



Locomotive Calendar Day Inspection (LCDI) – Notes

General Information:

- Conductors should tie up the train sheet on the primary tie up screen first. (This will generate the engine numbers for the LCDI program, transferring them to the engineer's LCDI tie up screens.) Next, the conductor should tie up all other employees on the ticket via the secondary tie up screens **except the engineer.**
- Engineer can tie up before the conductor, but he must manually enter all of his engine numbers on the LCDI ME-65 screen & **press F5.**
- Engineer can still tie up the entire crew (train screens, LCDI, and employees – all screens.)
- After 11 hours, 48 minutes on duty, the engineer will have 2 minutes left to complete ME-65 and ME-60 reporting. At 11 hours, 50 minutes on duty time, the LCDI portion of the tie up will quit functioning & the engineer will be forced to exit the LCDI screens, and will still have 10 minutes to complete his hours of service reporting on the secondary tie up screen.
- If at an outlying point, or the computer system is down, the Crew management Center may still tie up the employees via telephone or FAX. The engineer will be responsible for completing any ME-65 /ME-60 reports the next time he is on duty.
- Outstanding LCDI reports must be completed the next time the employee reports for duty as an engineer before anything else in the Crewcall system can be accessed.
- A Locomotive Engineer Worksheet should be printed with each wheel report /work order showing any outstanding defects with the locomotives that are assigned /built with the train.

ME-65, Locomotive Calendar Day Inspection Reporting:

To complete the electronic ME-65:

Put an **X** beside each engine number and press **ENTER.**

(This records a calendar day inspection for each locomotive with an X.)

ME-65, Locomotive Calendar Day Inspection Reporting: (continued)

If the paper ME-65 on the locomotive has already been completed by another engineer:

(Note time & location the paper ME-65 was completed.)

Put an **X** beside a locomotive that has already had a calendar day inspection & press **F2**.

- Complete the Time & Location fields in the computer, press **ENTER** when completed. Type the first three or four letters of the location where the inspection was done & press **F5** to show a location list. Select the correct location with an **X** and press **ENTER**.
- Repeat this process for each locomotive that already has the paper ME-65 completed.
- Engineers are still required to complete the paper ME-65 on each locomotive,

If the engine has not been used / if the engine is in tow:

Put an **X** beside an engine number & press **F4**, reports engine as Not In Use (NIU)

To defer a calendar day inspection:

Put an **X** beside engine number & press **F6**. Confirm with a **Y** & press **ENTER**.

- Must have name of company officer who instructed you to defer the locomotive inspection. Computer will generate a daily report of deferred inspections, road foreman will call & follow up with each engineer for each deferred inspection. (Within a few months, the computer will be updated to provide a blank for entry of the company officer's name who instructed you to defer a calendar day inspection.)

ME60 / Locomotive Defect Reporting:

(Do this after an ME-65 inspection / ME-65 reporting is complete & defects are present.)

For each locomotive with a defect:

Place an **X** beside the engine number with a defect you want to report & press **F3**.

- A sub-menu will appear with categories of defects, place an **X** beside the category of the defect & press **ENTER**.
 - The defect menu will appear on another sub-menu, place an **X** in the D column beside the defect, press **ENTER** to record the defect. (Some menus listing the specific defects have several screens to scroll through; use **F8** to scroll forward through the defects listed, use **F7** to scroll backwards through the defects listed.)
 - (The “D” column is for defects, the “F” column is for FRA defects)
 - (The “D” column is recommended for all defect reporting.)
 - Press **F4** to add comments to the defect recorded if desired, press **ENTER** to add /record your comments. Press **F12** to return from the comments screen. (The F4 comment box is available for any defect noted.)
 - Some defects require input of additional information, noted with “xxx or xxxx” in the field. If you are prompted with a box containing “xxx or xxxx” fill in the values by typing over the “**xxx** or **xxxx**” and press **ENTER** when you have completed the additional information. (Some of the additional information screens have several choices for location, side etc. use **F8/F7** to scroll through the list.)

If a defect is recorded by mistake /to delete a defect, put an **X** beside the defect & press **F3**.