



THE BELT RAILWAY COMPANY OF CHICAGO

Office of the Director, Rules and Compliance

MECHANICAL NOTICE

#2018-002

Effective 0001, Monday, January 1, 2018

To: ALL CONCERNED

Subject: BRC Rules and Compliance Information – Website Access

This Notice governs all crafts working in the Mechanical Department

BRC employees have access to all available rulebooks, general orders, notices and other information pertaining to rules and safety thru an employee portal on the BRC website.

Employees are able to access information that pertains to Engineering, Mechanical, and Transportation rules and instructions using this portal from any computer, on or off the BRC network.

This portal will be used to post general orders, notices, and instructions from all three departments.

Access to the Portal:

Employees can access the portal from any computer connected to the Internet.

Access the BRC website at www.beltrailway.com.

Once on the BRC Website select from the top menu entitled, "**EMPLOYEES**". This menu will present several options.

Select the one entitled "**OPERATING DEPARTMENT**".

Once on the Operating Department page, an option entitled "**OPERATING DEPARTMENT BULLETIN BOARD**" will be selected.

Once the **OPERATING DEPARTMENT BULLETIN BOARD** option is selected, the user will be directed to a password-protected access page.

To enter the password protected section of the website, enter a lower case "a" followed by your employee number.

All previous passwords for this system were reset at 2359 on Wednesday, September 21, 2016.

Your initial password is a lower case "a" followed by your employee number; you will then be prompted to change your password.

Password must be changed no less than 90 days after initial password selection, and no less than every 90 days after that.

The following information is available on the website:

<u>Engineering</u>	<u>Mechanical</u>	<u>Transportation</u>	<u>System</u>
Rule Books	Rule Books	Rule Books	General Orders
Engineering General Orders	Mechanical General Orders	Transportation General Orders	BRC Policies
Engineering Notices	Mechanical Notices-Car	Transportation Notices	Hazardous Materials Information
Engineering Safety Bulletins	Mechanical Notices – Locomotive	CORA Updates	Emergency Information
	Mechanical Safety Bulletins	Transportation Safety Bulletins	

Note: Individual Departmental Notices pertaining to job bids, except for Car Operations Notices, will be posted thru existing bulletin boards, according to existing department practices.

This website will contain notices pertaining to rules, safety information, and work instructions only.

Rules Structure Documents:

As information, the following document structure exists on the BRC:

- System General Orders will be issued to modify rulebooks for all BRC employees
- Department General Orders are issued by individual departments to modify rulebooks and special instructions, as needed, for the use of that department's employees
- Department Notices are issued by individual departments to provide instructions for employee work, and to communicate other information, as deemed necessary by the department head, to a specific employee group
- CORA Updates are issued to modify instructions for carriers using the CORA Operating Guide to operate trains on the BRC, and for crews operating BRC trains on other carriers

- System Policies are issued by the Human Resources Department as necessary, these apply to all employees

Employees encountering issues with access to the system should contact their supervisor for assistance.

H.J. Simon
Superintendent-Mechanical
Belt Railway Company of Chicago

Engineering Notices in Effect:

<u>Year of Issuance</u>	<u>Numbers</u>
2018	001, 002