



# OPERATING DEPARTMENT

	SECTION  <b>STANDARD</b>	SUBJECT  <b>Operating Crew Qualification Program</b>
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**Purpose** This standard establishes the Operating Department’s written crew qualification program, which requires that all operating department personnel performing covered tasks be qualified. Each member in each classification and/or position(s) that they will be working in, must complete the qualification of the covered tasks.

**Safety** The procedures and requirements of this standard are intended to preserve public, employee and volunteer safety by ensuring a qualified work force and reducing the probability and consequence of incidents caused by human error.

**Implementation** The general superintendent or the superintendent of operations is responsible for approving, revising and distributing this standard.

**Responsibilities** Supervisors, managers and conductors are responsible for implementing this standard within their respective areas of responsibility.

The responsibility for evaluating an employee or volunteer’s ability to perform covered tasks in FRRS facilities and to recognize and react to abnormal operating conditions in those facilities shall rest with the Operating Department supervisors, managers and conductors with the assistance, as needed, from the general superintendent, superintendent of operations, trainmaster or others.

Employees and volunteer are responsible for carrying out their assigned tasks. For their own safety and that of the general public, employees and volunteers are responsible for performing only the tasks for which they are trained, knowledgeable and qualified. When necessary, they shall notify their supervisor or foreman of any additional training, equipment or resources needed to perform their assigned tasks.

**Revision** The general superintendent or superintendent of operations may revise and issue updates to this standard, attachment 1, attachment 2 and the Operating Department SOP.

**Compliance** Operating Department management or the FRRS President may conduct periodic audits. The general superintendent or the superintendent of operations may make compliance reviews on the requirements in this standard at any time.

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**Definition of Terms**     **Abnormal Operating Condition:** A condition that may indicate a malfunction of a component or deviation from normal operations that may: 1) indicate a condition exceeding design limits; or 2) result in a hazard to people, property or the environment.

**Covered Task:** An activity, determined by the operating department, that: 1) is performed on any FRRS facility and/or equipment 2) is an operations or rail yard task; 3) is performed as a requirement of Code of Operating Rules 4) affects the operation or integrity of the FRRS.

**“Directed and Observed”:** In the context of performing work while being directed and observed by a qualified individual, “directed and observed” means the qualified individual is in the immediate area and provides direct oversight as the covered task is being performed.

**Facilities or Equipment:** All parts of those physical facilities, or equipment owned and/or operated by the FRRS, through which any rolling stock, locomotive or other rail equipment moves in transportation, including passenger, excursion or special movements.

Approved by: Kerry Cochran

**General Superintendent**

**Reference Documents**     Code of Operating Rules  
Operating Department Standard Operating Procedures  
Operating Department Guidelines  
Operating Department Instructions

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## Attachment 1

### Detailed Procedures

#### I. Identification of Covered Tasks

The Operating Department has compared its tasks with the definition of covered tasks and identified those tasks meeting the four-part criteria. The Operating Department covered tasks are listed in Attachment 2.

#### II. Qualification

A. All personnel performing covered tasks as of their training date, will receive their qualification through an appropriate method to ensure they are qualified to perform the covered tasks assigned. Appropriate methods include:

1. written or oral examination,
2. observation during performance on the job, on-the-job training or simulations,
3. other forms of assessment,
4. training history review,
5. work performance history review.

B. For individuals who were performing a covered task prior to January 1, 2001, the Crew Member Service Record Review may be used as the sole evaluation method for qualification of individuals before May 1, 2001.

C. Subsequent re-qualification must include written, oral or hands-on testing and must be performed at least once each calendar year by review of operating records and qualification audits.

D. As a part of the training and qualification process, personnel performing covered tasks are instructed on the normal operating criteria for each task and the appropriate actions to take when an abnormal operating condition is identified. The appropriate actions to take may include:

1. making the necessary adjustments to bring the equipment or settings back to normal operating conditions,
2. replacing the component(s),
3. immediately notifying the appropriate personnel of the abnormal operating condition and initiating emergency response procedures if necessary,
4. completing the appropriate paperwork to initiate the necessary corrective action.

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### III. Non-Qualified Personnel

Personnel that are not qualified to perform a covered task may do so if directed and observed by a qualified individual.

### IV. Unsatisfactory Performance

- A. When an employee or volunteer has performed a covered task that may have contributed to a reportable incident, the individual's performance of the task must be re-evaluated as part of the incident review.
- B. If at any time there is reason to believe that an individual is no longer qualified to perform a covered task, the employee or volunteer must not perform the covered task until a re-evaluation has been conducted, and/or re-training has occurred.
- C. Re-evaluation may be accomplished through methods prescribed in section II, Qualification.

### V. Changes to Policies/Procedures

- A. Changes in Operating Department or local operating methods or the use of new equipment are evaluated to determine the impact on covered tasks. At a minimum, the evaluation will determine:
  - 1. if a current covered task is affected,
  - 2. if a new covered task is created,
  - 3. what changes are necessary to the qualification materials, and,
  - 4. the method for communicating the change to the appropriate employees and volunteers.
- B. When an operations standard, procedure, guideline or a training document is being revised, the author must evaluate whether there are changes to a covered task. If there are changes, the changes must be communicated. Methods for communicating changes may include, but are not limited to:
  - 1. a review of revisions to field manuals, standards and/or training material,
  - 2. group or individual training and testing,
  - 3. formal training and testing.

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## VI. Recordkeeping

- A. Qualification records may be hard copy or electronic and must include:
  - 1. identification of the qualified individual,
  - 2. identification of the covered tasks the individual is qualified to perform,
  - 3. date(s) of current qualification and
  - 4. qualification method(s).
  
- B. For individuals currently performing covered tasks, their current qualification records and previous three years' qualification records must be maintained.
  
- C. Records of prior qualification(s) and records of individuals no longer performing covered tasks must be retained for a period of three years.
  
- D. Yearly qualification audits will be performed in intervals, no longer than every fourteen (14) months.

## VII. Contractors and Other Mutual Assistance

The Operating Department may accept certifications (qualification) of individuals received from nationally recognized agencies, such as, but not limited to:

- 1. Active Major Rail Road
- 2. Active Short Line Rail Road
- 3. Other Railroad Museums

This is provided that the qualification is equal to or exceeds the current FRRS Entrance to Service Requirements.

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## Attachment 2 Covered Task List

Task Code	Task	Qualification Level	Reference
<b>BS</b>	<b>BRAKEMAN</b>	<b>STUDENT</b>	Entrance and Service Requirements
<b>BQ</b>	<b>BRAKEMAN</b>	<b>QUALIFIED</b>	
<b>BI</b>	<b>BRAKEMAN</b>	<b>INSTRUCTOR</b>	
<b>CS</b>	<b>CONDUCTOR</b>	<b>STUDENT</b>	Entrance and Service Requirements
<b>CQ</b>	<b>CONDUCTOR</b>	<b>QUALIFIED</b>	
<b>CI</b>	<b>CONDUCTOR</b>	<b>INSTRUCTOR</b>	
<b>FS</b>	<b>FIREMAN</b>	<b>STUDENT</b>	Entrance and Service Requirements
<b>FQ</b>	<b>FIREMAN</b>	<b>QUALIFIED</b>	
<b>FR</b>	<b>FIREMAN</b>	<b>RESTRICTED</b>	
<b>FI</b>	<b>FIREMAN</b>	<b>INSTRUCTOR</b>	
<b>EYS</b>	<b>ENGINEER – YARD</b>	<b>STUDENT</b>	Entrance and Service Requirements
<b>EYQ</b>	<b>ENGINEER - YARD</b>	<b>QUALIFIED</b>	
<b>EYI</b>	<b>ENGINEER – YARD</b>	<b>INSTRUCTOR</b>	
<b>EPS</b>	<b>ENGINEER - PASSENGER</b>	<b>STUDENT</b>	Entrance and Service Requirements
<b>EPQ</b>	<b>ENGINEER – PASSENGER</b>	<b>QUALIFIED</b>	
<b>EPI</b>	<b>ENGINEER – PASSENGER</b>	<b>INSTRUCTOR</b>	
<b>HS</b>	<b>HOSTLER - YARD</b>	<b>STUDENT</b>	Entrance and Service Requirements
<b>HQ</b>	<b>HOSTLER - YARD</b>	<b>QUALIFIED</b>	
<b>RALS</b>	<b>RUN A LOCO INSTRUCTOR</b>	<b>STUDENT</b>	Entrance and Service Requirements
<b>RALQ</b>	<b>RUN A LOCO INSTRUCTOR</b>	<b>QUALIFIED</b>	
<b>RALI</b>	<b>RUN A LOCO INSTRUCTOR</b>	<b>INSTRUCTOR</b>	

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<b>ATT</b>	<b>CAR ATTENDANT</b>	<b>AS REQUIRED</b>	Entrance and Service Requirements
<b>SWT</b>	<b>SWITCH TENDER</b>	<b>AS REQUIRED</b>	
<b>CRG</b>	<b>CROSSING GUARD</b>	<b>AS REQUIRED</b>	
<b>SPV</b>	<b>SUPERVISOR(S)</b>	<b>AS REQUIRED</b>	Entrance and Service Requirements
<b>TNM</b>	<b>TRAINMASTER</b>	<b>AS REQUIRED</b>	
<b>YDM</b>	<b>YARDMASTER</b>	<b>AS REQUIRED</b>	
<b>RDM</b>	<b>ROADMASTER</b>	<b>AS REQUIRED</b>	

Task code may be different than job abbreviations used for reporting on Daily Train Report.

Change Log:

Rev Number	Changes	By	Date
1	Original Issue	Kerry Cochran	3/18/2003
2	No record		
3	No record		
4	No record		
5	No record		
6	Updated	Kerry Cochran	4/11/2004
7	Updated	Kerry Cochran	9/2/2015
8	Updated	Kerry Cochran Paul Finnegan	11/28/2017 3/26/2018

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