

SSIT-1001(b)1 Log Book Audit

Purpose

These instructions describe the steps to audit the log book entries at grade crossing warning systems to verify tests and or modifications to the system are being recorded.

Test Intervals

Tests are performed when installed, as required, and at least once a month as prescribed in *SSIT-7 Signal System Inspection and Test Intervals*.

Rail Safety

Employee shall ensure the site is safe for employees, the public, vehicular traffic and train operations as defined in *SSIT-8 Protecting Train Operations* prior to performing tests and inspections.

Procedure

The following tests are to be performed at each location:

Step	Procedure
1. Check Log Book Condition	<ul style="list-style-type: none"> Verify the log book is present and is not severely damaged. If lost or severely damaged: Request new log book from the ONR S&C Supervisor. Temporarily provide system for logging tests performed to be stored locally. If Log Book is full: Request new log book from the ONR S&C Supervisor. Arrange a temporary system for recording log entries to be stored locally. Forward the existing Log Book to the ONR S&C Supervisor.
2. Check Log Book Entries	<ul style="list-style-type: none"> Review log book entries are properly dated and initialled. If information is missing: Fill out missing information if you are able. If not, verify log entries, enter current date, and initial. Check notes requiring attention have been or are being addressed.
3. Complete Test Form	<ul style="list-style-type: none"> Record the test as completed on the Grade Crossing Warning System Test Form.