 <b>NORFOLK SOUTHERN</b> The Thoroughbred	<b>MW&amp;S</b> <b>STANDARD PROCEDURE</b>	<b>SUPERSEDED DATE</b> 01/01/1988	<b>NUMBER</b> <b>330</b>
		<b>ISSUE DATE</b> 03/01/1999	
<b>TITLE:</b> <b>SWITCH LOCKS AND KEYS</b>	<b>FILE NUMBER</b> 161-3-71	<b>Page</b> 1 of 3	

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ALL PREVIOUS PROCEDURES AND INSTRUCTIONS IN CONFLICT HERewith ARE SUPERSEDED TO THE EXTENT OF THE CONFLICT UPON RECEIPT OF THIS PROCEDURE.

SCOPE AND NATURE

- \* To provide a system for control of switch locks and keys and for inspection and maintenance of switch locks. Also to provide for the protection of occupied camp cars and roadway workers with a MW&S switch lock.

SPECIAL REFERENCES

- \* Receipt of MW&S Switch Key ] Copy attached to procedure.
- MW&S Standard Procedure 380 - Track Inspection  
*Operating Rules Book*
- \* *Roadway Worker Protection Manual*

OUTLINE OF PROCEDURE

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PROCEDURE

1. GENERAL

- .01 All main track turnouts, turnouts leading from siding, derails protecting these tracks, and all other specially designated turnouts and derails are to be equipped with switch locks.
- .02 Switch locks are also maintained on right of way barricades, telephone booths, and other locations requiring security.
- .03 After relocking switch or derail, the chain or body of the switch lock must be pulled down sharply to ensure that the lock is on the latch and the locking mechanism is working properly.

- .04 Switch locks are to be fastened to head block ties by securing the last link of the chain to one of the double end threaded studs (that secures the switch stand or switch latch) or by use of a small lag screw or large staple through the last link of the chain. Where switch locks are applied to barricades, phone boxes, etc. the chain should be fastened if possible.
- .05 Switch locks are to be lubricated periodically with a graphite lubricant as approved by the assistant vice president-MW&S.

\* Denotes Revision to procedure last issued 1/01/1988.



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TITLE:

**SWITCH LOCKS AND KEYS**

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- .06 A sufficient inventory of switch locks is to be maintained in order that any locks found missing on turnouts or derails as specified in §1.01 on page 1 can be immediately replaced. The class-item number for the locks are as follows:

Norfolk Southern 255-000607

Former Conrail 255-332110

**2. INSPECTION OF SWITCH LOCKS**

- .01 Whenever any track is inspected, the inspector must check all switches and derails that are supposed to be equipped with switch locks to ensure that the switch lock is in fact in place and locked.

- .02 If an unattended switch lock is found unlocked, it is to be locked. Locations found repeatedly to be unlocked are to be reported to the division superintendent.

- .03 Locations found to have missing switch locks are to have the lock immediately replaced.

- .04 An immediate telephone report must be made of missing switch locks to:

- NS Police Department,
- division superintendent's office, and
- division engineer's office.

The report should specify the exact location, date and time found missing, and the individual finding the switch lock missing.

**3. SWITCH KEYS**

- .01 Switch keys are to be issued by the division superintendent only to employees who have currently been examined on the operating rules, and have demonstrated the ability to responsibly operate switches and derails. Switch keys have a serial number. The division superintendent maintains a listing of employees issued switch keys by serial number.

- .02 Upon leaving Company service for any reason, employees who have been issued a switch key must turn the key in to a Company officer **WITHOUT FAIL**. Supervisory employees are responsible for recovery of all switch keys from their subordinates when they leave the Company.

**\* 4. MW&S SWITCH LOCKS**

- \* .01 **Camp Cars** – The MW&S designated switch lock is to be used for the protection of occupied camp cars in accordance with applicable Operating Rules. See MW&S Standard Procedure 180 – House Trailers/Camp Cars.

- \* .02 **Roadway Worker Protection** – The MW&S designated switch lock is to be used for the protection of Roadway Workers in accordance with designated Operating Rules and Roadway Worker Protection Instructions.

- \* .03 **Former Conrail Territory** – The existing lock that is used on former Conrail territory will continue to be used for the protection of occupied camp cars and roadway work protection. As it becomes necessary to obtain additional locks for these purposes, the standard Sargent and Greenleaf NS MW&S switch lock is to be ordered. See §4.04 below for class-item number.

- \* .04 **Ordering MW&S Switch Locks** – The class and item number for the Norfolk Southern MW&S switch lock is 255-310745.

- \* .05 **Obtaining MW&S Switch Lock Keys** – Keys for MW&S switch locks are obtained from the manager administrative services, MW&S Department, Building Box 142, 99 Spring Street, Atlanta, GA 30303-3629.



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**ALL PREVIOUS PROCEDURES AND INSTRUCTIONS IN CONFLICT HEREWITH ARE  
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**.06 Receipting for MW&S Switch Lock Keys**

- a. Keys are to be issued only to MW&S employees whose duties require their use. The keys are to be used only in the performance of those duties.
- b. An employee issued a key must sign a receipt for the key. See exhibit page i. This receipt, which is to include the serial number of the key issued, is to be placed on the employee's personal record file in Atlanta. If a MW&S switch key is lost, this fact must be reported to the employee's supervisory officer.

**5. MAINTENANCE OF SARGENT  
AND GREENLEAF**


**.01 Maintenance** – The following procedure is to used for the maintenance of Sargent and Greenleaf locks.

- a. LPS Instant Super Cleaner/Degreaser is to be used instead. This can be obtained locally at most hardware stores and industrial supply houses.
- b. To clean and flush the lock:
  - (1) Use squirt bottle to force the LPS Cleaner/Degreaser into key hole.
  - (2) Unlock and open the shackle. Use squirt bottle to force the LPS Cleaner/Degreaser into the locking ball cavities. This removes any oil, grease, and other foreign material from the area of the locking balls.
- c. When necessary to simply lubricate, use a light amount of LPS Cleaner/Degreaser.

**.02** By following the above procedure, the Sargent and Greenleaf locks should not freeze. If one does freeze, the following procedure should be a procedure of last resort.

- a. Insert key into keyway.
- b. Using fusee, hold 2 to 4 inches from lock case perpendicular to lock body for 40 seconds. Move fusee slowly up and down the side of the lock. Repeat on the other side.
- c. Heat the shackle by holding the fusee 2 to 4 inches from shackle and 1 to 2 inches above the lock body for 15 seconds. Fusee should be pointed such that the flame is not directed into the openings or where the shackle enters the lock body or where the drippings could enter the lock. Repeat for the other side of the shackle.
- d. **NEVER** point fusee into key hole or other openings of lock body.

APPROVED:

  
Assistant Vice President-MW&S



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**RECEIPT OF NS MW&S SARGENT AND GREENLEAF  
#103 SWITCH KEY**

This is to acknowledge my receipt of one (1) Norfolk Southern Sargent and Greenleaf switch key. I understand that this MW&S switch key remains the property of the Norfolk Southern Corporation, and must be returned to the proper officer when called for, or when leaving the service. I will keep it in good condition, and update it as changes are provided. I acknowledge that this MW&S switch key is my responsibility until I return it to the proper officer.

Employee Name: \_\_\_\_\_  
(Please Print)

Social Security No.: \_\_\_\_\_

\_\_\_\_\_ (Signature)

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Witness: \_\_\_\_\_

Key Number: \_\_\_\_\_  
(Stamped into key - begins with MWS + 4 digits)

This form is to be signed by each MW&S Department Employee receiving a Norfolk Southern MW&S Sargent and Greenleaf #103 switch key. The original of this form is to be sent to: Supervisor, Procedures & Communications, Building Box 142, 99 Spring Street, Atlanta, GA 30303-3629, for record keeping and placement on the employee's personal records file. A photocopy is to be retain for placement on the local file. Reference: MW&S Standard Procedure 330.