

FRRS Mechanical Department Instruction

How to use form M1002

Employees shall use form M1002 to record the date, time and duration of locomotive usage.

Form M1002 shall be individually printed on card stock for each locomotive and shall be used until both sides are full. Unless full, this form shall not be replaced on a monthly basis as the older form was.

Anytime a locomotive is started, a new line entry shall be made by the employee starting the locomotive. Any employee starting a diesel locomotive shall be properly qualified under rule 1208 and thoroughly familiar with the operating manual for the specific model locomotive, including shutdown and emergency procedures.

A new line entry may also be made for crew change, if desired.

Left to right, each row field shall be recorded as follows:

Date Called:

The month, day and year the locomotive was started or crew changed

Format: MM/DD/YY

Example: January 5th, 2025 would be recorded as '01/05/25'

Time Called:

The time the locomotive was started or crew changed

Format: HH:MM 24 hour

Example: 2:07 PM would be recorded as '14:07'

Start By Initials:

The initials of the person starting the locomotive, or the lead for the new crew

Format: [A-Z][A-Z]

Example: John Smith would record 'JS'

Flash Y/N:

Was the locomotive flashed to clear the cylinders of moisture? This is required if the locomotive has not been run in the previous 48 hours OR any visible moisture was present within that 48 hour window (fog/rain/snow)

Format: Y|N

Example: If locomotive was flashed, record a 'Y'

Hour Meter Begin:

Record the number shown by the hour meter prior to startup, or at time of crew change

Format: [0-9][0-9][0-9].[0-9]

Example: 023.4

Hour Meter End:

Record the number shown by the hour meter at shutdown, or at time of crew change

Format: [0-9][0-9][0-9].[0-9]

Example: 024.5

Total Run Time:

This is a calculated value subtracting 'Hour Meter Begin' from 'Hour Meter End'

Format: [0-9][0-9][0-9].[0-9]

Example: 001.1