduct a minimum of 8 EVENTS and 8 OPERATIONS TESTS each month. Each year, the director will perform 6 tests on each of the following test numbers, each year: ZDS 22, ZDS 16B and ZDS 21 (FRA EO 26 and FRA 49 CFR 218 Subpart F tests).

### **Corridor Managers and Assistant Corridor Managers**

These officers are required to conduct a minimum of 16 EVENTS and 16 OPERATIONS TESTS each month. Each year, these managers will perform 6 tests on each of the following test numbers, each year: ZDS 22, ZDS 16B and ZDS 21 (FRA EO 26 and FRA 49 CFR 218 Subpart F tests).

### **Mechanical**

#### **Mechanical Department Managers, Foreman and Assistant Foreman (Diesel, Mechanical & Car)**

These officers are required to conduct a minimum of 11 EVENTS each month during which they will conduct a minimum of 11 OPERATIONS TESTS. Note: Locations with no subordinates such as (DeQueen/Kendleton) are required to perform 8 Events and 8 Tests accordingly.

Each year, these officers will conduct 3 tests on each of the following test numbers: MOE 25 or MOE-26, MOE-35, MOE-36, MOE-37 and MOE 38 (FRA EO 26 and FRA 49 CFR 218 Subpart F tests).

#### **Mechanical Directors**

These officers are required to conduct a minimum of 8 EVENTS each month during which they will conduct a minimum of 8 OPERATIONS TESTS.

Each year, these officers will conduct 3 tests on each of the following test numbers: MOE 25 or MOE-26, MOE-35, MOE-36, MOE-37 and MOE 38 (FRA EO 26 and FRA 49 CFR 218 Subpart F tests).

### **Engineering**

#### **Roadmasters and Assistant Roadmasters**

These officers are required to conduct a minimum of 13 EVENTS each month during which they will conduct a minimum of 13 OPERATIONS TESTS.

Each year, these officers will conduct 3 tests on each of the following test numbers: MOW-42 or MOW-46 and MOW-44 and MOW-47 (FRA EO 26 and FRA 49 CFR 218 Subpart F tests).

#### **Signal Department General Supervisors**

These officers are required to conduct a minimum of 13 EVENTS each month during which they will conduct a minimum of 13 OPERATIONS TESTS.

Each year, these officers will conduct 3 tests on each of the following test numbers: MOW-42 or MOW-46 and MOW-44 (FRA EO 26 and FRA 49 CFR 218 Subpart F tests).

#### **Bridge and Building General Supervisors**

These officers are required to conduct a minimum of 13 EVENTS each month during which they will conduct a minimum of 13 OPERATIONS TESTS.

Each year, these officers will conduct 3 tests on each of the following test numbers: MOW-42 or MOW-46 and MOW-44 (FRA EO 26 and FRA 49 CFR 218 Subpart F tests).

## **G. PERSONS RESPONSIBLE FOR ENSURING TESTING REQUIREMENTS ARE MET**

Transportation Midwest Division – Assistant Vice-President – Chad Devenney

Transportation Southeast Division – Assistant Vice-President – David Carroll

Transportation Southwest Division – Assistant Vice-President – Steve Truitt

Mechanical Midwest Division – Director Mechanical Maintenance – Rick Mygatt/Bryan Cassels

Mechanical Southeast Division – Director Mechanical Maintenance – Chris Burchfield

Mechanical Southwest Division – Director Mechanical Maintenance – Harry Lloyd

Engineering Midwest Division – Division Engineer – Mark Wille

Engineering Southeast Division – Division Engineer – Travis Ross

Engineering Southwest Division – Division Engineer – Fred Haywood

Signal (All) – Director Signal Operations – Steve Jones

Bridge (All) – Manager Bridge Maintenance – Michael Schmidt

Production (All) – Director Production & Standardization – Shawn Vecellio

NOC (All) – General Director Networks Operations Center – Mike Curry

KCSR System – General Director Safety KCSR – Trenton Anderson

## **H. OPERATIONAL TEST RESULTS PROCEDURES:**

Operational tests can have one of two results, pass or fail. The failure must be categorized by the action taken as follows: FAILURE (Field Coaching) or FAILURE (Formal Discipline). In either case, a failure must be discussed with the employee as soon as safely possible. When an employee is tested, he or she needs to be made aware of the test results and given a review of his or her performance either by (in order of preference):

1. A face-to-face meeting between supervisor & employee; or,
2. Telephone conversation; or,
3. Letter (tests which had passing results only).

**NOTE:** An officer should use discretion when using the radio. In matters of urgency, officer should advise crew members to bring their train to a controlled stop to allow you board. In other matters, officers should advise or request the crew to stop at a location to participate in a job briefing.

The sending of a letter to the person may be performed in those situations where a face to face meeting or phone conversation is not possible or as a follow-up to an interaction with an employee (**except failures**).

When reviewing the operational test with each employee, indicate:

1. Date, time and location tested.
2. Discuss rules tested.
3. Be positive, discuss what employee did correctly and what was not performed correctly (when applicable).
4. Advise the employee that the test will be recorded in the operations test system and that he or she will be subject to further re-test (failed tests).

## **I. TEST FAILURE PROCEDURES**

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***In the event of a test failure the employee must be notified as soon as practical.***

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When an employee fails an operational test, the testing officer must select an appropriate educational/disciplinary alternative. Remember to use good coaching techniques as discussed in “Coaching for Improved Safety Performance.”

- When safe to do so, stop work activity and review the correct rule procedures.
- Alert the individual of the test and review the applicable rule or safer practice.
- Some instances may require “probable cause testing” for possible violation of Rule 1.5 Drugs/Alcohol, and the withholding of some individuals from service pending formal investigation.
- Notify the employee that the test will be recorded in the operations testing system and that he or she will be subject to retest.

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**FAILURES MAY OCCUR IN SOME SITUATIONS THAT REQUIRE HANDLING IN CONNECTION WITH FRA CFR 240 LOCOMOTIVE ENGINEER CERTIFICATION. WHEN THIS CONDITION OCCURS CONTACT THE GENERAL MANAGER OR GENERAL SUPERINTENDENT AND THE ROAD FOREMAN OF ENGINES IMMEDIATELY.**

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***NOTE: When circumstances require you to stop a train, coordinate with Train Dispatcher where you plan to stop train. Contact train by radio, identify yourself, request train to stop at agreed location, and then review your observations with the employee(s).***

When handling an operational test failure, determine the root cause of the failure. Provide the necessary feedback and coaching to achieve compliance.

- Many rule violations result from a misunderstanding of the importance of the rule or instruction.
- If lack of knowledge is cause for operational test failure the manager should arrange for appropriate training.
- Personal follow-up is important. Use discretion should the employee be corrected over the radio
- Informal training by the testing officer on the rules procedure tested may be sufficient or the scheduling of formal training for the individual may be required. In either case proper documentation is essential.
- The timeliness of completing the training will be dictated by the seriousness of the violation.
- If test failure was due to a lack of required equipment or equipment failure, appropriate corrective measures must be taken and follow-up tests conducted.
- If the individual’s failure of the operational test cannot be clearly determined, give them the benefit of the doubt.

***NOTE: Remember the testing officers must personally see or hear a violation. The crew will be given the benefit of the doubt when this cannot be accomplished.***

**Whenever an operational test failure occurs, increase the frequency of conducting that particular test until it is established that the required rule procedures are being observed. When an individual fails to properly apply a rule, test the individual on other rules to determine his or her overall level of rules proficiency.**

**The timeliness of recording the failed test in the OTS system is of the utmost importance in locating repeat failures. Whenever a testing officer has a failure the officer should review the employees testing record for previous failures. If a failure pattern is detected, he must discuss this pattern with his supervisor and develop an action plan for the employee.**



## **J. PROCEDURES FOR PERFORMING OPERATIONAL TESTS ON FOREIGN LINE / JOINT OPERATIONS.**

Efficiency tests should be performed on foreign line trains operating on KCSR track. Likewise, KCSR trains should be tested while operating on foreign line trackage, consistent with the foreign line's operating rules and program.

The testing of foreign trains will be recorded in the same manner as other tests, and failures will be handled in the same manner. When possible, joint testing with foreign line / joint operations supervisors should be arranged.

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### **SECTION 5. TESTING SUPERVISOR QUALIFICATIONS AND TESTING REQUIREMENTS**

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Each supervisor designated to perform operational tests must:

1. Be qualified on the operating rules in accordance with the KCSR 49 CFR 217.11 submission.
2. Be qualified on the KCSR operation testing program requirements and procedures relevant to the testing and inspections the officer will conduct.
3. Receive appropriate field training, as necessary to achieve proficiency, on each operational test or inspection that the officer is authorized to conduct.
4. Conduct operational tests and inspections in accordance with the railroad's program of operational tests and inspection requirements.

In addition only, "qualified" supervisors will be allowed to use shunt wires. Final Qualification will be issued exclusively by the administrator of the program.

Written records documenting the qualification of each railroad testing officer shall be retained at the KCSR system and division headquarters. These records will be available to FRA representatives during normal business hours.

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### **SECTION 6. GENERAL TESTING INSTRUCTIONS AND RESPONSIBILITIES**

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- A. Individuals who fail an operation test must be notified promptly.
- B. Each test failure must identify remedial action taken.
- C. Before making tests that affect train movements, the train dispatcher or control operator should be informed. Except when testing the dispatcher, in this case notify the corridor manager.
- D. Testing should be conducted at various locations, throughout the day and month. Routinely testing at familiar locations, during the same time of day, or on the same days of the week, should be avoided in order to ensure the testing program is unpredictable and samples actual employee performance.
- E. Test should mimic realistic conditions as closely as possible.
- F. Tests should be conducted in such a manner as to minimize the hazard of a train accident or personal injury.
- G. Tests must not be conducted in violation of operating rules. Testing supervisors must not condone or participate in violations of the rules. Supervisors should never circumvent the rules while testing since this undermines their credibility, typically puts themselves or others at risk and sets a double standard.
- H. Tests must be conducted in a fair and impartial manner and all employees must perceive they may be subjected to rules compliance testing at any time for the program to be effective. No train, including high priority train, may be regularly excluded from testing without a harmful effect on the program.

- I. Observance of speed limits or restrictions through the prescribed use of train brake systems must take high priority in planning tests. No other factor in train operations has a greater impact on prevention of accidents than control of train speed in accordance with air brake and train handling requirements. Ineffectual enforcement of these rules results in employee perception that train schedules take precedence over safety.
- J. Speed tests for trains may be made with properly maintained and tested radar guns or event recorder data.
- K. The two common causes of human-factor train accidents are failure to fully understand the operating rules, and failure to properly apply the operating rules. Both reasons can be reduced through effective rules training and enforcement. The operational testing program is both enforcement and a training program. When properly applied by the testing supervisor, this program will help identify those employees who need remedial rules training, coaching, motivation or discipline to perform at acceptable levels.
- L. When conducting unattended fusee test use extreme caution to avoid right-of-way fires and damage to property.
- M. Periodically team testing sessions will be conducted. Teams must consist of two or more managers. The team leader will determine the focal testing requirements and locations. Focus should be concentrated on operating and safety rules which statistical data indicates areas of non-compliance.

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## **SECTION 7. GENERAL INSTRUCTIONS - SIGNAL TESTS**

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Title 49 CFR Part 236.4 requires that safety of train operation must be provided before interfering with the normal functioning of any device.

The intention of this regulation is to ensure railroads maintain the integrity of signal systems by prohibiting procedures or practices which defeat or nullify the minimum requirements of the Federal safety standards.

- A. Signal operational tests require a thorough understanding of the unique characteristics of individual territories. It is therefore necessary that all supervisors involved with testing be accompanied by the local signalman/supervisor or General Director Safety and Operational Testing for a sufficient number of tests so each testing supervisor has a clear understanding of the procedures required. This training period is required whenever a testing supervisor is assigned to a new territory. It is preferred and may be necessary at times, that signal tests be conducted by at least two properly trained testing supervisors, signal supervisors, or both.
- B. When testing at a manual interlocking or in CTC territory, the train dispatcher or control operator shall be notified whenever track shunts are utilized so signal maintainers will not be called unnecessarily (unless the dispatcher is being tested simultaneously).
- C. When a track shunt is used to activate signals it must be applied sufficiently in advance of the arrival of the approaching train to avoid changing the aspect of any signal already accepted by an approaching train or engine. **Track shunts shall not be placed within 3500 feet of highway/railroad grade crossing with active warning devices.** This can cause undue activation or shorten warning times.

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## **SECTION 8. DATA ENTRY REPORTING TEST RESULTS**

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The testing officer inputs operational test reports into the computer system.

1. The primary testing officer is responsible to accurately identify the employee(s) tested.
2. It is neither ethical nor permissible to record a rule violation discovered at a later time as an Operational test. Exception: Information obtained in a timely manner from event recorders may be recorded.
3. Operational test reports must be entered into the computer system promptly. If the testing officer does not enter the data by the 7th day following the test, the officer will not receive credit for the tests unless he requests the Program Administrator to extend the time criteria for the tests. This will only be allowed in extenuating circumstances.

4. Failures should be entered as soon as possible following the test. Under no circumstance should it be longer than two days following the failed test.

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**SECTION 9. OPERATION TEST RECORDS, REVIEWS AND SUMMARIES**

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- A. Federal regulation requires each railroad to keep a record of each operational test performed, including date, time, place, the name of each employee tested, the officer administering the test, and the test results. These records must be retained for one calendar year after the end of the calendar year to which they relate. These records must be made available to representatives of the FRA for inspection and copying during normal business hours.
- B. Federal regulation requires each railroad to retain one copy of its current program for periodic performance of operational tests and inspections and one copy of each subsequent amendment to the program. These records shall be retained at the system headquarters and division headquarters where the tests and inspections are conducted for three calendar years after the end of the calendar year to which they relate. These records must be made available to representatives of the FRA for inspection and copying during normal business hours.
- C. Federal regulation requires each railroad to conduct Quarterly reviews by the division manager responsible for the division testing requirements as noted in Section G of this program. These managers shall conduct a written quarterly review of the accident/incident data, the results of prior operational tests and inspections, and other pertinent safety data for that division to identify the relevant operating rules related to those accidents/incidents that occurred during the quarter. The review shall also include the name of each railroad testing officer, the number of tests and inspections conducted by each officer, and whether the officer conducted the minimum number of each type of test or inspection required by the railroad's program.

Based on the results of that review, the designated officer shall make any necessary adjustments to the tests and inspections required of railroad officers for the subsequent period(s). Quarterly reviews and adjustments shall be completed no later than 30 days after the quarter has ended. These records must be made available to representatives of the FRA for inspection and copying during normal business hours

- D. Federal regulation requires each railroad to conduct a Six month review by the system program manager as noted in Section G of this program. The review shall ensure that the operations testing system is being utilized as intended, that the quarterly reviews have been properly completed, that the appropriate adjustments have been made to the distribution of tests and inspections required, and that the railroad testing officers are appropriately directing their efforts.

Six month reviews shall be completed no later than 60 days after the review period has ended. These records must be made available to representatives of the FRA for inspection and copying during normal business hours.

- E. Federal regulation requires each railroad to conduct an Annual Summary of Operational Tests and Inspections – Before March 1 of each calendar year. This summary along with the summary of the previous year, shall be retain, at each of its division headquarters and system headquarter. The summary must contain the number, type and result of each operational test and inspection, stated according to operating divisions where applicable, that was conducted as required by paragraphs (A) and (B) of this section. These records shall be retained for three calendar years after the end of the calendar year to which they relate and shall be made available to representatives of the Federal Railroad Administration for inspection and copying during normal business hours.
- F. The Program Administrator will provide hard copies inspection and copying during normal business hours.

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**SECTION 10. RECOMMENDED OPERATION TESTING KIT**

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- All PPE
- Extra PPE (glasses/hearing PPE) to supply those found without PPE
- Rain Gear
- Reflective Vest (Observation tests and following covert to board equipment)
- Gloves
- Lantern/flashlight
- Bugs Spray (when applicable)
- First Aid Kit
- Pens/Pencils – Writing Material
- Road Map
- Phone Numbers (General Superintendent, Assistant Superintendent, Road Foreman of Engines, Chief Dispatcher and Dispatchers)
- Cell Phone
- Hammer/Mallet
- Radios (Be sure it works, battery charged)
- Timetable and all rule books (Be sure all are up to date)
- Track profile
- Shunts
- Flags (Red, Red/Yellow, Yellow, Green)
- Double Staffed Red Flag
- Red Flag Holder
- Red Flag (Wooden Shaft/hand held)
- Red Light
- Red Flares
- Switch Keys
- Signal Keys
- Test Switch Keys
- Barrel Wrench
- Extra Signal Bulbs
- Radar Gun
- Radar Gun Carrying Case
- Binoculars
- Battery Pack with Charger
- Tuning Fork

**CURRENT INFORMATION**

- Current Track Bulletin
- Locations of trains and locals (Crew Info, on duty time, engine numbers)
- Work Windows
- Slow Orders
- Form B
- On Track Equipment