

Appendix F - Fleet Transfer Checklist

A/ Depot Acceptance Checklist.

DEPOT ACCEPTANCE CHECK LIST				
Location Parameters	Location Details	Vehicle Parameters	New Stock Parameters	Comply Yes/No
Depot Name		Unit Class		
Sectional Appendix No		Unit Class Cleared for Route in Sectional Appendix?		
Maximum Length of Vehicle (m)		Length of Vehicles (m)		
Maximum Height of Vehicle (m)		Height of Vehicles (m)		
Maximum Width of vehicle (m)		Width of vehicles (m)		
Maximum lift weight (Tonnes)		Weight of vehicles - Bogies attached (Metric tonnes)		
RA code		RA code		
Primary Power source (AC/DC/Diesel)		Primary Power source (AC/DC/Diesel)		

Fill out applicable unit and vehicles details in the New Stock Parameters boxes

Details must be less than or equal to those in the Location Details to comply (“YES”). If details are greater than those in the Location Details, then does not comply (“NO”).

Any non-compliance indicates the vehicle does not fit the proven envelope of the depot concerned and a more detailed assessment is required.

B/ Acceptance of rolling stock – checklist.

Item	Yes/No	Comments
<p>1. Commercial Arrangements</p> <p>Do the Terms and Conditions deviate from TOC X's standard terms?</p> <p>Are the terms and conditions clearly understood and agreed?</p> <p>Are the customer contact details known?</p> <p>Has a purchase order been raised?</p> <p>Is insurance cover in place?</p> <p>Have commercial arrangements following the condition survey report been made?</p> <p>Are the warranty arrangements clearly understood and agreed?</p>		
<p>Specification</p> <p>Is the specification clearly understood and agreed?</p> <p>Does it meet TOC X's requirements?</p>		
<p>3. Delivery Requirements</p> <p>Is the delivery date known?</p> <p>Have movement arrangements been made?</p> <p>Has a fitness to run certificate been provided</p>		

4. Depot Acceptance check		
Has the Depot Acceptance check process been carried out?		
Does the vehicle comply?		

Item	Yes/No	Comments
5. Facility Changes Will delivery require changes to Buildings Plant equipment Sidings Tooling/equipment Is Capacity/Resource available?		
6. Training/Competency Will formal training be required? Are new competency standards required?		
7. Depot Change Are Depot changes required? If 'yes' is regulatory approval required?		

<p>8. Safety and Environmental</p> <p>Is safety validation required for the supplied services? ACOP1003, RISAS etc</p> <p>Are there any environmental issues to consider?</p> <p>Are these units approved for Route and Gauge Clearance to GE/RT8270?</p> <p>Has a copy of the existing Certificate of Engineering Acceptance or Certificate of Engineering Assurance been received and reviewed?</p>		
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C/ Rolling stock entering service – checklist.

Item	Yes/No	Comments
<p>1. Maintenance Documents</p> <p>Has a copy of the maintenance plan been obtained and reviewed?</p> <p>Is it intended to use the suppliers VMI or adopt own VMI / blockcards?</p> <p>Has a copy of the existing block cards been obtained?</p> <p>Has the unit(s) modification status been obtained and reviewed?</p>		

<p>Vehicle History and Maintenance Records</p> <p>Has a copy of the following history and maintenance records been received?</p> <p>Next exam due</p> <p>Last A and B exams</p> <p>UAT Mileage</p> <p>Deferred work and outstanding defects</p> <p>Outstanding NIR's and special checks</p> <p>Major component mileage</p> <p>Heavy maintenance arrangements (C4/C6)</p> <p>Electrical wiring schematics</p>		
<p>Databases</p> <p>Has the Rolling Stock library been informed?</p> <p>Have RAVERS and GENIUS been updated?</p> <p>Have the technical databases been updated?</p>		
<p>Has a safety check been carried out on the vehicle?</p>		

Item	Yes/No	Comments
<p>Has a date been advised when the vehicles will enter service</p>		
<p>Has the NRN or other radio account been transferred to the new operator</p>		

Has diagramming, stabling and maintenance arrangements for outstations / sidings been agreed and briefed		
Has a vehicle information brief been produced and distributed to all staff		

D/ Return of Rolling Stock – Checklist.

RETURN OF ROLLING STOCK - NORTHERN CHECK LIST

No	Item	Checked (Y/N)	Comments
1.	Have re-delivery arrangements been made?		
2.	Has the status of the maintenance regime been advised? (VMI, VOI, bulletins, and temporary procedures)		
3.	Has the commercial arrangement been agreed following condition survey report?		
4.	Are there any commercial arrangements concerning surplus material?		
5.	Have the vehicle records been returned?		
6.	<p>Have all databases been updated and defect entries closed out?</p> <p>Has a list of open defects, checks, modifications, and NIR's been advised to the appropriate third party?</p>		