

# Engineering Newsletter

No. 2016 – 14

June 20, 2016

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## Annual Training and Qualification Requirements Outlined for all Engineering Employees

BNSF is committed to training and developing its employees, and ensuring employees are qualified to safely work their positions. The following is a list of **nine things you need to know** right now to ensure your employees understand and meet the Engineering organization's annual training and qualification requirements. Please share the following information with your employees. Then, download and print the [2016 Engineering Training & Qualification Overview chart \(click here\)](#) to help employees quickly review their training and qualification requirements based on their specific positions.

### 9 things you need to know

#### 1) Book of Rules training and qualification is now required for all Engineering employees.

For the first time, **all Engineering employees are required to complete the Book of Rules (BOR) training and qualification this year**, and will be required to do so annually. In 2017, all positions will require a BOR qualification.

**Action:** If this is your first year to complete this training, please speak with your supervisor and ensure you complete the training and qualification as soon as possible.

[Click here for Book of Rules Qualification details.](#)

#### 2) All courses for qualification/re-qualification training must be completed by Oct. 31, 2016.\*

All Engineering employees with qualification/requalification due or expiring Dec. 31, 2016, are asked to **complete required courses for qualification/re-qualification training by Oct. 31, 2016.\*** Employees who do NOT successfully complete training or ensure they are qualified/re-qualified before Oct. 31 each year **will not be able to work in positions that require qualification(s) once their qualification expires.**

**Why?** Because class sizes will be extremely limited the last two months of the year. This is also the time of year system maintenance is performed and many employees are furloughed.

**Reminder:** All training must be completed before employees go on furlough status.

### 3) 2016 BNSF Department of Transportation (DOT) Driver requalification training

Employees with a current DOT qualification must requalify in 2016 by completing the BNSF DOT hours-of-service (HOS) web-based training (WBT) program.

- This is a new course designed by BNSF that offers railroad-specific information for DOT drivers.
- This course is now available for all employees who hold a current DOT qualification.
- **NOTE: Signal DOT drivers do not have to take the WBT. All Signal DOT drivers will requalify by receiving the Signal HOS EAM training.**

**Action:** Employees who are currently qualified will be auto-enrolled in the DOT HOS WBT. Supervisors of those employees will also be enrolled in the training program.

### 4) FRA Tier II Qualification

Following successful completion of the FRA Tier I exam, an employee's supervisor must then enroll the employee in the FRA Tier II course via the [Engineering Online Connection](#).

Upon successful completion of the FRA Tier II qualification audit, the employee's FRA2 qualification will be extended, and expires December 31, the fifth year following the Tier II course completion date.

[Click here for FRA Tier II Qualification details.](#)

### 5) FRA Tier II Requalification

The FRA Requalification course is a 2-day training session conducted by the division engineer, with assistance from their Tier III certified roadmasters or track inspectors.

This is a BNSF-required training for FRA Tier II qualified employees to retain their qualifications which currently expire December 31 during the fifth year following their initial FRA Tier II Qualification or requalification date. Passing scores for employees extends their FRA Tier II qualifications an additional five years.

[Click here for FRA Tier II Requalification details.](#)

### 6) BNSF Tier III Qualification

Following successful completion of the FRA Tier II qualification audit, an employee's supervisor must then enroll the employee in the BNSF Tier III course.

Employees who successfully pass Tier III also automatically have their FRA A & B qualifications extended five years, and their C qualifications extended through the following year.

[Click here for FRA Tier III \(TINS\) Qualification details.](#)

## 7) 2016 BNSF Track Stability Training and FRA C Qualifications

Track Stability Training (TST) grants an FRA C qualification to an employee who already has the A or B designation.

- This C qualification expires at the end of the calendar year following the year the employee completes the TST.
- This requirement also applies to Exempt Engineering officers who inspect or supervise repairs to CWR.

**Attendees:** All scheduled and exempt Track and Structures employees qualified as designated under Section 213.7A or B of the FRA Track Safety Standards must attend; however, Tier III training also extends the FRC qualification. Scheduled employees involved in maintaining CWR (Trackmen, Truck Drivers, Structures employees, etc.) should attend Instructor-led training is provided by the division engineer.

**Action:** Employees should contact their supervisors for scheduled classes and location options.

## 8) Track Stability WBT Requalification

Employees who have a current FRC qualification expiring at the end of the year are eligible to re-qualify using the WBT application. Eligible employees must be enrolled by their supervisor in the ENG TRACK STABILITY WBT course via web-based training (course name: ENG TRACK STABILITY WBT).

## 9) Respirator Fit Test and Medical Questionnaire

All MOW employees are required to complete an annual respirator fit test and update their respirator medical questionnaire every three years. For current status and expiration information, go to the [Engineering Online Connection](#) or contact Engineering Support at 866-669-2673.

To complete the:

**Fit test**, contact BNSF's fit test vendor, CHS, at 877-780-2673, option 2.

**Medical questionnaire**, select one of these two options:

- 1) Complete and submit the online form at <https://q.xmnetwork.com/bnsf>, **OR**
- 2) [Click here to download, print and complete the paper form](#), then fax the completed form to Examinetics at (913) 748-2129.

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[\*\*CLICK HERE FOR THE 2016 ENGINEERING  
TRAINING & QUALIFICATION OVERVIEW\*\*](#)

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If you have questions about the information in this newsletter, please contact Engineering Support at 866.669.2673.