



# THE BELT RAILWAY COMPANY OF CHICAGO

*Office of the Transportation Department*

## TRAIN DISPATCHER NOTICE #2016-D005

Effective 0001, Tuesday, December 27, 2016

**To: ALL CONCERNED**

**Subject: Entering Operational Issue Data in Belt Apps**

When reporting operational issues using the Belt Apps system, it is imperative that as much detailed information as can be provided is included.

This ensures that issues that are identified can be resolved by the department that owns the issues.

When notating issues, be sure to include as much of the following information as possible:

Examples:

- Locomotives – Number, Time of Issue, specifics of problems encountered
- Cars – Number, Time of issue, specifics of problems encountered
- Computer Systems – System being used, specific application where applicable, any noted issues found
- Remote Control Operation – Locomotive involved, OCU Box(s) involved, any specific issues being noted
- Track – Milepost, specific switch or physical feature, issue found, delays or consequences of item
- Signal – Location, signal or switch number, issue found, delays or consequences of item
- Switches – switch number, location, which end of a specific yard track (ex: E/E or W/E), issue (ex: gapped, hard to throw, etc.)

Where issues are identified, the department identified as responsible should be the one who is responsible for the maintenance of the asset involved.

Issues that entirely related to Transportation related causes, examples including train delays not caused by an item failing, should be notated with Transportation as the responsible department.

H. T. Kirman  
Director Rules and Compliance  
Belt Railway Company of Chicago

Train Dispatcher Notices in Effect:

**2016**

**002, 003, 004, 005**