

Track & Rolling Stock Inspection Record

Manual completion required after every pre-run inspection

How to complete this record: Complete one form per running day. Tick the outcome for each section. Record all defects in the Defects Log. Obtain the inspector's signature before any train movements commence. Retain completed forms for a minimum of 3 years.

Part A — Session Identity

Running Day Date:	
Session Reference No.:	
Weather at Inspection:	
Inspector Name:	
Inspector Qualification / Role:	
Locomotive(s) in Service:	
No. of Coaches / Wagons in Service:	
Inspection Start Time:	
Inspection Completion Time:	

Part B — Inspection Section Outcomes

For each section of the pre-run checklist (LMSR-OPS-001), record the overall outcome. Detail any failures in Part C.

Ref.	Inspection Section	All Pass	Defect(s) Found	N/A	Inspector Initials
1.1	General Track Condition				
1.2	Curves & Gradients				
1.3	Level Crossings				
1.4	Pointwork & Sidings				
1.5	Structures, Bridges & Culverts				

Ref.	Inspection Section	All Pass	Defect(s) Found	N/A	Inspector Initials
2.1	Locomotive — Steam-Up & Mechanical Checks				
2.2	Passenger Coaches / Wagons				
2.3	Station & Passenger Area Infrastructure				

Part C — Defects Log

Record every item marked FAIL in the checklist. Use additional sheets if required. No train movement is permitted until all critical defects are resolved.

Checklist Item Ref.	Section	Defect Description	Severity (Critical / Minor)	Remedial Action Taken	Cleared By & Time

☐ No defects recorded — all checklist items passed or noted N/A

Part D — Running Session Summary

To be completed at the end of the running session by the Operator or Duty Manager.

Session Start Time:

Session End Time:

Total No. of Passenger Runs:

Estimated Passenger Journeys:

Any Incidents / Near Misses during session?

Incident Report Form completed? (if yes)

In-Session Observations / Notes

Part E — Sign-Off & Countersignature

The undersigned confirm that this inspection record is accurate and complete, that all defects have been recorded and (where critical) resolved prior to operation, and that the railway was operated safely in accordance with LMSR operating procedures.

Inspector (Pre-Run)

Full Name:

Role:

Signature:

Time & Date:

Railway Operator / Duty Manager (End-of-Day Countersignature)

Full Name:

Role:

Signature:

Time & Date:

Record Retention: Completed forms must be stored securely for a minimum of 3 years. Forms involving incidents must be retained for 7 years. File in date order in the LMSR Inspection Records binder held at the operating base.