

## ***Contractor's Photo Inspection Report Instructions***

Contractor will perform inspections as requested of open top loads, intermodal container / trailer loads, boxcar loads, and hopper loads. The inspection will examine the load to identify the type of securement used, (strapping, airbags, filler panels, risers, bearing pieces, chocks, separators, wood dunnage, etc.) and identify the securement properties (dimensions, type, quantity, etc.).

At minimum, the following information will need to be included on the subsequent pages for each car inspected (must use Adobe Reader 11.0 or Adobe Acrobat Reader DC @ <https://get.adobe.com/reader/>)

### **Open Top Loads:**

#### **• Center beams**

1. Car initial number
2. Photos:
  - a. Car number, entire load, securement items, securement failures
3. Documented items:
  - a. Dimensions of product
  - b. Securement items (strapping, bearing pieces, separators, etc.).
    - i. Number of each type
    - ii. Placement of each type
    - iii. Whether marked with AAR stamp

#### **• Gondolas**

1. Car initial number
2. Photos:
  - a. Car number, lading / side wall voids (B and A ends) looking down into the car (left and right), any void space between lading / endwalls (B and A ends), securement items, securement failures, material in car looking from A end, material in car looking from B end,
3. Documented items:
  - a. Dimensions of product
  - b. Securement items (strapping, bearing pieces, separators, etc.).
    - i. Number of each type
    - ii. Placement of each type
    - iii. Whether marked with AAR stamp

#### **• Bulkhead/Flat Cars**

1. Car initial number
2. Photos:
  - a. Car number, entire load, securement items, securement failures,
3. Documented items:
  - a. Dimensions of product
  - b. Securement items (strapping, bearing pieces, separators, etc.).
    - i. Number of each type
    - ii. Placement of each type
    - iii. Whether marked with AAR stamp

•**Trough Cars**

1. Car initial number
2. Photos:
  - a. Car number, entire load, securement items, securement failures,
3. Documented items:
  - a. Dimensions of product
  - b. Securement items (cross member bulkheads, strapping, bearing pieces, etc.).
    - i. Number of each type
    - ii. Placement of each type
    - iii. Whether marked with AAR stamp
    - iv. Coils - eyes vertical, longitudinal, or lateral

**Closed Cars:**

•**Box cars – General Merchandise**

1. Car initial number
2. Photos:
  - a. Car number
  - b. Both ends if leaning
  - c. Doorway (bulging or off tracks)
  - d. Seals as found
  - e. Doorway view
  - f. Entire load, securement items, securement failures
  - g. Seals applied
3. Documented items:
  - a. Dimensions of product
  - b. Securement items (airbags, strapping, bulkheads, risers, void fillers etc.).
    - i. Number of each type
    - ii. Placement of each type
    - iii. Whether marked with AAR stamp

•**Box cars – Automotive Parts**

1. Car initial number
2. Photos:
  - a. Car number
  - b. Both ends if leaning
  - c. Doorway (bulging or off tracks)
  - d. Seals as found
  - e. Doorway view
  - f. Entire load, securement items, securement failures
  - g. Seals applied
3. Documented items:
  - a. Dimensions of product
  - b. Securement items (airbags, strapping, bulkheads, risers, void fillers etc.).
    - i. Number of each type
    - ii. Placement of each type
    - iii. Whether marked with AAR stamp

•**Hoppers**

1. Car initial number
2. Photos:
  - a. Car number
  - b. Gate condition and seal (for each bin)
  - c. Securement items, securement failures
3. Documented items:
  - a. Product if known
  - b. Securement devices condition (gates, seals, tubes, gears, etc.).

•**Multi-levels**

1. Car initial number
2. Photos:
  - a. Car number
  - b. Doorway damage to railcar
  - c. Door seals as found
  - d. Each VIN that has shifted or has damage
  - e. Position on car deck of VIN (A,B,C Decks)
  - f. Chock condition and setting
  - g. Door seals as applied
3. Documented items:
  - a. Door seals as found
  - b. VIN #'s shifted and or damaged
  - c. VIN #'s Position on car deck (A,B,C Decks)
  - d. Chock condition and setting
  - e. Emergency brake setting (on/off)
  - f. Damage to VINS prior to adjustment and after adjustment

•**Tank cars**

1. Car initial number
2. Photos:
  - a. Car number
  - b. Leak / area of leak
3. Documented items:
  - a. Product (If known)
  - b. Damage to tank

**Intermodal:**

• **Containers / Trailers**

1. Car initial number
2. Photos:
  - a. Car number
  - b. Both ends if leaning
  - c. Damage to container / trailer
  - d. Seals as found
  - e. Doorway view
  - f. Entire load, securement items, securement failures
  - g. Seals applied
3. Documented items:
  - a. Dimensions of product
  - b. Securement items (airbags, bulkheads, strapping, void fillers, etc.).
    - i. Number of each type
    - ii. Placement of each type
    - iii. Whether marked with AAR stamp

Contractor will use the Norfolk Southern form provided and provide detailed information in the Section

**“Inspection Requirements”**

If any questions arise please contact your Loading & Securement Solutions Manager.



# Contractor's Photo Inspection Report

Car Initial

Car Number

Date: (mm/dd/yyyy)

Contractor Company Name

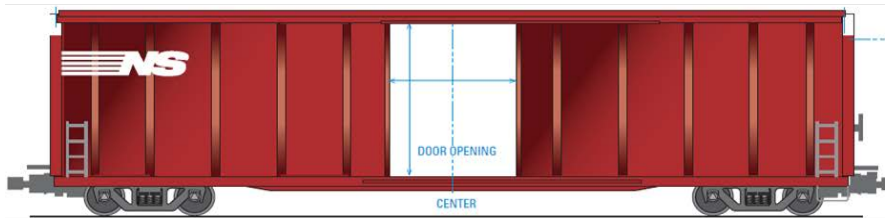
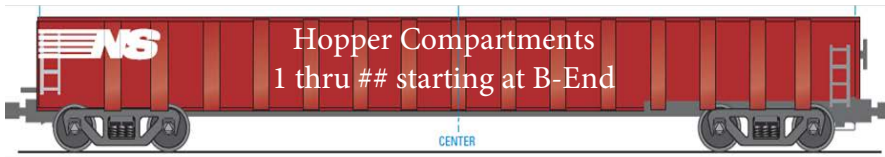
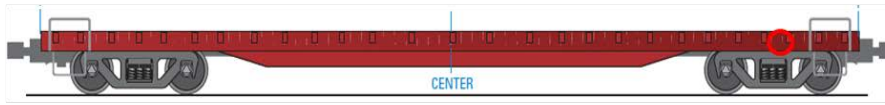
NS L & SS Contact

Contractor Name

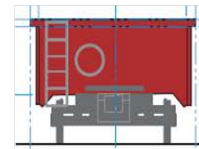
Location Description

Contractor Cell #

Contractor Email



Always reference from the Brake End



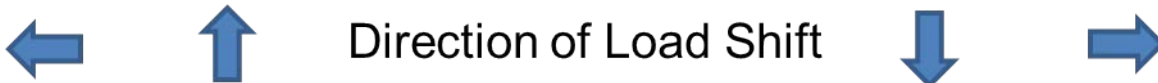
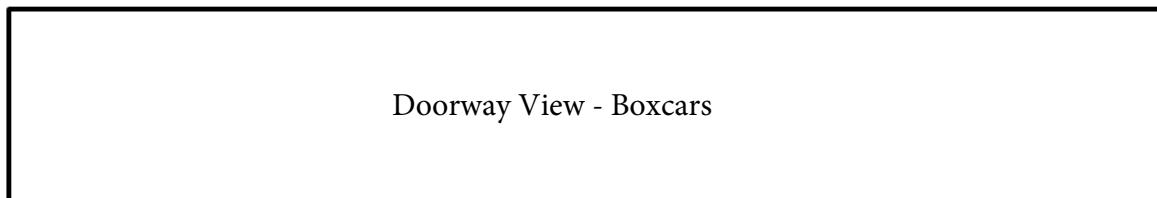
BL B-End Left BR B-End Right

Intermodal Left Right



AR	Right Door(Boxcar)	BR
	<b>Top View</b>	Doors (Intermodal)
AL	Left Door(Boxcar)	BL

## Identify B-End (Doors – Intermodal)





## ***Contractor's Photo Inspection Report***

### **Inspection Required Photo Checklist (follow as outlined per Instructions and car type)**

Car Identification

Seals Prior to Inspection

Sideview of entire car  
(Open-Top)

Unit Leaning / Lading Shift

Doorway (Boxcar-Intermodal-  
Autorack)

Unit Leaking

Securement Defects

Unit Damage

Commodity Damage

Seals Applied After Inspection

#### **Documentation Requirements (as per Instructions and car type) -**

Description of unit and lading as found, seals on unit (doors, gates, tubes, etc.) Coils (dimensions of each coil), Hoppers (condition of each hopper), Multi-levels (VIN #'s and location on rack). Seals removed/applied.