

Instructions for Filling Out Form M1002

Written for the Updated M1002 ver.2022/06/03

There have been some changes made to Form M1002, the Daily Inspection form and also referred to as the Daily Sheet and colloquially referred to as "the long skinny card." In addition to explaining the updates and the proper method for filling in the new columns this document will also clarify some of the familiar items and define all portions of Form M1002 and the expectations for filling in the requisite information.

There are now six columns in which inspectors/operators need to write information with the additions of the columns for Hours Operated (HOURS Op'd), Inspector Initials (INSP. Inits.) and Engine Flashed (Flash'd). The column for Date has also changed, with the spaces left empty to allow for the date to be written as needed to eliminate empty space; there are now forty-five (45) date spaces provided to allow for multiple "call times" for a given day(s) in a month.

Each of the six columns will be listed below in order as they appear from left to right. These sections will be defined and the preferred method for filling in the requisite information will be outlined.

Date: This column is left blank and provides for forty-five (45) "call times" to be documented. The date on which the locomotive is being "called" (see section below) is to be written in the next available space. If the locomotive has been shut down and is being restarted, or if the locomotive is still running but being inspected by a new crew/shift the current date is to be written in next available space and the other five columns filled in as normal.

Time Called: This column is to be filled in with the time at which the locomotive is being "called" using standard twenty-four (24) hour time format. The term Time Called or "called" refers to the time at which the locomotive is "called" to service, either when inspected and started or being inspected at the time of a crew change. If the locomotive is being started, write in the time that then engine is started or if the locomotive is being "flashed" write in the time that the engine is cranked over during "flashing." If locomotive is running but being inspected at time of crew change, write in the time that the inspection has been completed.

Hours Operated: This column is to be filled in with the total time in hours and minutes that the locomotive was in service. Generally, this will be the time from start-up to shut-down. This column, similar to the previous column, is split in the middle with a colon with space provided for hours on the left and minutes on the right of the provided space. This space is filled similarly to the twenty-four (24) hour formatted Time Called spaces, with the left side being filled out in minutes up fifty-nine (59) followed by the filling of the hours as needed on the right side of the space. For example, if the locomotive has run for one (1) hour and twenty-nine (29) minutes the column would be filled out 01:29. If less than an hour such as forty-seven (47) minutes then the space would be filled out 00:47.

Should a new crew be taking charge of the locomotive, the time that the locomotive was in service with the initial crew is to be written in and the new crew is to fill out a new row with the requisite date and operating hours.

Inspector Initials: This column is to be filled in with the initials of the person performing the inspection, either prior to start-up or as part of a crew change process.

Flashed: This column is to indicate yes or no (Y/N) for if the engine was flashed during the inspection and start-up process. If flashed, the time at which the engine is "cranked" during flashing should be written in the Time Called column.

Terminal: This column is to be filled in with the terminal and track on which the locomotive is called for service.