

# REGIONAL PROCEDURE FOR F6180.4EZ SAMPLE CAR INSPECTION

**OMB No.2130-0565**

## **1.0 PURPOSE**

To provide the region with a procedure outlining the methodology, responsibility and documents required for submittal for a Sample Car Inspection (SCI).

## **2.0 SCOPE**

This procedure applies to all cars that request a “Base” Car Sample Car Inspection.

## **3.0 RESPONSIBILITY**

- 3.1** If a “Base” Request is received for a sample car inspection 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** If a “Base” car Inspection is located in other than the United States of America the car must be moved to a specified location within the United States of America.
- 3.4** If the request for a “Base” car Inspection is located in Canada the FRA shall attempt to coordinate the inspection activity with representatives from Transport Canada so that a joint inspection can be conducted.
- 3.5** The MP&E Specialist will assign the MP&E Inspector(s) the request for a SCI field inspection and forward all the documents for the inspection to the MP&E Inspector.
- 3.6** The MP&E Specialist or the MP&E Inspector will coordinate with the requestor the time, date, and location where the inspection will be performed.
- 3.7** After the field inspection, the Inspection report, checklist, photographs and any other information relative to the field inspection will be included in the F6180.4 EZ form as an attachment.

## REGIONAL PROCEDURE FOR F6180.4EZ SAMPLE CAR INSPECTION

### 4.0 FRA FIELD INSPECTION COMPLETING THE F 6180.4 EZ FORM

The subject header for the FRA Field Inspection and Review will be completed in a e-mail text worded in the following order:

- 4.1 INSPECTION DATE:**  
Fill-in the date when the SCI field inspection was performed.
- 4.2 DRAWING REVIEW DATE::**  
Fill-in the date of the drawing review, in most cases, this may be the same day of the SCI field inspection.
- 4.3 INSP. REPORT TO BUILDER:**  
Check the Yes Box if the SCI inspection report was provided to the customer shortly after the field inspection. Check the No Box if the MP&E provided verbal exceptions noted to the builder and will provide the customer his inspection report at a later date.
- 4.4 EXCEPTION TO DESIGN:**  
Check the Yes Box if an Exception was taken during the field inspection. Check the No Box if "No exceptions" was taken.
- 4.5 EXCEPTIONS W/COMMENTS:**  
Check the Yes Box if exceptions are taken that are regulated but may pose a safety concern or recommendation. Check the No Box if no exceptions was taken.
- 4.6 F6180.4 SCI REPORT:**  
Check the Yes Box F6180.96 report is attached. Check the No Box if not provided.
- 4.7 F6180.4 SCI REPORT:**  
Check the Yes Box F6180.4 and checklists report is attached. Check the No Box if not provided.
- 4.8 PHOTOGRAPHS (SIX MINIMUM)**  
Check the Yes Box if a photograph is provided on each corner and each end of the car. Check the No Box if not provided and provide comments in the regional comments block below.
- 4.9 DEVIATION PHOTOGRAPHS:**  
Checks the Yes Box if photograph(s) of an exception are taken to the car construction referred in the F6180.96 report and provide the defect code and defect or observation in the regional comment box. Check the No Box if no exceptions was observed during the field inspection.

## REGIONAL PROCEDURE FOR F6180.4EZ SAMPLE CAR INSPECTION

### 4.10 REGIONAL COMMENTS:

The Inspector will provide referenced defect or observation by specific CFR part with a brief description reported on the F6180.96 report provided to the customer. Any omissions of photographs, reports needed to complete the sample car inspection package, safety concern, observation, or comment to the builder are to be clearly provided in the comment section.

### 4.11 GRID SIGN-OFF:

The grid sign-off indicates that the inspection field inspection was performed and the MP&E Inspector completing the form performed the inspection with the above notations and the MP&E Specialist, RA or DRA concurs with the findings.

### 4.12 MP&E INSPECTOR:

Type your name below MP&E Inspector Box, to the right of that box, Signature of the Inspector completing the form and below that box, complete the date.

### 4.13 MP&E REGIONAL SPECIALIST:

Type your name below Specialist Box, to the right of that box, Signature of the Specialist concurs with the inspector's findings on the form. Below that box, complete the date.

### 4.14 REGIONAL ADMINISTRATOR:

Type your name below Regional Administrator (or Deputy Regional Administrator Box, to the right of that box, Signature of the RA or DRA concurs with the inspector's and Specialist findings on the form. Below that box, complete the date.

### 4.15 The completed form will be sent to the Headquarters MP&E Safety Appliance Specialist for review and concurrence of the field inspection.

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.