



# Southeastern Pennsylvania Transportation Authority

## SEPTA CTD/STD TRACK DEPARTMENT "ON TRACK BRIEFING SHEET"

Job Briefing must be filled out before starting any job.

Date: 7/8/19 Time: 9  AM  PM Work Location: GIRARD to Susquehanna / ELIE

Description of Work Assignment: TRK INSPECTION

Qualified Protection Employee (QPE) in charge of providing on-track protection: MR. SHAWN NIM

Confirm Current Qualifications: (Date on Qualification Card): 12/19

On what Line and track(s) will the Roadway Worker protection be required? BSO 1, 2, 3, 4

Track Maximum Authorized Speed (MAS): 60mph

What form of Protection will be used?  ITD  Foul Time  TAW  Work Zone  OOS

If using Individual Train Detection (ITD), you must be a QPE. What time has the Train Dispatcher been notified of your intention to use ITD as protection: \_\_\_\_\_ AM / PM

If requesting Foul Time, the "Employee Record of Foul Time Authority" form must be used in accordance with Operating Rule RDR 504. Do you have Foul Time Forms?  Yes  No

If using Train Approach Warning for protection (TAW), how many Watchpersons/Advanced Watchpersons are required? 1

What time has the Train Dispatcher been notified of your intention to use TAW as protection? \_\_\_\_\_ AM / PM

If using Train Approach Warning for protection (TAW), is the location considered a "Hot Spot"?  Yes  No

If Yes, have you considered the requirement for additional advanced watchpersons?  Yes  No

If using ITD or TAW, has the Speed Distance Table (RDR/OTS 508) been reviewed for required clearing distances to apply the 15-second rule?  Yes  No What is the required distance? 1320 feet

If establishing a Work Zone for protection, has the Braking Chart (RDR/OTS 231) been reviewed for proper sign placement?  Yes  No

If the track is taken OOS for protection, have either Barricades or Portable Train Stops been erected at the limits at all required locations?  Yes  No

When establishing protection, have all entry points (turnouts, crossings interlockings) been considered and properly protected?  Yes  No

Has protection been established in all directions?  Yes  No **Remember - Any Time, Any Direction!**

If No, explain:

Are other work groups involved?  Yes  No

If yes, the Employee-in-Charge (EIC) of the additional group(s) must be briefed and added to Part 2 of the form "W"

Discuss where Roadway Workers will clear:

Do all watchpersons have the proper equipment?  Yes  No

**Remember, a whistle test MUST be done after the watchmen are in place!**

Have all workers been checked for Valid Qualification Cards & PPE?  Yes  No

Were Radio Checks performed on all radios?  Yes  No

If working around equipment the following must be discussed with the operators:

Dangers of Equipment Spacing Speeds Weather Conditions COOL

Does anyone have any questions or concerns?  Yes  No

If yes, have they been addressed to everyone's satisfaction?  Yes  No

**No one is required to sign this document until they have a full understanding of the type of protection being provided and all on track safety concerns have been addressed!**  
**All RWP Briefing forms Must Be Signed On Site before entering the work area.**

NAME	ACCT. #	NAME	ACCT. #
1. <u>D. MOWBR</u>	<u>[REDACTED]</u>	10.	
2.		11.	
3.		12.	
4.		13.	
5.		14.	
6.		15.	
7.		16.	
8.		17.	
9.		18.	

All forms must be sent to your home location at the end of each week.