

U.S. Department of Labor Employment and Training Administration, Office of Apprenticeship (OA) Washington, D.C. 20210	Distribution: A-541 Hdqtrs A-544 All Field Tech A-547 SD+RD+SAA+; Lab.Com	Subject: New Apprenticeable Occupation: Railroad Safety Inspector Code: 200.1
Symbols: DSNIP/KAJ		Action: Immediate

PURPOSE: To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of a new apprenticeable occupation:

Railroad Safety Inspector
 O*NET-SOC Code: 53-6051.07
 RAPIDS Code: 2035HY
 Type of Training: Hybrid

BACKGROUND: Mr. Hansford Mullins, Region 5 OP Inspector of American Federation of Government Employees (AFGE), on behalf of the U. S. Department of Transportation, Federal Railroad Administration, submitted the following occupation: Railroad Safety Inspector for apprenticeability determination. It was approved by the OA Administrator on June 2, 2015.

Railroad Safety Inspector will perform all duties for the Federal Railroad Administration. This hybrid occupation will include disciplines in Track, Signal & Train Control Systems, Operating Practices, Motive Power & Equipment and Hazardous Materials. Inspect equipment for evidence of abuse, damage, or mechanical malfunction. Railroad Safety Inspectors interact with any customer who operates a rail service in the United States and other State and Federal agencies within the governmental system to ensure safety and reliability of America's rail system.

Railroad Safety Inspector will be added to the list of occupations recognized as apprenticeable by OA when the list is reissued. A suggested Work Process Schedule and Related Instruction Outlines are attached.

If you have any questions, please, contact Kirk Jefferson, Apprenticeship and Training Representative at (202) 693-3399 or Dudley Light, Texas State Director at (512) 916-5435.

ACTION: OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.

NOTE: This bulletin is being sent via electronic mail.

Attachment

- Railroad Safety Inspector WPS

**WORK PROCESS SCHEDULE
RAILROAD SAFETY INSPECTOR
O*NET-SOC CODE: 53-6051.07 RAPIDS CODE: 2035HY**

OJL Training Schedule

Field OJL Standards for Level I Apprentice – (GS 05)

General Discipline	200 - 250
Hazardous Materials Discipline	200 - 350
Motive Power & Equipment Discipline	300 - 350
Operating Practices Discipline	300 - 350
Signal & Train Control Discipline	250 - 350
Track Discipline	250 - 350
Total Hours	1500 - 2000

Mastery of any of the following competences may accelerate completion of modules listed above.

Field OJL Standards for Level I Apprentices – General		
<u>Performance</u> Tasks	<u>Conditions</u> Tools, Equipment, Documents	<u>Standards</u> Time, Completeness, or Accuracy
1. Gain a detailed understanding of the structure of the Federal Railroad Administration (FRA).	Given study of the appropriate portions of the General Manual and any necessary briefings by a knowledgeable person in the region, the apprentice will, to the satisfaction of the person designated by the Regional Administrator:	Draw the following organizational charts: <input type="checkbox"/> Entire Federal Railroad Administration. <input type="checkbox"/> Office of Safety.

<p>2. Gain a detailed understanding of the roles of regional supervisors, specialists, inspectors, and grade crossing managers.</p>	<p>Given a briefing by a knowledgeable person in the region, the apprentice will, to the satisfaction of the person designated by the Regional Administrator:</p>	<p>Write a concise report that separately details the roles and responsibilities of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Regional supervisors. <input type="checkbox"/> Inspectors. <input type="checkbox"/> Highway-Rail Grade Crossing & Trespass Prevention Staff.
<p>3. Gain an understanding of the FRA's ethical requirements.</p>	<p>Given a study of Chapter 2 – Legal and Behavioral Requirements, of the General Manual, the apprentice will, to the satisfaction of the person designated by the Regional Administrator:</p>	<p>Write a report consisting of a concise opening paragraph and a listing of the 14 ethical foundational principles each employee shall respect and adhere to in making ethical decisions.</p>
<p>4. Gain a fundamental understanding of the FRA's statutory authority.</p>	<p>Given study of the appropriate part and chapter of the General Manual and any necessary briefings by a knowledgeable person in the region, the apprentice will, to the satisfaction of the person designated by the Regional Administrator:</p>	<p>Create a chronological listing of the safety laws used by FRA for enforcement, including a concise sentence describing each law.</p>
<p>5. Demonstrate an understanding of policy related to personal safety.</p>	<p>Given a study of the "FRA: Safety Policy, Procedures, and Recommendations manual" the apprentice will, to the satisfaction of the person designated by the Regional Administrator:</p> <p><i>Note: Copies of this pamphlet are available either from your Regional or Headquarters managers, or from an FRA industrial hygienist.</i></p>	<p>Provide an oral briefing that demonstrates such understanding.</p>
<p>6. Gain a fundamental understanding of Operation</p>	<p>Given study of the appropriate part and chapter of the General Manual,</p>	<p>Write a concise report that demonstrates such</p>

<p>Lifesaver (OL) and the FRA's relationship to this organization.</p>	<p>and a discussion with a Regional Grade Crossing Manager, the apprentice will, to the satisfaction of the person designated by the Regional Administrator:</p>	<p>understanding.</p> <p>Note: Attendance at one or more OL presentations is encouraged, but not mandatory.</p>
<p>7. Gain a detailed understanding of the roles of the regional administrative staff and support staff.</p>	<p>Given a briefing by the regional administrative officer, and any necessary interviews with regional administrative staff, the apprentice will, to the satisfaction of the person designated by the Regional Administrator:</p>	<p>Orally explain the roles and responsibilities of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administrative Officer. <input type="checkbox"/> Administrative/Program Assistants. <input type="checkbox"/> Regional IT Specialist.
<p>8. Demonstrate access to and use of the Office of Safety Web Site to obtain summary accident and incident data.</p>	<p>Given a computer with internet access, and any necessary briefings and coaching by the regional computer specialist, the apprentice will, to the satisfaction of the person designated by the Regional Administrator:</p>	<p>Access the appropriate pages of the web site and generate summary reports relative to their region for the following reports:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Summary of accident and incident data by railroad. <input type="checkbox"/> Summary of accidents, incidents, and casualties by State. <input type="checkbox"/> Summary of accidents and incidents by cause and type.
<p>9. Gain an understanding of the reports used by the FRA for investigations.</p>	<p>Given a reading of the appropriate sections of the General Manual, and any necessary guidance by the inspector, the apprentice will, to the satisfaction of the person designated by the Regional Administrator:</p>	<p>Write one narrative report detailing the types of forms, form numbers, and types of other reports used to record the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accident Investigations. <input type="checkbox"/> Complaint Investigations. <input type="checkbox"/> Waiver Investigations.
<p>10. Become proficient at using FRA's MS Outlook Program.</p>	<p>Given a computer loaded with the appropriate software that has been properly configured, along with all necessary instruction by the regional IT specialist, the apprentice will, to</p>	<p>Demonstrate proficiency in the following program features:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Compose, address, and send e-mail messages.

	the satisfaction of the person designated by the Regional Administrator:	<input type="checkbox"/> Attach files to e-mail messages. <input type="checkbox"/> Open and save attachments to received e-mail messages. <input type="checkbox"/> Create and populate personal folders.
11. Gain an understanding of personal safety concerns prior to going into a railroad yard, shipping facility, intermodal facility, or tank car shop facility.	Given a visit to a rail yard, shipping facility, intermodal facility, or tank car shop, and a discussion relative to inherent safety concerns, the person receiving the orientation will:	<p>Observe and describe safety rules regarding:</p> <input type="checkbox"/> Operating a POV or GOV on railroad or shipper property. <input type="checkbox"/> Emergency evacuation route. <input type="checkbox"/> Lace-up safety boots (preferably six inch height). <input type="checkbox"/> Safety glasses with side shields. <input type="checkbox"/> Hard hat. <input type="checkbox"/> Hearing protection. <input type="checkbox"/> Stepping or sitting on the rail, switch, frog, or other track appurtenances. <input type="checkbox"/> Standing/walking in the gage of the track. <input type="checkbox"/> Walking around the ends of standing rolling equipment. <input type="checkbox"/> Awareness of unexpected movement of cars, locomotives, or equipment at any time, in either direction, on any track. <input type="checkbox"/> Passing through railroad rolling equipment. <input type="checkbox"/> Mounting and dismounting railroad rolling equipment. <input type="checkbox"/> FRA prohibitions on operating railroad equipment. <input type="checkbox"/> Use of the buddy system to watch out for each other's safety.
12. Complete the Workplace Safety computer generated training program.	Given a computer and the Workplace Safety CD ROM training disk, a workplace safety compliance manual, job aid cards, and any	Complete the Bridge Worker, Roadway Worker Protection, and Roadway Maintenance Machine PowerPoint training programs. Apprentice must pass the test for each of the three programs,

<p>Note 1: Workplace Safety CD provided by Technical Training Standards Division (TSSD) Track or Signal and Train Control (S&TC) Specialist.</p> <p>Note 2: It is recommended that this task be completed only once. This should be completed before the apprentice attempts to accompany inspectors on any field inspection activity Track or S&TC.</p>	<p>necessary coaching by the Regional Specialist or Inspectors performing the training, the apprentice will:</p>	<p>with an 80% success rate, before this task can be considered complete. The tests on the CD are self-study tests and may be completed using the open-book method.</p> <p>Note: All tests contained on the CD must be completed and emailed to the TSSD Track or S&TC Specialist for scoring and further handling. TSSD will inform the apprentice and the Regional Specialist when this task is considered complete, and will provide a training verification form reflecting the completion.</p>
<p>13. Understand and apply the elements of an On-Track Safety (OTS) job briefing at a work site.</p> <p>Note: This task is duplicated in the S&TC and Track portions of this manual.</p>	<p>Given an OTS job briefing, discussions with the employee in charge, access to the railroad RWP manual, the apprentice receiving the orientation will validate that the following steps were completed from the checklist:</p> <p>Note: FRA and State Inspectors will adhere to the railroads OTS program and this performance task (a job briefing) must be accomplished before any FRA, State, or railroad personnel foul the track for any reason.</p>	<p>OTS Job Briefing Checklist</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is it necessary for me to foul the track? <input type="checkbox"/> Who is the roadway worker in charge? <input type="checkbox"/> What type of OTS do I have on the track(s) I'm to foul? <input type="checkbox"/> Is the OTS appropriate for the work that I'm performing? <input type="checkbox"/> What type of OTS do I have on adjacent tracks? <input type="checkbox"/> What are the specific working limits? (e.g., what area or segment of track is protected by the current method of protection?) <input type="checkbox"/> Where is the designated place of safety? <input type="checkbox"/> If I'm a lone worker using individual train detection, is the OTS statement completed? <input type="checkbox"/> Where is a copy of the railroad's OTS rules? <input type="checkbox"/> Do I understand all aspects of my OTS and

		<p>feel I'm adequately protected?</p> <ul style="list-style-type: none"><input type="checkbox"/> Do I have adequate OTS training to perform my duties?<input type="checkbox"/> What are the roadway maintenance machine procedures I must know for my safety? (if machines are involved in the work activity) <p><i>Note: When using these standards to monitor railroad compliance with Part 214, the inspector reports the results of the inspection using the FRA RISPC program, and Activity Code RWP.</i></p>
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**Task Standards for Level I Apprentices
Hazardous Materials Discipline**

<u>Performance Tasks</u>	<u>Conditions Tools, Equipment, Documents</u>	<u>Standards Time, Completeness, or Accuracy</u>
1. Become familiar with all FRA Hazardous Material (HM) Forms.	Given a reading of the pertinent section of the HM Enforcement Manual and a briefing by the HM Inspector, the apprentice will, to the satisfaction of the trainer	Write one narrative report detailing how HM Inspectors report the following, including the report types and numbers used: <input type="checkbox"/> Inspections. <input type="checkbox"/> Violations. <input type="checkbox"/> Hazardous Materials Incident Investigations (HMII).
2. Become familiar with the HM Table.	Given a copy of the HM Table (49 CFR 172.101), and the briefings needed for clarification, the apprentice will, to the satisfaction of the trainer:	Identify Columns & relevance of each (1-8), and locate the following information in the table on three separate occasions: <input type="checkbox"/> Symbols. <input type="checkbox"/> Descriptions and Shipping Names. <input type="checkbox"/> Hazard Class or Division. <input type="checkbox"/> Identification Number. <input type="checkbox"/> Packing Group. <input type="checkbox"/> Labels. <input type="checkbox"/> Special Provisions. <input type="checkbox"/> Packaging Authorizations.
3. Become familiar with the Hazardous Substance & Reportable Quantities (RQ) Table.	Given a copy of the HM Table (49 CFR 172.101), and the briefings needed for clarification, the apprentice will, to the satisfaction of the trainer:	Demonstrate familiarity through the following activities on three separate occasions: <input type="checkbox"/> Locate Table. <input type="checkbox"/> Identify uses of table. <input type="checkbox"/> Identify RQs for various materials.
4. Become familiar with the Marine Pollutant Table.	Given a copy of the HM regulations, and the briefings needed for clarification, the apprentice will, to the satisfaction of the trainer:	Demonstrate familiarity through the following activities: <input type="checkbox"/> Locate Table. <input type="checkbox"/> Identify uses of table.

		<input type="checkbox"/> Determine if Marine Pollutant.
5. Become familiar with the Segregation Table.	Given a copy of the HM regulations, and the briefings needed for clarification, the apprentice will, to the satisfaction of the trainer:	<p>Demonstrate familiarity through the following activities:</p> <input type="checkbox"/> Locate/Review Segregation Table. <input type="checkbox"/> Identify uses of table. <input type="checkbox"/> Demonstrate ability to use segregation table.
6. Become familiar with the requirements regarding the Handling of Placarded Rail Cars.	Given a copy of the HM regulations, and the briefings needed for clarification, the apprentice will, to the satisfaction of the trainer:	<p>Demonstrate familiarity on three separate inspections by:</p> <input type="checkbox"/> Locate/Review regulations applicable to handling of placarded railcars. <input type="checkbox"/> Identify use of Position in Train of Placarded Cars Transporting HM Table. <input type="checkbox"/> Observe switching operations. <input type="checkbox"/> Observe inbound/outbound train for train placement. <input type="checkbox"/> Inspect train consist for train placement.
7. Become familiar with HM Classes/Divisions.	Given a copy of the HM regulations, and the briefings needed for clarification, the apprentice will, to the satisfaction of the trainer:	Locate and briefly describe regulations specifying HM Classes and Divisions.
8. Become familiar with the HM requirements regarding Shipping Papers.	Given a copy of the HM regulations, and the briefings needed for clarification, the apprentice will, to the satisfaction of the trainer:	<p>Demonstrate knowledge on three separate inspections through the following activities:</p> <input type="checkbox"/> Identify various types of shipping papers. <input type="checkbox"/> Locate applicable CFR part(s). <input type="checkbox"/> Describe process of shipping paper.
9. Identify items required on a shipping paper.	Given a copy of the HM regulations, and the briefings needed for clarification, the apprentice will, to the satisfaction of the trainer:	<p>Demonstrate knowledge on three separate inspections through the following activities:</p> <input type="checkbox"/> Locate applicable CFR part(s). <input type="checkbox"/> List the items required, and the proper order for basic description.

		<input type="checkbox"/> Give three examples for various HM.
10. Know when shipping paper is required.	Given a copy of the HM regulations, and the briefings needed for clarification, the apprentice will, to the satisfaction of the trainer:	<p>Demonstrate knowledge on three separate inspections through the following activities:</p> <input type="checkbox"/> Locate applicable CFR part(s). <input type="checkbox"/> Explain when such papers are required.
11. Gain an understanding of railroad employees who are involved in the transportation of HM.	Given sufficient visits to rail yards along with briefings by the inspector, the apprentice will, to the satisfaction of the trainer:	Create a chart, identifying job titles, duties and responsibilities of operating and mechanical department employees who are involved in the transportation of HM on a large railroad.
12. Define/Identify interdepartmental roles and responsibilities that exist at a typical facility that loads/unloads and ships HM.	Given sufficient visits to shipping facilities along with briefings by the inspector, the apprentice will, to the satisfaction of the trainer:	Create an organizational chart, identifying job titles, duties and responsibilities of operational people at typical facility that is involved in the shipment of HM.
13. Familiarization of Emergency Response Guidebook (ERG).	Given a copy of the ERG, and the briefings needed for clarification, the apprentice will, to the satisfaction of the trainer:	Explain the use of the ERG.
14. Identify railroad related associations such as the American Association of Railroads (AAR) and the Bureau of Explosives (BOE).	Given opportunity to study a AAR Tank Car Manual and any necessary briefings by an inspector, the apprentice will, to the satisfaction of the trainer:	<input type="checkbox"/> Explain the correlation between the AAR Manual and the DOT Regulations (i.e. - how is the safety inherent in the AAR standards incorporated by DOT?). <input type="checkbox"/> Identify the role of a BOE inspector in monitoring the transportation of HM and responding to HM incidents.

Task Standards for Level I Apprentices
MP&E Discipline

<u>Performance Tasks</u>	<u>Conditions</u> <i>Tools, Equipment, Documents</i>	<u>Standards</u> <i>Time, Completeness, or Accuracy</i>
1. Become familiar with the CFR Parts enforced by Motive Power and Equipment (MP&E) Inspectors.	Given a copy of Title 49 of the Code of Federal Regulations (49 CFR) and a briefing by an MP&E Inspector or Specialist, the training will:	Make a list of CFR Parts enforced by MP&E Inspectors, along with the titles of the applicable parts.
2. Become familiar with all FRA MP&E forms and discipline specific reports.	Given a reading of the pertinent section of the MP&E Enforcement Manual and any necessary briefings by an MP&E Inspector, the apprentice will, to the satisfaction of the trainer:	Write one narrative report detailing the FRA forms used by MP&E Inspectors, and the purpose they are used for, as follows: <input type="checkbox"/> Inspections. <input type="checkbox"/> Part 215 Violations. <input type="checkbox"/> Part 218 Violations. <input type="checkbox"/> Part 229 Violations. <input type="checkbox"/> Part 232 Violations. <input type="checkbox"/> Sample car inspections. <input type="checkbox"/> Any other violations submitted by MP&E Inspectors.
3. Gain an understanding of railroad safety rules that are particular to Maintenance of Equipment employees.	Given a railroad safety rule book used by Maintenance of Equipment Department Employees of a major railroad, and all necessary briefings by the inspector, the apprentice will, to the satisfaction of the trainer:	Orally explain, to the satisfaction of the inspector, the safety rules that apply to the following categories: <input type="checkbox"/> Motor Vehicle. <input type="checkbox"/> Office Safety. <input type="checkbox"/> Personal Protective Equipment including clothing. <input type="checkbox"/> On, Around, or Crossing Tracks. <input type="checkbox"/> Radio Rules. <input type="checkbox"/> Mechanized Equipment. <input type="checkbox"/> Tools.

		<input type="checkbox"/> Welding, Cutting, and Heating Metal. <input type="checkbox"/> Blue Signal Protection. <input type="checkbox"/> Shops.
4. Describe the various types of locomotives and their primary applications.	Given a reading of the pertinent sections of the book "The Railroad: What It Is, What It Does" that describe locomotives, the code listings available in the FRA RISPC Program, any necessary tours of locomotive servicing areas, complete with all necessary briefings by the inspector and locomotive foreman, the apprentice will, to the satisfaction of the trainer:	Write a concise report identifying the following types of locomotives and their primary applications (manifest freight, yard switching, road switching, etc.): <ul style="list-style-type: none"> <input type="checkbox"/> Electric Freight Engine - EMD (EFE). <input type="checkbox"/> Electric Freight Locomotive - GE (EFG). <input type="checkbox"/> Electric Motive Diesel - EMD Freight (EMF). <input type="checkbox"/> Electric Motive Diesel - EMD Passenger (EMP). <input type="checkbox"/> Electric Motive Diesel - EMD Switcher (EMS). <input type="checkbox"/> Electric Passenger Locomotive - EMD (EPE). <input type="checkbox"/> Electric Passenger Locomotive – GE (EPG). <input type="checkbox"/> General Electric Freight (GEF). <input type="checkbox"/> General Electric Switcher (GES). <input type="checkbox"/> General Electric Passenger (GEP).
5. Describe the various types of freight cars and their primary uses.	Given a reading of the pertinent sections of the book "The Railroad: What It Is, What It Does" that describe freight cars, and tours of railroad yards as necessary to identify all of the car types, complete with any necessary briefings by the inspector, the apprentice will, to the satisfaction of the trainer:	Write a concise report describing the following types of freight cars, and some of the commodities hauled in them: <ul style="list-style-type: none"> <input type="checkbox"/> Box Car. <input type="checkbox"/> Open-top Hopper. <input type="checkbox"/> Gondola. <input type="checkbox"/> Covered Gondola. <input type="checkbox"/> Flat Car. <input type="checkbox"/> Tank Car. <input type="checkbox"/> Auto Carrier. <input type="checkbox"/> Articulated Car.

<p>6. Describe the job titles and functions of each principle employee of the Mechanical Department.</p>	<p>Given personal research of railroad publications available in the FRA Regional Office, a tour of a railroad yard, car shop, and locomotive servicing area, and a briefing by the inspector, the apprentice will, to the satisfaction of the trainer:</p>	<p>Draw an organizational chart of a large railroad mechanical department, detailing reporting responsibilities, followed by a glossary of job titles and descriptions in alphabetical order.</p>
<p>7. Identify a standard railroad freight car truck.</p>	<p>Given a detailed component chart of a railroad car truck, a tour of a car shop area with focus on truck assemblies, and a briefing by the inspector in which he or she explains the purpose and function of each component, the apprentice will, to the satisfaction of the trainer:</p>	<p>Identify the components that make up a freight car truck by matching each of them with their name, to the satisfaction of the inspector.</p>
<p>8. Describe some of the basic components of a locomotive.</p>	<p>Given a series of locomotive inspections with an inspector, complete with briefings, the apprentice will, to the satisfaction of the trainer:</p>	<p>On three separate occasions, locate and orally describe the purpose of the following locomotive components:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Engine. <input type="checkbox"/> Engineer Control Stand. <input type="checkbox"/> Duplex Air Gauges. <input type="checkbox"/> Load Meter. <input type="checkbox"/> Automatic Brake Valve. <input type="checkbox"/> Independent Brake Valve. <input type="checkbox"/> Brake Shoes. <input type="checkbox"/> Throttle. <input type="checkbox"/> Dynamic Brake Control. <input type="checkbox"/> Bell. <input type="checkbox"/> Horn. <input type="checkbox"/> Compressor. <input type="checkbox"/> Main Reservoirs. <input type="checkbox"/> Traction Motors.

		<ul style="list-style-type: none"> <input type="checkbox"/> Trucks. <input type="checkbox"/> Couplers. <input type="checkbox"/> Wheels. <input type="checkbox"/> Main Generator. <input type="checkbox"/> Alerting Device. <input type="checkbox"/> Event Recorder. <input type="checkbox"/> Jumper Cable. <input type="checkbox"/> All Locomotive and Train Line Connections.
<p>9. Use the AAR standards to describe certain locations of locomotives and cars.</p>	<p>Given a series of inspections with an inspector, complete with briefings, the apprentice will, to the satisfaction of the trainer:</p>	<p>On three separate occasions, locate, orally describe, and explain the relevance of the following sectors of locomotives and cars:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Front. <input type="checkbox"/> Rear. <input type="checkbox"/> Left. <input type="checkbox"/> Right. <input type="checkbox"/> A End of Car. <input type="checkbox"/> B End of Car. <input type="checkbox"/> L 2 Wheel of Locomotive and Car. <input type="checkbox"/> R 4 Wheel of Locomotive and Car.
<p>10. Describe some of the basic components of freight or passenger cars.</p>	<p>Given a series of inspections with an inspector, complete with briefings, the apprentice will, to the satisfaction of the trainer:</p>	<p>On three separate occasions, locate and orally describe the purpose of the following freight or passenger car components:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Brake valve. <input type="checkbox"/> Brake Cylinder. <input type="checkbox"/> Brake Reservoir. <input type="checkbox"/> Cut-out Cock. <input type="checkbox"/> Brake Rigging. <input type="checkbox"/> Sill Step. <input type="checkbox"/> Ladder. <input type="checkbox"/> Ladder Tread. <input type="checkbox"/> Hand Brake.

		<ul style="list-style-type: none"><input type="checkbox"/> Brake Platform.<input type="checkbox"/> Hand Hold.<input type="checkbox"/> Hand Rail.<input type="checkbox"/> B-end.<input type="checkbox"/> Air hose.<input type="checkbox"/> Vestibule (if passenger).<input type="checkbox"/> Emergency brake valve (if passenger).<input type="checkbox"/> Trap Doors (if passenger).
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**Task Standards for Level I Apprentices
Operating Practices Discipline**

<u>Performance Tasks</u>	<u>Conditions Tools, Equipment, Documents</u>	<u>Standards Time, Completeness, or Accuracy</u>
<p>Note: Complete the Workplace Safety computer generated training program and self-study tests found in the General Section.</p> <p>Unless previously completed under another discipline.</p>	<p>It is recommended that this task be completed before the apprentice attempts to accompany inspectors on field inspection activity.</p>	<p>See General Section for Roadway Worker Protection (RWP), Bridge Worker Safety (BWS), and Railroad Maintenance Machine (RMM) self-study training.</p>
<p>1. Become familiar with the CFR Parts enforced by Operating Practices Inspectors.</p>	<p>Given a copy of Title 49 of the Code of Federal Regulations (49 CFR) and a briefing by an OP Inspector or Specialist, the apprentice will, to the satisfaction of the trainer:</p>	<p>Make a list of CFR Parts enforced by OP Inspectors, along with the titles of the applicable parts.</p>
<p>2. Become familiar with all FRA OP forms and other discipline specific reports.</p>	<p>Given a reading of the pertinent section of the OP Enforcement Manual and a briefing by an OP Inspector, the apprentice will, to the satisfaction of the trainer:</p>	<p>Write one narrative report detailing the FRA forms used by OP Inspectors, and the purpose they are used for, as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inspections. <input type="checkbox"/> Parts 217, 218, 219, 220, 221, 240 Violations. <input type="checkbox"/> Accident/Incident Reporting Violations. <input type="checkbox"/> Hours of Service Law Violations.
<p>3. Gain an understanding of railroad safety rules that are particular to Operating Practices employees.</p>	<p>Given a rail safety rule book used by Operating Department Employees, and briefings by the inspector, the apprentice will, to the satisfaction of the inspector:</p>	<p>Describe the safety rules that apply to the following categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Motor Vehicle. <input type="checkbox"/> Office Safety. <input type="checkbox"/> Personal Protective Equipment and Wearing Apparel.

		<input type="checkbox"/> On, Around, or Crossing Tracks. <input type="checkbox"/> Switching.
4. Gain an understanding of railroad operating rules.	Given a railroad operating rule book, and a railroad timetable, followed by attendance in operating rules class and a briefing by the inspector, the apprentice will use the timetable to complete the following exercise.	Choose a station approximately 50 miles from his/her home or duty station and write a narrative report identifying the following: <ul style="list-style-type: none"> <input type="checkbox"/> Milepost and station. <input type="checkbox"/> Maximum authorized speed for passenger and freight trains. <input type="checkbox"/> Method of operation. <input type="checkbox"/> Slow orders and speed restrictions.
5. Gain an understanding of railroad operations within a flat switching yard; to include employees, their job functions, how freight is processed through the yard, and how the different departments relate to each other.	Given a series of detailed tours of a yard, including briefings on the operation and discussions with employees, the apprentice will, to the satisfaction of the trainer:	Write a detailed narrative report describing: <ul style="list-style-type: none"> <input type="checkbox"/> The major role players in operation of yard, including job titles and description of duties. <input type="checkbox"/> Detail how the switching is performed. <input type="checkbox"/> How many switch crews can operate at any given time. <input type="checkbox"/> Can switching be performed at both ends of the yard simultaneously, and, if so, how crews protect each other. <p>The effect conditions have on switching operation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Trains entering and departing the yard, generally. <input type="checkbox"/> Inbound train is too long to fit on one track. <input type="checkbox"/> Outbound train is built in two or more tracks and must be doubled before the train can depart.
6. Gain an understanding of railroad operations within a hump yard; to include	Given a detailed tour of a hump yard, including a briefing on the operation and discussions with	Write a detailed narrative report describing: <ul style="list-style-type: none"> <input type="checkbox"/> How trains enter, are processed, and dispatched from the hump yard, including

<p>employees, their job functions, how freight is processed through the yard, and how the different departments relate to each other.</p>	<p>employees, the apprentice will, to the satisfaction of the trainer:</p>	<p>the roles played by the hump yardmasters, hump crews, trim yardmasters, and trim crews.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The process of mechanical inspection of cars including what occurs when a defective condition is discovered. <input type="checkbox"/> How locomotives are processed to and from a locomotive servicing area and who is responsible. <input type="checkbox"/> The effect the following conditions have on the switching operation: inbound train is too long to fit on one track or outbound train is built in two or more tracks and must be doubled before the train can depart. <input type="checkbox"/> How maintenance of equipment employees are protected in the receiving, departure, and shop areas. <input type="checkbox"/> The purpose and operation of active and passive car retarding systems. <input type="checkbox"/> The purpose of shove lights in departure areas, and how they provide protection for “blind” shoving movements. <input type="checkbox"/> Explain the duties of employees controlling the lead tracks, receiving yard, hump control center, classification and departure yards, and industrial switching (if applicable).
<p>7. Gain an understanding of main track train operations.</p>	<p>Given an opportunity to accompany an experienced inspector when riding freight trains, discussions with train crew members, and access to a railroad operating rule book, timetable, and dispatcher bulletin (or</p>	<p>Write a detailed narrative report describing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> How the locomotive engineer receives instructions for train movement. <input type="checkbox"/> How the locomotive engineer determines the permissible speeds along the route. <input type="checkbox"/> The difference between controlled and

	<p>similar special instructions), and train consist and/or waybills, and the necessary briefings by the inspector, the apprentice will, to the satisfaction of the trainer:</p>	<p>automatic signals.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify the method(s) of operation along the route. <input type="checkbox"/> Express a basic familiarity with signal aspects and indications, and how the signal system establishes protection by separating the track into block segments. <input type="checkbox"/> Explain how a train crew becomes aware of hazardous materials shipments in their train consist.
<p>8. Compare switching operations at hump and flat yards.</p>	<p>Given the yard tours described in tasks 6 and 7, above, the apprentice will, to the satisfaction of the trainer:</p>	<p>Write a detailed narrative report that compares and contrasts:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The operations at hump yards and flat switching yards, and <input type="checkbox"/> Lists the advantages and disadvantages of each type of operation (flat switching vs. humping).
<p>9. Gain an understanding of train dispatching operations.</p> <p>Note: If a train dispatching center is not available, this task should be disregarded.</p>	<p>Given the necessary number of visits to a train dispatching center, including in-depth sessions with a train dispatcher and briefings by the inspector, the apprentice will, to the satisfaction of the trainer:</p>	<p>Write a detailed narrative report describing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The role a chief dispatcher plays in the overall operation. <input type="checkbox"/> How train dispatchers obtain information on the trains that will operate over their assigned district. <input type="checkbox"/> How maintenance of way employees are scheduled to perform their activities, and how protection is provided to them and their equipment. <input type="checkbox"/> Who the dispatcher interacts with during their tour of duty, and the communication methods used for the interaction. <input type="checkbox"/> The types and purposes of mandatory written/verbal instructions issued to train

		<p>crews.</p> <ul style="list-style-type: none"><input type="checkbox"/> The method(s) of operation used on the district(s) being observed.<input type="checkbox"/> How the dispatcher controls block signals.<input type="checkbox"/> How controlled signals are used to schedule the meeting and passing of both following and opposing train movements.
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**Task Standards for Level I Apprentices
S&TC Discipline**

<u>Performance Tasks</u>	<u>Conditions Tools, Equipment, Documents</u>	<u>Standards Time, Completeness, or Accuracy</u>
<p>Note: Complete the Workplace Safety computer generated training program and self-study tests found in the General Section.</p> <p>Unless previously completed under another discipline.</p>	<p>It is recommended that this task be completed before the apprentice attempts to accompany inspectors on field inspection activity.</p>	<p>See General Section for Roadway Worker Protection (RWP), Bridge Worker Safety (BWS), and Railroad Maintenance Machine (RMM) self-study training.</p>
<p>1. Become familiar with the CFR Parts enforced by FRA S&TC Inspectors..</p>	<p>Given a copy of CFR Parts 214, 233, 234, 235, and 236 and a discussion with the S&TC Inspector, the apprentice will, to the satisfaction of the inspector:</p>	<p>Make a list of the CFR parts enforced by S&TC inspectors along with titles of the applicable parts.</p>
<p>2. Brief introduction and understanding of S&TC inspectors duties.</p>	<p>The apprentice will, to the satisfaction of the inspector accompany the inspector on various inspections and observe.</p>	<p>Discuss briefly the following duties:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Planning for an inspection. <input type="checkbox"/> Contacting and notifying the railroad. <input type="checkbox"/> Dealing with various weather related hardships during field inspections. <input type="checkbox"/> Completing S&TC Inspection report forms. <input type="checkbox"/> The S&TC violation and defect process. <input type="checkbox"/> Other various forms and reports completed by S&TC Inspectors.
<p>3. Become familiar with the S&TC Compliance Manual (Technical Manual).</p>	<p>Given an introduction and description of the FRA S&TC Compliance Manual, time to review the manual, discussions with the inspector regarding the manual, the</p>	<p>Explain how the Compliance Manual provides interpretation and application of the S&TC regulations.</p>

	apprentice will, to the satisfaction of the inspector:	
4. Draw an organizational chart of a typical railroad S&TC Department and gain a fundamental understanding of signal system installation and maintenance.	Given personal research of railroad publications available in the FRA Regional Office, any necessary briefings by the inspector, and/or railroad officers, the apprentice will, to the satisfaction of the trainer:	<input type="checkbox"/> Draw an organizational chart of a typical railroad S&TC Department detailing reporting responsibilities, followed by a glossary of job titles and descriptions. <input type="checkbox"/> Describe how a typical S&TC department installs and maintains S&TC systems.
5. Introduction to the various railroad signal systems inspected by S&TC Inspectors.	<p>Given a briefing regarding various signal systems used on today's railroads, and a discussion with the S&TC Inspector or Specialist, the apprentice will, to the satisfaction of the inspector:</p> <p>Note: A book such as "Railroad Operation and Railway Signaling," or other applicable publication should be available to the apprentice for study purposes.</p>	<input type="checkbox"/> Briefly describe at least two types of railroad signal systems. (ABS, Interlocking, etc.) <input type="checkbox"/> Explain why certain types of signal systems are used in specific applications (e.g. interlocking's used in congested areas, and etc.) <input type="checkbox"/> Explain how railroad operating rules govern train movement within signal systems.
6. Introduction into basic electricity and Ohms Law.	<p>After reading an explanation regarding Ohms Law, ample discussion with the inspector, the apprentice will, to the satisfaction of the trainer:</p> <p>Note: Provide suitable textbook regarding basic electricity and Ohms Law, such as Grob's Basic Electronics 10th Edition, or equivalent.</p>	<input type="checkbox"/> Write out the Ohms Law formula. <input type="checkbox"/> Discuss with the inspector how simple problems are solved using Ohms Law. <input type="checkbox"/> Solve a simple Ohms Law problem where two values are known and the third value is found using the Ohms Law formula.

<p>7. Brief introduction regarding the correct usage of a multi-meter.</p>	<p>After reading an explanation on the use of DC multi-meters, and discussions with the inspector, the apprentice will, to the satisfaction of the inspector:</p> <p>Note: Provide a suitable textbook regarding electrical measurements and using VOM meters, such as Grob's Basic Electronics 10th Edition, or equivalent.</p>	<p>Briefly describe:</p> <ul style="list-style-type: none"> <input type="checkbox"/> How a meter is used to test signal system components. <input type="checkbox"/> How to observe polarity and select correct ranges using meters <input type="checkbox"/> How a meter is used by signal maintenance personnel to test railroad track circuits, line circuits, standby battery systems, and etc. <input type="checkbox"/> The difference between taking voltage and amperage measurements.
<p>8. Introduction of railroad S&TC definitions and terminology.</p>	<p>After review of 49 CFR Part 236.700 through 236.838, discussions with the inspector and using the CFR parts as a guide, the apprentice will, to the satisfaction of the trainer:</p>	<p>Make a list and write a brief definition of each of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Absolute Block. <input type="checkbox"/> Approach Signal. <input type="checkbox"/> Aspect. <input type="checkbox"/> Block. <input type="checkbox"/> Block Signal. <input type="checkbox"/> Home Signal. <input type="checkbox"/> Fixed Signal. <input type="checkbox"/> Indication.
<p>9. Brief introduction regarding components commonly used in railroad S&TC systems.</p>	<p>After review of 49 CFR Part 236.700 through 236.838 and a discussion with the inspector regarding various system components, subsystems, etc., the apprentice will, to the satisfaction of the inspector.</p>	<p>Recognize the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signal Wiring Case or Bungalow. <input type="checkbox"/> Power Operated Switch. <input type="checkbox"/> Hand Operated Switch. <input type="checkbox"/> Wayside Signal. <input type="checkbox"/> Cab Signal (if available). <p>Recognize and contrast between the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Highway Crossing Warning Device Wiring Case or Bungalow.

		<ul style="list-style-type: none"><input type="checkbox"/> Highway Crossing Warning Device (Flashing Lights Only).<input type="checkbox"/> Highway Crossing Warning Device (Flashing Lights with Gates).
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**Task Standards for Level I Apprentices
Track Discipline**

<u>Performance Tasks</u>	<u>Conditions Tools, Equipment, Documents</u>	<u>Standards Time, Completeness, or Accuracy</u>
<p>Note: Complete the Workplace Safety computer generated training program and self-study tests found in the General Section.</p> <p>Unless previously completed under another discipline.</p>	<p>It is recommended that this task be completed before the apprentice attempts to accompany inspectors on field inspection activity.</p>	<p>See General Section for RWP, BWS, and RMM self-study training.</p>
<p>1. Become familiar with the CFR Parts enforced by Track Inspectors.</p>	<p>Given a reading of the pertinent section of the Track Enforcement Manual, a copy of Title 49 of the Code of Federal Regulations (49 CFR) and any necessary briefings by an inspector, the apprentice will, to the satisfaction of the trainer:</p>	<p>Write one narrative report detailing how Track Inspectors report the following, including the report types and numbers used:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inspections. <input type="checkbox"/> Violations. <input type="checkbox"/> Bridge Observations.
<p>2. Become familiar with all the FRA Track forms and other discipline specific reports.</p>	<p>Given a reading of the pertinent section of the Track Enforcement Manual and a briefing by an inspector, the apprentice will, to the satisfaction of the trainer:</p>	<p>Write one narrative report detailing the FRA forms used by Track Inspectors, and the purpose they are used for, as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inspections. <input type="checkbox"/> Violations. <input type="checkbox"/> Bridge Observations.
<p>3. Gain an understanding of railroad safety rules that are particular to Maintenance-of-Way employees.</p>	<p>Given a railroad safety rule book used by the Maintenance-of-Way Department Employees of a major railroad, and all necessary briefings by the inspector, the apprentice will, to the satisfaction of the trainer:</p>	<p>Orally explain, to the satisfaction of the inspector, the safety rules that apply to the following categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Motor Vehicle. <input type="checkbox"/> Office Safety. <input type="checkbox"/> Personal Protective Equipment and Wearing Apparel.

		<input type="checkbox"/> On, Around, or Crossing Tracks. <input type="checkbox"/> Radio Rules. <input type="checkbox"/> Fuses. <input type="checkbox"/> Mechanized Equipment. <input type="checkbox"/> Flagging Road Crossings. <input type="checkbox"/> Switch/Derail Operations. <input type="checkbox"/> Tools. <input type="checkbox"/> Welding, Cutting, and Heating Metal.
4. Gain an understanding of railroad safety rules that are particular to Hi-Rail vehicle operation.	Given a railroad safety rule book, a Hi-Rail Vehicle/Operator's Manual, and briefings by the inspector and the Hi-Rail Vehicle operator, the apprentice will, to the satisfaction of the inspector:	Write a report detailing Railroad Safety Rules that are applicable to the safe operation of a Hi-Rail vehicle, then conduct a Hi-Rail vehicle inspection, prior to placing the vehicle on the track. The inspection must include: <ul style="list-style-type: none"> <input type="checkbox"/> All Lights. <input type="checkbox"/> Safety Devices. <input type="checkbox"/> Hi-Rail Apparatus. <input type="checkbox"/> Flagging Equipment. <input type="checkbox"/> Horn. <input type="checkbox"/> Steering Wheel Locking Device. <input type="checkbox"/> Seat Belts. <input type="checkbox"/> Fire Extinguisher. <input type="checkbox"/> Windshield Wipers. <input type="checkbox"/> Operator's Manual. <input type="checkbox"/> First Aid Kit.
5. Describe how a Hi-Rail vehicle obtains authority to occupy a track.	Given a railroad safety rule book, a Hi-Rail Vehicle/Operator's Manual, Timetable, Form-D, Line-up, Direct Traffic Control (DTC) Permit, Track warrants, etc. and briefings by the inspector and the Hi-Rail Vehicle operator, the apprentice will, to the	Write a concise report of the procedures necessary to secure authority for the placement of the Hi-Rail vehicle on the track which includes: <ul style="list-style-type: none"> <input type="checkbox"/> Contacting and communicating with the train dispatcher, control operator, or other person who has control of the main or other than

	satisfaction of the trainer:	<p>main track.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completion of the railroad's form authorizing occupancy of the track. <input type="checkbox"/> Completion of the railroad's On-Track Safety form.
6. Describe the operation procedures of Hi-Rail vehicles.	Given a railroad safety rule book, a Hi-Rail Vehicle/Operator's Manual, Timetable, Form-D, Line-up, DTC Permit, Track warrants, etc. and briefings by the inspector and the Hi-Rail Vehicle operator, the apprentice will, to the satisfaction of the trainer:	<p>Write a brief report describing the procedures for operating Hi-Rail vehicles, which includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Safety. <input type="checkbox"/> Maximum Speed. <input type="checkbox"/> Approaching Grade Crossing. <input type="checkbox"/> Approaching Rail Crossings. <input type="checkbox"/> Gangs. <input type="checkbox"/> Meeting Trains or Other Vehicles. <input type="checkbox"/> Removing from and Reporting Clear. <input type="checkbox"/> Flagging Procedures. <input type="checkbox"/> Proper securement of Hi-Rail apparatus to the track. <input type="checkbox"/> Hi-Rail wheels to the rail. <input type="checkbox"/> Locking pin devices. <input type="checkbox"/> Bolt or fastening system of apparatus to the frame of the vehicle. <input type="checkbox"/> Seat belt if required by the railroad you are describing. <input type="checkbox"/> Describe the job titles and functions of each principle employee of the Engineering Department.
7. Describe the job titles and functions of each principle employee of the Engineering Department.	Given personal research of railroad publications available in the FRA Regional Office, any necessary briefings by the inspector, and/or railroad officers, the apprentice will,	Draw an organizational chart of a large railroad engineering department, detailing reporting responsibilities, followed by a glossary of job titles and descriptions in alphabetical order.

	to the satisfaction of the trainer:	
<p>8. Describe commonly used Track terms and identify these terms as actual components in a field environment.</p>	<p>Given a glossary of terms or other publication available in the regional office, a series of inspections complete with all necessary briefings by the inspector, the apprentice will, to the satisfaction of the trainer:</p>	<p>Define and identify each of the following terms:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ballast. <input type="checkbox"/> Branch Line. <input type="checkbox"/> Cant. <input type="checkbox"/> Compromise Joint (bar). <input type="checkbox"/> Continuous Welded Rail. <input type="checkbox"/> Crossing, Track (Diamond). <input type="checkbox"/> Crossover. <input type="checkbox"/> Double Crossover. <input type="checkbox"/> Curve. <input type="checkbox"/> Degree of Curve. <input type="checkbox"/> Curve, Easement (Spiral). <input type="checkbox"/> Derail. <input type="checkbox"/> Elevation, (of Curves; Super Elevation). <input type="checkbox"/> Fastenings, (Joint Bars, Bolts, Spikes). <input type="checkbox"/> Fastenings, Auxiliary (Nutlocks, Spring Washers, Tie Plates, Rail Braces, Anti-Creeping Devices, Anchors). <input type="checkbox"/> Flange way Depth and Width. <input type="checkbox"/> Frog, (Bolted Rigid, Rail bound Manganese Steel, Self-Guarded, Solid Manganese Steel, Spring Rail). <input type="checkbox"/> Gage, (of Track). <input type="checkbox"/> Gage Line. <input type="checkbox"/> Grade. <input type="checkbox"/> Guard Rail. <input type="checkbox"/> Jointed Rail. <input type="checkbox"/> Insulated Joint Bars. <input type="checkbox"/> Line, (Alignment). <input type="checkbox"/> Main Line.

		<input type="checkbox"/> Main Track. <input type="checkbox"/> Profile. <input type="checkbox"/> Right-of-Way. <input type="checkbox"/> Siding. <input type="checkbox"/> Spur Track. <input type="checkbox"/> Switch. <input type="checkbox"/> Tangent. <input type="checkbox"/> Throw of Switch. <input type="checkbox"/> Tie, Cross. <input type="checkbox"/> Track. <input type="checkbox"/> Turnout. <input type="checkbox"/> Welded Rail. <input type="checkbox"/> Wye. <input type="checkbox"/> Yard. <input type="checkbox"/> Yard, Hump.
9. Become familiar with the function of typical railroad division level maintenance gangs, each employee's responsibility, and the method of protection.	Given a Railroad Operating Rule Book, a Department Safety Rule Book, and communication with the appropriate railroad employees and the inspector, the apprentice will, to the satisfaction of the trainer:	Write a detailed narrative on the work function of each of the following: <input type="checkbox"/> Section or District Gang. <input type="checkbox"/> Bridge and Building Gang. <input type="checkbox"/> Welding Gang.
10. Describe the typical system level mechanized gang's equipment functions, operator responsibilities, railroad management production goals and method of protection.	Given a Railroad Operating Rule Book, a Department Safety Rule Book, on-site evaluations and or observations, communication with the appropriate railroad employees and the inspector, the apprentice will, to the satisfaction of the trainer:	Write a detailed narrative concerning the activities of each gang listed below: <input type="checkbox"/> Timber. <input type="checkbox"/> Rail Laying. <input type="checkbox"/> Surfacing.

Field OJL Standards for Level II Apprentice (GS 07)

Advanced General Discipline	200 - 250
Advanced Hazardous Materials Discipline	200 - 350
Advanced Motive Power & Equipment Discipline	300 - 350
Advanced Operating Practices Discipline	300 - 350
Advanced Signal & Train Control Discipline	250 - 350
Advanced Track Discipline	250 - 350
Total Hours	1500 - 2000

Mastery of any of the following competences may accelerate completion of modules listed above.

Field OJL Standards for Level II Apprentices – General		
<u>Performance</u> Tasks	<u>Conditions</u> Tools, Equipment, Documents	<u>Standards</u> Time, Completeness, or Accuracy
1. Gain a broad understanding of the railroad safety laws.	Given a comprehensive study of Chapter 1 - Organization and History, of the General Manual, and a copy of a Reg-Trieve CD containing the railroad safety laws, along with any necessary clarifications by the person designated by the Regional Administrator, the apprentice will:	Prepare a concise report explaining the history, purpose and current title of each of the following laws: <input type="checkbox"/> Safety Appliance Act. <input type="checkbox"/> Hours of Service Act. <input type="checkbox"/> Accident Reports Act. <input type="checkbox"/> Locomotive Inspection Act. <input type="checkbox"/> Signal Inspection Act. <input type="checkbox"/> The Federal Railroad Safety Act of 1970.
2. Gain a detailed understanding	Given a comprehensive study of	Write a concise report with a brief

of the FRA's compliance process.	Chapter 1 - Organization and History, of the General Manual, and a cross reference with 49 CFR Part 209, Appendix A, the apprentice will, to the satisfaction of the person designated by the Regional Administrator:	paragraph describing each of the following enforcement tools: <input type="checkbox"/> Emergency Orders. <input type="checkbox"/> Safety Advisories. <input type="checkbox"/> Compliance Orders and Compliance Agreements.
3. Gain an understanding of FRA's legal requirements.	Given a study of Chapter 2 – Legal and Behavioral Requirements, of the General Manual, the apprentice will, to the satisfaction of the person designated by the Regional Administrator:	Orally describe FRA's policy for the following topics covered by the standards: <input type="checkbox"/> Criminal statutes. <input type="checkbox"/> Railroad stock. <input type="checkbox"/> Financial disclosure reporting. <input type="checkbox"/> Weapons.
4. Gain an understanding of FRA's legal requirements.	Given a study of Chapter 2 – Legal and Behavioral Requirements, of the General Manual, the apprentice will, to the satisfaction of the person designated by the Regional Administrator:	<ol style="list-style-type: none"> 1. Write a report consisting of a concise opening paragraph and a listing of the four preferred behaviors an inspector is obligated to demonstrate in dealings with the public and regulated community. 2. Write a report consisting of a concise opening paragraph and a listing of the four behaviors to avoid when an inspector is dealing with the public and regulated community. 3. Orally describe the FRA's policy for the following topics covered by the standards: <ul style="list-style-type: none"> <input type="checkbox"/> Intervening when railroad employees perform unsafe acts. <input type="checkbox"/> Handling deterrents to inspections. <input type="checkbox"/> Use of credentials. <input type="checkbox"/> Refusal to permit an investigation. <input type="checkbox"/> Forcible resistance in the performance of duties. <input type="checkbox"/> Interfering with an investigation.

		<input type="checkbox"/> Strike or labor dispute.
5. Gain a detailed understanding of how the FRA inspectors apply enforcement discretion.	Given a study of Chapter 3 – Inspections and Civil Penalty Recommendations, of the General Manual, and a cross reference with 49 CFR Part 209, Appendix A, the apprentice will, to the satisfaction of the person designated by the Regional Administrator:	Write a report consisting of a concise opening paragraph and a listing of the seven factors an inspector considers in making decisions regarding recommendations of civil penalties against railroads.
6. Gain a detailed understanding of the FRA's compliance process.	Given a comprehensive study of Chapter 3 of the General Manual, and a cross reference with 49 CFR Part 209, Appendix A, the apprentice will, to the satisfaction of the person designated by the Regional Administrator:	Orally describe the purpose of each of the following enforcement tools (Note: Apprentice will provide examples of how each may be applied): <ul style="list-style-type: none"> <input type="checkbox"/> Special Notice for Repairs <input type="checkbox"/> Civil Penalties Against <input type="checkbox"/> Railroads Civil Penalties <input type="checkbox"/> Against Individuals Verbal <input type="checkbox"/> Interventions <input type="checkbox"/> Individual Liability Regional <input type="checkbox"/> Warning Letter <input type="checkbox"/> Disqualification of Individuals <input type="checkbox"/> Higher Level IL Actions
7. Gain an understanding of the FRA's policies or procedures regarding certain investigations.	Given a detailed study of Chapter 4 - Accident and Investigation Guidelines and Chapter and Chapter 5 - Complaint and Waiver Investigations of the General Manual, along with any necessary clarifications by a person designated by the Regional Administrator, the apprentice will:	Prepare a concise report describing each of the following types of investigations: <ul style="list-style-type: none"> <input type="checkbox"/> Accident or incident investigations <input type="checkbox"/> Fatality investigation <input type="checkbox"/> LAX Investigation <input type="checkbox"/> Complaint investigation <input type="checkbox"/> Waiver investigation <input type="checkbox"/> Petitions for waiver procedures

<p>8. Gain an understanding of the FRA's civil penalty process.</p>	<p>Given a detailed study of Improvements in the Civil Penalty Enforcement Memo contained in the General Manual, along with any necessary clarifications by a person designated by the Regional Administrator, the apprentice will:</p>	<p>Provide a detailed oral briefing of the key elements contained in the memo.</p>
<p>9. Gain an understanding of personal safety concerns prior to going into a railroad yard, shipping facility, intermodal facility, or tank car shop facility.</p> <p><i>Note: In addition to this task, a safety briefing is to be conducted daily, prior to commencing any work in the railroad environment, and as often as necessary when conditions change during the work assignment.</i></p>	<p>Given a visit to a rail yard, shipping facility, intermodal facility, or tank car shop, and a discussion relative to inherent safety concerns, the person receiving the orientation will:</p>	<p>Observe and describe safety rules regarding:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Operating a POV or GOV on railroad or shipper property. <input type="checkbox"/> Emergency evacuation route. <input type="checkbox"/> Lace-up safety boots (preferably six inch height). Safety glasses with side shields. <input type="checkbox"/> Hard hat. <input type="checkbox"/> Hearing protection. <input type="checkbox"/> Stepping or sitting on the rail, switch, frog, or other track appurtenances. <input type="checkbox"/> Standing/walking in the gage of the track. <input type="checkbox"/> Walking around the ends of standing rolling equipment. Awareness of unexpected movement of cars, locomotives, or equipment at any time, in either direction, on any track. <input type="checkbox"/> Passing through railroad rolling equipment. <input type="checkbox"/> Mounting and dismounting railroad rolling equipment. FRA prohibitions on operating railroad equipment. <input type="checkbox"/> Use of the buddy system to watch out for each other's safety.

Field OJL Standards for Level III Apprentice (GS 09)

Performing inspections and reporting findings	100 - 150
Utilizing the FRA’s Dashboard and FRA Securesite	100 - 100
Roadway Worker Protection	100 - 150
Railroad Operating Rules	200 - 250
On Board Train Inspections	200 - 250
Applying Blue Signal Regulations	200 - 250
Federal Operating Rules	200 - 250
Drug and Alcohol Regulations and Reporting	100 - 150
Radio Rules and Regulations	100 - 150
Rear End Markers	100 - 150
Use of Train Horns	100 - 150
Total Hours	1500 - 2000

Duty 1: Report Inspection Findings			
<u>Performance</u> Tasks	<u>Conditions</u> Tools, Equipment, Documents	<u>Standards</u> Time, Completeness, or Accuracy	GS-09 to 11
<u>Task 1.1</u> Using FRA Reference Material Demonstrate an understanding on how to reference the FRA	Given an opportunity to: <ul style="list-style-type: none"> Have a qualified inspector demonstrating how to reference the FRA material. 	On one occasion demonstrate to the experienced inspector the new inspector’s ability to find and reference: <ul style="list-style-type: none"> <input type="checkbox"/> The FRA General Manual. <input type="checkbox"/> The FRA Compliance Manual for 	X

<p>material.</p> <p>Note: This task will be repeated throughout the training process.</p> <p>It is recommended that the qualified inspector require the new inspector to reference this material as often as possible so that this task can be practiced to proficiency.</p>	<ul style="list-style-type: none"> • Review the FRA reference material using the new inspector's own FRA issued laptop computer. • Bookmark the FRA websites. <p>The new inspector will:</p>	<p>each discipline.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Code of Federal Regulations 200-299. <input type="checkbox"/> FRA Bulletins. <input type="checkbox"/> The FRA Guide for Preparing Acc/Inc Reports. <input type="checkbox"/> FRA Technical Bulletins. <input type="checkbox"/> DOT Interpretations. <input type="checkbox"/> FRA Notices of Safety Bulletins, Safety Directives, and Safety Advisories. <input type="checkbox"/> Current FRA Emergency Orders. <input type="checkbox"/> Current FRA Safety Policy, Procedures and Recommendations. <input type="checkbox"/> The FRA Accident Investigation Guidelines (General Manual - Chapter 4). <input type="checkbox"/> US Gov – Email. <input type="checkbox"/> RISPC. <input type="checkbox"/> Secure FRA Web Page, including his/her own password. (Dashboard) <input type="checkbox"/> FRA Public Safety Analysis Web Page. <input type="checkbox"/> Activity Code Standards (instructions). <input type="checkbox"/> Source Code Standards (instructions). 	
<p>Task 1.2 The RISPC Program</p> <p>Note: This task will be repeated throughout the</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 1.1. • Accompany an experienced inspector conducting observations of railroad 	<p>Using the new inspectors own notes from a field inspection that includes observation of railroad employees, using the RISPC program the new inspector will: (these can be mock</p>	<p>X</p>

<p>training process.</p> <p><i>It is recommended that the qualified inspector require the new inspector to practice creating inspection reports as often as possible so that this task can be practiced to proficiency.</i></p>	<p>employees in the field.</p> <ul style="list-style-type: none"> • Observe an experienced inspector creating inspection reports using the experienced inspector's notes taken in the field. • Have the experienced inspector demonstrate and explain the use of non-FRA defects on inspection reports. • Have the experienced inspector explain the use of Activity Codes. • Have the experienced inspector demonstrate and explain the standards for units and subunits used in Activity Codes. • Review numerous sample inspection reports provided by the training inspector • Review of the activity codes, source codes and defect codes. <p>The new inspector will:</p>	<p>reports)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Set personal preferences under the options menu <input type="checkbox"/> Write an inspection report utilizing the ROR/RSR Non-FRA Defect method, and Federal Defect method. <input type="checkbox"/> Properly explain how to use the Activity Code Standards (instructions) to determine units and subunits recorded. <input type="checkbox"/> Check existing inspection reports for errors. <input type="checkbox"/> Delete an inspection report and delete an inspection report's line item. <input type="checkbox"/> Amend and/or edit an inspection report. <input type="checkbox"/> Insert a photograph or addition reports into a PDF inspection report. <input type="checkbox"/> Simulate saving both the front and back of an inspection report in PDF in regards to remedial action. <input type="checkbox"/> Email an inspection report in PDF, with attachments. <input type="checkbox"/> Navigate to violation forms. <input type="checkbox"/> Use the new inspector's own password to enter into the FRA Secure Website to review the Dashboard. <input type="checkbox"/> Present a 6180.96 report to a railroad representative. 	
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<p>Task 1.3 RISPC - Advanced</p> <p><i>NOTE: It is recommended that the qualified inspector require the new inspector to practice creating inspection reports as often as possible so that this task can be practiced to proficiency.</i></p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 1.1 and Task 1.2. • Review the Focused Inspection Process Charting of the experienced inspector. <p>The new inspector will:</p>	<p>On at least five occasions perform the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Write either mock or actual 96 inspection reports from the inspectors own notes that are reviewed by the experienced inspector. <input type="checkbox"/> Simulate charting the information in the inspection reports created in Task 1.2, using an Focus Inspection Process (FIP) Chart. 	<p>X</p>
Duty 2: Dashboard and FRA Secure site			
<u>Performance</u> Tasks	<u>Conditions</u> Tools, Equipment, Documents	<u>Standards</u> Time, Completeness, or Accuracy	GS-09 to 11
<p>Task 2.1 FRA's RISPC Dashboard and FRA's Secure site.</p>	<p>After completing all tasks in Duty 1, along with several demonstrations from the qualified inspector.</p> <p>The new inspector will:</p>	<p>On two occasions, and to 90% accuracy, demonstrate to the training inspector the new inspector's ability to use the FRA's Dashboard and the FRA Secure site. (Federal Inspectors ONLY)</p>	<p>X</p>
Duty 3: Roadway Worker Protection (RWP - Part 214, Subpart C)			
<u>Performance</u> Tasks	<u>Conditions</u> Tools, Equipment, Documents	<u>Standards</u> Time, Completeness, or Accuracy	GS-09 to 11
<p>Task 3.1 RWP - Activity code</p> <p>Demonstrate an understanding of the definitions governing Part 214.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Review Part 214. • Read the guidance in the OP Manual regarding an OP inspector's role in RWP <p>The new inspector will:</p>	<p>On two occasions, and to 90% accuracy, explain to the training inspector how to accurately determine which railroad craft requires RWP protection, and which crafts would require Blue Signal Protection.</p>	<p>X</p>
<p>Task 3.2 RWP - Activity code</p>	<p>Given an opportunity to review Part 214, along with any necessary</p>	<p>On one occasion, and to 90% accuracy, verbally explain the following</p>	<p>X</p>

<p>Demonstrate an understanding of the definitions governing Part 214.</p>	<p>clarification by a Part 214 qualified FRA inspector.</p> <p>The new inspector will:</p>	<p>to the satisfaction of the qualified Part 214 inspector:</p> <p><input type="checkbox"/> §214.309. <input type="checkbox"/> §214.311. <input type="checkbox"/> §214.313. <input type="checkbox"/> §214.317.</p>	
<p>Task 3.3 RWP - Audible Warnings</p> <p>Demonstrate proficiency with §214.339 Audible warning from trains.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 3.1. • Review the section in the FRA OP Compliance Manual regarding §214.339 Audible Warnings. • Accompany an experienced OP inspector observing this part of RWP, or discuss several mocks. <p>The new inspector will:</p>	<p>On one occasion, and to 90% accuracy, verbally explain the following to the satisfaction of the qualified Part 214 inspector:</p> <p><input type="checkbox"/> When the audible warning for RWP should be sounded by the train crew.</p> <p><input type="checkbox"/> The railroad operating rules regarding train crews requirement to provide an audible warning to Roadway Workers.</p> <p>Write rule(s) here</p> <p>_____</p> <p><input type="checkbox"/> The criteria for a violation cited for failure of §214.339</p>	<p>X</p>
<p>Duty 4: Railroad Operating Rules (Part 217)</p>			
<p><u>Performance</u> Tasks</p>	<p><u>Conditions</u> Tools, Equipment, Documents</p>	<p><u>Standards</u> Time, Completeness, or Accuracy</p>	<p>GS-09 to 11</p>
<p>Task 4.1 217P - Activity Code</p> <p>Demonstrate the ability to use the Focused Inspection Process (FIP) Charting to determine the data that will be reviewed</p>	<p>Given an opportunity to :</p> <ul style="list-style-type: none"> • Complete Duty 20 of this OJL Manual regarding the FIP process. • Have an experienced inspector provide a demonstration in how 	<p>On at least three occasions, and to the 90% satisfaction of the qualified inspector, complete the following:</p> <p><input type="checkbox"/> ID the railroad manager charged with providing 217P data.</p> <p><input type="checkbox"/> Explain how to obtain a copy of the</p>	<p>X</p>

<p>regarding operational testing programs and operational testing data, and then review that data to assist in addressing root causes.</p> <p>Note: This task will be repeated throughout the training process. It is recommended that the qualified inspector require the new inspector to reference this FIP material as often as possible so that this task can be practiced to proficiency.</p>	<p>to use the FIP charting to narrow the scope of the 217P inspection.</p> <ul style="list-style-type: none"> Review 217P data that has been reduced in size by the experienced inspector's analysis of the FIP. <p>The new inspector will:</p>	<p>railroad's Operational Testing Program.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use FIP Charting to narrow the scope of the 217P data inspection. <input type="checkbox"/> Review two operational test failures found in the railroad's data and confirm that the railroad performed the proper follow-up tests as required in the railroad's own testing program. 	
<p>Task 4.2 217T - Activity Code</p> <p>Monitor railroad managers' performance during an operational testing session.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> Review the FRA Safe Harbor Policy found in the OP Compliance Manual. Review the guidance for Activity Code 217T in the OP Compliance Manual. Review the requirements for FIP Charting of 217T inspections found in the OP Compliance Manual. Accompany an experienced inspector on at least four operational testing sessions (217T) with railroad managers. <p>The new inspector will:</p>	<p>On two occasions, and to 90% accuracy, complete the following steps:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct a job briefing prior to a joint testing session with railroad managers that includes the FRA Safe Harbor Policy. <input type="checkbox"/> Document that job briefing on a 96 Report. <input type="checkbox"/> Find a specific Operational Test in the railroad's testing manual. <input type="checkbox"/> Conduct a de-briefing with railroad managers after the completion of an operational testing session. (As detailed in the OP Compliance Manual) <input type="checkbox"/> Properly record the data in the FIP charting. 	<p>X</p>

<p>Task 4.3 217X, 217R, and 217L – Activity Codes</p> <p>Train Riding Inspections</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> Review the appropriate chapter in the OP Compliance Manual for train riding inspections. Review all of the activity codes associated with train riding. Review all of the train riding check lists and job aids found in the OP Manual. Accompany an experienced inspector on at least four train rides, one of which should be remote control operations if available. <p>The new inspector will:</p>	<p>On two occasions, and to 90% accuracy, complete the following steps:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct a job briefing with the train crew prior to the train ride, which will include FRA inspectors not calling signals. <input type="checkbox"/> Explain the safety requirements regarding inspector’s distracting crews that are engaged in safety sensitive duties. <input type="checkbox"/> Document that job briefing on a 96 Report. <input type="checkbox"/> Fill out the train ride check list. <input type="checkbox"/> Conduct a de-briefing with the crew. 	<p>X</p>
<p>Duty 5: Perform On Board Train Inspections</p>			
<p><u>Performance</u> <u>Tasks</u></p>	<p><u>Conditions</u> <u>Tools, Equipment, Documents</u></p>	<p><u>Standards</u> <u>Time, Completeness, or Accuracy</u></p>	<p>GS-09 to 11</p>
<p>Task 5.1 217C, 217D, 217O - Activity Codes</p> <p>Observing and recording non-FRA observations of operating railroad employees on a 96 report.</p> <p><i>NOTE: It is recommended that the qualified inspector require the new inspector to practice creating inspection reports as</i></p>	<p>Given the opportunity to:</p> <ul style="list-style-type: none"> Review standards for Activity Codes regarding non-FRA defects in Part 217. Review the associated chapter(s) in the OP Manual associated with Part 217. Review the current requirements for recording non-FRA Defects. Review the policy for not providing names on inspection 	<p>On five occasions, and to 90 % accuracy, conduct a field inspection of operating crews performing railroad operations, and then:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Record the inspections accurately on the inspection report, including all units, subunits, and narrative descriptions. <input type="checkbox"/> Explain why names are not used on non-FRA defects, but are mandatory when recording Federal defects. 	<p>X</p>

<p>often as possible so that this task can be practiced to proficiency.</p>	<p>reports for non-FRA Defects</p> <ul style="list-style-type: none"> • Accompany an experienced inspector observing operating crews • Accompany an experienced inspector observing railroad dispatchers or yardmasters. <p>The new inspector will:</p>		
<p>Duty 6: Apply Blue Signal Regulations (Part 218 Subpart B)</p>			
<p style="text-align: center;"><u>Performance Tasks</u></p>	<p style="text-align: center;"><u>Conditions Tools, Equipment, Documents</u></p>	<p style="text-align: center;"><u>Standards Time, Completeness, or Accuracy</u></p>	<p style="text-align: center;">GS-09 to 11</p>
<p>Task 6.1 Part 218 - Subpart B Blue Signal</p> <p>Demonstrate an understanding of the definitions governing Part 218 Subpart B.</p> <p>NOTE: On many of the tasks for Duty 6 it is permissible to use mock scenarios. It must be permitted by the region's managers and meet the standards of a mock scenario found in this manual. This includes recording the task as a mock scenario on the validation form.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Study Part 218 Subpart B. • Review the associated section of the OP Manual and MPE Manual. <p>The new inspector will:</p>	<p>To 90 % accuracy, conduct a field inspection then:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete exercise 6-1 in the Self Study guide, which is included as a separate section of this OJL manual, with 100% accuracy. <input type="checkbox"/> Explain to a qualified inspector why that before a deficiency is recorded the FRA must prove a railroad employee, and not a contractor, was "on, under, or between" the equipment. <p>Note: The completed exercise must be reviewed by either the regional specialist or his/her representative.</p>	<p>X</p>
<p>Task 6.2 218U - Activity Code Utility Employee</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 6.1. • Read §218.22. 	<p>On three occasions, and to 90% accuracy, determine if the "utility employee"</p>	<p>X</p>

<p>Reference - § 218.22.</p> <p>See note in 6.1.</p>	<ul style="list-style-type: none"> Accompany the experienced inspector on at least two §218.22 inspections. <p>The new inspector will:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Attached to the crew properly. <input type="checkbox"/> Performed duties explained in the regulation, which are; set or release hand brakes; couple or uncouple air hoses and other electrical or mechanical connections; prepare rail cars for coupling; set wheel blocks or wheel chains; conduct air brake tests to include cutting air brake components in or out and position retaining valves; inspect, test, install, remove or replace a rear end marking device or EOT. <input type="checkbox"/> Attached to only one crew and the engineer or crew member are in the cab of the locomotive. 	
<p>Task 6.3 218M - Activity Code</p> <p>Blue Signal on the Main Track.</p> <p>Reference - § 218.25.</p> <p>See note in 6.1.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> Complete Task 6.1. Read §218.25. Accompany the experienced inspector on at least two §218.25 inspections. Read the associated section of the OP Manual and the MPE Manual. <p>The new inspector will:</p>	<p>On three occasions, and to 90% accuracy, determine if the “<i>main track</i>” protection is provided properly, and explain why or why not to the experienced inspector.</p>	X
<p>Task 6.4 218M - Activity Code</p> <p>Blue Signal on <u>OTHER</u> than Main Track.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> Complete Task 6.1. Read § 218.27. Accompany the experienced 	<p>On four occasions, and to 90% accuracy, perform the following; to determine:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine if the blue signal was 	X

<p>Reference - § 218.27.</p> <p>See note in 6.1.</p>	<p>inspector on at least two § 218.27 inspections.</p> <ul style="list-style-type: none"> • Read the associated section of the OP Manual and the MPE Manual. <p>The new inspector will:</p>	<p>displayed properly.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine if a blue signal was attached to each controlling locomotive where it was readily visible. <input type="checkbox"/> Explain why blue signal does not protect against side impacts, thus in those situations a blue signal is not required. 	
<p>Task 6.5 218S - Activity Code</p> <p>Blue Signal - Locomotive Servicing Area;</p> <p>Reference - § 218.29 (a) & (b).</p> <p>See note in 6.1.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 6.1. • Read § 218.29 (a) and (b). • Accompany the experienced inspector on at least two §218.29 (a) and (b) inspections. • Read the associated section of the OP Manual and the MPE Manual. <p>The new inspector will:</p>	<p>On one occasion inside a mechanical facility, and on one occasion in a car shop repair facility, and to 95% accuracy, perform the following to determine:</p> <ul style="list-style-type: none"> <input type="checkbox"/> If a blue signal attached to each controlling locomotive where it was readily visible. <input type="checkbox"/> If the speed limited is 5 mph or less. <input type="checkbox"/> If a blue signal is attached to each controlling locomotive. <input type="checkbox"/> Explain to the qualified inspector training the new inspector the minimum distance a derail in a track has to be from the protected equipment inside the facility. 	X
<p>Task 6.6 218S - Activity Code</p> <p>Blue Signal – Alternate Methods outside a repair facility.</p> <p>Reference - § 218.29(c).</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 6.1. • Read § 218.29 (c) “<i>Alternate methods of protection</i>”. • Accompany the experienced 	<p>On three separate occasions, and to 95% accuracy, perform the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine if the derails and blue signal fulfilled the requirements of this section. <input type="checkbox"/> Explain to the qualified inspector 	X

<p>See note in 6.1.</p>	<p>inspector on at least one § 218.29 (c) inspection.</p> <ul style="list-style-type: none"> • Read the associated section of the OP Manual and the MPE Manual. <p>The new inspector will:</p>	<p>how far the derail has to be from protected equipment, and how that is different from the distance for inside a repair facility.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain to the qualified inspector why the manually operated switch does not have to be lined away and locked using this section. <input type="checkbox"/> Determine if the derails are locked and the proper distance from the end of equipment. <input type="checkbox"/> Determine if there is a properly displayed blue signal at each derail. 	
<p>Task 6.7 218M - Activity Code</p> <p>Blue Signal- Remote Control Switches.</p> <p>Reference - § 218.30.</p> <p>See note in 6.1</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 6.1 • Read § 218.30. • Accompany the experienced inspector on at least one § 218.30 inspection. • Read the associated section of the OP Manual and the MPE Manual. <p>The new inspector will:</p>	<p>At two separate locations, and to 95% accuracy, perform the following to determine if:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The operator lined the remotely controlled switch against movement to that track, and applied an effective locking device before informing the employee in charge of the workers that protection had been provided. <input type="checkbox"/> The operator removed the locking device after informing the person in charge of the workers their protection was removed. <input type="checkbox"/> The written record is in compliance with regulations and maintained for at least 15 days. <input type="checkbox"/> Explain to the training inspector to his/her satisfaction why train crews 	<p>X</p>

		do not require the same blue signal protection, or written record of that protection, as the other crafts working in a hump yard.	
Duty 7: Federal Operating Rules (Part 218 Subpart F)			
<u>Performance Tasks</u>	<u>Conditions Tools, Equipment, Documents</u>	<u>Standards Time, Completeness, or Accuracy</u>	GS-09 to 11
<p><u>Task 7.1</u> 218O – Activity Code Track is Clear.</p> <p>Demonstrate the ability to find operating rules required to ensure employees comply with shoving movements. Reference - §218.93.</p> <p>NOTE: On many of the tasks for Duty 7 it is permissible to use mock scenarios. It must be permitted by the region’s managers and meet the standards of a mock scenario found in this manual. This includes recording the task as a mock scenario on the validation form.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Read § 218.93 for a definition of “Track is Clear”. • Read § 218.99 (a), which requires operating rules for shoving or pushing movements. • Read the associated section in the OP Compliance Manual. • Accompany an experienced inspector on at least four inspections regarding shoving movements. <p>The new inspector will:</p>	<p>On one occasion, and to 95% accuracy, identify the railroad operating rule that complies with all parts of § 218.99 (a) and § 218.93 (Definition of Track is Clear), for:</p> <p><input type="checkbox"/> Rules that require a Job Briefing prior to a shoving movement. Write Rule Number Here _____.</p> <p><input type="checkbox"/> Rules that prohibits unrelated tasks being performed while protecting a shoving movement. Write Rule Number Here _____.</p> <p><input type="checkbox"/> Rules that are adequate regarding the Federal definition of “track is clear” as found in §218.93 Write Rule Number(s) Here _____.</p> <p><input type="checkbox"/> Explain to the experienced inspector the difference between</p>	X

		restricted speed and track is clear.	
<p>Task 7.2 218O - Activity Code Observe shoving moves.</p> <p>Demonstrate the ability to understand the requirements of employees making shoving movements –</p> <p>Reference - § 218.99.</p> <p>See note in 7.1.</p>	<p>Given an opportunity to complete Task 7.1.</p> <p>The new inspector will:</p>	<p>On two occasions, and to 95% accuracy, determine if the employees involved in a shoving movement:</p> <p><input type="checkbox"/> Conducted a proper job briefing in compliance with regulations and railroad operating rules.</p> <p><input type="checkbox"/> Were engaged in any unrelated tasks while protecting a shoving movement.</p> <p><input type="checkbox"/> Adequately determined that the track was clear, and how protecting a shoving movement does NOT necessarily require someone to be on the point protecting the movement.</p>	X
<p>Task 7.3 218O - Activity Code Equipment in the foul.</p> <p>Demonstrate an understanding on how to identify equipment left in the foul, § 218.93 definition of a foul or fouling a track, and demonstrate a knowledge regarding leaving rolling and on-track M/W equipment in the clear.</p> <p>Reference - § 218.101.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Read § 218.93 regarding the definition of equipment in the foul. • Read § 218.101, which requires operating rules for shoving or pushing movements. • Accompany an experienced inspector on at least four inspections regarding equipment fouling a track. • Read the associated section of the OP Compliance Manual. <p>The new inspector will:</p>	<p>On one occasion, and to 95% accuracy, identify the railroad operating rule that complies with all parts of §218.101:</p> <p><input type="checkbox"/> Rules that explain where the fouling point is.</p> <p>Write Rule Number(s) Here _____.</p> <p><input type="checkbox"/> Rules that require a crew to stop before entering a foul zone with an improperly lined switch.</p> <p>Write Rule Number Here _____.</p> <p>On two occasions, and to 95%</p>	X

		<p>accuracy, explain, observe, or record;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inspections for equipment are in the foul. <input type="checkbox"/> Proper Activity Codes and unit/subunit counts. <input type="checkbox"/> Explain to the qualified inspector the new inspector's conclusions. <input type="checkbox"/> Explain to the qualified inspector the difference between recording noncompliance with §218.101 (a) and (b), as per the OP Compliance Manual. <input type="checkbox"/> Explain to the qualified inspector why documenting the equipment in the foul's relationship to the four exceptions in the narrative is mandatory. <input type="checkbox"/> Explain to the qualified inspector why any switching, or employees, in the area should be a consideration for inspector discretion. 	
<p><u>Task 7.4</u> 218O – Activity Code Switches.</p> <p>Demonstrate the ability to find railroad operating rules required to ensure employees comply with hand operated switches.</p> <p>Reference - § 218.103 (a).</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Read § 218.103 (a), which requires railroad operating rules to comply with the requirements of hand operated switches. • Accompany an experienced inspector on at least two inspections regarding hand operating switches. • Read the related chapter in the OP Compliance Manual. 	<p>On one occasion, and to 95% accuracy, the new inspector will identify the railroad operating rule that complies with § 218.103 - which includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Job Briefings. <p>Write Rule Number Here</p> <p>_____.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Visual determine that switches are properly lined for the intended route and that no equipment is fouling the 	<p>X</p>

	<p>The new inspector will:</p>	<p>switches. Write Rule Number Here _____.</p> <p><input type="checkbox"/> Requiring that a switch is not operated while rolling and on-track maintenance-of-way equipment is fouling the switch, or standing or moving over the switch. Write Rule Number Here _____.</p> <p><input type="checkbox"/> Requiring a switch that is not in use to be locked, hooked, or latched, if so equipped. Write Rule Number Here _____.</p>	
<p><u>Task 7.5</u> 218O - Activity Code Switches.</p> <p>Demonstrate an understanding of § 218.103 - Hand-operated switches, including crossover switches. See note in 7.1</p>	<p>Given an opportunity to complete Task 7.4.</p> <p>The new inspector will:</p>	<p>On five occasions, and to 95% accuracy, the new inspector will determine if a crew observed in railroad operating regarding § 218.103 - which includes;</p> <p><input type="checkbox"/> Job Briefings. <input type="checkbox"/> Visual determine that switches are properly lined for the intended route and that no equipment is fouling the switches. <input type="checkbox"/> A switch not be operated while rolling and on-track maintenance-of-way equipment is fouling the switch, or standing or moving over the switch.</p>	<p>X</p>

		<input type="checkbox"/> After operating a switch, ensure that when not in use, each switch is locked, hooked, or latched, if so equipped.	
<p>Task 7.6 218O - Activity Code Main track switches.</p> <p>Demonstrate the ability to find operating rules required to ensure employees comply with hand operated switches on the main track.</p> <p>Reference - § 218.105 (a)</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Read § 218.105 (a), which requires railroad operating rules. • Accompany an experienced inspector on at least two inspections regarding operating “main track” switches. • Read the associated section of the OP Compliance Manual. <p>The new inspector will:</p>	<p>On one occasion, and to 95% accuracy, the new inspector will identify the railroad operating rule that complies with § 218.105 (a) - which will include the following:</p> <p><input type="checkbox"/> Designating switch position. The normal position of a hand-operated main track switch shall be designated by the railroad in writing</p> <p>Write Rule Number Here _____.</p> <p><input type="checkbox"/> Additional job briefing requirements for hand-operated main track switches. Before a train or a train crew leaves the location where any hand-operated main track switch was operated, all crewmembers shall have verbal communication to confirm the position of the switch.</p> <p>Write Rule Number Here _____.</p> <p><input type="checkbox"/> Releasing Authority Limits. In non-signalized territory, before an employee releases the limits of a main track authority and a hand-operated switch is used to clear the</p>	<p>X</p>

		<p>main track, and, prior to departing the switch's location, the following conditions are required:</p> <ul style="list-style-type: none"> a) The employee releasing the limits, after conducting a job briefing in accordance with this subpart, shall report to the train dispatcher that the hand-operated main track switch has been restored to its normal position and locked. b) The employee releasing the limits shall then confirm to the train dispatcher that this information is correct. <p>Write Rule Number Here</p> <p>_____.</p>	
<p><u>Task 7.7</u> 218O - Activity Code Main Track Switches.</p> <p>Demonstrate an understanding of § 218.105</p> <p>See note in 7.1</p>	<p>Given an opportunity to complete Task 7.6.</p> <p>The new inspector will:</p>	<p>On one occasion and to 95% accuracy the new inspector will correctly identify crews complying with each part of § 218.105 – which will include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Additional job briefing requirement for hand-operated main track switches. <input type="checkbox"/> Before a train or a train crew leaves the location where any hand-operated main track switch was operated, all crewmembers shall have verbal communication to confirm the position of the switch. <input type="checkbox"/> Releasing Authority Limits. 	<p>X</p>
<p>Duty 8: Drug and Alcohol - (Part 219 and Part 40)</p>			

<u>Performance Tasks</u>	<u>Conditions Tools, Equipment, Documents</u>	<u>Standards Time, Completeness, or Accuracy</u>	GS-09 to 11
<p>Task 8.1 219O - Activity Code A/D Inspections</p> <p>Demonstrate an understanding of the definitions governing Part 219 and Part 40.</p>	<p>Given an opportunity to read Part 219, Part 40, and the related chapter in the OP Compliance Manual.</p> <p>The new inspector will:</p>	<p>Discuss with an experience inspector, at 90% accuracy:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The expectations of what a field inspector should do when exposed to an active Federal or company alcohol or drug test being conducted. <input type="checkbox"/> The differences between a company test and a Federal test and why this is important to Parts 240, 219, 242, and when handling complaints. 	X
<p>Task 8.2 219O - Activity Code A/D Inspections</p> <p>Demonstrate an overall understanding of Part 219.</p>	<p>Given an opportunity to complete Task 8.1.</p> <p>The new inspector will:</p>	<p>Accompany a Part 219 Team Leader or Assistant Team Leader on a Part 219 Audit for at least 1 day.</p>	X
<p>Task 8.3 219O - Activity Code A/D Inspections</p> <p>Demonstrate an understanding of Part 219 Subpart C.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 8.1. • Review Part 219 Subpart C. • Review the Part 219 Subpart C Flow chart. <p>The new inspector will:</p>	<p>On one occasion, and to 90% accuracy, write a short memo listing the four types of accidents that will trigger a mandatory post-accident test, and the difference between:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A Federal Test, Company Tests. <input type="checkbox"/> Post-Accident Tests. <input type="checkbox"/> A Reasonable Cause Test. <input type="checkbox"/> Reasonable Suspicion Test. <p>Note: The written report must be reviewed by the Regional CFR Part 219</p>	X

		Team Leader, OP specialist, or his/her designee.	
Duty 9: Radio Rules - (Part 220)			
<u>Performance Tasks</u>	<u>Conditions Tools, Equipment, Documents</u>	<u>Standards Time, Completeness, or Accuracy</u>	GS-09 to 11
<p><u>Task 9.1</u> Part 220 - Radio Rules</p> <p>Demonstrate an understanding of the definitions governing Part 220.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Read Part 220 in the CFR • Review the associated chapter in the OP Compliance Manual <p>The new inspector will:</p>	<p>Review the regulation and complete exercise 9-1 in the Self Study guide, which is included as a separate section of this OJL manual, with 100% accuracy.</p>	X
<p><u>Task 9.2</u> 220 - Activity Code</p> <p>Reference Part 220 Subparts A and B.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 9.1. • Read § 220.27, 220.29, and 220.35. • Read the OP Compliance Manual's chapter on Part 220. • Accompany an experienced inspector on at least two inspections regarding Part 220 Subparts A and B. <p>The new inspector will:</p>	<p>On one occasion, and to 95% accuracy:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine if the employees are using proper identification. (220.27). <input type="checkbox"/> Determine if the employees are stating numbers correctly (220.29). <input type="checkbox"/> Determine if the Radio Operating Rules (RORs) for radio procedures, including for electronic devices, meet Federal regulations. 	X
<p><u>Task 9.3</u> 220 - Activity Code</p> <p>Reference § 220.49 and § 220.61.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 9.1. • Read § 220.49 and § 220.61. • Read the OP Compliance Manual's chapter on Part 220 Subpart A and B. • Accompany an experienced inspector on at least two inspections regarding § 	<p>On one occasion, and to 95% accuracy;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Monitor the radio procedure of crews involved in shoving, backing, or pushing movements. <input type="checkbox"/> Monitor the transmission of a mandatory directive and identify compliance and non-compliance. 	X

	<p>220.49 and § 220.61.</p> <p>The new inspector will:</p>		
<p>Task 9.4 220C - Activity Code Electronic Devices</p> <p>Apply Part 220 Subpart C. Observing a railroad employee's use of electronic devices.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 9.1. • Read Part 220 Subpart C. • Read the OP Compliance Manual's chapter on Part 220 Subpart C. • Accompany an experienced inspector on at least inspections regarding railroad employee's using electronic devices. <p>The new inspector will:</p>	<p>On two occasions, and to 95% accuracy;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain when a railroad employee is permitted to use a personal electronic device. <input type="checkbox"/> Explain the FRA policy for inspectors using electronic devices while on railroad property. <input type="checkbox"/> Explain the use of conductors using railroad issued electronic devices. <input type="checkbox"/> Explain what would be required to prove that a manager on a moving train observed by the FRA using a railroad or personal cell phone is noncompliance. <input type="checkbox"/> Explain how and when railroad employees can take photographs while on duty. <input type="checkbox"/> Record four separate observations Part 220 Subpart C, and record them properly on an inspection report using the proper units and subunits. <input type="checkbox"/> Explain FRA's policy regarding FRA Inspectors requesting to see a railroad employee's electronic device. <input type="checkbox"/> Explain to the qualified inspector how to record on a 96 Report noncompliance with Federal regulations, vs. noncompliance with 	<p>X</p>

		operating rules that set standards above Federal regulations for Part 218 Subpart C.	
Duty 10: Rear End Markers - (Part 221)			
<u>Performance Tasks</u>	<u>Conditions Tools, Equipment, Documents</u>	<u>Standards Time, Completeness, or Accuracy</u>	GS-09 to 11
<p>Task 10.1 221 - Activity Code Rear-end Markers</p> <p>Demonstrate an understanding of Part 221.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Read Part 221. • Read the OP Compliance Manual's chapter on Part 221. <p>The new inspector will:</p>	<p>Review the regulation and complete exercise 10-1 in the Self Study guide, which is included as a separate section of this OJL manual, with 100% accuracy.</p> <p>Note: The completed exercise must be reviewed by either the regional specialist or a deputy regional administrator.</p>	X
<p>Task 10.2 221 - Activity Code Rear-end Markers</p> <p>Demonstrate an understanding of Part 221.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 10.1. • Read Part 221. • Read the OP Compliance Manual's chapter on Part 221. • Accompany an experienced inspector on at least two inspections regarding Part 221. <p>The new inspector will:</p>	<p>On one occasion, and to 95% accuracy, the new inspector will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Orally describe to the experienced inspector the locations, events, and time of day (daylight to dusk, etc.) a rear end marker is required on a train (Main Track or Yard Limits, etc.). <input type="checkbox"/> Orally explain to the training inspector the MAJOR differences between a rear end marker and a two way end of train device (Part 232). 	X

Duty 11: Use of Train Horns - (Part 222)

<u>Performance Tasks</u>	<u>Conditions Tools, Equipment, Documents</u>	<u>Standards Time, Completeness, or Accuracy</u>	GS-09 to 11
<p>Task 11.1 222O - Activity Code</p> <p>Whistling at road crossings.</p> <p>Demonstrate an understanding of § 222.21.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Read §222.21. • Read the OP Compliance Manual's chapter on Part 222. • Accompany an experienced inspector on at least two inspections regarding Part 221. <p>The new inspector will:</p>	<p>On one occasion, and to 95% accuracy:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine if a train approaching a grade crossing sounds the horn at least 15 seconds, but no more than 20 seconds, before the locomotive enters the grade crossing. <input type="checkbox"/> Record the inspection on a 96 inspection report properly using the proper Activity Code(s), narrative, and unit counts. 	<p align="center">X</p>

Field OJL Standards for Level IV (GS-11)

Accident and Injury Reporting	200 - 250
Hours of Service Law and Reporting	100 - 150
Securement of Non-Passenger Trains	100 - 150
Passenger Emergency Preparedness	150 - 200
Locomotive Engineer Certification	150 - 200
Conductor Certification	150 - 200
Complaint Investigation	150 - 200
Enforcement Options	150 - 200
Focused Inspection Process	200 - 250
General Manual	150 - 200
Total Hours	1500 - 2000

Duty 12: Accident and Injury Reporting - (Part 225)			
<u>Performance</u> Tasks	<u>Conditions</u> Tools, Equipment, Documents	<u>Standards</u> Time, Completeness, or Accuracy	GS-09 to 11
Task 12.1 225R - Activity Code Ac c/Inc. Reporting Demonstrate an understanding of the definitions governing Part	Given an opportunity to: <ul style="list-style-type: none"> • Read Part 225. • Read the OP Compliance Manual's chapter on Part 225 and the FIP. • Read the FRA Accident/Incident Reporting 	Review the regulation and complete exercise 12-1 in the Self Study guide, which is included as a separate section of this OJL manual, with 100% accuracy. Note: The completed exercise must	X

<p>225 and the Focused Inspection Process (FIP).</p>	<p>Manual. The new inspector will:</p>	<p>be reviewed by either the regional specialist or a deputy regional administrator.</p>	
<p>Task 12.2 225R - Activity Code Acc/Inc. Reporting</p> <p>Demonstrate a general understanding of an accountable injury and an accountable accident report (97 & 98 Reports) and how to obtain these reports from the railroad. *Accountable Reports cannot be found on the FRA Web Site.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 12.1. • Accompany an inspector reviewing and an accountable accident or injury report (Reports 97 and 98). • Review an FIP Chart regarding Part 225. <p>The new inspector will:</p>	<p>On two occasions, and to 95% accuracy:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain and review an accountable accident report from a railroad or regional specialist. <input type="checkbox"/> Correctly explain to the experienced inspector the correct number of days after an incident the railroad has to complete a 97/98 Report, and the number of days before an FRA reportable accident must be reported to the FRA. <input type="checkbox"/> Explain to the experienced Inspector how a 97 or 98 Report may be elevated to a bona fide FRA Reportable incident. <input type="checkbox"/> Chart 97 and 98 reports in a Focused Inspection Chart. 	<p>X</p>
<p>Task 12.3 225P - Activity Code Acc/Inc. Posting</p> <p>Apply Part 225 when inspecting crew rooms.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 12.1. • Accompany an inspector observing for compliance a Part 225 posting. <p>The new inspector will:</p>	<p>On one occasion, and to 95% accuracy, determine whether the Illness/Injury Summaries were posted as prescribed by the regulations.</p>	<p>X</p>
<p>Task 12.4 225R - Activity Code Acc/Inc. Reporting</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 12.1. • Observe an experienced 	<p>On one occasion and to 95% accuracy demonstrate to the experienced inspector how to perform the following:</p>	<p>X</p>

Demonstrate the procedure to obtain and analyze Acc/Inc. Data on the FRA Safety Analysis Website.	<p>inspector download and analyze data from the FRA Safety Analysis.</p> <ul style="list-style-type: none"> • Chart data on an FIP chart. <p>The new inspector will:</p>	<input type="checkbox"/> Maneuver around the FRA Safety Analysis Website. <input type="checkbox"/> Review for accuracy 4 Acc/Injury Records downloaded from the FRA Safety Analysis Website. <input type="checkbox"/> Accurately add accidents to the FIP charts.	
<p>Task 12.5 225R - Activity Code Acc/Inc. Reporting</p> <p>Demonstrate an overall understanding of Part 225 audits.</p>	<p>Given an opportunity to complete Task 12.1.</p> <p>The new inspector will:</p>	Accompany a training inspector, or team of inspectors, on a Part 225 audit for one day.	X
Duty 13: Hours of Service law and Reporting - (Part 228)			
<u>Performance</u> <u>Tasks</u>	<u>Conditions</u> <u>Tools, Equipment, Documents</u>	<u>Standards</u> <u>Time, Completeness, or Accuracy</u>	GS-09 to 11
<p>Task 13.1 HSL, 228, and 228P – Activity Codes</p> <p>Gain an understanding of the Hours of Service Law (HOS).</p>	<p>Given an opportunity to review:</p> <ul style="list-style-type: none"> • 49 USC 21103. • Part 228 Recordkeeping. • Part 228 Passenger Service. • The OP Compliance Manual- HOS Chapter. • The HOS Manual. <p>The new inspector will:</p>	<p>Review the regulation and complete exercise 13-1 in the Self Study guide, which is included as a separate section of this OJL manual, with 100% accuracy.</p> <p>Note: The completed exercise must be reviewed by either the regional specialist or a deputy regional administrator.</p>	X
<p>Task 13.2 HSL, 228, and 228P – Activity Codes</p> <p>Gain an understanding of how to</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 13.1. • Review defects/violations on example 96 Reports for passenger train crews exceeding 	<p>Demonstrate to the experienced inspector the proper method used to:</p> <input type="checkbox"/> Record inspections and deficiencies for exceeding the HOS for Passenger Service.	X

<p>record a deficiency or violation of the HSL.</p>	<p>the HSL.</p> <ul style="list-style-type: none"> Review defects/violations for freight train crews exceeding the HSL. <p>The new inspector will:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Record inspections and deficiencies for exceeding the HOS for Freight Service employees. <input type="checkbox"/> Record inspections and deficiencies for recordkeeping noncompliance. <p>NOTE: The experienced inspector can consider using mock scenarios to complete this task.</p>	
<p>Task 13.3 HSL, 228, and 228P – Activity Codes</p> <p>Demonstrate an understanding of §228.19 that requires railroads to report excess service.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> Complete Task 13.1. Review the procedures found in the OP Compliance Manual regarding how to properly determine if the excess service was reported to the FRA Washington D.C. office. <p>The new inspector will:</p>	<p>Orally explain to the experienced inspector the proper method to determine whether an HSL violation was properly reported to the FRA Washington D.C. office as required.</p> <p>It should include the name of the form used by the railroads to report excess service each month.</p>	<p>X</p>
<p>Duty 14: Securement of Non-passenger Trains (Part 232)</p>			
<p><u>Performance</u> <u>Tasks</u></p>	<p><u>Conditions</u> <u>Tools, Equipment, Documents</u></p>	<p><u>Standards</u> <u>Time, Completeness, or Accuracy</u></p>	<p>GS-09 to 11</p>
<p>Task 14.1: 232X - Activity Code Securement</p> <p>Demonstrate an understanding of § 232.103 (n).</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> Review § 232.103 (n). Read the relevant chapter in the MPE Compliance Manual. Read the relevant chapter in the OP Compliance Manual. Read all technical bulletins regarding securement. <p>The new inspector will:</p>	<p>Review the regulation and complete exercise 14-1 in the Self Study guide, which is included as a separate section of this OJL manual, with 100% accuracy.</p> <p>Note: The completed exercise must be reviewed by either the regional specialist or a deputy regional administrator.</p>	<p>X</p>

<p>Task 14.2 232X - Activity Code Securement</p> <p>Demonstrate an understanding of railroad operating rules for Securement - §232.103 (n).</p>	<p>Given an opportunity to: Complete Task 14.1.</p> <p>The new inspector will:</p>	<p>On one occasion, and to 95% accuracy, the new inspector will provide to the experienced inspector a railroad rule that complies with §232.103 (n) (1).</p> <p><i>A sufficient number of hand brakes shall be applied to hold the equipment. Railroads shall develop and implement a process or procedure to verify that the applied hand brakes will sufficiently hold the equipment with the air brakes released.</i></p> <p>Write Rules Number Here: _____.</p>	<p>X</p>
<p>Task 14.3 232X - Activity Code Securement</p> <p>Demonstrate an understanding of Securement- § 232.103 (n).</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 14.1. • Accompany an experienced inspector on three observations of equipment for proper securement. <p>The new inspector will:</p>	<p>On three occasions, and to 95% accuracy, determine if the locomotives sitting on a yard track are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Properly secured. <input type="checkbox"/> Secured properly in regards to throttle position, reverse lever, generator field switch, independent brakes, isolation switch, and automatic brake valve. <p>When sitting on a yard track are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Properly secured. <input type="checkbox"/> Secured properly in regards to throttle position, reverse lever, generator field switch, independent brakes, isolation switch, and automatic brake valve. 	<p>X</p>

<p>Task 14.4 232X - Activity Code Securement</p> <p>Demonstrate an understanding of enforcement regarding angle cocks turned at both ends - §232.103 (n).</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 14.1. • Review the guidance found in the OP Enforcement Manual regarding angle cocks turned on both ends. <p>The new inspector will:</p>	<p>On one occasion, and to 95% accuracy, explain to the experienced inspector the factors regarding compliance with angle cocks turned at both ends of equipment, including the standards to this requirement that are found in the MPE and OP Compliance Manual.</p>	<p>X</p>
<p>Task 14.5 232X - Activity Code Securement</p> <p>Demonstrate an understanding of the definition for unattended equipment.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 14.1. • Accompany an experienced inspector on one observation of equipment properly secured. <p>The new inspector will:</p>	<p>On one occasion, and to 95% accuracy:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain to the experienced inspector where to find the definition of “unattended” in §232.103 (n). <input type="checkbox"/> Why the definition of unattended equipment cannot be used in Part 218 Subpart F, via equipment in the foul. 	<p>X</p>
<p>Duty 15: Passenger Emergency Preparedness - (Part 239)</p>			
<p><u>Performance</u> <u>Tasks</u></p>	<p><u>Conditions</u> <u>Tools, Equipment, Documents</u></p>	<p><u>Standards</u> <u>Time, Completeness, or Accuracy</u></p>	<p>GS-09 to 11</p>
<p>Task 15.1 239 – Activity Code Emergency Preparedness</p> <p>Demonstrate an understanding of Part 239.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Read Part 239. • Read the OP Compliance Manual’s chapter on Part 239. • Accompany an experienced inspector on an inspection regarding Part 239. 	<p>On one occasion, and to 95% accuracy:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine if a train and/or crew is in compliance with Part 239. <input type="checkbox"/> Determine if a dispatcher is in compliance with Part 239. <input type="checkbox"/> Record the inspection on a 96 inspection report using the proper Activity Code(s), narrative, and unit counts. 	<p>X</p>

	The new inspector will:		
Duty 16: Locomotive Engineer Certification - (Part 240)			
<u>Performance Tasks</u>	<u>Conditions Tools, Equipment, Documents</u>	<u>Standards Time, Completeness, or Accuracy</u>	GS-09 to 11
<p>Task 16.1 240 – Activity Code Engineer Certification</p> <p>Demonstrate an understanding of Part 240.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Read Part 240. • Read the chapter regarding Part 240 found in the OP Compliance Manual. <p>The new inspector will:</p>	<p>Review the regulation and complete exercise 16-1 in the Self Study guide, which is included as a separate section of this OJL manual, with 100% accuracy.</p> <p>Note: The completed exercise must be reviewed by either the regional specialist or a deputy regional administrator.</p>	X
<p>Task 16.2 CERT - Activity Code Certification Card Inspections</p> <p>Demonstrate an understanding of the regulations relative to §240.223; Criteria for certificate.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 16.1 • Read §240.223. • Review in the OP Compliance Manual the guidance regarding engineer’s “possession” of a certificate. • Accompany an experienced inspector on at least two inspections regarding engineer certificates. <p>The new inspector will:</p>	<p>On at least one occasion, and to 95% accuracy, the new inspector will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine if the locomotive engineer certificate is in compliance. <input type="checkbox"/> Explain to the experienced inspector FRA’s policy regarding an engineer who does not have the certificate in his/her possession. <input type="checkbox"/> Explain what is required if an engineer does not have their certificate with them. 	X
<p>Task 16.3 240 – Activity Code OCRB</p> <p>Demonstrate an understanding</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Completed Task 16.1. • Read Part 240 Subpart E. • Email a current or previous 	<p>Review the OCRB summary and then write a short memo to the OCRB member explaining their thoughts regarding the summary’s findings.</p>	X

<p>of § 240.401(a) relative to the petition process for review of railroads revocation of certifications.</p>	<p>member of the Locomotive Engineer Review Board (LERB) or Operating Crew Review Board (OCRB) to obtain a summary regarding an engineer's appeal.</p> <p>The new inspector will:</p>		
<p>Task 16.4 240 – Activity Code Revocation Records</p> <p>Demonstrate an understanding of the regulations relative to Part 240.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 16.1. • Accompany an experienced inspector on at least two inspections of revocation records. <p>The new inspector will:</p>	<p>On one occasion, and to 90% accuracy:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain to the training inspector the differences between a “suspended” and “revoked” certificate. <input type="checkbox"/> Explain the recordkeeping requirements for a railroad that has reduced the revocation period. 	X
<p>Task 16.5 240 – Activity Code Check Rides</p> <p>Demonstrate an understanding of the regulations relative to Part 240.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 16.1. • Accompany an experienced inspector on at least two inspections of records regarding monitoring or skills check rides. <p>The new inspector will:</p>	<p>On two occasions, and to 95% accuracy:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review a monitoring ride record and/or a skill rides record. <input type="checkbox"/> Accurately record the inspection on a 96 inspection report using the proper unit and subunit counts. 	X
<p>Task 16.6 240 – Activity Code Training Programs</p> <p>Demonstrate an understanding of how to review a Part 240 Training Program.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 16.1. • Review the Part 240 training program for a specific railroad. <p>The new inspector will:</p>	<p>On one occasion, and to 95% accuracy:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain to the training inspector the requirements that an RCO instructor to be in a position to take immediate action when the student RCO is operating the equipment. <input type="checkbox"/> Explain why the RCO student riding on the side of a railroad car raises concerns that the RCO instructor 	X

		may not be in a position to take immediate action.	
<p>Task 16.7 240 – Activity Code Training Programs</p> <p>Demonstrate an understanding of how to review a Part 240 Training Program.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 16.1. • Complete Task 16.6. <p>The new inspector will:</p>	<p>On one occasion, and to 95% accuracy:</p> <p>Explain to the training inspector the expectations of an OP inspector that finds issues regarding the implementation of the railroad’s Part 240 training program, and the expectations of an OP inspector that finds issues with the railroad’s written Part 240 training program itself.</p>	X
Duty 17: Conductor Certification - (Part 242)			
<u>Performance</u> Tasks	<u>Conditions</u> Tools, Equipment, Documents	<u>Standards</u> Time, Completeness, or Accuracy	GS-09 to 11
<p>Task 17.1 242 – Activity Code Conductor Certification</p> <p>Demonstrate an understanding of Part 240.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Read Part 242. • Read the chapter regarding Part 242 found in the OP Compliance Manual. <p>The new inspector will:</p>	<p>Explain to the experienced inspector the difference between Part 242 and Part 240 regarding Part 218 Subpart F revocations, including the revocation periods.</p>	X
<p>Task 17.2 CERT - Activity Code Certification Inspections</p> <p>Demonstrate an understanding of the regulations relative to the conductor’s certificate.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 17.1. • Review in the OP Compliance Manual the guidance regarding “possession” of a certificate. • Accompany an experienced inspector on at least two inspections regarding 	<p>On at least one occasion, and to 95% accuracy, the new inspector will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine if the conductor’s certificate is in compliance. <input type="checkbox"/> Explain to the experienced inspector FRA’s policy regarding a conductor who does not have the certificate in his/her possession. <input type="checkbox"/> Explain what is required if the 	X

	<p>conductor's certificates.</p> <p>The new inspector will:</p>	<p>conductor does not have their certificate with them.</p>	
<p>Task 17.3 242 – Activity Code OCRB</p> <p>Demonstrate an understanding of the petition process for review of railroads revocation of certifications.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Completed Task 17.1. • Read Part 242 Subpart F. • Email a current or previous member of the Operating Crew Review Board to obtain a case summary regarding a crew's appeal to the FRA. <p>The new inspector will:</p>	<p>Review the OCRB summary and then write a short memo to the OCRB member explaining their thoughts regarding the case summary's findings.</p>	X
<p>Task 17.4 242 – Activity Code Revocations</p> <p>Demonstrate an understanding of the regulations relative to Part 242 revocations.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 17.1. • Accompany an experienced inspector on at least two inspections of revocation records. <p>The new inspector will:</p>	<p>On one occasion, and to 90% accuracy:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain to the training inspector the differences between a "suspended" and "revoked" certificate. <input type="checkbox"/> Explain the recordkeeping requirements for a railroad that has reduced the revocation period for 218 Subpart F noncompliance. 	X
<p>Task 17.5ty Code Territorial Qualifications</p> <p>Demonstrate an understanding of the regulations relative to Part 242.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 17.1. • Review the Job Aid for persons assisting conductors in unqualified territory. <p>The new inspector will:</p>	<p>On two occasions, and to 95% accuracy:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain the requirements for assisting a conductor in unqualified territory on other than main track. <input type="checkbox"/> Explain the requirements for assisting a conductor in unqualified territory on a main track. 	X
<p>Task 17.6 242 – Activity Code</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 17.1. 	<p>On one occasion, and to 95% accuracy:</p>	X

<p>Training Programs</p> <p>Demonstrate an understanding of how to review a Part 242 Training Program.</p>	<ul style="list-style-type: none"> Review the Part 242 training program for a specific railroad. <p>The new inspector will:</p>	<input type="checkbox"/> Explain to the training inspector how to obtain the Part 242 Program submitted to the FRA.	
<p>Task 17.7 242 – Activity Code Training Programs</p> <p>Demonstrate an understanding of how to review a Part 242 Training Program.</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> Complete Task 17.1. Complete Task 17.6. <p>The new inspector will:</p>	<p>On one occasion, and to 95% accuracy:</p> <input type="checkbox"/> Explain to a qualified inspector the expectations of an OP inspector that finds issues regarding the implementation of the railroad's Part 242 training program, and the expectations of an OP inspector that finds issues with the railroad's written Part 242 training program itself.	X
Duty 18: Complaint Investigation			
<u>Performance Tasks</u>	<u>Conditions</u> <i>Tools, Equipment, Documents</i>	<u>Standards</u> <i>Time, Completeness, or Accuracy</i>	GS-09 to 11
<p>Task 18.1 Handling complaints</p> <p>Demonstrate an understanding of the FRA complaint investigation procedures.</p>	<p>Given the opportunity to:</p> <ul style="list-style-type: none"> Receive coaching by an experienced inspector. Review of the FRA policy regarding complaints in the FRA General Manual. Review information found in the OP Compliance Manual regarding complaints and exposing the names of complaints in violation or inspection reports. 	<p>On one occasion, and to 95% accuracy, orally describe to the satisfaction of the experienced inspector the following:</p> <input type="checkbox"/> The sources of complaints, e.g., employees, the general public, and other sources. <input type="checkbox"/> The categories of complaints, e.g., verbal, formal, and congressional. <input type="checkbox"/> The associated paperwork and documentation that might provide evidence regarding actions and events related to complaints.	X

	<ul style="list-style-type: none"> Review four complaints provided by the Regional Specialist. <p>The new inspector will:</p>	<input type="checkbox"/> The FRA Policy on providing names of the person(s) who generated the complaint. <input type="checkbox"/> The FRA enforcement policy and complaint procedures found in the FRA General Manual and FRA OP Manual.	
<p>Task 18.2 Complaint's confidentiality</p> <p>Demonstrate an understanding of FRA's policy regarding maintaining confidentiality of the complaint's name.</p>	<p>Given the opportunity to:</p> <ul style="list-style-type: none"> Receive coaching by an experienced inspector. Review of the FRA policy regarding complaints in the FRA General Manual. Review information found in the OP Compliance Manual regarding complaints and exposing the names of complaints in violation or inspection reports. Review four complaints provided by the Regional Specialist. <p>The new inspector will:</p>	<p>On one occasion, and to 95% accuracy, orally describe to the satisfaction of the experienced inspector the following:</p> <input type="checkbox"/> What is required before FRA can expose information obtained by any person in the railroad industry. <input type="checkbox"/> The process for vetting a Report of Interview. <input type="checkbox"/> The FRA Policy on providing names of the person(s) who provided information to FRA either from formal complaints or from inform conversations with railroad employees.	X
Duty 19: Enforcement Options – (Part 209, Appendix A/General Manual/OP Manual)			
<u>Performance</u> <u>Tasks</u>	<u>Conditions</u> <u>Tools, Equipment, Documents</u>	<u>Standards</u> <u>Time, Completeness, or Accuracy</u>	GS-09 to 11
<p>Task 19.1 Enforcement Options</p> <p>Demonstrate an understanding of FRA policy regarding the use of an inspector's enforcement</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> Review Part 209, Appendix A. Review the FRA General Manual. Review the FRA OP 	<p>Review the regulation and complete exercise 19-1 in the Self Study guide, which is included as a separate section of this OJL manual, with 100% accuracy.</p>	X

options, such as an Individual Liability (IL) or Remedial Action.	Compliance Manual regarding Remedial Action on inspection reports. The new inspector will:		
Duty 20: Focused Inspection Process (FIP)			
<p><u>Task 20.1</u> FIP Charting</p> <p>Demonstrate the ability to create FIP charts.</p> <p>Note: This task will be repeated throughout the training process. It is recommended that the qualified inspector require the new inspector to reference this FIP material as often as possible so that this task can be practiced to proficiency.</p>	<p>Given an opportunity to review at least three separate inspector's FIP charting.</p> <p>The new inspector will:</p>	<p>Demonstrate his/her ability to create or continue the FIP charting for the territory assigned to them, using the guidelines provided in Chapter 18 of the OP Enforcement Manual.</p>	X
<p><u>Task 20.2</u> FIP Charting used to determine future 217P and 217T Inspection Activity.</p> <p>Note: This task will be repeated throughout the training process. It is recommended that the qualified inspector require the new inspector to reference this FIP material as often as</p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 20.1. • Be given a demonstration by an experienced inspector performing an analysis of the FIP charts to narrow the scope of operational testing that will be reviewed (217P). • Be given a demonstration by an experienced inspector performing an analysis of the FIP charts to determine which 217T 	<p>To the 90% satisfaction of the qualified inspector, complete the following:</p> <p><input type="checkbox"/> Use FIP Charting to narrow the scope of the ops testing data reviewed by identifying the testing locations, types, and times, the review should include so that if can be used to determine the best FRA efforts designed to reduce incidents and noncompliance.</p>	X

<p>possible so that this task can be practiced to proficiency.</p>	<p>inspections to accompany railroad managers on, and at which locations.</p> <p>The new inspector will:</p>	<p><input type="checkbox"/> Explain how using the FIP combined with 217P and 217T will assist FRA inspectors in ensuring railroad managers are enforcing operating rules that directly affect compliance issues identified by analyzing the FIP charting. This includes FIP identified;</p> <p><input type="checkbox"/> Accident trends <input type="checkbox"/> Injury trends <input type="checkbox"/> FRA inspection deficiencies.</p>	
<p>Task 20.3 FIP Charting used to bring an issue to remedy.</p> <p><i>Note: This task will be repeated throughout the training process. It is recommended that the qualified inspector require the new inspector to reference this FIP material as often as possible so that this task can be practiced to proficiency.</i></p>	<p>Given an opportunity to:</p> <ul style="list-style-type: none"> • Complete Task 20.1. • Be given a demonstration by an experienced inspector performing an analysis of the FIP charts to identify root causes that are responsible for increases of accident trends, noncompliance, and/or injuries. • Be given a demonstration by an experienced inspector developing a straw plan that will assist in FRA ensuring railroad managers, labor leaders, railroad employees, and FRA inspectors, are addressing the behaviors that are causing the issues identified in the FIP analysis. • Be given a demonstration by an experienced inspector on how to conduct follow-up FIP reviews 	<p>To the 75% satisfaction of the qualified inspector, complete the following:</p> <p><input type="checkbox"/> Use the FIP Charting to identify root causes.</p> <p><input type="checkbox"/> Use the FIP Charting to create a straw man plan regarding FRA resources focused on lowering incidents, noncompliance, and injuries.</p> <p><input type="checkbox"/> Present FIP findings and the straw man plan to the regional specialist.</p>	<p>X</p>

	<p>and re-inspections to determine if the straw man plan was successful, and adjust as necessary.</p> <ul style="list-style-type: none"> • Be given a demonstration by an experienced inspector on how to present the FIP findings to the regional specialist. <p>The new inspector will:</p>		
Duty 21: FRA General Manual			
<u>Performance Tasks</u>	<u>Conditions Tools, Equipment, Documents</u>	<u>Standards Time, Completeness, or Accuracy</u>	GS-09 to 11
<p><u>Task 21.1</u> FRA General Manual: RADAR</p>	<p>Given an opportunity to: Review of the FRA General Manual, Chapter 3; RADAR, and information in the current OP Manual regarding FRA's RADAR policy. The new inspector will:</p>	<p>To 90% accuracy, explain to the training inspector the requirements for an FRA inspector to be "qualified" to use FRA RADAR equipment.</p>	X
<p><u>Task 21.2</u> FRA General Manual: Regulatory Jurisdiction</p>	<p>Given an opportunity to: Review of the FRA General Manual, Chapter 3; Remedial Action, Safety Policy Regarding Plant and Port Railroads, and the decision tree for tourist railroads. The new inspector will:</p>	<p>To 90% accuracy, explain to the training inspector an overview of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The details regarding FRA's jurisdiction over Plant Railroads and Tourist Railroads (decision tree). <input type="checkbox"/> Remedial Action. 	X
<p><u>Task 21.3</u> FRA General Manual: Civil Penalties</p>	<p>Given an opportunity to: Review of the FRA General Manual, Chapter 3; specifically that which covers guidance on when to use civil</p>	<p>To 90% accuracy, explain to the training inspector an overview of the FRA Policy regarding an inspector's decision to use a specific enforcement tool.</p>	X

	penalties. The new inspector will:		
<u>Task 21.4</u> FRA General Manual: Handling Deterrents to Inspections	Given an opportunity to: Review of the FRA General Manual, Chapter 2; specifically that which covers the method field inspectors handle deterrents to inspections. The new inspector will:	To 90% accuracy, explain to the training inspector an overview of the FRA Policy regarding an inspector being denied unannounced inspections on a railroad.	X
<u>Task 21.5</u> LTO - Activity Code	Given an opportunity to: Review of the FRA General Manual, Chapter 5; Complaint and Waiver Investigations, and to review the standards for the RISPC Activity Code – LTO. The new inspector will:	To 90% accuracy, explain to the training inspector an overview of the FRA Policy regarding: <input type="checkbox"/> Confidentiality of information provided to FRA Inspectors during LTO discussion. <input type="checkbox"/> Confidentiality of information provided to FRA Inspectors during informal interviews. <input type="checkbox"/> Confidentiality of information provided to FRA Inspectors during verbal complaints. <input type="checkbox"/> Confidentiality of information provided to FRA Inspectors during formal written complaints. <input type="checkbox"/> Why FRA does not use Activity Code LTO for documenting attending Union Meetings.	X

**RELATED INSTRUCTION OUTLINE
RAILROAD SAFETY INSPECTOR
O*NET-SOC CODE: 53-6051.07 RAPIDS CODE 2035HY**

Duties, Tasks, Conditions, and Standards

Duty 1: Report Inspection Findings

Duty 2: Dashboard and FRA Secure site

Duty 3: Roadway Worker Protection (RWP - Part 214)

Duty 4: Railroad Operating Rules (Part 217)

Duty 5: Perform On Board Train Inspections

Duty 6: Apply Blue Signal Regulations (Part 218 Subpart B)

Duty 7: Federal Operating Rules (Part 218 Subpart F)

Duty 8: Drug and Alcohol - (Part 219 and Part 40)

Duty 9: Radio Rules - (Part 220)

Duty 10: Rear End Markers - (Part 221)

Duty 11: Use of Train Horns - (Part 222)

Duty 12: Accident and Injury Reporting - (Part 225)

Duty 13: Hours of Service law and Reporting - (Part 228)

Duty 14: Securement of Non-passenger Trains (Part 232)

Duty 15: Passenger Emergency Preparedness - (Part 239)

Duty 16: Locomotive Engineer Certification - (Part 240)

Duty 17: Conductor Certification - (Part 242)

Duty 18: Complaint Investigation

Duty 19: Enforcement Options

Duty 20: Focused Inspection Process (FIP)

Duty 21: FRA General Manual