

Appendix F - Fleet Transfer Checklist

A/ Depot Acceptance Checklist

DEPOT ACCEPTANCE CHECKLIST				
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)		

Applicable unit and vehicle details should be entered in the new stock parameters boxes.

Details must be less than or equal to those in the location details to comply ("YES"). If details exceed those in the location details, then it 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>		
<p>4. Depot acceptance check</p> <p>Has the depot acceptance check been carried out?</p> <p>Does the vehicle comply?</p>		
<p>5. Facility changes</p> <p>Will delivery require changes to: buildings?</p> <p>plant equipment?</p> <p>sidings?</p> <p>tooling/equipment?</p> <p>Is capacity/resource available?</p>		
<p>6. Training/competency</p>		

Item	Yes/No	Comments
<p>Will formal training be required?</p> <p>Are new competency standards required?</p>		
<p>7. Depot change</p> <p>Are depot changes required?</p> <p>If 'yes', is regulatory approval required?</p>		
<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 RIS-8210-RST?</p> <p>Has a copy of the existing engineering certification been received and reviewed?</p>		

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>Will the supplier's VMI or in-house VMI/block cards be used?</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 NIRs 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 R2 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>		
<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>		
<p>Have diagramming, stabling and maintenance arrangements for outstations/sidings been agreed and briefed?</p>		
<p>Has a vehicle information brief been produced and distributed to all staff?</p>		

D/ Return of rolling stock – checklist.

RETURN OF ROLLING STOCK - NORTHERN CHECKLIST			
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, temporary procedures)?		
3.	Has the commercial arrangement been agreed following the condition survey report?		
4.	Are there any commercial arrangements concerning surplus material?		
5.	Have the vehicle records been returned?		
6.	Have all databases been updated and defect entries closed out? Has a list of open defects, checks, modifications and NIRs been forwarded to the appropriate third party?		