Industrial Rail Safety

Competency / Proficiency Evaluation

Part 1. E-Learning (Initial Orientation & Awareness)

Part 2. On-The-Job Training

→ Part 3. Competency / Proficiency Evaluation (CE)

Overview

Competency or Proficiency Evaluations are conducted to verify that New and Existing (Incumbent) workers are competent using the engine classification, car type and performance standards specified in the Competency Evaluation checklist. This is THE KEY requirement essential before working in and around rail equipment without direct supervision of a competent operator.

Once this part of the training is complete, congratulations!, you will now be able to print off both a wallet & wall size certificate of completion.

Competency is reviewed every 3 years, at a minimum. Other events that may trigger a competency review include (but are not limited to): incident(s), extended absence, historical trends, observations, new equipment and/or change(s) in technology.

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Competency / Proficiency Evaluation (CE)

Basic Information

Trainee Name		**Trainee Number**		**Department/ Division**	
Evaluator Name		**Date CE Completed**			
Supervisor Name		**Location CE Performed**			
Trainee Type	☐ New Operator	**Approximate Total 'On-The-Job' Training Hours**			
	☐ Incumbent Operator	**Operator Experience**		☐ 0 - 12 Months	
				☐ 1 - 3 Years	
				☐ 3+ Years	

Railcar Type Selection(s)

Select the railcar types included in the competency/proficiency evaluation (CE).
Note: Mark only those where competency was successfully demonstrated.

☐	Flatbed railcar
☐	Box Car
☐	Hopper Car
☐	Tank Car

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Competency / Proficiency Evaluation (CE)

Evaluation Criteria

Category and Steps	Standard Observed Performance Measure	Evaluator Rating Meets Criteria ✓	✗	N/A	Correction Notes (Document Deficiencies Only)	Trainee Initials
General Safety Considerations		✓	✗	N/A		
PPE	Demonstrated adherence to site requirements					
Pre-job Communication	Discussed impending movement with applicable personnel					
Railcar Inspection		✓	✗	N/A		
Flatbed	Conducted a walk-around inspection that included: 1. Body (cable/securing system, any hazards that may impact or affect the worker, loading or switching the railcar) 2. Access (i.e. ladders) 3. Handbrake 4. Any apparent safety hazard					
Box car	Conducted a walk-around inspection that included: 1. Body (doors, any hazards that may impact or affect the worker, loading or switching the railcar) 2. Access (i.e. ladders) 3. Handbrake 4. Any apparent safety hazard					
Hopper car	Conducted a walk-around inspection that included: 1. Body (openings, any hazards that may impact or affect the worker, loading or switching the railcar) 2. Access (i.e. ladders) 3. Handbrake 4. Any apparent safety hazard					
Tank car	Conducted a walk-around inspection that included: 1. Body (safety rails, any hazards that may impact or affect the worker, loading or switching the railcar) 2. Access (i.e. ladders) 3. Handbrake 4. Any apparent safety hazard					

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Category and Steps	Standard Observed Performance Measure	Evaluator Rating Meets Criteria ✓	✗	N/A	Correction Notes (Document Deficiencies Only)	Trainee Initials
Manual (Hand) Brake						
Key components	Identified the following components: hand wheel, rod and chain, release lever, bell crank					
Access the brake platform	Followed correct procedure: 1. Used ladder on side of car 2. Gripped rung firmly with 2 hands 3. Maintained 3-point contact When level with brake platform: 1. Placed 2 hands on end ladder and grasped firmly 2. Moved over to end ladder 3. Grasped grab iron with left hand 4. Placed right foot on brake platform, left foot on ladder rung close to brake platform level (Reversed steps for opposite access)					
Release the hand brake	Followed correct procedure with release lever: 1. Released hand brake lever with right hand 2. Maintained 3 point contact 3. Kept away from hand wheel as brake was released 4. Returned release lever to On/Apply position Without release lever: 1. Turned hand wheel several times counter-clockwise to fully release brake					
Apply the hand brake	Followed correct procedure: Gripped rim of wheel and turned clockwise to fully apply brake					
Descend the platform	Followed correct procedure: 1. Maintained 3-point contact 2. Firmly planted feet on the ground before releasing handgrip 3. Checked brake shoes were fully applied/released					

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Category and Steps	Standard Observed Performance Measure	Evaluator Rating Meets Criteria ✓	✗	N/A	Correction Notes (Document Deficiencies Only)	Trainee Initials
Air Brake Systems						
Key components	Identified the following components: air brake hose, angle cock, air brake emergency portion, air brake service portion, auxiliary reservoir, brake cylinder, brake cylinder pipe, combined dirt collector & branch pipe cut-out cock, emergency reservoir, pipe bracket					
Hooking-up	Followed correct procedure: 1. Gripped air brake hoses 2. Aligned the hoses and twisted glad hands together until coupling was fully engaged 3. Once connected, opened angle cock on the lead and trail car					
Releasing / bleeding	Followed correct procedure(s): Releasing: Closed the angle cock, exits between the cars and released the coupling to allow the cars to decouple, releasing the glad hands Bleeding: Pulled on the air bleed handle and held handle firmly until the brakes were disengaged					
Equipment Handling						
Red Zone Application	Followed correct procedure(s): Brake person: 1. Contacted RCM operator, requesting “Red Zone Protection” 2. Confirmed “Red Zone” was in effect (radio or horn). 3. Remained outside of “Red Zone” until confirmation was received 4. After clearing the “Red Zone”, canceled the protection received RCM operator: 1. Confirmed full application of the RCM parking brake 2. Placed RCM transmission selector in neutral 3. Left accelerator in idle position 4. Remained seated at controls during “Red Zone” application 5. Communicated (by radio/horn) application of protection to brake-person					

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Category and Steps	Standard	Evaluator Rating				
	Observed Performance Measure	Meets Criteria			Correction Notes (Document Deficiencies Only)	Trainee Initials
	6. Maintained "Red Zone" protection until requested to cancel by the brake person					
Task within Red Zone	Requested and verified application of "Red Zone" protection					
	Positioned body correctly: one foot between rails/ one outside of rails					
	Properly connected air hoses					
	Properly opened/ adjusted knuckle					
	When cutting in air, opened angle cock slowly					
	Released hand brakes					
Uncoupling freight cars	Followed correct procedure: 1. Verified appropriate number of handbrakes applied 2. Faced forward toward RCM with open stance; 3. Placed both feet outside of nearest rail, clear of equipment 4. Used hand nearest uncoupling lever / kept other hand free to signal					
Coupling freight cars	Followed correct procedure: 1. Requested and verified "Red Zone" protection, as needed 2. Verified: • hand brakes applied • draw bar properly aligned • at least one knuckle opened 3. Gave proper instruction to RCM operator to couple 4. Signaled for stretch (checked for proper coupling) 5. Released hand brakes and / or pulled air brake release rod					
Switching		✓	✗	N/A		
Inspecting the switch	Checked switch points and targets (lined, locked, checked)					
Opening/closing	Demonstrated proper body position / replaced keeper					

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Derailer		✓	✗	N/A		
Opening/Closing	Demonstrated correct body position / flagging, where required					
Communication		✓	✗	N/A		
Hand Signals	Demonstrated knowledge of hand signal use					
Radio	Demonstrated knowledge of site radio protocol					
Audible warning device(s)	Demonstrated/explained proper use of audible warning device(s)					
Headlight	Demonstrated/explained proper use of headlight					
Blue Flag/Lights	Demonstrated/explained proper use/placement of blue flag/lights.					
Fixed signals	Demonstrated/explained proper use/placement of fixed signals					
Railcar Mover (RCM)		✓	✗	N/A		
Start-up	Completed formal pre-check procedure					
Operation	Used 3 point contact, as required					
	Operated RCM at safe speeds in appropriate gear					
	Monitored surroundings/observed crossings					
	Approached equipment at reduced speeds					
	Coupled at proper speed					
	Centered coupler and adjusted to proper height					
	Utilized rail car weight to move cars					
	Lowered coupler when uncoupling from rail cars					
	Utilized rail car air brakes effectively					
	Correctly responded to radio and hand signals					

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Category and Steps	Standard	Evaluator Rating				
	Observed Performance Measure	Meets Criteria			Correction Notes (Document Deficiencies Only)	Trainee Initials
	Set RCM on and off rails					
Locomotive		✓	✗	N/A		
Start-up	Completed formal pre-check procedure					
Operation	Used 3 point contact, as required					
	Operated locomotive at safe speeds in appropriate gear					
	Monitored surroundings/observed crossings					
	Approached equipment at reduced speeds					
	Coupled at proper speed					
	Centered railcar coupler					
	Utilized railcar airbrakes effectively					
	Correctly responded to radio and hand signals					
	Secured locomotive after use					
	Removed reversing lever when idling and/or leaving locomotive					
Winch		✓	✗	N/A		
Start-up	Completed formal pre-check procedure, as per site requirements					
Operation	Completed as per site requirements					

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Trainee Sign-Off

By signing this document I declare that I have reviewed and understood all items in this competency evaluation checklist marked **'yes'**. I further verify that I am able to perform the required skills and have demonstrated proficiency to the evaluator.	**Name**	
	Signature	
	Date	

Evaluator Sign-Off

By signing this document I verify that the trainee demonstrated competence in all of the applicable performance categories listed in this evaluation checklist during the performance of routine work on multiple occasions. I further declare that I am confident in the trainee's overall ability to safely operate in and around the identified car type(s) and utilize the identified engine(s) in a safe manner.	**Name**	
	Signature	
	Date	

Supervisor Sign-Off

By signing this document I verify the instructor is competent and the employee has completed all required training components. Note: In some cases, where the supervisor acts in multiple capacities (i.e. as instructor and supervisor), additional sign-off here is not required.	**Name**	
	Signature	
	Date	