

**Association of American Railroads
Mechanical Inspection Department
INTERMODAL FACILITY INSPECTION CHECKLIST**

Railroad: Railroad Name

Location: City, State

Yard Name: Yard Name

Shifts per Day: Number of Shifts

File: File Name

Inspection Date: Month/Day/Year

Shift Inspected: 1st, 2nd, or 3rd

Days per Week: Number of Days

Car Department / Contractor Personnel Assigned to Facility?

Yes ☐ No ☐

Publications - OTL#7, MSRP#I, Interchange Rules TOFC / COFC,
Field Manual, (49 CFR 172.704 Hazardous Materials Gate Operations)

Yes ☐ No ☐

Pre-departure Freight Car Inspection Performed by?

Train Crew / Car Department / Contractor / None

Who

Running Repairs Performed by?

Car Department / Contractor / None

Who

*Trailer Hitch/Container Pedestal Repairs Performed Per Rules 64 & 65?

Yes ☐ No ☐

*Trailer Hitch Lubrication Performed Per Rule 65?

Yes ☐ No ☐

Initial Terminal Air Brake Test Performed by? Was (Time – O – Tester) used?

Train Crew / Car Department / Contractor / None

Yes ☐ No ☐

Who

Trailers and Containers Inspected for Locked Position by?

Car Department / Loaders / Contractor (Other than loaders)

Who

*AAR Interchange Rule Loading Exceptions per Open Top Loading Rules Section 7?

i.e., TOFC/COFC location, securement of hitches, pedestal latches, I.B.C.'s

Yes ☐ No ☐

* Mechanical Exceptions per AAR Rules 64 & 65?

i.e., Aux. lock, top plate broken, lock screw broken, lock screw socket missing,
C-hook broken, pedestal latch.

Yes ☐ No ☐

*Other Mechanical Exceptions?

Yes ☐ No ☐

*No. of COFC Loads Inspected: _____

*No. of TOFC Loads Inspected: _____

*No. of Chassis Loads Inspected: _____

*No. of Platforms Inspected: _____

*No. of Cars Inspected: _____

Representative Contacted: Contact Name & Title

Contact Name & Title

* Detail exceptions in exception format of report **Major:** _____ **Moderate:** _____ **Minor:** _____

Notes:

INTERMODAL SECUREMENT SAFETY AUDIT

Intermodal Equipment Manual

Railroad: Railroad Name

Location: City, State

Inspection Date: Month/Day/Year

1. AAR TRAILER AND CONTAINER SECUREMENT POSTERS:

Posted in conspicuous locations as appropriate throughout the facility?

Yes ☐ No ☐

2. ALL PERSONNEL INVOLVED IN THE LOADING PROCESS HAVE: (MSRP Section I, SOP 4.8)

a. Received training with the AAR Intermodal Trailer and Container Securement Manual every 3 years? Yes ☐ No ☐

If no, who specifically needs training with this manual: _____

b. Received training in responsibilities specific to securement? Yes ☐ No ☐

c. A personnel record notation that training and video viewing have been completed? Yes ☐ No ☐

3. POST-LOADING/PRE-DEPARTURE INSPECTION:

a. Was a post-loading/pre-departure inspection made? Yes ☐ No ☐

b. Was the verification list signed off indicating inspection was performed and loaded properly? Yes ☐ No ☐

c. Was the inspection made from an acceptable vantage point? Yes ☐ No ☐

d. Were all units verified? Yes ☐ No ☐

e. Was supplemental lighting used when lighting or visibility was inadequate? Yes ☐ No ☐

f. Are sign-off sheets maintained on file for 30 days? Yes ☐ No ☐

4. INSPECTION ELEMENTS: (Ensure intermodal track protection prior to inspection)

Trailers

a. Hitch jaw or rotor locked (indicator flush or flag down)? OK ☐ FAIL ☐

b. Hitch diagonal strut locked? OK ☐ FAIL ☐

c. Trailer kingpin properly engaged in jaw or rotor assembly? OK ☐ FAIL ☐

d. Trailer tires properly positioned (not overriding rub-rail/raised side sill or resting on a container pedestal; completely supported by railcar deck? OK ☐ FAIL ☐

e. All trailer tires present and not flat? OK ☐ FAIL ☐

f. Trailer landing gear properly clear of deck? OK ☐ FAIL ☐

g. Unit not shifted or leaning in/on car? OK ☐ FAIL ☐

h. Trailer doors closed? OK ☐ FAIL ☐

Containers

a. Container pedestal latch or twist-lock is properly engaged and locked? OK ☐ FAIL ☐

b. Bulkhead railcar flipper guides are in proper position for top container? OK ☐ FAIL ☐

c. Railcar container width guides are properly positioned for size of container? OK ☐ FAIL ☐

d. IBC's are properly positioned (not upside-down and the top container present)? OK ☐ FAIL ☐

e. IBC's are present at all positions? OK ☐ FAIL ☐

f. IBC's are properly locked? OK ☐ FAIL ☐

g. IBC's are properly stowed? OK ☐ FAIL ☐

h. IBC handle is not inoperative, broken, or missing? OK ☐ FAIL ☐

i. IBC locking handle is not broken or missing? OK ☐ FAIL ☐

j. Container is not contacting partially collapsed hitch or rub-rail so as to prevent proper securement? OK ☐ FAIL ☐

k. Container handling fitting is properly engaged on securement device? OK ☐ FAIL ☐

l. Container handling fitting is not broken or bent so as to prevent proper securement? OK ☐ FAIL ☐

m. Container-to-chassis securement devices are locked and secured? OK ☐ FAIL ☐

n. 20-ft containers are loaded only in wells approved for 20-ft loading? OK ☐ FAIL ☐

o. Container doors are closed? OK ☐ FAIL ☐

Double-Stack Well Cars

a. Debris or foreign material is in well? OK ☐ FAIL ☐

Security Audits (MSRP Section I, M-935 4.1)

a. Audits Performed Yearly? (Lifts 0-060000 (1) / 60000-350000 (2) / 350001-up (4)) OK ☐ FAIL ☐

APPENDIX A BILLING PROCEDURES

A1. Required Documents

a. Form J-2 (Intermodal Equipment Damage Form)

When repairs are covered by a Unit Damage Responsibility Report (Form J-2 or recorded image), an original, copy, or electronic image of such report must accompany the Unit Billing Repair Form.

A2. Repair Records

A repair record must be prepared when repairs of any kind are made.

a. Generation and Retention

When repairs are made to a foreign unit, an original record of repair must be made in detail at the unit and must be signed. A copy of the repair record must be submitted to the ramp office daily. The repair record **must be** maintained by the local ramp supervision for at least 7 days for comparison with the final invoice and work actually performed on the unit.

b. Required Information

The following basic information is common to both the original record of repairs and the Unit Billing Repair Form and **must be** shown at all times:

- (1) Reporting marks (unit initials)
- (2) Unit number
- (3) Date repairs completed (Mo-Day-Year)
- (4) Repair point locations (Standard Point Location Code, SPLC)

HANDLING HAZARDOUS MATERIALS – Intermodal Gate Operations 49 CFR Part 172.704

Training (introduction item #3); only if hazardous material come through the facility

Gate Clerk -- trained & tested within 90 days & every 3year

- a. General awareness/familiarization training
- b. Function-specific training
- c. Safety training
- d. Security awareness training and in-depth security training, as applicable

NOTES:

a) Units checked for 5 year out-of-date air test?

c) Wheel sets inspected for defects listed in Rule 36, 37, 41, 43 and 90 (Field Manual)? **Are WM 61 wheels being replaced if that truck is jacked for another reason per Rule 41.A.3.a?**

d) Side Frames and Bolsters inspected for defects?

- h) Ladders, ladder treads, handholds, and sill steps inspected for defects?
- i) Running boards, dome platforms, brake steps and crossover platforms inspected for defects.

- j) Train brake air system charged properly with retaining valves and valve pipes in good condition?
- k) Train charged to 15 psi of feed valve setting but not less than 75 psi at the end of the train?
- l) 20 psi reduction made and leakage reported?
- m) Proper inspection of train brakes? (shoes and lever angularity)
- n) Piston travel inspected for proper operating range?
- o) Release signal for brakes given and proper notification of test completion?
- p) EOT device applied and in compliance? (may or may-not be on at time of inspection)
- q) Test device in date? (92 day in-service / time-o-tester)
- r) Other?

[illegible]