

SSIT-1001(e)7 Condition of Site Plans

Purpose

These instructions describe the inspection of prints at grade crossing warning systems to verify their accuracy and condition for the location.

Test Intervals

Tests are performed when installed, as required, and at least once every twelve (12) months 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 crossing warning system location:

Step	Procedure
1. Inspect Plans Holder	<p>→ Check plans are stored in such a way to reduce exposure to moisture and pests.</p> <p>If plans do not have protective case or allocated safe storage spot: Request protective casing for site plans from the ONR S&C Supervisor.</p>
2. Inspect Plans for Damage	<p>→ Check plans do not have water damage.</p> <p>→ Check plans have not been ripped or damaged.</p> <p>If plans show excess damage: Request site plans update from the ONR S&C Supervisor.</p>
3. Inspect Plans Legibility	<p>→ Check field markups are clear and properly labelled with dates and initials.</p> <p>If plans show excess damage: Request site plans update from the ONR S&C Supervisor.</p>
4. Check Plans Status	<p>→ Check site plans are As Built plans (i.e. not showing coloured changes).</p> <p>→ Check plans correspond with latest bungalow circuits and layout.</p> <p>→ Check plans have been marked up correctly with log book entries.</p> <p>→ Check boardplans against current road layout (i.e. number of lanes). Check for new sidewalks or bike paths not shown on boardplans. If plans do not correspond to location: Request site plans update from the ONR S&C Supervisor.</p>
5. Update Log Book	<ul style="list-style-type: none"> Add any notes of issues observed, or adjustments made.
6. Complete Test Form	<ul style="list-style-type: none"> Record the test as completed on Grade Crossing Warning System Test Form.