



Canada

Proficiency Test Codes and Descriptions

for

Train & Engine Employees

Including:

CROR Tests (Operating Proficiency Tests)

GOI Tests (Operating Proficiency Tests)

Safety Rule Book Tests (Safety Proficiency Tests)

Safety Tracking

Table of Contents

All rules are listed below by name and by test code. Within each rule, there are a series of numbered steps/test failure conditions that must be adhered to in order for the employee being tested to receive a PASS. If one of these steps/conditions is not adhered to, the employee being tested shall receive a FAIL in the pass/fail column of the Compliance Assurance Monitoring System (CAMS). In the 'Action Taken' column, use your own discretion as to what type of coaching and/or discipline is needed.

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***Asterisk indicates retest required within 3 months of a failed test**

The CAMS system contains personal employee information that can only be used for bonafide business purposes. In using this system, you are bound by CP's Code of Business Ethics and all applicable Privacy laws. By securing access to CAMS for others who report to you, you are also accepting responsibility for their actions.

CP Code of Business Ethics

PRIVACY PROTECTION

CP and its employees have a duty to protect the privacy of personal information.

The protection of personal information is mandated by law. Employees shall protect the privacy of, and handle, personal information about employees of CP and other individuals with whom it has dealings, in accordance with CP policies and applicable law.

For additional information regarding privacy protection, refer to CP Policy 1804 - Privacy of Information.

INTRODUCTION

PROFICIENCY TESTS PLAY A VITAL ROLE IN CANADIAN PACIFIC SAFETY AND RULES TRAINING PROGRAMS. TO BE EFFECTIVE IT REQUIRES THE CONSTANT COOPERATION AND PERSONAL EFFORT OF ALL OFFICERS CONCERNED.

The objectives of proficiency testing are:

- a) to reduce human-failure incidents to a minimum;
- b) to improve employee compliance with safety and operating rules;
- c) to ensure rules and operating practices are clearly written and understood;
- d) to ensure employee training programs are effective and address critical issues;
- e) to provide a measure of compliance and performance; and
- f) to achieve and maintain the highest possible degree of employee and operational safety.

All officers must observe compliance with all company rules, policies, special instructions and operating instructions during routine supervisory duties. Managers cannot be indifferent to violations. Managers must clearly and firmly indicate to employees that Canadian Pacific requires full compliance.

A proficiency test is a planned procedure to evaluate compliance with rules, instructions and procedures, with or without the employee's knowledge. Testing is NOT intended to entrap an employee into making an error, but is used to measure proficiency (knowledge and experience) and to isolate areas of non-compliance for immediate corrective action. Proficiency testing is also not intended to be a discipline tool. While this may be the corrective action required, depending on the frequency, severity and the employee's work history, education and mentoring will often bring about more desirable results.

Each Stratum 3 Manager is responsible for ensuring that officers' conduct an appropriate level of proficiency testing.

This booklet is divided into the following sections:

- CROR Tests (Operating Proficiency Tests)
- GOI Tests (Operating Proficiency Tests)
- Safety Rule Book Tests (Safety Proficiency Tests)
- Safety Plan Tracking

In some of the sections listed above the tests have been grouped into modules to assist in selecting similar tests when observing specific operations within CP.

There are certain tests that have been identified as critical tests and are identified below. Critical tests are defined as such because of the potential for serious or fatal accidents when not complied with. When an employee fails an identified critical test he/she must be retested within 3 months.

The follow are the critical tests contained within this booklet:

CROR/GOI

- CRBRAKE-LO Verifying locomotive brake test procedures
- CRGRA Operating documents required on duty
- CRGRAED USE OF ELECTRONIC OR ELECTRICAL DEVICES
- CRGRC VERBAL CONFIRMATION BETWEEN CREW MEMBERS
- CRGRN Use of approved abbreviations
- CRHBD I GOI SECTION 5 STOPS TO INSPECT AN INDICATED DEFECT WHEN AN HBD BROADCASTS AN ALARM
- CRHBD II GOI SECTION 5 DOCUMENTS AND REPORTS ALL HBD ALARMS AND RESULTS OF INSPECTIONS
- CRHBRELEAS GOI SECTION 14 ITEM 1.6 DOES NOT MOVE CARS UNLESS HAND BRAKES ARE FULLY RELEASE
- CRTRNSTND GOI SECTION 14 ITEM 2.0 LEAVING A PORTION OF A TRAIN LEFT STANDING WITH AIR BRAKES

- CRSBUINSTL GOI SEC 6 ITEM 20.1 APPLIES THREE POINT PROTECTION WHEN TESTING INSTALLING OR
- CRTILTRCLS RCLS TILT TEST
- CRUNATLOCO GOI SECTION 14 ITEM 4.2 LEAVING A LOCOMOTIVE UNATTENDED WITH ENGINE RUNNING OR

Safety

- CRT6 COUPLING AND UNCOUPLING
- CRT8 CROSSING OVER RAIL EQUIPMENT
- CRT9 DERAILED
- CRT11 ENTRAINING AND DETRAINING EQUIPMENT
- CRT23 RESTRICTED AND CLOSE CLEARANCES
- CRT24 RIDING EQUIPMENT
- CRT24TC RIDING EQUIPMENT, TANK CAR
- CRTJOB1 JOB BRIEFING
- CTR 27 Three Point Protection

Instructions for Conducting Proficiency Tests

1. Each test shown in this book is a guide to evaluating a particular requirement of a rule or special instruction. The guide should be followed as closely as practicable in an effort to establish system uniformity.

Officers must not make any hazardous tests. For example, the reversing of a main track switch or the changing of a switch reflectorized target.

3. Proficiency tests must be conducted regularly throughout each month. Officers who supervise operations that take place on a 24 hour or shift basis must conduct tests during all working hours on a proportional basis. All tests must be conducted under actual working conditions.
4. When it is necessary for the officers to display a STOP signal (CROR Rule 439 or red flag/fusee), such STOP signal must be given so that it can be plainly seen by an approaching train or engine from not less than 300 yards. The officer must be in position to display the Stop signal before such movement comes into view.
5. Proficiency tests must be reported into the Compliance Assurance Monitoring System (CAMS). To use the CAMS Proficiency test system, go to the following public shared drive. In the General Instructions folder there is a self-help manual that will provide all required information:



Shortcut to CAMS.lnk

6. Generally, it is advisable for more than one Manager to be present when tests are conducted so that the actions of crews can be firmly established. If more than one officer is involved with conducting a test, both the primary and assisting officer must be reported in CAMS.
7. Each employee must, when practicable, be orally advised after the proficiency test has been conducted involving that employee, in both pass and fail situations. Immediate feedback is of the utmost importance; therefore the advice must be given as soon as possible after the test. Advice may also be followed up with notification given in writing.

Note: InfoGrams and Video Mini Lessons mentioned in this document can be found on Rail City through the Safety, Environment and Regulatory homepage.

Please do not view the videos and PDFs directly over the network, download them to your computer and view them from that location instead. Our network resources are limited, therefore you are less likely to encounter runtime or lag errors if you view the content locally.

CRGRA Operating Documents Required on Duty

Test Code CRGRA

Purpose:

To ensure crews (or other designated employees) are in possession of the required operating documents while on duty.

Rule Tested:

General Rule A (ii), (vii) and SSI Relating to General Rule A

Procedure:

Require every employee in any service connected with movements, handling of main track switches equipped with a lock and protection of track units shall have a copy of the following accessible while on duty.

Test Failure:

One or more of the following documents are not accessible:

- ✓ Canadian Rail Operating Rules (CROR) (Effective May 28, 2008)
- ✓ General Operating Instructions
- ✓ Current time table and any supplements in effect
- ✓ Summary Bulletin
- ✓ Safety Rule Book for Field Operations
- ✓ Emergency Response Guidebook

- Note:**
- (i) Train crews on VIA passenger trains must have current Passenger Train Information (PTI) accessible while on duty.
 - (ii) Train and transfer crews must have the Canadian Rail Incident Investigation Guideline.
 - (iii) Crew members must also be in possession of a completed copy of all job briefing and departure checklists as required by local instructions.

Following document is not carried while on duty:

- ✓ Valid certificate of qualification, including Dangerous Goods Certificate of Training (note expiry date) duly signed by the employee)

CRGRAED Use of Electronic or Electrical Devices*

Test Code CRGRAED

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Ensure running trades employees are storing and using personal electronic devices, or company provided electronic devices as per General Rules A(xi), (xii) and related SSI.

Rule Tested:

General Rules A(xi), (xii) and related SSI.

Preparation:

When conducting this test actual operating conditions are to be observed.

Ask or observe crew members to ensure that personal electronic devices, including wireless communication devices, are not being used, are turned off, and are not stored in sight or on their person.

Procedure:

Observe and/or question in order to determine that the operating crew is in compliance with the requirements of General Rules (xi), (xii) and related SSI, paying particular attention to the use of electronic devices being used.

Note: Compliance with the requirements of these rules and related SSI will only be determined through observation or answers provided. A supervisor is prohibited from requesting that the employee produce an electronic device to determine whether or not it is turned on or properly stored.

Test Failure:

- ✓ **Any personal entertainment or electronic devices are in use, turned on, do not have ear pieces removed, or are stored in sight or on the individual, other than provided by exception.**
- ✓ **The employee controlling the track unit uses railway provided electronic devices:**
 - (i) **for other than business purpose;**
 - (ii) **While in motion; or**
 - (iii) **While any employee is on the track unit outside of the cab, or on the ground for work related activities**
- ✓ **Other employees using a railway provided electronic device:**
 - (i) **for other than business purpose;**
 - (ii) **without having a safety briefing or when it distracts from their other duties;**
 - (iii) **when fouling a track, operations are not suspended or when other safety duties are required**

CRGRC Verbal Confirmation Between Crew Members*

Test Code CRGRC

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure information regarding work activities is verbally communicated between crew members and confirmed to be properly understood.

Rule Tested:

SSI General Rule C(i) - *Verbal Confirmation between Crew Members*

Preparation:

The conducting Manager must be in position to monitor communication between crew members, either by radio or personal contact.

Procedure:

Crew members are jointly responsible to make verbal communication between each other and confirm it is properly understood whenever any of work activities as prescribed by this special instruction apply to them.

Test Failure:

Crew members fail to verbally communicate and/or confirm one or more of the following activities:

- ✓ hand operated switches(including those of a crossover)are lined and/or locked, confirming route to be used
- ✓ derails are required to be handled and/or locked
- ✓ hand brakes are applied or released
- ✓ when pushing equipment
- ✓ when entering a track with restricted clearance
- ✓ when cars are left in the vicinity of the fouling point with another track
- ✓ before entering a class track in a hump yard
- ✓ before entering a main track
- ✓ Immediately after passing a hot box detector, confirming the message
- ✓ Other crews - when switching on the same track as another crew. In such case, both crews must have a clear understanding of moves to be made

IMPORTANT: The verbal communication must take place even in the case where crew members remain in view.

CRGRN Use of Approved Abbreviations

Test Code CRGRN

Purpose:

To ensure that only authorized abbreviations are used when copying instructions required in writing.

Rule Tested:

General Rules N and SSI

Procedure:

Verify by reviewing authorities issued by the RTC and copied by the crew of the movement that no unauthorized abbreviations have been used.

Test Failure:

An employee uses an abbreviation not specified below:

ABS	Automatic Block Signal System	Ack	Acknowledgement
AWD	Automatic Warning Devices	B/E CTC Sign	Begin/End CTC Sign
C L	Cautionary Limits	B/E MT Sign	Begin/End Main Track Sign
Cndr	Conductor	C L Sign	Cautionary Limit Sign
Com	Complete	Sdg	Siding
CTC	Centralized Traffic Control System	SI	Special Instruction
DOB	Daily Operating Bulletin	SSI	System Special Instruction
ECM	Electronic Communications Method	sub	Subdivision
eng	Engine	swt	Switch
TGBO	Tabular General Bulletin Order	enr	Locomotive engineer
HBD	Hot Box and Dragging Equipment Detector	TIBS	Train Information Braking System
FIT	Field Information Terminal	TOP	Track Occupancy Permit(s)
frmn	Foreman	Trnm	Trainman
Frnt	Freight	Tsfr	Transfer
GBO	General Bulletin Order(s)	Wk	Work
Exp	Express	TU	Track Unit.
Int	Interlocking	xover	Crossover
Jct	Junction	xing	Crossing
LCS	Local Control Switch	N	North
MPH	Miles per hour	W	West
MP	Mile Post	E	East
NA	Not Applicable	S	South
OCS	Occupancy Control System	NMT	Non-main Track
psgr	Passenger	no	Number
RTC	Rail Traffic Controller	rpt	Repeat
PDST	Pacific Daylight Saving Time	SNS	Station Name Sign
MDST	Mountain Daylight Saving Time	CDT	Central Daylight Time
CDST	Central Daylight Saving Time	EDT	Eastern Daylight Time
EDST	Eastern Daylight Saving Time	PST	Pacific Standard Time
PDT	Pacific Daylight Time	MST	Mountain Standard Time
MDT	Mountain Daylight Time	CST	Central Standard Time
		EST	Eastern Standard Time

CR2 Using an Approved Watch and That it Reflects the Correct Time

Test Code CR2

Purpose:

To ensure that every conductor, assistant conductor, locomotive engineer, pilot, foreman, snowplow foreman and such other employees as the company may direct, shall, when on duty, uses a reliable watch that indicates hours, minutes and seconds in the twenty four hour system and shall;

- (i) be responsible to ensure that it is kept in proper working condition so that it does not reflect a variation of more than thirty seconds in a twenty-four (24) hour period;

Rule Tested:

Rule 2 - Watches and SSI

Procedure:

Each crew member of a movement must use a railway approved watch. The watch must not reflect a variation of more than thirty seconds.

Test Failure:

- ✓ **A crew member of a movement is not using a watch that indicates hours, minutes and seconds in the 24 hour system**
- ✓ **The approved watch reflects a variation of more than thirty seconds.**

CR11 Fusees

Test Code CR11

Purpose:

To ensure that a movement approaching a red fusee burning on or near its track, or beyond the nearest rail of an adjacent track, proceeds at reduced speed to a point two miles beyond the location of the fusee. If moving at other than reduced speed, a movement must immediately reduce to that speed.

Rule Tested:

Rule 11

Preparation:

Place a fusee on or near the track on which a movement will operate, or beyond the nearest rail of an adjacent track and in position where it can be plainly seen by the crew of the approaching movement.

NOTE: A fusee should not be placed on a public crossing at grade or where it may cause fire.

Procedure:

Movement need not STOP, but if moving at other than REDUCED speed, must immediately reduce to that speed. REDUCED speed must be observed to a point two miles beyond the location of the fusee. A sufficient distance must be allowed to enable the locomotive engineer to reduce speed to REDUCED speed.

Note: Stop hand signal 12(a)(i) may be given with a RED flag by day or RED fusee by night, at the point of one-half the range of vision, to ensure REDUCED speed is being observed.

When it is necessary for the Manager to display a STOP signal, such STOP signal should be given so that it can be plainly seen by an approaching movement from not less than 300 yards, if possible. The officer must be in position to display the Stop signal before such movement comes into view.

Test Failure:

The crew of a movement fails to:

- ✓ immediately reduce to reduced speed
- ✓ comply with reduced speed for two miles beyond the location of the fusee

CR14I>44 Engine Whistle Signals Exceeding 44 MPH

Test Code CR14I>44

Purpose:

Ensure when a movement is approaching a public crossing at grade, that whistle signal 14(I) is sounded when required.

Rule Tested:

Rule 14(I)

Preparation:

The conducting officer must be in position in the vicinity of a public crossing at grade to check the approach of a movement exceeding 44 MPH to the crossing.

Procedure:

At public crossings at grade and every whistle post: Trains exceeding 44 MPH must sound whistle signal ¼ mile before the crossing, to be prolonged or repeated , until the crossing is fully occupied.

Engine bell need not be rung when engine whistle signal 14(I) is sounded.

Test Failure:

- ✓ **The crew of a movement approaching a public crossing at a speed greater than 44 MPH fails to sound whistle signal 14(I) from the whistle post, or prolong or repeat until the crossing is fully occupied**

CR14I<44 Engine Whistle Signals Not Exceeding 44 MPH

Test Code CR14I<44

Purpose:

Ensure when a movement is approaching a public crossing at grade, that whistle signal 14(I) is sounded when required.

Rule Tested:

Rule 14(I)

Preparation:

The conducting officer must be in position in the vicinity of a public crossing at grade to check the approach of a movement operating at less than 44 MPH to the crossing.

Procedure:

At public crossings at grade *and every whistle post*: Movements operating at 44 MPH or less must sound whistle signal to provide 20 seconds warning before entering the crossing and continuing to sound whistle signal until crossing is fully occupied.

Engine bell need not be rung when engine whistle signal 14(I) is sounded.

Note: Compliance with the requirements of Rules 13, 14, as detailed above is to be counted as one test only.

Test Failure:

- ✓ **The crew of a movement approaching a public crossing fails to sound whistle signal 14(I) to provide 20 seconds warning before the crossing and continuing to sound whistle signal until crossing is fully occupied.**

CR19 Display of Ditch Lights

Test Code CR19

Purpose:

Ensure ditch lights are displayed continuously in the direction of travel of a train or transfer when the headlight is required to be displayed full power.

Rule Tested:

Rule 19

Procedure:

Check to confirm that ditch lights are displayed continuously on the main track, except when:

- (i) approaching or being approached by an opposing movement;
- (ii) on a passenger carrying train, approaching a location where a stop is to be made to receive or discharge passengers;
- (iii) facing oncoming vehicles at night which may be affected on adjacent roadways; or
- (iv) weather conditions cause the vision of the operating crew to be impaired.

Test Failure:

- ✓ **Except when permitted by rule, the crew of a movement fails to display ditch lights when the headlight is required to be displayed full power**

CR26 Encountering a Blue Signal, Does not Pass nor Block the View of it*

Test Code CR26

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Ensure that equipment protected by a blue flag is not coupled to or moved and that other equipment is not be placed on the same track which will block a clear view of the blue signal(s), without first notifying the workmen.

Rule Tested:

Rule 26

Preparation:

Place a blue flag by day, and in addition a blue light by night at one or both ends of a piece of equipment, when it can be determined in advance that a crew has been instructed to move or couple to such equipment.

Procedure:

Blue flag by day, and blue light by night, must not be removed except by the same class of workmen (Manager) who has displayed the blue signal.

Test Failure:

The crew of a movement approaching equipment protected by a blue flag:

- ✓ Fails to stop clear of the blue flag and/or couples to equipment
- ✓ Places equipment on the same track which will block a clear view of the blue signal(s) without first notifying the workmen
- ✓ Fails to remain on the track until the workmen have relocated the blue signal to include the equipment

CR34 Fixed Signal Recognition

Test Code CR34

Purpose:

To ensure the CTC Signal record form is completed as required.

Rule Tested:

Rule 34 and related SSI

Preparation:

The conducting officer must verify proper use of the CTC Signal Record by observing the conductor record the information or by comparing the record alongside provided CTC logs.

Procedure:

In CTC - Once each block or applicable interlocking signal name has been acknowledged as correct by the person controlling the locomotive, immediately after the leading end of the movement passes such signal, the conductor must record the following information on the CTC Signal record:

- Signal name;
- Check mark to confirm the broadcast required by Rule 578 was complied with;
- The time the signal was passed; and
- Record "Y" or "N/A" to indicate that a job briefing on any signal restriction has been conducted. NOTE: All signals other than clear must indicate "Y".

Test Failure:

- ✓ **The conductor fails to complete the form for the above requirements immediately after passing each block or applicable interlocking signal in CTC**
- ✓ **The conductor fails to submit a correctly completed CTC Signal Record following a tour of duty**
- ✓ **The time indicated is not consistent with the time provided through the CTC Logs**

CR35D Checks Engine Flagging Kits for Unbroken Seals or the Required Content

Test Code CR35D

Purpose:

Verify the equipment in the flagging kit on the locomotive (and manned caboose where provided) of a movement.

Rule Tested:

Rule 35 (d) and GOI Section 15 Items 8.1 d), 8.1 i)

Preparation:

A flagman must be equipped with a red flag and eight red fusees. The presence of an unbroken seal verifies that the flagging equipment kit is properly supplied.

Note: Flagging kits may also contain other appliances such as torpedoes, required for operations in the USA.

Procedure:

Ensure flagging kits are equipped with a red flag on a staff and eight red fusees. If the kit is properly sealed, it need not be opened.

Test Failure:

- ✓ **Crew members fail to verify that the flagging equipment is fully supplied on their lead locomotive**

CR40.1 Operating on Non-Main Track Stops Before Passing a Red Signal*

Test Code CR40.1

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure proper application of Rule 40.1 by running trades employees.

Rule Tested:

Rule 40.1

Preparation:

When determined that a movement will use a non-main track, place a red flag by day, and in addition, a red light by night, between the rails with a clear view of 300 yards of the approaching movement.

Procedure:

Place a red flag by day, and in addition, a red light by night between the rails and with a clear view of 300 yards, if possible, of the approaching movement.

Test Failure:

The crew of a movement approaching fail to:

- ✓ **Stop before passing the red signal or**
- ✓ **Leave a clear view of the red signal with equipment placed on the track being protected**

CR40.2 Operating within Cautionary Limits Approaches Each Switch Prepared*

Test Code CR40.2

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure proper application of Rule 40.2 by running trades employees.

Rule Tested:

Rule 40.2 and SSI

Preparation:

If a working application is not available, the conducting officer may arrange to set up Rule 840.2 protection.

Procedure:

When proper protection has been provided as prescribed by Rule 840.2:

1. a movement approaching a switch lined and locked to prevent access to the working limits, must approach the switch prepared to stop in case the switch is not lined for the intended movement.
2. a movement approaching the red signal as prescribed by Rule 40.2 or a switch locked with a special lock as prescribed by Rule 40.2 must stop and must not enter the protected limits without instructions from the foreman, and
3. instructions issued permitting movement within the protected limits must be recorded in writing by a crew member.

Test Failure:

The crew of a movement approaching the protected limits fails to:

- ✓ stop at the red signal or
- ✓ record instructions in writing when authorized by the foreman to enter the protected limits

CR40.3 Track Work at Automatic Interlockings*

Test Code CR40.3

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure proper application of Rule 40.3 by running trades employees.

Rule Tested:

Rule 40.3 and SSI

Preparation:

If a working application is not available, the conducting officer may arrange to set up Rule 840.3 protection.

Procedure:

When proper protection has been provided as prescribed by Rule 840.3:

1. The approaching movement must stop at the governing interlocking signal displaying Stop.
2. The movement must not pass beyond the stop signal until instructions have been received from the foreman.
3. Instructions issued permitting movement within the protected limits must be recorded in writing.
4. The movement so authorized need not apply Rule 611, but must move at restricted speed to the next signal or Block End sign.

Test Failure:

The crew of a movement approaching the working limits fail to:

- ✓ **Stop at the governing interlocking signal displaying Stop**
- ✓ **Receive instructions prior to resuming movement**
- ✓ **Record instructions in writing issued permitting movement within the protected limits**
- ✓ **Move at restricted speed to the next signal or Block End sign**

CR42A Complies with Instructions Provided by a Foreman*

Test Code CR42A

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure a crew complies with instructions provided by a foreman in the application of Rule 42.

Rule Tested:

Rule 42(a) and SSI

Preparation:

At a location where Form Y GBO is in effect, have foreman instruct a movement approaching the track limits to stop at a particular identifiable location to wait for further instructions.

Procedure:

In compliance to Rule 42(a) SSI, instructions to enter or move within the protected limits must be in writing. *Prior to providing instructions, the foreman must state the status of sub-foreman. Prior to copying instructions, the crew must repeat the status of sub-foreman to the foreman.*

The instructions must be acknowledged by the foreman named before being acted upon.

Movement must have instructions in writing before entering the limits of the Form Y GBO.

Test Failure:

The crew of a movement governed by instructions from a foreman, fails to:

- ✓ Repeat status of Sub-foreman prior to writing instructions
- ✓ record the instructions in writing
- ✓ comply with the speed or any other restrictions while moving within the protection limits

CR43 Does Not Exceed the Speed Specified by Form V(1) GBO*

Test Code CR43

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure a crew complies with the speed restriction as specified by Form V GBO.

Rule Tested:

Rule 43

Preparation:

Verify with the RTC, the location of a slow track protection Rule 43 and the speed restriction on the Form V GBO.

Procedure:

Confirm green flag or flags where required are in place as required by Rule 43. Check the speed of the movement while at or between opposing green flags.

Test Failure:

✓ **The crew of the movement exceeds the specified speed at or between the green flags.**

CR44 Encounters Flag Outside Form Y Time Limits or Not in Possession of GBO

Test Code CR44

Purpose:

To ensure the crew properly applies Rule 44.

Rule Tested:

Rule 44

Preparation:

After the expiry time of a Form Y GBO (Rule 42), instruct the foreman:

1. not to remove the yellow over red signal placed 2 miles outside the track limits defined in the Form Y GBO;
2. not to remove the red signal placed at the limit stated in the Form Y GBO; and,
3. to provide an approaching movement with the following example of instruction AFTER the crew initiates communication with the foreman.

"1234 East may pass yellow over red signal at mile 10.8
and red signal at mile 9 Canada Sub and proceed."

Procedure:

The conducting officer must:

1. Take up a position at the location of the red signal governing the entry of the approaching movement to the Form Y limits; and
2. Be able to monitor the radio communication between the crew of the movement and the foreman.

On the approach to the yellow over red signal, the movement must initiate a call to the foreman. The foreman will then instruct the movement to proceed.

The movement must stop at the red flag unless authorized to proceed on the instructions received from the foreman named in the GBO. If the foreman can not be contacted, the movement must communicate with the RTC as quickly as possible and be governed by instructions received.

NOTE: The conducting officer must use discretion to ensure that the flags are not left displayed for an excessive amount of time after the Form Y GBO expires. Normally this test should be conducted no more than 30 minutes after the expiry time indicated on the Form Y GBO.

Test Failure:

The crew or a train or engine fails to:

- ✓ **Communicate with the foreman to obtain instructions when the movement encounters the yellow over red signal and/or**
- ✓ **Stop at the red signal unless instructions are received from the foreman named in the GBO**

CR83 Operating Bulletins Read and Understood and Summary Bulletin in Possession

Test Code CR83

Purpose:

To ensure that operating bulletins are read and understood, and be in possession of the current Summary Bulletin

Rule Tested:

Rule 83(b), (c)

Preparation:

The conducting office must be in position to review bulletin books at operating bulletin locations designated in the time table. Before commencing work at their home location where operating bulletins are posted or displayed, every employee responsible for the operation or supervision of movements must read and understand the operating bulletins that are applicable to the territory that they will operate on.

Procedure:

Check operating bulletin book and ascertain that the operating bulletins at a crew member's home location have been read and understood by asking the crew member a question relating to the last posted operating bulletin that effects his or her movement.

NOTE: In the application of CP - System Special Instruction to General Rule A, and CROR Rule 83(c), crew members may also be checked to verify they have a copy of the Summary Bulletin accessible while on duty.

Summary bulletins will be issued on the first of February, May, August and November

Test Failure:

- ✓ **A crew member, verified to have reported for duty at his or her home location after operating bulletins were posted, failed to read and understand each operating bulletin in effect applicable to the territory they will operate on**
- ✓ **A crew member is not in possession of the current Summary bulletin**

CR85 Uses the Proper Procedure when Transmitting and Confirming Track Location Report*

Test Code CR85

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Ensure that the crew members use the proper procedure when transmitting a track location report to the RTC.

Rule Tested:

Rule 85 and SSI

Preparation:

The conducting office must be in position to observe the conductor confirm the accuracy of the report with other crew members, record the information in writing on the prescribed form, and verify the conductor's transmission and engineer's confirmation are correct.

Procedure:

The conductor must confirm the accuracy of the report with other members of the crew, record the information in writing on the prescribed form, and when making the report must identify himself, the train designation, an exact location and time for the track release in the following form.

Transmitting

- "*Conductor (name), (train designation)
clear of (identifiable location) at (time)*";

After the location and time has been entered into the computer system by the RTC, it will be repeated from the computer screen by the RTC to the crew.

If correct, the locomotive engineer must confirm to the RTC.

e.g.:

Confirming

"(identifiable location repeated by RTC) confirmed by locomotive engineer (name)".

Note: Under circumstances where direct voice communication between the conductor and the RTC is not possible, the locomotive engineer may relay the conductor's requirements to the RTC as per Rule 123(a).

Test Failure:

The conductor:

- ✓ **Fails to confirm the accuracy of the track release report with other crew members**
- ✓ **Fails to record the information in writing on the prescribed form**
- ✓ **Fails to specify the train designation, the exact location and a time for the track release**
- ✓ **Locomotive engineer fails to confirm to the RTC, specifying the location**

CR94 Moving Within Cautionary Limits Operates According to Rule 105(C)*

Test Code CR94

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Purpose:

To ensure that a movement complies with the provisions of Rule 105(c) and SSI within cautionary limits.

Rule Tested:

Rule 94

Procedure:

Movements must operate at Reduced speed as per Rule 105(c), i.e. prepared to stop within one-half the range of vision of equipment or a track unit, or stop short of maintenance equipment foul of the track.

Note: Stop hand signal 12(a)(i) may be given with a RED flag by day or lighted RED fusee by night, at the point of one-half the range of vision, to ensure speed as required by Rule 105(c) is being observed.

When it is necessary for the officers to display a STOP signal, such STOP signal should be given so that it can be plainly seen by an approaching movement from not less than 300 yards, if possible. The officer must be in position to display the Stop signal before such movement comes into view.

Test Failure:

- ✓ **Movement fails to stop at a Stop hand signal 12(a)(i) given with a RED flag by day or lighted RED fusee by night, at the point of one-half the range of vision, to ensure Reduced speed as per Rule 105(c) is being observed**

CR94.1 Additional Restrictions in Cautionary Limits

Test Code CR94.1

Purpose:

To ensure that a movement is able to stop at a switch not properly lined while operating in cautionary limits. Unless otherwise specified in special instructions, in the application of Rule 105(c) as required by Rule 94, a movement must also be prepared to stop short of a switch not properly lined

Rule Tested:

Rule 94.1

Preparation:

The conducting officer must arrange to reverse a main track switch within cautionary limits, simulating the application of Rule 840.2

“each switch must be locked with a special lock in the position which will prevent a movement from operating on the portion of track where work is to be performed;...”

Procedure:

The conducting officer should be positioned to turn the switch against the intended movement, prior to:

- the movement coming into view of the switch; and,
- the crew's initial movement over the switch.

Preferably a switch governing a facing point of the movement should be used and a portion of track within this route clear of equipment in the event the crew are unable to stop.

Test Failure:

- ✓ **The crew of the approaching movement fails to stop before fouling the switch**

CR102A Emergency Stop Protection*

Test Code CR102A

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure that a movement stopped in emergency applies proper protection against other movements operating on an adjacent main track.

Rule Tested:

Rule 102(a)

Preparation:

Have train crew provide Rule 102 protection for an imaginary emergency brake application or other abnormal condition.

Adjacent track(s) must be CP main track(s), signalled siding or other signalled track(s).

The officer will instruct the crew to stop the movement. movement must be brought to a controlled stop. The train brakes must not be placed in emergency. Instruct the crew to protect their movement in accordance with Rule 102.

Procedure:

Crew members must:

1. immediately transmit a radio broadcast on the standby channel in the following manner:

"EMERGENCY EMERGENCY EMERGENCY,
_____ on _____ track,
(movement) (designated)
stopped (stopping) in emergency between
mile _____ and mile _____
_____ subdivision;"

2. as soon as possible, advise the RTC of the movements, emergency stop location, indicating whether adjacent tracks and tracks of other railways are liable to be obstructed;
3. repeat the emergency radio broadcast at intervals not exceeding 90 seconds until advised by the RTC that all affected movements on other tracks have been secured, stopped or advised of the emergency stop, or it is known that adjacent tracks or tracks of other railways are safe and clear for movements.

Test Failure:

The crew of the movement fails to:

- ✓ Immediately transmit an emergency radio broadcast on the standby channel
- ✓ Advise the RTC
- ✓ Repeat (when required) the emergency radio broadcast at intervals not exceeding 90 seconds

CR102B Emergency Stop Protection, Other Movements*

Test Code CR102B

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure that a movement, approaching another movement stopped in emergency, applies proper protection prior to passing the movement stopped in emergency.

Rule Tested:

Rule 102(b)

Preparation:

Adjacent track(s) must be CP main track(s), signalled siding or other signalled track(s).

The officer riding the movement will play the part of a crew member of another movement and will simulate an emergency radio broadcast as prescribed in Rule 102 paragraph (a)(i). The RTC must not be involved in this test nor advised as required in paragraph (a)(ii).

Crew must comply with Rule 102(b) approaching location of a (simulated) emergency radio broadcast.

Procedure:

Crew members must comply with the requirements of Rule 102(b), i.e.

1. Stop at once if closely approaching the location stated in the (simulated) emergency broadcast; or
2. Stop prior to reaching the location stated in the (simulated) emergency broadcast; and
3. After stop has been made, proceed prepared to stop short of an obstruction until it is known that the track is safe and clear.

Test Failure:

The crew of the movement fails to:

- ✓ Stop at once if closely approaching the location stated in the (simulated) emergency broadcast; or
- ✓ Stop prior to reaching the location stated in the (simulated) emergency broadcast; and
- ✓ Proceed (after stop has been made) prepared to stop short of an obstruction until it is known that the track is safe and clear

CR103 - Moving Along a Public Road*

Test Code CR103

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure when cars not headed by an engine or when headed by a remotely controlled engine are moving where a railway track and a public road share the same roadbed and there is no fence or other barrier between them, that a crew member is on the leading car, or on the ground, in a position to warn persons standing on, or crossing, or about to cross the track.

Rule Tested:

Rule 103(a)

Preparation:

The conducting officer must be in position to observe a movement not headed by an engine or when headed by a remotely controlled engine is moving along a public road not protected by a fence or other barrier.

Procedure:

Crew member must be on leading car or in proper position on the ground before movement along the public road.

Important: The exception to CROR Rule 115 does not apply.

Test Failure:

- ✓ **The crew of the movement moving along a public road not protected by a fence or other barrier, fails to be in position to warn persons standing on, or crossing, or about to cross the track**

CR103.1B Speed Approaching Public Crossings, Main Track*

Test Code CR103.1B

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure automatic warning devices operate as intended when movements are stopped, switching, entering the main track or passing Stop signals in the vicinity of road crossings.

Rule Tested:

Rule 103.1(b)

Preparation:

Unless otherwise directed by special instructions, ensure a main track movement does not exceed ten miles per hour from a distance of 300 feet until the crossing is fully occupied by the movement, and that the warning devices have been operating for at least twenty seconds, when;

1. Approaching a public crossing at grade equipped with automatic warning devices; and,
2. Affected as prescribed by Rule 103.1, paragraph (b), clauses (i),(ii) or (iii).

Procedure:

Unless otherwise directed by special instructions, a main track movement over a public crossing at grade, equipped with automatic warning devices, must not exceed ten miles per hour from a distance of 300 feet from the crossing until the crossing is fully occupied by the movement which;

- (i) has stopped or is switching, on the main track in the vicinity of the crossing; or
- (ii) is entering the main track in the vicinity of the crossing; or
- (iii) has been authorized to pass a block or interlocking signal indicating Stop which is located within 300 feet of the crossing.

NOTE: Such movement must not obstruct the crossing until the warning devices have been operating for at least twenty seconds.

Test Failure:

- ✓ **The crew of the movement exceeds the prescribed speed within the prescribed distance to the crossing**
- ✓ **The movement obstructs the crossing prior to the warning devices operating for at least twenty seconds**

CR103.1C Speed Approaching Public Crossings, Non-Main Track*

Test Code CR103.1C

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure automatic warning devices operate as intended when movements are operating on non-main track.

Rule Tested:

Rule 103.1(c)

Preparation:

Unless otherwise directed by special instruction, ensure a movement on non-main track approaching a public crossing at grade equipped with automatic warning devices does not exceed ten miles per hour from a distance of 300 feet until the crossing is fully occupied.

Note: This test does not apply to signalled sidings or other signalled tracks, unless application of Rule 103.1(c) is required by time table footnote or special instruction.

Procedure:

Unless otherwise directed by special instructions, a movement on non-main track over a public crossing at grade, equipped with automatic warning devices, must not exceed (10) miles per hour from a distance of (300) feet until the crossing is fully occupied.

Note: “fully occupied” could mean the crossing is fully occupied by a movement on an adjacent main track at a siding, or the movement itself if the crossing is otherwise clear.

Test Failure:

- ✓ **The crew of the movement exceeds the prescribed speed within the prescribed distance approaching the crossing**

CR103D 5 Minutes, Public Crossing At Grade

Test Code CR103D

Purpose:

To ensure that a movement does not block a crossing for more than the prescribed maximum time interval.

Rule Tested:

Rule 103(d)

Preparation:

Except at those public crossings indicated in special instructions, no part of a movement may be allowed to stand on any part of a public crossing at grade, for a longer period than five minutes, when vehicular or pedestrian traffic requires passage. Switching operations at such crossing, must not obstruct vehicular or pedestrian traffic for a longer period than five minutes at a time. When emergency vehicles require passage, employees must cooperate to quickly clear the involved crossings.

Procedure:

The conducting officer must be in position to observe a public crossing at grade at a location where it has been determined that no exemption to Rule 103(d) has been provided, and a movement will stop on, or will perform switching over, the crossing.

Any standing portion of the movement MUST NOT occupy the crossing for more than 5 minutes when vehicular or pedestrian traffic requires passage.

Switching operations over such crossing, MUST NOT obstruct vehicular or pedestrian traffic for a longer period than five minutes at a time.

- NOTE:
- i) A movement may occupy a public crossing at grade for more than 5 minutes even when vehicular or pedestrian traffic requires passage. However, once the train stops (e.g. 1600) and vehicular or pedestrian traffic requires passage, the train must be moving to clear the crossing within 5 minutes (e.g. before 1605).
 - ii) When a standing movement occupies a crossing and no vehicular or pedestrian traffic requires passage, the movement may occupy the crossing indefinitely, except that the moment vehicular or pedestrian traffic requires passage (e.g. 1600), the train must be moving to clear the crossing within 5 minutes (e.g. before 1605).
 - iii) If a movement is switching over a crossing, and vehicular or pedestrian traffic requires passage (at e.g. 1600), the movement must be clear of the crossing within 5 minutes (e.g. at 1605).

Test Failure:

- ✓ **The crew of the movement fails to clear the crossing for vehicular or pedestrian traffic within the prescribed time interval**

CR103G Manual Protection of Crossing*

Test Code CR103G

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure manual protection of a crossing is properly provided.

Rule Tested:

Rule 103(g).

Preparation:

Request the RTC to issue an instruction in writing to a crew requiring an application of Rule 103(g) as per the exception to GBO Form V(4) at a Public Crossing at grade equipped with automatic warning devices, or observe a crew known to be in possession of such restriction.

The Conducting officer must be in position to observe the protection to be provided.

Procedure:

When providing manual protection of a crossing, a crew member or other qualified employee must be on the ground ahead of the movement, in position to stop vehicular and pedestrian traffic before entering the crossing.

A hand signal by day and a light or a lighted fusee by night will be used to give a signal to stop vehicular and pedestrian traffic over such crossing.

The movement must not enter the crossing until a signal to enter the crossing has been received from the employee providing the manual protection.

When the crossing is known to be clear of traffic, and will remain clear until occupied, manual protection need not be provided.

Test Failure:

Before entering the crossing, the crew of a movement:

- ✓ Fails to ensure a crew member or other qualified employee is on the ground ahead of the movement, in a position to stop vehicular and pedestrian traffic
- ✓ Fails to receive a signal to enter the crossing from the employee providing manual protection
- ✓ (if protection is provided by a crew member) fails to provide a stop signal to motorists/pedestrians using proper appliances (hand, light or fusee)
- ✓ Fails to ensure the crossing is known (by seeing) to be clear of traffic and will remain clear until occupied, if not providing manual protection

CR104 Hand Operated Switches*

Test Code CR104

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure the crew of a movement restores a switch to the normal position when not authorized by clearance to leave it in the reverse position.

Rule Tested:

Rule 104

Preparation:

The RTC is requested to issue a clearance to a movement operating without a manned caboose WITHOUT the provision for the movement to "leave a main track switch in the reverse position" (Item 3 for such switch MUST be left blank).

When the RTC voices the following in item 3 of the clearance:

"Do you understand that authority to leave (switch) in reverse position is NOT granted?"

the crew must acknowledge and repeat the location of the switch: e.g.

"Yes, authority to leave (switch) in reverse position is NOT granted".

Procedure:

Crew member must either request new clearance with authority to leave switch in the reverse position OR crew member must be seen to detrain at the switch so that the hand operated main track switch may be restored to normal when movement has cleared the fouling point (see Rule 104m).

Once employee is on the ground near the switch, officer may stop the movement if necessary, and allow employee to entrain on engine. Officer then located at the switch must restore switch to normal position when movement has cleared the fouling point.

Officer must then advise the train that "switch has been lined, locked and checked".

Test Failure:

When a RTC transmits a clearance WITHOUT an Item 3 to leave a reversible switch in reverse position and the crew fails to comply with the following:

- ✓ did the RTC transmit and the crew acknowledge the switch information in item 3?
- ✓ did the crew request a new clearance with the authority to leave the switch in reverse position?
- ✓ if authority to leave the switch in reverse position NOT issued:
 - was a crew member at the switch in a position to restore the switch to normal position?
 - was the crew member relieved of the requirement by the officer or other qualified employee as per Rule 104(d), and the movement remained at the location of the switch until verbal confirmation has been received?
 - if not relieved, was the switch restored to normal after the movement cleared the fouling point?

CR104D Handling of Main Track Hand Operated Switches by Other Than a Crew Member

Test Code CR104D

Purpose:

To ensure that a switch left in charge of a qualified employee is properly handled.

Rule Tested:

Rule 104(d)

Preparation:

When arrangements are made for a qualified employee to take charge of switch(es) left in reverse position by a movement, the movement must not leave the location of the switch until verbal confirmation has being received from the employee in charge of the switch that the switch has been restored to normal position.

Procedure:

Ensure employee is at the switch location when movement passes over the switch. At a location where movement is occupying the switch, ensure qualified employee is at the switch when movement commences.

Test Failure:

The crew fails to ensure:

- ✓ **if the movement was occupying the switch, the employee was located at the switch when movement commenced**
Note: the employee must be in place before the movement commences.
- ✓ **the crew received confirmation from the employee that the switch has been restored to normal position before the train leaves the location of the switch." (Lined, locked and checked)**

CR104SPEED Speed Approaching Facing Point Switch

Test Code CR104SPEED

Purpose:

To ensure movements approaching a main track hand operated switch in a facing point direction in OCS territory, unless otherwise governed by signal indication, do not exceed the speed specified in Rule 104(p).

Rule Tested:

Rule 104(p)

Preparation:

The conducting officer must select a facing switch point location, not protected by signal indication, in OCS territory where the view from an approaching movement is obstructed until the movement is less than 1/4 mile away. At the moment the movement comes into view one-quarter mile from the switch, radar will be used to determine the speed of the approaching movement.

Prior to conducting the test, the conducting officer must also communicate with the RTC to ensure the movement to be tested is not in possession of a clearance with an item 6 reference on the switch.

Procedure:

Unless or until the switch is seen to be in normal position, movements approaching a main track hand operated switch in a facing point direction in OCS territory, unless otherwise governed by signal indication, must not exceed the following speeds from one-quarter of a mile of the switch;

PASSENGER	50 MPH
FREIGHT	45 MPH
FREIGHT handling Special Dangerous Commodities.....	40 MPH

Test Failure:

The crew of the movement fails to:

- ✓ **reduce to the speed required by Rule 104 (p), within one-quarter mile of the switch**

CR104.1 Spring Switches

Test Code CR104.1

Purpose:

To ensure that movement is safely made over a facing point spring switch, when the position of the switch cannot be verified by signal indication.

Rule Tested:

Rule 104.1

Preparation:

Set the signal governing operation of a movement over a spring switch to an indication requiring operation at RESTRICTED speed (STOP and PROCEED, or STOP as the case may be). Care must be taken to place track shunt cable before the movement is within three blocks distant from this signal.

Procedure:

- 1) Stop must be made before the leading wheels are on the switch points, and switch points must be examined from a position on the ground by a crew member.
- 2) Restricted speed must not be exceeded to the next signal or Block End sign when spring switch is within ABS or CTC.

Test Failure:

The movement fails to:

- ✓ Stop before the leading wheels are on the switch points, and examined the switch points from a position on the ground
- ✓ Apply restricted speed to the next signal or Block End sign, when the spring switch is within ABS or CTC

CR104.5 Restores a Derail to Derailing Position*

Test Code CR104.5

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure that each derail is left in the derailing position and that derails are left secured with a locking device.

NOTE: Not applicable at a SPECIAL DERAIL.

Rule Tested:

Rule 104.5

Preparation:

The conducting officer must be in position to monitor an employee handling a derail other than a SPECIAL DERAIL.

Note: Apply test code 104.5SPL for tests concerning Special Derails.

Procedure:

Verify the movement does not leave the location of a derail while the derail is in the non-derailing position.

When the derail is restored to the derailing position, it must be secured with a locking device.

Test Failure:

The crew or the movement fails to:

- ✓ restore the derail to the derailing position, after the movement has left the location of the derail.
- ✓ secure it with a locking device.

CR104.5SPL Special Derails

Test Code CR104.5SPL

Purpose:

When cars are lifted or set off on tracks protected with SPECIAL DERAILS, ensure derail(s) is set for the proper position and left secured with a locking device.

Rule Tested:

Rule 104.5(c) Special Derails

Preparation:

The conducting officer must be in position to monitor an employee handling a special derail.

Procedure:

When equipment is left on a track equipped with a Special Derail, the derail must be set in the derailing position and locked.

Employees lifting the last equipment from a track equipped with a Special Derail must leave the derail lined and locked in the non-derailing position.

Test Failure:

The crew or the movement fails to:

- ✓ Restore the special derail to the derailing position when equipment is left on the track
- ✓ Leave the special derail in non-derailing position when no equipment is stored on the track
- ✓ Secure the derail with a locking device

CR105 Operating on Non-Main Track*

Test Code CR105

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure that a movement on Non-Main Track operates in accordance with Rule 105 and SSI.

Rule Tested:

Rule 105 and SSI

Preparation:

The conducting officer must be in position to monitor the movement on Non Main Track.

Unless otherwise provided by signal indication, a movement operating on non-main track must operate at REDUCED speed and be prepared to stop short of the end of track or the red signal prescribed by Rule 40.1.

The requirement to operate at reduced speed may be excluded when so specified in subdivision footnote. Movements operating on non-main tracks must not exceed (15) MPH *on siding and 10 MPH on other than sidings*

In addition, to moving at REDUCED speed, a movement using a non-signalled siding or using other non-main tracks so designated in special instructions, must operate at a speed that will allow it to stop within one-half the range of vision of a track unit *or stop short of maintenance equipment foul of the track.*

Unless otherwise provided by subdivision footnote, Rule 105 (c) is applicable on all non-main tracks.

Procedure:

Perform this test on non-main track.

Radar may be used to verify maximum speed.

To ensure Reduced speed and compliance with Rule 40.1 is being observed;

- Stop hand signal 12(a)(i) may be given with a RED flag by day or RED fusee by night, at the point of one-half the range of vision,
- When it is necessary for the officers to display a STOP signal, such STOP signal should be given so that it can be plainly seen by an approaching movement from not less than 300 yards, if possible. The officer must be in position to display the Stop signal before such movement comes into view.
- Red flag by day, and in addition, a red light by night is displayed between the rails and with a clear view of 300 yards, if possible, of the approaching train or engine.

Test Failure:

The crew or the movement:

- ✓ Exceeds the maximum authorized speed
- ✓ Fails to stop short of the red signal

CR110 Inspecting Passing Trains and Transfers

Test Code CR110

Purpose:

To ensure that crew members of standing trains or transfers detrain to inspect passing trains or transfers.

Rule Tested:

Rule 110

Preparation:

When duties and terrain permit, crew members of a standing train or transfer, must position themselves on the ground and, when possible, on both sides of the track to inspect the condition of the equipment in a passing trains and transfers.

This does not apply to the crew of passenger trains except at a meeting point on single track.

Procedure:

Verify position of crew member(s) of the standing train or transfer on the ground. When possible they must broadcast the results of the inspection.

Test Failure:

When duties and terrain permit:

- ✓ **At least two crew members of a standing train or transfer fail to position themselves on the ground on both sides of the track to inspect the condition of equipment in passing trains and transfers.**
- ✓ **The locomotive engineer fails to inspect the near side.**
- ✓ **Employees inspecting the condition of equipment in a passing freight train or transfer fail to broadcast (when possible) the results of the inspection.**
- ✓ **When a dangerous condition is detected in any train or transfer being inspected, the employee fails to make every effort to stop the train or transfer. The report to the train or transfer being inspected must state only the location of the dangerous condition and what was observed and not speculate as to the cause.**

CR111 Lifting Equipment, Inspects the Equipment

Test Code CR111

Purpose:

To ensure that cars lifted en route are properly inspected.

Rule Tested:

Rule 111 and GOI Section 5 Item 4.0

Preparation:

After it has been determined that a train or transfer will add equipment en route, verify that such equipment is examined with care before proceeding.

Procedure:

At each location where a freight car is placed in a train and a Certified Car Inspector is not on duty for the purpose of inspecting freight cars, the freight car must, as a minimum requirement, be inspected for these hazardous conditions:

Car body leaning or listing to the side,	Brake that fails to release,
Car body sagging downward,	Missing "end cap bolt" on a roller bearing,
Car body positioned improperly on the truck,	Overheated wheel or journal,
Object dragging below the car body,	Broken or cracked wheel,
Object extending from the side of the car body,	Any other apparent safety hazard likely to cause an accident or casualty before the train arrives at its destination,
Plug door open or any door out of guide,	Lading leaking from a placarded dangerous goods car,
Broken or missing safety appliance(e.g. handhold, ladder, sill step),	Obvious leakage or spillage from grain cars.
Insecure coupling,	

On passenger trains, see also Section 9, Item 10.0 – Safety Inspections.

If carrying cars with dangerous goods see Sec 8, Dangerous Goods, item 1.1.

Performing the Pre-departure Inspection

- Inspect both sides of each car.
- Perform a standing inspection on both sides, or a standing inspection on one side, then a roll-by inspection on the other.
- The roll-by inspection must not exceed 5 MPH.

Note: A pre-departure inspection may be made before or after the car(s) is added to the train.

Hazardous Condition Found

If any hazardous condition is found during the pre-departure inspection, then:

- correct the condition, or
- remove the defective car from the train, or
- move the car to another location, taking whatever actions necessary to ensure the safe operation of the train and the safety of the employees (e.g., reduce speed).

Test Failure:

- ✓ **The crew of a train lifting cars fails to perform the required inspection**

CR112 Securing Equipment*

Test Code CR112

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure unattended equipment is left properly secured.

Rule Tested:

Rule 112 and GOI Section 14 Item 1.0

Preparation:

Sufficient number of hand brakes must be applied on equipment left at any point to prevent it from moving.

In the application of CROR Rule 112, GOI Section 14, must also be adhered to.

NOTE: All aspects of the current CP Hand Brake Policy must be verified, including the number of hand brakes to be applied.

Procedure:

Follow the procedures as specified in GOI Section 14 item 1.0.

Test Failure:

The crew leaving unattended equipment, failed to:

- ✓ Apply hand brakes on equipment set out
- ✓ Apply hand brakes before uncoupling
- ✓ Verify effectiveness of hand brakes before uncoupling or leaving equipment unattended. The effectiveness of the hand brakes(s) must be tested by fully applying the hand brake(s) and moving the cut of cars slightly to ensure sufficient retarding force is present to prevent the equipment from moving
- ✓ Apply hand brakes on the low end of the grade
- ✓ Apply hand brakes, where practicable, with air brakes released or bled off
- ✓ Inquire and confirm with each other that equipment was left in accordance with hand brake policy

CR113 Coupling to Equipment*

Test Code CR113

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure that cars being switched are handled properly.

Rule Tested:

Rule 113, GOI Section 7 items 15.0 (various equipment), 17.3 (Two-Axle Scale Test cars), 20.3 (Service Equipment cars), 22.6 (Business car trains), 23.4 & 23.5 (TEC train sets) and 26.3 (Handling CWR)

Preparation:

The conducting officer must be in position to monitor crew performing switching activities.

Procedure:

Before coupling to equipment at any point, care must be taken to ensure that such equipment is properly secured. In the application of CROR Rule 113, various instructions in GOI Sec 7 must also be adhered to.

Test Failure:

The crew handling equipment, failed to:

- ✓ ensure that equipment which was being coupled to was properly secured
- ✓ ensure that a speed of 4 MPH at time of coupling was not exceeded
- ✓ To prevent by-pass couplers when coupling equipment on other than tangent track a stop must be made not less than six (6) nor greater than twelve (12) feet from the coupling and extreme caution must be used. Ensuring couplers are properly aligned prior to coupling being made
- ✓ Ensure that a speed of 2 MPH at time of coupling for passenger equipment was not exceeded
- ✓ ensure that not more force than was necessary to complete the coupling was used, when coupling to multi platform cars (loaded or empty)
- ✓ ensure that after coupling, slack was taken or seen to run out to ensure a proper coupling was made
- ✓ ensure that after coupling was made, equipment did not move unintentionally

CR114B Approaching a Hand-Operated Switch Not Properly Lined

Test Code CR114B

Purpose:

To ensure that the crew of a movement approaching a hand operated switch on other than main track, not properly lined for a trailing point movement, stops to ensure the conflicting route is seen or known to be clear.

Rule Tested:

Rule 114(b)

Preparation:

The conducting officer must be in position to observe a movement approaching a hand operated switch on non-main track, not properly lined for a trailing point movement.

Note: (i) If necessary for the officer to turn the switch against the intended movement, this must be done prior to:

- the movement coming into view of the switch; and,
- the crew's initial movement over the switch.

(ii) This test must not be conducted for switches connected to main tracks.

Procedure:

Prior to passing the fouling point: SEE EXCEPTION A *movement, after first stopping clear of the fouling point,*

- the movement must stop,
- the crew must know or see that the conflicting route is clear.
- if the movement is made onto any part of the switch, the switch must first be properly lined.

Note: The fouling point is defined as the point at which two tracks commence to converge when approaching a switch.

Test Failure:

The crew or the movement fails to:

- ✓ **Stop, prior to passing the fouling point**
- ✓ **Know or see that the conflicting route is clear**
- ✓ **First properly line the switch, if the movement is made onto any part of the switch**

CR114C Leaving Equipment Foul of Another Track

Test Code CR114C

Purpose:

To ensure that the crew of a movement does not leave equipment foul to another track unless the switch is properly protected.

Rule Tested:

Rule 104 (c)

Preparation:

The conducting officer must be in position to observe a movement leaving equipment foul of another track.

Procedure:

The movement must not leave equipment foul of a connecting track unless the switch is left lined for the track upon which such equipment is standing.

Test Failure:

- ✓ **The crew or the movement leaves equipment foul of a connecting track, failing to ensure the switch is lined for the track upon which the equipment is left standing (properly protected)**

CR115A Shoving Equipment on Non-Main Track

Test Code CR115A

Purpose:

To ensure that equipment being shoved on non-main track is properly protected.

Rule Tested:

Rule 115

Preparation:

When equipment is shoved by an engine or is headed by an unmanned remotely controlled engine, a crew member must be on the leading piece of equipment or on the ground, in a position to observe the track to be used and to give signals or instructions necessary to control the movement.

EXCEPTION: A crew member need not be so positioned when the portion of the track to be used is seen or known to be clear. However, the movement must not approach to within 100 feet of any public, private or farm crossing unless such crossings are protected as prescribed by Rule 103 paragraph (b) or (g).

Procedure:

On a non-main track, ensure crew member is on the leading car or on the ground in a position to observe the track to be used and in a position to give signals or instructions to control the movement.

NOTE: A crew member need not be so positioned when the track to be used is seen or known to be clear.

The track must be known to be clear of equipment and in addition on non-main track, of the red flag as per Rule 40.1, track units, blue signal as per Rule 26, derails and switches not properly lined for the movement and as having sufficient room to contain equipment being shoved. This determination must be made by a qualified employee who can observe the track and has radio contact with the employee controlling the movement.

Test Failure:

- ✓ **The crew pushing equipment fails to be on the leading car or on the ground, in a position to observe the track to be used and to give signals or instructions necessary to control the movement when the track is not known to be clear**
- ✓ **Equipment not headed by an engine approaches within 100 feet of any public, private or farm crossing unless such crossings are protected as prescribed by Rule 103 paragraph (b) or (g). (This item is not applicable to yard crossings unless otherwise specified by time table footnote or special instruction**

CR115C Shoving Equipment on Main Track

Test Code CR115C

Purpose:

To ensure that equipment being shoved on main track is properly protected.

Rule Tested:

Rule 115

Preparation:

On MAIN TRACK, when equipment is shoved by an engine, unless protected by a crew member as described in Rule 115, paragraph (a), the movement must;

- (i) have the required authority;
- (ii) NOT exceed the overall length of the equipment;
- (iii) NOT exceed 15 MPH; and
- (iv) NOT be made while the leading car is within cautionary limits.

Procedure:

A movement is required to push equipment on the main track outside cautionary limits.

Verify crew has operating authority to make such a move (OCS Rule 308 clearance in OCS territory, Rule 577 or signal indication in CTC). Ensure leading end of equipment to be pushed is not within cautionary limits.

Verify movement does not exceed overall length of the equipment and that it is made at a speed not exceeding 15 MPH.

Verify movement will not approach within 100 feet of any public, private or farm crossing unless protected as prescribed by Rule 103 paragraph (b) or (g).

Test Failure:

✓ **The crew does not have operating authority to make such a move or**

The crew fails to be on the leading car or on the ground, in a position to observe the track to be used and to give signals or instructions necessary to control the movement:

- ✓ **If the leading end of the movement is made within cautionary limits**
- ✓ **if the movement exceeds the overall length of the equipment**
- ✓ **If the movement exceeds 15 MPH**
- ✓ **If the movement approaches within 100 feet of any public, private or farm crossing unless protected as prescribed by Rule 103 paragraph (b) or (g)**

CR121 Applies Proper Radio Communication Procedures*

Test Code CR121

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Purpose:

To ensure positive radio identification procedures between employees.

Rule Tested:

Rule 121, GOI Section 4 items 5.1 & 5.2

Preparation:

Monitor a radio conversation between crew members of a movement, to ascertain that proper identification procedures have been followed.

Procedure:

The person initiating a radio communication and the responding party must establish positive identification. The initial call must commence with the railway company initials of the party being called.

The person initiating the radio communication must end the initial call with "OVER." EACH party to a radio communication MUST end their final transmission with the word "OUT."

In the application of Rule 121 Positive Identification,

- Trains and transfers will be identified as per the provisions of SSI to Rule 134(a), item 2 (e.g. 6032 East; plow 6032 East, etc.).

Exception: Trains and transfers may be identified by their train schedule identification including date or sequence (e.g. 402-10, 612-007, etc.) when communicating with yard or terminal personnel (TYC, MYPM, etc.), or with the RTC for reasons other than the issuance of authorities.

- Engines will be identified by their engine number.

Example of RTC calling train on main track

Initiating	Responding
"CP 6032 East, this is RTC (Calgary), OVER."	"CP RTC (Calgary), this is Engr 6032 East."

This example may be used when communicating with other personnel

"CP train 505-10, this is TYC Alyth, OVER."	"CP TYC Alyth, this is Engr train 505-10."
---	--

Example of a train on the main track calling a foreman:

"CP Foreman Brown, this is Engr 5550 East, OVER."	"CP Engr 5550 East, this is Foreman Brown."
---	---

Example of an RTC calling a CN train on the main track:

"CN 4035 East, this is CP RTC (Thompson Sub), OVER."	"CP RTC (Thompson Sub), this is Engr CN 4035 East."
--	---

Example of a CN train on the main track calling a foreman:

"CP Foreman Brown, this is Engr CN 4035 East, OVER."	"Engr CN 4035 East, this is CP Foreman Brown."
--	--

Test Failure:

- ✓ **Employees establishing and responding to an initial radio communication, fails to establish positive identification.**

CR123.2 Applies Proper Radio Communication Procedure, Identification, Direction, Distance

Test Code CR123.2

Purpose:

To ensure a crew using radio to control a switching movement uses proper identification, direction in relation to the front of the controlling unit and distance to travel.

Note: Also refer to test code GRC for verbal confirmation between crew members.

Rule Tested:

Rule 123.2, 123.2(vi), Rule 123(c), GOI Section 4 Item 7.1 & 7.2, SSI General Rule C(i)

Preparation:

Monitor a radio conversation while a crew is using radio to control switching operations to ascertain that:

- proper identification is used, initially
- direction in relation to the front of the controlling unit is given in the initial instruction (and whenever it is changed) AND
- distance to travel is given with each communication.
- NOTE Increments of less than two car lengths need not be repeated
- 123.2 (vi) When car lengths are used to communicate distance , unless otherwise arranged , the distance referred to is fifty (50) feet per car length.

Except as prescribed in Rule 123(c), such information must be repeated to sender.

Procedure:

The following is an acceptable example, after positive identification has been established:

Conductor

"Engine 5550 move backward five car lengths."

Locomotive engineer

"Engine 5550 move backward five car lengths."

Conductor

"Engine 5550, three cars."

Locomotive engineer

"Engine 5550, three cars."

Conductor

"Two cars."

Locomotive engineer

"Two cars."

Conductor

"One car."

Locomotive engineer

(Need not repeat when less than 2 cars) ...

Conductor

"Half a car... 20 feet... 10 feet... etc."

Test Failure:

Crew member fails to:

- ✓ use proper initial radio identification
- ✓ specify direction and distance to travel, when required
- ✓ repeat instructions or
- ✓ stop at once if no further communication is received when the movement has travelled one-half the distance required by the last instruction.

CR132A Copying a GBO Clearance Authority or Instruction without Erasure

Test Code CR132A

Purpose:

To ensure that after a GBO, clearance, authority or instruction has been copied by crew members, that it is without erasure or any condition which may render it difficult to read or understand.

Rule Tested:

Rule 132(a)

Preparation:

The conducting officer must be in position to verify a document that has been recorded in writing by the employee.

Procedure:

Verify the legibility of the crew members record.

If an error was made when copying, the employee must neatly correct the copy in a manner that it is not difficult to read or understand. Errors must not be erased.

Except as prescribed by Rule 140, changes must NOT be made on the copy after the complete time has been given by the RTC.

See test code GRN for approved abbreviations.

Test Failure:

The crew member's record:

- ✓ is not legible
- ✓ is difficult to read or understand
- ✓ indicates evidence of erasure
- ✓ includes changes, other than those prescribed by Rule 140, after the document was made complete

CR132B Transmitting or Repeating a Clearance GBO

Test Code CR132B

Purpose:

To ensure that information recorded in writing is correctly transmitted and repeated during voice communication.

Rule Tested:

Rule 132(b)

Preparation:

The conducting officer must be in position to monitor employees during the transmission and repeat of a communication required in writing. This includes track release and switch restored to normal reports.

Procedure:

Verifying Transmission or Repeat of Communication in Writing

In transmitting and repeating by voice communication, all words and numbers must be clearly pronounced. When the communication is required to be in writing, numbers will be pronounced in full, then repeated stating each digit separately. Numbers represented by a single digit must be pronounced, then spelled.

When transmitting or repeating a clearance, GBO, TOP, track release, switch restored to normal report or instructions/arrangements required to be in writing:

- station names will be pronounced and then the first three letters spelled.
- when a direction (north, south, east or west) is used in an identifiable location, the direction must be pronounced, then spelled.

Example

“North Siding Switch Estevan” would be transmitted and repeated as:

“North (*N-o-r-t-h*) Siding Switch Estevan (*E-S-T*).”

Test Failure:

The crew member fails to pronounce:

- ✓ all words and numbers clearly
- ✓ numbers in full, then repeat stating each digit separately
- ✓ numbers represented by a single digit, then spell
- ✓ station names and then spell the first three letters
- ✓ a direction (north, south, east or west) used in an identifiable location, then spell

CR132D Turning in Documents Following a Tour of Duty

Test Code CR132D

Purpose:

To ensure that all authorities, GBO and written instructions have been completed as per the applicable rules.

Rule Tested:

Rule 132(d) SSI:

Except when an accident or incident occurs, all authorities, GBO and written instructions in possession of a movement's crew during a tour of duty, except those transferred as per Rule 147, must be retained, and handled by the crew as described by operating bulletin.

Preparation:

The conducting officer must obtain the authorities, GBO and written instructions submitted by a movement crew following a tour of duty.

Procedure:

Verify the accuracy of the crew members record of clearances, GBO or other written instructions as per the OCS Authorities / GBO / Written Instructions Audit Checklist form.

Test Failure:

- ✓ **The authorities, GBO and written instructions have not been retained or handled by a crew as per the requirements of the SSI to Rule 132(d) and operating bulletin**
- ✓ **A "no" response to any of the criteria provided on the OCS Authorities / GBO / Written Instructions Audit Checklist form**

CR136 Copying a GBO Clearance Authority or Instruction, Does not Preprint*

Test Code CR136

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure that a crew member properly records and repeats instructions required in writing and that information is not pre-recorded in advance.

Rule Tested:

Rule 136 (a)

Preparation:

The conducting officer must be located in a position to clearly see the crew member copying a GBO, clearance or other authority.

Ensure the employee is not aware a proficiency test is being conducted.

Procedure:

The employee must write down the information communicated by voice as it is transmitted.

All applicable written and pre-printed portions must be repeated to the RTC.

In the case of other instructions from another crew, a Foreman or RTC that are also required to be in writing, ensure the information is properly and completely written in the same manner before being repeated and acknowledgment received.

Test Failure:

The crew member fails to;

- ✓ Write down the information as it is transmitted and not in advance
- ✓ Repeat all applicable written and pre-printed portions

CR147 Performing a Non-Personal Transfer

Test Code CR147

Purpose:

When not practicable to carry out a personal transfer, crews relieved of duty on line must contact the RTC as to the disposition of all documentation and authorities held for their movement.

Rule Tested:

Rule 147

Preparation:

After advice received from the RTC that it will not be practicable for a crew to perform a personal transfer with the relieving crew, accompany relieving crew and verify items transferred.

Procedure:

When it is not practicable to carry out a personal transfer between crews, a list of the items transferred must be prepared and signed by the crew members going off duty.

The relieving crew must compare all pertinent information with the RTC before proceeding.

Test Failure:

- ✓ **The conductor and locomotive engineer relieved fail to provide the relieving crew a list, duly signed by both, of items transferred**
- ✓ **The relieving conductor and locomotive engineer fail to ensure all items transferred are compared with the RTC before proceeding**

CR157 Tabular General Bulletin Order (TGBO)

Test Code CR157

Purpose:

To ensure compliance with TGBO System Special Instruction.

Rule Tested:

SSI to Rule 157

Preparation:

The conducting office must be in position to review TGBO documentation in possession of the crew of a movement.

Test Failure:

The crew fails to comply with one or more of the following requirements:

Receiving TGBO

- ✓ Receipt of printed copy of TGBO is acknowledged to the FIT
- ✓ Faxed copy of TGBO is made complete by the RTC
- ✓ *All crew members must be in possession of the TGBO, and confirm and initial the limits and designation*
- ✓ When using a transferred TGBO copy from another crew, permission is received from the RTC
- ✓ TGBO is properly addressed to the correct movement designation

Operating within TGBO

- ✓ The movement remains within the limits specified by TGBO
- ✓ Additional GBO are copied on the prescribed form and TGBO or DOB duly notated at the appropriate sort location
- ✓ When required, the crew properly performs a TGBO or DOB Compare
- ✓ When TGBO is cancelled, all crew members, including the conductor and locomotive engineer, are duly advised by the crew member recording the cancellation of the TGBO
- ✓ When TGBO is cancelled, applicable GBO are complied with
- ✓ When transferring TGBO to another crew, permission to transfer, or accept in transfer is received from the RTC

CR303.1A Directed by Item 7 of Clearance, Does Not Leave the Location Named*

Test Code CR303.1A

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

(Not applicable to trains or transfers in possession of a work clearance)

Purpose:

To ensure a proper interval is maintained between trains, when a train is restricted in writing in Item 7 of its clearance to protect against a preceding train

Rule Tested:

Rule 303.1

Preparation:

After a train or transfer has been restricted in writing in Item 7 of its clearance to protect against a preceding train or transfer, verify that the train or transfer does not leave the location named nor leave any identifiable location, until the preceding train or transfer has reported it has left an identifiable location ahead.

Note: Only identifiable locations as listed in Rule 82 may be used. Station names must not be used without a specific identifiable location.

Example: "Borden" must not be used.

"Station name sign Borden", "east siding switch Borden", etc., must be used instead.

Procedure:

Verify that the train or transfer does not leave the location named nor any identifiable location before receiving a report from the preceding train, transfer or the RTC that the preceding train or transfer has left an identifiable location ahead, except when closing up as prescribed in Rule 303.1(e).

The report must be in writing, repeated and acknowledged by the preceding train or the RTC.

Test Failure:

The crew of a train or transfer restricted in writing in Item 7 of its clearance to protect against a preceding train or transfer:

- ✓ Leaves the location named or leave any identifiable location, before the preceding train or transfer has reported it has left an identifiable location ahead
- ✓ Fails to record the report of the location of the preceding train or transfer in writing
- ✓ Fails to repeat or obtain acknowledgement of the report recorded in writing, prior to acting upon the information
- ✓ Accepts a location report from the preceding train or transfer of a location not listed in Rule 82
- ✓ Passes the preceding train or transfer
- ✓ Accepts arrangements to "close up" with the preceding train or transfer, prior to the preceding train or transfer reporting that it has stopped
- ✓ Exceeds 15 MPH between 2 identifiable locations provided from the preceding train or transfer to allow "closing up"
- ✓ When closing up, fails to operate prepared to stop short of the preceding train or transfer

CR311 Trains or Transfer Directed by Clearance to Protect Against a Foreman

Test Code CR311

Purpose:

To ensure that a train or transfer, which has been authorized to enter or move within the limits of a TOP, does not enter nor move within the limits until instructions have been obtained from the foreman named on the clearance.

Rule Tested:

Rule 311

Preparation:

Instructions to enter or move within the protected limits must be recorded in writing by the foreman and a crew member (See SSI relating to Rule 311) and repeated to and acknowledged by the foreman.

Procedure:

Verify instructions given to the train or transfer by the foreman.

Instructions to enter or move within the protected limits must be in writing and repeated to the foreman. The foreman must acknowledge.

Prior to providing instructions, the foreman must state the status of sub-foremen. Prior to copying in instructions the crew must repeat the status of sub-foremen to the foreman.

Test Failure:

The crew of the train or transfer fails to:

- ✓ Obtain instruction from the foreman named prior to entering or moving within the limits
- ✓ Record instructions in writing from the foreman
- ✓ Repeat or obtain acknowledgement of instructions recorded in writing, prior to acting upon the information
- ✓ The crew fails to repeat the status of sub-foremen to the foreman

CR314 Proceeding Through or Working Within Work Limits

Test Code CR314

Purpose:

To ensure that a movement authorized to proceed through or work within the limits of a work train or transfer has established a thorough understanding in writing with the conductor and locomotive engineer or remote control operator of the work train or transfer, prior to entering or moving within the working limits.

Rule Tested:

Rule 314

Preparation:

Verify that train or transfer entering limits of work train or transfer has established a thorough understanding with crew of work train or transfer.

Instructions must be in writing, repeated and acknowledged by the work train or transfer.

Procedure:

A train or transfer must not enter nor move within the working limits until a thorough understanding is established with the conductor and locomotive engineer or remote control operator of each train or transfer authorized to work. Such understanding must be in writing and include information with respect to the specific movement of each train or transfer and the protection to be provided. Such protection must be provided until the train(s) or transfer(s) has left the working limits.

Test Failure:

The crew members of either train or transfer fail to:

- ✓ **Establish a thorough understanding with the conductor and locomotive engineer or remote control operator of the other train or transfer**
- ✓ **Record such understanding in writing and include information with respect to the specific movement of each train or transfer and the protection to be provided**
- ✓ **Repeat or obtain acknowledgement of instructions recorded in writing, prior to acting upon the information**
- ✓ **Ensure protection is maintained until the train or transfer has left the working limits**

CR315 Radio Broadcast Requirements in OCS

Test Code CR315

Purpose:

To ensure that the conductor on a train or transfer initiates a radio broadcast to the airwaves as the locations specified in Rule 315 and SSI.

Rule Tested:

315 and related SSI

Preparation:

Determine the train or transfer's designation, and location first restricted by limit of operating authority (item 3), item 4, 6, 7 or 8 of clearance. This may be accomplished by contacting the RTC or monitoring issuance of authority and recording locations.

Procedure:

Verify that broadcast is made by the conductor as required by Rule 315 and Special Instructions in OCS territory.

Example (train has a restriction in item 8):

Conductor: "6010 East approaching Borden. Our next restriction on our clearance is a Protect against Foreman Black between mile 50 and mile 53."

Test Failure:

The Conductor fails to initiate a radio broadcast to the airwaves on the designated standby channel as follows:

- ✓ **one to three miles from the next station or interlocking including the next requirement to protect against another train, transfer of foreman, or location where the train or transfer is restricted by limit of operating authority (item 3), item 4, 6, 7 or 8 of clearance**
- ✓ **before departure from a location where crew receives a clearance stating:**
 - **station from which train or transfer is departing**
 - **location train or transfer is first restricted by limit of operating authority (item 3), item 4, 6, 7 or 8 of clearance**
- ✓ **between one and three miles from:**
 - **cautionary limits**
 - **locations where protection of impassable or slow track is provided by GBO**
 - **locations where the train or transfer is required to protect against a foreman or another train or transfer**
- ✓ **radio broadcast does not commence with the designation of the train or transfer**

CROR SIGNAL TESTS

Signal Tests for Transportation/Field Operations Employees

Block and Interlocking Signals serve a dual purpose. With a few exceptions, the name of a signal is generally given in two parts, indicating:

- the speed of a movement at the signal and through turnouts, and
- the speed of the same movement at the next signal.

It is necessary, before speed tests at signals are conducted, to ascertain the route which the movement will use when passing a signal. When a track shunt cable is used to activate signals it must be applied sufficiently in advance to avoid changing the indication of any signal already accepted by an approaching movement. Care must be taken to place the track shunt cable before the movement is within three blocks distant from the signal.

Radar may be used for these tests.

WARNING

A track shunt cable must not be placed within 3500 feet of any public crossing at grade equipped with automatic warning devices.

Light (lamps) must not be removed from signals to create a "Signal Imperfectly Displayed" condition as a test under Rule 27.

CR409 Encountering a Clear to Slow Signal*

Test Code CR409

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure a movement complies with the indication of a Clear to Slow Signal aspect

Rule Tested:

Rule 409

Preparation:

The conducting officer must be located in a position to verify the indication displayed and the actions taken by the crew of the movement accepting such indication.

After it has been ascertained that a Clear to Slow aspect has been displayed, ensure compliance with the signal indication.

Procedure:

The movement may proceed but must approach the next signal at slow speed (15 MPH).

Test Failure:

- ✓ **The crew fails to comply with the indication of this signal**

CR411 Encountering a Clear to Stop Signal*

Test Code CR411

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure a movement complies with the indication of a Clear to Stop Signal aspect

Rule Tested:

Rule 411

Preparation:

The conducting officer must be located in a position to verify the indication displayed and the actions taken by the crew of the movement accepting such indication.

After it has been ascertained that a Clear to Stop aspect has been displayed, ensure compliance with the signal indication.

Procedure:

After it has been ascertained that Rule 411 has been displayed, verify the movement is prepared to stop at next signal in a controlled manner.

Test Failure:

- ✓ **The crew fails to comply with the indication of this signal**

CR416 Governed by a Limited to Clear Signal, Does Not Exceed 45 MPH Passing*

Test Code CR416

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure a movement complies with the indication of a Limited to Clear Signal aspect

Rule Tested:

Rule 416

Preparation:

The conducting officer must be located in a position to verify the indication displayed and the actions taken by the crew of the movement accepting such indication.

After it has been ascertained that a Limited to Clear aspect has been displayed, ensure compliance with the signal indication.

Procedure:

Speed must not exceed limited speed (45 MPH) passing the signal and through turnouts.

Test Failure:

- ✓ **The crew fails to comply with the indication of this signal**

CR421 Governed by a Limited to Stop Signal, Does Not Exceed 45 MPH*

Test Code CR421

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure a movement complies with the indication of a Limited to Stop Signal aspect

Rule Tested:

Rule 421

Preparation:

The conducting officer must be located in a position to verify the indication displayed and the actions taken by the crew of the movement accepting such indication.

After it has been ascertained that a Limited to Stop aspect has been displayed, ensure compliance with the signal indication.

Procedure:

Speed must not exceed limited speed (45 MPH) passing the signal, through turnouts. Movement must be prepared to stop at the next signal in a controlled manner.

Test Failure:

- ✓ **The crew fails to comply with the indication of this signal**

CR422 Governed by a Medium to Clear Signal, Does Not Exceed 30 MPH Passing*

Test Code CR422

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure a movement complies with the indication of a Medium to Clear Signal aspect

Rule Tested:

Rule 422

Preparation:

The conducting officer must be located in a position to verify the indication displayed and the actions taken by the crew of the movement accepting such indication.

After it has been ascertained that a Medium to Clear aspect has been displayed, ensure compliance with the signal indication.

Procedure:

Speed must not exceed medium speed (30 MPH) passing the signal and through turnouts.

Test Failure:

- ✓ **The crew fails to comply with the indication of this signal**

CR427 Governed by a Medium to Stop Signal, Does Not Exceed 30 MPH Passing*

Test Code CR427

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure a movement complies with the indication of a Medium to Stop Signal aspect

Rule Tested:

Rule 427

Preparation:

The conducting officer must be located in a position to verify the indication displayed and the actions taken by the crew of the movement accepting such indication.

After it has been ascertained that a Medium to Stop aspect has been displayed, ensure compliance with the signal indication.

Procedure:

After it has been ascertained that Rule 427 has been displayed, verify speed does not exceed medium speed (30 MPH) passing the signal and through turnouts and that the movement is prepared to stop at next signal in a controlled manner.

Test Failure:

- ✓ **The crew fails to comply with the indication of this signal**

CR431 Governed by a Slow to Clear Signal, Does Not Exceed 15 MPH Passing*

Test Code CR431

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure a movement complies with the indication of a Slow to Clear Signal aspect

Rule Tested:

Rule 431

Preparation:

The conducting officer must be located in a position to verify the indication displayed and the actions taken by the crew of a movement accepting such indication.

After it has been ascertained that a Slow to Clear aspect has been displayed, ensure compliance with the signal indication.

Procedure:

Speed must not exceed slow speed (15 MPH) passing the signal and through turnouts.

Test Failure:

- ✓ **The crew fails to comply with the indication of this signal**

CR435 Governed by a Slow to Stop Signal, Does Not Exceed 15 MPH Passing*

Test Code CR435

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure a movement complies with the indication of a Slow to Stop Signal aspect

Rule Tested:

Rule 435

Preparation:

The conducting officer must be located in a position to verify the indication displayed and the actions taken by the crew of the movement accepting such indication.

After it has been ascertained that a Slow to Stop aspect has been displayed, ensure compliance with the signal indication.

Procedure:

After it has been ascertained that Rule 435 has been displayed, verify speed does not exceed slow speed (15 MPH) passing the signal and through turnouts and that the movement is prepared to stop at next signal in a controlled manner.

Test Failure:

- ✓ **The crew fails to comply with the indication of this signal**

CR436 Governed by a Restricting Signal, Does Not Exceed Restricted Speed*

Test Code CR436

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure a movement complies with the indication of a Restricting Signal aspect

Rule Tested:

Rule 436

Preparation:

The conducting officer must be located in a position to verify the indication displayed and the actions taken by the crew of the movement accepting such indication.

After it has been ascertained that a Restricting Signal aspect has been displayed, ensure compliance with the signal indication.

Procedure:

Speed must not exceed restricted speed passing the signal.

Note: Stop hand signal Rule 12(a)(i) may be given with a RED flag by day or RED fusee by night, at the point of one-half the range of vision, to ensure RESTRICTED speed is being observed.

When it is necessary for the officers to display a STOP signal, such STOP signal should be given so that it can be plainly seen by an approaching movement from not less than 300 yards, if possible. The officer must be in position to display the Stop signal before such movement comes into view.

Test Failure:

✓ **The crew fails to comply with the indication of this signal**

CR437 Governed by a Stop and Proceed Signal, Stops Then Proceeds at Restricted Speed*

Test Code CR437

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure a movement complies with the indication of a Stop and Proceed Signal aspect

Rule Tested:

Rule 437

Preparation:

The conducting officer must be located in a position to verify the indication displayed and the actions taken by the crew of the movement accepting such indication.

After it has been ascertained that a Stop and Proceed aspect has been displayed, ensure compliance with the signal indication.

Procedure:

Cause signal to display Rule 437 by placing track shunt cable.

Signal cleared after stop made.

Movement must come to full stop before any part of the movement passes the signal.

Test Failure:

- ✓ **The crew fails to comply with the indication of this signal**

CR439 Governed by a Stop Signal, Stops Before Passing the Signal*

Test Code CR439

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure a movement complies with the indication of a Stop Signal aspect

Rule Tested:

Rule 439

Preparation:

The conducting officer must be located in a position to verify the indication displayed and the actions taken by the crew of the movement accepting such indication.

After it has been ascertained that a Stop Signal aspect has been displayed, ensure compliance with the signal indication.

Procedure:

Cause signal to display Rule 439 by placing track shunt cable or advising the RTC.

Signal cleared after stop made.

The movement must come to full stop before any part of the movement passes the signal.

Test Failure:

- ✓ **The crew fails to comply with the indication of this signal**

CR439B Governed by a Stop Signal, Obtains Authority from the RTC to Proceed*

Test Code CR439B

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure a movement complies with the indication of a Stop Signal aspect

Rule Tested:

Rule 439

Preparation:

The conducting officer must be located in a position to verify the indication displayed and the actions taken by the crew of the movement accepting such indication.

After it has been ascertained that a Stop Signal aspect has been displayed, ensure compliance with the signal indication.

Procedure:

Cause signal to display Rule 439 by placing track shunt cable or advising RTC. Advise RTC that Rule 564(e) must not apply when the Rule 564 authority is issued to the crew.

Signal not cleared.

Movement must come to full stop before any part of the movement passes the signal. If no conflicting movement, crew member must immediately communicate with the RTC and obtain authorization to pass Stop signal.

After authority to pass the signal is obtained, the movement must move at Restricted Speed to the next signal or Block End sign.

Note: Stop hand signal Rule 12(a)(i) may be given with a RED flag by day or RED fusee by night, at the point of one-half the range of vision, to ensure RESTRICTED speed is being observed.

When it is necessary for the officers to display a STOP signal, such STOP signal should be given so that it can be plainly seen by an approaching movement from not less than 300 yards, if possible. The officer must be in position to display the Stop signal before such movement comes into view.

Test Failure:

✓ **The crew fails to comply with the indication of this signal**

CR509 Stop Signal in ABS*

Test Code CR509

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure that a train or engine stopped at a Stop signal in ABS properly applies the application of Rule 509.

Rule Tested:

Rule 509

Preparation:

In ABS, cause a signal to display Rule 439. Signal not cleared.

Note: When a track shunt cable is used to activate signals it must be applied a sufficient time in advance to ensure against changing the indication of any signal already accepted by an approaching movement.

Procedure:

Movement must come to full stop before any part of the movement passes signal. If no conflicting movement evident, crew member must communicate with RTC, giving occupation, name of the crew member, the movement designation signal number (if any) and location. RTC should be instructed to inform the movement to comply with Rule 509 (c).

Paragraph (c) applies. After complying with Rule 513 where applicable, movement must move forward and must stop where its leading wheels are 100 feet past the Stop Signal. After waiting 10 minutes and if there is still no evidence of an opposing movement, train or engine may proceed at restricted speed to next signal or Block End sign.

Conducting officer should be located so as to evaluate the crew's actions at the signal location, and the assisting officer, when available, should be in position to test compliance with restricted speed.

Note: Stop hand signal Rule 12(a)(i) may be given with a RED flag by day or RED fusee by night, at the point of one-half the range of vision, to ensure RESTRICTED speed is being observed.

When it is necessary for the officers to display a STOP signal, such STOP signal should be given so that it can be plainly seen by an approaching train or engine from not less than 300 yards, if possible. The officer must be in position to display the Stop signal before such movement comes into view.

Test Failure:

The crew of the movement fails to:

- ✓ Stop before passing the signal
- ✓ Communicate with the RTC
- ✓ Record Rule 509 information in writing from the RTC
- ✓ Complying with Rule 513 where applicable
- ✓ Comply with the requirements of Rule 509 paragraph (c)(100 feet & 10 minutes)
- ✓ Proceed to the next signal or block end sign at restricted speed

CR513 Entering the Main Track*

Test Code CR513

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure that a movement does not enter the main track when another movement is closely approaching.

Rule Tested:

Rule 513

Preparation:

Observe a movement entering main track.

Procedure:

if	Then
the switch entry location is within cautionary limits	the crew member may immediately reverse the switch and enter the main track provided that no movement is observed approaching.
the movement is authorized by WORK clearance	the crew member may immediately reverse the switch and enter the main track.
an OPPOSING movement has passed the switch and is still occupying the block	the crew member may immediately reverse the switch and enter the main track.
the movement does not obtain relief from the RTC and none of the above mentioned three conditions apply	a crew member must reverse the switch, provided no movement is observed approaching, and wait five minutes, (unless a greater period is specified in special instruction) before allowing the movement to move foul of the main track. The crew member must remain at the switch until the waiting time has elapsed.
if the movement requests relief from the RTC	crew member must be in the area of the switch, relief must be recorded in writing and repeated to the RTC, track must be seen to be clear of approaching movement and switch must be opened within 5 minutes of obtaining permission from the RTC.

Test Failure:

- ✓ **The crew of the train or engine fails to comply with the procedure as prescribed above**

CR564 Governed by a Stop Signal, Obtains Rule 564 Authority from the RTC*

Test Code CR564

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure that that a train or transfer properly obtains authority to pass a Stop signal and that the movement proceeds at restricted speed.

Rule Tested:

Rule 564

Preparation:

In CTC, cause a signal to indicate STOP (Rule 439). Initiate such action a sufficient time in advance to ensure against changing the indication of any signal already accepted by an approaching movement. Advise RTC that Rule 564(e) must not apply when the Rule 564 authority is issued to the crew.

Procedure:

A crew member must comply with the requirements of paragraph (a).

The train or transfer so authorized need not stop at the signal but must positively identify the signal number

After the RTC has authorized the train or transfer to pass the signal as per 564 (d), verify that the train or transfer moves at restricted speed to next signal or Block End sign, governed by Rules 104.1, 104.2, 104.3 and/or 611, as applicable.

Note: Stop hand signal 12(a)(i) may be given with a RED flag by day or RED fusee by night, at the point of one-half the range of vision, to ensure RESTRICTED speed is being observed.

When it is necessary for the officers to display a STOP signal, such STOP signal should be given so that it can be plainly seen by an approaching movement from not less than 300 yards, if possible. The officer must be in position to display the Stop signal before such movement comes into view.

Test Failure:

The crew of a train or transfer fails to:

- ✓ **Communicate with the RTC**
- ✓ **Stop before passing the signal unless authorized by the RTC**
- ✓ **Record Rule 564 authority in writing from the RTC**
- ✓ **Ensure the locomotive engineer is aware of the route to be used before moving**
- ✓ **Proceed to the next signal or block end sign at restricted speed**

CR567.2 Obtaining Instructions in Writing from Foreman Named in TOP*

Test Code CR567.2

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Purpose:

To ensure that a train or transfer, which has been authorized to enter or move within the limits of a TOP, does not enter nor move within the limits until instructions have been obtained from the foreman named.

Rule Tested:

Rule 567.2

Preparation:

The conducting officer must be in position to verify that the crew of train or transfer is in possession of instructions from foreman, before occupying the limits of a TOP.

Procedure:

After Rule 567.2 – PROTECT AGAINST FOREMAN (NAME) BETWEEN (LOCATION) AND (LOCATION), has been issued, verify that specific instructions are received from the foreman named.

Instructions to enter or move within the protected limits must be recorded in writing.

Such instructions must be repeated to and acknowledged by the foreman before being acted upon.

Test Failure:

The crew of the train or transfer so authorized fails to:

- ✓ **Prior to copying instructions, repeat the status of sub-foreman to the foreman**
- ✓ **obtain specific instructions from the foreman named**
- ✓ **record the instructions in writing from the foreman**
- ✓ **repeat to and obtain acknowledgement of such instructions from the foreman, before being acted upon**

CR571 Restore Signal to Stop*

Test Code CR571

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure communication between the RTC and locomotive engineer or RCO clearly establishes the location of a signal to be restored to Stop as per Rule 571(a) prior to the locomotive engineer or RCO acknowledging that they are stopped or able to stop before passing such signal.

Rule Tested:

Rule 571 and Rule 123(c).

Preparation:

The conducting officer will request an RTC apply Rule 571(a) to restore a signal to STOP after such signal has been cleared for an approaching train or transfer which is less than 3 blocks from such signal.

Procedure:

A signal cleared for a train or transfer which is less than 3 blocks distant from such signal must not be restored to indicate Stop unless the locomotive engineer or RCO has acknowledged that the train or transfer is stopped or able to stop short of the signal which is to be restored to indicate Stop.

As per Rule 123(c), the descriptive location of the signal requested by the RTC must be repeated to the RTC to ensure the location has been clearly established, and understood. If unsure the engr must request clarification with regards to the specific signal location.

Example of communication after positive identification has been established:

RTC: "Can you stop short of the signal at Beavermouth East? If so I'll change it to Stop."

Engineer:: (after positively confirming the movement is able to stop) "Yes, OK to drop the signal at Beavermouth East"

Confirmation from the locomotive engineer or remote control operator may be relayed to the RTC by a responsible employee.

Note: In case of emergency, a signal may be restored to indicate Stop at any time.

Test Failure:

- ✓ **The locomotive engineer or RCO must not acknowledge the train or transfer is stopped or able to stop at a signal requested by the RTC unless the descriptive location of such signal has been repeated, and is understood**

CR573A Intending to Reverse Movement in CTC Outside of a Controlled Location

Test Code CR573A

Purpose:

To ensure that a train or transfer obtains proper permission or authority from the RTC, to make a reverse movement.

Rule Tested:

Rule 573(a)

Preparation:

The conducting officer must be in position to observe compliance with Rule 573(a), as follows:

- (a) A train or transfer, having passed beyond the limits of a block, must not back into that block until the RTC has been informed of the intended movement, and such movement has been authorized by;
 - (i) the indication of a block signal, other than a Restricting Signal equipped with a plate displaying the letter "R", or a Stop and Proceed Signal;
 - (ii) Rule 564; or
 - (iii) Rule 577.

Procedure:

Verify that a member of the crew communicates with the RTC to obtain permission prior to reversing movement, and;

If movement is to be made by signal indication;	If movement <u>cannot</u> be made by signal indication;
the movement is authorized by block signal other than a Restricting Signal equipped with a plate displaying the letter "R", or a Stop and Proceed Signal, and a crew member is in position to positively identify the signal indication until the signal is passed, and the track between the crew member and the signal is seen to be clear, and the signal indication permitting movement and any subsequent change of indication is promptly communicated to the locomotive engineer.	ensure the train is authorized by Rule 564; or ensure the train is authorized by Rule 577. Note: requirements of Rule 564 apply at a Stop Signal.

Test Failure:

- ✓ **The crew of the train or transfer fails to comply with the procedure as prescribed above**

CR573B Intending to Reverse Movement in CTC Within a Controlled Location

Test Code CR573B

Purpose:

To ensure that a train or transfer obtains proper authority from the RTC to reverse direction with its trailing end, within a controlled location.

Rule Tested:

Rule 573(b)

Preparation:

The conducting officer must be in position to observe compliance with Rule 573(b), as follows:

- (b) When a train or transfer has entered a controlled location on signal indication, and stops with its trailing end within such controlled location, it may only move in the opposite direction as prescribed by paragraph (a), clause (iii).

Procedure:

Verify that;

- a member of the crew communicates to obtain permission from the RTC prior to reversing movement
- the movement is authorized as prescribed by Rule 577

Test Failure:

- ✓ **The crew of the train or transfer fails to communicate with the RTC and obtain Rule 577 authority**

CR577 Authorized by Rule 5767, Obtains a Thorough Understanding in Writing*

Test Code CR577

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure that crews of trains or transfer authorized to work within the limits of one or more trains or transfers have a thorough understanding in writing, which includes information with respect to the intended operation of each train or transfer and remains in place until the affected train(s) or transfer(s) have left the working limits.

Rule Tested:

Rule 577

Preparation:

At a location where Rule 577 - Work Authority is issued, and such trains or transfer have been instructed "Protecting against each other". Conductor locomotive engineer or remote control operator of each train or transfer must have a thorough understanding in writing which includes information with respect to the intended operation of each train or transfer and remains in place until the affected train(s) or transfer(s) have left the working limits.

Procedure:

The train or transfer which has been given a Rule 577 work authority must have a thorough understanding in writing before entering the limits of the other authorized trains or transfer.

Test Failure:

The crew of the train or transfer so authorized fails to:

- ✓ **Have a thorough understanding in writing which includes information with respect to the intended operation of each train or transfer and remains in place until the affected train(s) or transfer(s) have left the working limits**
- ✓ **Record the instructions in writing**

CR578 Radio Broadcast Requirements in CTC

Test Code CR578

Purpose:

To ensure that the Conductor performs the required radio broadcast as and when required.

Rule Tested:

Rule 578 and related SSI

Preparation:

If not riding the movement, the conducting manager must be equipped with a radio set to the standby channel. It is also preferable (although not mandatory) to be in a location where the block signals are visible.

Procedure:

The conductor must state on the standby channel:

- the name of the advance signal TO the controlled location; and
- the name of the signal AT each controlled location.

Example in single track for a siding

"9502 East - Clear signal TO Glenogle West"

"9502 East - Clear signal AT Glenogle West"

"9502 East - Clear signal AT Glenogle East"

Test Failure:

The conductor fails to initiate a radio broadcast over the airwaves on the designated standby channel:

- ✓ Commencing with the designation of the train or transfer
- ✓ Stating the name of the signal displayed at each controlled location or controlled point, and on the advance signal to the next controlled location
- ✓ Before departure from location where crew receives a TGBO, and between one and three miles from location where:
 - Protection of impassable or slow track is provided by GBO; and
 - the train or transfer is required to protect against a foreman or another train or transfer
- ✓ Any additional restrictions which may be specific to a service area as indicated in current Summary Bulletins

CR611 Stop Signal at Automatic Interlocking

Test Code CR611

Purpose:

To ensure that a movement stopped by a signal at an automatic interlocking, properly applies the application of Rule 611.

Rule Tested:

Rule 611

Preparation:

Cause a signal governing movement over an Automatic Interlocking (equipped with a box marked "switches" with panel lights) to indicate STOP, Rule 439. SIGNAL NOT CLEARED AFTER STOP MADE.

Note: When a track shunt cable is used to activate signals it must be applied a sufficient time in advance to ensure against changing the indication of any signal already accepted by an approaching movement.

Procedure:

Stop must be made before any portion of the movement passes the signal. A crew member must open the box marked "Switches" and observe the panel lights. After opening the switch, the movement may then move at restricted speed to the next signal or Block End sign.

Conducting officer should be located so as to evaluate the actions of the crew member at the signal location, and the assisting officer, when available, should be in position to test compliance with restricted speed.

Test Failure:

The crew of the movement fails to:

- ✓ Stop before passing the signal
- ✓ Wait five minutes (or greater time as specified) after opening the box marked switches and observing the lights of the conflicting route not lighted or if no lights are provided in the box
- ✓ Proceed to the next signal or block end sign at restricted speed
- ✓ Close the switch and lock the box, after the movement occupies the crossing.

CR618.1 Entering Foreman's Limits in Interlocking

Test Code CR618.1

Purpose:

To ensure that a movement which has been authorized to enter or move within the limits of a TOP, does not enter nor move within the limits until instructions have been obtained from the foreman named.

Rule Tested:

Rule 618.1

Preparation:

The conducting officer must be in position to verify that the crew of the movement is in possession of instructions from foreman, before occupying the limits of a TOP.

Procedure:

After Rule 618.1 - Movement is so authorized to PROTECT AGAINST FOREMAN (NAME) BETWEEN (LOCATION) AND (LOCATION)" has been issued, verify that specific instructions are received from the foreman named. Instructions to enter or move within the protected limits must be recorded in writing.

Such instructions must be repeated to and acknowledged by the foreman before being acted upon.

Test Failure:

The crew of the movement so authorized fails to:

- ✓ **State status of sub-foreman prior to copying instructions.(SSI)**
- ✓ **Obtain specific instructions from the foreman named**
- ✓ **Record the instructions in writing from the foreman**
- ✓ **Repeat to and obtain acknowledgement of such instructions from the foreman, before being acted upon**

CRIDEPSGR Movement Ridden, Passenger Train

Test Code CRIDEPSGR

Purpose:

Managers directly supervising the operation of passenger trains must ride a sufficient number per month to monitor for Rules compliance and job performance.

Rule Tested:

Managers conducting train rides are expected to monitor a sufficient portion of a crew's tour of duty in order to be able to fully evaluate for Rules compliance and complete the train crew evaluation form.

Preparation:

Unless otherwise directed by the General Manager, the total number of passenger rides, where passenger trains are operated, should be proportionate to the total number of movements operated at any given location within the Managers jurisdiction.

Procedure:

This code to be used when a Managers rides with a passenger train crew.

Note: This test applies to both commuter and intercity passengers.

Each ride must be reported through the CAMS system and the TCE form must be retained on file.

Test Failure:

- ✓ **Any violation of a CROR , General Operating Instruction or Safety Rules or Procedures**

CRIDEFRT Movement Ridden, Freight Train

Test Code CRIDEFRT

Purpose:

Managers supervising the operation freight trains are expected to ride freight trains on a regular basis to evaluate safety, operations and rules compliance.

Rule Tested:

Managers submitting ride reports would normally be expected to monitor a sufficient portion of a crew's tour of duty in order to be able to fully evaluate for Rules compliance and complete the train crew evaluation form.

Preparation:

The duration of a reported ride should not be less than two hours of the crews expected total tour of duty including Job Briefings.

Procedure:

This code to be used when a Manager rides with a freight crew.

Each ride must be reported through the CAMS system and the TCE form must be retained on file.

Test Failure:

- ✓ **Any violation of an operating or safety rule**

CRIDEYARD Movement Ridden, Yard Service

Test Code CRIDEYARD

Purpose:

Managers supervising the operation of yards are expected to ride engines in yard service on a regular basis to evaluate operations, rules, and safety compliance.

Rule Tested:

Managers submitting ride reports would normally be expected to monitor a sufficient portion of a crew's tour of duty in order to be able to fully evaluate for Rules compliance and complete the train crew evaluation form.

Preparation:

The duration of a reported ride should not be less than two hours.

Procedure:

This code to be used when an officer rides with a yard crew.

Note: Includes movements equipped for RCLS (Remote Control Locomotive System) operation.

Each ride must be reported through the CAMS system and the TCE form must be retained on file.

Test Failure:

✓ **Any violation of an operating instruction, Rules, or safety procedure**

CRSLOW1 Is Not Exceeding Maximum Speed as Prescribed by Timetable Footnote

Test Code CRSLOW 1

Purpose:

To ensure that movements do not exceed the speed specified by time table footnote - 4.0 SPEEDS.

Rule Tested:

Rule 106 - Crew responsibilities – All crew members are responsible for the safe operation of movements and equipment in their charge and for observance of the rules.

Preparation:

The conducting officer must be located in a position to verify the speed of a movement.

Refer to Time Table Footnote 4.0 SPEEDS table for the appropriate location to perform this test.

Procedure:

Speed reading with RADAR should be taken from as near as possible to the line of travel of the movement. Reading error increases proportionally as the angle increases between the radar line and the direction of travel of the movement.

Test Failure:

- ✓ **The crew of the movement exceeds the speed specified by time table Footnote 4.0 SPEEDS**

CRSLOW3 Handling Equipment with a Speed Restriction, Does Not Exceed the Speed Specified

Test Code CRSLOW 3

Purpose:

To ensure that movements handling equipment with speed restrictions specified by time table footnote, GOI, Form V(2) or train consist, do not exceed the speed specified.

Rule Tested:

Rule 106 Crew responsibilities – All crew members are responsible for the safe operation of movements and equipment in their charge and for observance of the rules.

Preparation:

The conducting officer must be located in a position to verify the speed of a movement.

Review the movements consist/types documents to determine applicable equipment speed restrictions.

Procedure:

Speed reading with RADAR should be taken from as near as possible to the line of travel of the movement. Reading error increases proportionally as the angle increases between the radar line and the direction of travel of the movement.

Speed restriction for type of equipment must not be exceeded.

Test Failure:

- ✓ **The crew of the movement exceeds the equipment handling speed specified**

CRSLOW 4 Handling Special Dangerous Commodities*

Test Code CRSLOW 4

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure that movements handling SPECIAL dangerous commodities within metropolitan areas listed in subdivision footnotes, do not exceed the speed specified.

Rule Tested:

Rule 106 - Crew responsibilities – All crew members are responsible for the safe operation of movements and equipment in their charge and for observance of the rules.

Preparation:

The conducting officer must be located in a position to verify the speed of a movement.

Review train consist/types document and time table Footnote 3.0 Dangerous Commodities to determine applicable SPECIAL dangerous commodities speed restrictions.

Procedure:

Speed reading with RADAR should be taken from as near as possible to the line of travel of the movement. Reading error increases proportionally as the angle increases between the radar line and the direction of travel of the movement.

Speed restriction for applicable SPECIAL dangerous commodities must not be exceeded.

Test Failure:

- ✓ **The crew of the movement exceeds the SPECIAL dangerous commodities speed specified**

CRSLOW 5 Form VIN Possession of Form V GBO Does Not Exceed the Prescribed Speed*

Test Code CRSLOW 5

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Purpose:

To ensure that movements governed by Form V GBO do not exceed the speed specified within the limits stated.

Rule Tested:

Rule 106: Crew responsibilities – All crew members are responsible for the safe operation of movements and equipment in their charge and for observance of the rules.

Preparation:

The conducting officer must be located in a position to verify the speed of a movement.

Review DOB, TGBO and GBO to determine applicable Form V speed restrictions or confirm the speed and location of a slow track protection with the RTC.

Procedure:

Speed reading with RADAR should be taken from as near as possible to the line of travel of the movement. Reading error increases proportionally as the angle increases between the radar line and the direction of travel of the train or engine.

Speed restriction specified by Form V must not be exceeded.

Test Failure:

- ✓ **The crew of the movement exceeds the speed specified by Form V**

Speed Test (when radar is not used)

SPEED TEST (when radar is not used)

Where a short distance is involved, measured markers may be set up. Two suggested distances are 264 feet (multiple of 20) and 528 feet (multiple of 10). See chart below for calculated speeds. Unless otherwise provided, speed must be maintained until entire movement passes through a speed zone. Officers should time the passing of both the front and rear of the movement over the measured distance. The results of the speed test can be entered in CAMS under the applicable test codes CRSLOW1 through to CRSLOW5 and a comment should be made that radar was not used.

SPEED CHART

SPEED - MPH	ONE MILE	264 FEET	528 FEET
90	0 Min 40 Sec	2. Sec	4. Sec
85	0 " 42 "	2.1 "	4.2 "
80	0 " 45 "	2.25 "	4.5 "
75	0 " 48 "	2.4 "	4.8 "
70	0 " 51 "	2.55 "	5.1 "
65	0 " 55 "	2.75 "	5.5 "
60	1 " 00 "	3. "	6. "
55	1 " 05 "	3.25 "	6.5 "
50	1 " 12 "	3.6 "	7.2 "
45	1 " 20 "	4. "	8. "
40	1 " 30 "	4.5 "	9. "
35	1 " 41 "	5. "	10.1 "
30	2 " 00 "	6. "	12. "
25	2 " 24 "	7.2 "	14.4 "
20	3 " 00 "	9. "	18. "
15	4 " 00 "	12. "	24. "
10	6 " 00 "	18. "	36. "
05	12 " 00 "	36. "	72. "

CRHBDI Hot Box Detector Procedures, Stopping for Inspection of Indicated Defect

Test Code CRHBDI

Purpose:

To ensure that the crew of a movement that receives a report of an alarm from a HBD, applies the proper procedure and performs the required inspection.

Rule Tested:

GOI Section 5 Item 22.0 - HBD Alarms and Procedures Summary

Preparation:

The conducting officer must be located in a position to observe the actions of the crew of a movement that receives a HBD alarm.

Procedure:

When a movement receives a report from a Hot Box Detector of a defect and an Alert Tone or No Alert tone is heard, the following procedures must be followed:

Stop must be made immediately when the detector broadcasts an alarm message AND

- the defect is visible to the crew; OR
- when the HBD transmits an alarm for dragging equipment; OR
- when the detector is identified with double asterisks (**) and the movement is carrying one or more carloads, containerloads or trailerloads of SPECIAL dangerous commodities; OR
- when the detector broadcasts more than 6 alarms; OR
- when the cause of the alarm is not heard or in doubt.

When the detector system broadcasts a defect and none of the above conditions apply:

- the movement may proceed, not exceeding SLOW SPEED, until the inspection point is reached;
- when no inspection point is designated, the movement must be inspected immediately.

NOTE: At the inspection point, it is acceptable for a crew member to detrain and have the movement pull ahead to the first and then subsequent defect(s). However, inspection for defect must be performed while the movement is in the stationary position.

If a HBD transmits an alarm for "HOT BOX" or "dragging equipment", the movement must not pull ahead to a crew member to perform the inspection, unless it is unsafe to walk back. If it is unsafe to walk back, then the movement must not exceed 10 MPH to inspect for defect. If the movement must be pulled ahead over a facing point switch, movement must not exceed 5 MPH.

Summary

- Check if immediate stop required or if movement can proceed to inspection point at SLOW SPEED
- Check if HBD identified with (**) for direction of operation
- Check if movement is carrying SPECIAL dangerous commodities
- Check that inspection is performed while the movement is stationary
- Check for speed over facing point switch

Test Failure:

✓ **The crew of the movement fails to comply with the procedure as prescribed above**

CRHBDII Hot Box Detector Procedures, Reporting HBD Alarms and Results of Inspections

Test Code CRHBDII

Purpose:

To ensure that the crew of a movement properly documents detention or defects.

Rule Tested:

GOI Section 5 items 16.0 and 17.0

Preparation:

The conducting officer must be located in a position to observe the actions of the crew of a movement that receives a HBD alarm.

Procedure:

After a movement has received a report from a Hot Box Detector of a defect, ensure the crew completes the proper documentation.

Test Failure:

The crew of a movement that receives a HBD alarm, fails to:

- ✓ **Voice communicate with the RTC**
- ✓ **Complete Form 1225 when defect was found**
- ✓ **Ensure Crew to Crew Form is completed, when no defect is found**
- ✓ **Ensure all documentation is updated, including consist, Train Brake Status, Crew to Crew Form, and Form 1225, when car(s) set out**
- ✓ **Ensure necessary forms are available and updated for subsequent crews as a result of the inspection. (Form 1225 & Crew to Crew Form), on run through trains**

CRSBUIINSTL SBU Installation, Removal or Testing, Equipment Coupled to Locomotive*

Test Code CRSBUIINSTL

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Ensure 3 point protection is provided when Testing, Installing or Removing an SBU or SBU Battery on equipment which is coupled to a locomotive.

Rule Tested:

GOI Section 6, Item 20.1

Preparation:

The conducting officer must be in position to monitor employees while 3 point protection is provided for SBU installation.

Procedure:

If the employee

1. has personally notified the locomotive engineer of your intentions AND
2. has received confirmation that the locomotive engineer has provided 3 point protection as follows:
 - a) Fully applied locomotive brakes and if the air is cut in, made at least a minimum reduction.
 - b) Centered the reverser.
 - c) Opened the generator field switch.

Then the employee may

3. install or remove the SBU or
4. install or remove the SBU batteries or
5. couple the train brake pipe hose to the SBU or
6. press the SBU test button.

Advise the locomotive engineer when completed work on the SBU and safely in the clear.

The employee requesting protection must:

- check for other movements on the track on which he is working,
- insure that those movements (if any) are stopped, and if necessary,
- secure with a sufficient number of hand brakes to prevent moving.

Test Failure:

The employee installing the SBU failed to:

- ✓ Personally notified the locomotive engineer of his/her intention
- ✓ Receive confirmation of 3 point protection from the locomotive engineer
- ✓ Notify the locomotive engineer when safely in the clear
- ✓ Check for other movements on the track on which the employee is working
- ✓ Ensure that those movements (if any) are stopped, and if necessary
- ✓ Secure with a sufficient number of hand brakes to prevent moving

Prior to confirming 3 point protection, the locomotive engineer failed to:

- ✓ Fully apply locomotive brakes and if the air is cut in, make at least a minimum reduction
- ✓ Centre the reverser
- ✓ Open the generator field switch

CRSBUYRDMA SBU Installation, Removal or Testing, Equipment Not Coupled to Locomotive

Test Code CRSBUYRDMA

Purpose:

Ensure 3 point protection is provided when Testing, Installing or Removing an SBU or SBU Battery on equipment which is not coupled to a locomotive:

Rule Tested:

GOI Section 6, Item 21.0

Preparation:

The conducting officer must be in position to monitor employees while the SBU is being installed.

Procedure:

IF the employee:

1. has personally notified the yardmaster or other employee in charge and
2. has received confirmation that no movement will occur on or into that particular track

Then the employee may:

3. install or remove the SBU or
4. install or remove the SBU batteries or
5. couple the train brake pipe hose to the SBU or
6. press the SBU test button. Advise the supervisor or other employee in charge when completed work on the SBU and safely in the clear.

The employee requesting protection must:

- check for other movements on the track on which he is working,
- insure that those movements (if any) are stopped, and if necessary,
- secure with a sufficient number of hand brakes to prevent movement.

Test Failure:

The employee installing the SBU failed to:

- ✓ **Notify the supervisor or other employee in charge**
- ✓ **Receive confirmation that no movement will occur on or into that track**
- ✓ **Check for other movements on the track on which he is working**
- ✓ **Ensure that those movements (if any) are stopped, and if necessary**
- ✓ **Secure with a sufficient number of hand brakes to prevent moving**

CRCOUP50 Safe Procedure for Adjusting a Mismatched Coupler*

Test Code CRCOUP50

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure that the movement is stopped and there is not less than 50 feet of working room between equipment, before a crew member adjusts a mismatched coupler.

Rule Tested:

GOI Section 7 item 15.1 Steps 1 to 3

Preparation:

The conducting officer must be in position to monitor employees coupling cars when it becomes necessary to adjust a mismatched coupler.

Procedure:

When it becomes necessary to adjust a mismatched coupler:

- a) Stop the movement.
- b) Allow a safe distance, not less than 50 feet, for working room between equipment (whenever necessary, signal employee at the controls of the locomotive to reverse the movement and stop a second time to obtain a safe amount of room).
- c) Wait for the movement to come to a complete stop and for the slack to adjust and settle (do not overlook unexpected moving resulting from liquids sloshing in tank cars).

Test Failure:

The employee adjusting a mismatched coupler failed to:

- ✓ **Stop the movement**
- ✓ **Allow a safe distance, not less than 50 feet, for working room between equipment (whenever necessary, signal employee at the controls of the locomotive to reverse the movement and stop a second time to obtain a safe amount of room)**
- ✓ **Wait for the movement to come to a complete stop and for the slack to adjust and settle (do not overlook unexpected moving resulting from liquids sloshing in tank cars)**

CRDG1 Lifting Cars of Dangerous Goods

Test Code CRDG1

Purpose:

Ensure proper inspection procedures are applied when lifting cars of dangerous goods.

Rule Tested:

GOI Section 8, Item 1.1 (car inspection), Item 2.1 (safety marks), Item 3.1 (documentation)

Preparation:

Before lifting a dangerous goods car from a shipper's siding or interchange:

- Comply with Pre-departure Inspection Procedures in Section 5, item 4.0 (i.e., item 4.1, Hazardous Conditions; item 4.2, Performing the pre-departure inspection; and 4.3, Hazardous Condition Found).
- Ensure the car is not leaking; is equipped with serviceable roller bearings and trucks; is properly placarded (if required).
- If the car is a tank car, also ensure it has: double-shelf couplers; dome cover, or manway cover closed; bottom outlet cap and plugs applied; caps and plugs of all other visible openings in their proper places; loading/unloading rack equipment is clear and secured.
- Ensure placards are: applied to both sides and both ends of the car, container, or trailer; the same in all locations; right-side up in the diamond position; clearly visible and legible from the ground; and in good condition.

UN/NA number is: displayed on placards or orange panels, the same as indicated on the documents.

Notes: Traffic originating from the U.S. or overseas may display placards with words. Mixed loads may display danger placards. These placards do **not** display UN numbers.

- Obtain for each car: Shipper supplied document, or Compressed waybill, or Foreign line waybill (interchange only).
- Verify the following on each document: car initials and number, shipping name, class(es), **{Note: A non-numerical class may be provided for some commodities (e.g., combustible liquids and limited quantity or consumer quantity shipments) UN/NA number (when displayed), a 24-hour emergency telephone number is indicated. {Note: Some smaller shipments, and residue drums and fumigated consignments do **not** require a 24-hour emergency number.}**
- Update the appropriate train documents to show the position of all placarded cars.

Procedure:

Where a crew is to lift car(s) of dangerous goods

- at shipper's siding: remove one placard and/or remove the document for a car from the documents delivered by the shipper.
- at an interchange point: remove a document from the documents accompanying the cars received in interchange.

ENSURE THAT CREW DOES NOT LIFT THE CAR(S) WITHOUT THE REQUIRED DOCUMENTS AND PLACARDS AND THAT A VISUAL ON THE GROUND INSPECTION OF ALL CARS HAS BEEN MADE.

Test Failure:

- ✓ **The crew of the movement fails to comply with the procedure as prescribed above**

CRDG2 Documentation of Dangerous Goods in Train*

Test Code CRDG2

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Purpose:

Ensure that crews know the exact in-train location of all cars containing dangerous goods.

Rule Tested:

GOI Section 8 Item 4.0

Preparation:

At any location or time, after a movement has lifted or set out car(s), check that the crew has updated their records.

Procedure:

Crews shall have in their possession a document indicating the position of each placarded car in their movement. When the position of a dangerous goods car changes (e.g., cars lifted or set off), or a placarded car is placed in the movement, update the document to indicate the change. A train consist, switch list, or other prepared document may be used to meet this requirement.

When using form 125 (or any other appropriate form) to indicate cars lifted en route, following information must be shown for loads and residues:

- car initials and number,
- product name,
- class,
- UN/NA number,
- position from locomotives, and
- SPECIAL dangerous (if applicable).

Test Failure:

The crew of the movement fails to:

- ✓ **Update the position of dangerous goods cars on their consist, switch list or other prepared document**
- ✓ **Indicate all of the applicable information on form 125, for cars of dangerous goods lifted en route**

CRDG3 Switching Placarded Cars

Test Code CRDG3

Purpose:

To ensure that crews properly handle the switching of loaded dangerous goods car in Explosive class 1.1 or 1.2, or Poison gas 2.3 and flat cars carrying containers or trailers bearing any placard.

Rule Tested:

GOI Section 8 Item 5.1

Preparation:

The conducting officer must be in position to monitor a crew, flat switch equipment

Procedure:

These requirements are in addition to the restrictions contained in CROR Rule 113 (Coupling to Equipment) and Rule 116 (Running Switch).

Important: Promptly report to the appropriate supervisor any impact suspected of being faster than 6 MPH with, or onto, a dangerous goods car.

Flat Switching

Do **not** cut off in motion, or couple onto by a car or cars moving under its own momentum:

- a) A loaded dangerous goods car in class:
 - Explosive 1.1 or 1.2, or
 - Poison gas 2.3.
- b) A flat car carrying containers or trailers bearing any placard.

Test Failure:

- ✓ **The crew of the movement fails to ensure compliance with the flat switching requirements**

CRDG4 Required Dangerous Goods Documentation***Test Code CRDG4****Purpose:*****RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Ensure that a crew handling dangerous goods is in possession of the required documentation.

Rule Tested:

GOI, Section 8, Item 3.2, Item 3.5 and Item 3.6

Preparation:**At Train Origin and Regular Crew Change Points**

- Ensure all dangerous goods cars on the train consist have one of the following required documents: Compressed waybill, or TSC-DG8 Documentation Authorization. (See GOI Section 8 item 3.4, Compressed Waybill Missing.)
- At crew change points, radio waybills must be replaced with a compressed waybill or a TSC-DG8, unless the Director Operations – NMC provides authority to proceed with an existing radio waybill. (See GOI Section 8 item 3.7.)
- If the first page of the RIT dangerous goods compressed waybill documentation package indicates there are mixed loads requiring shipper supplied documentation (as per item 3.3) then:
 - Ensure there is a documentation envelope for mixed loads.
 - Compare the car initials and numbers on the envelope to the car initials and numbers listed in the RIT message.
- Emergency response information provided in the RIT documentation is intended as a supplement to the Emergency Response Guidebook. It is not a required document for operation.

Lifting a Dangerous Goods Car En Route (Except shipper siding or Interchange)

- Before lifting a dangerous goods car, ensure possession of the required documents: Compressed waybill, or TSC-DG8 Documentation Authorization. (See GOI Section 8 item 3.4.); Documentation envelope for mixed dangerous goods, if applicable. (See GOI Section 8 item 3.3.)
- Update the appropriate train documents to show the position of all placarded cars. (See GOI Section 8 item 4.0.)

Setting off a Dangerous Goods Car En Route

- If the setoff was **planned**, deliver a copy of the document to the appropriate location (e.g., the consignee, or point of interchange).
- If the setoff was **unplanned**, notify the RTC and request instructions. The RTC will specify where to leave the dangerous goods documents.
- If the car is a **mixed load** of dangerous goods requiring shipper supplied documents, then:
 - Open the “Dangerous Commodity Mixed Load Documentation Package;”
 - Extract only the documents for the car(s) set off;
 - Complete and sign the “CAR NUMBERS SET OFF ENROUTE” section of the envelope, including the: date, car number, location, employee name and number.
- Update the appropriate train documents to show the position of all placarded cars. (See GOI Section 8 item 4.0.)

Procedure:

Verify that a crew is in possession of all required dangerous goods documentation prior to leaving locations indicated above and when a **planned** setoff is made, a copy of the document is delivered to the appropriate location (e.g., the consignee, or point of interchange).

Test Failure:

- ✓ **The crew of the movement fails to comply with the applicable procedure as prescribed above**

CRDG5 Humping Tank Cars in Placard Group "C"

Test Code CRDG5

Purpose:

To ensure that crews correctly humps tank cars in placard group "C"

Rule Tested:

GOI Section 8 Item 5.2

Preparation:

The conducting officer must be in position to monitor a crew humping equipment.

Procedure:

These requirements are in addition to the restrictions contained in CROR Rule 113 (Coupling to Equipment) and Rule 116 (Running Switch).

Important: Promptly report to the appropriate supervisor any impact suspected of being faster than 6 MPH with, or onto, a dangerous goods car.

Humping Operations

A loaded tank car in placard group "C" (see marshalling chart, item 6.3) must be a single car cut over the hump, unless shoved to a coupling or rest. Also, the next car into the same track must be a single car cut unless shoved to a coupling or rest.

Test Failure:

The crew of the movement humping equipment fails to ensure that:

- ✓ A tank car in placard group "C" is a single car cut over the hump, unless shoved to a coupling or rest
- ✓ The next car into the same track is a single car cut unless shoved to a coupling or rest

CRDG6 Special Dangerous Goods Inspection Requirements at Double Asterisk Locations

Test Code CRDG6

Purpose:

To ensure that the crew of a movement handling SPECIAL dangerous commodities passing a HBD identified in the time table with double asterisk (**) is stopped and inspected when the HBD does not provide a complete and accurate inspection.

Rule Tested:

GOI Section 5 Item 27.0

Preparation:

The conducting officer must be in position to identify a movement handling SPECIAL dangerous commodities passing a HBD identified in the time table by a double asterisk (**) indicating mandatory inspection points for movements carrying SPECIAL dangerous commodities.

Note: The HBD must report a complete and accurate inspection.

If the movement carrying SPECIAL dangerous commodities passes a HBD identified with a double asterisk and:

- the HBD is withdrawn from service,
- the HBD reports "System Not Repeat Not Working" or is otherwise known to be inoperative,
- any part of the movement passes the HBD at 8 MPH or less,
- no message is received, or
- the HBD reports incorrect axle count and system reports No alarms

a complete and accurate inspection has not been obtained and the movement must be stopped and inspected within one mile of the mileage shown in the subdivision footnotes.

Procedure:

The crew must stop and perform the inspection of the movement:

- on both sides,
- from the front of the movement to and including eight axles behind the last full carload, containerload, or trailerload of a SPECIAL dangerous commodity,
- at a speed not exceeding 5 MPH.

The inspection can be performed by:

- Mechanical department inspectors,
- Crews of standing movements,
- A pull-by inspection by crew members, or
- A standing inspection.

Test Failure:

- ✓ **The crew of the movement fails to stop and perform the required inspection**

CRBRAKE-LO Verifying Locomotive Brake Test Procedures

Test Code CRBRAKE-LO

Purpose:

To ensure that a locomotive brake test procedure is properly performed by a locomotive engineer.

Rule Tested:

GOI Section 13, Item 2.3

Preparation:

The conducting officer must be in position to monitor a crew performing a locomotive brake test.

Procedure:

When a locomotive engineer is required to perform Locomotive Brake

Test, verify:

- that the locomotive is protected from unintended moving,
- that the locomotive air brake system is sufficiently charged by placing the automatic brake handle in the release position for at least 2 minutes,
- the full application and release the independent brakes,
- application of a 15 psi brake pipe reduction and subsequent release of the locomotive brakes by depressing the independent brake handle (bail) for at least 4 seconds for each locomotive in the consist,
- application of a further 10 psi brake pipe reduction and then release of the automatic brake, and
- that the locomotive engineer tests the operation and recovery of the Safety Control System, except when adding a trailing locomotive(s), and
- that a qualified person is positioned on the ground to observe that all brake pistons extend and retract as intended on the locomotives being tested.

Test Failure:

- ✓ **The crew of the movement fails to comply with the procedure as prescribed above**

CRBRAKE-1 Documentation of No. 1 Brake Test*

Test Code CRBRAKE-1

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Purpose:

To ensure a crew member records proper documentation of No. 1 Brake Test results.

Rule Tested:

GOI Section 13, Item 6.3 and Item 17.0

Preparation:

When a No. 1 Brake Test has been performed by a certified car inspector:

- where a train is made up at a safety inspection location, or
- while en route at any subsequent safety inspection location(s) designated for that train.

to verify:

- the integrity and continuity of the brake pipe,
- piston travel and the condition of brake rigging on each car in the train, and
- the application and release of air brakes on each car in the train.

Procedure:

The conducting officer must check to ensure that the conductor or locomotive engineer has recorded the brake status information for that train on the Crew to Crew Information Form.

Example:

5. Train Brake Status: (GOI-2 Sec. 13, - 17.0 or ABTHR Section 9)

	No 1	brake test performed at	Toronto Yard	by	carman Jones
No 1, No 1A, Class 1, Class 1A		location		conductor/carman	
at	1025	Mar 23, 2005	Number of cars tested		49
time		date			
CP 203458 C/O 13 cars from head end					
List of cars "cut-out" or all "OK"					

The results of this brake test may be obtained in writing, in person, or by radio from a person who has immediate access to the test results.

Note: If a train is made up at other than a safety inspection location, a No 1 brake test will be performed at the first safety inspection location designated for that train.

Test Failure:

- ✓ The crew fails to receive or properly record the train brake status on the Crew to Crew Information form

CRBRAKE-1A Brake Test Requirements – No. 1A*

Test Code CRBRAKE-1A

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure a crew complies with Brake Test Requirements for a No 1A Brake Test.

Rule Tested:

GOI Section 13, Item 7.0

Preparation:

The conducting officer must be in position to monitor a crew performing a No 1A Brake Test.

Procedure:

No. 1A brake test must be made by qualified person(s):

- where a train is made up at other than a safety inspection location or
- when an en route train is extensively switched, except where solid blocks of 2 or more cars are remarshalled within the same train or
- at an interchange location when Train Brake Status records are not available,
- cars lifted en route that have not received a #1 or #1A test for which brake status information is available

and must verify:

- the integrity and continuity of the brake pipe, and
- the application and release of air brakes on each car.

Test Failure:

- ✓ **The crew fails to comply with the procedure as prescribed above**

CRBP-CONTI Brake Test Requirements - Brake Pipe Continuity

Test Code CRBP-CONTI

Purpose:

To ensure a crew complies with Brake Pipe Continuity Test procedure.

Rule Tested:

GOI Section 13, Item 9.0

Preparation:

The conducting officer must be in position to monitor a crew performing a brake pipe continuity test.

Procedure:

A brake pipe continuity test must be performed by a qualified person when:

- solid blocks of cars which have received a No 1 or 1A brake test are added to a train, or
- the controlling locomotive has been attached to a train which has received a No 1 or 1A brake test, or
- the controlling locomotive consist has been exchanged or altered, or
- the locomotive engineer has been changed, or
- the brake pipe has been re-coupled after being uncoupled, or
- the locomotive is re-coupled to the train after setting off cars, or
- a train does not leave a terminal immediately upon completion of a brake test, or
- where stops are made and there is public access to the train, or
- where stops are made and public crossings are blocked, or
- any time that brake pipe continuity is suspect.

And must verify the capability to transmit a signal between the leading locomotive and the rear of the last piece of equipment on the train.

Verify that the locomotive engineer:

- makes at least a 15 psi brake pipe reduction to know that brake pipe pressure has decreased at the rear of the train,
- waits for the exhaust to cease,
- when ready to proceed, releases the automatic brake,
- knows that brake pipe pressure is increasing at the rear of the train, and
- proceeds only after the brakes have released.

Note: On a train equipped with distributed power, the remote feed valves must be cut out prior to releasing the automatic brake.

Test Failure:

- ✓ **The crew of the train or engine fails to comply with the procedure as prescribed above**

CRBRAKE-TR Brake Test - Transfer

Test Code CRBRAKE-TR

Purpose:

To ensure a crew complies with the brake test requirements for a Transfer

Rule Tested:

GOI Section 13, Item 15.0

Preparation:

The conducting officer must be in position to monitor a crew intending to operate as a transfer.

Procedure:

A brake test is not required, however the crew must ensure:

- there are sufficient operative brakes to control the equipment (confirmed by a running brake test as soon as practicable), and
- unless otherwise provided, there is air cut-in throughout the transfer.

NOTE: ALL transfers which contain dangerous goods must have air throughout.

Test Failure:

- ✓ **The crew fails to comply with the procedure as prescribed above**

CRRTBS Recording Train Brake Status - Crew Information Form / Train Brake Status*

Test Code CRRTBS

Purpose: ***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure a crew properly records and updates train brake status information.

Rule Tested:

GOI Section 13, Item 17.0

Preparation:

The conducting officer must be in position to monitor a crew update Train Brake Status (TBS) on the Crew Information Form after receiving the results of a No 1 or No 1A brake test and/or prior to arrival at each crew change point or terminal en route.

Procedure:

Check for the following:

- verify that Part 5 of the form is completed
- verify recorded information is up to date
- if form indicates car(s) cut out, verify Form 1225 has been completed

Example:

5. Train Brake Status: (GOI Sec. 13 - 17.0 or ABTHR Section 9)																															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px;">No 1</td> <td style="width: 35%; padding: 2px;">brake test performed at</td> <td style="width: 15%; padding: 2px; text-align: center;">Winnipeg</td> <td style="width: 10%; padding: 2px;">by</td> <td style="width: 25%; padding: 2px; text-align: center;">Carman J. Footboard</td> </tr> <tr> <td style="font-size: 8px; padding: 2px;">No 1, No 1A, Class 1, Class 1A</td> <td style="font-size: 8px; padding: 2px;">location</td> <td></td> <td></td> <td style="font-size: 8px; padding: 2px;">conductor/carman</td> </tr> <tr> <td style="padding: 2px;">at</td> <td style="padding: 2px; text-align: center;">0630</td> <td style="padding: 2px; text-align: center;">Oct 29/09</td> <td style="padding: 2px;">Number of cars tested</td> <td style="padding: 2px; text-align: center;">63</td> </tr> <tr> <td style="font-size: 8px; padding: 2px;">time</td> <td style="font-size: 8px; padding: 2px;">date</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5" style="text-align: center; padding: 5px;"> OK <small>List of cars "cut-out" or all "OK"</small> </td> </tr> </table>							No 1	brake test performed at	Winnipeg	by	Carman J. Footboard	No 1, No 1A, Class 1, Class 1A	location			conductor/carman	at	0630	Oct 29/09	Number of cars tested	63	time	date				OK <small>List of cars "cut-out" or all "OK"</small>				
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No 1, No 1A, Class 1, Class 1A	location			conductor/carman																											
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time	date																														
OK <small>List of cars "cut-out" or all "OK"</small>																															
Date	Conductor	Station Name	Car Total	List cars "cut-out" or all "OK"	Location from Engine	Rear Car Pressure*																									
10/29	Spike	Brandon	63	OK	- - - -	89																									
10/29	Plate	Oak Lake	78	15 Car lift No 1A Brake Test - all ok																											
10/29	Plate	Broadview	78	OK	- - - -	89																									
10/30	Jones	Regina	88	10 Car lift No 1 Brake Test - all ok		Carman Bridgman																									
10/30	Jones	Moose Jaw	88	OK	- - - -	89																									
10/30	Hopper	Swift Current	88	OK (10 Cars S/O - brakes all ok)		89																									
10/30	Gon	Medicine Hat	78	CP 203458 C/O	15	89																									
10/30	Gon	Medicine Hat	78	OK	- - - -	89																									

Test Failure:

- ✓ The crew fails to properly record the train brake status on the Crew Information Form / Train Brake Status

CRHBRELEAS Release of Hand Brakes Prior to Moving Cars

Test Code CRHBRELEAS

Purpose:

To ensure that equipment is not moved, with hand brakes applied.

Rule Tested:

GOI Section 14 Item 1.6

Preparation:

The conducting officers must be in position to observe a crew about to move cars (or diesel units), which have been previously secured with hand brakes.

Hand brakes have the ability to provide far more brake shoe force than the air brakes; therefore to avoid damage to wheels, hand brakes must be FULLY RELEASED before moving car(s).

Procedure:

Verify:

- that hand brake is properly released by ensuring that the bell crank has dropped and that the vertical rod and chain are slack.

NOTE: Do not depend on brake shoes being clear of the wheels.

- that hand brakes applied for equipment left standing on a grade are not released until either air brake system is fully charged or movement can be prevented with locomotive brakes.

Test Failure:

- ✓ **The crew fails to comply with the procedure as prescribed above**

CRRTRNSTNDG Leaving a Portion of Train Standing with Air Brakes Applied*

Test Code CRRTRNSTNDG

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure when a portion of a train is left standing with air brakes applied, the procedure outlined in GOI Sec 14 is followed.

Rule Tested:

GOI Section 14 Item 2.0

Preparation:

The conducting officers must be in position to observe a crew uncoupling and leaving a portion of a train standing with emergency air brakes applied.

The same procedure must be used if locomotives are uncoupled with or without hanging on to a number of cars.

Procedure:

Check for the following before the locomotive is uncoupled.

- verify that the locomotive engineer makes a service brake application.
- verify that the service exhaust has stopped at the automatic brake valve BEFORE the angle cock on the portion to be moved is closed.
- verify that no moving occurred while the angle cock on the portion to be moved was being closed.
- verify, on trains equipped with TIBS, that the locomotive engineer activates the emergency braking feature.

After the locomotive has been uncoupled:

- verify that the standing portion was left in EMERGENCY with angle cock FULLY OPEN.
- verify that if angle cock is subsequently closed, the angle cock is fully open on opposite end, or a locomotive is coupled on opposite end or equipment has been secured with hand brakes.

Test Failure:

- ✓ **The crew fails to comply with the procedure as prescribed above**

CRUNATLOCO Leaving a Locomotive Unattended Engine Running/Dead

Test Code CRUNATLOCO

Purpose:

To ensure when a locomotive is left unattended with engine running or dead, the procedure outlined in GOI Sec 14 is followed.

Rule Tested:

GOI Section 14 Item 4.2

Preparation:

The conducting officers must be in position to observe a crew leaving a locomotive unattended.

A locomotive is considered unattended when no crew member is close enough to the equipment to take effective action to control it from moving.

Procedure:

Check for the following on locomotive(s):

- verify hand brake is fully applied on each locomotive. Chain must be in tension to the point of application.

EXCEPTION: At least one hand brake required at the following diesel shop tracks; Coquitlam, Alyth, Winnipeg, Toronto, St-Luc, Moose Jaw, Sutherland or other specified locations.

- release all air brakes to verify that sufficient hand brakes are applied to prevent moving.

Check for the following on controlling locomotive:

- verify independent brake valve is cut IN and fully applied.
- verify automatic brake valve is cut IN and in RELEASE position.
- verify Generator Field switch is OFF
- verify control/fuel pump switch and engine run switch are ON.
- verify reverser handle is REMOVED from the cab of all locomotives in the consist.
- verify unnecessary lights are OFF and doors/windows CLOSED.
- verify ARU, where applicable, is connected

Test Failure:

- ✓ **The crew fails to comply with the procedure as prescribed above**

CRERDL Event Recorder Download

Test Code CRERDL

Purpose:

To ensure that crew members are in compliance with all applicable Operating Rules and General Operating Instructions as well as the observance of Time Table Footnotes and Subdivision Speed restrictions.

Rule Tested:

GOI Section 15 Item 26.0

Preparation:

Perform a random Event Recorder Download.

Procedure:

Verify:

- maximum track speed was observed, including all permanent speed restrictions.
- whistle and/or bell was sounded at all applicable public crossings at grade.
- additional speed restrictions were observed, after reviewing train consist
- speed of any restrictions protected by GBO were observed.
- all train handling procedures were followed.
- fuel conservation policies were followed.

Test Failure:

- ✓ **The crew fails to comply with the procedure as prescribed above**

CRFUELCONS Fuel Conservation Compliance

Test Code CRFUELCONS

Purpose:

To ensure that fuel conservation policies and procedures are followed.

Rule Tested:

GOI Section 16, Item 17.0 and 17.2

Preparation:

The conducting officers must be in position to observe a crew operating a movement or perform a random Event Recorder Download.

Procedure:

Check for one or more of the following:

- verify, by observation or event recorder download, that there are no occurrences of exceeding fuel conservation speed (45 mph or expedited speed as applicable) while the locomotive consist is in throttle 3 through 8.
- verify by observation that the number of operating locomotives in the consist is in compliance with messages on train documents. (GOI Section 16, item 17.2)
- verify by observation that locomotives which are shut down or isolated (for fuel conservation) are noted on Part 1 of the Crew to Crew Form. (GOI Section 16, item 17.2)

Test Failure:

- ✓ **The crew fails to comply with the procedure as prescribed above**

CRG01 GO Transit – Stop Prior to Copying Authorities

Test Code CRG01

Purpose:

To ensure that a Locomotive Engineer in GO Transit service brings the train to a stop prior to copying a GBO, authority or other instruction

Rule Tested or Procedure:

Single Locomotive Engineer (Information package) CP Employees in GO Transit service.

Overview:

Current operating manual for CP employees in GO Transit service requires that the Locomotive Engineer brings the train to a stop prior to copying a GBO, authority or other instruction

Procedure:

The conducting officer must be in a position to observe the train while the Locomotive Engineer is required to copy a GBO, authority or other instruction

Test Failure:

- ✓ **Locomotive Engineer fails to bring train to a stop prior to copying a GBO, authority or other instructions**

CRG02 GO Transit – Vigilance Box Procedures

Test Code CRG02

Purpose:

Ensure that Locomotive Engineers working in GO Transit service as single Locomotive Engineer are aware of requirements relating to the Vigilance Box.

Rules Tested or Procedures.

Single Locomotive Engineer (Information package) CP Employees in GO transit Service, effective November.

Overview:

The train crew vigilance box is located on both locomotives and cab cars. It is designed to electronically record confirmation that the Locomotive Engineer has performed or acknowledged certain safety related tasks.

Preparation:

The conducting officer must be positioned in the cab of the operating Locomotive or cab car to observe the acknowledgement of the tasks and press the enter button.

Procedure:

Prior to departing a shop track, outpost, turnaround or crew change location where a single Locomotive Engineer in GO service takes charge of a locomotive equipped with such box, the Locomotive Engineer must acknowledge the following tasks:

- DOB/TGBO
- Track Authority
- Track Restrictions
- Hand Brake Release
- Signal to Proceed

Each button must be pressed followed by the enter button to activate the device

Test Failure:

- ✓ **The Locomotive Engineer fails to acknowledge any of the tasks, or**
- ✓ **Press the enter button following to activate the device**

CRG03 GO Transit – 5A Door Closing Procedures

Test Code CRG03

Purpose:

Ensure that employees working in GO Transit service with a single Locomotive Engineer are aware of requirements relating to closing of the doors

Rules Tested or Procedures

Single Locomotive Engineer (Information package) CP Employees in GO transit Service.

Overview:

The employee operating the door controls must ensure that the train has stopped at the platform before the doors are opened. In some locations, it may be necessary to open all doors on both sides of the train. Usual procedures call for the conductors to operate the doors and make announcements from the 5A car for ramp deployment.

Preparation:

Observation of task and procedure.

Procedure:

No time must elapse between the announcement "stand clear of the doors; the doors are closing"; and physically closing the doors. When closing the doors at platforms employees must close all the doors with the exception of the door they are occupying. A visual check of the exterior must then be made to ensure that no passengers have been caught in the doors before the door they are occupying is closed. The green panel lights must then be observed before giving a proceed signal.

Test Failure:

The conductor fails to:

- ✓ **Close the doors immediately following the announcement**
- ✓ **Visually check the exterior of the train to ensure that no passengers have been caught in the doors**
- ✓ **Observe the green panel lights prior to giving the signal to proceed**

CRG04 GO Transit – One on One with Employees in GO Transit Service

Test Code CRG04

Purpose:

Comply with a commitment made to Transport Canada through conducting a one on one with each employee working with a single Locomotive Engineer in regular GO Transit service at least once per year.

Overview:

All procedures specific to employees working in GO Transit service with a single Locomotive Engineer.

Preparation:

Ensure familiarity with the following procedures specific to single Locomotive Engineer GO Transit operation:

- Stop prior to copying a GBO, authority or other instruction
- Vigilance box
- Closing of 5A doors

Arrange to meet with each employee in such service at least once per year and review the above requirements

Procedure:

Review the required procedures specific to single Locomotive Engineer in GO Transit operations.

Test Failure:

- ✓ **Employee regularly working in GO Transit single Locomotive Engineer service is not familiar with any one of the procedures**

CRTJOB1 Job Briefing

Test Code CRTJOB1

Purpose:

To ensure a job briefing is conducted before performing any work involving two or more employees.

Rule Tested:

T-0 Job Briefings

Preparation:

The officer(s) conducting the test must be in position to observe a crew conducting a job briefing, review the applicable form or ask specific questions related to the job briefing.

Procedure:

Job briefing is led by the conductor/foreman. Crew members must have a clear understanding of the tasks to be performed prior to commencing any work and/or when conditions change. The conductor/foreman is responsible for completing the applicable form as required.

Test Failure:

Crew fails to:

- ✓ **Conduct a job briefing**
- ✓ **Complete the form as applicable**
- ✓ **Provide job briefing form upon request**
- ✓ **Provide a clear understanding of the job briefing**

Standard & Coaching Tool Reference - Safety Rule Book for Field Operations

CRT1 Air Hoses and Angle Cocks

Test Codes CRT1

Purpose:

To ensure employees safely couple and uncouple air hoses such that no injuries or damage occur.

Rule Tested:

T-1 Air Hoses, Handling

Preparation:

The conducting officer(s) must be in position to clearly view and monitor employees while they perform work on air hoses.

Procedure:

Before working with air hoses – The employee will:

- a. Ensure equipment is secured and/or 3-point protection is provided
- b. Turn the head away from the glad hands when air hoses are being uncoupled
- c. Clean debris from area if present

While working with air hoses - Observe that the employee doesn't:

- d. Kick, strike at, or jostle the air hose(s) to stop a leak
- e. Make any adjustments to air hoses without first closing both angle cocks

When operating angle cocks – Employee will:

- a. Turn the head away when opening angle cocks
- b. Never reach over a drawbar to open or close an angle cock

Test Failure:

- ✓ Employee proceeds contrary to procedural steps listed above

Standard & Coaching Tool Reference - Safety Rule Book for Field Operations

CRT5 Aligning Drawbars/Couplers

Test Code CRT5

Purpose:

To ensure that employees safely and correctly align the couplers to avoid damage to equipment and/or personal injury.

Rule Tested:

T-5 Aligning Drawbar/Coupler

Preparation:

The conducting officer(s) must be in a position to observe and monitor employees while the drawbar/coupler is aligned.

Procedure:

1. Separate the equipment - Ensure the employee separates the cars by 50 feet
2. Fouling the Equipment - Make sure employee cars are secured before anyone steps foul of equipment and ensure three-point protection is secured by employee
3. Track Movements – Ensure employee checks for other movements on the same track
4. Adjusting the Drawbar/Coupler – Employee:
 - a. Keeps fingers and hands clear of pinch points
 - b. Ensures feet are kept clear of the area beneath the knuckle unless the knuckle is secured
 - c. Stands to the side of the coupler and leans against it until it is aligned – does not lift the drawbar
 - d. Does not adjust the coupler by striking it with foot

Test Failure:

- ✓ **Employee attempts to align drawbar/coupler before movement is stopped and separated, cars are secured and/or 3-point protection is secured**
- ✓ **Employee adjusts coupler in an improper manner contrary to the procedural points listed above**

Standard & Coaching Tool Reference - Safety Rule Book for Field Operations

CRT6 Coupling/Uncoupling

Test Code CRT6

Purpose:

To ensure that employees safely and correctly couple cars and other equipment to avoid damage or injury.

Rule Tested:

T-6 Coupling/Uncoupling

Preparation:

The conducting officer(s) must be in position to monitor employees while the coupling is occurring.

Procedure:

1. Before coupling cars – Employee will:
 - a. Detrain (unless riding a locomotive)
 - b. Ensure couplers are aligned and that at least one knuckle is open
2. Standing clear of equipment – Ensure employee does not adjust drawbars or knuckles, hoses, or angle cocks when equipment is about to couple
3. Adjusting Drawbar or coupler - Separate cars by 50 feet and ensure 3-point protection is secured when locomotive attached, separate cars by 50 feet
4. Using the operating lever – Employee:
 - a. Only uses operating lever while stopped or at a walking pace
 - b. Does not run when using an operating lever
 - c. When lifting an operating lever, uses a hand only and does not jerk operating lever

Test Failure:

- ✓ **Employee does not detrain (unless riding a locomotive) prior to coupling cars, or adjusts drawbar/coupler when equipment is moving to couple**
- ✓ **Employee does not separate and obtain three-point protection when a locomotive is attached**
- ✓ **Employee uses an operating lever contrary to the procedural points listed above**

Standard & Coaching Tool Reference - Safety Rule Book for Field Operations

CRT8 Crossing Over Rail Equipment*

Test Code CRT8

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Purpose:

To ensure that employees safely and correctly cross over equipment.

Rule Tested:

T-8 Crossing Over Rail Equipment

Preparation:

The officer(s) conducting test must be positioned where the employee being tested can be clearly be observed as they cross over rail equipment.

Procedure:

1. Using the Appropriate Safety Devices - Ensure employees use the cross over platforms, ladders, end platforms and/or locomotive platforms maintaining 3 points of contact
2. Where Not to Cross – Employee:
 - a. Does not cross under equipment
 - b. Does not cross over between coupled, moving cars
 - c. Does not cross over between multilevel (auto) cars without end platforms
 - d. Does not step onto the coupler, strike casting, sliding centre sill, coupler shank, angle cock, air hose or train line, journal box, operating lever or truck side
 - e. Does not stand, sit or walk on the top or on the sides of any open top cars (i.e. gondolas, hoppers, ballast cars or air dump cars)
 - f. Does not cross over between multi-level cars or cars without end platforms
 - g. Does not cross or move from one car directly to another, either while stationary or while moving.

Test Failure:

- ✓ **Employee crosses over via other-than-appropriate location on car, or employee stands, sits or walks on the top or sides of any open top cars**
- ✓ **Employee crosses over between coupled and moving cars or under equipment, or steps on the coupler, strike casting, sliding centre sill, coupler shank, angle cock, air hose or train line, journal box, operating lever or truck side**

Standard & Coaching Tool Reference - Safety Rule Book for Field Operations

CRT9 Derails

Test Code CRT9

Purpose:

Ensure that all appropriate safety rules are complied with and recommended practices are reinforced when employees operate derails.

Rule Tested:

T-9 Derails

Preparation:

When conducting the test be in a position to observe the employee operating a derail.

Procedure:

1. Prior to operating a derail - employee will:
 - a. Ensure the track is either clear of traffic in both directions or subject to controlled movement; and
 - b. Ensure that your movement is stopped 100 feet from the derail and 3-point protection is provided before operating the derail.
 - c. If the derail is found to be defective, report it immediately to your supervisor.

2. While operating a derail – employee will:
 - a. Not place a derail lock in an area where the derail will fall on it when placed in the non-derailing position.
 - b. Avoid putting hands in pinch point location
 - c. Bend at the knees and hips while maintaining a neutral spine, not overexerting

Test Failure:

- ✓ **Employee proceeds contrary to any of the procedural points listed above**

Standard & Coaching Tool Reference - Safety Rule Book for Field Operations

CRT11 Entraining and Detraining Equipment*

Test Code CRT11

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Purpose:

To ensure that all appropriate safety rules are complied with and recommended practices are reinforced when employees entrain/detrain equipment.

Rule Tested:

T-11 Entraining and Detraining Equipment

Preparation:

When conducting the test be in a position to observe the employee entraining or detraining equipment.

Procedure:

1. Communicate intent - Observe that employee communicates the intent to entrain/detrain to the operator prior to entraining or detraining
2. Safe to entrain/detrain – Ensure employee does not entrain/detrain moving equipment:
 - a. when movement speed is greater than a walking pace (4 MPH or less)
 - b. while in possession of a grip/bag or any item that would prevent the full use of both hands;
 - c. when movement is not clear of switch stands, bridge approaches, retaining walls, restricted/close clearances, debris and other fixed objects
3. Ensure employee faces the locomotive and uses both hands when entraining or detraining from a locomotive stairwell
4. Observe that employee does not jump between any piece of equipment to the ground or onto another adjacent structure
5. Note that employee uses 3 points of contact with a firm grip on steps, ladders, railings, or handrails when entraining or detraining any piece of equipment or structure



Test Failure:

- ✓ **Employee does not communicate intent to entrain/detrain moving equipment to the locomotive engineer**
- ✓ **Employee entrains/detrains without the full use of both hands**
- ✓ **Employee uses the wrong foot while entraining/detraining moving equipment**
- ✓ **Locomotive engineer doesn't ensure the movement is reduced to a walking speed (4MPH or less)**

Standard & Coaching Tool Reference - Safety Rule Book for Field Operations

CRT14 Hand Brakes*

Test Code CRT14

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Purpose:

Ensure that all appropriate safety rules are complied with and recommended practices are reinforced when employees apply hand brakes.

Rule Tested:

T-14 Hand Brakes

Preparation:

When conducting the test be in a position to observe the employee operating the handbrake.

Procedure:

1. When operating handbrakes – Employee will:
 - a. Apply a sufficient number of hand brakes and test the effectiveness in accordance with applicable operating rules or local operating instructions governing hand brakes
 - b. Ensure that cars with defective hand brakes are coupled to cars with effective hand brakes
 - c. Ensure hand brakes are released prior to moving cars to prevent wheel damage
 - d. Ensure hands and other body parts are clear of moving parts of the hand brake
 - e. When operating wheel-type hand brakes, always grip the brake wheel with your thumbs on the outside of the wheel rim
 - f. Ensure 3 points of contact are maintained

2. When operating a handbrake – Ensure the employee does not:
 - a. Stand on the rail when applying or releasing handbrakes
 - b. Operate the hand brake if it is defective or damaged - report defective hand brakes
 - c. Apply a handbrake from the ground, unless the bottom of the handbrake wheel is at shoulder height or below and 3-point is applied or cars secured if breaking the plane of the rail.

Test Failure:

- ✓ **Employee proceeds contrary to any of the above procedural points**
- ✓ **Employee fails to follow the safe work procedures while operating hand brakes**

Standard & Coaching Tool Reference - Safety Rule Book for Field Operations

CRT16 Multiple Unit (MU) Cable

Test Code CRT16

Purpose:

To ensure compliance with safe work practices regarding Multiple Unit Cables

Rule Tested:

T-16 Multiple Unit Cable

Preparation:

The officer(s) conducting the test will position themselves where they have a clear view of employees installing/removing Multiple Unit cables.

Procedure:

1. Three-Point Protection - When installing or removing multiple unit cables observe that three-point protection is secured
2. MU Cables in Use - Ensure that the employee hangs the MU Cables in the appropriate receptacles (27 pin plug), with locking tab engaged, and also ensure that MU cable is in the captain hook free from contact with coupler
3. MU Cables Not in Use - Ensure that the employee plugs the MU cables not in use into the dummy receptacles where provided, as well as with all attachments applied (e.g. captain hooks)

Test Failure:

- ✓ **Employee does not secure three-point protection prior to working with MU Cables**
- ✓ **Employee does not properly secure MU cables in the appropriate receptacle including captain hooks**

Standard & Coaching Tool Reference - Safety Rule Book for Field Operations

CRT20 On or About Tracks*

Test Code CRT20

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Purpose:

To ensure safety while on or about tracks.

Rule Tested:

T-20 On or About Tracks

Preparation:

When conducting the test be in a position to observe an employee on and about tracks

Procedure:

1. Equipment - Ensure no employee sits on or leans against stationary equipment unless proper protection is provided
2. Look in Both Directions - Ensure the employee looks in both directions when:
 - a. Fouling or crossing a track
 - b. Getting on or off equipment
 - c. Operating a switch
3. Never Walk Between Rails or Foul Tracks - Observe that employees never walk between the rails or foul tracks except when duties require and proper protection is provided
4. When employee is walking between equipment ensure there is a minimum 50 feet of separation between equipment
5. Observe that Employee Does Not Step on Any Part of -
 - a. A rail
 - b. A switch or switch machine, except to operate a foot pedal
 - c. A frog
 - d. A derail
 - e. A retarder
 - f. A defect detector/hot box detector
 - g. Automatic Equipment Identification (AEI) reader
6. Night Time and Periods of Reduced Visibility - Ensure employees use lantern or approved light source to perform work at night time or in periods of reduced visibility

Test Failure:

- ✓ **Employee sits or leans on equipment where no proper protection is provided**
- ✓ **Employee does not look in both directions before fouling/crossing a track, getting on or off equipment or operating a switch**
- ✓ **Employee steps on a rail, a switch or switch machine, a frog, a derail, a retarder, a defect or hot box detector or an AEI reader**
- ✓ **Employee does not obtain an approved light source during period of reduced visibility or darkness**

Standard & Coaching Tool Reference - Safety Rule Book for Field Operations

CRT21 Personal Protective Equipment and Clothing

Test Code CRT21

Purpose:

To ensure employee health and safety as well as regulatory compliance.

Rules Tested:

T-21 Personal Protective Equipment and Clothing

Preparation:

When conducting the test be in a position to evaluate the PPE being utilized.

Procedure:

Ensure employees wear approved PPE and clothing that meets or exceeds CP policies, as required for the job or task assigned as indicated by the PPE chart or customer facility.

Safety Footwear – Check that:

- Meet CSA Z195 Grade 1, Green Triangle (in CAN) / ASTM F13 (in US - footwear meeting ANSI is “grandfathered”) standards
- Have puncture and oil resistant soles
- Have an upper greater than 6” in height (measured from the top of the sole, instep side, to the lowest point on the top of the upper) that encircles and supports at least 1” above the ankle bone
- Have a defined heel* with a minimum height of 3/8” measured from the sole except where exempted.
- Have laces and be laced fully to the top at all times to provide adequate ankle support except where exempted
- Be maintained so they are free of tears and have functioning tread.
Include the use of anti-slip winter footwear when conditions warrant (i.e. when snow and ice conditions are present on walking surfaces typically encountered during regular duties).
- Employee is wearing approved anti-slip winter footwear when icy and/or snowy conditions exist/warrant.
- Winter safety footwear, if worn, meets the safety footwear requirements listed and above, and the upper is made of a sturdy/stiff like material enabling adequate ankle support to be maintained

Hardhats, if required to be worn, check that:

- Employee is wearing an approved high visibility hardhat
- The hardhat is in good condition
- There are no unapproved stickers attached
- There are no baseball caps worn underneath the hard hat
- Hard hats are not worn backwards unless as exempted in the Head Protection Policy (Revised March 2012)

Safety Glasses – Check that:

- Employee is wearing approved safety glasses
- The safety glasses are in good condition
- Prescription glasses are approved and have permanently attached side shields
- Tinted glasses are not used for night work

Hearing Protection – Check that employee is wearing hearing protection when noise levels are above 85 dBA

High Visibility Outerwear – Check that:

- Employee is wearing high visibility apparel that is visible at all times (except in designated locations)
- Approved apparel has:
 - i. Two retro-reflective vertical strips in front
 - ii. A retro-reflective X in the back
 - iii. A 360° retro-reflective torso band
- The high visibility apparel has the CP logo applied

- High visibility apparel is snapped or zippered up

Gloves – Check that:

- Employee is wearing gloves suitable for the type of work being performed
- The gloves do not have holes.

Test Failure:

- ✓ **Employee does not correctly utilize approved PPE, as required by the PPE chart.**

Standard & Coaching Tool Reference - Safety Rule Book for Field Operations

CRT23 Restricted/Close Clearances*

Test Code CRT23

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Purpose:

To ensure employee safety when entering areas of restricted or close clearance.

Rule Tested:

T-23 Restricted/Close Clearances

Preparation:

The officer(s) conducting this test should position themselves that they may observe employees before, during, and after entering a zone of restricted or close clearance or a building/structure.

Procedure:

1. Riding Equipment -
 - a. Ensure the crews detrain before reaching a restricted/close clearance when riding on equipment
 - b. Ensure employees riding in equipment (locomotives, track equipment and/or motor vehicle) keep all body parts within the confines of the equipment
2. Entering Restricted/Close Clearance -
 - a. In addition to local restrictions that may be in effect, employees must not ride on any moving equipment (confines of a locomotive are exempt) while entering, inside or leaving any building/structure, whether or not restricted/close clearances exist
 - b. When switching equipment in restricted/close clearance areas, crew members must not position themselves between moving equipment and buildings/facilities/retaining walls...etc. In cases where crew members must take a position between the equipment and the location where restricted or close clearance exists to facilitate switching operations, they must first approach the area while standing or riding on the clear/non restricting side of the rail
 - c. After the movement is stopped, the crew member may then cross to the other side of the equipment and make whatever short movements are required to facilitate spotting or lifting. These movements should be no more than a car length in distance and the crew member must place himself in a position that allows the maximum margin of safety should the equipment derail during the movement
3. Stand outside the rail of the adjacent track and extend the arm towards the equipment. When you are unable to touch the equipment, leave the equipment at least an additional 50 feet into the track to ensure equipment is beyond the clearance point.

Test Failure:

- ✓ **Employee does not detrain prior to reaching a restricted/close clearance**
- ✓ **Employee does not keep all body parts within the confines of equipment while riding**
- ✓ **Employee does not verify equipment is clear of the fouling point**

Standard & Coaching Tool Reference - Safety Rule Book for Field Operations

CRT24 Riding Equipment, General*

Test Code CRT24

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

Purpose:

To ensure employee safety when riding equipment.

Rule Tested:

T-24 Riding Equipment

Preparation:

The officer(s) conducting this test should position themselves that they may observe employees riding equipment.

Procedure:

1. Where to Ride -
 - a. Ride on the side ladder of the lead end of equipment and face the direction of travel.
 - b. It is permissible to ride the platform of a locomotive, caboose or other equipment with a designated riding platform (e.g. passenger cars).
 - c. It is permissible to ride the platform of the leading end of a tank car with the employees feet outside of the rail and body positioned outside of the handrail.
 - d. Only use designated handholds while riding equipment.
 - e. Always maintain 3 point contact when riding equipment and ensure your body is facing the ladder or stairwell.
 - f. It is permissible to ride the end platform of a car only on the trailing end of a movement.

2. Where Not to Ride –
 - a. the lead end platform or front ladder of equipment except as noted in C above or while performing a gravity drop;
 - b. on the deck of a flat car, bulkhead or centerbeam;
 - c. on any equipment while entering, inside, or leaving any building or structure;
 - d. on the roof of any rolling stock or on the lading of any car;
 - e. inside the end cage of equipment;
 - f. or step on operating levers;
 - g. inside a gondola; or
 - h. between cars unless operating a handbrake during a gravity switch.

Test Failure:

- ✓ **Employee rides on equipment contrary to any of the above-mentioned procedural points.**

Standard & Coaching Tool Reference - Safety Rule Book for Field Operations

CRT24TC Riding Equipment, Tank Car

Test Code CRT24TC

Purpose:

To ensure employee safety when riding equipment.

Rule Tested:

T-24 Riding Equipment

Preparation:

The officer(s) conducting this test should position themselves so that they may observe employees riding a tank car.

Procedure:

1. Where to Ride - Employees may ride the end platform on the leading end of a tank car provided:
 - a. The employee's feet are positioned outside the rail
 - b. The employee's body is positioned outside the handrail
 - c. The employee is facing the direction of travel with their body turned into the car
 - d. Three-point contact is maintained by employee
2. Where not to Ride -
 - a. End platform that is not leading end or trailing end of the movement
 - b. End platform of leading end of movement not in compliance with the above requirements

Test Failure:

- ✓ **Employee uses improper positioning/lacks 3-points of contact while riding a tank car as per above procedural points**
- ✓ **Employee rides end platform that is not leading or trailing end of movement or otherwise not in compliance with above requirements**

Standard & Coaching Tool Reference - Riding Tank Car Job Aid, Safety Rule Book for Field Operations

CRT26.3 Switches

Test Code CRT26.3

Purpose:

To ensure that all appropriate safety rules are complied with and recommended practices are reinforced when employees operate switches.

Rule Tested:

T-26 Operating Switches

Preparation:

When conducting the test be in a position to observe the employee operating a switch.

Procedure:

Before operating a switch the employee must

- a. Ensure adjacent and intended tracks are clear of employees, conflicting movements of rail cars, locomotives, or track equipment.
- b. Remove the switch point lock pedal, where equipped.
- c. Check the switch rods and switch point for ice, ballast, or any other debris that may prevent the switch from lining freely. Check if the switch has been spiked.

While operating a switch the employee must

- a. Keep your body, hands, and feet clear of all moving parts and out of the path of the switch handle.
- b. Do not apply force with your foot on a switch/derail handle.
- c. Ensure switch points fit properly prior to allowing a movement to pass.
- d. Reapply the switch lock or keeper after the switch has been lined.
- e. Use proper body mechanics.

Test Failure:

- ✓ **Employee does not adhere to any of the above-mentioned procedural points**

Standard & Coaching Tool Reference - Safety Rule Book for Field Operations

CRT27 3-Point Protection*

Test Code CRT27

Purpose:

***RETEST REQUIRED WITHIN 3 MONTHS IF FAILED**

To ensure that employees request and obtain three point protection as required.

Rule Tested:

T-27 Three-Point protection.

Preparation:

The conducting officer must be in position to monitor employees while three point protection is being requested.

Procedure:

Provide 3-point protection when cars are connected to locomotives and when:

- working on the ground with one or both feet between the rail; or
- working on the ground and breaking the plane of the rail with your torso between or around the equipment.

When applying 3- point protection the automatic brake is not required if the engineer ascertains that the locomotive brake(s)are sufficient to hold the equipment. The employee requesting the three point protection can still request that the automatic brake be applied if needed to prevent unintended movement.

Note: Any other department i.e. mechanical, engineering etc. that requests three point protection must have the automatic brake applied.

Three Point Protection – Locomotive Engineer:

To **establish** 3 point protection, complete the following steps in sequence.

1. Fully apply locomotive brakes, if required and if the air is cut in, make at least a minimum reduction.
2. Centre the reverser.
3. Open the generator field switch.

Then the locomotive engineer will:

4. Notify the requesting employee that three point protection is provided.
5. Maintain three point protection until the employee requesting it advises that he is clear and that protection is no longer necessary.

To **remove** 3 point protection, complete the following steps in sequence.

1. Close the generator field switch.
2. Move the reverser out of neutral.
3. Release the locomotive brakes.

Then the locomotive engineer will:

4. Confirm that three point protection is removed.

Inspect cars not attached to the locomotive to ensure that they are stopped, and if necessary, secure with a sufficient number of hand brakes to prevent movement.

Check for other movements on the track on which the employee is working.

Note: When switching using RCLS (Remote Control Locomotive System), refer to RCLS Job Aids.

Test Failure:

The employee moving between cars or fouling the track failed to:

- ✓ **Notified the locomotive engineer of his/her intention**
- ✓ **Receive confirmation of 3 point protection from the locomotive engineer**
- ✓ **Notify the locomotive engineer when safely in the clear**
- ✓ **Check for other movements on the track on which the employee is working**

- ✓ Ensure that cars not attached to the locomotive are stopped, and if necessary, secure with a sufficient number of hand brakes to prevent moving
- ✓ The locomotive engineer doesn't confirm that 3 point is removed after the conductor requests its removal

Prior to confirming 3 point protection, the locomotive engineer failed to:

- ✓ Fully apply locomotive brakes, if required and the air is cut in, make at least a minimum reduction
- ✓ Centre the reverser
- ✓ Open the generator field switch

CRT001 Communicate Safety Plan

Test Code CRT001

Purpose:

This test will track the rollout to employees of the current safety plan.

Preparation:

Ensure familiarity with current safety plan. Arrange to meet with all employees either as a group or individually as soon as possible in Q1, or as required by new hires/transfers/return to work, for an orientation on the safety plan.

Procedure:

Present the safety plan to employees.

In the 'Comments' section of the CAMS spreadsheet, record the names of all attendees to the safety plan orientation.

Measure:

Annual Target: Once per year/employee.

CRT004 Workplace Inspections

Test Code CRT004

Purpose:

This test will track the completion of a workplace inspection. A Workplace inspection is an observation of the workplace for the specific purpose of determining the levels of compliance with established company practices, procedures and safety & operating rules.

Preparation:

Complete a workplace inspection of the areas of CP property and facilities in which CP employees work.

Procedure:

This tracking test exists to record the completion of a workplace inspection.

Measure:

The annual target should equal the number of workplace inspections completed.

CRT006 Footboard Safety Meeting

Test Code CRT006

Purpose:

To hold a face-to-face meeting between a manager and employee(s) to discuss specific safety topics so as to ensure understanding and also to allow for questions and dialogue, including general topics on safety and rules compliance.

Preparation:

Familiarize yourself with the specific meeting topic to be covered.

Procedure:

Arrange to conduct or attend a footboard safety meeting. A footboard safety meeting is to focus on a specific topic and can take place at any time during an employee's shift. At the completion of the meeting the employee(s) in attendance will have a thorough understanding of the topic discussed.

Record the names of attendees in the 'Comments' section of the CAMS input spreadsheet for tracking and audit purposes.

Measure:

The annual target should equal the number of safety meetings that managers have conducted.

CRT011 Orientation Interview (New Hire, Transferee, Return to Work)

Test Code CRT011

Purpose:

To track the occurrence of an orientation interview. Within 6 months of qualification, new employees are subject to a documented one-to-one with a manager. This one-to-one will highlight testing completed and discuss any issues with the new employee.

Preparation:

For each new hire/transferee/return to work employee, conduct the applicable proficiency tests according to the minimum requirements per position.

Procedure:

Arrange to conduct an orientation interview within the first 6 months after employee qualification. At the completion of the orientation interview, the employee in attendance will have a thorough understanding of the performance and safety areas discussed and which areas need improvement.

Record the name of the employee in the 'Comments' section of the CAMS input spreadsheet for tracking and audit purposes.

Measure:

The annual target should be equal to the number of orientation/induction sessions that are had with employees.

CRT015 Job Aids (Develop/Update)

Test Code CRT015

Purpose:

This test will track the development or updating of a job aid.

Preparation:

Develop or update a job aid for the use of employees while working at a terminal or customer facility.

Procedure:

Develop, update and communicate the existence of a new job aid to all employees within a terminal.

Measure:

The annual target should equal the number of job aids rolled out on the property.

CRT018 Safety Hazard Reports (Resolved)

Test Code CRT018

Purpose:

This test will track the resolution of a safety hazard report.

Preparation:

Receive and resolve a safety hazard report.

Procedure:

This tracking test exists to record the resolution of a safety hazard report. Local reporting processes will define time periods for reporting, responses, and/or movement to a local workplace committee for recommendation.

Measure:

The measure should be equal to the number of hazard reports received.

CRT022 Risk Assessments

Test Code CRT022

Purpose:

This test will track the submission of a completed risk assessment.

Preparation:

Prepare and evaluate a risk assessment.

Procedure:

This tracking test exists to record the submission of a completed risk assessment.

Measure:

The measure should be equal to the number of risk assessments completed.

CRT027 Incident Investigations

Test Code CRT027

Purpose:

This test will track the completion of an incident investigation.

Preparation:

Complete an incident investigation.

Procedure:

This tracking test exists to record the completion of an incident investigation.

Measure:

The annual target should equal the number of incident investigations completed.

CRT031 Customer Safety Audits

Test Code CRT031

Purpose:

This test will track the completion of a customer safety audit.

Preparation:

Complete a safety audit of the areas of customer property and facilities in which CP employees work or are expected to occasionally work.

Procedure:

This tracking test exists to record the completion of a customer safety audit as per local framework requirements. The management co-chair, WH&SC and local management will assist in determining the focus of customer visits. Customer visits will be conducted as often as required by local management and WH&SC.

Measure:

The annual target should equal the number of customers in a location/service area. Audits should be carried out throughout the 12 months of the year as per local terms of reference.

CRT039 Quality Safety Review

Test Code CRT039

Purpose:

To ensure a Quality Safety Review is conducted between a manager and his direct reports.

Preparation:

The manager will conduct a Quality Safety Review using the Quality Safety Review guideline.

Procedure:

Manager must review the 9 Core Competencies using the Quality Safety Review form with direct reports discussing the employee's performance in adhering to the 9 key core competencies. Employees are evaluated on the following:

1. Employee Orientation (e.g. new hires, return to work, transferees)
2. Lead and Conduct Safety Meetings (e.g. footboard meeting)
3. Ensure Quality Pre-Departure Job Briefings
4. Train Rides
5. Proficiency Testing
6. Safety Hazard Reporting
7. Housekeeping
8. Incident Reporting
9. Incident Investigation

Note: Not all items may be applicable.

Measure:

General Manager will ensure that Quality Safety Reviews are completed, 2/year/report.

1. CAMS spreadsheets should be refreshed periodically.
 - a. Old sheets can become corrupted over time and may not have the most recent tests available causing data errors that will not upload to the system.
 - b. New sheets are available from the CAMS shared drive or through RailCity at > <http://railcity.cpr.ca/en-ca/AboutCP/Safety/Health%20and%20Safety%20Plans/Forms/Core%20Competencies.aspx>
 - c. It is suggested that you obtain a new spreadsheet periodically to prevent data corruption and ensure that you have the latest test codes.
 - d. Employee information should be transferred from the old sheet to the new by simply painting & copying the contents old tab and pasting it into the new.

2. CAMS spreadsheets must uploaded into the HR Self-serve system, accessible under Popular Pages in RailCity.
 - a. If there is no Proficiency (CAMS) button under HR Self-Serve, then you do not have access and must send in an e-Request to gain access.
 - b. Uploads are done through Proficiency Test Load screen.
 - c. First enter the Test Module using the drop down list.
 - d. Then enter the Supervisor employee # (also enter the assisting supv. if applicable).
 - e. Copy the spreadsheet lines to be entered and paste them into the Test Information field
 - f. Click first on Import Test Information, and then on Transfer Valid Test.
 - g. Record the assigned Batch number for later reference.
 - h. Check the pop up in the upper left corner for the number of tests successfully transferred. Anything less than the full # indicates errors in some of the up loaded tests.
 - i. Note that the HR Self Serve system only looks for valid employee # (always enter 000 then employee number) when uploading. First & last names are useful but not required. If loading tests on non-CP employees (not CP under column F), ensure that a name is entered but leave the employee # blank.

3. Oracle errors are generated when attempting to upload a spreadsheet when certain types of errors exist in the spreadsheet. If an Oracle error is generated, no records will have been entered into HR Self Serve. It indicates that your spreadsheet is corrupt and the corrected spreadsheet will need to be reloaded.
 - a. The most common Oracle error is using an incorrect date or time format. The format must be exactly as shown in the spreadsheet header. In addition to typing in the wrong format, this can occur if your computer has a different Date default set. Go to your Control Panel to determine if date defaults are set
 - b. The Occupation and Dept. /Subdept. fields must use only the selections offered in the dropdown list, either on the master sheet or under the Employee sheet.
 - c. Certain keyboard symbols may create Oracle errors (ex: @, %, *, etc.). Check for these in text fields such as Comments if you are getting an Oracle error.
 - d. If any field is typed in with either a leading or trailing blank, an Oracle error may occur. These are difficult to find since the sheet might look OK. You will have to move your cursor over text shown at the top of the sheet separately for each field. To avoid this you should use selections from drop down lists wherever available rather than typing in the entry.

- e. If you cannot locate the source of an Oracle error, send a copy of your spreadsheet to your Safety Specialist or KIE0002 for troubleshooting.
4. Uploaded errors can be created for a large number of reasons. These records are not transferred successfully but are available for review and correction under the Loaded Test Result button.
 - a. The easiest way to locate these errors is to click on the View Loaded Test Result by Batch on Test Load screen when not all of your tests were successfully transferred.
 - b. You can also search for them under the Loaded Test Result button by using the binocular icon at the upper right and setting Batch equal to your batch #.
 - c. Each error test is presented in sequence order and each field in error is shown in red. There is also an error description at the bottom of the screen.
 - d. You can make corrections on this screen by clicking on the red field and type in or select the correct information. Then click anywhere outside that field box to see if it goes clear. When the red fields are all corrected, click the Transfer box at the bottom.
 - e. If the error description indicates a duplicate record, simply delete the record (button at bottom). You have already successfully transferred this record.
 - f. If you cannot locate the source of or correct a loaded error, send the Batch # to your Safety Specialist or KIE0002 for assistance.
5. Successfully transferred tests can be viewed under the Test Result button.
 - a. The easiest way to locate and view these tests is to click on the View Test Result by Batch button on the Test Load screen.
 - b. You can also search for these by using the various criteria offered under the binocular icon on the Test Result screen.
 - c. Note that you cannot delete or revise successfully transferred tests. This can only be done by the system administrator (KIE0002).
6. Various reports can be generated using the HR Self Serve system, listed under Proficiency – Report button.
 - a. In addition to various canned reports listed, you can generate a detailed listing of all successful Test Load records by selecting the Individual Test Results report and selecting the criteria desired and adding these to the report list.
 - b. This report is generated as an Adobe document by default. If you want to manipulate or sort the report data, you can generate it as an Excel sheet by selecting that format on the Individual Test Report screen.
 - c. Note that if your criteria or date range is too broad, you may find that generating a report is very slow and/or fails due to the results exceeding Excel abilities.
 - d. Alternately, you can generate most any report data and/or format using the CAMs Access database. Note that there may be several days of delay between entering tests in HR Self Serve and its replication in the Access database.
 - e. If you have questions about how to use the Access database, speak to your Safety Specialist or email GAU0096.
7. Any other questions or problems can be addressed to the system administrator at KIE0002.