



THE BELT RAILWAY COMPANY OF CHICAGO

Office of the Transportation Department

TRANSPORTATION NOTICE

#2021-001

Effective 0001, January 9, 2021

TO: ALL CONCERNED

Subject: Guidelines for Operational Tests and Inspections

These instructions supersede all previous instructions related to the administration of operational tests and inspections.

BRC Officers are required to conduct tests and inspections of BRC employee performance by federal law. These observations are to assess employee performance as it relates to BRC rules and federal regulations.

Notification of Test Results

Employees will be informed of their performance after all tests and observations, regardless of whether performance was inside or outside of acceptable standards.

For testing involving **ROUTINE OBSERVATIONS**, crews will be informed of their performance by the most expeditious means. This may include direct follow-up discussions or subsequent contact/notification by the manager.

For testing involving **STRUCTURED OBSERVATIONS** (Set-Up Tests) crews will be debriefed on performance at the scene.

Request for Evaluation of Testing Events

In the event that an employee perceives that an efficiency test was not performed fairly, or was not handled in accordance with the rules, they may elevate the issue for further evaluation.

When this is done, the employee may make an appointment with the Director of Safety to have an evaluation of the event conducted within 7 days of the date of the testing event.

Critical Rules for Efficiency Testing - Transportation

The following rules have been determined to have an increased amount of risk associated with them in the event of non-compliance for BRC employees, foreign railroad employees, and the general public. As a result, the following individual rules are designated as CRITICAL RULES for the purpose of testing and inspections:

<u>Rule Number</u>	<u>Rule Subjects</u>
GCOR 2.21 (SSI)	Electronic Devices
GCOR 6.5, GCOR 6.5.1, GCOR 6.28	Movement of Equipment
GCOR 7.1	Switching Safely and Efficiently
GCOR 8.2, GCOR 8.20	Switches/Derails
GCOR 5.4.7, GCOR 5.13	Red/Blue Signal Protection
SAF-1 S20.2.2, S20.5.4	Between Equipment / Sufficient Distance
GCOR 7.5, GCOR 7.6	Securement
GCOR 7.13	Lock Out/Tag Out

Records of Operational Tests and Inspections

Employees wishing to obtain any records related to their testing should contact the Director of Safety.

T. Hartwig
Terminal Superintendent

Transportation Notices in Effect:

2017	006
2018	001, 002, 004, 005, 007, 008, 010, 024, 041,
2019	002, 013, 029, 031, 034, 039, 041, 047, 048
2020	002, 030, 032, 034, 037, 038, 039, 040, 041, 042
2021	001