



SIGNAL DEPARTMENT MANUAL ISSUANCE FORM (MI-1)

Purpose of Form: This form shall be completed at the time of issuing or replacing Signal Department Manuals.

Reason for Manual Issuance: New Employee Replacement of Manuals

Reason for Replacement of Manuals: Lost Stolen Damaged

Employee Name: _____ **Date:** _____ **IBM #:** _____

ISSUANCE OF BOOKS			
Signal Department Books: (All Signal Department Employees)			
C&S 223: <input type="checkbox"/>	C&S 227: <input type="checkbox"/>	C&S 996: <input type="checkbox"/>	
Other Departments: (Dependent of Availability From Respective Department)			
CT 290: <input type="checkbox"/>	RWIC Manual: <input type="checkbox"/>	Book of Rules: <input type="checkbox"/>	Timetable: <input type="checkbox"/>
Optional Books: (Dependent on Availability and Job Requirement):			
Railroad/Railway Signaling Operations: <input type="checkbox"/>		FRA Rules Manual: <input type="checkbox"/>	

LOST, STOLEN OR DAMAGED BOOKS	
Date of Loss or Theft: _____	
Explain Events Surrounding Loss or Theft: _____	
Was Loss or Theft reported to MTAPD By Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No	
MTA Police Report Number: _____	
Note: If applicable attach copy of MTA Police Report to this form.	

Responsibilities:

All employees that are engaged in the construction or maintenance of signals, interlocking apparatus and highway grade crossings must familiarize themselves with the current issue of the department Manuals.

Employees are responsible for the proper use and securing of manuals distributed to them.

Employees must report all lost or stolen manuals to section Foreman, who then request replacement of the manual.

Section Foreman will report all lost or stolen manuals to FRA Group.

Employee Name: _____ **Signature:** _____