



Federal Railroad Administration
Track Safety Standards
Compliance Manual

Chapter 2
Field Reporting Procedures and Forms

Office of Safety Assurance and Compliance
Track and Structures Division

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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 a track inspection form 96 the day of the inspection, generating complete and legible information, and submit the form 96 to the railroad representative. Electronic RISPC-generated track inspection report entries are the preferred method to be used. Inspectors can utilize 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 notice of defective conditions found on the day of the inspection by either: 1) an electronic PDF copy of the F6180.96 inspection report (e-mail or other electronic medium) or 2) a hand-delivered paper copy. If F6180.96 reports contain line items recommending a civil penalty, then 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 [EM] 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 | City: | PA/OH State line | 9939 |
| County: | Erie | C049 | County: | Erie | C049 |

Second Report

| From | | | Destination | | |
|---------|------------------|------|-------------|-----------|------|
| City: | OH/PA State Line | 9942 | | | |
| State: | OH | 39 | City: | Ashtabula | 0330 |
| County: | Ashtabula | C007 | County: | 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 | City: | PA/WV State Line | 9954 |

| | | | | | |
|---------|-----------|------|---------|-----------|------|
| County: | Allegheny | C003 | County: | 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 recommended for violation 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 item(s) 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 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 [1] when recommending 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 the violation. This should include evidence through personal observation and/or records indicating train operation(s) over the track defect. Also include, 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 the track regulations apply to any 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. 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.

Submission of Photographs as Evidence

Photographs can be very strong evidence in support of a violation. When utilizing photographs in the violation narrative package, explain what each photograph shows. Clearly identify what each photo illustrates in support of the violation. In violations with multiple counts or line items, caption each photo to link it to a specific violation item. Submit two copies of each photograph to FRA's Office of Chief Counsel to ensure that the respondent will have the same evidence FRA has in its possession.

Digital photographs are an acceptable alternative to conventional prints. The use of software to place descriptions or pointers to help the reader understand the nature of the violation is acceptable. However, photographs shall not be digitally manipulated in any manner to alter the appearance of any item or element in the photograph. In addition, annotate digital photographs 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 Office of Chief Counsel about how to proceed.) The witness statement must clearly substantiate any element(s) 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 safety laws (49 U.S.C. §20109[h]) prohibit revealing the identity of anyone who brings a safety complaint to FRA without that person's written permission or until litigation occurs.

Each witness statement must contain the time, date, full name, title, and mailing address of the person who was interviewed.

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 FRA's Office of Chief Counsel 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

Arrange the violation report package in the following order:

1. Form FRA F6180.111, including any continuation sheets.

2. Original Form FRA F 6180.96 containing the recommendation for civil penalty (Exhibit A).
3. Form FRA F 6180.96 reports for the inspection that includes the defects not recommended as violations (identified as an Exhibit).
4. Statements of Witness, if any (identified as an Exhibit).
5. 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 (identified as an Exhibit).
6. Photos as described above. Photos 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 photos if they do not show something that is significant in supporting the violation (identified as an Exhibit).
7. Copies of railroad records when they are available and are part of your determination to recommend a violation (identified as an Exhibit).
8. Include any other items that may further substantiate that a violation is in order (identified as an Exhibit).

For identification purposes, each attachment to the violation report package must be labeled with the Inspector's initials and the violation report number typed in the upper right corner of each sheet. Annotate any attachments in the upper right corner of each page with the date, time, and location the document was received, and it should indicate the name and title of the person (custodian of records) from whom the document was received.

Example: JRI-35 / 09-10-00 / 9:15 a.m. / New Orleans, LA

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 maximum penalty of \$27,000, or when numerous counts of multiple days are recommended.

Supervisory Review

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

- Completeness of the report.
- That it has been prepared in accordance with outstanding instructions.
- That the type and number of inspections are consistent with the goals of the FRA.
- Focused attention on violation reports that the Inspector has recommended for civil penalty. The penalty schedule issued in conjunction with the TSS provides penalty amounts for each standard violated. The Inspector's recommendation for prosecution should leave no doubt as to the degree of seriousness of the violation in order to assess the appropriate penalty.

Before uploading an F6180.111 form to the RISPC system and sending hard copies 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 e-mailing 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/her concurrence or nonconcurrence with the Inspector’s estimate of the seriousness of the violation. The Specialist may also indicate edits or corrections the Inspector can incorporate into the final report package.

If the Specialist does not concur with the Inspector’s estimate of the seriousness of the violation, the Specialist should prepare a memorandum stating that fact and the reasons for his/her nonconcurrence. He/she should address the memorandum to the Regional Administrator, attached to the violation report and 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 paper copies of the entire violation package (F6180.111 and all attachments) and send them to their Specialist. The violation report package will include a copy of the inspection report and supporting documentation. Inspectors shall prepare and submit to the regional office an original and two copies of the report. If the report has photographs, include photographs on the original and copies. Do not use photocopies.

After review by the Supervisory Specialist, the region will distribute the original and two copies received as follows:

- The original report with photographs and one copy of the report with a duplicate set of photographs to FRA's Office of Chief Counsel.
- One copy, including photographs, for the regional file.

Note: In addition to the above, one copy of only the transmittal form shall be submitted to the Track Division (RRS-15). The Inspector may wish to retain a copy for his or her file.

Number the violation narrative reports sequentially throughout each Inspector’s career without regard to the end of any calendar or fiscal year. FRA F6180.96 attachment(s) to the narrative will continue to be numbered independently based on the calendar 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 Safety Standards 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 F 6180.96 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 Office of the Associate Administrator for Safety, attention Track Division, RRS-15.
3. The third copy—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 to be 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 condition(s) 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 hard copy 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 hard copy 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 Special Notice for Repairs," in Chapter 4.

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Appendix A - Activity Codes

| Activity Code | Description | Use/Instructions | Instruction for No. of Units |
|---------------|--|--|---|
| 209 | Remedial Action not Reported | Document a railroad's failure to report remedial action required on a previous inspection. | |
| 217O | Other Operational Observations | Document railroad operational rule deficiencies. | |
| 218C | Camp Car Protection | Document an observation concerning Part 218, Subpart E, §§218.71 to 218.80. | |
| ATIP | Automated Track Inspection Program Surveys–FRA | Document an inspection onboard an FRA geometry car. | Document only one unit per track mile. |
| BAP | Review Subpart G Barrier Plan | See §213.361. | |
| BWK | Bridge Worker Safety | Document an observation or a deficiency concerning Railroad Workplace Safety, Subpart B. | Document one unit for each bridge gang or work group (EDM). |
| CWRP | Review CWR Plans | Document the review of railroad CWR plans or document a defect. See §§119 (low speed) and 343 (high speed) of the Track Safety Standards. Inspectors are also to claim a CWRP unit whenever conducting a track inspection where there is any CWR observed. | Document only one unit for review of railroad CWR plans. Inspectors are also to claim only one unit whenever conducting a track inspection whenever any CWR is observed, regardless of the mileage. |
| DER | Inspect Derail | Document an observation or deficiency of any derailing device (i.e., block/sliding derail or switch point assembly used to divert free-rolling equipment off the track). | Document only one unit per derail inspected. |
| GRMG | Inspection from Gage Restraint Measurement Vehicle–Government Owned | Document an inspector's observations occurring onboard an FRA-owned gage restraint measurement vehicle. | Document only one unit per track mile. |
| GRMS | Inspection from Gage Restraint Measurement Vehicle–Other Than Government Owned | Document an inspector's observations occurring on board a railroad owned gage restraint measurement vehicle. | Document only one unit per track mile. |

| Activity Code | Description | Use/Instructions | Instruction for No. of Units |
|---------------|-----------------------------------|--|--|
| HGCT | Highway-Rail Grade Crossing–Track | Document vegetation that interferes with motorist visibility of highway-rail grade crossing warning devices. See §§213.37(a)(2) and 213.321(a)(2). | Document only one unit when vegetation interferes with motorist visibility of highway-rail grade crossing warning devices. |
| LRA | Inspect Lift Rail Assemblies | Document an observation of railroad bridge lift-rail assemblies and associated devices such as expansion joints. | Document only one unit per railroad bridge lift-rail assemblies and associated devices such as expansion joints. Each assembly on a bridge is considered a unit and each track on a moveable bridge should have four lift rails. Record an LRA unit for each assembly inspected. |
| MSB | Bridge Observation | Document an observation of a railroad bridge structure. See FRA bridge policy. | Document only one unit per bridge observation. A unit may only be claimed when walking on a bridge and specifically inspecting/checking bridge structural components. This includes inspection of track on an open-deck bridge where the timbers are an integral structural load distribution element of the bridge. |
| MTH | Inspect Main Track–Hi-Rail | Document an observation of main track while on board hi-rail or other on-track vehicle such as a motorcar. | Document only one unit per occupied track mile inspected. |
| MTW | Inspect Main Track–Walking | Document an observation of main track inspection while walking. | Only one unit per track mile walked. Example: if an inspector walked three curves at three different milepost locations averaging 800 feet per curve, only one unit should be documented. |
| NOIS | Conduct Wayside Noise Inspection | Document test of wayside noise. See Railroad Noise Emission Standards, 40 CFR Part 201. Consult industrial hygienist for additional guidance. | |

| Activity Code | Description | Use/Instructions | Instruction for No. of Units |
|---------------|---|--|---|
| QTP | Review Subpart G Qualification Test Plans | See §213.345. | |
| QVT | Vehicle Qualification Testing | See §213.345. | |
| RMI | Inspect Rail Mill Facility | Document an officially directed visit to a rail mill. | Document only one unit when officially directed to visit a rail mill. |
| RMM | Roadway Maintenance Machine & Hi-Rail | Document an observation or a deficiency concerning Railroad Workplace Safety Subpart D. | Only document roadway maintenance machines or hi-rail vehicles that you observed. Example: a large scale tie unit consisting of 10 roadway maintenance machines and one hi-rail vehicle; you inspect five machines and one hi-rail for deficiencies. Units would be six. |
| ROWP | Review Subpart G Right-of-Way Plan | See §213.361. | |
| RWP | Roadway Worker Protection | Document an observation or a deficiency concerning Railroad Workplace Safety, Subpart C. | Only document one unit when attending a job briefing consisting of a group of employees. When walking a production crew and questioning at different locations with seven employees pertaining to type of on-track protection, this would be seven units. Each train that is required to give an audible warning is one unit. |
| RXM | Inspect Rail Crossing–Main Track | Document an observation or a deficiency concerning an at-grade, rail-to-rail crossing (diamond) located in a main track. May only be claimed during a walking inspection. | Document one unit per rail crossing |
| RXY | Inspect Rail Crossing–Yard Track | Document an observation or a deficiency concerning an at-grade rail-to-rail crossing (diamond) located in a yard (other than main) track. May only be claimed during a walking inspection. | Document one unit per rail crossing |

| Activity Code | Description | Use/Instructions | Instruction for No. of Units |
|---------------|--|--|---|
| SPCL | Speed/Class Inspection | Document use of radar to determine compliance with excepted track and track class. | Document only one unit per track mile. |
| TGMS | Inspection From a Track Geometry Measurement Vehicle (Other Than Government Owned) | Self-explanatory. | Document only one unit per track mile. |
| TOM | Inspect Main Track Turnout | Document observation or a deficiency concerning a turnout located in a main track. Only record for turnouts walked. | Document number of turnouts inspected (walked). |
| TOY | Inspect Yard Track Turnout | Document observation or a deficiency concerning a turnout located in a yard (other than main) track. Only record for turnouts walked. | Document number of turnouts inspected (walked). |
| TREC | Review Railroad's Track Inspection Records | Document an observation or a deficiency concerning an inspection of carrier's official inspection records. | Document number of reports viewed. |
| TRM | Inspection From a Train | Document observation of track/train interaction, right-of-way signage, signals obscured, etc. when on board a train. Under this activity code, Part 213 defects are limited to vegetation. | Document only one unit per track mile. |
| VTI | Inspection From a Vehicle/Track Interaction Car | Self-explanatory. | Document only one unit per track mile. |
| WPI | Inspect Welding Plant Facility | Document an officially directed visit to a rail welding facility. | Document only one unit. |
| YTH | Inspect Yard Track–Hi-Rail | Document an observation or defect of yard (other than main) track while onboard hi-rail or other on-track vehicle such as a motor car. | Only one unit per track mile hi-railed. Example: if an inspector hi-railed three yard tracks averaging 1500 feet per track, only one unit should be documented. |
| YTW | Inspect Yard Track–Walking | Document an observation or defect of main track inspection while walking. | Only one unit per track mile walked. Example: if an inspector walked three yard tracks averaging 1500 feet per track, only one unit should be documented. |

Appendix B - Source Codes

| Source Code | Description | Use/Instructions |
|-------------|---------------------------------------|---|
| A | Regular Inspection | A periodic inspection activity conducted by Federal and State railroad safety inspectors in accordance with established procedures to determine railroad, shipper, consignee, contractor and manufacturing facility compliance with Federal statutes, rules, regulations, orders and standards within the jurisdiction of FRA. |
| B | Complaint Investigation | An inspection initiated by a complaint when an investigation is conducted. This code may only be used when a file number has been assigned. |
| C | Accident Investigation | An inspection or series of inspections resulting from an accident/incident. This code may only be used when a file number has been assigned. |
| D | Special Inspections or Investigations | Inspections or investigations initiated with a specific reason or purpose. This code may only be used when a file number has been assigned for that specific reason or purpose. Use this code for activities formerly termed "focused inspections." |
| E | Waiver Investigation | Inspection–investigation for temporary relief from Federal regulations. This code may only be used when a file number has been assigned. |
| F | Unused/Reserved | Unused/reserved. |
| G | Unused/Reserved | Unused/reserved. |
| H | Nuclear Route Shipment | Inspections of nuclear routes or shipments as specified in the Safety Compliance Oversight Program (SCOP) Plan. |
| I | ATIP Survey | Use this source code with an Office of Safety-assigned ATIP survey file number (e.g., CSXT0126). Use this code when inspecting track during ATIP active status surveys. Fill out only the report header of the form during these inspection activities. Do not record survey defects on the ATIP Survey 96 Form. When the car is stopped to verify defects, those items shall be recorded on a separate 96 Form using source code J-ATIP Followup (see below). Enter only the number of miles of track inspected under the (activity code) unit's field. This is to correspond with the daily number of miles operated by the ATIP geometry car either self-propelled or towed by a locomotive during an ATIP active status survey. |

| Source Code | Description | Use/Instructions |
|-------------|--|--|
| J | ATIP Followup | Use ATIP number corresponding to the original survey file number (e.g., CSXT0126) assigned by the Office of Safety. On-the-ground field verification of reported noncompliance conditions will normally take place at some time following the survey. If using field verification procedures while the ATIP vehicle is in survey status and citing noncompliance conditions, the inspector must initiate a report separate from the one required under ATIP survey. Under no circumstances should you use data generated by the ATIP vehicle to cite defects from the standards without the inspector first verifying their existence through field verification procedures. |
| K | Unused/Reserved | Unused/reserved. |
| L | Regular Inspection of STRACNET Segment | Special codes identify inspections conducted on track segments of the Strategic Railway Network (STRACNET), an assigned military route important to National defense. The regional track specialist will keep inspectors informed of railroad routes in this network. Inspectors are to ask their supervisory track specialist about updating correct information annually. |
| M | Special Inspection or Assessment of STRACNET Segment | Assigned investigations identified along designated military routes important to the national defense. Specifically directed by Headquarters, these inspections have an assigned file number. Examples include multidiscipline team inspections to assess the condition of a rail line in anticipation of Government shipments or ongoing safety monitoring of a funded project. |
| N | ATIP Inspection of STRACNET | ATIP inspection of STRACNET line (see L). |
| O | RS&I Investigation | S&TC use only. |
| P | PS-AP Investigation | S&TC use only. |
| Q | False Proceed Investigation | S&TC use only. |

| Source Code | Description | Use/Instructions |
|-------------|---------------------------------------|--|
| R | Reinspection | Use to identify all previous inspections made on track segments within a 90-day period. Although the 90-day limit is arbitrary, it is in keeping with the need to verify railroad responses to previously detected safety hazards. A reinspection can disclose a track condition where nothing has been done by the railroad to initiate remedial action, under §213.5(a) responsibility. A reinspection report will cover only those units inspected during the initial inspection. Record other identified defective track conditions reported on a separate form, F6180.96, using the appropriate source code (initial) for that activity. Use 5-digit inspector ID number and report number of initial inspection (i.e., 16680-999). The same inspector may or may not conduct the initial inspection and the reinspection. RISPC is not intuitive enough to recognize and associate reports not made by the same inspector. |
| S | Unused/Reserved | Unused/reserved. |
| T | Unused/Reserved | Unused/reserved. |
| U | Unused/Reserved | Unused/reserved. |
| V | Inspection of Manufacturer's Facility | MP&E/Hazmat only. |
| W | Unused/Reserved | Unused/reserved. |
| X | Activation Failure | S&TC only. |
| Y | Unused/Reserved | Unused/reserved. |
| Z | Outbound Extend Haul Trains | MP&E only. |

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. |
| R/C | Drop-down (Y/N) | 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). |

| F6180.96 Field | Format | Instructions/Special Features |
|--|---------------------|---|
| 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 e-mail 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 | <p>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.</p> |
| 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> |

| F6180.96 Field | Format | Instructions/Special Features |
|---------------------|------------------------|--|
| 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 field entries include SL12.25, R218.5, YL12.50, ABB146.55, and X12.45.</p> <p>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.</p> |
| 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. |

| F6180.96 Field | Format | Instructions/Special Features |
|------------------------|------------------------|---|
| 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 | Numeric | 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). |
| Type/Kind | Drop-down List/Text | <p>Enter the appropriate type code listed at the bottom of the form (maximum one digit).</p> <p>"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).</p> <p>"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).</p> <p>"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."</p> <p>"I"—defects located on industrial track (i.e., grain elevator tracks, spur and back tracks owned and maintained by the railroad).</p> <p>"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.</p> <p>"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.</p> |
| 49 CFR/USC | Drop-down List/Numeric | Refers to the Code of Federal Regulations (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. |

| F6180.96 Field | Format | Instructions/Special Features |
|-----------------------|------------------------|---|
| Subrule (Defect Code) | Drop-down List/Numeric | 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 | Numeric | 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., alinement 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 bar 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 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).</p> <p style="text-align: center;">2.25</p> |

| F6180.96 Field | Format | Instructions/Special Features |
|--|-----------------|---|
| Activity Code (for each line item) | Drop-down | 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. |
| Written Notification to FRA of Remedial Action | Drop-down (Y/N) | 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 “Yes” block is entered or checked in the “Violations Recommended” section of the header (as per §209.405). All line entries must contain an “X” or check mark in the “Required” block field. It is optional, not mandatory, to return the report to you when the “No” block is checked in the “Violations Recommended” section of the header. |

| F6180.96 Field | Format | Instructions/Special Features |
|----------------------|-----------|---|
| Railroad Action Code | Date/Text | <p>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 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 | 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 | 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 | No | 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. | Yes | 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 | Attachment List | No | No | Text | Use this field to identify and list all attachments to be used as evidence that are included in the violation narrative: 1) FRA Inspection Reports–exhibit ‘A’ & ‘B’, 2) photographs, 3) exhibit ‘C’, 4) railroad Inspection reports, 5) railroad timetables, and 6) other items referred to in your violation report. Mandatory field. |
| 35 | Inspector Signature | No | No | n/a | Blank field for signature (no database link). |
| 36 | Date Signed | Yes | Yes | Date | Mandatory field. |
| 37 | FRA Inspector No. 2 | No | 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 | Drop-down List/Check Box | 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). |

| Field # | F9180.8 Field | Editable | Auto in 96 | Format | Instructions/Special Features |
|---------|---|----------|------------|----------------|--|
| 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 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. |

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