

THE BELT RAILWAY COMPANY OF CHICAGO

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Signal Supervisor

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May 1, 2009

CIRCULAR NOTICE 20090501 Electronic FRA Testing

TO: All Signal Employees

FROM: Leon Ferguson

As stated early in April, we will no longer fill out FRA forms. All of our FRA's will be filed electronically using Raildocs. The best way to accomplish current information is to upload and check the status of your test daily.

All FRA tests will be done electronically using the Raildocs format and lap top computers. Any employee that has to do an FRA test, must be qualified in using the Raildocs system and have the proper Raildocs log ins. If you do not have the Raildocs long in, then you must work with somebody who does so that they can enter the test.

Starting today all signal maintainers, vacation relief maintainers and inspectors working on a maintainer's job or doing any FRA tests, are required to synch with Raildocs and check your due dates daily. Also, you are required to upload any completed FRA test within 24 hours of completion. This can be done at the start of your shift or at the end of your shift when time permits. (*Your scheduled off days will not count in determining your uploads or synchs*).

You must print your name and sign your name, fill in your work number and date and **return bottom portion** to the Supervisor upon receipt.

Circular Notice No. – 20090501
ELECTRONIC FRA TESTING

Received: _____
Print Name

Date: _____

Employee Signature

Work No.: _____