

CREW BOOKING POINTS

S.No.	ITEM	WHAT TO LOOK FOR
1	Breath Analyser Machine	In Working order or not
2	On Duty Register	Crew fills up the columns such as Signatures possession of 2 pairs spectacles, Road learning and result of Breath Analyser test and signature of Booking Clerk or Incharge
3	Off Duty Register	Engine No. Train No. name of staff and off duty time
4	Signal & Track Defective Register	Each Driver records all signal defects/poor visibility and track riding or has put a NIL statement
5	Driver's Notice Book	Each Driver has acknowledged the notices by putting his signature against his name.
6	Caution Register	Each Driver has signed the Register against his name in support of his noting down cautions in force
7	Green Notice Book	The drivers sign the notice book against their names
8	Speed Restriction Board	Name of stations clearly written, properly illuminated from back, and speed restrictions in force as per caution register indicated with indicators
9	Staff authorized to wear Spectacles	Authorised staff possess two pairs of spectacles each and accordingly filled the column of on duty book.
10	List of staff undergoing punishment	Staff undergoing punishment is not working in higher grade
11	Learning Road Register	Staff has been given Road Learning before booking him to work over section.
12	Due sight test/NVT list of staff	No staff is working on footplate running overdue sight test. NVT
13	List of Break Down staff with local address	The list is available, so that in emergency staff can be called.
14	Message book	Messages are relayed/received correctly putting time and private no.
15	Booking Books	The booking is done on in turn basis and after availing of proper rest
16	Safety Posters and Slogans	Safety posters and slogans are properly displayed in Driver's lobby
17	First Aid Box	Properly sealed and locked. First aid medicines are available in the Box. Date of issue of medicines. Availability of list of staff trained in giving first aid
18	Stretcher	Stretcher is kept in clean and good condition.

10. Other Records at Crew Booking Position

- Staff overdue courses viz. Technical and Safety Refresher Courses
- Simulator training
- Long absence cases
- Periodic Medical Examination overdue register
- Staff Grievance Register
- Supply of running staff personal stores viz. uniforms, torch, cells, duster, soaps etc.
- Functioning of CMS at the lobby
- Booking of crew as per crew link
- Utilisation of medically decategorised staff
- Record of KM's earned by Loco Pilots/ACP for the purpose of promotion
- System of CTR collection and dispatch to statistical branch and compilation of GTKMs