



## GATSME MODEL RAILROAD CLUB - INSPECTION PROGRAM

### Inspection Program

#### 1. Purpose

- 1.1. To establish the working performance standards document for inspection of equipment to be run on the club Railroad. This document is for members and inspectors thereby eliminating "double standards."
- 1.2. To enforce the goals of the Inspection Program, which is to further ensure reliable and safe operation of all equipment on the Railroad. This will be done by inspection schedule and periodic audits of equipment on the railroad.
- 1.3. To provide instruction and guidance to the inspectors and the general membership in the inspection of model railroad equipment to be run on the club layout
- 1.4. To identify and explain the proper use of the necessary tools utilized in the inspection of model railroad equipment

#### 2. Definitions

- 2.1. Member Owned Equipment - Equipment that a member brings from home to run on the club layout for his own enjoyment on his own time. It cannot stay on the layout; inspection is not required.
- 2.2. Non-System Cars (Museum Cars) - Equipment owned and maintained by members and brought from home to be run on club rails for his/her and club members' enjoyment, that stays on the railroad. Inspection is mandatory. Non-System cars can be used for show/museum mode operations only. Also, the Operations committee may remove such equipment and store it off the railroad should it interfere with operating sessions or should there be too many cars left on the railroad.
- 2.3. Club Owned Equipment - Equipment donated by members and maintained by the operations committee. It is generally preferred that club equipment is transitioned to become member owned/maintained.
- 2.4. System/Card Order Cars - Equipment that is maintained and owned by (or may also be assigned to) members for use in freight car forwarding operations and or time table operations. (Can also be used in show/museum mode operations.) These cars have a computer/card registry and are placed on the railroad at specific locations for operations by the operations chairman and should not be moved or removed without notifying the operations chairman first or filling out a Bad-Order form.
- 2.5. Bad Order Form - (See figure 1, section 8) Used to document observed erratic operation or a noticeable defect of a piece of equipment. It is an accurate record of someone's witness to a possible or actual problem, not a critique. It is a warning. Please don't ignore it!
- 2.6. Incident Report - A form used to document the observed erratic operation of the railroad. It describes the problem, location, part of the track, scenery, wiring, controls and any and all equipment involved. Refer to Bulletin board in clubroom.

#### 3. Responsibilities

##### 3.1. **Equipment Foreman**

- 3.1.1 To be appointed by the Club President (Pursuant to Bylaws Article XI, Section 6e #1)
- 3.1.2 Solicit and Qualify Inspectors
- 3.1.3 Supervise and maintain Inspection Program and its supporting "Inspection Procedures" (Pursuant to Bylaws to Article XI, Section 6e #2)
- 3.1.4 Maintain and/or control inspection equipment logs and inspection stickers
- 3.1.5 Perform inspections as required
- 3.1.6 Provide guidance and instructions to inspectors for Policing and Inspections

##### 3.2. **Inspector**

- 3.2.1 Inspect all motive power and rolling stock in accordance with the Inspection Procedure
- 3.2.2 Police equipment on the rails  
(Pursuant to Bylaws to Article XI, Section 6e #3)
- 3.2.3 Assist the equipment foreman as required
- 3.2.4 Note: Inspectors shall not inspect their own equipment for acceptance except as a "club member," i.e. inspects his own equipment first refer to 3.3.



## GATSME MODEL RAILROAD CLUB - INSPECTION PROGRAM

### 3.3. Club Members

- 3.3.1 Equipment owner has the responsibility to submit for inspection any equipment he intends to operate on the club railroad.
- 3.3.2 Club member shall inspect their own equipment prior to submission for inspection in accordance with "The Inspection Procedure"
- 3.3.3 Club member shall insure that the inspection sticker on his equipment is valid. (Submit invalid equipment for re-inspection after being checked first.)
- 3.3.4 All club members are authorized to fill out the "Bad Order" forms and the "Incident Reports"

## 4. Procedure

### 4.1 First Inspection

- 4.1.1 Club members shall submit only self-inspected equipment to an inspector for inspection.
- 4.1.2 Inspectors shall inspect equipment in accordance with the "The Inspection Program."
- 4.1.3 Acceptable Equipment shall be:
  - 4.1.3.1 Logged in the Inspection Log under the members name.
  - 4.1.3.2 Marked with Dated, Initialed and Named inspection stickers.
- 4.1.4 Nonconforming Equipment
  - 4.1.4.1 Shall be returned to the owner with a bad order report. - Either written or verbal.
  - 4.1.4.2 Owner shall repair, recheck, and resubmit nonconforming equipment.

### 4.2 Re-Inspection

- 4.2.1 Members shall submit equipment with expired stickers to an inspector after self re-inspection. Pull "system card" if applicable.
- 4.2.2 Inspector shall re-inspect equipment in accordance with "The Inspection Procedure":
  - 4.2.2.1 Acceptable Equipment shall be:
    - 4.2.2.1.1 Marked with a revalidated sticker
    - 4.2.2.1.2 Turned over to the Operations Chairman along with the "system card" if applicable.
    - 4.2.2.1.3 Logged in the Inspection Log under the members name.
    - 4.2.2.1.4 Marked with Dated, Initialed and Named inspection stickers.
  - 4.2.2.2 Nonconforming Equipment
    - 4.2.2.2.1 Shall be returned to the owner with a bad order report.
    - 4.2.2.2.2 Owner shall repair, recheck and resubmit nonconforming equipment.
- 4.2.3 Operations Chairman shall return acceptable equipment to the railroad (including "system card" if applicable).

### 4.3 Policing of System Equipment - On the Rails (Pursuant to Bylaws to Article XI, Section 6e #3)

- 4.3.1 Inspectors will police equipment on the rails per "The Inspection Frequency Schedule". Pull "system card" with equipment.
- 4.3.2 Policing may include, but is not limited to, checking the following inspection points:
  - 4.3.2.1 Valid inspection sticker
  - 4.3.2.2 Wheel gauge
  - 4.3.2.3 Coupler height
  - 4.3.2.4 Coupler action on the magnet for proper delay operation
- 4.3.3 Acceptable Equipment shall be returned to the Operations Chairman with the "system card."
- 4.3.4 Non-conforming Equipment shall be placed in the bad order area and the owner notified along with a bad order form. (Pursuant to Bylaws to Article XI, Section 6e #4)
  - 4.3.4.1 Owner shall repair, recheck, and resubmit nonconforming equipment.
  - 4.3.4.2 If the equipment is returned to operation without re-inspection, the integrity of the entire train is suspect and therefore is summarily bad ordered as a unit and all cars are added to the bad order list as a hold.



## GATSME MODEL RAILROAD CLUB - INSPECTION PROGRAM

- 4.3.5 The Operations Chairman (or designate) shall return acceptable equipment to the railroad.
- 4.3.6 Any train or string of cars, predominantly owned by one member, that contains more than 25% out of date cars or bad ordered cars will be bad ordered as a unit. (Pursuant to Bylaws to Article XI, Section 6e #4)
  - 4.3.6.1 Owner must have all of the cars re-inspected.
  - 4.3.6.2 Approval to run this train or string comes from Foreman or Operations chairman or their designate only.
- 4.4 **Bad Ordered Equipment** (Pursuant to Bylaws to Article XI, Section 6e #4)
  - 4.4.1 Non-conforming/faulty operating equipment found shall be removed from the railroad, along with the "system card" if applicable.
  - 4.4.2 Problems found shall be documented on the "bad order" report (Fig 1, Section 8)
  - 4.4.3 Equipment Bad Ordered shall be added to the bad order list.
  - 4.4.4 Equipment will be placed, with "system card" and "bad order" form in the bad order bin.
  - 4.4.5 Any cars without a valid inspection sticker are summarily bad ordered.
    - 4.4.5.1 It is the owner's responsibility to prove valid inspection or to have the equipment re-inspected before being returned to operation.
    - 4.4.5.2 Any cars proven to be 1 year from the last inspection are recommended to be re-inspected.
  - 4.4.6 It is the owner's responsibility to have the car re-inspected per Section 4.2 Re-inspection.
- 4.5 **Disposition of Bad Ordered Equipment:**
  - 4.5.1 If a piece of equipment remains in the bad order area for more than ten regular monthly business meetings and a properly executed bad order report is attached, the equipment may then be dispositioned as the operations committee warrants and then to the raffle train.
- 4.6 **Bad Order List** (Pursuant to Bylaws to Article XI, Section 6e #4)
  - 4.6.1 Bad Order List Shall Include the following
    - 4.6.1.1 Road Name & Reporting Marks
    - 4.6.1.2 Car Type
    - 4.6.1.3 Owner
    - 4.6.1.4 Date Bad Ordered
    - 4.6.1.5 Initials of person who bad ordered car
    - 4.6.1.6 Date Reinstated
    - 4.6.1.7 Initials of inspector reinstated
  - 4.6.2 Equipment Shall be placed on list for any of the following
    - 4.6.2.1 Any equipment that has had its inspection revoked.
    - 4.6.2.2 Permanently Bad Ordered Equipment.
    - 4.6.2.3 Equipment waiting re-inspection if warranted.
    - 4.6.2.4 Trains Bad Ordered due to procedure violations.
    - 4.6.2.5 May be generated by operations review of equipment

### **5. Incident Report**

- 5.1 The "Incident Report" is to be filled out when repeated derailments or operating problems occur and place on Bulletin board.



## GATSME MODEL RAILROAD CLUB - INSPECTION PROGRAM

### 6. Inspection Scheduling and Frequency

- 6.1 Inspection and policing shall be per "Inspection Frequency Schedule."
- 6.2 Equipment, especially whole trains, are to be run two (2) weeks prior to any show, in which they are running.
  - 6.2.1 No equipment, brought in the day of a show, will be allowed to be run.
  - 6.2.2 This is done to insure valid inspections, proper operation, and review by the inspectors and the operations committee.
- 6.3 During a show/museum day only re-inspections of repaired equipment will be conducted, no new equipment inspections.

### 7. System Cars

- 7.1 Anytime a system car is taken OFF or placed ON the railroad, the Operations Chairman MUST be notified in order to keep the switch lists accurate.

### 8. Bad Order Car Report Form

BAD ORDER CAR REPORT			
1	2	3	4
CAR TYPE	ROAD	NUMBER	DATE & Sign
ITEM	PASSED	FAILED	COMMENTS
ROLLING	5	6	
COUPLERS			A B 7
TRUCKS			A B 8
WEIGHT			9
OTHER			

- 1 - CarType - ie: Box, Flat, Gon, or Loco Type
  - 2 - Road Name or owner - ie: B&O or Coors Beer
  - 3 - Reporting Marks or Engine Number
  - 4 - Date of Report and Initials of person making report
  - 5 - Place a check (v) in areas that are NOT cause for this report
  - 6 - Place a check (v) in areas where CAUSE was found
  - 7,8,9 - Identify end of car affected by failure
- Put Club Member's Name on form if known
- Be as descriptive as possible