

EASTERN RAILWAY



Safety Inspection Checklists

HEADQUARTERS SAFETY ORGANISATION

INDEX

S. No	Section	Department	Page No.
1	"A"	TRAFFIC 1. Station Inspection 2. Schedule of Inspections For Section Traffic Inspector 3. Schedule of Inspections – Divisional Traffic Officers.	1-7 8 9
2	"B"	SIGNAL ENGINEERING 1. Testing of Equipment. 2. Signal Gears Maintenance Schedule. 3. Schedule of Inspections – Divisional S&T Officers.	10-18 18-22 22
3	"C"	MECHANICAL ENGINEERING (C&W) 1. Minimum Quota of Inspections per Month. 2. Aspects to be checked on ART and ARMES. 3. Coaching Depot. 4. Items to be checked during IOH of Coach. 5. Aspects to be Checked on Air-Brake Rake (BOX'N' & BCN) 6. Aspects to be Checked During ROH of Wagon 7. Documents to be Checked in C&W Depots 8. Check List for Pantry Car Inspection. 9. Dos & Don'ts Pantry Cars	23-25 25-28 29-31 31-32 32-33 33-34 34-35 36-37 38-39

S. No	Section	Department	Page No.
		(LOCO)	
		10. MINIMUM QUOTA OF INSPECTIONS Per Month - Diesel Loco Sheds	40
		11. Safety Checklist In Crew Booking Lobbies.	41-43
		12. Checklist for Safety Items in Running Room and Rest Rooms.	43-46
		13. Check List for Footplate Inspection.	47-49
		14. Checklist For Safety Items In Loco Sheds	50
4	“D”	CIVIL ENGINEERING	
		1. Schedule of Inspections – SSE/SE/JE(P.Way)	51-53
		2. Schedule of Inspections – Officers (ADENs)	53
		3. Schedule of Inspections – Officers (Sr.DEN/DEN)	54
		4. Check List - Permanent Way.	54-55
		5. Inspection of Station Yard/Points & Crossings.	55-56
		6. Inspection of LWR Track.	57
		7. Inspection of Manned Level Crossing Gate:	58-60
		8. Inspection of Unmanned Level crossings.	61
		9. Inspection of Sand Hump	62
		10. Inspection of Miscellaneous Items	62-64
		11. Pre- Monsoon Precautions	64-65

5	“E”	ELECTRICAL ENGINEERING	
		1. Schedule of Inspections – Divisional Officers of Electrical Department.	66
		2. Safety Checklist In Crew Booking Lobbies	67-69
		3. Checklist for Safety Items in Running Room and Rest Rooms.	69-71
		4. Check List For Footplate Inspection	72-74
		5. Checklist For Safety Items In Loco Sheds	74-75

SECTION “A”

TRAFFIC DEPARTMENT

1. STATION INSPECTION:

- i. Name of the station :
- ii. Staff on duty:
- iii. Availability of valid BCC & PCC in their personal custody:
- iv. Placement of line blocked lever collars/slide-pins/panel caps, if running lines are occupied/obstructed:
- v. Whether the SM/ Dy.SM is in the habit of altering the points as per GR 3.38 (i.e., setting of points against the occupied line) immediately after the arrival of the stopping train. Cross check the same with the data-logger output(Note: On double line section, when a stopping train is received on a common loop, points in rear and in front shall be set against the blocked line treating that as single line).
- vi. Exchange of ‘all-right’ signals and action taken when any unusual noticed like, efforts to stop the train, intimating the Gateman, SM of next station and SCOR, making remark in TSR & Station Diary, etc., :
- vii. Deputing Points man to exhibit ‘all-right’ signals from ‘off’ side.
- viii. Whether the SM is personally ensuring complete arrival of the stopping train by exchanging Private Number with the Guard as per the amended SR 14.10 at stations where BPAC is not provided. When BPAC is not working.
- ix. Whether the Shunting Order (T.806) is prepared and issued in triplicate and acknowledgement of train crew is obtained (unless the same is exempted by Sr.DOM of the Division):
- x. In the course of shunting operations, whether the related points are locked during unsignalled movements:

- xi. Whether the SM/ Dy.SM is aware about the station section and demarcation limits of station section & block section – related train passing documents and provisions as per SWR to be followed while performing shunting operations.
- xii. Whether station essential safety equipment is available in working condition as per SWR and also whether the prescribed number is adequate to the station or not?
- xiii. Whether Gateman of Interlocked LC Gate is intimated about train details before dispatch/ reception of trains?
- xiv. Whether PNs are exchanged with Gateman of Interlocked LC Gate during failures of interlocking?
- xv. Whether TI of the section is adhering to his schedule of inspections?
- xvi. Whether the PNs are exchanged before granting / obtaining line clear for a train with Gateman of Non-Interlocked LC Gates whose normal position is 'closed' for road traffic.
- xvii. Whether reception and departure of trains are dealt as per SWR stipulations or not?
- xviii. Whether shunting operations are carried out as per the conditions stipulated in SWR or not?
- xix. Whether testing of signals and emergency cross-over is done regularly?
- xx. Whether monthly safety meetings are regularly conducted?
- xxi. Whether surprise night inspections are carried out as per schedule by the SM-in-charge?

2. TRAIN SIGNAL REGISTER:

- i. Whether the entries are complete and legible?
- ii. Whether sign 'on' and sign 'off' is properly done as per BWM guidelines?
- iii. Whether counter numbers, last PN issued is written while HOC/ TOC?

- iv. Cross-check the PNs with adjacent stations at least for the last 3 trains.
- v. Check for red-ink entries during PLCT working, TSL working, when relief engine/ train is sent into the section, name and time of departure/ arrival of Night Patrolman, etc.,
- vi. Whether the SM-in-charge is checking the TSR and signing in it daily?

3. ROUTE CANCELLATION REGISTERS

- i. Cross check and tally the counter numbers.
- ii. Whether the reason for cancellation is recorded or not?
- iii. In case route cancellation is done for departure stop signal, whether memo was served to Loco-Pilot or not before putting back signals to 'ON'? Also check for the record of the memo given to Loco-Pilot.
- iv. In case of route cancellation for reception stop signal, check for the record of details accident averted?
- v. In case of route cancellations initiated in the course of shunting operations, check whether short shunt movements are adopted?
- vi. Whether the time taken for route cancellation is recorded in the register or not to analyze the functioning of timer relay?

4. SWR AND SWR DECLARATION REGISTER

- i. Check for the currency of SWR.
- ii. Check whether it is in new format as circulated.
- iii. Check whether the staff are acknowledging whenever amendments are issued to SWR.

- iv. Similarly check, whether the staff acknowledgement is taken after 15 consecutive days leave/ sick/ absent/ refresher course training. Cross check these with attendance register and satisfy.
- v. Whether the station layout is tallying with SWR diagram or not?
- vi. Whether the actual working is as per the instructions in the SWR?

5. S&T FAILURE REGISTER

- i. Whether all Signal and Telecom failures are recorded or not, i.e., block failures, signal failures, point failures, track circuit failures, axle counter failures, control telephone failures, station to station auto-phone failures, station to cabin/ LC Gate phone failures.
- ii. In case of block instrument failures, cross check whether entries are made at both the stations (since block instrument is an asset between two stations).
- iii. Cross check the entries with train passing documents like T.369 (3b), PLCT (T.A1425, T/ B 1425, T/ C 1425 and T/ D 1425) and vice-versa.
- iv. Whenever trains are received on Calling-ON signal due to signal failure – check whether related failure entry is made in S&T Failure Register or not.
- v. Check whether failure memos are issued to S&T officials for attending to failures.
- vi. Check whether monthly and yearly summary of failures are drawn in the register.
- vii. Check if any particular signal or point is failing frequently and whether the S&T officials have analyzed the failure properly?

6. DETONATOR REGISTER

- i. Whether the VTO, as prescribed in SWR is visible to SM fDy. SM or not?
- ii. Check whether assurance is obtained from nominated Fog signalmen or not?
- iii. Whether the available stock of detonators are within the prescribed time limit or not?
- iv. Whether the stock is adequate?

7. ACCIDENT REGISTER, DETAILS OF DISASTER MANAGEMENT

- i. Check whether all the columns are filled in the accident register like, staff held responsible, D&AR action, awarded punishments are as prescribed by Railway Board guidelines or not, etc.,
- ii. Identify whether similar type of accidents/ unusual are happening on a particular line/ point.
- iii. Check whether the details and contact numbers of railway and non-railway doctors list is exhibited within/ outside SM office.
- iv. Check up for the contents as prescribed in the first-aid box - replenishment details, competency certificate, etc.,
- v. Contact numbers of civil authorities like, Collector, MRO, SP, Magistrate, Transport (both private and Govt.), NGO Organizations, Crane Operators, list of Divers in cases of floods, etc., is available and updated every year or not.
- vi. Make a random effort to contact the doctor/ clinic/ hospital and ensure that the available contact telephone numbers are updated ones, keep a record of the same.
- vii. Availability of firefighting equipment and the usage knowledge of staff.
- viii. Availability of a gist of DM Plan.

8. STABLED LOAD REGISTER

- i. Whether the record maintained is as per the prescribed pro-forma and the entries are properly made.

- ii. Whether the securing of formation is properly done as per rules, i.e., pinning down of handbrakes of 6 wagons from loco and 6 wagons from BV including BV or in the absence of BV, a total of 18 wagons handbrakes are to be pinned down.
- iii. While clearing the load, GDR check is conducted or not and cross check be asking for the record/ file of GDR check pro-forms.

9. STATION DIARY

- i. Check whether the entries are properly made.
- ii. Check whether the columns meant to be filled by SM of the station are filled-in by them or not.

10. PN SHEET AND PN ISSUING REGISTER

- i. Cross-check the PNs with TSR and with adjacent stations/ cabins/ LC Gates.
- ii. Whether the sequence of issuing PNs is properly done.
- iii. Whether record of issuing PN sheets to Cabins & LC Gates are properly maintained or not.
- iv. The staff is in possession of only two PN sheets at any given time.

11. CAUTION ORDER RECORD AND REGISTER

- i. Whether caution order imposition/ cancellation messages are properly numbered and pasted.
- ii. Whether the imposition of caution order is correctly relayed to 'all concerned'.
- iii. Whether existing caution orders are correctly brought forward on every Monday.
- iv. Cross check the same with caution orders issued to crew.

- v. Whether the caution orders are geographically printed.
- vi. Whether any new caution is imposed/ existing one is cancelled – suitable remarks are passed and signed by SM/ Dy.SM.
- vii. Whether acknowledgement of crew is taken.

12. BIO-DATA REGISTER

- i. Check for the PME and Refresher Course details.
- ii. Specially, check for the date of next PME after staff attaining 45 years and 55 years of age.
- iii. Ensure that the staff overdue for PME or Refresher Course are not entrusted with train passing duties.

13. WEATHER WARNING REGISTER

- i. Whether name, designation and time of officials to whom message was repeated are written or not?
- ii. Actual weather prevailing at the time of receipt of weather warning is remarked in the register or not?

14. AT GOODS LOADING STATION WEIGHMENT & SUMO RAKE PARTICULARS:

- i. Whether the unweighed train was issued with Caution Order with SR 40 KMPH up to next weighing point.
- ii. If it is noticed as 'SUMO' rake (CC+8+2/CC+6+2/CC+4+2), whether Caution order with relevant SRs
- iii. In case of granite block loading, ensure that the JPO is followed.

.....

**SCHEDULE OF INSPECTIONS FOR
SECTION TRAFFIC INSPECTOR**

S. No	Activity centre	Periodicity	No. of inspections
1	Regular Station Inspection		Each station once in 3 months
2	Station Safety Inspection	Monthly	3
3	Inspection of LC Gates a. Traffic b. Engineering	Monthly Monthly	3 1
4	Surprise night inspection	Monthly	3
5	*Foot plate inspection a. Passenger carrying train b. Goods train (*one by night and one by day)	Monthly Monthly	2 2
6	BV Inspection	Monthly	2
7	Crew-lobby	Bi-monthly	1
8	Joint foot-plate inspection (signal sighting committee)	Quarterly	1
9	Checking the knowledge of rules a. SM/ ASM b. Guard c. LP & ALPs d. Gatemen e. Points men	Monthly Monthly Monthly Monthly Monthly	10 5 5&5 5 5
10	Inspection of ART & MRT	Quarterly	1
11	Safety equipment at stations, LC Gates and locos	Monthly	1

Note: TI should take care that same station/ LC is not inspected again and again. The TI should cover all the stations/ LCs in their jurisdiction on rotation.

Section TIs –Ensure to complete your schedule inspection.

SMR/SS – Complete your schedule inspections at the activity centers in the station.

NOTE: THE GRADATION OF THE STATION STAFF TO BE DONE AS FOLLOWS :

1. SS in grade pay 4600 shall be graded by AOM/G.
2. The section TI & the supervisory SS (in grade pay of 4600) should conduct the gradation of train passing staff of operating, Group 'C' staff including ASMs, switchman.
3. The SS/ SM in-charge the station shall grade all group 'D' staff working under his control.

SCHEDULE OF INSPECTIONS – DIVISIONAL TRAFFIC OFFICERS

S.No	Inspection	JAG	SS	JS
1	Station inspection	1	1	2
2	Night inspection of stations, LCs, cabins	1	1	1
3	Inspections of cabins other than mentioned under S.No.1	1	1	2
4	Foot-plate inspection	1	1	2
5	Inspection of crew-lobby	*1	*1	1
6	Inspection of running-room	*1	*1	*1
7	Monitoring of Guard and inspection of BV Equipment	1	1	1
8	Manned LC Gate	1	1	2

* Once in a quarter

SECTION B

S&T Department

TESTING OF EQUIPMENT

I. Control Panel:

1. Ensure Yard diagram on the Panel, the actual yard layout & the location of signals as well as the SWR is matching with the SIP.
2. Ensure no undesired indications are available on the Panel.

II. To Clear Signal:

- i. Ensure SM's key is 'IN', set the relevant points for the required route, check the track clear indications in the route as well as the overlap, ensure LCs are closed if any, in the route as well as the overlap, and then take 'off' the concerned signal.
- ii. After satisfying that the signal had correctly responded.
- iii. Initiate route cancellation when required and also ensure the time taken for the same is 120 seconds.
- iv. Make entry in the route cancellation register along with reasons, and also the remarks for the same, if any.
- v. In case of end-panels, clear the signal with slot and put back the slot and satisfy whether the signal is responding correctly or not.
- vi. For testing of calling-ON signal, ensure the Calling-'ON' track is occupied (either by the occupation of train or by simulation), home signal knob is 'normal', points in the route are correctly set before taking 'off' calling-ON.

- vii. After 120 seconds, the calling-ON signal shall clear.
- viii. Initiate calling-ON signal cancellation, wait for 240 seconds for the releasing of the route.
- ix. Make entry in the calling-on cancellation register along with reasons and remarks, if any.
- x. Ensure Sand Humps or Buffer Stops are available physically as per SIP. If not, restrict the concerned reception signal when overlap is set onto it.

III. Point Machines:

- a. Track Locking:
 - a. Ensure the crank handle is 'IN'.
 - b. Free indication near point knob should disappear when concerned point Track relay is dropped.
 - c. Point should not get operated when its point zone track relay is dropped.
 - d. Point should not stop in between even if that point zone track relay is dropped after the point operation had already started.
- 2. Ensure Point TLJB does not cause inconvenience for crank handling.
- 3. Place an obstruction test piece of 3.25 mm between stock and tongue rail at 150mm from the toe of the switch and observe that, the point does not get locked and its 'N' or 'R' indication flashes on the panel, as the case may be.

4. Conduct the correspondence test and ensure steady Normal or steady Reverse indications appear only when both the cross over points are set and locked in those respective positions only. Otherwise, flashing indication should appear.
5. Ensure cross protection is provided.
6. Ensure the opening of the point is around 115 mm.
7. Ensure housing is satisfactory.
8. Ensure the readings of the point machine are recorded and kept in the respective point machines.
9. Ensure Normal point operation voltage and current readings are as under:

Operation	Volts (V)	Current (Amp)	Obstruction	
			(V)	(Amp)
'N' to 'R'	100-105 + or - 5	1.6 + or - 0.2	95-100 + or - 5	4 + or - 0.4
'R' to 'N'	100-105 + or - 5	1.6 + or - 0.2	95-100 + or - 5	4 + or - 0.4

IV. Track Circuits:

- i. Ensure POH of track relay is carried out once in 10 – 12 years.
- ii. Ensure track relay voltage is not more than 300% of the pickup value for QT relays.
- iii. Ensure J clips are provided on the Glued Joints.
- iv. Ensure cross protection is available.
- v. Ensure double cutting is available.

V. Crank Handle:

1. Ensure the crank handle is able to be extracted only when the relevant signal is in 'ON' position.

2. Extract Crank Handle when the concerned signal knob in the normal position and observe Crank Handle out indication.
3. Attempt to take 'off' that signal and ensure it would not respond.

VI. SGE Double Line Block Instrument:

- i. Even if commutator is turned to TOL position and the concerned LSS knob is reversed, it should not assume 'off' aspect.
- ii. Ensure the block instrument is provided with double lock arrangement (one key with Operating staff and one key with S&T staff) and also sealed.
- iii. Line voltage – outgoing 18V – 26 V; current 18mA – 30mA (depending on the length of the block section).
- iv. Line voltage – incoming 8V – 9V; current 18mA – 20mA (depending on the length of the block section).

VII. Podanur Make Push-Button Type Single Line Block Instrument:

- i. Normal line voltage: 60V – 80V (depending on the length of the block section).
- ii. Line current – outgoing 60mA – 70mA (depending on the length of the block section).
- iii. Line current – incoming 60mA – 70mA (depending on the length of the block section).

VIII. Relay Room:

- i. Ensure double lock arrangement is effective.
- ii. Ensure the relays are clean and in sealed condition.
- iii. Ensure relay room opening and closing is included in the data logger (for new installations).

IX. Equipment Room/Maintainer Room:

- i. Ensure the meters (Volts meters & Ammeters) in power board are in working condition.
- ii. Records to be maintained in the Equipment Room:
 - a) Battery History Register.
 - b) Track circuit history register.
 - c) Track circuit maintenance register.
 - d) Axle-counter maintenance registers, if any.
 - e) Cable-meggering register.
 - f) IPS maintenance register.
 - g) Motor point reading register.
 - h) Earth resistance register.
 - i) Signal/ LED lamp register.
 - j) Data-logger Register containing the installation date, date of failure, date intimated to the agency, date of rectification, etc.,
 - k) Disconnection/ Reconnection Notice Memo Register.
 - l) Availability of 'as made' diagrams.

X. Battery Room:

- a. Ensure proper maintenance of batteries.
 - a. Specific gravity should be 1180 – 1220 when the Battery cells are fully charged. $SPG < 1180$ implies that those cells are discharged.
 - b. Normally charged cell voltage would be 2 – 2.2 V. Discharged cell voltage would be $< 1.8V$.
- b. Topping up of the batteries with distilled water is to be as and when required.

XI. Registers to be maintained at the station:

- a) Route cancellation registers (UP & DN).
- b) Calling–ON cancellation register.
- c) Failure and history register.
- d) Joint inspection of points and crossings register.
- e) Crank handle register.
- f) Axle-counter re-setting register if any available.
- g) Line clear cancellation register.
- h) Relay–room key register.
- i) Block instrument key register.
- j) Cable Meggering register.

XII. Interlocked LC Gates:

- 1. Interlocked LC Gate Indications (i.e., Open, Close & Free) should be made available on the Panel.
- 2. In the interlocked LC is open in the route, the corresponding signal should not assume 'OFF' aspect, even if its knob is turned to reverse position.
- 3. When the signal is taken off duly closing the concerned LC gate, the free indication of that Gate would disappear.

XIII. Signals:

a. Posts:

Implantation distance should be painted on all the signal posts and it should be more than 2.36 m.

2. LED signals:

- a. Ensure minimum 90 V/ 118 mA at the regulator.
- b. AC/ DC, Conventional ECR/ LED ECR, Blanking/ Non-blanking Selection in current regulator correct setting to be checked.
- c. Where IPS is not provided inverters are to be provided for Signals to avoid their blanking.

XIV. Location Boxes:

1. On opening of the door the distance from the centre of track should be more than 2.5 m.
2. Value of the earth should be painted on the location earth enclosure and it should be less than 10 Ohms.
3. Value of Maintenance Free earth (Ring earth) should be below 1 Ohm.

XV. Electronic Interlocking:

When VDU is available ensure:

1. SMs key equivalent is effective.
2. All operations are possible with that.
3. Panel/ VDU operation selection is available.
4. Automatic change over to panel operation is possible when VDU fails.
5. Checksums/ CRC (Cyclic Redundant Check) of application software and station specific software is available.
6. Proper maintenance free earthing and surge protection device is available.
7. Main terminal as well as the stand by system is in working condition.

XVI. Multi Section Digital Axle Counter:

1. Ensure Surge Protection Device and Maintenance Free Earthing are available and working.
2. Checksum/ CRC of working system to be verified.
3. Ensure Data down loading/ Analyzing port – Main terminal is available and working.

XVII. BPAC:

1. Maintenance Register.
2. Ensure maintenance as per Manufacturers/ RDSO format.
3. Ensure proper earthing of equipment's.
4. Ensure Reset Counters are working.
5. Ensure resetting data entry in resetting register/ Signal failure register.

XVIII. Emergency Sockets/ Portable Telephones:

- a. Ensure testing of emergency sockets once in every ten days and notify the control regarding the defective sockets if any.
- b. Arrange for their rectification at the earliest and also notify the control regarding the same.
- c. Ensure emergency circuit is connected to the section controller directly and not through the Test room.
- d. Ensure testing of portable emergency telephones to be loaded in the trains duly connecting them to the emergency sockets as per the schedule.

XIX. Change over Panel room and Generators:

- i. Ensure self-starting arrangement is available and working.
- ii. Ensure procedure for changeover is painted near the power board.
- iii. Ensure description about changeover of power supply and status monitoring panel of DCDP is included in SWR.

* * *

SIGNAL GEARS MAINTENANCE SCHEDULE

S. No	Maintenance work	Periodicity		
		ES M	JE	SE/ SSE
Point Machines:				
1	Check all fittings for tightness, cleanliness, clean contacts and commutator	F	M	Q
2	Ensure correct working in 'N' & 'R'	F	M	Q
3	Check the tripping at the overload of friction clutch	F	M	Q
4	Conduct obstruction test. Take Voltage/ current readings	F	M	Q
5	Check ground connections alignment and intactness of fittings (slack pins to be replaced)	F	M	Q
6	Check intactness of wiring on terminals	F	M	Q
7	Check detection contacts. Measure I/ C and O/ G voltages	F	M	Q
8	Check track locking	...	M	Q

9	Check out correspondence	...	...	Q
10	Check 'D' clamp/ gauge plate insulation	Q	Q	H
11	Check crank handle contact	F	M	Q
12	Check for proper ballasting and packing of sleepers	F	M	Q
13	Check the setting of switches for having required amount of spring	F	M	Q
Track Circuit:				
1	Check relay for over-energisation	F	M	Q
2	Measure earth resistance	F	M	Q
Block Instrument:				
1	Check functioning of double locking arrangement and sealing	F	M	Q
2	Clean and lubricate all points	F	M	Q
3	Check contact pressure	F	M	Q
4	Check functioning of PR Relay tongue	M	M	Q
5	Measure line voltage/ current	F	M	Q
6	Check SM's key working	F	M	Q
7	Check whether LSS can be taken 'off' without line clear	F	M	Q
8	Check working of all counters	F	M	Q
9	Check that shunting key is released in closed or TGT position only	F	M	Q
Battery Room:				
1	Check all batteries SPG	F	M	Q
2	Clean, tighten and apply petroleum jelly to terminals	F	M	Q
3	Top the levels of cells, if required	F	M	Q

Battery Chargers:				
1	Check working of battery charger	W	M	Q
2	Check terminals connections, rotary switches, fuses and working of meters	F	M	Q
Control Panel:				
1	Observe the panel and replace fused indication lamps	W	M	Q
2	Check working of knob/ push buttons, effectiveness of keys on panel and veeder counters	F	M	Q
Track circuits:				
1	Check Bonding/ jumper/ lead/ connection TLJ boxes	M	M	Q
2	Replace block joint, ML3 months, LL 6 months	...	...	...
3	Clean glued joints			
4	Test glued joint	H	H	Y
5	Test block joint	M	M	Q
6	Ensure fail-safe adjustment of TC	...	Q	Q
7	Measure track voltage at FE/ RE/RT	F	M	Q
8	Maintain history/ reading book	F	M	Q
9	Check RE bond/ Z bond, pandrol clips, bolts at block joints and GFN liners	F	M	Q
Rotary key transmitter:				
1	Check all fittings, clean contact and lubricate the parts	F	M	Q
2	Test the working	F	M	Q

SM's slide control frame:				
1	Check all working parts and contact pressure	...	M	Q
2	Contact pressure	...	M	Q
Location box:				
1	Check location box for locking	F	M	Q
2	Clean the location box	F	M	Q
3	Check the wiring on terminals and earth connections	F	M	Q
Colour light signals:				
1	Check signal unit, locking and opening and holes to be covered	M	M	Q
2	Check fixing of lamp holder contacts springs and terminals	M	M	Q
3	Ensure and clean lenses, measure voltage and adjust focusing, if required	M	M	M
Axle-counters:				
1	EJ Box:			
	Check all nuts, bolts fitting of RX, TX	F	M	Q
	Check connections of EJBs, measure reading and adjust, if required	F	M	Q
	Check DIP, staggering and record the readings	M	M	Q
2	Evaluator:			
	Check coupler connections and soldering connections	M	M	Q
	Measure reading, adjust, if required and record	F	M	Q

3	IB hut/RE cutting:			
	Check batteries, battery chargers and wiring on terminals	F	M	Q
	Check voltage on relays	F	M	Q
Communication:				
S. No	Maintenance work	Periodicity		
		TCM	JE	SE/SSE
1	Check block telephones	F	M	Q
2	Check control telephone and VHF sets	F	M	Q
3	Check of emergency portable telephones			
4	Check of emergency sockets	Once in 10 days	M	Once in 2 Months

SCHEDULE OF INSPECTIONS – DIVISIONAL S&T OFFICERS

S. No.	Type of inspection	Sr. DSTE/DSTE	ADSTE
1	Every station of the Division	10% of total stations	Every station of the Division in a year

ENSURE SIGNAL SIGHTING COMMITTEE INSPECTION BY SECTIONAL TI, CLI AND SSE/SIGNAL ONCE IN THREE MONTHS IN THEIR JURISDICTION ONCE DURING DAY TIME AND ONCE DURING NIGHT TIME AND COMPLIANCE OF THE DEFECTS NOTED IS SUBMITTED WITH IN ONE MONTH

SECTION “C”

MECHANICAL DEPARTMENT (LOCO and C&W)

(C&W)

MINIMUM QUOTA OF INSPECTIONS PER MONTH

I. Coaching Maintenance

S. No	Type inspection	JAG	SS	JS	Supervisor
Rake inspection/ month (under-gear & passenger amenities)					
1.	Pit line	2	3	4	10
2.	Platform	2	3	4	10
3.	Running	1	1	2	2
4.	Sick line inspection	1	2	2	2

Coaching Depot Inspection S.No	Type inspection	JAG	SS	JS	Supervisor
1.	Major	1	1	1	Once every month in the nominated beat

2.	Medium	1 (bi-monthly)	1 (bi-monthly)	1	”
3.	Minor	1 (four monthly)	1	1	”
4.	Brake powercheck	1	2	4	4
5.	Quarterly joint inspection of infrastructural facility of coaching Maintenance Depot, examination yard and sick lines with Engineering & Electrical officer	1	1	1	1
6.	Surprise night inspection	1	2	2	2

II. Freight Operation

S.No	Type inspection	JAG	SS	JS	Supervisor
1.	Sick line	1	2	2	2
2.	Yard	2	2	3	3
3.	ROH Depot	1	1	1	1
4.	Surprise night inspection	1	1	1	2

5.	Super check of Goods train	1	2	4	4
6.	Jt. Inspection	1	1	1	
7.	Office inspection	1	1	1	1
8.	Brake power check (Goods train)	2	2	4	4

ASPECTS TO BE CHECKED ON ART AND ARMES

1. Condition of rolling stock and any schedule is due.
2. Whether freight stock is converted to run at 100 KMPH.
3. Whether complete ART formation is stabled in one hook and whether double entry facility available or not?
4. Hydraulic re-railing equipment, running of power pack under load and no load condition and test the jacks for its efficient working.
5. Condition of wire ropes and rope test certificate.
6. Check LPG lamps whether they are properly burning, spare mantles available or not.
7. Availability of acetylene and oxygen cylinders as per ARTs requirement.
8. Availability and adequacy of other tools like jacks, hard wood packing, first-aid box.
9. Check working of hydraulic and electrical operated cold-cutting equipment, availability of spares and maintenance tools, ask for demonstration and see whether staff are conversant with its usage.

10. Fire extinguishers general condition and next refilling date.
11. Check whether staff knows as to how to use the fire extinguisher.
12. Detonators availability and its due date.
13. Check whether wooden/ iron wedges are available in all the coaches
14. Check the safety equipment for staff such as gum boots, safety shoes, safety helmets, rain coats, hand gloves, etc., are available in adequate numbers.
15. Check for the digital still/ video camera and its working. Check availability of spare memory stick.
16. Check all the measuring instruments and gauges are kept as per the requirement. Check the calibration dates are due.
17. Check whether standard items list display board is provided with location plan by the Mechanical, S&T, Engineering, Electrical and Medical Departments.
18. Check the drinking water is replaced periodically and water purifier is available.
19. Check the maintenance schedules are carried out properly for all the equipment.
20. Check the compliance of last inspections.
21. Check AMC is available for critical items like HRE, HRD, Inflatable lights etc.
22. Check for adequacy of manpower.
23. Check whether joint inspections are carried out as per schedule.

24. Check whether mock drills are conducted or not and number of staff present during mock drill
25. Average turnout time during accidents
- 140 T Crane
26. Check for cranes working, propping beam and its hydraulic piston jacks and its seals for leakage.
27. Whether all maintenance schedules have been carried out.
28. Check whether 'special safety precautions for operation of 140 T crane' are prominently displayed in the driver's cab both in English and vernacular language. Refer Board's letter No. 99/ M (M&P)/ 7/ 8 dated 11.8.1999.
29. Availability of consumables for the crane.
30. Availability of at least two sets of well trained staff who can operate the crane with valid competency certificate.
31. Check proper working of Safe Load Indicator.
32. Check all the systems lift/ lower, derrick in/ out, slew, haul and travel are working.
33. Check whether AMC is available for Main Engine.
34. Check for adequacy of manpower.
35. Check whether joint inspections are carried out as per schedule
36. Check whether mock drills are conducted or not and number of staff present during mock drill
37. Average turnout time during accidents.

Electrical Equipment

38. Check for the running of generators both fixed and portable and its related spares availability.
39. Check all lighting equipments, stands, reflectors, condition of cables, switches, etc.,
40. Check for the functioning of inflatable lighting towers.

S&T Equipment

41. Whether PA system is in working condition.
42. VHF sets are in working condition or not.
43. Walkie-talkie sets for its working, condition of dry cells and expiry date.
44. Field telephones for its proper working and condition of cables. P.Way Equipment

45. Check the P.Way materials like Rails, ST sleepers as per standard list.
46. Check the tools & Plants i.e. Gas cutting equipment, cylinders, rail cutting/ drilling machines etc., & fittings and their functioning.
47. Check the records of staff accompany along with ART/ BD spl to the accident spot.

Note: The BD spl shall be inspected by the ADEN once in a month along with the sectional SSE/ SE and safety counselor of Engineering Department of concerned Division.

COACHING DEPOT

ASPECTS TO BE CHECKED ON COACHING RAKE ON PITLINE

1. Adequacy of pit-examination time for various rakes- 6 Hours
2. Availability of berthing slots.
3. Infrastructure availability and adequacies of the following;
 - Approach road
 - Pathways for material movement
 - General Lighting
 - Pit light for night examination
 - Welding connections
 - Availability and functioning of air-compressor and rake test rig.
4. Quality of repairs
 - (i) Is the level of dashpot oil religiously checked and topped up in 'A' schedule.
 - (ii) Whether the ARs for every trip, dirt collectors for 'A' schedule are periodically drained and cleaned?
 - (iii) Whether wheel profile/ diameter/ gauge are measured and recorded in the schedule cards?
 - (iv) Whether proper attention paid to maintenance of air hoses, DVs, BP & FP lines, isolation cocks, COCs and other under-gear/ brake gear and suspension items.

(v) Condition of under slung water tank, AR, battery box, brake beam, safety bracket and all brake gear pins.

5. Average repair time, placement/ withdrawal time.
6. Stock detained for longer periods.
7. Ineffective coaching stock.
8. Cases of punctuality loss.
9. Coach failure analysis, reporting system and follow-up, detachment in primary rakes.
10. Schedules done/ arising/ overdue including POH & IOH.

Sick line related items

11. Quality of repairs during sick attentions.
12. Adequacy of lifting facilities.
13. Attention to welding practices particularly earthing.
14. Brake power check by connecting single car test rig after repairs in sickline.
15. Road access and availability of material handling equipment.

Platform TXR duty

16. System of rolling 'in' examination of passing through trains – availability of powerful lights for conducting this examination on either side of all platforms.
17. Does JE/ SE/ SSE-C&W record correct levels of vacuum/ air-pressure on loco and SLR? Does he conduct checks for

Passenger alarm device? Do the fitters have proper tools, lights, etc.

18. Whether padlocking of terminating trains was done?
19. Check the availability of non-contact thermometer, whether it is being used during rolling 'in' examination?

ITEMS TO BE CHECKED DURING IOH OF COACH

1. Infrastructure availability and adequacies of IOH/ Sick line-covered shed, line capacity for IOH/ Sick attention, availability of materials, tools and plants, pathway and lighting facility.
2. During IOH, the following bogie components to be stripped off, examined and, if required replaced/ repaired.
 - a) Brake beam and brake-gear pins.
 - b) Brake gear levers and rods.
 - c) Brake-gear pin bushes.
 - d) Brake shoe and hanger.
 - e) Brake beam safety straps/ wire ropes.
 - f) Axle guide assembly.
 - g) Anchor links
 - h) Equalizing stay and safety bracket.
 - i) Side-bearer wearing piece and wearing plate.
 - j) Springs and spring suspension arrangement.
3. Check whether the centre-pivot bolt loose or worn out or silent blocks damaged were examined?

4. Whether springs free height measured and grouping made before replacement?
5. Check whether the AR is drained out.
6. Check whether the dirt collector filters cleaned.
7. Check whether the bogie frame alignment was checked with trammeling gauge.
8. Whether the brake power of the coach was tested by connecting single car test rig with air compressor.
9. Check whether the IOH format given in coaching manual was being used for each coach for recording the readings before and after the IOH schedule attention.
10. Check availability of BV Equipment's in Guard compartment and OTL with seal.

ASPECTS TO BE CHECKED ON AIR-BRAKE RAKE (BOX'N' & BCN)

1. Whether the air brake test rig is being used for testing of brake power and brake system by using the air compressor?
2. Whether the brake power maintained 100% in case of CC rakes, 95% in case of Premium Rakes, 90% in case of End-to-End rakes.
3. Whether the air pressure gauge available in BV?
4. Whether the condition of DV Isolating cock, COACs, load/empty device and hand brake wheel were checked and ensured for proper functioning?
5. Whether the condition of CBC components, brake gear components, wheel profile, springs, elastomeric pads, brake

beam, brake block, hangers, brake pins and split pins were checked and ensured for proper fitment and functioning?

6. Whether all the brake cylinders are released manually and ensured the brakes released completely before handing over the rake for traffic use?
7. Any wagon is due for ROH/. POH and allowed in the formation without detachment.
8. Whether the train was tested for brake continuity before signing the BPC by the Guard?
9. Whether the BPC issued is in proper format (CC rakes or Premium rake or End to end) and necessary log sheets enclosed?
10. Whether the doors of empty wagons are in closed and secured condition?

ASPECTS TO BE CHECKED DURING ROH OF WAGON

1. Infrastructure availability and adequacies of ROH/ Sick line-covered shed, line capacity for ROH/ sick attention, availability of materials, tools & plants, pathway and lighting.
2. During ROH, the following bogie components to be stripped 'off', examined and if required to be replaced/ repaired.
 - a) Brake beam and brake-gear pins.
 - b) Brake-gear levers and rods.
 - c) Brake-gear pin bushes.
 - d) Brake shoe and hanger.
 - e) Brake beam safety straps.

- f) Springs and spring suspension arrangement.
3. Check whether the centre-pivot was checked with gauge for worn out.
 4. Check whether springs free height measured and grouping made before replacement.
 5. Check whether the AR is drained out.
 6. Check whether the dirt collector filters cleaned.
 7. Check whether the bogie frame alignment was checked with trammeling gauge.
 8. Check whether the CBC components dismantled and examined.
 9. Check whether all the knuckles were subjected for dypenatrent test.
 10. Check whether all the wheels are subjected for UST and axle box cap bolts are tightened with torque wrench with proper torque and in no case old locking plates are to be reused.
 11. Whether the brake power of wagon was tested by connecting single car test rig with air compressor.
 12. Check whether all the wagons after ROH were offered to NTXR and defects noticed on first offering.

DOCUMENTS TO BE CHECKED IN C&W DEPOTS

1. RS – 1: sick rolling stock register – details of repairs attended to sick wagons/ coaches.
2. RS – 5: GDR remarks of incoming train – maintained by platform/ yard TXR.

3. RS – 6: BPC – correct filling up of the details duly signed by the GDR jointly.
4. RS – 7: TXR diary – to check whether activity-wise train examination and details of staff deputed for various jobs are recorded.
5. RS – 9: Wheel transaction register.
6. RS – 15: TXR handbook – to record the defects/ deficiencies noticed and replacement done on rolling stock during train examination.
7. RS – 16: Sick memo, advice SM/ Y Mon sick vehicle to check whether the nature of sickness is relevant.
8. RS – 17: FIT memo – to ensure whether the defects for which the vehicle was sick marked has been rectified.
9. RS – 69: Register for coaching rake maintenance.
10. History card for coaching maintenance.
11. Schedule card for coaching maintenance.
12. Register for using air-compressor.
13. Register for IOH and 'C' schedule coaching maintenance
14. ROH register for goods stock maintenance.

Check list for pantry cars

Train No. _____

Pantry Car No. _____

Division/ Depot: _____

1. Check for presence of any inflammable material like Gas cylinders (kept outside the nominated room), Petrol, Kerosene etc.
2. Check whether there are any gas leakages and condition of gas pipeline.
3. Check whether LPG connections are periodically checked and certified (daily and 15 day check)
4. Check whether gas regulators, fire back arresters and pressure gauge are in working order.
5. Check whether the specified number of outlets only being used.
6. Check whether the Gas cylinders are kept on proper rack duly clamping.
7. Check whether fire extinguishers (4 Nos.) in Pantry car are kept in proper location and not overdue for refilling.
8. Check whether the pantry car staff is having adequate knowledge in usage of fire extinguishers.
9. Check whether pantry car staff are aware of the action to be taken in case of fire in pantry car.
10. Check whether ACP is working in pantry car.
11. Check the exhaust fans are available and are in working order.
12. Check whether all main doors are free to open and the passage kept free for movement.
13. Check whether any empty cartons, gunny bags, plastic crates/ bags or any other material kept in Gas Room.

14. Ensure vestibule area, passage of Pantry car and Gas Cylinders' Room are kept clean.
15. Check proper rating and types of fuses are used for Battery, Fan circuit, and light circuit in junction boxes. Re-wirable fuses are not to be used in place of HRC fuses.
16. Check tightness of terminal connections at junction boxes, EFT terminals and Battery terminals.
17. Check for earth in wiring. If any earth is noticed, investigate and remove earth.
18. Check if any excessive sparking is noticed in fans.
19. Check whether electrical equipment provided are as per prescribed standard. Additional equipment, non-standard equipment is not to be connected.
20. Check the plug & sockets for loose connection, burnt marks.
21. Check the register for maintenance of electrical equipment. The equipment's are to be periodically maintained and tested.
22. Ensure surface surrounding the equipment is clean.
23. Check the condition of inverters for any overheating. Check sufficient natural ventilation for the inverters.
24. Check over voltage protection is working in Rectifier-cum-regulator unit (RRU).
25. Check proper cleaning of battery terminals.
26. Check proper sealing of fuse disconnection board to avoid entry of foreign material.
27. Check provision of gas proof electrical fitting in gas cylinder room.
28. Ensure no perished & damaged cables and no open wiring in the pantry car.
29. Ensure the unauthorized tapping of electrical connection is not resorted to.

LIST OF DOs & DO NOTs FOR PANTRY CARS

S.NO	DOs	S.NO	DO NOTs
1	Ensure that there are no gas leakages	1	Utilize extra gas Outlets.
2.	Ensure specified number of gas out lets only to be used	2	Keep gas cylinders on the floor
3.	Ensure gas cylinders are kept on proper rack including upper shelf duly clamped.	3.	Keep gas cylinders in kitchen area.
4.	Ensure gas regulators, flame arrester and pressure gauge are in working condition.	4.	Directly connect gas cylinder to gas stove.
5.	Ensure that gas manifold is available.	5.	Put any gas cylinder in hot water tub.
6.	Ensure exhaust fans are working.	6.	Block main door, vestibule area and passage.
7	Ensure all main doors are free to be opened.	7	Keep inflammable material in kitchen area.
8.	Ensure passage free movement.	8	Keep cooking oil tins adjacent to gas burner.
9.	Ensure vestibule area passage of Pantry car and gas cylinder room kept clean.	9	Tamper with gas flexible pipes, gas regulators, flame arrester and click on Adaptors.
10	Ensure 4 Nos Fire extinguishers are	10	Keep empty cartons, gunny bags, plastic

	clamped at nominated place and not over due for refilling.		crates bags or other material in gas room.
11.	Ensure pantry car staffs are conversant with fire extinguisher operation.	11.	Use hot cases for storage of material.
12.	Ensure prompt disposal of garbage to prevent fire accidents.	12.	Keep electrical junction boxes in open condition.
13.	Ensure that gas Stoves/ burners are secured firmly to prevent their dislocation while the train is on run	13.	Use electrical fittings as hanger
14.	Proper insulation of all electrical connections.	14.	Allow temporary electrical wiring And/ or loose open electrical connections.
15.		15.	Permit extra persons to travel in Pantry car on run.
16.		16.	Permit more than 2 persons in the Pantry car in washing lines.

(LOCO)

MINIMUM QUOTA OF INSPECTIONS PER MONTH
DIESEL LOCO SHEDS

Type of inspection	JA	SS	JS	Supervisors MF / EF
Super Check of Diesel Locomotives	4	4	6	8

OPERATIONAL ASPECTS

Sl. No.	Type of inspection	JA	SS	JS	Supervisors	
					CCC/CC	SLI/ LI
1	Footplate	3	5	8	--	12
2	Crew Booking (Day/ Night)	1/1	2/1	2/1	4/4	2/2
3	Running Room	1	1	1	1	1
4	Ambush Check	1	1	1	--	2
5	Safety Seminar	Q	Q	Q	1	--
6	Dsl. Installation	1	1	1	2	1
7	ART	Q	Q	Q	1	--
8	Monitoring of Loco Pilot's and ALP's	Monitoring of LPs & ALPs (All LPS and ALPs assigned to CLI shall be covered as per their Gradation i.e., 'C' Grade once in a month (Twice in a month for six months), 'B' Grade once in 2 months & 'A' Grade once in 3 months				
9	140 T Crane	Q	M	M	...	--

Safety checklist in Crew Booking Lobbies

Date :

Location:

S. No.	Observations
1.	Sign 'ON' and Sign 'OFF' Registers & its entries are made correctly.
2.	Breathalyzer functioning, availability of spare breath analyzer.
3.	Whether BA test is conducted at the time of sign 'ON' and sign 'OFF' time : Whether the CCC/ CC is having the knowledge on, action to be taken if the crew is found to be positive in the test:
4.	Registers/Records: a. Bio-data register of Crew. (including due date of PME/ G&SR/ Tech. refresher) b. Periodical Rest (30 hrs four or 22 hrs five per month) c. Progressive hours (104 hrs per fortnight) d. 10 hrs implementation (>14 hrs cases from Sign ON to OFF) e. LR and Gradation (A,B,C,D) register along with nominated LI f. Track defects Register whether defects are conveyed to PCOR/ TLC and feedback g. Signal defects Register Received in time or not h. Unusual occurrence register i. Leave Register

	j. PAD & PDD Register k. Availability of CMS and weather crew are signing ON&OFF in CMS. l. 100% implementation of CMS for generating reports like Kilometre and O.T etc. m. List of alcoholic staff and action taken for the staff found positive. n. Weather nominated Welfare Inspector is visiting lobby as per schedule.
5.	Booking procedure of crew (FIFO in first week and as per Progressive hours in 2 nd week).
6.	SOB Register and acknowledgement by staff.
7.	Rest availed by Crew before signing 'ON'
8.	Whether any crew is booked before completion of stipulated rest hours (out-station and home-station)?
9.	Availability of safety literature such as, Safety Circulars / Fly Leaves/ Quarterly bulletin (Vigil), etc., - Acknowledgement of staff?
10.	Availability of G&SR, Accident manual with latest amendment slips posted up to date with CC/ Lobby in-charge
11.	Illuminated caution order boards and updating the same With permanent speed restriction and temporary speed restriction.
12.	Availability of First-aid box and its recoupment
13.	List of senior goods loco pilots who have been screened and found fit to work on passenger-carrying trains whether available with lobby in-charge
14.	Whether list of accident prone staff is available in Lobby?
42	

15.	Whether list of staff addicted to alcohol drinks is Available?
16.	Records of outstation crew working to ensure sufficient Rest is given based on working hours.
17.	Gradient charts of Crew working stations and guidelines to LPs over typical stations of their sections (including falling down gradients & stalling points)
18.	Availability of BSNL/ CUG & Railway phones.
19.	Mechanized CTR numbering and issue register.
20.	List of staff wearing spectacles.
21.	The entries in the feedback register of the track and signal defects are relayed to the concerned department immediately and remarks on rectification obtained are brought to the notice of concerned LP and acknowledgement is obtained.
22.	Any other requirements.

Checklist for safety items in Running Room and Rest Rooms

Date:

Location:

S. No	Observations
1	Availability of Proper path way
2.	Whether running is protected by compound wall to avoid Entry by out siders and cattle.
3.	Staff vacancy position & PME details
4	Registers availability: - a. Complaint Book and remarks on complaints b. Officers/ supervisors inspection register c. Staff attendance register d. Bed occupancy register and entries of staff e. Peak occupation and time.
5	Weather running room is out sourced

6	Implementation of subsidized meal
7	Whether contract staff attended medical examination. Whether cooks, bearers and waiters are medically examined for TB, Skin diseases other infectious diseases etc.,
8.	Whether basic amenities, hygiene, ventilation and lighting Available.
9	Drinking water facility with water purification system. Whether water filtering arrangement through RO plant/ Aqua Guard provided.
10	Whether adequate toilet facilities available and the toilets and urinals are hygienically maintained with flush type Fittings with proper drainage and septic tank.
11	Whether adequate facilities like buckets, cloth hangers, Soap box stand, jugs etc., and are provided in the bath rooms.
12	Whether washing machine/ drier/ electric iron are provided for the occupants.
13	Cooking facilities to meet the needs of Running staff.
14	Cooking facility, departmental or out sourced. If out sourced check for the quality & quantity of food supplied to running staff and availability of Menu card.
15	Whether cooking facilities with separate kitchen for vegetarian & non-vegetarian is provided.
16	Whether stainless steel utensils provided.
17	Whether computer with facility to check the booking status of the crew is available.
18	Availability of Beds, Linen, Mosquito nets/ Repellents- condition of the same.
44	

19	Whether Linen is changed for each occupant.
20	Whether the beds are numbered.
21	Whether two beds per room/ cubicle is provided.
22	Whether room occupancy display is provided.
23	Whether lights for individual cot provided.
24	Whether charger socket provided for charging VHF sets.
25	Whether electrical wiring and fittings are of proper quality And workmanship.
26	Provision of beds/ room& ventilation.
27	Whether doormats/ foot mats are provided.
28	Whether window and door curtains of good quality are provided to avoid excess sunlight into the room.
29	Case of staff waiting for bed & for meals.
30	Whether centralized air cooling system provided. If not adequate number of desert coolers provided.
31	Whether white washing and colour washing done.
32	Whether adequate Safaiwalas and bearers are available.
33	Whether housekeeping is out sourced and performance is satisfactory.
34	Whether running room staff are provided with uniform, laminated badges with their photographs.
35	Whether DOs and DO NOTs boards for the occupants are provided at conspicuous place.
36	Provision of BSNL & Railway Phones.
37	Provision of lockers for keeping personal belongings.
38	Availability of First-Aid box & Fire extinguishers.
39	Meditation / Yoga room and its maintenance.
40	Safety posters/ slogans.
41	Whether staff taking proper rest or not.

42	Maintenance of gas consumption registers. Whether adequate no. of LPG cylinders backup is available.
43	Whether flycatchers machine is provided in the dining hall.
44	Reading room with availability of News Papers and Magazines.
45	Whether power back up through standby DG set is provided.
46	Train timings board.
47	Greenery in surrounding areas.
48	Any other additional feature, if available.
49	Any other irregularities related to Safety.

Check list for Footplate Inspection

Date:

Section:

Division:

Sl. No	Observations
1	Date: Train No: Load: Loco No: Type : Base: Schedule attended: Next due: BPC Particulars: Departure Time: From: Arrival Time: To:
2	Crew Details: Name/ Depot/ Division:Tech./ G&SR/ PME/ Automatic Competency LP: ALP:
3	<u>Personal Stores of Loco Pilot:-</u> a. Walkie-talkie and CUG phone b. Competency (G&SR, Tech, Automatic)/ G&SR hand book with updated correctionslips c. Detonators / standard tool kit/ Spare Spectacles, if any. <u>Personal stores of ALP:-</u> Two red flags , One green flag , One LED-based torch-cum-HS lamp and One WTT

4	Availability of safety equipment in the Loco motive a. PT phone and pole b. Fire extinguishers-whether there is any overdue. c. Skids d. Safety 'U' Clamp and spare transition screw coupling e. Spare hoses.
5	Performance of safety Items a. Availability of VCD and its functioning b. Speedo Meters c. Head Lights d. Flasher Lights e. Classification Lights f. Horns g. Wipers h. Sanders i. Air-flow indicator with alarm.
6	Condition of a. Cattle Guard/ Rail Guard b. CBC Locking Pin and Operating Handle
7	Provision of a. Additional BP Cut Out Cock b. BP/ FP Angle Cock Protector
8	Performance of the Loco Pilot/ Asst Loco Pilot a. Ensuring of the correct authorities/ documents and referring the loco log book for previous Remarks b. Brake power test at the 1st opportunity c. Conducting Continuity test and endorsing pressures in

	BPC where ever required. d. Logging of Kilometres for CC rake BPC e. Exchanging of Alright signals f. Repeating and Acknowledging of Signal aspects and CD spots g. Whistling at 'W', 'W/ L' and while Running through Stations. h. Observation of PSR/ TSR (section/ Loop Line/ Yard) i. Driving skill of Loco Pilot j. Knowledge of LP/ ALP about G&SR and Technical Aspects: ➤ Train passing documents/ whistle codes ➤ Train Protection ➤ En route Shunting related precautions ➤ Sumo rake– Related remarks (Yellow Label/ Stamp) ➤ Working timetable instructions during monsoon ➤ Trouble shooting knowledge of Loco ➤ Flat tyre/ wheel skidding/ locked axle ➤ Precautions to avoid partings/ Stallings (scabbing, divided train working) ➤ Use of fire extinguishers ➤ Brake binding and precautions
9	Footplate Inspecting officials should check the Diary of the Loco Inspector if he is accompanying, about coverage of the Loco Pilots as per their schedule.
10	Any other items noticed related to Safety.
Note: Nominated CLIs to conduct their scheduled foot plate inspection and counsel their LPs/ALPs from time to time. 49	

Checklist for safety items in Loco Sheds	
Date: _____ Division: _____	
Sl. No.	Observations
1.	Whether staff is using suitable gadgets while working at the electrical & rotary machines.
2	whether supply is made dead & earthed before working on power/ equipment.
3	Whether safety belts are used when attending equipment at heights?
4	Availability of fire extinguishers & whether staff is familiar with fire fighting & fire prevention measures?
5	Availability of First aid box & whether all the staff is familiar with rendering first-aid to the electrocuted.
6	Whether the staff observing safety precautions during their work & protecting the work spot.
7	Ensure whether proper earthing is done to the equipments through earth pits/ earth resistance.
8	Whether proper crimping of the connecting terminals of heavy electrical equipment is done.
9	While attending electrical repair works, ensure proper power blockage. Also the boards like 'MEN AT WORK', 'SUPPLY OFF', 'SUPPLY ON' to be ensured at switching panels and distribution boards.
10	Check whether calibrated recommended standardized tools like torque wrenches, pressure gauges & testing equipment (electrical & mechanical) are used.
11	General upkeep of shed premises & proper environment.
12	While dispatching the Locos from shed whether all safety items are safety fittings are intact and in function or not?
13	Shunters working in shed are being undergoing sober test or not?
14	Securing of locomotives as per the procedure or not?
15	Any other items noticed related to safety
50	

SECTION “D”

CIVIL ENGINEERING DEPARTMENT SCHEDULE OF INSPECTIONS – SSE/SE/JE(P.WAY)

S. No	Description	SSE/P.Way (in-charge)	SE/JE-P.Way Sub-section
1.	Push trolley	Once in a month should cover entire section	Once in a fortnight
2.	Foot-plate	Once in a month should cover entire section	Once in a month should cover entire sub-section
3.	On-foot inspection	Once in a year may be introduced to start with	Once in 6 months may be introduced to start with
4.	Curve	Once in 6 months by rotation	Once in 6 months by rotation including route 'A' and 'B' except route 'A' and 'B' where the check should be conducted every four months
5.	Points and crossings	Passenger running lines once in 3 months by rotation other lines once in 6 months by rotation	Passenger running lines once in 3 months by rotation other lines once in 6 months by rotation.

6.	Creep measurement	Once in quarter	Once in quarter
7.	LWR (SEJ/ buffer rail gaps)	Every fortnight during the 2 coldest and 2 hottest months and once in 2 months during other months of the year max/ min temperatures alternately by SSE/ SE/ JE	Every fortnight during the 2 coldest and 2 hottest months and once in 2 months during other months of the year max/ min temperatures alternately by SSE/ SE/ JE
8.	Bridge inspection	Once in a year during prescribed months prior to monsoon, every bridge including ROBs/ RUBs	
9.	OMS/ TRC	Accompanying each TRC and OMS runs.	Accompanying alternate with SSE
10.	LC Gates	As per his schedule (ref: ACS of 106 of IRPWM, Para 124(2)).	All the LCs in his jurisdiction once in a month and check the equipment
11.	Sand hump	Once in 3 months alternately by SSE in-charge and SE/ JE sectional. As per Eng. Standing Order No.43f2004 ADEN & DEN once in a year.	Once in 3 months alternately by SSE in-charge and SE/ JE sectional
52			

12.	Gangs	Once in fortnight or more often as necessary	Should cover all the gangs within a week.
-----	-------	--	---

NOTE: SSE/SE/JE ensure to complete your schedule inspections
Covering Manned & UMLCs in your jurisdictions & educate
and counsel the gatemen.

SCHEDULE OF INSPECTIONS – OFFICERS (ADENS)

S. No.	Para no of IRPWM	Type of inspection	Minimum schedule	
			As per inspection manual	Modified as
1.	G 1.1	Push trolley on branch lines	Once in two months	Once in a month
2.	D 1.1	Push/ motor trolley	Once in a month	
3.	D 1.2	Foot-Plate/ BV	Once in a month	
4.	D 1.2.1	Night foot-plate	Once in a month	

SCHEDULE OF INSPECTIONS – OFFICERS (Sr.DEN/DEN)

S.No.	Para no. of manual	Type of inspection	Minimum schedule	
			As per manual	Modified as
1.	G 1.1	Push-trolley on branch lines	Once in two months	Once in a month
2.	D 1.1	Push/ motor-trolley	Once in three months	Once in three months (PT once in a year covering the entire jurisdiction)
3.	D 1.2	Foot-plate f BV	Once in three months	Once in a month
4.	D 1.2.1	Night foot-plate	Once in a month	Once in three months

CHECK LIST - PERMANENT WAY.

INSPECTION OF CURVES:

1. Details of curve particulars should be displayed in board i.e. LWR number, laid on, date of distressing, temperature, length of transition, length of circular portion, length of curve, super elevation.
2. Maintain correct SE in transition and circular portion of the curve.
Limits of station to station versine variations should be maintained
Properly as per following limits.

- a) For speed 120 kmph and above – 10 mm or 25% of the average versine on circular whichever is more
- b) For speed <120 & upto 80 KMPH – 15 mm or 25% of the Average versine on circular whichever is more.
- b) For speed <80 & upto 50 KMPH – 40 mm or 25% of the average

Versine circular curve whichever is more

Note: If more than 20% of stations are having versine variations above Limits prescribed complete Realignment of curve should be planned within a week.

- 3. Curve register of group A & B routes should be provided with cumulative frequency diagrams for each curve to get a graphic idea about the condition of geometry of curve.
- 4. Rail joints on curves must be laid square at beginning and at the end of the curve especially.
- 5. Wear on outer rail of curves can be reduced efficiently by periodical lubricating the gauge face of outer rails on the curve once in fortnight by key man.

INSPECTION OF STATION YARD/POINTS & CROSSINGS.

- 1. Whether joint inspection by section JE (Engg.) and JE (Signal) is carried out as per the schedule laid down and compliance carried out promptly.
- 2. Inspection of points and crossings; following items should be checked from safety aspect :–
 - (i) Condition of tongue rail, whether damaged or worn out.
 - (ii) Whether tongue rails are out of square.
 - (iii) Whether tongue rail housing properly against stock rail.
 - (iv) Whether tongue rail fittings i.e., stretcher bar, switch stops, stud bolts etc., are intact and effective.

- (v) Whether proper heel block with heel distance blocks are provided maintaining specified heel diversion.
- (vi) Whether proper bent fish plate is at loose heel joint (in loose heel switch).
- (vii) Whether throw of switch is maintained in the range of 95 mm to 115 mm.
- (viii) Whether clearance of first stretcher bar under the rail is 1.5 mm to 3 mm.
- (ix) Whether gauge and cross level is maintained at toe of switch within permissible limits.
- (x) Whether crossing assembly is worn out on vee rail and wing rails.
- (xi) Whether correct gauge and cross level is maintained at the nose of the crossing.
- (xii) Whether all the fittings and bolts are provided in built up crossing assembly correct
- (xiii) Clearance of check rails opposite the crossing is maintained. (44–48 mm) 41–44 mm for PSC.
- (xiv) Condition of Sleepers.
- (xv) Whether proper packing is given in switch and crossing portion.
- (xvi) Whether proper clearance between vee and wing rail at nose of the crossing is maintained.
- (xvii) Whether full complement of spike, rail screws in PSC layout (i.e. 4 Nos. at each rail seat) is provided in turn out.
- (xviii) Whether greasing of plate screws is done on points and crossings once in 15 for corrosive prone area once in two year in other area.
- (xix) Whether Greasing of Points & Crossings Once in 15 days. (Gauge face corners of switch & crossing portions)

INSPECTION OF LWR TRACK

Training the staff in LWR track and ensure competency certificate to maintain LWR track.

1. Maintain temperature record.
2. Destressing of LWR in proper manner and in appropriate temperature.
3. Provision of adequate ballast on outer side of curve.
4. Special attention to:
 - i. SEJ
 - ii. Lubrication of SEJ once in a month.
 - iii. Watching the behaviour of SEJ, LWR/ CWR and timely action for gap adjustment and destressing to prevent buckling.
 - iv. Gaps at SEJ shall be adjusted @ the time of laying/ subsequent destressing of LWR/ CWR, 60kg/ 52kg-40mm (at Td), other rail section 60 mm.
5. Special equipment with the gang staff for maintenance of LWR/ CWR shall be available
 - (i) A pair of jogged fish plates with bolted clamps.
 - (ii) Rail thermometer with marking for temperature ranges for maintenance.
 - (iii) Special 1 metre long fish plates with screw clamps.
 - (iv) Rail closure pieces of different lengths.

INSPECTION OF MANNED LEVEL CROSSING GATE:

1. Level crossing gate no:

Location: Interlocked/

Non-interlocked. Gate leaf/
lifting barrier.

2. Name of the gateman

PME done on-----PME due-----

Refresher course attended on-----due on -----

3. Gateman's competency certificate.

4. Traffic census available- date and TVU's.

5. Safety equipments available.

Availability of modified banner flags.

6. Gate connections in working order.

7. Gate working instructions available in Hindi/ regional language.

8. Records available at gate.

i. Gate working instructions/ copy of Appendix A of SWR.

ii. Gateman's rule book

iii. Gate inspection book

iv. Duty roaster

v. Public complaint book

9. Gate protection diagram painted in gate lodge.

10. PNs exchanged with adjacent SM; cross check 5 PNs.

11. Whether SM/ TI/ PWI/ SI are inspecting the gate regularly.

12. Whether chains provided are of correct length and has proper
hooks at either end for immediate use with locking arrangement.

13. Compliance of deficiencies noticed in inspections.

14. Provision of whistle boards for trains at 600/350 metres distance on either side for manned double crossing where the view is not clear on either side in a distance of 600/ 350 metres and those which have normal position opened to road traffic, without interlocking and protection by signals.
15. Conditions of road surface.
16. Availability of road sign.
17. Availability of modified banner flags are available (for non-interlocked LC gates).
18. Rumble strips at appropriate location.
19. Approach road surface.
20. Effective wicket gate available.
21. Whether height gauge available at proper location on either side.
(for gates located in electrified section).
22. Functioning of gate bell from lifting barriers.
23. Whether adequate fencing to restrict unauthorized movement is provided.
24. Whether the gate lamps are clean and properly focused on the road.
25. Flange way clearance of check rail is clear of ballast.
26. General upkeep of the gate and condition of gate lodge.

27. Whether effective interlocking is available at gate.
28. Is there necessity to upgrade the gate
(Justification should also be given)
29. Is there necessity to interlock the gate?
(Justification should also be given)
30. Whether gateman conversant with following rules:–
 - (i) Symptoms of seizure of roller bearing and brake binding and distinguishing factor between the two.
 - (ii) Symptoms of hot axle/ flat tyre.
 - (iii) Train parting- precautions to be taken.
 - (iv) Use of whistle.
 - (v) Knowledge of gate working instructions.
 - (vi) Precautions to be taken while opening the gate.
 - (vii) Action to be taken when unsafe condition is noticed and gate phone has gone defective.

INSPECTION OF UNMANNED LEVEL CROSSINGS

1. Level crossing number and location, KM/ TP and block section.
2. Whether W/ L board provided on both sides at proper locations.
3. Whether check rails have been provided with correct flange way clearances (51–57 mm)
4. Whether speed breakers are provided at appropriate location.
5. Whether height gauge is provided at proper location (for electrified section).
6. Whether road surface is found good/ bad/ satisfactory.
7. Whether channel for wheel flange is kept clean.
8. Whether visibility of 600 metres on either side is available for road users at 5 metres from centre line of the track.
9. Whether stop board of size (675 mm x 525 mm) provided 5 metres from centre line of track.
10. Whether train crew whistling continuously from whistle board to the level crossing.
11. Ambush checks:– whether road users are observing the following instructions :–
 - (i) Stop short of sign board (in case of bus)
 - (ii) Driver & conductor get down (in case of bus)
 - (iii) Watch in either direction for approaching train
 - (iv) Pass cautiously
 - (v) Not taking risk of crossing in the face of an approaching train.

12. Check the traffic census figures with year of census taken
13. Suggestions for :- Closing the level crossing

- (i) Manning
- (ii) Improving visibility for rail/ road users.

INSPECTION OF SAND HUMP

1. Depth of sand above rail level (65 mm).
2. Condition of sand. (kept in loose condition)
3. Condition of sleepers and fastenings.(M+3 density)
4. Gauge and cross level of track leading to sand hump.
5. Condition of brickwalling.
6. Any deficiency in the dimension of sand hump.
7. There should be no bridges or structures within 61 metres beyond the sand hump, this clause will also for snag taking off loop lines.

OBSERVING CORRECT METHOD AS REGARDS TO:

1. Issue of caution order
2. Method of track protection
3. Works to be done under caution order or under block protection.
4. Fixing of indication boards at appropriate location.
5. Do not specify time limit in works of short duration. Caution order should not be cancelled until cancellation memo served by PWI.

INSPECTION OF MISCELLANEOUS ITEMS LIKE WEATHER WARNING

1. Record of weather warning and action taken immediately after its receipt.
2. Never keep any P.Way materials in midsection, yards which may infringe safety of moving train.
3. Remove rail closure from running track before relaxing SR.
4. Maintaining ZMF (Zero missing fittings) at any time.
5. Adequate precautions during special track works involving safety aspect.
6. Ensure adequate P.Way material on 'Break-down train'.
7. Do gap survey in time and adjust gaps accordingly
8. Provision of adequate ballast on outer side of curve especially in LWR track with extra width on shoulder ballast.
9. Keep close watch/ special attention at approaches of Girder Bridge, level crossings, points and crossings, junction of two type of track structure having different strength potential.
10. Ensure periodical Greasing of outer side of rails on sharp curves where lateral wear is found.
11. Booking of staff for PME, Refresher course may be done well in time.
12. Keep a close watch/ special attention at fracture prone areas.
13. Engineering standing order no 34 f3 f1 issued by Railway board 10.11.04 for providing fish plate at weld joints.
14. Frequency of lubrication of ERCs and sealing of liner contact area shall be as under ;
 - i. On corrosion prone areas – ERC greasing (all 4 ERCs) and sealing of liner Contact area (only inside) – once in a year
 - ii On other areas – ERC greasing (all 4 ERCs) – once in 2 years.
15. Frequency of lubrication of plate screws on points & crossings.

- i) Corrosion prone area – Once in a year.
 - ii) Other area – Once in 2 years.
16. Weld collar painting
- i. Corrosion prone area – once in a year painting with 2 coats of anti-corrosive bituminous black conforming to IS-9862-1981 to a thickness of 200 microns.
 - ii. Other than area – once in 2 years.
17. Painting of new rails & service rails:
- a. New rails shall be painted before laying with one prime coat of red lead and 2 coats of red oxide.
 - b. Painting of service rails shall be carried out depending upon condition but not earlier than once in 2 years on inner gauge face using 2 coats of anti-corrosive bituminous black paints sealing of liner contact area should be done after scrapping and painting.
 - c. Use of galvanized metal liners in all identified corrosive prone areas. Galvanized plate screws and stretcher bars in all areas irrespective of corrosive proneness.

PRE- MONSOON PRECAUTIONS

- 1. Cleaning/ making side/ catch water/ cross drains.
- 2. Preparation of Monsoon patrol charts.
- 3. Arrangements of tools/ equipment for patrolling.
- 4. Selection and training of patrolman for action to be taken in emergency.
- 5. Cleaning water ways at bridges.
- 6. Monsoon reserve Stock of boulders/ coal ashes at nominated location.
- 7. Monsoon rake ready loaded with boulders/ coal ashes.

8. Attention to major/ minor repairs to bridges.
9. Removal of loose boulders from sliding location.(Deep cutting in ghat section)
10. Painting of HFL, Danger level on bridges before monsoon starts to have clear visibility for patrolmen keyman.
11. Joint inspection with PWD authorities and getting timely repair of RATs.
12. Maintaining the list of vulnerable bridges these should be made aware right from keyman in their jurisdiction.

SECTION “E”

ELECTRICAL DEPARTMENT
SCHEDULE OF INSPECTIONS – DIVISIONAL OFFICERS OF ELECTRICAL
DEPARTMENT

S.No.	Type of inspection (per month)	Sr.DEE	DEE/ADEE	
1	Foot-plate inspection (at least 2 by Goods trains and half of the inspections during night)	3	4	
2	Trip-sheds	2	2	
3	Crew booking points	1	2	
4	Running rooms	1	2	
5	Training centres	1	...	
(ELS Officers)				
		Sr.DEE	DEE	AEE
1	Foot-plate inspection	1	1	1
2	Trip-sheds	1	1	1
(CCC/CC & SLI/JLI)				
		CCC/CC	SLI/JLI	
1	Foot-plate inspection		12	
2	Crew–booking (day/ night)	4/ 4	2/2	
3	Ambush check		2	
4	Safety Seminar	1		
5	Electrical installation		1	
6	ART	1		
7	Monitoring of LPs & ALPs (All LPS and ALPs assigned to SLIs & JLI shall be covered as per their gradation i.e., ‘C’ grade twice in a month, ‘B’ grade once in a month & ‘A’ Grade once in 2 months			

Safety checklist in Crew Booking Lobbies

Date :

Location:

Sl. No.	Observations
1.	Sign 'ON' and Sign 'OFF' Registers & its maintenance. Availability of CMS and whether crew are signing 'ON' & 'OFF' in CMS.
2.	Breathalyzer functioning, availability of spare breath Analyzer.
3.	Whether BA test is conducted at the time of sign 'on' and sign 'off' time : Whether the CCC/ CC is having the knowledge about what shall be done, if the crew is tested positive in the test:
4.	Registers/ Records: a. Bio-data register of Crew. (including due date of PME/ G&SR/ Tech. refresher) b. Periodical Rest (30 hrs four or 22 hrs five per month) c. Progressive hours (104 hrs per fortnight) d. 10 hrs implementation (from Sign ON to Sign OFF) e. LR and Gradation (A,B,C,D) register along with nominated LI f. Track defects Register with feedback from TLC g. Signal defects Register with feedback from TLC h. Unusual occurrence register

	i. Cattle Run over Register j. PAD & PDD Register k. BPC Register for CC rakes l. Loco defect register.
5.	Booking procedure (FIFO systems and 2 nd week less hours system).
6.	Rest availed by Crew before signing 'ON'
7.	Whether any crew is booked before completion of stipulated rest hours (out-station and home-station) i.e., under rest?
8.	Availability of safety literature such as, Safety Circulars / Fly Leaves/ Quarterly bulletin (Vigil), etc., – acknowledgement of staff?
9.	Availability of G&SR, Accident manual with latest amendment slips posted up to date with CC/ Lobby in-charge
10.	If 'Sign safe' system is available, functioning of the same including IRIS
11.	Illuminated caution order boards with colour-coding.
12.	Availability of First-aid box and its recoupment
13.	List of senior goods loco pilots who have been screened and found fit to work on passenger-carrying trains whether available with lobby in-charge
14.	Whether list of accident prone staff is available in Lobby?
15.	Whether list of staff addicted to alcohol drinks is available?
16.	Gradient charts of Crew working stations and guidelines to LPs over typical stations of their sections (including

	falling down gradients & stalling points)
17.	Availability of BSNL & Railway phones
18.	List of staff wearing spectacles.
19.	Availability of 'Gyankasauti'/ self-learning programmes.
20.	Any other essential requirements.

Checklist for safety items in Running Room and Rest Rooms

Date :

Location:

Sl. No	Observations
1.	Staff vacancy position & PME details
2.	Registers availability: – a. Complaint Book and remarks on complaints Officers/ supervisors inspection register b. Details of joint inspection by Running Room Committee. c. Staff attendance register d. Bed occupancy register and entries of staff.
3.	General cleanliness & amenities its upkeep
4.	Drinking water facility.
5.	Cooking facility, departmental or outsourced. If outsourced check for the quality & quantity of food supplied to running staff and availability of menu card.
6.	Availability of beds, Lenin, mosquito nets/ repellants
7.	Provision of beds/ room & ventilation
8.	Provision of BSNL & Railway phones
9.	Provision of lockers for keeping personal belongings
10.	Availability of First-aid box & fire extinguishers
11.	Complaint book & remedial measures on complaints

12.	Safety posters/ slogans
13.	Whether staff taking proper rest or not?
14.	Any other irregularities related to safety.
15.	Whether two beds per room/ cubicle provided.
16.	Whether centralized air cooling system provided. If not, adequate number of desert coolers provided.
17.	Whether reading room with magazines and newspapers provided.
18.	Whether linen is changed for each occupant.
19.	Whether adequate stock of linen as per yardstick is maintained.
20.	Whether lights for individual cot provided.
21.	Whether window and door curtains of good quality are provided to avoid excess sunlight into the room.
22.	Whether the beds and rooms are numbered
23.	Whether charger socket provided for charging VHF sets.
24.	Whether basic amenities, hygiene, ventilation and lighting available.
25.	Whether adequate toilet facilities and clean drinking water available.
26.	Whether water filtering arrangement through RO plant / aqua guard provided.
27.	Whether the electric wiring and fittings are of proper quality and workmanship.
28.	Whether white washing and color washing done.
29.	Whether the toilets and urinals are hygienically maintained with flush type fittings, with proper drainage and septic tank.
30.	Whether the running room is provided with

	Meditation/ yoga room.
31.	Whetheradequate Safaiwalasandbearersare available.
32.	Whether running room staff are provided with uniform, laminated badges with their photographs.
33.	Whether DOs and DON'Ts boards for the occupants are provided at conspicuous place.
34.	Whether washing machine f drier f electric iron are provided for the occupants.
35.	Whether computer with facility to check the booking status of the crew is available.
36.	Whether room occupancy display is provided.
37.	Whether power back up through stand-by DG set is provided
38.	Whether running room is protected by compound wall to avoid entry by outsiders and cattle.
39.	Whether cooking is outsourced and subsidized meals is served and whether quality of food is fresh and good. Any complaints regarding quality of food , round the clock supply of food.
40.	Whether housekeeping is outsourced and performance is satisfactory.
41.	Whether cooks, bearers and waiters are medically examined for TB, skin diseases, other infectious diseases etc.
42.	Whether cooking facilities with separate kitchen for veg. and non-veg. provided.
43.	Whether stainless steel utensils provided.
44.	Whether adequate LPG cylinders back up is available.
45.	Whether fly catcher machine is provided in the dining hall.

Check list for Footplate Inspection	
Date :	Section: Division:
Sl. No	Observations
1	Date: Train No: Loco No: Base: Rly.: Load: BPC NO: Departure Time: Arrival Time:
2	Crew Details: Name/ Depot/ Division: Technical/ G&SR/ PME /Automatic competency availability LP: ALP:
3	<u>Personal Stores of Loco Pilot:-</u> a. Walkie-talkie and CUG phone, tri-color torch b. Competency (G&SR, Tech, Automatic)/ G&SR hand book with updated correctionslips c. Detonators/ Tools/ Spare Spectacles if any. <u>Personal stores of ALP:-</u> Two red flags , One green flag , One LED-based torch-cum-HS lamp and One WTT
4	Availability of safety equipment in the Loco motive a. PT phone b. Fire extinguishers c. Skids d. Safety 'U' Clamp and spare transition screw coupling.
5	Performance of safety Items a. Availability of VCD and its functioning b. Speedo Meters c. Head Lights d. Flasher Lights e. Classification Lights f. Horns g. Wipers h. Sanders

6	Condition of - Cattle Guard/ Rail Guard - CBC Locking Pin, Operating Handle and proper coupling of CBC formation with TE.
7	Provision of - Additional BP Cut Out Cock/ its seal. - BP/ FP Shell Protector
8	Performance of the Loco Pilot/ Asst Loco Pilot - Ensuring of the correct authorities/ documents and referring the loco log book for previous Remarks - Brake power test at the 1st opportunity - Conducting Continuity test and endorsing pressures in BPC where ever required - Logging of Kilo Meters for CC rake BPC - Exchanging of Alright signals - Repeating and Acknowledging of Signal aspects and CD spots. - Whistling at 'W', 'W/ L' and Run-through Stations. - Observation of PSR/ TSR (section/ Loop Line/ Yard) - Driving skill of Loco Pilot - Knowledge of LP/ ALP about G&SR and Technical Aspects ➤ Train passing documents/ whistle codes ➤ Train Protection at station/ mid- section/ on gradients ➤ En-route Shunting related precautions ➤ Sumo rake- Related remarks (Yellow Label/ Stamp) ➤ Working timetable instructions during monsoon ➤ Trouble shooting knowledge of Loco ➤ Flat tyre/ wheel skidding/ locked axle ➤ Precautions to avoid partings/ Stallings (scabbing, divided train working) ➤ Use of fire extinguishers ➤ Brake binding and precautions ➤ Working with dead loco attached and precautions to be taken. ➤ Alertness of ALP when LP fails to stop the train.
73	

9	Footplate Inspecting officials should check the Diary of the Loco Inspector if he is accompanying, about coverage of the Loco Pilots as per their schedule
10	Any other items noticed related to Safety
Checklist for safety items in Loco Sheds Date: _____ Division: _____	
Sl. No.	Observations
1.	Whether staff are using suitable gadgets while working at the electrical & rotary machines.
2	Whether supply is made dead & earthed before working on Power/ equipment.
3	Whether safety belts are used when attending equipment at heights?
4	Availability of fire extinguishers & whether staff is familiar with firefighting & fire prevention measures?
5	Availability of First aid box & whether all the staff is familiar with rendering first-aid to the electrocuted.
6	Whether the staff observing safety precautions during their work & protecting the work spot.
7	Ensure whether proper ear thing is done to the equipments through earth pits/ earth resistance.
8	Whether proper crimping of the connecting terminals of heavy electrical equipment is done.
9	While attending electrical repair works, ensure proper power blockage. Also the boards like 'MEN AT WORK', 'SUPPLY OFF', 'SUPPLY ON' to be ensured at switching panels and distribution boards.
10	Check whether calibrated recommended standardized tools like torque wrenches, pressure gauges & testing equipment (electrical & mechanical) are used.
11	General upkeep of shed premises & proper environment.
74	

12	While dispatching the Locos from shed whether all safety items and safety fittings are intact and in function or not?
13	Securing of locomotives as per the procedure or not?
14	Any other items noticed related to safety
15	Display of loco-schedule board inside the locos.
16	Availability of sand and water at welding locations
17	Condition of distribution panels
18	Display of stop boards.
19	Proper locking of 'isolator' handles of OHE
20	Proper condition of earth discharge rods.
