**APPENDIX A**
**A GUIDE FOR SHOP CERTIFICATION INSPECTORS**
**FOR APPROVED CONTROL VALVES**

Name of Company: **Company Name**

Location of Air Brake Shop: **City, State**

Company Initials: **Company Initials**

Shop Code Letters: **Shop Code Letters**

Date of Inspection: **Month, Day, & Year**

Type of Air Brake Valves Reconditioned: **List type of valves**

Type of Inspection: **List Type of Inspection**
Shop Approved ☐ M-1003 Certified ☐ Shop Disapproval ☐ Recommend Follow-up Inspection ☐

Company Representative(s): **Name & Title** **Name & Title**

Inspector: **Inspectors Name & Title**

| The following items constitute general guidance for a shop inspector. The inspector must also ensure that control valve procedures are in compliance with the applicable shop maintenance manual. | **YES** | **NO** |
|---|---|---|
| 1. Copy of Maintenance Instruction, latest revision is available and work is being performed in accordance with instructions? 2391, Sup. 3 & 4; NYR-429; NYR-332 | | |
| 2. Copy of Test Instruction, latest revision is available at test rack and is being used? 5039-19, Sup. 1 & 2; NYT-1199-C; NYT-1200-C | | |
| 3. Copy of Gauge Instruction, latest revision is available as required, condemning gauges are available at appropriate locations and work is being performed in accordance with instructions? 2391, Sup.3; 2356-3, Sup. 1 | | |
| 4. All cleaning and re-lubrication of valve portions is done at a suitable bench in a clean well-lighted location? 2391 Sup. 3 & 4; NYR-332; NYR-429 | | |
| 5. Valve portions and parts are being adequately cleaned? 2391, Sup. 3 & 4; NYR-332; NYR-429 | | |
| 6. Removable chokes are being removed for cleaning, new felt filters are being applied, and threads are lubricated for reapplication. 2391 Sup. 3; NYR-332; NYR-429 | | |
| 7. Approved lubricants are being used? 2391 Sup. 3 & 4; NYR-332; NYR-429 | | |
| 8. Approved thread sealant is being used within expiration date ? 2391 Sup. 3 & 4; NYR-332; NYR-429 | | |
| 9. Modifications to control valves are being made in accordance with the maintenance instructions in Paragraph 2.2 above? 2391, Sup. 3 & 4; NYR-332; NYR-429 | | |
| 10. Test racks are being properly tested in accordance with test specifications in Paragraph 2.3 above, and dates being tagged or stenciled on the rack? 5039-19, Sup. 1 & 2. | | |
| 11. An occasional retest and examination of valve portions is made to determine if portions have been properly tested and repaired. 5039-19, Sup. 1 & 2; NYT-1199-C; NYT-1200-C; NYT-1199-S; & NYT-1200-S. | | |
| 12. Is new rubber material being used? Are shelf life and storage requirements being met? **Are rubber parts manufactured by an M-1003 certified facility?** 2391, Sup. 3 & 4; NYR-429; NYR-332; FM 4.B.4 | | |
| 13. Shop air supply is clean, dry and adequate? | | |
| 14. Observe that special tools being used are not damaging parts? 2391 Sup. 3 & 4; NYR-429; NYR-332 | | |
| 15. Approved shipping covers being used? 2391, Sup. 3 & 4; NYR-429; NYR-332 | | |

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|---|---|---|
| 16. Stenciling of each portion shows shop and date portion was out-shopped? 2391, Sup. 3 & 4; NYR-429; NYR-332 | | |
| 17. Pipe bracket strainers are new when shipping from shop? 2391 Sup. 3 & 4; NYR-429; NYR-332 | | |
| 18. Approved emergency piston vent protector plug is being used? 2391 Sup. 3 & 4; | | |
| 19. Approved service portion release valve stem guard is being used? 2391 Sup. 3 & 4; NYR-429; NYR-332 | | |
| 21. Are CID labels getting applied? | | |
| 20. Other, “See Exceptions” | | |

EXCEPTION STATUS

| | |
|---|---|
| MAJOR | |
| MODERATE | |
| MINOR | |