

HEADQUARTERS PROCEDURE FOR F6180.4EZ SAMPLE CAR INSPECTION

OMB No.2130-0565

1.0 PURPOSE

To provide headquarters a written procedure for completing, outlining, methodology, and responsibility of gathering documents required and transmittal of documents to customers for the Sample Car Inspection (SCI) Program form F 6180.4 EZ.

2.0 SCOPE

This procedure applies to all cars that request a SCI Base Car request.

3.0 RESPONSIBILITY

- 3.1 If a "Base" Request is received for a sample car inspection (SCI) it is the responsibility of the MP&E Headquarters Safety Appliance Specialist to forward the request with all applicable documents to alert the region a field inspection for a formal sample car inspection has been assigned to the region. This will be accomplished by email to the Motive Power and Equipment Division, (MP&E) Specialist and copy the Regional Administrator (RA) or assigned Deputy Regional Administrator (DRA).
- 3.2 The MP&E compliance manual requires that a request must be received at least 60 days but at least 30 days prior to construction for a SCI review.
- 3.3 The Headquarters MP&E Safety Appliance Specialist will be responsible for the control of the form and its distribution throughout the FRA.
- 3.4 The MP&E Safety Appliance Specialist and MP&E Staff Director will be responsible the form is complete, accurate, and filing of all documents.
- 3.5 For each SCI Base Car request prior to the signature of the form F 6180.4 EZ by the Director, Office of Safety Assurance and Compliance the information contained in the reports are accurate, complete, and then will be offered for transmittal to customers

4.0 FRA HEADQUARTERS COMPLETING THE F 6180.4 EZ FORM

The subject header is for the FRA Headquarters Review and the text will be completed in an e-mail in the following order: The following is completed by the Safety Appliance Specialist other than signature blocks:

- 4.1 HEADQUARTERS ACCEPTED:
Check the Yes box, if the drawing review and field inspection report are inconsistent or have reported defects observed during the field inspection.
- 4.2 HEADQUARTERS COMMENTS::

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If 4.1 YES box are checked, in the comment box below, cite the exceptions by CFR regulation that were reported by the field inspection or the headquarters drawing review.

Note: If 4.1 YES are checked, FRA is taking exception to the drawing review or the construction of the car. The Safety Appliance Specialist must review the exceptions with the MP&E Staff Director for further direction such as to formally write an exception response letter.

- 4.3** If 4.1 No box are checked, this would indicate the drawing and field inspection report are consistent with the headquarters findings and no exceptions was taken at this time during the field inspection
- 4.4** Ensure the signatures of the MP&E Inspector completing the regional section of the form with No Exceptions and the MP&E Specialist, RA or DRA concurs with the findings.
- 4.5** SPECIALIST MP&E SAFETY APPLIANCE:
Type your name in the box next to the MP&E Safety Appliance Specialist heading; Sign your name below the typed name of the Safety Appliance Specialist and below that box complete the date if you concur with the regions findings.
- 4.6** DIRECTOR MP&E STAFF:
Type your name in the box next to the MP&E Staff Director heading; Sign your name below the typed name of the MP&E Staff Director and below that box complete the date if you concur with the MP&E Specialist findings.
- 4.7** DIRECTOR, OFFICE OF SAFETY ASSURANCE AND COMPLIANCE:
Type your name in the box next to the Office of Safety Director heading; Sign your name below the typed name of the Office of Safety Director and below that box complete the date if you concur with the MP&E Staff Director findings.
- 4.8** Response Sent By: Person's Name from CCM or correspondence handling sending the form and date sent

Public reporting burden for this information collection is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. According to the Paperwork Reduction Act of 1995, a federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with, a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for this information collection is **2130-0565**. All responses to this collection of information are voluntary. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden to: Information Collection Officer, Federal Railroad Administration, 1200 New Jersey Ave., N.W., Washington D.C. 20590.