

*As employee and public safety are amongst our primary concerns:*

# REPORT TRACK DEFECTS

Use the following procedure to report problems you discover on the HO standard gauge layout:

- 1) Fill out a Defect Form for each problem and location.
- 2) Describe the problem as best you can. If you don't know what the problem is, then describe the symptoms and what seems to be happening. Common problems are: dead frog, broken switch points, malfunctioning switch machine, no rail power.
- 3) List the location. Location descriptions such as switch number, block number, yard track, or industrial area are acceptable.
- 4) Pin the Defect Form near the problem. If there is not enough room near the problem, use a second pin and attach the Defect Form close by.
- 5) Report the problem on the white board. Example: *"Track defect at switch #123 at east end of Reno."*
- 6) Be available to answer questions about the problem.

Location \_\_\_\_\_ Date \_\_\_\_\_ Discovered by: \_\_\_\_\_

# TRACK DEFECT

Attach this form (completed) next to the defective track with a push pin. Report this track defect on the white board.

Defects: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Repaired Date: \_\_\_\_\_ Return to Service: \_\_\_\_\_

See reverse side for comments and other information. Ver.5-30-12

Location \_\_\_\_\_ Date \_\_\_\_\_ Discovered by: \_\_\_\_\_

# TRACK DEFECT

Attach this form (completed) next to the defective track with a push pin. Report this track defect on the white board.

Defects: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Repaired Date: \_\_\_\_\_ Return to Service: \_\_\_\_\_

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Location \_\_\_\_\_ Date \_\_\_\_\_ Discovered by: \_\_\_\_\_

# TRACK DEFECT

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Defects: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Repaired Date: \_\_\_\_\_ Return to Service: \_\_\_\_\_

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Location \_\_\_\_\_ Date \_\_\_\_\_ Discovered by: \_\_\_\_\_

# TRACK DEFECT

Attach this form (completed) next to the defective track with a push pin. Report this track defect on the white board.

Defects: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Repaired Date: \_\_\_\_\_ Return to Service: \_\_\_\_\_

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Location \_\_\_\_\_ Date \_\_\_\_\_ Discovered by: \_\_\_\_\_

# TRACK DEFECT

Attach this form (completed) next to the defective track with a push pin. Report this track defect on the white board.

Defects: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Repaired Date: \_\_\_\_\_ Return to Service: \_\_\_\_\_

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Location \_\_\_\_\_ Date \_\_\_\_\_ Discovered by: \_\_\_\_\_

# TRACK DEFECT

Attach this form (completed) next to the defective track with a push pin. Report this track defect on the white board.

Defects: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Repaired Date: \_\_\_\_\_ Return to Service: \_\_\_\_\_

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