

Federal Railroad Administration



Track and Rail and Infrastructure Integrity Compliance Manual

Volume I General

Chapter 2 Field Reporting Procedures and Forms

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- Manior format

CHAPTER 2 Field Reporting Procedures and Forms

Introduction

Inspectors must record each field inspection on a Track Inspection Report Form, F6180.96 (also called “Form 96”). Inspection reports shall be completed and promptly submitted, even when an inspection is free of defect observations. The data contained in each F6180.96 form (including a railroad’s reply to corrective action items) transfers to FRA’s safety database for processing in order to permit the generation of several management reports. This data helps to determine the effectiveness of the overall inspection program, the degree of compliance, and the effect of the Track Safety Standards (TSS) on reducing track-related accidents.

The information obtained by inspection activities also plays a key role in the development of FRA’s National Inspection Plan. This plan is a critical tool in providing for efficient allocation of FRA’s resources throughout the Nation in order to ensure the safety and viability of the general system of rail transportation.

Track Inspection Report Form, FRA F6180.96

General Instructions

This section describes the methods used to prepare an inspection report. Since January 1995, Track inspectors have been recording their inspection activities on a multidiscipline form, FRA F6180.96. The purpose of the form is to record inspections and defects for placement into FRA’s safety database.

The Railroad Inspection System for Personal Computers (RISPC) provides inspectors with the capability to enter inspection data via their PCs. This program allows inspectors to maintain electronic records, which facilitates data analysis. Throughout RISPC, help instructions are available to assist in the navigation and use of the software (by using the menu’s “Help” selection or the question mark icon).

Each inspector engaged in field inspection activities must complete Form 96 the day of the inspection, generating complete and legible information, and submit Form 96 to the railroad representative. Electronic RISPC-generated track inspection report entries are the preferred method to be used. Inspectors can use the hand-printed F6180.96 forms when necessary (e.g., computer failure). Inspectors must make hand-printed entries with a black ballpoint pen, applying sufficient pressure to ensure legibility of copies. If additional space is required, inspectors must use the 96a continuation sheet and number each page in the upper right corner of the report. When using a hand-written report, inspectors should enter the information into the RISPC as soon as practicable.

Inspectors shall provide a notice of defective conditions found on the day of the inspection by either: 1) an electronic PDF copy of the F6180.96 inspection report (email or other electronic medium) or 2) a hand-delivered paper copy. If F6180.96 reports contain line items recommending a civil penalty, a hand-delivered paper copy, signed by the inspector, shall be provided to the railroad representative.

For special instructions on the completion of each field in the F6180.96 report, refer to Appendix C - Instruction, F6180.96 Track Inspection.

Special Instructions–Inspections from/to State Lines

Complete an inspection report that begins within a State and terminates at the State line, as follows: Enter the name of the community (if not originating in a community, use the county) nearest the inspection starting point in the “From City” block on the inspection form and the State line name from the drop-down menu in the “Destination City” block to indicate the State line. A four-digit artificial identifier code, starting with the digits “99,” to indicate a State line, followed by the two-digit State code for the adjacent State, is in the drop-down menu. For example, an inspection conducted from Erie, Pennsylvania, to Ashtabula, Ohio, would be reported on two separate reports as follows:

First Report

From			Destination		
City:	Erie	2640			
State:	PA	42			
County:	Erie	C049			
City:	PA/OH State line	9939	City:	Erie	C049

Second Report

From			Destination		
City:	OH/PA State Line	9942			
State:	OH	39			
County:	Ashtabula	C007			
City:	Ashtabula	0330	City:	Ashtabula	C007

Inspection reports should be numbered consecutively. They can then be associated with each other in a listing of inspection activity, and a clear picture of the location of the entire inspection will be available.

An inspection crossing an entire State will show State line identifiers at each end, and will be associated with adjoining inspection reports by use of consecutive report numbers. For example, report an inspection from Pittsburgh, Pennsylvania, through West Virginia, to Columbus, Ohio, as follows:

First Report

From			Destination		
City:	Pittsburgh	6600			
State:	PA	42			
County:	Allegheny	C003			
City:	PA/WV State Line	9954	City:	Allegheny	C003

Second Report

From			Destination		
City:	WV/PA State Line	9942			
State:	WV	54	City:	WV/OH State Line	9939
County:	Brooke	C009	County:	Brooke	C009

Third Report

From			Destination		
City:	OH/WV State Line	9954			
State:	OH	39	City:	Columbus	1800
County:	Jefferson	C081	County:	Franklin	C049

Use a county or nearest city code for inspections beginning or ending at international borders (e.g., Canada or Mexico).

Note: When an inspection occurs at one point only, for example an inspection within the confines of a yard in one municipality, it is not necessary to fill in the “destination” fields.

Defect Line Item F6180.96 Reports

Inspectors must upload their RISPC inspection reports on a weekly basis. If an error is discovered requiring correction of a report, then the corrected report must be issued to the railroad representative. Furthermore, as soon as possible, the corrected report must be uploaded to FRA’s data contractor.

When making an unaccompanied inspection, the inspector will deliver a copy of the report to the railroad personnel having jurisdiction in the area covered by the report. However, when an inspection such as one from a train occurs and no defects are noted, it is not necessary to deliver a copy of the report.

In the Track discipline, do not mix defect-only line items and items checked yes in the “Violation Recommended” field on an F6180.96 form. In the case where an inspector discovers defect items and violation items during an inspection, these will require at a minimum two separate reports (one with defects only and another with violation items only). See below for line items with a recommendation for violation.

Violation Recommended Line Item F6180.96 Reports

Inspectors shall complete a separate F6180.96 report for any items identified for recommendation for violation. However, the above instructions pertaining to uploading and corrections also apply to reports containing items checked “yes” in the “Violation Recommended” field. In addition, carefully monitor the “Written Notification to FRA of Remedial Action Required” field to ensure railroads are complying with this requirement. Failure of the railroad to comply with the written notification requirement should be considered for a violation (Part 209, Section 405(a)).

Multiple violation line items on an F6180.96 report must be of the same Code of Federal Regulations (CFR) part, because all items from such a report will automatically populate into an F6180.111 violation narrative report (see below).

Violation Report Narrative - FRA F6180.111**General Instructions**

It is always necessary to provide supplemental information to an F6180.96 by writing a narrative report (F6180.111) when recommending a violation. These written narratives will accompany the F6180.96.

In the RISPC system, use F6180.96 forms that contain items recommended for civil penalty to generate an F6180.111. Open the RISPC main menu and perform the following actions:

1. Select “Other Programs”
2. Select “New Violation Report”
3. At the blank violation screen, select “New Report”
4. From the Inspection Reports Wizard, select the appropriate violation form (Track 213), [1]
5. Highlight the report and line item number you want and click on “Select and Create Violation Report”
6. Inspectors are to enter their sequential violation number and click on “OK”

Note: When recommending a violation for a Roadway Workplace Safety item, select the Track-214 form.

For special instructions on the completion of each field in the F6180.111 report, refer to Appendix D—Instructions, F6180.111 Track Violation.

A narrative submitted with a track inspection report should contain sufficient detail to completely describe and support the inspection activity. Copies of all pertinent data, such as railroads’ plans, records, bulletins or orders; any pertinent photographs; the names and titles of railroad employees who were witnesses; the time of day when the inspection or investigation was conducted; and the location of any violation with reference to some fixed object should also be furnished to further support the inspection activity. GPS coordinates, if available, may also be used.

When filing a violation report, take great care to obtain adequate evidence to support each element of each violation recommended in the violation report. This should include evidence through personal observation and/or records indicating train operations over the track defect. Also, evidence that the railroad should have known (knowledge standard) that the defect existed must be included in accordance with § 213.5(a), which states that responsibility for compliance with the track regulations lies with the track owner “... who knows or has notice that the track does not comply with the requirements....” This is the “knowledge standard.”

If pertinent, include copies of previous FRA track reports or the railroad’s own records to document prior knowledge given to the railroad indicating the presence of the track defect. Establish knowledge of a defect by constructively showing that the defect is of such a nature that the railroad would have known of the defect from past track inspections. In this regard, it is helpful to note the date of the railroad’s last inspection (and include the railroad’s last inspection record) and explain why the condition must have been present at that time by stating that this type of condition takes a longer time to develop than the time between the railroad’s last inspection and FRA’s inspection. See Chapter 4 of this manual for additional instructions concerning the knowledge standard.

Inspectors should be careful to identify, in the narrative report, all circumstances or facts that the inspector did not witness by stating the source of such information. If necessary, accomplish this by attaching a report of an interview to the narrative report. Identify all copies of records by providing the name, title, and address of the custodian of original records.

If more than one count (or occurrence) is listed in a line item of an inspection report, the narrative of the violation report should clearly state whether all counts are being recommended as separate violations or as one violation for the entire line item, as the intent is not always clear. If separate violations are being requested for each count, the Transmittal of Violation Report cover sheet should list each violation as a separate line item and in Railroad Enforcement System (RES) as well (unless multiple days are being requested). This will ensure that FRA's Office of Chief Counsel (RCC) is aware of both the inspector's intent and the Region's approval of the number of counts requested. Note that entering the violations as multiple occurrences on FRA Form 6180.96 in RISPC automatically generates a footnote indicating that penalties have been assessed for 2 or more days on which the violation continued, which is not correct in many cases.

Submission of Photographs as Evidence

Photographs can be very strong evidence in support of a violation. When using photographs in the violation narrative package, explain what each photograph shows. Clearly identify what each photograph illustrates in support of the violation. In violations with multiple counts or line items, caption each photograph to link it to a specific violation item, e.g. JAS_001, Line Item 2

Photographs must be in digital format. It is acceptable to place descriptions or pointers using software to help the reader understand the nature of the violation. However, photographs must not be digitally manipulated in any manner to alter the appearance of any item or element in the photograph. Digital photographs shall be annotated to indicate that there are no electronic alterations.

Statements of Witness

Unless a violation is substantiated by an inspector's personal knowledge, the railroad's own records, or admissions of railroad officials contained in reports of interview, the violation report should be accompanied by one or more witness statements on the appropriate "Statement of Witness." (That form is designed for use by railroad employees; if a statement is being obtained from a nonemployee, consult the RCC about how to proceed.) The witness statement must clearly substantiate any elements of the violation not established by other evidence. As in any type of case where a violation report is based on information received from a complainant, neither the report nor any of its attachments should reveal that the case arose from a complaint or identify any person as a complainant. The whistleblower protections found at 49 U.S.C. § 20109(i)(1) prohibit FRA from revealing the identity of anyone who brings a safety complaint to FRA without that person's written consent. However, 49 U.S.C. § 20109(i)(2) states that the U.S. Department of Transportation will disclose to the Attorney General the name of an employee described in 49 U.S.C. § 20109(i)(1) if the matter is referred to the Attorney General for enforcement.

Each witness statement must contain the time, date, full name, title, and mailing address of the person who was interviewed. Note: Inspectors should reference the General Manual, Chapter 5, for witness statement guidance and an example of a witness statement form.

FRA Guidelines for Conducting Interviews

Inspectors should reference the General Manual, Chapter 5, for guidance in conducting interviews.

Copies of Railroad's Records

When necessary, the violation report must be accompanied by legible copies of the railroad's relevant records containing information that will provide RCC with substantiating documentation of the violation. The violation report should give a clear understanding of how the documents help demonstrate the violation of Federal safety regulations.

This information may be submitted in the form of duplicated copies of the railroad's records or through comprehensive, word-for-word extracts taken from the railroad's records.

Violation Report Package Arrangement

When the violation report and all supporting documents have been converted into a PDF format these documents will be combined into one master document.

Each violation is required to have a master file in PDF format. The filename must contain the following information: Region, Case Type, Inspector Initials, and Violation Number, for example R4-TS-CLD-49.pdf. The following table lists violation case types.

Violation Case Type List

Code	Type
AD	Alcohol and Drug Regulations
AR	Accident Reports Regulations
BW	Bridge Worker Safety Standards
EO	FRA Emergency Order
EP	Railroad Enforcement Procedures
EQ	Engineer Qualification Regulations
FCS	Freight Car Safety Standards
GC	Grade Crossing Signal Safety Regulations
GS	Safety Glazing Standards
HMT	Hazardous Materials Regulations
HS	Hours of Service Laws
HSR	Hours of Service Record Keeping Regulations
LI	Locomotive Safety Standards and Statutes
Code	Type
LIS	Steam Locomotive Safety Standards and Statutes
PEP	Passenger Train Emergency Preparedness Regulations
PEQ	Passenger Equipment Safety Standards
REM	Rear End Marking Device Regulations
ROP	Railroad Operating Practices
ROR	Railroad Operating Rules
RSP	Railroad Communications Regulations
RW	Roadway Worker Protection Regulations
SA	Safety Appliance Statutes and Regulations
SI	Signal Inspection Regulations and Statutes
TH	Train Horn/Quiet Zone
TS	Track Safety Standards

The violation report package should be arranged in the following order: Violation Report, List of Exhibit page, and exhibits in order of relevance. The requirements for these documents are detailed as follows:

1. **Violation Report - Form FRA F6180.111, including any continuation sheets:** Inspector must ensure all reports in the violation report package are signed using electronic signature.
2. **List of Exhibits:** A List of Exhibits page must be created and inserted immediately after the Form FRA F6180.111.
 - 1) The Exhibit List must be a separate document titled *"List of Exhibits" rather than "Attachment List"*.
 - 2) The list must not be entered in the narrative of the Violation Report (field 34).
 - 3) All of exhibits must be listed in order of relevance, and will not be numbered 1,2, 3, or lettered A, B, C.
3. **Exhibits:** Exhibits include, but are not limit to, the following:
 - 1) Original Form FRA F6180.96 containing the recommendation for civil penalty
 - 2) Form FRA F6180.96 reports for the inspection that includes the defects not recommended as violations – railroad copy.
 - 3) Statements of Witness, if any.
 - 4) Copies of pertinent pages of the timetable and any other instructions that are in effect at the time of violation, such as a temporary speed restriction that amends the authorized speed.
 - 5) Photographs, as described above. Photographs should clearly illustrate the severity of the violation, any dynamic movement added to a measurement, or anything to further document why the defect is recommended for violation. Do not include photographs if they do not show something that is significant in supporting the violation.
 - 6) Copies of railroad records when they are available and are part of your determination to recommend a violation.
 - 7) Include any other items that may further substantiate that a violation is in order.

For identification purposes, each exhibit of the violation report package must be labeled with the inspector's initials and the violation report number, for example, JDP-55, which should be placed in the lower right corner of each sheet.

If an inspector feels that a violation needs special handling, the inspector must submit an additional cover memo (to be signed by the Regional Administrator) justifying the recommendation. Special handling includes a penalty above the amount shown in the penalty schedule (Appendix B to Part 213), up to or including the aggravated maximum penalty of \$105,000, or when numerous counts of multiple days are recommended. Please ensure that the cover memo is included in the violation package. and that the memo provides the information and justification required by the "Improvements in Civil Penalty Enforcement" memo dated 6/18/09.

The entire violation package for transmittal contains:

- 1) TFR - F6180.72x (transmittal document)
- 2) Cover letter regarding extraordinary penalties (if applicable)
- 3) Violation report package

Note: One and two are separate files and do not require a digital signature by the inspector.

Supervisory Review

Upon receipt of a Track Inspection Report, or any other report submitted by an inspector, the Supervisory Track Specialist will make a thorough review to determine that:

- The report is complete.
- It has been prepared in accordance with outstanding instructions.
- The type and number of inspections are consistent with the goals of FRA.
- With respect to violation reports that the inspector has recommended for civil penalty, the inspector's recommendation for prosecution leaves no doubt as to the degree of seriousness of the violation and that, where a willful violation or an extraordinary penalty is sought, the report and/or Regional Administrator cover memo provides the additional justification to support a penalty beyond the ordinary level stated in the penalty schedule for the track safety standard violated.

Before uploading an F6180.111 form to the RISPC system and sending the electronic package to the regional headquarters, inspectors are to send a draft copy to their Supervisory Specialist for review. An electronic draft copy can be generated by "printing to PDF" and emailing it. The Specialist—after considering the hazard of the specific track violation, the railroad's record of accidents, and its overall compliance attitude—should indicate his or her concurrence or nonconcurrence with the inspector's estimate of the seriousness of the violation. The Supervisory Specialist may also indicate edits or corrections the inspector can incorporate into the final report package. To assist and simplify the violation report draft and review process, the violation report can be drafted in word format to include all fields on FRA Form 6180.111 and forwarded to the Track Specialist for review of all critical elements. The forwarded review should include all exhibits for reference when the inspector has completed the draft violation report. When concurrence of the specialist and inspector is complete, the inspector can transfer the draft violation report to FRA Form 6180.111 for final assembly into a single document as outlined.

If the Specialist does not concur with the inspector's estimate of the seriousness of the violation, the Specialist should prepare a memo stating that fact and the reasons for his or her nonconcurrence. He or she should address the memo to the Regional Administrator, attached to the violation report and with a copy furnished to the inspector. The report should then be discussed with the inspector.

Violation Report Package Distribution

Upload the F6180.111 form narrative to the RISPC database within 30 days after the date of the inspection report. After the upload process, inspectors shall prepare an electronic master document of the entire violation package and send it to Supervisory Specialist. The violation report package will include a copy of the inspection report and supporting documentation bookmarked for easy reference.

After review by the Supervisory Specialist, the region will electronically submit the violation report package including the original report, exhibits and photographs to RCC. The region is required to retain a copy in regional files.

The inspector must number the violation narrative reports sequentially throughout his/her career without regard to the end of any calendar or fiscal year.

Special Notice for Repairs

General Guidelines

The Special Notice for Repairs Report (SNFR) is an effective instrument to handle certain circumstances in which a railroad does not take the proper remedial action to address defects. Use it in accordance with current FRA policy and in circumstances where noncomplying track conditions are repetitive or pose a safety risk. For example, if an inspector has determined that a segment of track does not comply with 49 CFR Part 213, is unsafe for continued service, or presents an imminent safety hazard to railroad employees or the general public, and if voluntary compliance has not been undertaken by the railroad, then inspectors should be prepared to issue a Special Notice for Repairs under the guidelines described in Chapter 4 of the Track and Rail and Infrastructure Integrity Compliance Manual. Line items in the inspector's F6180.96 that support the SNFR should have the line item box labeled "SNFR" checked.

Special Notice for Repairs F6180.8 Instructions

When the defects noted on the SNFR form are representative of general conditions identified on the track segment, the Track inspector should include a note on the Track Inspection Report form stating that the conditions reported are representative of the conditions on the identified track segment. Attach copies of the Form F6180.96 to the SNFR form (F6180.8).

Fill out the original and three copies of the SNFR form. Give the original to the appropriate carrier official and distribute the copies as follows:

1. The first copy—send to the Track Specialist.
2. The second copy—forward to the Associate Administrator for Railroad Safety/Chief Safety Officer, attention Track Division, RRS-15.
3. The third copy—keep in the inspector's file.

Upon receipt of an SNFR, the railroad may appeal the decision of the inspector to the Regional Administrator. Such appeal must be in writing. The Regional Administrator will then assign an inspector, other than the inspector who originated this action, to reinspect the track. If the decision of the original inspector is sustained, the Regional Administrator will notify the railroad that the appeal is denied.

If found that it is safe to operate at the class deemed proper by the railroad, the Regional Administrator will immediately notify the railroad that the restriction is no longer in effect. In the case where doubt exists as to the seriousness of the conditions, the Regional Administrator can postpone the effective date of the slow order until a reinspection occurs. Only the Regional Administrator has this authority. Inspectors shall not make any statement that could be an indication of how FRA will resolve the appeal.

For instructions concerning the completion of Form F6180.8, in RISPC, see Appendix E–Instructions, F6180.8 Special Notice for Repairs.

Special Repair Remedial Action Report F6180.8a Instructions

An appropriate railroad official completes the Special Repair Remedial Action Report (SRRAR). It indicates remedial action taken by the railroad to correct the noncomplying conditions listed on the SNFR. The RISPC program will populate data from the SNFR to the SRRAR once the SNFR is completed. Inspectors will have the option of printing a hardcopy or saving the SRRAR in PDF. In addition, inspectors will also have the option of emailing the report to the appropriate railroad official. However, inspectors are encouraged to hand-deliver a hardcopy of the SRRAR, along with the SNFR, to the appropriate railroad official whenever possible and should always mail an original copy of each to the railroad.

For instructions concerning the completion of Form F6180.8, in RISPC, see Appendix F–Instructions, F6180.8a, Special Repair Remedial Action Report.

Reinspection

When assigned to reinspect track involved in an SNFR, the inspector shall commence that activity immediately. The inspector will conduct the reinspection in accordance with the provisions of Chapter 1 of this manual and it will be made over the entire limits covered by the SNFR. The inspector will determine if the defects present support the decision to issue an SNFR. The inspector must also submit to the Regional Administrator a thorough and complete written report that must include:

- A written description of the conditions found.
- Field measurements (where applicable).
- Photographs.
- A statement giving reasons for either denying or approving the appeal.

The reinspection will take into consideration all aspects of the TSS and shall not be limited to the defects listed on the SNFR.

It is the responsibility of the Track Specialist to keep the Regional Administrator advised of developments as they occur. If the carrier does not provide an F6180.8A to FRA in 30 days, then a followup inspection will be conducted. The purpose of this inspection is to determine if the carrier is complying with the provisions of the SNFR. If the carrier does not address the conditions noted in the SNFR, then refer to the section titled, “Violation of FRA Emergency Order or FRA SNFR” in Volume I, Chapter 4 of this manual.

Appendix A - Activity Codes

Multidiscipline Code Table of Definitions
(The table is based on the RISPC Database Revised January 17, 2012)

Activity	Discipline	Definition	Comments
174A	H, M	General Requirements – The purpose of this inspection is to determine compliance with §§174.3, 174.5, 174.9, 174.14, 174.16 and 174.50. This code is to be used for railroad facility inspections. Record one unit for the inspection of each car transporting hazardous materials.	
174B	H, O	General Operating Requirements – The purpose of this inspection is to review a train crew's documentation for each rail car containing hazardous material, including any changes in placement of the car. The inspection should include determining compliance with the basic hazardous materials shipping paper descriptions as required in § 174.26. Record one unit for each train consist inspected, and one subunit for each inspection of the basic shipping paper description of each car containing hazardous materials. Note 1: Inspectors must use Activity Code TPLH to record inspections associated with train placement requirements. Note 2: Inspectors must use this code instead of Code 172C when inspecting shipping papers specific to a particular train.	
209	ALL	Remedial Action – The purpose of this inspection is to report a railroad that has not complied with a requirement to provide a remedial action as noted in a previous inspection report. Record one unit for each remedial action not in compliance. (See General Manual for additional guidance).	
215D	H, O, S, T	Freight Car Mechanical Inspection – The purpose of this inspection is for any inspector <u>other than an MPE inspector</u> to determine compliance with Part 215, including Appendix D. The inspection includes those performed by an FRA inspector or when an FRA inspector observes railroad employees performing this inspection. MPE inspectors should reference Activity Code 215. Record one unit for each freight car inspected or observed inspected for compliance with § 215. For articulated cars, count each platform as one unit.	

Activity	Discipline	Definition	Comments
		<p>Note 1: HM and OP inspectors should use the Activity Code HM for ALL of their Part 215 inspections.</p> <p>Note 2: Properly stenciled maintenance-of-way equipment is exempt from Part 215.305(b).</p>	
217E	ALL	<p>Emergency Order – The purpose of this inspection is to determine compliance with a current Emergency Order. Record each unit and subunit as directed by the unique instructions issued by FRA Headquarters regarding each specific Emergency Order. Inspectors must thoroughly explain the inspection in the inspection report's narrative.</p>	
217O	ALL	<p>Other Operations Observations – The purpose of this inspection is to observe railroad employees of any craft performing duties regarding railroad operating rules (ROR), and railroad safety rules(RSR). It will include all related RORs, RSRs, railroad bulletins, and any written railroad policy not otherwise covered in Federal regulations. Noncompliance will be recorded as a non-FRA defect under this activity code. Record one unit for an entire yard or equivalent facility monitored, and one subunit for each crewmember, yardmaster, contractor, track employee, mechanical employee, signal maintainer, etc., that the inspector continually observed a sufficient amount of time to determine compliance or noncompliance.</p> <p>Note: Unlike noncompliance with Federal regulations, it is FRA policy that inspectors provide information recorded under this activity code regarding noncompliance of an ROR/RSR, <u>without identifying the noncompliant employee by name</u>, in the Federal inspection report. See the General Manual for further explanation.</p> <p>Example 1: An FRA Track inspector observes a <u>20</u>-person section gang working for approximately 45 minutes when the inspector observes a track employee sitting on the rail. The FRA inspector intervenes by addressing the employee's noncompliance with an RSR, and then discusses the noncompliance with the employee's supervisor. The inspection report will include the recording of one occurrence of a non-FRA defect for a track employee's failure to comply with the specific RSR that prohibits employees from sitting on a rail. The inspector will record the inspection as one unit and <u>20</u> subunits</p> <p>Example 2: An FRA MPE inspector observes <u>four</u> persons working on a railroad car with proper Blue Signal Protection for approximately 10 minutes when the</p>	

Activity	Discipline	Definition	Comments
		inspector observes one of the workers perform a task while not wearing the required protective equipment. The FRA inspector intervenes by addressing the employee's noncompliance with an RSR by discussing it with the employee's supervisor. The inspection report will include the recording of a non-FRA defect for a car shop employee's failure to comply with the specific RSR that prohibits performing the task without the proper protective equipment. The inspector will record the inspection as one unit and <u>four</u> subunits.	
218C	O,S,T	Camp Car Protection - The purpose of this inspection is to determine compliance with camp car protection. Record one unit for each track inspected that requires camp car protection.	
218M	M, O	<p>Blue Signal Protection on Main or Other than Main Track – The purpose of this inspection is to determine if the protection provided railroad employees requiring Blue Signal Protection in accordance with §§ 218.25, 218.27, and 218.30. Record one unit for each track that requires Blue Signal Protection. If the track requiring Blue Signal Protection has more than one train or cut of cars requiring protection record one unit for the entire track.</p> <p>Regarding inspecting compliance with Blue Signal regulations involving a remotely controlled switch, record one unit for all associated recordkeeping requirements at that location, and one subunit for each track associated with those records.</p> <p>Note 1: Except for stub tracks, both ends of the track must be inspected for compliance with the Blue Signal regulations.</p> <p>Note 2: There is a drop-down FRA observation code inspectors may use in lieu of writing a comment when there are not any exceptions noted.</p>	
218O	ALL	<p>Part 218, Subpart F – The purpose of this inspection is to determine a railroad's compliance with Part 218 Subpart F, including the requirement for a railroad to have complying railroad operating rules as indicated in the regulation. Record one unit for each day, or partial day, spent reviewing relevant railroad rules or for each yard or equivalent facility monitored. Record one subunit for each crewmember, yardmaster, contractor, track employee, mechanical employee, signal maintainer, etc, that the inspector continually observed a sufficient amount of time to determine compliance or noncompliance.</p> <p>Note: It is FRA policy that inspectors provide information regarding incidents</p>	

Activity	Discipline	Definition	Comments
		<p>recorded under this activity code as noncompliance of a Federal regulation. It will include <u>identifying the noncompliant individual by name</u> in the inspection report. See the General Manual for a further explanation.</p> <p>Example 1: An FRA Track inspector observes a <u>12</u>-person section gang working for approximately 45 minutes when the inspector observes a track employee throwing a switch with equipment in the foul of the switch. The FRA inspector intervenes by addressing the employee's noncompliance with Part 218 Subpart F, and then discusses the noncompliance with the employee's supervisor. The inspection report will include the recording of the noncompliance for the track employee's failure to comply with Part 218, Subpart F, and the name of the employee in noncompliance. The inspector will record the inspection as one unit and <u>12</u> subunits.</p> <p>Example 2: An FRA MPE inspector observes <u>six</u> persons switching railcars in a car shop for approximately 10 minutes when the inspector observes one of the workers fail to properly protect a shoving movement. The FRA inspector intervenes by addressing the employee's noncompliance with Part 218 Subpart F, and then discusses the noncompliance with the employee's supervisor. The inspection report will include the recording of the noncompliance for the car shop employee's failure to comply with the Part 218 Subpart F, and the name of the employee in noncompliance. The inspector will record the inspection as one unit and <u>six</u> subunits.</p> <p>Example 3: An inspector reviews the railroad rules to determine if they are in compliance with the requirements set forth regarding railroad equipment in the foul and operating switches. The inspection report will include the recording of one unit for this inspection and will also reference the precise railroad rules, or lack thereof, in the inspection report's narrative.</p>	
218S	M, O	<p>Blue Signal Protection Locomotive or Car Shops – The purpose of this inspection is to determine compliance with regulations requiring Blue Signal Protection in a locomotive servicing track area, a car shop repair track area, or a track that has been designated as a repair track or expedite track. Record one unit for each area inspected.</p> <p>If § 218.29(c), <i>Alternative methods of protection</i>, applied in a car shop repair track area or a locomotive servicing track area, one unit is recorded for the entire area, regardless of the number of tracks in the area or the number of cars or locomotives</p>	

Activity	Discipline	Definition	Comments
		<p>on those tracks.</p> <p>Note 1: Except for stub tracks, both ends of the track, or each entrance to the area must be inspected for compliance with the regulation. Workers must be on, under, or between equipment, inspecting, testing repairing, or servicing before recording a unit for this activity.</p> <p>Note 2: There is a drop-down FRA observation code inspectors may use in lieu of writing a comment when there are not any exceptions noted.</p>	
221	M, O	<p>Rear End Markers – The purpose of this inspection is to monitor compliance with Part 221. This activity code <u>should not be used</u> when inspecting an End of Train (EOT) device under Part 232. Record one unit for each train, locomotive (including distributed power units DPU's) or caboose inspected for compliance. The inspection of each rear end marking device in rooms or locations where rear end marking devices are stored and/or recharged and maintained is one unit. Each rear end marker ID must be recorded in the line item along with the appropriate observation. Individual marking devices that are not attached to trains or in storage areas not subject to service are not recorded as a unit.</p> <p>Note: There is a drop-down FRA observation code inspectors may use in lieu of writing a comment when there are not any exceptions noted.</p>	
227N	IH	<p>227N - Occupational Noise Exposure - The purpose of this inspection is to determine compliance with Part 227 regarding occupational noise exposure in the <u>locomotive cab</u>. It will include audiometric test records, employee noise exposure monitoring plan and monitoring records, cab noise monitoring records, postings of monitoring results, training plans and records, or interviewing persons regarding noise exposure. Record one unit for each day or partial day of an inspection and one subunit for each Part 227 record reviewed.</p> <p>Note: This activity may only be claimed when accompanied by a member of the Industrial Hygiene staff.</p>	
228	O, S	<p>Hours of Service Records Inspection – The purpose of this inspection is to determine if Hours of Service (HOS) records are in compliance with Part 228. Record one unit for each day or partial day of inspection, and one subunit for each</p>	

Activity	Discipline	Definition	Comments
		<p>HOS record reviewed. This activity code includes any examination of HOS logs, HOS report forms, HOS documents, interviewing employees regarding HOS, and any other HOS records review activity. This activity code is not used to document an employee exceeding the HOS.</p> <p>Note: Reports <u>taking exception to</u> an employee exceeding the hours of service should not be recorded under this activity code, please reference the proper activity code associated with the employee's type of work or discipline. Example: Activity Code 228P, 211, or HSL.</p>	
228C	O, S	<p>Construction of Employee Sleeping Quarters – The purpose of this inspection is to determine compliance with Part 228 Subpart C. Record one unit for each day, or partial day, spent reviewing relevant facilities regarding Part 228, Subpart C.</p>	
229X	H, O	<p>Locomotive Inspection in Operations – The purpose of this inspection is for any inspector, other <u>than an MP&E inspector</u>, to determine a railroad's compliance with Part 229. Record one unit for any locomotive inspected. The inspection may include, but is not limited to, the locomotive daily inspection, any passageway tripping hazards, cab sanitation, cab lighting, speed indicator check, etc.</p>	
232E	M, O	<p>End of Train Device – The purpose of this inspection is to inspect an End of Train (EOT) device for compliance of § 232. The inspection must include verifying that the information on the calibration sticker is legible, and that it contains the date, name of person, and location of the last calibration. This activity also includes comparing the quantitative values between the front and rear unit, and the ability of the rear unit to effect an emergency application in response to an emergency application initiated from the front unit. Record one unit for each EOT inspected or observed for compliance.</p> <p>Note: This activity code will be used when citing defects on the Head End Device (HED) associated with the End of Train (EOT). device</p>	
232O	H, O, S, T	<p>Freight Train Brake Test Observation – The purpose of this inspection is for any inspector, <u>other than an MP&E inspector</u>, to determine compliance with Part 232 not covered in activity code 232E or 232X. It includes any airbrake test required by Part 232. Airbrake test inspections should include in the narrative of the inspection report if the inspector was observing or accompanying a railroad employee or contractor employee performing the airbrake test. Record one unit for each</p>	

Activity	Discipline	Definition	Comments
		observation or inspection, and one subunit for each railcar involved.	
232X	M, O	<p>Securement of Locomotive and Cars – The purpose of this inspection is to determine if railroad equipment is in compliance with § 232.103 (n). Record units as follows:</p> <ol style="list-style-type: none"> 1. Record one unit for an inspection of unattended equipment that consists of a single locomotive or locomotive consist, either attached to cars or not. This inspection includes determining compliance with the requirements for throttle position, status of the reverse lever, position of the generator field switch, status of the independent brakes, position of the isolation switch, handbrake, and position of the automatic brake valve. 2. Record one unit for an inspection of unattended equipment NOT attached to locomotives that are required to be secured under this regulation. This unit includes inspections for bottled air. <p>Note 1: If a train is separated to avoid blocking any type of crossing it should have each section of the equipment recorded as a separate unit.</p> <p>Note 2: The inspection report that records a defect or recommended violation identified should clearly state the number of handbrakes found to be applied, the number of handbrakes required to be applied, and the current operating rule in place that indicates the precise number of handbrakes required to be applied.</p> <p>Note 3: This inspection also includes an inspector reviewing railroad rules for compliance of this part.</p> <p>Example: If 30 unattended railcars are found on a track that is required to have seven hand brakes applied but the inspection reveals that only has one handbrake is applied, it will be recorded as one unit with one occurrence for the failure to have the other six handbrakes applied.</p>	
238O	H,O, S, T	<p>Passenger Equipment Inspection (Partial) – The purpose of this inspection is for any inspector, <u>other than an MP&E inspector</u>, to determine compliance with Part 238 that is not covered in activity codes 232X or 238T. Record one unit for each inspection and a subunit for each passenger car inspected.</p>	
238T	M, O	<p>Passenger Train Brake Test Observation – The purpose of this inspection is to document an observation of a passenger train airbrake test, excluding tourist equipment. Record one unit for each entire brake test observed for compliance with</p>	

Activity	Discipline	Definition	Comments
		Part 238, and one subunit for each railroad record associated with the Class I air brake test. Note: There is a drop-down FRA observation code inspectors may use in lieu of writing a comment when there are not any exceptions noted.	
238X	M, O	Passenger Equipment Securement – The purpose of this inspection is to determine if passenger or commuter equipment is properly secured (excluding tourist equipment). Record one unit for each train, whether or not a locomotive is attached.	
BPL	H, M	Bulk Packages, (Applies to bulk packagings, including Intermodal Portable Tanks and Intermediate Bulk Containers, other than tank cars) – One unit for each limited, ground level inspection of both sides of the bulk package and does not include a top level inspection. This activity code may only be used when assessing compliance with §§172.302, 172.304, 173.326, 172.502, 172.516, and 174.50. Note 1: Use TCL & TCT codes to record tank car inspections.	
BWS	S,T	Bridge Worker Safety – An inspection concerning Part 214, Subpart B, Bridge Worker Safety Standards. Record one unit for each bridge gang or work group, and one subunit for each member of the gang or work group.	
FCL	H, M	Inspection of Freight Containers, General Handling and Loading Requirements – The purpose of the inspection includes inspecting the exterior of freight containers for markings, placards, structural integrity, and securement to the railcar. Record one unit for each freight container inspected. Note 1: Use BPL & BPT codes to record intermodal tank inspections.	
NOIR	ALL	Noise Test Records – The purpose of this inspection is to document a review of a locomotive's noise testing session, or a locomotive's noise testing record. Record one unit for each locomotive's noise testing session monitored and/or all noise testing records associated with that locomotive tested. Example 1: A shortline railroad has three records on file documenting a locomotive horn test performed on locomotive SP 1234. Record one unit for the examination of all three records.	

Activity	Discipline	Definition	Comments
		<p>Example 2: A shortline railroad has three records on file documenting a locomotive horn test performed on locomotive SP 1234, and two records on SP 2345. Record two units for the inspection of the noise testing records for two locomotives.</p> <p>Example 3: An inspector monitors three noise testing sessions on SP 4567, and then reviews three noise testing records regarding that same locomotive. Record one unit for the locomotive and testing records involved.</p> <p>Note 1: This activity code should only be used by inspectors who have been trained to inspect locomotive horn testing records.</p> <p>Note 2: This activity code should not be used with Part 227 Occupational Noise Exposure inspections, (activity code 227N), or when performing a noise test (activity code NOIS).</p>	
NOIS	ALL	<p>Noise Tests – The purpose of this inspection is to perform a noise test in accordance with Federal regulations. This activity code should only be used by inspectors who have attended the FRA training course regarding the equipment used to conduct these inspections. Record one unit for each day or partial day of an inspection.</p> <p>This activity code should not be used with Part 227 Occupational Noise Exposure inspections, (activity code 227N), or when reviewing noise records (activity code NOIR).</p>	
RADX	H, O, T	<p>Radar Speed Monitoring – The purpose of this inspection is to monitor and/or accurately validate the speed of trains and railroad equipment for compliance with Federal regulations and/or railroad operating rules. Record one unit for each speed monitoring session and one subunit for each locomotive, train, or railroad equipment on the rail monitored. Noncompliance with railroad operating rules should be recorded under activity code 217O.</p> <p>Note 1: When entering this code, the inspector must indicate the initials and number of the lead locomotive, or a locomotive within the consist, in the Train # / Site field. This field permits the entry of 15 characters. Each train or piece of equipment monitored will require a new line item.</p> <p>Note 2: FRA and participating state employees must not perform radar monitoring</p>	Revised 2-26/2011

Activity	Discipline	Definition	Comments
		sessions unless they received a certificate of qualification from an FRA employee who holds a current certificate as a stationary radar trainer. See Chapter 3 of the General Manual for a complete discussion of FRA policy.	
RMM	T, S	<p>Roadway Maintenance Machine & Hi-Rail – The purpose of this inspection is to document an observation or inspection concerning Part 214 Subpart D, On-Track Roadway Maintenance Machines and Hi-Rail Vehicles. Record one unit for each roadway maintenance machine or hi-rail vehicle inspected.</p> <p>Example: If a large scale tie unit consisting of 20 roadway maintenance machines and one Hi-Rail vehicle is operating on the tracks, and only five of those machines are inspected, then record five units.</p> <p>Note: If a machine operator fails to comply with railroad rules not covered by Part 214 or any Federal regulation the inspector must note the non-compliance by recording it using a Non-FRA defect under activity code 217O, as provided in the guidelines of that activity code.</p>	
RULE	ALL	<p>Rulebook Review - The purpose of this inspection is to record an inspector's review or formal discussion with a railroad manager, regarding railroad rules that will determine if they accurately correlate with current FRA regulations. Record one unit for each day, or partial day, spent reviewing a railroad rule(s) for compliance with Federal regulations. Record a subunit for each CFR section involved. Only comments should be recorded under this activity code. Any defects should be recorded under the proper corresponding activity code.</p> <p>Note: Inspections regarding reviewing railroad rules to ensure compliance regarding § 232.103 (n) and Part 218 Subpart F, should not be recorded under this activity code. Inspectors should reference activity code 232X and 218O respectively for those railroad rule inspections.</p> <p>Example 1: An inspection of NEBR railroad's rulebook determined that railroad rules regarding signal systems (Part 234 and Part 236) comply with Federal regulations. Record one unit and two subunits.</p> <p>Example 2: An inspection that included discussions with railroad managers regarding NEBR railroad's rulebook and bulletins determined that the railroad's rules regarding Part 217 and Part 220, Subpart C, correlated with FRA regulations. Record one unit and two subunits.</p>	

Activity	Discipline	Definition	Comments
RWP	O, S, T	<p>Roadway Worker Protection – The purpose of this inspection is to determine compliance with Part 214 Subpart C, Roadway Worker Protection (RWP). Record one unit for an individual worker or group of employees (with a roadway worker in charge) at a specific location. This will include attending a job briefing with a group of RWP employees. Record each train required to provide an audible warning signal as a separate unit, and each employee requiring RWP as a subunit.</p> <p>Note: When performing multi-point inspection work with the same employee (or group of employees), record only one unit for determining compliance, and one subunit for each employee of the workgroup per day.</p> <p>Example 1: When observing or inspecting a large production crew, record a separate unit for each different location where an employee (or group of employees) is monitored for compliance. E.g., large projects may have multiple teams or workgroups at various locations along the right of way, record each worker, team or workgroup at each different location as a separate unit.</p> <p>Example 2: You observe an RWP crew consisting of <u>one</u> Employee-In-Charge and <u>20</u> track employees together at a single location. Record one unit for the location and <u>21</u> subunits for the entire RWP work group.</p>	
TCL	H, M	<p>Tank Car Inspection – The purpose of this inspection includes inspecting for markings, placards, and structural integrity, and securement. Record one unit for each ground level inspection that did not include a top level inspection. This activity code may only be used when assessing compliance with §§172.302(a)(1), 172.304, 172.502(a)(1)(i), 172.516(c)(2) and (6), 174.50, 179, & 180.</p>	
TPH	H, M, O	<p>In-Train Placement of Placarded Rail Cars, Transport Vehicles, and Freight Containers - The purpose of this activity is to determine compliance with positioning in-train of placarded cars, §§ 174.84 and 174.85. Record one unit for each train inspected.</p>	

Bridge and Track Activity Code Table of Definitions
Revised March 9, 2012

Activity	Discipline	Definition	Comments
ATIP	T	<p>Automated Track Inspection Program Surveys (ATIP) – The purpose of this activity code is to document an inspection onboard an FRA geometry car. Record one unit for monitoring and accessing each mile of track tested.</p> <p>Note: Not to be used by OP inspectors for ATIP on-board assignments. OP inspectors must use activity code 217R.</p>	
BAI	T	Bridge Accident Investigation - The purpose of this activity code is to document accident investigations involving railroad bridges. Claim one unit for the investigation. Count each bridge observed as part of the accident investigation using Activity BOBS.	
BWI	T	Bridge Waiver Investigation - The purpose of this activity code is to document evaluation of Part 237 Bridge Safety Standards waiver applications. Claim one unit per waiver application.	
BCI	T	Bridge Complaint Investigation - The purpose of this activity code is to document bridge observations and evaluations relating to a complaint. Claim one unit per complaint. Count each bridge observed using Activity BOBS.	
BIR	T	Bridge Inspection Record - The purpose of this activity code is to document an inspection of a track owner's bridge inspection records. Claim one unit per inspection day and one subunit per record reviewed.	
BMP	T	Bridge Management Program Review - The purpose of this activity code is to document the review of a track owner's Bridge Management Program and other written policies for compliance with Part 237 requirements. Claim one unit per program review.	
BSSE	T	Bridge Safety Standards Compliance Evaluation - The purpose of this activity code is to document evaluation of a track owner's compliance with their adopted Bridge Management Program as well as compliance with Part 237 requirements falling outside of the BMP. Claim one unit per day of the compliance evaluation. Count each bridge inspection record evaluated for accuracy at the subject bridge	

Activity	Discipline	Definition	Comments
		using Activity BOBS.	
BOBS	T	Bridge Observation - The purpose of this activity code is to document railroad bridge structural observations. A unit may only be recorded when specifically observing or evaluating bridge structural components including ties on an open-deck bridge where the timbers are an integral structural load distribution element of the bridge. Claim one unit per bridge observed.	
BTNL	T	Tunnel Observation - The purpose of this activity code is to document railroad tunnel observations. Claim one unit per tunnel observed or for tunnels exceeding one mile in length, claim one unit per tunnel mile or fraction thereof.	
BMV	T	Movable Bridge Observation - The purpose of this activity code is to document movable bridge observations. Claim one unit per movable bridge observed.	
BMSC	T	Miscellaneous Structure Observation - The purpose of this activity code is to document observations and evaluations of retaining walls, station platforms, culverts, overhead bridges, and other miscellaneous structures not covered by Activity Codes BOBS, BTNL, or BMV. Claim one unit per structure observed.	
CWRP	T	Review CWR Plans - The purpose of this activity code is to document one CWRP unit whenever an inspector conducts a track inspection where there is any CWR observed.	
DER	T	Derail - The purpose of this activity code is to document a complete inspection of any derailling device used to divert free-rolling equipment off the track, to ensure the device functions as intended. Record one unit per derail inspected.	
GRMG	T	Gage Restraint Measurement Vehicle–Government Owned - The purpose of this activity code is to document an inspection onboard an FRA-owned gage restraint measurement vehicle used to determine compliance with § 213.110 (GRMS track). Record one unit for monitoring and accessing each mile of track tested.	

Activity	Discipline	Definition	Comments
GRMS	T	Gage Restraint Measurement Vehicle–Other Than Government Owned - The purpose of this activity code is to document an inspector's observations occurring on board a railroad owned gage restraint measurement vehicle. Record one unit for monitoring and accessing each mile of track tested.	
HGCT	T	Highway-Rail Grade Crossing–Track - The purpose of this activity code is to document a walking inspection to determine whether vegetation on railroad property interferes with motorist visibility of highway-rail grade crossing warning devices. See §§ 213.37(a)(2) and 213.321(a)(2). Record only one unit per highway-rail grade crossing installation.	
LRA	T	Lift Rail Assembly - The purpose of this activity code is to document a complete inspection of a railroad bridge lift-rail assembly and associated devices such as expansion joints. Record one unit per assembly or device. Each assembly on a bridge is considered a unit and each track on a moveable bridge should have four lift rails.	
LTT	T	<p>Life Tips Track – The purpose of this activity code is to document and record one unit for interacting with/briefing railroad or contractor employees regarding Federal regulations or issues regarding railroad safety. Count each member of the work group as a subunit. When using this code, the inspector must write a brief description (two sentences or so) in the “Comments” section of the F6180.96 report.</p> <p>Example 1: You attend a safety meeting to discuss railroad safety issues (Part 214, Part 218 Subpart F, and etc.). This meeting consisted of one track supervisors and two inspection and repair foremen. Record this activity as one unit under LTT, and three subunits under LTT.</p> <p>Example 2: You have active involvement in a job safety briefing with a train crew, group of roadway workers, etc. Your involvement may include FRA regulations regarding personal or operational safety (Parts 214, 218, etc.) Record this activity as one unit under LTT, and record one subunit for each train crew member, work crew member, etc.</p>	New activity code

Activity	Discipline	Definition	Comments
		<p>Example 3: You have active involvement in a discussion with five railroad workers regarding an FRA Safety or Emergency Advisory. Record this activity as one unit and five subunits under LTT.</p> <p>Note 1: This activity code does not include an FRA inspector debriefing a railroad representative(s) in connection with an FRA inspection report (F6180.96).</p> <p>Note 2: This activity code does not include attending meetings with short line railroad operator, labor organizations, etc., regardless of whether the inspector discussed safety regulations.</p>	
MSB	T	<p>Bridge Track Inspection - The purpose of this activity code is to document an inspection of track located on a railroad bridge. Record only one unit per bridge. A unit may only be recorded when specifically inspecting bridge track components such as ties, rail, rail fastenings, joint bars, etc.</p>	
MTH	T	<p>Main Track–Hi-Rail - The purpose of this activity code is to document a main track inspection while on board a hi-rail or other on-track vehicle such as a motorcar.</p> <p>Note 1: Inspectors will monitor compliance with the note to the requirements of 213.233 Track inspections.</p> <p>Note 2: Hi-rail vehicles should be operated at a speed 5mph below the maximum speed recommended by the manufacturer for the safe operation of the hi-rail and apparatus during use on the rail, where practicable.</p> <p>Record one unit per mile of track inspected.</p>	
MTW	T	<p>Main Track–Walking - The purpose of this activity code is to document a main track inspection while walking. Record one unit per track mile walked. Example:</p>	

Activity	Discipline	Definition	Comments
		if an inspector walked three curves at three different milepost locations each curve having about 528 feet per curve, only one unit should be documented. If the total accumulated footage is less than 5280 feet one unit is to be taken, if more than 5280 feet is inspected take a second unit.	
RII	T	Rail Integrity Inspection - The purpose of this activity code is to document an inspection of a non-destructive rail testing operation. Record one unit per operation.	
ROWP	T	Review Subpart G Right of Way Plan - The purpose of this activity code is to document the monitoring of a railroads high speed "right of way" plan by an inspector. Record one unit per plan monitored.	
RREC	T	Review Railroads Rail Inspection Records - The purpose of this activity code is to document an inspection of the carriers rail inspection records. Record one unit for records associated with one day of inspection by one test car, and one subunit if any supplemental records exist.	
RXM	T	Rail Crossing–Main Track - The purpose of this activity code is to document a walking inspection of a at grade rail-to-rail crossing (diamond) located in a main track. Record one unit per rail crossing.	
RXY	T	Rail Crossing– Yard Track - The purpose of this activity code is to document a walking inspection of a at-grade rail-to-rail crossing (diamond) located in other than main track. Record one unit per rail crossing.	
TGMS	T	Inspection From a Track Geometry Measurement Vehicle (Other Than Government Owned) - The purpose of this activity code is to document an inspector's observations occurring on board an other than government owned geometry measurement vehicle. Record one unit for monitoring and accessing each mile of track tested.	
TOM	T	Inspect Main Track Turnout - The purpose of this activity code is to document a walking inspection of a turnout located in a main track. Record one unit per turnout inspected. Note: A yard is a system of auxiliary tracks used exclusively for the classification	

Activity	Discipline	Definition	Comments
		of passenger or freight cars according to commodity or destination; assembling of cars for train movement; storage of cars; or repair of equipment. If a track doesn't fit this definition, inspectors must consider it a main track.	
TOY	T	<p>Inspect Yard Track Turnout - The purpose of this activity code is to document a walking inspection of a turnout located in other than main track. Record one unit per turnout inspected.</p> <p>Note: A yard is a system of auxiliary tracks used exclusively for the classification of passenger or freight cars according to commodity or destination; assembling of cars for train movement; storage of cars; or repair of equipment. If a track doesn't fit this definition, inspectors must consider it a main track.</p>	
TREC	T	Review Railroad's Track Inspection Records - The purpose of this activity code is to document an inspection of a carrier's track inspection records. Record one unit per subdivision and one subunit per record reviewed.	
TRM	T	Inspection From a Train - The purpose of this activity code is to document an observation or inspection of track/train interaction, right-of-way signage, signals obscured, etc. when on board a train. Under this activity code, § 213 defects are limited to items an inspector can clearly justify in an inspection report, such as vegetation. Record one unit per train and one subunit per track mile.	
VTI	T	Inspection From a Vehicle/Track Interaction Car - The purpose of this activity code is to document an observation occurring on board a VTI vehicle. Record one unit for monitoring and accessing each mile of track tested.	
WPI	T	Inspect Welding Plant Facility - Document an officially directed visit to a rail welding facility. Claim one unit per facility.	
YTH	T	Inspect Yard Track–Hi-Rail - The purpose of this activity code is to document an inspection of other than main track while onboard hi-rail or other on-track vehicle such as a motor car. Record one unit per mile of track hi-railed. Example: if an inspector hi-railed three yard tracks with about 528 feet per track, only one unit is to be documented. If the total accumulated footage is less than 5280 feet one unit is to be taken, if more than 5280 feet is inspected take a second unit.	

Activity	Discipline	Definition	Comments
		<p>Note: Yard means a system of tracks, not including main tracks and sidings, used for classifying cars, making-up and inspecting trains, or storing cars and equipment. If a track doesn't fit this definition, inspectors must consider it a main track.</p>	
YTW	T	<p>Inspect Yard Track–Walking - The purpose of this activity code is to document an inspection of other than main while walking. Record one unit per mile of track walked. Example: if an inspector walked three yard tracks with about 528 feet per track, only one unit is to be documented. If the total accumulated footage is less than 5280 feet one unit is to be taken, if more than 5280 feet is inspected take a second unit.</p> <p>Note: Yard means a system of tracks, not including main tracks and sidings, used for classifying cars, making-up and inspecting trains, or storing cars and equipment. If a track doesn't fit this definition, inspectors must consider it a main track.</p>	

Appendix B - Source Codes

Inspectors are advised to reference General Manual, Chapter 3, for a list of source codes.

Appendix C - Instructions, F6180.96 Track Inspection

F6180.96 Field	Format	Instructions/Special Features
Inspector's ID Number	Numeric	The RISPC automatically places the inspector's ID number in this field. An inspector using a hand-printed report must show the assigned five-digit identification number. This field is mandatory because RISPC rejects a report without the inspector's ID number.
Report Number	Numeric	A report number assigned to each inspection activity. Inspectors must number their reports consecutively beginning with number one (1) on the first inspection day of each calendar year. Care must be taken so that subsequent numbers are correct and not duplicated. This field is automatic with RISPC and will generate a mandatory report number, or you can enter a report number up to a maximum of 999. A maximum of three digits in each number is allowed.
Date (of an Inspection Activity)	Date	Inspectors must show the correct inspection date and enter the occurrence of the inspection activity. The field is mandatory and automatically entered by RISPC. Indicate by a two-digit number each the year, month, and day of the inspection. For example, enter June 19, 2001, as 06/19/01. Inspectors can make an entry postdated, but they cannot predate inspection reports.
Violations Recommended	Check Box (Y/N)	If a track inspector recommends a civil penalty (violation) against a track owner or other responsible party, a narrative report is generated (F6180.111) by RISPC. The narrative numbering sequence begins with the first report submitted by an FRA inspector and continues sequentially throughout their career without regard to the annual inspection numbering. The F6180.96 form that accompanies an inspector's violation report must have one or more line items with the "yes" field (recommended as violations to Chief Counsel). Where a variety of defects are discovered during an inspection (e.g., some of which meet the criteria to support a recommendation for civil penalty), two separate reports must be prepared: 1) a report listing defects only and 2) a report listing items recommended for civil penalty only. See instructions under "Violation Report Narrative - FRA F6180.111."
Railroad/Company Name and Address	Drop-down List/Text	Enter the name of the railroad/company responsible and the subject of the inspection. RISPC users default to the R/C field first, then enter in the RR/CO. code. This field generates a name and address based upon the railroad code input. In RISPC, click on the "table lookups" button to search for and select a code. Click the scroll bar arrows or drag the field in the scroll bar to look through the entries. You may also search through the entries, and enter division and subdivision.

F6180.96 Field	Format	Instructions/Special Features
R/C	Drop-down (R/C)	Enter either the code “R” if the report is for an inspection of a railroad defined in the general railroad system of transportation or a “C” for a company (facility) not a part of the general railroad system of transportation. This field is mandatory and is necessary for the proper classification of reports. Source code V should be associated with this type of activity (e.g., inspection conducted in a welding plant [Activity Code WPI] or rail plant [RMI] facility).
RR/CO. Code	Drop-down List/Text	Enter the code assigned by FRA for the railroad/company. This field is mandatory. If the required information is missing or invalid, RISPC will flag the report as incomplete pending inspectors’ verification and correction. Indicate the name of the railroad responsible for the maintenance of the track, for which the report is prepared, and the correct alphabetical code for that railroad in the space provided on the form. In addition to the RISPC listing, the source of this code is published in Appendix A of the FRA Guide for Preparing Accident/Incident Reports, without periods, hyphens, or other additions (maximum of four characters).
Division	Text	RISPC allows division codes—an elective for regional inspector purposes. Division is the alphabetic code representing an operating division (or region–district) of a railroad. For railroads not divided into operating divisions show as “System.”
Subdivision	Drop-down List/Text	Railroads can be organized into subdivisions (sometimes called branch lines, or other names), identified in timetables or other railroad special instructions. Using the RISPC drop-down list, enter the name of the subdivision at the location the inspections were made. If the RISPC system does not contain the subdivision name, use “system.” In such a case, inform the regional track specialist to have the name added into RISPC. This field is mandatory.
RR/CO. Representative (Receipt Acknowledged)	Text	<p>Print the name and title of the railroad official contacted or accompanied. Obtain a signature, acknowledging receipt by an accompanied railroad official and initialed on the continuation sheets, to signify receipt of their copy. RISPC allows you to input data, search, and recover representative record information. If an unaccompanied inspection becomes necessary, show the word “unaccompanied” in this field. If, on the day of inspection, the inspection report cannot be personally delivered, those defects and their locations must be given by phone at the end of the day to a responsible railroad official. Note the time, date, name and title of the person who receives this defect information on the track inspection report form. Mail the railroad’s copy to the appropriate railroad official.</p> <p>When using the RISPC program rather than generating a printed copy, it is acceptable to e-mail a PDF copy to the railroad representative. A return email from the railroad representative is an acceptable alternative to a signature of receipt. This is only acceptable for F6180.96 reports that do not contain line items recommended for civil penalty.</p>

F6180.96 Field	Format	Instructions/Special Features
From City/State/County	Drop-down List/Numeric	RISPC allows users to open State codes from a drop-down menu. Identify the city, State, and county name, as applicable, where the inspection activity began. In addition to an imbedded lookup in the RISPC program, all appropriate codes regarding the city, State, and county names are in the GSA Worldwide Geographic Location Guide books. Leave this field blank whenever an inspection did not take place in the boundaries of a city, town, etc. However, list State and county code identifiers, as they are mandatory. Precede county codes with the letter "C" to ensure that a listed city it is within the geographic boundaries of the county identified. If conducting an inspection between two points, enter in the appropriate field the name and code of the county the inspection began. Also, see "Special Instructions - Inspections From/to State Lines" above. This is a mandatory field.
Destination City and County	Drop-down List/Numeric	<p>Complete this field if the inspection activity involves a destination other than a location identified in the "From City/State/County" field. It is not necessary to complete this field when inspections are contained within a single location, but follow instructions for "From City/State/County." Enter, in the field, the State and city codes of the inspection point as shown in the GSA. If the inspection point is not near a city, substitute the county name and code from the RISPC table lookup menu.</p> <p>When using the county code, the letter "C" will precede a three-digit number (e.g., C021 or C131 for counties, respectively). Do not record an inspection extending into more than one State on the same form. Use a separate report form to record an inspection for each State. In order to more fully describe inspected track that is limited by borders, a system has been devised to indicate that the inspection actually extended to a State line rather than having terminated at some point within the boundary county, as would be the case using simply a county code.</p>
Milepost: From & To	Text	<p>When conducting a track inspection or performing another inspection activity, i.e., all ATIP surveys, and train riding, it is mandatory to show a starting milepost identifier in this field. Record, in the "To" field, the milepost of the farthest point your inspection extended over the segment of track inspected.</p> <p>Record the numeric portion of the milepost in an NNNN.NN format. The computer can accommodate a maximum of 10 characters, but only two to the right of the decimal point. For example, 1234.56 and 12.15 are acceptable identifiers of a milepost location (maximum 10 characters). If the railroad uses an alphabetic identifier in conjunction with a milepost number, they should precede the numeric value and not exceed three characters in length. Acceptable</p>

F6180.96 Field	Format	Instructions/Special Features
		field entries include SL12.25, R218.5, YL12.50, ABB146.55, and X12.45. If a portion of track cannot be inspected between “From” and “To” fields, then tracks inspected should also be indicated in the “Inspection Point” field or if necessary a separate line item “comment.” For example: If inspecting from milepost BF1 to BF22 and BF7 to BF9 was inaccessible, enter BF1 to BF7 and BF9 to BF22 in the “Inspection Point” field and only claim miles actually inspected. Capture only one set of milepost ranges on the database.
Inspection Point	Text	As an elective, enter the name of the site, branch or the milepost location limits of the track inspected (e.g., a repair facility, train yard, interlocking plant, single or double main track). The field has a maximum of 50 characters.
Activity Codes (1)	Drop-down List/Text	Pick activity code(s) from the RISPC lookup table. See Appendix A–Activity Codes.
Units	Drop-down List/Numeric	Each mile of track, turnout, record, crossing at-grade, and derail, as inspected, should be counted as a unit. The number of track miles inspected is limited to 125, per report. The number of railroad track records inspected is limited to 650, per report. For additional instructions concerning units see Appendix A–Activity Codes.
Source Code	Drop-down List/Text	Enter one of the available letter codes to identify the source of (why or purpose for) the inspection. Only one letter may appear on the inspection report. If the required information is missing or invalid, the report will be “incomplete,” pending inspectors’ verification and correction. See Appendix B–Source Codes.
File Number	Text	A file number is required for ATIP activities (source codes I & J), complaint investigations with assigned numbers (source code B) and waiver investigations (source code E). For an inspection without a file number or it is not a reinspection, leave this space blank. When conducting a reinspection, inspectors are to type in their ID and report numbers of the previous inspection.
Accompanied Inspectors	Numeric	Use this field when conducting a joint inspection (two or more track inspectors). Complete one F6180.96 inspection report. Insert the accompanying inspector ID number.
Item	Numeric	A track inspection is limited to not more than 999 line items (maximum three digits). Note: the following fields repeat for each line item.
Initials/Milepost	Text	Indicate the location of the defect to the nearest one hundredth of a mile (52.8-feet). In this field it is necessary to use the same milepost criteria as described in the “Milepost: From & To” field as shown above.
Equipment/Track #	Text	Indicate the track number where the defect exists. For a track with a name (no number), enter an abbreviation (maximum three digits or characters).

F6180.96 Field	Format	Instructions/Special Features
Type/Kind	Drop-down List/Text	Enter the appropriate type code listed at the bottom of the form (maximum one digit). “M”–defects located on controlled and non-controlled main tracks. However defects in turnouts, see “T” and “X” below. Use care in distinguishing the type of track distinctions among main and other than main trackage identified in § 213.233(c). “S”–defects located on controlled and non-controlled sidings identified in timetables or other pertinent information conveyed to allow opposing trains to pass (but, not where defects are located in the turnout). “Y”–defects located within yard classification tracks or other tracks designated to store or make-up trains. For tracks such as industrial spurs and auxiliary tracks designated other than main tracks use “I.” “I”–defects located on industrial track (i.e., grain elevator tracks, spur and back tracks owned and maintained by the railroad). “T”–defects located within a turnout area, whether on the straight side or the turnout side. The turnout area extends from the point of a switch to the heel of the frog. “X”–defects located on a track that is between the two turnouts (heel of the frog to heel of the frog) of a crossover, independent of track centerline distance.
49 CFR/USC	Drop-down List/Text	Refers to the CFR parts pertaining to the TSS, under Part 213; Roadway Workplace Safety, under Part 214; etc.
Defect (Rule)	Drop-down List/Numeric	Refers to the defect codes explained and listed in Chapter 5 of this manual. The defect code or “Rule” refers specifically to the digits to the left of the decimal point.
Subrule (Defect Code)	Drop-down List/Text	Subrule refers specifically to the digits to the right of the decimal point. Some defect codes have fewer than six digits, therefore use zeros as fillers. For example, defect code 7.1 would be recorded as 0007 (Defect) and 01 (Subrule).
Speed	Text	Speed, in miles per hour, is for the track as authorized by the railroad. If freight and passenger speeds differ, show only the speed that establishes the highest track class under § 213.9(a). Do not attempt to show more than one speed.
Class	Numeric	Class of track for the speed designated is under the speed field above and in accordance with §§ 213.9(a) and 213.307(a) of the regulations that prescribe the maximum allowable operating speed for each track class. If the railroad has designated the track as excepted, insert “X.”
Train #/Site	Text	This is an option to capture additional descriptions of defect locations.
SNFR	Dropdown (Y/N)	Use when issuing a Special Notice for Repairs (SNFR), FRA F6180.8.
RCL	Drop-down (Y/N)	This field will indicate whether the line item relates to remote control locomotives.

F6180.96 Field	Format	Instructions/Special Features
# of Occ. (Occurrences)	Numeric	<p>Special instructions. Inspectors can record multiple defects of the same type in this field as long as the number of times the defects occur is on a specific unit of inspection. Defects captured in this field will be the number entered. For no entry, use a single defect count of one (1). Normally, inspectors look for noncompliance in a 528-ft (tenth of a mile) segment of track. Some subpart defects are divided into smaller areas (i.e., alignment 31, 62, 124 ft; crossties in 39 ft and curve limitations in a 155-ft segment). Other noncompliance items (i.e., missing track bolts) are recorded by a point-by-point basis and summarized. However, reference all defects to the one-tenth (528 ft) of mile segments. For example, nine recurrent crosstie defects (213.109.01) found in 351 ft. Those nine defects can be captured by completing a single defect item and recording “9” in the “# of Occ.” field, because the 39-ft (9×39=351) track segment (unit of inspection) does not exceed 528 ft. Another example would be if while inspecting a railroad’s track records, and there are 10 instances where the signatures (213.241.03) on the reports are missing. Similarly, show “10” in the “# of Occ.” field.</p> <p>Do not itemize the total number of loose or missing frog bolts because the unit of inspection is the body of the frog in a turnout. Likewise, missing cotter pins are a component of a switch (regardless of the number or location of cotter keys it would be one occurrence). It is often helpful to include a reference to the quantity in the narrative description such as, “5 missing cotter pins” but remember, the “# of Occ.” would be one in this field. Other multiple defective items that constitute one unit in a switch include, rail braces, bolts/nuts, guardrail bolts, and clamps/wedges. Each defective item that constitutes a separate occurrence in a switch includes switch rod, switch heel, switch point, frog, guardrail, switch stand, stock rail, switch clip, and switch stop. With respect to joint bars, a loose joint bar assembly is to be counted as one occurrence, whereas a joint with two broken or cracked joint bars would be two occurrences. Except as indicated below, when recording multiple occurrences such as loose joint bars, the precise location of each pair of loose bars must be included in the description. Each joint bar pair identified by location would be an occurrence.</p> <p>If a systemic condition (e.g., loose joint bars) is found over an area in addition to identification of specific identified defects/locations, inspectors may add a comment in the last noted defect and indicate that the above defects are “representative conditions.” In such a case, the specific limits and track number/name of the respective conditions should be noted. An occurrence would only be taken for each item identified. Only record an occurrence for each item specifically identified by location. An acceptable alternative method of identifying each</p>

F6180.96 Field	Format	Instructions/Special Features
		occurrence would be where all items between two specific locations are defective. For example, all the joints between frog of two opposing switches are all loose, then it would be acceptable to indicate “all 10 joints are loose between the frog of switch A and the frog of switch B” (10 occurrences).
Activity Code (for each line item)	Text	Choose a code that matches the activity occurring when observing the defect. Must match one the activities listed in the activity code field in the form header.
Description (type)	Check Box	Choose: 1) Defect, 2) Non-FRA Defect or Observation, or 3) Comments to Railroad/Company. Non-FRA defects include items of concern that are not regulated by FRA, such as rough highway/rail grade crossing surfaces, items that are imminently close to becoming an FRA defect, etc. Observations include information such as noting an inspection with “no defect found.”
Description	Text	Provide a description of the defect in this space. It must include actual field dimensions of the defect, when applicable, and a description of physical conditions associated with defects not involving numbers or dimensions. Confine any comments concerning the defect to the description field. If necessary, use more than one line to describe the nature and location of defects. Brevity is desirable, but it is essential that the railroad representative understand the defect and its precise location to take corrective action. Record dimensions or adequate description of the defect to evaluate the appropriateness of the railroads’ reported followup action. For example, a joint tie defect is “located 10 joints south of under-grade bridge at milepost 110.19 on the west rail.” Field expands from 250 to 1000 characters. See options.
Latitude/Longitude	Numeric	GPS coordinates, where applicable (e.g., ATIP program), may be used in addition to standard location descriptive in description field. General use is anticipated for the future.
Violation Recommended	Drop-Down (Y/N)	This is a required field. This field signifies whether or not a RR/Company is to receive a Federal violation.
Remedial Action	Drop-down (R/O/Blank)	Railroads, under § 213.5(a), must bring the track into compliance when any defective condition is discovered. In addition, railroads must inform FRA in writing of the remedial action taken to abate those track conditions identified as violations whenever the “Y” is selected in the “Violations Recommended” section of the header (as per § 209.405). All line entries must contain an “R”(Required), “O” (Optional) or blank check mark in the “Required” block field. It is optional, not mandatory, to return the report to you when the “N” is selected in the “Violations Recommended” section of the header.
Railroad Action Code & Date	Date/Text	When an inspection report indicates that an inspector recommends a violation, the codes on the reverse side of the form are for the railroad representative to record what remedial action was taken to correct the defect and the date it took place. The railroad should provide a brief

F6180.96 Field	Format	Instructions/Special Features
		<p>description of corrective action according to the list of codes on the reverse side of the Form 96. Enter the comment regarding the corrective action opposite the item number; it does not have to be confined to one line. The railroad must correct the defects immediately and should report the corrective action taken within 30 days following the end of the month the inspection took place. A responsible railroad employee should sign and date the report in the space provided on the back before returning it to the inspector. Remember, the return of this form is mandatory when a violation ("Yes" box checked) is recommended with notations of railroad corrective action, which is strictly voluntary and no violation of law or regulation is incurred for the railroad's refusal to submit forms when defects are cited for correction ("No" box checked). However, railroads should be encouraged to return the form as requested. Two alternatives in the RISPC program exist: print the backside after printing the F6180.96 report or have a supply of copies of the back of the page of the first and continuation sheet available to print reports on.</p>

Appendix D - Instructions, F6180.111 Track Violation

Field #	F9180.111 Field	Editable	Auto in 96	Format	Instructions/Special Features
1	Inspectors Name	No	Yes	Text	Mandatory field.
2	Inspector's Violation Number	Yes	No	Numeric	Inspector to type in the first number–subsequent sequential numbers generated automatically. Mandatory field.
3	Annual F6180.96 No.	No	Yes	Numeric	Mandatory field.
4	Inspection Date	No	Yes	Date	Mandatory field.
5	Violation Date	Yes	Yes	Drop-down Date	RISPC populates this field with the same date as field 4. However, this date-formatted field is editable to allow the inspector to place a date of the violation report if that date is not the same as the inspection. Mandatory field.
6	Violation Report Number	Yes	Yes	Drop-down Date	Same as field No. 5. Mandatory field.
7	RR/Co. Initial	No	Yes	Text	Mandatory field.
8	Railroad/Company Name	Yes	Yes	Text	RISPC populates this field with the full name of the company only, if available, otherwise type in for entities such as a contractor. Mandatory field.
9	Division	No	Yes	Text	Mandatory field.
10	Subdivision	No	Yes	Text	Mandatory field.
11	Inspection Point	No	Yes	Text	Mandatory field.
12	Track Type	No	Yes	Text	Mandatory field.
13	Track Number/Name	No	Yes	Text	Mandatory field.
14	Initials/Milepost	No	Yes	Text	Mandatory field.
15	Speed	No	Yes	Text	Mandatory field.
16	Track Class	No	Yes	Text	Mandatory field.
17	MGT (Million Gross Tons)	Yes	Yes	Text	Optional field (e.g., MGT may not be known at some locations such as a yard track or may be a track inspection record violation).
18	HazMat	Yes	No	Drop-down (Y/N)	Check box. Since an activity might be a record inspection, this is an optional field.

Field #	F9180.111 Field	Editable	Auto in 96	Format	Instructions/Special Features
19	Method of Operation	Yes	No	Drop-down List/Text	Drop down list: Manual Block; Traffic Control System; Automatic Block System (ABS); Yard/Restricted Limits; Automatic Block Signal with Manual Block; Interlocking Rules; and Other Than Main Track. Since an activity might be a record inspection, this is an optional field.
20	Line Item	No	Yes	Numeric	RISPC automatically populates in the F6180.96 line item number. Since an activity might be a record inspection, this is an optional field. Mandatory field.
21	Part No.	No	Yes	Text	RISPC automatically populates in "213." Mandatory field.
22	Part Title	No	Yes	Text	RISPC automatically populates in "Track Safety Standards." Mandatory field.
23	Section No.	No	Yes	Text	RISPC automatically populates "defect" No. from the F6180.96. Mandatory field.
24	Section Title	Yes	Yes	Text	RISPC automatically generate the title based on No. 23 above (e.g., 53 = gage, 109 = crossties, etc.). Mandatory field.
25	Paragraph Code	No	Yes	Numeric	RISPC automatically populates from the F6180.96 the subrule field. Mandatory field.
26	# of Occ.	No	Yes	Text	RISPC automatically populates the field from "# of Occ." from the F6180.96. This is a numeric field allowing three characters. Mandatory field. Note, fields 12 through 26 will repeat as a block group in the F6180.111 for multiple line items on an F6180.96 recommended for civil penalty.
27	Text of Violated Paragraph	Yes	Yes	Text	RISPC populates in the entire subrule paragraph text corresponding to No. 25. If the paragraph includes a table, RIPC will not populate the table. Insert only the applicable table information from the TSS for the defect/tack class of the line item. Mandatory field.
28	Synopsis of Violation	Yes	No	Text	The synopsis is an opening paragraph that briefly describes what the report is about and includes: 1) who, what, where, when, the date of the inspection, 2) who was involved; railroad, contractor, FRA, and others, 3) what regulation was violated, and the actual violated condition (what did you find?), and 4) where found. Mandatory field.

Field #	F9180.111 Field	Editable	Auto in 96	Format	Instructions/Special Features
29	Geographic Condition/Location	Yes	No	Text	The intent of this field is for the reader to get a mental picture of the location and track leading to the violation. Include a statement, such as the accompanying railroad representative supplied all information regarding milepost locations, track names, switch numbers, or any other identifiable information of defect location. GPS identification, if available, would eliminate any conflict for a followup inspection. Conclude by introducing the F6180.96 that recommends violation as exhibit A. Mandatory field.
30	Seriousness/Reasons for Violation	Yes	No	Text	Use this field to establish the reason for recommending civil penalty. Begin with the type of inspection (hi-rail, walking), describe the conditions and introduce photographs of the defective condition, including your measurements as an exhibit. State how much the defective condition exceeds the TSS for class of track. Mandatory field.
31	Prior Constructive Knowledge	Yes	No	Text	Use this field to show how the railroad or company should have known of the defect prior to the FRA inspection. Review previous railroad inspection records for a reasonable time frame prior to your inspection for similar defects or failure to record defects. Consider the number and type of defects found during your inspection. Establish and state the inspection frequency for the track, and state only what is required. The text of the rule does not need to be included. Determine if this condition is something that could happen within a short time frame, or one that develops over time (that previous railroad inspections failed to note). Introduce FRA ATIP geometry data, if applicable, and railroad geometry/internal rail defect data, if applicable. Mandatory field.
32	Other Items Found During Inspection (not recommended for violation)	Yes	No	Text	List other defects in the noted during your inspection that are not recommended for civil penalty. List the defects found in association with your inspection. Enter the additional inspection report as an exhibit.

Field #	F9180.111 Field	Editable	Auto in 96	Format	Instructions/Special Features
33	Background /Special Circumstances	Yes	No	Text	Use this field to include other pertinent information, such as: 1) population of the area, 2) proximity to schools, airports, waterways, etc., 3) provide specific information about hazardous material movement, 4) are hazardous materials transported over this section of railroad? If so, list the type of materials observed, 5) recent compliance, and 6) previous violations. Mandatory field.
34	List of Exhibits	Yes	No	Text	Leave this field blank.
35	Inspector Signature	No	No	n/a	Blank field for signature (no database link).
36	Date Signed	Yes	Yes	Drop-down Date	Mandatory field.
37	FRA Inspector No. 2	Yes	Yes	Numeric	Import name from first ID number of accompanying inspector on F6180.96. Optional field.
38	Name (Railroad/Company Representative)	Yes	Yes	Text	RISPC populates with data from the F6180.96. Optional field.
39	Title (Railroad/Company Representative)	No	Yes	Text	RISPC populates with data from the F6180.96. Optional field.
40	Accompanied FRA During Inspection	Yes	No	Check Box (Yes/No)	Indicate if the railroad representative to whom No. 38 and 39 is referenced was the same person who was present during the inspection. Optional field.

Appendix E - Instructions, F6180.8 Special Notice for Repairs

Field #	F9180.8 Field	Editable	Auto in 96	Format	Instructions/Special Features
1	Name of Inspector	No	Yes	Text	Mandatory field.
2	ID Number	No	Yes	Numeric	Mandatory field.
3	SNFR Report Number	No	No	Numeric	RISPC populates the field based on the number assigned when the program is initially opened. SNFR reports are numbered sequentially for life.
4	Region	Yes	No	Numeric	Drop-down menu containing a predefined table identifying regions 1 through 8, then, click on the region desired to complete this field. Completion of this field is mandatory.
5	Inspection Report Number	No	Yes	Numeric	Mandatory field.
6	Operating Railroad	No	Yes	Text	Mandatory field.
7	RR Initials	No	Yes	Text	Mandatory field.
8	City	No	Yes	Text	Mandatory field.
9	State	No	Yes	Text	Mandatory field.
10	County	No	Yes	Text	Mandatory field.
11	Date	No	Yes	Text	Mandatory field.
12	Time	Yes	No	Time	Enter the time when the segment of track is reduced to a lower track class (eight-character limit). The time entered should be the time the appropriate railroad official notified of this action. Completion of this field is mandatory.
13	Railroad Official Name	Yes	Yes	Text	RISPC populates this field from the F6180.96 Inspection Report (30-character limit). However, make manual entries as necessary. Completion of this field is mandatory.
14	Railroad Official Title	Yes	Yes	Text	Same as No. 13.
15	Railroad Division	No	Yes	Text	Mandatory field.
16	Railroad Subdivision	No	Yes	Text	Mandatory field.
17	Equipment				MP&E use only.
18	Initial & No.				MP&E use only.
19	Track No. (or name)	Yes	No	Text	This field requires manual entry. Enter the appropriate track number or name (three-character limit). Completion of this field is optional.

Field #	F9180.8 Field	Editable	Auto in 96	Format	Instructions/Special Features
20	Track Class	Yes	No	Numeric	This field requires manual entry (one-character limit). Enter the appropriate track class. Completion of this field is optional.
21	MPH Passenger	Yes	No	Numeric	This field requires manual entry (three-character limit). Enter maximum authorized speed for passenger trains. Completion of this field is optional.
22	MPH Freight	Yes	No	Numeric	This field requires manual entry (three-character limit). Enter maximum authorized speed for freight trains. Completion of this field is optional.
23	Reference Measurement	Yes	No	Text	This field requires manual entry (20-character limit). The restricted limits indicated in both, "location from" and "location to" must be referenced to a known fixed point such as a mile post, road crossing, switch point, etc. Completion of this field is optional.
24	Track Description	Yes	No	Text	This field requires manual entry (20-character limit). Enter the name of the track, yard, branch or other designation that identifies the railroad location of the track to which the order applies.
25	Location from City, State, Mile Post	Yes	No	Text	This field requires manual entry (45-character limit). Enter city, State and milepost. Completion of this field is optional but required for Track.
26	Location to City, State, Mile Post:	Yes	No	Text	Same as No. 25.
27	Line Item Number	No	Yes	Text	A variable number of line item entries from the F6180.96 may be populated onto the SNFR, (e.g. 27a, 27b, 27b, etc.).
28	CFR, Rule, & Subrule	Yes	Yes	Text	Since not all defect codes used in RISPC correspond to the actual CFR section, be sure to cite the specific section in the CFR that corresponds to the defect(s) listed (10-character limit).
29	Defects	Yes	No	Text	This field is not populated by the RISPC and inspectors may type in a reference to the F6190.86 and its corresponding line item. Only SNFR items should exist on a corresponding F6180.96 or the line item numbers will not correspond. This field will support cut-and-paste functions from other programs, and there is a 350-character limit. It is acceptable to indicate how the defects repeat over large area. In such a case, include a description of the beginning and end limits of such a representative condition. Field 27, 28, and 29 repeat

Field #	F9180.8 Field	Editable	Auto in 96	Format	Instructions/Special Features
					as a group for multiple line items on an F6180.96 that have the "SNFR*" field checked yes.
30	Movement Restrictions				MP&E use only.
31	Regional Administrator Name and Address			Drop-down List	This field will feature a drop-down menu containing the name and address of the appropriate Regional Administrator. Click on the name desired to complete this field. Completion of this field is mandatory.

Appendix F - Instructions, F6180.8a Special Repair Remedial Action Report

Field #	F9180.8a Field	Editable	Auto in Part I	Format	Instructions/Special Features
1	Name of Inspector	No	Yes	Text	Mandatory field.
2	ID Number	No	Yes	Numeric	Mandatory field.
3	SNFR Report Number	No	No	Numeric	RISPC populates the field based on the number assigned when the program is initially opened. SNFR reports are numbered sequentially for life.
4	Region	Yes	No	Numeric	Drop-down menu containing a predefined table identifying regions 1 through 8. Click on the region desired to complete this field. Completion of this field is mandatory.
5	Inspection Report Number	No	Yes	Numeric	Mandatory field.
6	Operating Railroad	No	Yes	Text	Mandatory field.
7	RR Initials	No	Yes	Text	Mandatory field.
8	City	No	Yes	Text	Mandatory field.
9	State	No	Yes	Text	Mandatory field.
10	County	No	Yes	Text	Mandatory field.
11	Date	No	Yes	Text	Mandatory field.
12	Time	Yes	No	Time	Mandatory field.
13	Railroad Official Name	Yes	Yes	Text	RISPC populates this field from the F6180.96 (30-character limit). However, manual entries may also be made. Completion of this field is mandatory.
13	Locomotive or Freight/Passenger Car Initials and Number				MP&E use only.
14	Track Number Location, Description, Etc.	Yes	No	Text	Enter manually from the information provided by the railroad. Optional field because it may not be required in an MP&E report.

Field #	F9180.8a Field	Editable	Auto in Part I	Format	Instructions/Special Features
15	Location Repaired: City:	Yes	No	Text	Same as No. 14. This is information provided by the railroad on the SRRAP and sent to the Regional Administrator upon completion. The originating inspector will not be able to fill in this, or any of the following fields.
16	State	Yes	No	Numeric	Same as No. 14.
17	Date Repaired	Yes	No	Numeric	Select from a pop-up calendar according to the Remedial Action Date provided by the railroad. This is a mandatory field.
18	Time Repaired	Yes	No	Text	Same as No. 14.
19	Remedial Action Codes	Yes	No	Text	Enter information provided by the railroad. It will allow up to three remedial action codes. Select the codes from the pop-up table of remedial action codes used in RISPC, or the codes may be entered manually. Mandatory field.
20	Line Item No	No	Yes	Text	This will be repeated from the Form F6180.8 for each line item contained there. A variable number of entries may exist.
21	CFR, Rule, & Subrule	Yes	Yes	Text	Same as No. 20.
22	Defects	Yes	No	Text	Same as No. 20
23	Repair Details	Yes	No	Text	Enter information to these fields manually from the information provided by the railroad concerning actions to correct the problems. These data entry blocks appear on the same screens as the line item information for the Form F6180.8. Field 20, 21, and 22 repeat as a group for multiple line items on an F6180.8.