



Pre-Departure Checklist for T&E Employees

Before accepting call to work:

Is employee qualified over territory /territories on which assignment is to operate?

Do you require a pilot?

Crew Reporting Location:

- Check reporting location for any immediate hazards.
- NS Employee Identification Card for each employee.
- Complete warm up exercises.
- Note proper dress.
- Required personal protective equipment available for each employee: (if applicable) safety glasses, earplugs, gloves, radio with handset microphone, lantern, brake stick, reflective vest or belt.

Paperwork and Required Documentation

(Is the necessary paperwork available and accurate?)

- Dispatcher Bulletins (NS)
Dispatcher Bulletins for other division(s) / foreign line railroad(s)
 - Review contents thoroughly. If older than three hours, verify with dispatcher. Do you have all items and messages listed in the heading information?
- Wheel Report:
 - Proper Hazmat placement?
 - First six cars correct?
 - Excessive Dimension Equipment?
 - Speed Restrictions?
 - High & Wide Profile (if applicable)
 - Does the file number(s) contain all the cars reporting marks and numbers that are classified as “high & wide?”
Use the most restrictive profile if given multiple files.
 - Call CYO (if applicable) for work order or enroute working instructions.
- Hazmat Emergency Response Guidebook
- Rule book(s) & timetable(s)
- Form BT-103 (brake test form)
- Check “Memo” for latest operation, superintendent, trainmaster, or road foreman bulletins for each division or terminal you will encounter enroute.
 - Check for latest operation, superintendent, trainmaster, or road foreman bulletins for each foreign line railroad’s division or terminal you will encounter enroute.

Job Briefing:

- Call yardmaster, trainmaster, or other authority, to get instructions, location of locomotive(s), train, and other movements in area that may affect your departure.
- Have a job briefing among all crew members.
- Have a job briefing with other crews in the immediate area before beginning work.

Locomotives:

- Top, bottom, interior locomotive inspection
 - No blue flags present
 - Passageways clear
 - Chains secured
 - Wheels, traction motors, brake shoes, piston travel acceptable
 - Operational headlights
 - Operational ditch lights
 - Horn
 - Bell
 - Locomotives sanding properly
 - Check fuel
 - Check water
 - Check oil
 - Brake handles, reverser, throttle in proper position
 - MU cables connected / properly secured
 - Air hoses properly connected / cut out on applicable units
 - Powered axle requirements met?
 - Dynamic brake requirements met?
 - Cab signal test form (if applicable)
 - Properly supplied with ice, cooler, water, crew packs
 - Handbrakes released
 - Locomotive brake test complete
- Complete locomotive calendar day inspection, note on form ME-65
- Complete locomotive inspection form ME-60
- Complete locomotive dynamic brake inspection form
- Authority obtained to move locomotive(s)

Locomotives on Train

- Brake test complete / train inspected, Form BT-103 complete
- EOT armed & emergency feature tested (if applicable)
- Handbrakes released from cars (unless special instructions govern)
- Retainers on cars in proper position
- Brake test with locomotives attached (if applicable)
- Authority to depart / enter main track