

## ***Contractor's Load Transfer/Adjustment Report Instructions***

Contractor will perform load transfers/adjustments as requested of open top loads, intermodal container / trailer loads, boxcar loads, and hopper loads. This report will provide Norfolk Southern Damage Prevention the details of the work performed and aide in identifying 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 transferred/adjusted:

(must use Adobe Reader 11.0 or Adobe Acrobat Reader DC @ <https://get.adobe.com/reader/>)

### **Open Top Loads (AAR OTLR Figure followed):**

#### **• Center beams**

1. Car initial number
2. Photos:
  - a. Car number, entire load, securement items applied
3. Documented items:
  - a. Dimensions of product
  - b. Securement items applied (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, A end looking down into the car, B end looking down into the car, any void space between the sides of the car and the lading, securement items applied, material in car looking from A end, material in car looking from B end,
3. Documented items:
  - a. Dimensions of product
  - b. Securement items applied (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 applied
3. Documented items:
  - a. Dimensions of product
  - b. Securement items applied (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 applied, if equipped with bulkheads – placement of bulkheads to commodity
3. Documented items:
  - a. Dimensions of product
  - b. Securement items applied (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 (AAR Closed Car Loading Guide Method followed):**

•**Box cars – General Merchandise**

1. Car initial number
2. Photos:
  - a. Car number
  - b. Both ends if leaning condition was corrected
  - c. Doorway view
  - d. Entire load, securement items applied
  - e. Seals applied
3. Documented items:
  - a. Dimensions of product
  - b. Securement items applied (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 condition was corrected
  - c. Doorway view
  - d. Entire load, securement items applied
  - e. Seals applied
3. Documented items:
  - a. Dimensions of product
  - b. Securement items applied (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 compartment)
  - c. Securement items applied
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. Each VIN that was re-adjusted
  - d. Position on car deck of VIN (A,B,C Decks)
  - e. Chock condition and setting
  - f. Door seals as applied
3. Documented items:
  - a. Door seals as found
  - b. VIN #'s re-positioned
  - 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 (AAR Intermodal Loading Guide Method followed):**

• **Containers / Trailers**

1. Car initial number
2. Photos:
  - a. Car number
  - b. Both ends if leaning condition was corrected
  - c. Damage to container / trailer
  - d. Doorway view
  - e. Entire load, securement items applied
  - f. Seals applied
3. Documented items:
  - a. Dimensions of product
  - b. Securement items applied (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 Adjustment - Transfer Report

Car Initial

Car Number

Date: (mm/dd/yyyy)

Contractor Company Name

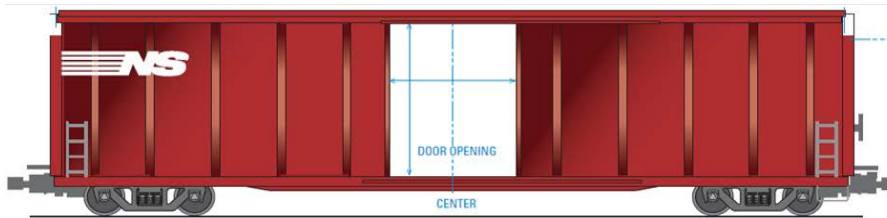
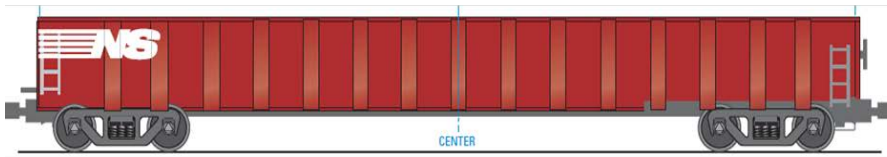
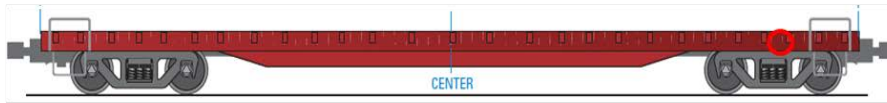
NS L&SS Contact

Contractor Name

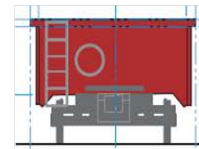
Location Description

Contractor Cell #

Contractor Email



Always reference  
from the Brake End



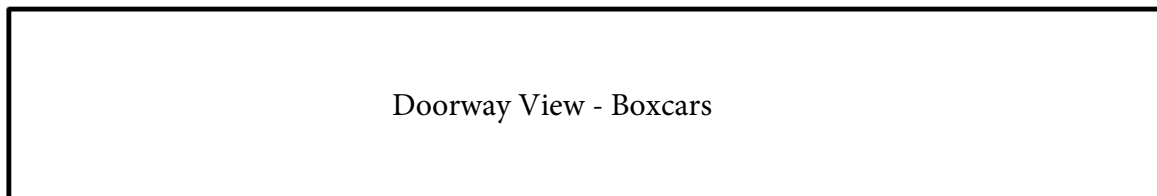
BL                      BR  
B-End Left            B-End Right

Intermodal  
Left                      Right



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

Identify B-End (Doors – Intermodal)



Doorway View - Boxcars



Direction of Load Shift





## **Contractor's Photo Adjustment - Transfer Report**

### **Adjustment - Transfer Required Photos (follow as outlined per Instructions and car type)**

Adjustment Car Identification

Transfer Car Identification

Sideview of entire car

Sideview of entire car

(Open-Top)

(Open-Top)

Doorway (Boxcar-Intermodal-  
Autorack)

Doorway (Boxcar-Intermodal-  
Autorack)

Securement Defects

Securement Corrections

Commodity Damage

Lading Corrections

**Adjustment - Transfer Requirements** - Description of Lading as found, and corrective actions taken - Food Grade and or other Certifications required for Adjustment/

Transfer - Hoppers (Compartments Compromised and/or Contaminated, must include sequence of compartment transfer), Seals removed/applied