



पूर्व रेलवे
EASTERN RAILWAY

संरक्षा कैलेंडर
SAFETY CALENDAR

2021 - 2022

Eastern Railway



संरक्षा
विवरण पत्र
Safety Calendar

2021-2022

संरक्षा
विवरण पत्र
SAFETY CALENDAR
2021-22



मनोज जोशी
महाप्रबंधक
Manoj Joshi
GENERAL MANAGER



पूर्व रेलवे
महाप्रबंधक कार्यालय
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कोलकाता - 700 001
EASTERN RAILWAY
Office of General Manager
17, Netaji Subhas Road
Kolkata-700 001



Date: 23.02.2021

MESSAGE

I am pleased to learn that Eastern Railway Safety Department is bringing out Safety Calendar for the year 2021-22. The Safety Calendar consists of month wise action plan for safety oriented checks by different departments for entire year. Emphasis has been given to incorporate the checks on items/assets of latest technology used in signalling, locomotives, rolling stocks and other assets/infrastructure.

I appreciate the inputs given by all departments in preparing it and hope that this will help to improve safety and reliability of the system.

(Manoj Joshi)
GENERAL MANAGER

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मुख्य संरक्षा अधिकारी
Dr. Jaideep Gupta
PRINCIPAL CHIEF SAFETY OFFICER



पूर्व रेलवे
17, नेताजी सुभाष रोड,
कोलकाता - 700 001
EASTERN RAILWAY
17, Netaji Subhas Road,
Kolkata - 700 001



Date: 23.02.2021

MESSAGE

As part of constant improvement in safety culture and enhanced safety consciousness among our field staff, the latest issue of safety calendar has been published. This calendar explains the important safety precautions and the asset maintenance to be carried out by different department in different part of the year. This is an addition to the safety checks and maintenance which is being done in a routine manner.

I would like to reiterate that our constant vigil can avert many unsafe situations. This is particularly true during night hour when our alertness level tends to be low.

I am confident that we will have safer train operation by following these maintenance practices.

Wishing everybody a safe day, every day.

23-02-2021.

(Dr. Jaideep Gupta)
Principal Chief Safety Officer

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SAFETY CALENDAR

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APRIL 2021

SECURITY

MONTH	DESCRIPTION OF WORK
April'21	i)Checking of passenger carrying rakes at Coaching Yard i.e at originating point , en route and terminating points to detect carriage of explosive, inflammable and dangerous goods.
	ii) Checking of consignments in VPU/SLR, including leased SLR to find out loading of contraband/dangerous goods which may likely to endanger the safety of passengers.

OPERATING

MONTH	DESCRIPTION OF WORK
April'21	1. Checking of all operating forms such as T/369 (3b), T/369(1), T/A 1425 to T/D 1425, T/806 etc. are being properly filled by Station Master. In case of irregularities are found during inspection, it should be counselled immediately. It is also to be ensured that actual cause of failure is recorded in the SI-24 register by S&T staff immediately after rectification in the remarks column and if responsibility is fixed up on other department's account, verify that whether remarks/reason of failure from other department is also taken.
	2. Checking of the Points & Crossing Register. Identify the shortcomings of measurement in the register. It is also to be checked that immediate action has been taken to rectify the lacuna.
	3.Cross- checking Relay Room key register with signal failure Memo/ and signal failure register that Relay Room is not opened during failure of signal without disconnection memo and no short cut method is followed during train operations.
	4.Cross-checking of 'Line Block Register' with 'Train Signal Register' and it is to be verified that concerned line/s is/are blocked when the train/s is/are arrived/ stabled more than 15 minutes. It is also to be checked that safety caps are placed upon relevant buttons and procedure is being followed as per SWR where VDU is installed.
	5.Checking the entry in "SI-24 Register" and cross-verify with T-369 (3b) along with signal failure memo book that every failure is recorded in the SI-24 Register. Monthly summary of SI-24 register is also to be tallied with remarks column & remarks on failures have been obtained from concerned department when cause of failure is related to other than S&T Deptt.

MECHANICAL

MECHANICAL POWER & DIESEL

MONTH	DIESEL ITEMS TO BE CHECKED
April'21	• Summer precautions. • Safety drive of Fuel tank foundation bolt & Cleaning of fuel tank exterior. • Fire prevention measures: RB letter no. 2004/M(L)/466/7/101 dt. 01/10/15. • Radiator room and Radiator cleaning. • "H"-type & "E"-type CBC coupler attention OEM's manual & RDSO's report (G76 & G-80). • Testing of VCD during take over at Shed. • Water level gauge checking. • Arresting spillage of diesel and lube oil.
Note	i) Procurement of material and contracts should be placed well in time before the commencement of the drive. ii) Soft copies of the visual records before and after should be maintained in the sheds for inspection. iii) Action taken to be reported in the MCDO.

POWER

MONTH	POWER ITEMS TO BE CHECKED
April'21	• Maintain specified speed for 'Shunting at station & Yard.' • Running staff should be counselled to avoid the tendency of packing their personal belongings while approaching the terminating station. • After passing one yellow aspect of signal on duty ALP will repeat that the approaching signal aspect may be red continuously. • Action of precautions to be taken by train crew for securing of train to prevent rolling down. • All CLIs to conduct ambush check on various aspects.
Note	i) All the crew should be covered for each item of the drive ii) Summary of the action taken to be reported in the MCDO. iii) Wherever further actions are required it must be reported as assistance required from HQ.

DISASTER MANAGEMENT

MONTH	DISASTER MANAGEMENT & ELECTRONIC IN MOTION WEIGH BRIDGE
April'21	• Speed trials of SPARMV in the beat. • Checking & replacement of defective cables beyond the average life (EIMWBs). • Full-fledged Mock Drills with 140T Crane including lifting of coach & wagon. • Working of on board equipment of ARTs.
NOTE	1. The trials undertaken to be reported in the MCDO. 2. Materials should be mobilized through AMC holder/Stores well in time. 3. Difficulty if any should be projected as assistance required from HQ.

MECHANICAL COACHING

MONTH	COACHING ITEMS TO BE CHECKED
April'21	• Checking of all under gear structural member against corrosion in coaching stock [Sole bar & Head stock]. • Availability of stipulated number of fire extinguishers and checking of validity date of fire extinguisher in all coaching stock. Ensure training to concerned staff for operating fire extinguishers, Fire detection and suppression system. • Proper tightening of all fasteners including those of phonic wheel, wheel slide earthing equipment with stipulated torque value with torque wrench in LHB stock. • Checking of Proper operation and working of CBC components.

MECHANICAL (FREIGHT)

MONTH	ITEMS TO BE CHECKED
April'21	• To check leakage rate, brake power, release time, piston stroke, etc during rake testing with RTR. • Special drive to check all safety & security fittings of under gear arrangement and Brake gear components. • Checking of CTRB for grease oozing at yards. • To ensure proper securing of CBC Operating handle with Toggle and Bearing piece.

EMU & MEMU

MONTH	ITEMS TO BE CHECKED
April'21	• Proper checking of all the parameters of wheel of EMU/MEMU rakes and review of all types of wheel defects in shed for one year. • Proper checking and activation of ACP in all the EMU/MEMU rakes. • Deadman and emergency brake application in EMU/MEMU rakes. • Checking and counselling of all staff/supervisors regarding OHE power on/off safety guidelines during EMU/MEMU maintenances.

ELECTRICAL (G)/TL & AC

MONTH	ITEMS TO BE CHECKED
April'21	<u>Summer preparedness</u> • Dust cleaning of Panel Board, regulator board, compressor and condenser motor with suitable hand blower. • Lubricating of threads of the tension rod and adjusting nut for alternator. • Changing of catch all filter for conventional coaches. • Cleaning of air duct by forced air jet for under-slung AC coaches (optional). • Complete cleaning of condenser and evaporator unit of AC coaches with appropriate cleaning agent. • Cleaning of drip tray and its outlet pipe. Checking of cooling performance. • HRC fuses should be used in all electrical circuits of coach wiring. • It will be ensured that there are no loose / hanging connections, exposed wire, wires shorting defective equipment, fuses of higher capacity etc. in the AC coach and power panel. • Ensure availability of EFT cable. Checking of Emergency Light according to RDSO's SMI (twice in a month). • Checking of battery box and battery box cover. • Checking of continuity of coupling.

ELECTRICAL

Loco Running Staff

Month	Subject	Topic
April'21	1. SPAD(Signal Passing at Danger)—	• Both LP&ALP should callout signal aspect loudly with Hand gesture. • Both LP & ALP should callout repeatedly, if signal aspect is 'RED' till train stops or change of signal aspect. • Mobile phone should not be used on run. It should be kept switch off. • Walkie-Talkie should not be used to get information about signal aspect by LP. • Reduce speed of train in case signal aspect is restrictive and not to presume aspect of next signal. • Proper rest of crew at Running Room should be ensured.
	2. GR—2.09 -	• Do not take Alcoholic drink, Sedative, Narcotic or Stimulant drugs on duty.
	3. GR— 9.02, 9.07 & 9.15 -	• Duties when Automatic signal ON.

TRD

Month	Description
April'21	Checking of first aid box at every Switching stations, Maintenance depot, OHE inspection car, Break-down vehicle & Wiring train every month by depot in charge. [ACTM Para No. - 20332 (3)].
	Discharge / Earthing pole assembly should be inspected by SSE [ACTM Para No.- 20338 (i)].
	Ensure provision of bonds in place of missing / damaged bonds of OHE structure and check earth connections twice in a month [ACTM Para No. - 20322 (4) (I)].
	Examination of all "Caution, Danger, Shock treatment boards fortnightly and other boards for security & cleanliness twice in a month [ACTM Para No. - 20225(3)].
	Examination of working of Fire Extinguisher & availability of Fire Bucket twice in a month [ACTM para No. - 20225(3)].
	Organizing Safety seminar (CEE's letter No. - EL/92/1/Safety dt. 6-3-08).
	The continuity of the cable connection of discharge / earthing pole assembly between the top clamp and the earthing clamp should be checked once a fortnight. Cable should be renewed if more than 20% strands are broken. During use, cable should be continually examined for fraying and breakage of strands twice in a month [ACTM Para No.- 20338 (1)] .
	Up-dating of clearance of OHE from FOB / ROB and moving dimension and ensure minimum height of contact wire [ACTM Para No.- 10436 (9)].
	Up-dating of implantation of OHE masts and registered the same in the TPC. [ACTM Para No.- 10436 (9)].
	Checking of condition of hoarding board and its structure. (JPO No. G.11/PRO/SAS/POLICY/Pt. III dated 12.03.2008.
	Checking of all screens provided on FOB / ROB. [ACTM Para No.- 11(2) (e) of Appendix-VIII].
	Trees and vegetation shall not be permitted to grow in the neighbourhood substations & switching stations. Roofs of buildings and the whole area of the substations and offices shall be kept clear of dry leaves, packing cases or other dry combustible material [ACTM Para No.- 10602 (1d)].

SIGNAL & TELECOMMUNICATION

Month	DESCRIPTION OF WORK	TO BE CHECKED BY		
Apr'21	(1) Checking of Earth resistance, Earth connections & Earth pits, Checking of Surge arrestor (Signal & Telecommunication) (50% of Stations) . (2) Checking of worn out Signal Units, Signal Posts and action taken (50% of Stations) . (3) Ensuring proper operation of control cum indication panel/VDU in all respect as per SWR (50% of Stations) .	100% by Sec. JE /S&T	50% by SSE/S&T in charge	20% by ASTE / DSTE /Sr. DSTE

Note:

- (1) Each Supervisor and Officer of S&T Deptt. shall carry out mandatory stations/LC Gate inspection as stipulated in SEM
- (2) No.of station /LC Gates so inspected is to be indicated in monthly compliance by Divisions.
- (3) The items mentioned in Safety Calendar are in addition to (1) as above, compliance of which should also be submitted by Divisions monthly.
- (4) Station wise deficiencies to be mentioned along with action plan

ENGINEERING

Month	DESCRIPTION OF WORK
Apr'21	Introduction of Hot Weather Patrolling.

MAY 2021

SECURITY

MONTH	DESCRIPTION OF WORK
May'21	i) Joint patrolling and picketing with Engineering , S&T and GRP at vulnerable points /bridges /black spots/crime prone areas , unmanned level crossing gates and spots of accidents
	ii) Checking of consignments in VPU/SLR, including leased SLR to find out loading of contraband/dangerous goods which may likely to endanger the safety of passengers

OPERATING

MONTH	DESCRIPTION OF WORK
May'21	Checking the copy of G&SR, BWM and Accident Manual with all up- to- date and correction slips are being pasted in proper position of the book. It is also to be verified that all concerned staff are counselled and assurance has been taken in the register properly as acknowledgement.
	Inspections are to be conducted in the non-interlocked level crossing gate. Exchange of 'Private numbers' with Controlling Station is to be tallied with TSR of the station. Check that working procedures are being followed as per GWR. It is also to be checked that , the same procedure of working as mentioned for non-interlocked level crossing gate work at interlocked L.C Gate is being followed during non-interlocking.
	Checking during Footplate inspection that all Engineering boards such as W/L, T/P, T/G, Caution Board, Caution Indicator Board etc. are placed as per G&SR/IRPWM. Condition of the boards is also to be checked.
	Checking of Guard's equipments as per G&SR 4.19. Guard must "switch off" the light of rear SLR during run. It is also to be checked that front SLR is in locked position.
	Cross-checking number of all Veeder Counters of the panel with concerned Veeder register and verify reason behind the use of emergency (veeder) buttons. Verify whether failure during operations of emergency counter is also reflected in the SI-24(Signal Failure) register.

MECHANICAL

MECHANICAL POWER AND DIESEL

MONTH	DIESEL ITEMS TO BE CHECKED
May'21	• Working of wiper motor and blades. • Focusing of twin beam headlights. • Ultrasonic Testing of axles as per schedule. • Sealing of GRCO knife switch. • Air brake pipe lines maintenance as per RDSO instructions MP.IB.BK.01.02.07. • Improving the cab interior and working of fan. • Calibration of Air Flow indicator.
Note	I) Procurement of material and contracts should be placed well in time before the commencement of the drive. ii) Soft copies of the visual records before and after should be maintained in the sheds for inspection. iii) Action taken to be reported in the MCDO.

POWER

MONTH	POWER ITEMS TO BE CHECKED
May'21	• Proper rest of crew at Running Room should be ensured. • Call out signal by indicating the station name, signal name or number with hand gesture. • Check the effectiveness of brake power (Brake feel test) at the first opportunity after starting from originating station. • Precautions to be taken by train crew for securing of train to prevent rolling down. • Conduct ambush check with portable breath analyzer for checking of Engine Crews in the section.
Note	iv) All the crew should be covered for each item of the drive v) Summary of the action taken to be reported in the MCDO. vi) Wherever further actions are required it must be reported as assistance required from HQ.

DISASTER MANAGEMENT

MONTH	DISASTER MANAGEMENT& ELECTRONIC IN MOTION WEIGH BRIDGE
May'21	• Evaluating the skill of crane drivers jointly with JMP Shop. • Checking for the isolation of weigh rails in track circuited territory. • Speed trials of ARTs in their respective beat. • Availability of all standard crane equipment.
NOTE	4. The trials undertaken to be reported in the MCDO. 5. Materials should be mobilized through AMC holder/Stores well in time. 6. Difficulty if any should be projected as assistance required from HQ.

MECHANICAL COACHING

MONTH	COACHING ITEMS TO BE CHECKED
May'21	• Ensure fitment of brake block of equal thickness in bogie of coach. • During primary maintenance of coaching stock, ensure proper working and measurements of brake cylinder piston stroke, brake application time, DV release time and maintain within stipulated value. • Checking of fastener & safety strap for all under slung items like water tank, air reservoir, Bio-tank, etc. • Ensure proper functioning of WSP, speed sensor, earthing equipment, FIBA device in LHB stock

MECHANICAL (FREIGHT)

MONTH	ITEMS TO BE CHECKED
May'21	• Rolling in examination on terminating trains at train examination yards station for detecting abnormalities. • Ensuring availability of door fastenings and proper door setting of BOXN / BCN wagons. • Checking of centre sill crack of BOXNHL wagons. • Checking of air hoses, angle cocks etc.

EMU & MEMU

MONTH	ITEMS TO BE CHECKED
May'21	• Pre-monsoon preventive maintenance schedule. • Disposal of all hazardous waste from the premises the EMU/MEMU car sheds for prevention of any safety related incidents. • Checking and necessary attention of TTR (Transformer Thermostat Relay) Setting. • Checking the proper fitting and tightness of jumper cable fitting between EMU/MEMU Coaches. • Proper working of wiper and its servomotor

ELECTRICAL (G) /TL & AC

MONTH	ITEMS TO BE CHECKED
May'21	<u>Summer preparedness:</u> • Dust cleaning of Panel Board, regulator board, compressor and condenser motor with suitable hand blower. • Lubricating of threads of the tension rod and adjusting nut. Changing of catch all filter for conventional coaches. • Cleaning of air duct by forced air jet for under- slung AC coaches (optional). • Complete/thorough cleaning of condenser and evaporator unit. Cleaning of drip tray and its outlet pipe. • Checking of cooling performance. Monsoon Preparedness will be start from this month. • It should be ensured that there are no loose/ hanging connections, exposed wire, wires shorting defective equipment, fuses of higher capacity etc. in the AC coach and power panel. • Outlet pipe of RMPU should be cleaned. • Roof of RMPU coaches and drain water outlet to be checked to avoid accumulation of rain water. • Checking of Emergency Light according to RDSO's SMI (twice in a month). • Checking of battery box and battery box cover. • Checking of continuity of coupling.

ELECTRICAL

Loco Running Staff

Month	Subject	Topic
May'21	1. GR-4.61 -	• Loco Pilot & Asstt. Loco Pilot not to leave engine unmanned.
	2. Invalid BPC —	• Ensure validity of BPC after taking over charge of the train. • If BPC not valid then highlight to TLC and CNL. • Revalidation of BPC is to be carried out jointly by Guard and Driver (at non TXR point) as per GDR checks.(Ref. WTT page no XXV)
	3. GR & SR 3.73 & 9.15	• Passing of a Gate Signal at 'ON' condition.

TRD

Month	Description
May'21	Checking of first aid box at every Switching stations, Maintenance depot, OHE inspection car, Break-down vehicle & Wiring train every month by depot in charge. [ACTM Para No. - 20332 (3)].
	Discharge / Earthing pole assembly should be inspected by SSE [ACTM Para No.- 20338 (i)].
	Ensure provision of bonds in place of missing / damaged bonds of OHE structure and check earth connections twice in a month [ACTM Para No.- 20322 (4)(i)].
	Examination of all "Caution, Danger, Shock treatment boards fortnightly and other boards for security & cleanliness twice in a month [ACTM Para No.- 20225(3)].
	Examination of working of Fire Extinguisher & availability of Fire Bucket twice in a month [ACTM para No. - 20225(3)].
	Organizing Safety seminar (CEE's letter No.- EL/92/1/Safety dt. 6-3-08).
	The continuity of the cable connection of discharge / earthing pole assembly between the top clamp and the earthing clamp should be checked once a fortnight. Cable should be renewed if more than 20% strands are broken. During use, cable should be continually examined for fraying and breakage of strands twice in a month [ACTM Para No. - 20338 (1)].
	Up-dating of clearance of OHE from FOB / ROB and moving dimension and ensure minimum height of contact wire [ACTM Para No.- 10436 (9)].
	Up-dating of implantation of OHE masts and registered the same in the TPC. [ACTM Para No. - 10436 (9)].

TRD

Month	Description
May'21	Checking of earth resistance to body of all electrical equipment's as well as all parts of the fencing and structural steel works of switching stations. [ACTM Para No.- 20245(2)].
	Checking of condition of buried rails. [ACTM Para No.- 20245 (5)].
	Manual operation of the protective relays to confirm that the relays do operate the trip circuit in the manner prescribed [ACTM Para No. - 20221(6b)].
	Testing of Distance protection relays with primary injection tests [ACTM Para No. - 20221 (6c)].
	Testing of all other protective relays with secondary injection tests [ACTM Para No. - 20221 (6d)].

SIGNAL & TELECOMMUNICATION

Month	DESCRIPTION OF WORK	TO BE CHECKED BY		
May'21	(1) Checking of drainage (2) Checking of Traction Bonds. (3) Checking of liner & pads.	100% by Sec. JE /S&T	50% by SSE/S&T in charge	20% by ASTE / DSTE /Sr. DSTE

Note:

- (1) Each Supervisor and Officer of S&T Deptt. shall carry out mandatory stations/LC Gate inspection as stipulated in SEM
- (2) No. of station /LC Gates so inspected is to be indicated in monthly compliance by Divisions.
- (3) The items mentioned in Safety Calendar are in addition to (1) as above, compliance of which should also be submitted by Divisions monthly.
- (4) Station wise deficiencies to be mentioned along with action plan

ENGINEERING

Month	DESCRIPTION OF WORK
May'21	Hot Weather patrolling to be intensified. Pre-monsoon precautionary measures - maintenance of side/catch water drains, bridge waterways, painting of HFL, FSL, DL, selection of Patrolmen and Watchmen, Inspection of rain gauges, Inspection of Railway affecting works & tanks, review of vulnerable location, arrangement of materials for emergencies & other actions as per IRPWM.

JUNE 2021

SECURITY

MONTH	DESCRIPTION OF WORK
June'21	i) Joint foot plating and night inspection by RPF officers in vulnerable sections.
	ii) Checking of consignments in VPU/SLR, including leased SLR to find out loading of contraband/dangerous goods which may likely to endanger the safety of passengers.

OPERATING

MONTH	DESCRIPTION OF WORK
June'21	Check the condition of Breathalyzer Machine of Crew Booking Lobby and verify that proper practice is being adopted by the crews during "sign in" by the crew. It is also to be checked that abnormal register/alert advice/safety button register etc. are maintained in proper manner and assurance/acknowledgement of crew is obtained in the register.
	Check the "Assurance Register" of Group "C" and Group "D" staff and it is to be cross-verified with attendance register that assurance has been taken the all concerned staff after <i>an absence of fifteen consecutive days or more</i> .
	Cross-checking private no. of Emergency key register of the interlocked L.C gate and SM's TSR and it should be ensured that opening and closing of gate during use of Emergency key is rigidly followed.
	Cross-checking 'Line Block Register'/'Stabled Load Register' with TSR and verify that procedure of stabling is being followed rigidly as per SR 5.23. It is also to be checked that Clamp & padlock are available as per SWR and are in working order.
	Checking/Counselling that Station Master follows the procedures laid down in SR 3.68 (e) (iii) during failure of approach/departure stop signal before issuing/handing over T-369 (3b) specially when point and route indications are failed to appear in the indication panel or in the event of failure of RRI/ /PI/EI. Station Master on duty shall ensure all facing or trailing point clamped and padlocked over the route.

MECHANICAL

MECHANICAL POWER AND DIESEL

MONTH	DIESEL ITEMS TO BE CHECKED
June'21	• Monsoon precaution. • Proper working of Auto drains valve and air dryer. • Cleaning of engine room. • Pneumatic horns. • Sealing of MU junction box to avoid ingress of rain water. • Calibration of gauges and sensors.
Note	i) Procurement of material and contracts should be placed well in time before the commencement of the drive. ii) Soft copies of the visual records before and after should be maintained in the sheds for inspection. lii) Action taken to be reported in the MCDO.

POWER

MONTH	POWER ITEMS TO BE CHECKED
June'21	• To avoid parting LPs should follow – (i) ensure starting of train without jerk. (ii) Notching of trains after AFI coming to zero/original position (iii) ensure proper locking of CBC. • Road side Stable load/locomotives should be secured. • Knowledge of location of signals in wrong side. • No loco should be taken over from shed with deficient safety equipment. • Check the setting of points physically while passing a defective signal against paper authority is being ensured.
Note	i) All the crew should be covered for each item of the drive ii) Summary of the action taken to be reported in the MCDO. iii) Wherever further actions are required it must be reported as assistance required from HQ.

DISASTER MANAGEMENT

MONTH	DISASTER MANAGEMENT & ELECTRONIC IN MOTION WEIGH BRIDGE
June'21	• A system for attention to Auxiliary Engines. • Review the Integration of EIMWBs with FOIS. • Trials with Fire Fighting Equipments. • Folding of 140T BD Cranes with Auxiliary engine.
NOTE	1. The trials undertaken to be reported in the MCDO. 2. Materials should be mobilized through AMC holder/Stores well in time. 3. Difficulty if any should be projected as assistance required from HQ.

MECHANICAL (COACHING)

MONTH	COACHING ITEMS TO BE CHECKED
June'21	• Ensure air pressure continuity test between Locomotive and last vehicle of outgoing train before issuing BPC. • Rolling in examination at en route & terminating station for detecting abnormalities. • Ensure 100% checking of axle box temperature at en route & terminating station for detecting any abnormality. • Ensure locking of Guard lobby in outgoing train at Loco end [Non Guard portion].

MECHANICAL (FREIGHT)

MONTH	ITEMS TO BE CHECKED
June'21	• To ensure availability of door fastening components and proper setting of doors in BOXN / BCN wagons. • To ensure proper setting of door operating mechanism (Primary locks, Secondary locks, door hinges, etc) of BOBR/ BOBRN wagons during examination / attending door closing. • Running of loaded trains with embedded empties with fixing responsibilities. • Proper fitment and working of CBC components & Draft Gears.

EMU & MEMU

MONTH	ITEMS TO BE CHECKED
June'21	▪ Identification and fixing of all water accumulation area at working place in the carshed. ▪ Checking and attention of any water seepage in the Driver cab with lookout glass attention. ▪ One cycle checking of all roof equipment's (Pantograph, VCB, LA, Servomotor etc.) ▪ Checking the safety operation of the EOT Cranes with necessary attention.

ELECTRICAL (G)/TL & AC

MONTH	ITEMS TO BE CHECKED
June'21	<u>Summer preparedness:</u> • Dust cleaning of Panel Board, regulator board, compressor and condenser motor with hand blower. • Lubricating of threads of the tension rod and adjusting nut. Changing of catch all filter for conventional coaches. • Cleaning of air duct by forced air jet for under- slung AC coaches (optional). • Complete cleaning of condenser and evaporator unit. Cleaning of drip tray and its outlet pipe. • Checking of cooling performance Monsoon Preparedness will be continued. • HRC fuses should be used in all electrical main circuits of coach wiring and wire fuses should be permitted for branch wiring only. • It should be ensured that there are no loose/ hanging connections, exposed wires, wires shorting defective equipment, fuses of higher capacity etc. in the AC and power panel. • Roof of RMPU coaches (package unit and drain water outlet, to be checked to avoid accumulation of rain water. • Checking of Emergency Light according to RDSO's SMI (twice in a month). • Checking of battery box and battery box cover. • Checking of continuity of coupling.

ELECTRICAL

Loco Running Staff

Month	Subject	Topic
June'21	1. Prevention of Stalling-	- To avoid stalling cases, following procedures must be followed by LPs are - A thorough LR (Learning Road) for LPs &ALP s as per GR & SR 3.78. - All LPs must have the Gradient Chart. - All LPs must know the provision of notch-up boards and gradient caution boards in section. - All LPs must know the permissible hauling capacity of the section for electric locos in dry and wet weather condition as mentioned in WTT page no. IX. - All LPGs before starting from originating station must serve Bank Pilot Memo, if, excessive tonnage in comparison to the load chart circulated. - Imposition of 30 kmph or less SR should be monitored by TLC control and banker should be accordingly planned whenever required. - Provision of Track gradient posts should be ensured. Deficiencies should be highlighted by LPs, LIs & Officers during their inspections. - Track should be kept free from grass.
	2. Use of Fire extinguisher—	LPs & ALPs should have practical knowledge of use of Fire-extinguisher
	3. GR & SR 6.08 -	The loco pilot should follow the instructions of Train Parting. To avoid parting LPs should follow—(i) ensure proper locking of CBC. (ii) Ensure starting of train without jerk. (iii)Notching of trains after AFI coming to zero/original position.

TRD

Month	Description
June'21	Checking of first aid box at every Switching stations, Maintenance depot, OHE inspection car, Break-down vehicle & Wiring train every month by depot in charge. [ACTM Para No. - 20332 (3)].
	Discharge / Earthing pole assembly should be inspected by SSE [ACTM Para No. - 20338 (I)].
	Ensure provision of bonds in place of missing / damaged bonds of OHE structure and check earth connections twice in a month [ACTM Para No. - 20322 (4) (I)].
	Examination of all "Caution, Danger, Shock treatment boards fortnightly and other boards for security & cleanliness twice in a month [ACTM Para No. - 20225(3)].
	Examination of working of Fire Extinguisher & availability of Fire Bucket twice in a month [ACTM para No. - 20225(3)].
	Organizing Safety seminar (CEE's letter No.- EL/92/1/Safety dt. 6-3-08).
	The continuity of the cable connection of discharge / earthing pole assembly between the top clamp and the earthing clamp should be checked once a fortnight. Cable should be renewed if more than 20% strands are broken. During use, cable should be continually examined for fraying and breakage of strands twice in a month [ACTM Para No.- 20338 (1)] .
	Up-dating of clearance of OHE from FOB / ROB and moving dimension and ensure minimum height of contact wire [ACTM Para No.- 10436 (9)].
	Up-dating of implantation of OHE masts and registered the same in the TPC. [ACTM Para No.- 10436 (9)].

TRD

Month	Description
June'21	Check the height and gradient of contact wire. [ACTM Para No.- 20326 (m)(i)].
	Checking condition of road surface and clearance of height gauge. [ACTM Para No.- 20326 (m)(ii)].

SIGNAL & TELECOMMUNICATION

Month	DESCRIPTION OF WORK	TO BE CHECKED BY		
June'21	1) Checking of Yard layout & ensuring that approved SI Plan and wiring diagram exists at site (50% of Stations) . (2) Identification of Signaling installation infringing SOD(50% of Stations). (3) Validation of Data logger (50% of Station)	100% by Sec. JE /S&T	50% by SSE/S&T in charge	20% by ASTE / DSTE /Sr. DSTE

Note:

- (1) Each Supervisor and Officer of S&T Deptt. shall carry out mandatory stations/LC Gate inspection as stipulated in SEM
- (2) No. of station /LC Gates so inspected is to be indicated in monthly compliance by Divisions.
- (3) The items mentioned in Safety Calendar are in addition to (1) as above, compliance of which should also be submitted by Divisions monthly. Station wise deficiencies to be mentioned along with action

ENGINEERING

Month	DESCRIPTION OF WORK
June'21	Hot Weather Patrolling of track to be introduced as soon as the temperature exceeds (td+25°C) as indicated in the LWR Manual.
	Pre-monsoon precautionary measures - maintenance of side/catch water drains, bridge waterways, painting of HFL, FSL, DL, selection of Patrolmen and Watchmen, Inspection of rain gauges.
	Inspection of Railway affecting works & tanks, review of vulnerable location, arrangement of materials for emergencies & other actions as per IRPWM. Normally 2 to 4 days in a week to be devoted to pre-monsoon.

JULY 2021

SECURITY

MONTH	DESCRIPTION OF WORK
July'21	i) Intensive drive against carriage of inflammable and explosive materials such as gas cylinders, crackers etc. by passengers in train.
	ii) Checking of consignments in VPU/SLR, including leased SLR to find out loading of contraband/dangerous goods which may likely to endanger the safety of passengers.

OPERATING

MONTH	DESCRIPTION OF WORK
July'21	Checking the patrolling register of the station and verify that patrolmen are conducting monsoon patrolling duty as per program. It is to be checked that Stations Master follows G&SR 15.04 and 15.05 when patrolmen fails to turn up duty.
	Cross-checking of Relay Room key register with signal failure Memo/ and signal failure register that Relay Room is not allowed to open during failure of signal without disconnection memo and no short cut method is followed during train operations. It is also to be ensured that SM follows JPO-64(Revised) of 24.02.2011 rigidly. Cross-checking the date & time of Relay Room Register with data logger and any irregularity should be pointed out in the report.
	Checking the cleanness/condition of Running Room and ensure that crews are taken complete rest in calm and quiet situation. It is also to be verified that lacuna of previous inspection conducted by officers/supervisor, has been complied.
	Checking of all L.C gate parameters with the standard list issued in GWR. Checking the Condition Gate Lodge, Road over track, Caution Board in height Gauge etc.
	Checking of Guard's equipments as per G&SR 4.19 and verify-
	I). whether guard "switches off" the light of rear SLR during run. ii). whether front portion of Guard's cab is in locked position. iii). "All Right Signal" is exchanged by Guard with concerned Staff properly during run. iv). whether G&SR 4.35 is strictly followed by Guard during starting of train. v) Checking of Continuity test as per procedure.

MECHANICAL

MECHANICAL POWER & DIESEL

MONTH	DIESEL ITEMS TO BE CHECKED
July'21	• Availability of safety clamps/wooden wedges. • Calibration of RADAR in HHP Loco. • Wheel slip protection and sanding gear. • Working of Air Driers, ADCs and sanders. • Availability of Fire extinguisher with valid date. • Sealing of loco exterior for leakage. • Cleaning of radiator room. • Tool Box and First aid box items availability in cab room.
Note	i) Procurement of material and contracts should be placed well in time before the commencement of the drive. ii) Soft copies of the visual records before and after should be maintained in the sheds for inspection. lii) Action taken to be reported in the MCDO.

POWER

MONTH	POWER ITEMS TO BE CHECKED
July'21	• LP should not back the train without authority. • All LPGs before starting from originating station must serve Bank Pilot Memo if excessive tonnage in comparison to the load chart circulated. • Protection of trains stopped between stations' • No loco should be taken over from shed with deficient safety equipment. • Continuity test to be conducted before accepting MV-5.
Note	iv) All the crew should be covered for each item of the drive v) Summary of the action taken to be reported in the MCDO. vi) Wherever further actions are required it must be reported as assistance required from HQ.

DISASTER MANAGEMENT

MONTH	DISASTER MANAGEMENT & ELECTRONIC IN MOTION WEIGH BRIDGE
July'21	• Speed trial of 140T Crane in their respective beat. • Replacement of computers beyond the codal life in the EIMWBs. • Attention to the hydraulic circuits of 140 T crane. • Attention to the Winches & Jacks.
NOTE	1. The trials undertaken to be reported in the MCDO. 2. Materials should be mobilized through AMC holder/Stores well in time. 3. Difficulty if any should be projected as assistance required from HQ.

MECHANICAL (COACHING)

MONTH	COACHING ITEMS TO BE CHECKED
July'21	• During pit maintenance of rake, ensure draining of air reservoir of coaches before attachment of RTR. • Ensure proper functioning and locking arrangement of luggage doors in coaching stock. • Checking for proper functioning of Alarm chain device in coaching stock. • Proper coupling of BP & FP hoses in between coaches and securing with GI wire to restrict en route uncoupling of hose

MECHANICAL (FREIGHT)

MONTH	ITEMS TO BE CHECKED
July'21	• To ensure permissible brake power of rakes during examination as per type of examination i.e. CC, Premium and End to End. • Checking of centre sill of BOXNHL wagons. • Checking at yard and siding regarding running of freight trains with invalid BPC. • To ensure availability of door fastenings and proper door setting of BOXN / BCN wagons.

EMU & MEMU

MONTH	ITEMS TO BE CHECKED
July'21	• Checking the attention of all the doors and windows of EMU/MEMU Coaches. • Cleaning of all the drain holes in all the coaches. • Checking the safety parameters of all items used for handling and transportation of heavy equipments. • Counselling of staff/supervisors about the standard safety protocols being adopted at Car sheds for prevention of all safety related incidents. • Checking and arresting leakage through Roof ventilator.

ELECTRICAL (G)/TL &AC

MONTH	ITEMS TO BE CHECKED
July'21	<u>Monsoon Preparedness:</u> • Thorough earth checking of coach wiring both under frame and on board. • Super structure wiring and under frame wiring will be tested separately. • <u>Insulation resistance</u> will be measured with all fittings equipment connected both on under frame and super structure with proper procedure. • Checking of emergency feed terminal and battery box checking of continuity of coupling. • Checking of IR Value of live terminals to body for all types of couplers. • All couplers and feeder junction box terminal box cover of alternator, Motors in under frame should be properly tightened to prevent in grace of rain water. • Roof of RMPU coaches (package unit & drain water outlet) to be checked to avoid accumulation of rain water. • Checking of Emergency Light according to RDSO's SMI (twice in a month). Checking of battery box and battery box cover.

ELECTRICA

Loco Running Staff

Month	Subject	Topic
July'21	1. GR—6.02 & GR-9.12 -	• Working in case of accident or failure of Communication. • Procedure during failure of Automatic signalling
	2. Working of trains during failure of automatic & semi-automatic signal-	• LPs should observe GR&SR 9.02, 9.07, & 9.15.

TRD

Month	Description
July'21	Checking of first aid box at every Switching stations, Maintenance depot, OHE inspection car, Break-down vehicle & Wiring train every month by depot in charge. [ACTM Para No. - 20332 (3)].
	Discharge / Earthing pole assembly should be inspected by SSE [ACTM Para No. - 20338 (1)].
	Ensure provision of bonds in place of missing / damaged bonds of OHE structure and check earth connections twice in a month [ACTM Para No. - 20322 (4) (1)].
	Examination of all "Caution, Danger, Shock treatment boards fortnightly and other boards for security & cleanliness twice in a month [ACTM Para No. - 20225(3)].
	Examination of working of Fire Extinguisher & availability of Fire Bucket twice in a month [ACTM para No. - 20225(3)].
	Organizing Safety seminar (CEE's letter No. - EL/92/1/Safety dt. 6-3-08).
	The continuity of the cable connection of discharge / earthing pole assembly between the top clamp and the earthing clamp should be checked once a fortnight. Cable should be renewed if more than 20% strands are broken. During use, cable should be continually examined for fraying and breakage of strands twice in a month [ACTM Para No.- 20338 (1)] .
	Up-dating of clearance of OHE from FOB / ROB and moving dimension and ensure minimum height of contact wire [ACTM Para No.- 10436 (9)].
	Up-dating of implantation of OHE masts and registered the same in the TPC. [ACTM Para No.- 10436 (9)].
	Ropes, Come-along clamps, Tirfor etc. should be tested at least once in six months, in the presence of a SSE/JE and record of such tests maintained in each depot. [ACTM Para No.- 20332 (4)]
	Checking of all screens provided on FOB / ROB. [ACTM Para No.- 11(2) (e) of Appendix-VIII].
	Trees and vegetation shall not be permitted to grow in the neighbourhood substations & switching stations. Roofs of buildings and the whole area of the substations and offices shall be kept clear of dry leaves, packing cases or other dry combustible material [ACTM Para No.- 10602 (1d)]..

SIGNAL & TELECOMMUNICATION

Month	DESCRIPTION OF WORK	TO BE CHECKED BY		
July'21	(1) Counselling of all safety category staff (2) Ensuring healthy standby /spare equipment(Signal & Telecommunication) (3) Ensuring proper operation of control cum indication panel /VDU in all respect as per SWR(50%)	100% by Sec. JE /S&T	50% by SSE/S&T in charge	20% by ASTE / DSTE /Sr. DSTE

Note:

- (1) Each Supervisor and Officer of S&T Deptt. shall carry out mandatory stations/LC Gate inspection as stipulated in SEM
- (2) No.of station /LC Gates so inspected is to be indicated in monthly compliance by Divisions.
- (3) The items mentioned in Safety Calendar are in addition to (1) as above, compliance of which should also be submitted by Divisions monthly.
- (4) Station wise deficiencies to be mentioned along with action plan

ENGINEERING

Month	DESCRIPTION OF WORK
July'21	Monsoon Precaution.
	Monsoon Patrolling both stationary and mobile as per Monsoon Booklet, inspection of equipment of Patrolmen, Inspection of Patrol Books by Engineering Officials, checking over patrolling at night.

AUGUST 2021

SECURITY

MONTH	DESCRIPTION OF WORK
August'21	i) Frequent check of passenger belongings by HHMDs, DFMDs, X-ray baggage scanner at Railway Station.
	ii) Checking of consignments in VPU/SLR, including leased SLR to find out loading of contraband/dangerous goods which may likely to endanger the safety of passengers

OPERATING

MONTH	DESCRIPTION OF WORK
August'21	Checking of all operating forms such as T/369 (3b), T/369(1), T/A 1425 to T/D 1425, T/806 etc. are being properly filled by Station Master. In case of irregularities are found during inspection, it should be counselled immediately. It is also to be ensured that actual cause of failure is recorded in the SI-24 register by S&T staff immediately after rectification in the remarks column and if responsibility is fixed up on other department's account, verify that remarks/reason of failure from other department is also taken.
	Checking the patrolling register of the station and verify whether Patrolman is conducting monsoon patrolling duty as per scheduled programme. It is also to be checked that Station Master follows G&SR 15.04 and 15.05.
	Check the condition Breathalyzer Machine of crew booking lobby and proper acknowledgement is taken after every test. Check the abnormal register/ unusual occurrence /incident register etc. verify whether counselling of staff is being conducted regularly.
	Check the condition of the following item of L.C Gate:- i) Condition of road over Railway track, Speed Breaker Sign, Height Gauge and Section 146 & 160 board. ii) Hand signal lamp, Telephone and Banner Flag etc.
	Check the stabled load in the station and it is verified that securing of vehicle has been complied as per SR 5.23.

MECHANICAL

MECHANICAL POWER & DIESEL

MONTH	DIESEL ITEMS TO BE CHECKED
August'21	• Working of wiper motor and blades. • Auto drains valve and air drier. • Ultrasonic Testing of axles of all locos, DMUs, TM shaft etc. • Cleaning of compressor room. • Maintenance of A9, SA9 & emergency brake. • Working of proportionate brakes. • Drainage channel of dynamic grids.
Note	i) Procurement of material and contracts should be placed well in time before the commencement of the drive. ii) Soft copies of the visual records before and after should be maintained in the sheds for inspection. iii) Action taken to be reported in the MCDO.

POWER

MONTH	POWER ITEMS TO BE CHECKED
August'21	• All LPs must know the permissible hauling capacity of DSL locos in dry and wet weather condition with various types of locos • Loco pilot not to leave engine when on duty. • Knowledge of location of signals in wrong side to avoid SPAD.. • Precautions to be taken by train crew for securing of train to prevent rolling down. • Call out signal by indicating the station name, signal name or number with hand gesture.
Note	- i)All the crew should be covered for each item of the drive - ii)Summary of the action taken to be reported in the MCDO. iii) Wherever further actions are required it must be reported as assistance required from HQ.

DISASTER MANAGEMENT

MONTH	DISASTER MANAGEMENT & ELECTRONIC IN MOTION WEIGH BRIDGE
August'21	• Attention to brake system of 140T Crane. • Checking & replacement of load cells of EIMWBs beyond the average life. • Checking of wire ropes, chains, slings & lifting tackles by the competent person. • Attention to re-railing equipments.
NOTE	1. The trials undertaken to be reported in the MCDO. 2. Materials should be mobilized through AMC holder/Stores well in time. 3. Difficulty if any should be projected as assistance required from HQ.

MECHANICAL (COACHING)

MONTH	COACHING ITEMS TO BE CHECKED
August'21	• Ensure rake protection by fixing skid board in both side of rake before starting rake maintenance at pit line. • Ensure availability and proper functioning of safety lock in main door of coaching stock. • Checking of all type of steel spring to detect any old flaw in coaching stock and ensure stipulated clearance. • Checking of bio-toilet brackets and securing arrangements with head stock in all coaches.

MECHANICAL (FREIGHT)

MONTH	ITEMS TO BE CHECKED
August'21	• Checking of allowable wheel profile (sharp flange, flat tyre, thin flange, etc) during examination to ensure safe running of trains. • Checking of proper fitment of CBC operating handle, bearing piece of operating handle, knuckle pin with APD etc and proper setting of CBC lock during examination. • Checking of spring gears. • Checking proper fitment of PU Pad bottom housing and top plate

EMU & MEMU

MONTH	ITEMS TO BE CHECKED
August'21	• Testing the insulation resistance of discharge rod used for OHE on/off. • Calibration of all measuring instruments (Megger, gauge, multimeter etc.) • Measurement and attention of Carbon Brush holder with armature in BHEL TM. • Checking the welding procedure and issuing and counselling the necessary instructions about welding hazards and safety precautions.

ELECTRICAL (G)/TL & AC

MONTH	ITEMS TO BE CHECKED
August'21	<u>Monsoon Preparedness:</u> • Thorough earth checking of coach wiring both under frame and on board. • Super structure wiring and under frame wiring will be tested separately. • <u>Insulation resistance will be measured</u> with all fittings and equipment connected both on under frame and super structure with proper procedure. • Checking of emergency feed terminal and battery box. Checking of IR Value of live terminals to body for all types of couplers. Checking of continuity of coupling. • All couplers and feeder junction box terminal box cover of alternator, Motors in under frame should be properly tightened to prevent in grace of rain water. • Roof of RMPU coaches (package Unit and drain water outlet) to be checked to avoid accumulation of rain water. • HRC fuses should be used in all electrical main circuits of coach wiring and wire fuses should be permitted for branch wiring only. • Checking of Emergency Light according to RDSO's SMI (twice in a month). • Checking of battery box and battery box cover.

ELECTRICAL

Loco Running Staff

Month	Subject	Topic
Aug'21	1. Application of RS By ALPs-	• When LP is not vigilant or not reacting according to signal. • ALPs should have practical knowledge to operate and close RS.
	2. GR&SR4.21 -	• Driving of Electric Train. Only certified LP / ALPs shall be allowed to drive electric rolling stock.
	3. GR & SR-6.03.	• Protection of lines at the time of Accident.

TRD

Month	Description
Aug'21	Checking of first aid box at every Switching stations, Maintenance depot, OHE inspection car, Break-down vehicle & Wiring train every month by depot in charge. [ACTM Para No.- 20332 (3)].
	Discharge / Earthing pole assembly should be inspected by SSE [ACTM Para No.- 20338 (i)].
	Ensure provision of bonds in place of missing / damaged bonds of OHE structure and check earth connections twice in a month [ACTM Para No.- 20322 (4)(i)].
	Examination of all "Caution, Danger, Shock treatment boards fortnightly and other boards for security & cleanliness twice in a month [ACTM Para No.- 20225(3)].
	Examination of working of Fire Extinguisher & availability of Fire Bucket twice in a month [ACTM para No.- 20225(3)].
	Organizing Safety seminar (CEE's letter No.- EL/92/1/Safety dt. 6-3-08).
	The continuity of the cable connection of discharge / earthing pole assembly between the top clamp and the earthing clamp should be checked once a fortnight. Cable should be renewed if more than 20% strands are broken. During use, cable should be continually examined for fraying and breakage of strands twice in a month [ACTM Para No.- 20338 (1)] .
	Up-dating of clearance of OHE from FOB / ROB and moving dimension and ensure minimum height of contact wire [ACTM Para No.- 10436 (9)].
	Up-dating of implantation of OHE masts and registered the same in the TPC. [ACTM Para No.- 10436 (9)].

SIGNAL & TELECOMMUNICATION

Month	DESCRIPTION OF WORK	TO BE CHECKED BY		
August'21	(1) Checking of VHF(25 watts)- Installation and measurement of forward and reflected power etc(50% of Stations). (2) S&T – Tail cable testing(50% of station)	100% by Sec. JE /S&T	50% by SSE/S&T in charge	20% by ASTE / DSTE /Sr. DSTE

Note:

- (1) Each Supervisor and Officer of S&T Deptt. shall carry out mandatory stations/LC Gate inspection as stipulated in SEM
- (2) No. of station /LC Gates so inspected is to be indicated in monthly compliance by Divisions.
- (3) The items mentioned in Safety Calendar are in addition to (1) as above, compliance of which should also be submitted by Divisions monthly.
- (4) Station wise deficiencies to be mentioned along with action

ENGINEERING

Month	DESCRIPTION OF WORK
Aug'21	1. Monsoon Precaution.
	2. Monsoon Patrolling both stationary and mobile as per Monsoon Booklet, inspection of equipment of Patrolmen, Inspection of Patrol Books by Engineering Officials, checking over patrolling at night.

SEPTEMBER 2021

SECURITY

MONTH	DESCRIPTION OF WORK
Septembert'21	i) Checking of consignments in VPU/SLR, including leased SLR to find out loading of contraband/dangerous goods which may likely to endanger the safety of passengers.
	ii) Joint patrolling and picketing with Engineering , S&T and GRP at vulnerable points /bridges /black spots/crime prone areas , unmanned level crossing gates and spots of accidents.

OPERATING

MONTH	DESCRIPTION OF WORK
Septembert'21	Check the stock of detonators of the stations along with validity .It is also to be verified that VTO is being clearly seen from the prescribed location of the station as per SWR. It is to be verify whether counselling and assurance is obtained as per SR 3.61(o) .
	Cross-checking number of all Veeder Counters of the panel with concerned Veeder register and verify reason behind the use of emergency (veeder) buttons. Verify whether failure during operations of emergency counter is also reflected in the SI-24(Signal Failure) register.
	It is to be checked that refresher course, safety camp and PME is liquidated in advance specially Guard and concerned staff as per Railway Board's guideline before ensuing foggy season.
	Check the availability and condition of equipment of L.C gate. It is to be verified that private number which was exchanged during operations of emergency key, is tallied with station/cabin. It is also to be checked that the box of emergency key is in proper sealed condition.
	Check during Footplate inspection that i). all engineering Board such as W/L, T/P, T/G, Speed Indicator Board and Caution Indicator Board etc. are placed according to G&SR and such Boards are in good condition. ii). Check whether LP/ALP looks backs frequently. iii). whether LP/ALP follow the whistle code as per SR. 4.50 iv). Calling out of signal aspect between ALP & LP is satisfactory.

MECHANICAL

MECHANICAL POWER & DIESEL

MONTH	DIESEL ITEMS TO BE CHECKED
Septembert'21	• Winter precaution. • Sanders in the locos. • Attention to gear-case. • Rail guards and cattle guards. • "H"-type & "E"-type CBC coupler attention OEM's manual & RDSO's report (G76 & G-80). • Replacing opaque wind shields.
Note	i) Procurement of material and contracts should be placed well in time before the commencement of the drive. ii) Soft copies of the visual records before and after should be maintained in the sheds for inspection. iii) Action taken to be reported in the MCDO.

POWER

MONTH	POWER ITEMS TO BE CHECKED
Septembert'21	• Road side Stable load/locomotives should be secured. • Loco pilot not to leave engine when on duty' • CLIs to have checked the adequacy of facilities in running room for taking rest and preparation of meals. • CLIs to have checked the adequacy of facilities in running room for taking rest and preparation of meals. • Use of APU for saving of fuel oil.
Note	vii) All the crew should be covered for each item of the drive viii) Summary of the action taken to be reported in the MCDO. ix) Wherever further actions are required it must be reported as assistance required from HQ.

DISASTER MANAGEMENT

MONTH	DISASTER MANAGEMENT& ELECTRONIC IN MOTION WEIGH BRIDGE
Septembert'21	• Calibration of gauges in the crane. • Replacement of computers beyond the codal life in the EIMWBs. • Attention to Re-railing equipments. • Checking of wire ropes, chains, slings & lifting tackles by the competent person.
NOTE	1. The trials undertaken to be reported in the MCDO. 2. Materials should be mobilized through AMC holder/Stores well in time. 3. Difficulty if any should be projected as assistance required from HQ.

MECHANICAL (COACHING)

MONTH	COACHING ITEMS TO BE CHECKED
Septembert'21	• Checking of brake block hanger, safety wire rope, equalizing stray rod, anchor link for corrosion and securing arrangement of pins, cotters, etc. During primary & secondary examination in ICF coaches. • Ensure proper leverage adjustment of brake gear in ICF coaches. • Checking of wheels of LHB & ICF coaches by wheel tapping and tyre defective gauge to detect any abnormality.

MECHANICAL (FREIGHT)

MONTH	ITEMS TO BE CHECKED
Septembert'21	• Checking of overloading of rakes at the time of weighment by in-motion weigh-bridge. • To ensure proper packing / lashing of steel consignment on wagons during examination of BRN rakes. • To detect and arrest oil leakage of BTPN wagons during examination of loaded rakes. • Proper functioning of DV during testing of rakes.

EMU & MEMU

MONTH	ITEMS TO BE CHECKED
Septembert'21	• Winter preparedness drive • Special drive to check safety guidelines are being followed by all contractual staff at Car sheds and Outstations stable point. • Implementation and review of all RDSO's SMI Modifications and check sheets. • Checking and review the shunting of rakes in the rakes to avoid any incidents. • Operation of Pantograph and its adjustment

ELECTRICAL (G)/TL&AC

MONTH	ITEMS TO BE CHECKED
Septembert'21	• Implementation and review of RDSO's SMI modification. • Progress of modification work on different technical aspect / equipment according to RDSO's modification sheet. • It will be ensured that there are no loose/ hanging connections, exposed wires, wires shorting defective equipment, fuses of higher capacity etc. in the AC and power panels. • Ensure of proper working of vane relay, Emergency Light. Checking of battery box and battery box cover. • Checking of continuity of coupling.

ELECTRICAL

Loco Running Staff

Month	Subject	Topic
Sept'21	1. GR & SR- 3.75	• Passing an IBH signal at 'ON' condition.
	2. GR & SR- 3.80 & 3.81 -	• Passing of defective Stop Signal with proper Authority.

TRD

Month	Description
Sept'21	Checking of first aid box at every Switching stations, Maintenance depot, OHE inspection car, Break-down vehicle & Wiring train every month by depot in charge. [ACTM Para No.- 20332 (3)].
	Discharge / Earthing pole assembly should be inspected by SSE [ACTM Para No.- 20338 (i)].
	Ensure provision of bonds in place of missing / damaged bonds of OHE structure and check earth connections twice in a month [ACTM Para No.- 20322 (4)(i)].
	Examination of all "Caution, Danger, Shock treatment boards fortnightly and other boards for security & cleanliness twice in a month [ACTM Para No.- 20225(3)].
	Examination of working of Fire Extinguisher & availability of Fire Bucket twice in a month [ACTM para No.- 20225(3)].
	Organizing Safety seminar (CEE's letter No.- EL/92/1/Safety dt. 6-3-08).
	The continuity of the cable connection of discharge / earthing pole assembly between the top clamp and the earthing clamp should be checked once a fortnight. Cable should be renewed if more than 20% strands are broken. During use, cable should be continually examined for fraying and breakage of strands twice in a month [ACTM Para No.- 20338 (1)] .
	Up-dating of clearance of OHE from FOB / ROB and moving dimension and ensure minimum height of contact wire [ACTM Para No.- 10436 (9)].
	Up-dating of implantation of OHE masts and registered the same in the TPC. [ACTM Para No.- 10436 (9)].

SIGNAL & TELECOMMUNICATION

Month	DESCRIPTION OF WORK	TO BE CHECKED BY		
Sept'21	1) S&T – Main cable testing (50% of Stations) (2) Ensuring healthy stand by /spare equipment (signal & Telecommunication) (3) Accountal of scrap and disposal (50% of station)	100% by Sec. JE /S&T	50% by SSE/S&T in charge	20% by ASTE / DSTE /Sr. DSTE

Note:

- (1) Each Supervisor and Officer of S&T Deptt. shall carry out mandatory stations/LC Gate inspection as stipulated in SEM
- (2) No.of station /LC Gates so inspected is to be indicated in monthly compliance by Divisions.
- (3) The items mentioned in Safety Calendar are in addition to (1) as above, compliance of which should also be submitted by Divisions monthly.
- (4) Station wise deficiencies to be mentioned along with action

ENGINEERING

Month	DESCRIPTION OF WORK
Sept'21	1.Monsoon Precaution - Picking up slacks, as required, maintenance of side/catch water drains, bridge waterways, cleaning of loose boulders from cuttings, repair to cess and bank, special patrolling of line by Gangs to be ordered by Mates.
	2. Monsoon Patrolling both stationary and mobile as per Monsoon Booklet, inspection of equipment of Patrolmen, Inspection of Patrol Books by Engineering Officials, checking over patrolling at night.
	3. USFD Testing of Tongue Rail.
	4. Attention to T/outs.

OCTOBER 2021

SECURITY

MONTH	DESCRIPTION OF WORK
October'21	i) Checking of important trains and stations using sniffer dogs.
	ii) Checking of consignments in VPU/SLR, including leased SLR to find out loading of contraband/dangerous goods which may likely to endanger the safety of passengers.

OPERATING

MONTH	DESCRIPTION OF WORK
October'21	Cross-checking Relay Room key register along with signal failure Memo & signal failure register (SI-24) that Relay Room is not open without disconnection memo during failure of signal and no short cut method is followed during train operations.
	Checking non-interlocked L.C gate and ensure that Gateman is exchange private number with SM as per SR 16.03(iii) (a) if find any discrepancy, may immediately be counsel until gateman understand it. It may also check that procedure of gate working is followed as per above correction slip.
	Check the stabled load in the station and it is to be verified that securing of vehicle has been complied as per SR 5.23.
	During Footplate inspection the flowing safety issue is to be checked;- i) LP/ALP is following whistle code as per SR 4.50. ii) Proper location/ condition of engineering Board. iii) Retro reflective Kilometer board is provided as per Railway Board's Policy Circular No, TRD/2012/2 and letter no. 2001/Elect (G)/170/1 Pt., dated: 07.05.12. iv) Protection is taken during engineering work as per G&SR and IRPWM.
	Check the following issues of crew booking lobby:- i) Condition of breathalyzer machine. ii) Proper acknowledgment of crew is taken after the test. iii) Abnormal register/Alert advice/Safety bulletin etc. issued by Division/ Headquarter is acknowledged by all LP/Guards.

MECHANICAL

MECHANICAL POWER & DIESEL

MONTH	DIESEL ITEMS TO BE CHECKED
October'21	• Sealing of cab. • Compressor setting. • Working of horn. • Arresting of leakage in the engine room by attention to leak of oil and water drain pipes. • Calibration of speed recorders. • Safety notices/instructions. • Working of classification lights. • Tool Box and First aid box items availability in cab room
Note	i) Procurement of material and contracts should be placed well in time before the commencement of the drive. ii) Soft copies of the visual records before and after should be maintained in the sheds for inspection.

	lii) Action taken to be reported in the MCDO.
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POWER

MONTH	POWER ITEMS TO BE CHECKED
October'21	• Check the setting of points physically while passing a defective signal against paper authority is being ensured. • Check the correct aspect of signal especially where one, two or more signal posts are available at the same side of the track. • Running staff should be counselled to avoid the tendency of packing their personal belongings while approaching the terminating station. • No loco should be taken over from shed with deficient safety equipment. • Stop loco at the foot of the Signal and wait for getting proper signal.
Note	x) All the crew should be covered for each item of the drive xi) Summary of the action taken to be reported in the MCDO. xii) Wherever further actions are required it must be reported as assistance required from HQ.

DISASTER MANAGEMENT

MONTH	DISASTER MANAGEMENT & ELECTRONIC IN MOTION WEIGH BRIDGE
October'21	• Calibration of gauges in the crane. • Replacement of Sensor rail of EIMWBs beyond the average life. • SPARMV: Joint Mock Drill with St. John Ambulance. • Full-fledged Mock Drills with 140T BD Crane including lifting of coach & wagon.
NOTE	1. The trials undertaken to be reported in the MCDO. 2. Materials should be mobilized through AMC holder/Stores well in time. 3. Difficulty if any should be projected as assistance required from HQ.

MECHANICAL (COACHING)

MONTH	COACHING ITEMS TO BE CHECKED
October'21	• Conditional checking and proper fitment of flexible hose connection in between Brake cylinder and Air brake metal pipe in ICF coaches, replacement of nylon washer with metallic washer in LHB coaches. • Availability of stipulated number of fire extinguishers and checking of validity date of fire extinguisher in all coaching stock. Ensure training to concerned staff for operating fire extinguishers, Fire detection and suppression system. • Checking of functionality of speed sensor in LHB coaches. • Functional checking of Guard hand brake.

MECHANICAL (FREIGHT)

MONTH	ITEMS TO BE CHECKED
October'21	• To check leakage rate, brake power, release time, piston stroke, etc during rake testing with RTR. • Special drive to check all safety and security fittings of under gear arrangement. • Special drive to check fitment of Brake Gear items like, Break beam, push rod, bracket of Auxiliary Reservoir, brake cylinder. • Checking of CTRB for grease oozing at yards.

EMU & MEMU

MONTH	ITEMS TO BE CHECKED
October'21	• Checking the safety procedure is being following during material loading/unloading. • Checking the PIS system installed in rakes. • Checking and necessary safety instructions displayed at Outstations and Car sheds. • Checking and necessary attention of slack adjuster in brake rigging.

ELECTRICAL (G)/TL&AC

MONTH	ITEMS TO BE CHECKED
October'21	• Implementation and review of RDSO's SMI modification. • It should be ensured that there are no loose/ hanging connections, exposed wires, wires shorting defective equipment, fuses of higher capacity etc. in the AC and Power Panels. • HRC fuses should be used in all electrical main circuits of coach wiring. • Working of heater circuit and heater element for all AC coaches & Checking of continuity of coupling. • Ensure of proper working of vane relay. Checking of Emergency Light (twice in a month). • Checking of battery box and battery box cover. Checking of OHP setting at 65° C for LHB AC coaches and the sensor of OHP is placed just in front of supply air opening. • OHP setting for conventional RMPU is to be at 130°C and sensor of OHP should put on skin of the heating elements and mounted in vertical position

ELECTRICAL

Loco Running Staff

Month	Subject	Topic
Oct'21	1. GR & SR 4.14 -	• Duty of Crew in case of failure of Head Light.
	2. Watching safe running of adjoining train-	• Both LP & ALP should be vigilant about adjoining line train movement- if any abnormality noticed, report.

TRD

Month	Description
Oct'21	Checking of first aid box at every Switching stations, Maintenance depot, OHE inspection car, Break-down vehicle & Wiring train every month by depot in charge. [ACTM Para No.- 20332 (3)].
	Discharge / Earthing pole assembly should be inspected by SSE [ACTM Para No.- 20338 (i)].
	Ensure provision of bonds in place of missing / damaged bonds of OHE structure and check earth connections twice in a month [ACTM Para No.- 20322 (4)(i)].
	Examination of all "Caution, Danger, Shock treatment boards fortnightly and other boards for security & cleanliness twice in a month [ACTM Para No.- 20225(3)].
	Examination of working of Fire Extinguisher & availability of Fire Bucket twice in a month [ACTM para No.- 20225(3)].
	Organizing Safety seminar (CEE's letter No.- EL/92/1/Safety dt. 6-3-08).
	The continuity of the cable connection of discharge / earthing pole assembly between the top clamp and the earthing clamp should be checked once a fortnight. Cable should be renewed if more than 20% strands are broken. During use, cable should be continually examined for fraying and breakage of strands twice in a month [ACTM Para No.- 20338 (1)] .
	Up-dating of clearance of OHE from FOB / ROB and moving dimension and ensure minimum height of contact wire [ACTM Para No.- 10436 (9)].
	Up-dating of implantation of OHE masts and registered the same in the TPC. [ACTM Para No.- 10436 (9)].

TRD

Month	Description
Oct'21	Checking of condition of hoarding board and its structure. (JPO No. G.11/PRO/SAS/POLICY/Pt.III dated 12.03.2008.
	Checking of all screens provided on FOB / ROB. [ACTM Para No.- 11(2) (e) of Appendix-VIII].
	Trees and vegetation shall not be permitted to grow in the neighbourhood substations & switching stations. Roofs of buildings and the whole area of the substations and offices shall be kept clear of dry leaves, packing cases or other dry combustible material [ACTM Para No.- 10602 (1d)].

SIGNAL & TELECOMMUNICATION

Month	DESCRIPTION OF WORK	TO BE CHECKED BY		
Oct'21	1) Checking of Earth resistance,Earth connections &Earth pits,Checking of surge arrestor(Balance of 50%.) (2) Checking of worn out signal units,signal posts and action taken(balance 50% of station) of station (3)Ensuring proper operation of control cum indication panel /VDU in all respect as per SWR(Balance 50%)	100% by Sec. JE /S&T	50% by SSE/S&T in charge	20% by ASTE / DSTE /Sr. DSTE

Note:

- (1) Each Supervisor and Officer of S&T Deptt. shall carry out mandatory stations/LC Gate inspection as stipulated in SEM
- (2) No.of station /LC Gates so inspected is to be indicated in monthly compliance by Divisions.
- (3) The items mentioned in Safety Calendar are in addition to (1) as above, compliance of which should also be submitted by Divisions monthly.
- (4) Station wise deficiencies to be mentioned along with action plan

ENGINEERING

Month	DESCRIPTION OF WORK
Oct'21	1.Monsoon precaution and post monsoon activities - Repair to cess and bank, boxing of ballast, systematic directed track maintenance throughout the section, overhauling of mud pumping Zones, gap adjustment, lubrication of joints, packing of bridge approaches.
	2. Scanning of fish plated joints and old welds.

NOVEMBER 2021

SECURITY

MONTH	DESCRIPTION OF WORK
November'21	i) Joint check with Commercial Department against booking of inflammable and dangerous goods.
	ii) Checking of consignments in VPU/SLR, including leased SLR to find out loading of contraband/dangerous goods which may likely to endanger the safety of passengers.

OPERATING

MONTH	DESCRIPTION OF WORK
November'21	Check the following issue of crew booking lobby/Running Room. i) Safety circular/ Bulletin/ abnormal register/untoward incident register. ii) Cleanness of bed room, reading room, toilet, dining room and Kitchen etc. iii) Condition of cots, pillow, linen, table and chair etc. iv) Availability of correction slip of G&SR, BWM and accident manual either in Hard copy or in electronic mode.
	Check the following item during Footplate inspection;- i) As per bio-data book, whether LI counsel LP/ALP about the speed of the train during Fog. ii) Calling out of signalling aspect between LP&ALP is satisfactory. iii) Engineering board i.e. W/L, speed indicator board etc are in good condition and placed in proper location. iv) Equipment of LP&ALP as per G&SR 4.19. v) Checking of Continuity test as per procedure.
	Check the panel/VDU of the cabin that Station Master follows setting of points against the block line as per SR 5.19(v) and Station Master put/place safety cap in the relevant button. It is also to be ensured that line is blocked as per provision of G&SR.
	Check that double lock has been provided in the Relay Room and it is to be checked / verified that opening of room is being followed as per JPO 64 by Station Master and no short cut method is applied. Any irregularity is found during inspection, should be highlighted to higher authority.
	Check the "Assurance Register" of Group "C" and Group "D" staff and it is to be cross-verified with attendance register that assurance has been taken the all concerned staff after an absence of fifteen consecutive days or more.

MECHANICAL

MECHANICAL POWER & DIESEL

MONTH	DIESEL ITEMS TO BE CHECKED
November'21	• Provision of on board safety equipment. • Calibration of sensors & gauges. • Calibration of Air Flow indicator. • Attention to Wheel & suspension. • Attention to CCB system. • Focusing of twin beam headlights. • Identification and replacement of Traction Motors with reducing IR.
Note	i) Procurement of material and contracts should be placed well in time before the commencement of the drive. ii) Soft copies of the visual records before and after should be maintained in the sheds for inspection. iii) Action taken to be reported in the MCDO.

POWER

MONTH	POWER ITEMS TO BE CHECKED
November'21	• Knowledge of location of signals in wrong side. • Drivers to move only with valid BPC • Both LP & ALP should check the Axle box temperature at every opportunity. • Proper rest of crew should be ensured in Running Room & HQ. • Brake continuity test to be done by Guard and LP before starting Train at originating station and after doing any change in marshalling.
Note	i) All the crew should be covered for each item of the drive ii) Summary of the action taken to be reported in the MCDO. iii) Wherever further actions are required it must be reported as assistance required from HQ.

DISASTER MANAGEMENT

MONTH	DISASTER MANAGEMENT & ELECTRONIC IN MOTION WEIGH BRIDGE
November'21	• Attention hydraulic circuits of Crane. • Ensuring tools & equipment's as per yardstick. • Replacement of track switches of EIMWBs beyond the average life. • Joint mock Drill with NDRF.
NOTE	1. The trials undertaken to be reported in the MCDO. 2. Materials should be mobilized through AMC holder/Stores well in time. 3. Difficulty if any should be projected as assistance required from HQ.

MECHANICAL (COACHING)

MONTH	COACHING ITEMS TO BE CHECKED
November'21	• Proper fitment and functional checking of Guard emergency brake application valve. • Ensure availability of all safety related poster inside the coach. • Availability of instructions for operation of emergency window in proper location. • Ensure proper functioning of WSP, speed sensor, earthing equipment, FIBA device in LHB stock.

MECHANICAL (FREIGHT)

MONTH	ITEMS TO BE CHECKED
November'21	• Rolling in examination on terminating trains at train examination yards station for detecting abnormalities. • To ensure availability of door fastenings and proper door setting of BOXN / BCN wagons. • Checking of centre sill crack of BOXNHL wagons. • Checking of air hoses, angle cocks etc. and air pressure leakage test with RTR

EMU & MEMU

MONTH	ITEMS TO BE CHECKED
November'21	• Monitoring of unauthorised entry in EMU/MEMU Carshed. • Intactness of under slung equipments in EMU/MEMU rakes. • Illumination checking in pit-lines, OHE isolating points, lifting bay in Car sheds. • Intactness of all doors and windows in all the rakes.

ELECTRICAL (G)/TL&AC

MONTH	ITEMS TO BE CHECKED
November'21	• Implementation and review of RDSO's SMI modification. • Progress of modification work on different technical aspect / equipment according to RDSO's modification. • It will be ensured that there are no loose/ hanging connections, exposed wires, wires shorting defective equipment, fuses of higher capacity etc. in the AC and power Panels & Checking of continuity of coupling. • PELX box - One time through checking. Working of heater circuit on heater element. • Working of heater circuit on heater element. Ensure of proper working of vane relay. • Checking of Emergency Light according to RDSO's SMI (twice in a month). • Checking of battery box and battery box cover. Checking of OHP setting at 65° C for LHB type AC coaches and the sensor of OHP is placed just in front of supply air opening. • OHP setting for conventional RMPU is to be at 130° C and the sensor of OHP should put on skin of the heating elements and it should be mounted in vertical position.

ELECTRICAL

Loco Running Staff

Month	Subject	Topic
Nov'21	1. Prevention of accidents-	- Both LP & Alps should be more vigilant about signal. - LPs should not isolate VCD. - Ensure proper setting of points with respect to authority. - Avoid back shunting. - Proper rest of crew in running Room & HQ. - Mobile phone should not be used on running. It should be kept switched off.
	2. Duties of Loco Pilot in respect -a "Calling on Signal" GR-3.79)-	Stop loco at the foot of the Signal and wait for signal. Proceed with restricted speed to stop short of any obstruction.
	3. Brake feel & Brake power test-	'Brake feel test' to be performed by each crew before reaching 15 kmph speed after taking over charge of train and 'Brake power test' to be done by the crew from the originating station after reaching minimum 40 kmph speed in 1st block section.

TRD

Month	Description
Nov'21	Checking of first aid box at every Switching stations, Maintenance depot, OHE inspection car, Break-down vehicle & Wiring train every month by depot in charge. [ACTM Para No. - 20332 (3)].
	Discharge / Earthing pole assembly should be inspected by SSE [ACTM Para No.- 20338 (i)].
	Ensure provision of bonds in place of missing / damaged bonds of OHE structure and check earth connections twice in a month [ACTM Para No.- 20322 (4)(i)].
	Examination of all "Caution, Danger, Shock treatment boards fortnightly and other boards for security & cleanliness twice in a month [ACTM Para No.- 20225(3)].
	Examination of working of Fire Extinguisher & availability of Fire Bucket twice in a month [ACTM para No.- 20225(3)].
	Organizing Safety seminar (CEE's letter No.- EL/92/1/Safety dt. 6-3-08).
	The continuity of the cable connection of discharge / earthing pole assembly between the top clamp and the earthing clamp should be checked once a fortnight. Cable should be renewed if more than 20% strands are broken. During use, cable should be continually examined for fraying and breakage of strands twice in a month [ACTM Para No.- 20338 (1)] .
	Up-dating of clearance of OHE from FOB / ROB and moving dimension and ensure minimum height of contact wire [ACTM Para No.- 10436 (9)].
	Up-dating of implantation of OHE masts and registered the same in the TPC. [ACTM Para No.- 10436 (9)].

SIGNAL & TELECOMMUNICATIKON

Month	DESCRIPTION OF WORK	TO BE CHECKED BY		
Nov'21	1) Checking of Yard layout & ensuring that approved SI Plan and wiring diagram exists at site (balance 50% of Stations).. (2) Identification of Signalling installation infringing SOD (balance 50% of Stations).. (3) Validation of Data logger (balance 50% of Stations).	100% by Sec. JE /S&T	50% by SSE/S&T in charge	20% by ASTE / DSTE /Sr. DSTE

Note:

- (1) Each Supervisor and Officer of S&T Deptt. shall carry out mandatory stations/LC Gate inspection as stipulated in SEM
- (2) No.of station /LC Gates so inspected is to be indicated in monthly compliance by Divisions.
- (3) The items mentioned in Safety Calendar are in addition to (1) as above , compliance of which should also be submitted by Divisions monthly.
- (4) Station wise deficiencies to be mentioned along with action plan

ENGINEERING

Month	DESCRIPTION OF WORK
Nov'21	1.Post Monsoon activities - Repair to cess and bank, boxing of ballast, systematic directed track maintenance throughout the section, overhauling of mud pumping Zones, gap adjustment, lubrication of joints, packing of bridge approaches.
	2. Track maintenance work - Attention to regular maintenance of track.
	3. Scanning of fish plated joints and old welds.

DECEMBER 2021

SECURITY

MONTH	DESCRIPTION OF WORK
December'21	i) Checking of vital installations and stations using sniffer dogs.
	ii) Checking of consignments in VPU/SLR, including leased SLR to find out loading of contraband/dangerous goods which may likely to endanger the safety of passengers.

OPERATING

MONTH	DESCRIPTION OF WORK
December'21	Cross-check private number of emergency Key register of the interlocked L.C gate and SM's TSR. Verify whether opening and closing of L/C/Gate during use of emergency key is rigidly followed as per GWR.
	Cross-check Rely room key register with signal failure memo/and signal failure register that relay room is not open during failure of signal without disconnection memo (S&T DN) and no short cut method is followed during train operations and SM follows JPO-64(Revised) of 24.2.2011 rigidly. Cross-checking the date & time of Relay Room Register with data logger and any irregularity should be pointed out in the report.
	Check the knowledge of Guards given brake van inspection as given below:- i) Protection of train in case of accident. ii) Working of part- load from section. iii) Securing of vehicle as per SR 5.23. iv) Continuity test as per procedure.
	Check the knowledge of station staff about Crank handle operation, serving T/369(3b) to Loco Pilot and exchanging "All Right Signal" etc. specially to 'B' & 'C' grade staff.
	Check the assurance of Group "D" and Group "C" staff and cross-verify with attendance register that assurance has been obtained from staff who are absent consecutive 15 days or more.

MECHANICAL

MECHANICAL POWER & DIESEL

MONTH	DIESEL ITEMS TO BE CHECKED
December'21	• Attention to auxiliary generators/exciter • Arresting accumulation water/oil in ECC3. • Securing of pipelines. • Cleaning of radiator room. • Checking the fuel efficiency kit based on SFC. • Attention to Diodes in AMR. • Attention to locos with low IR in power circuit.
Note	i) Procurement of material and contracts should be placed well in time before the commencement of the drive. ii) Soft copies of the visual records before and after should be maintained in the sheds for inspection. lii) Action taken to be reported in the MCDO.

POWER

MONTH	POWER ITEMS TO BE CHECKED
December'21	• Both LP & ALP should callout repeatedly, if signal aspect is 'RED' till train stops or change of signal aspect. • Look back by Loco Pilots should be ensured during run regularly at all curves. • Drivers to move only with valid BPC • Check the setting of points physically while passing a defective signal against paper authority is being ensured. • Reduce speed of train in case signal aspect is restrictive and not to presume aspect of next signal.
Note	i) All the crew should be covered for each item of the drive li) Summary of the action taken to be reported in the MCDO. iii) Wherever further actions are required it must be reported as assistance required from HQ.

DISASTER MANAGEMENT

MONTH	DISASTER MANAGEMENT & ELECTRONIC IN MOTION WEIGH BRIDGE
December'21	• Attention to the Winches & jacks. • Replacement of Electronic cards, SMPS & Mother Board in EIMWBs beyond the average life. • Attention to the brake system & Propping Gears of 140T BD Crane. • Speed trials of ARTs within their respective beat.
NOTE	1. The trials undertaken to be reported in the MCDO. 2. Materials should be mobilized through AMC holder/Stores well in time. 3. Difficulty if any should be projected as assistance required from HQ.

MECHANICAL (COACHING)

MONTH	COACHING ITEMS TO BE CHECKED
December'21	• Ensure proper functioning of brake calliper in LHB stock. • Ensure proper fitment and safety arrangement of berth chain. • Checking for proper functioning of Alarm chain device in coaching stock. • Proper coupling of BP & FP hoses in between coaches and securing with GI wire to restrict en route uncoupling of hose.

MECHANICAL (FREIGHT)

MONTH	ITEMS TO BE CHECKED
December'21	• To ensure availability of door fastening components and proper fixing of doors in BOXN / BCN wagons. • To ensure proper setting of door operating mechanism (Primary locks, Secondary locks, door hinges, etc.) of BOBR/ BOBRN wagons during examination / attending door closing. • Checking of CTRB for grease oozing/Worm box at yards. • Proper fitment and working of CBC components & Draft Gears

EMU&MEMU

MONTH	ITEMS TO BE CHECKED
December'21	• Checking and adjustment in view of foggy weather. (HL, TL, Horn, Flasher light etc.) • Review of implementation of safety guidelines given by higher authority, Division, Head Quarter, Railway Board etc. • Intactness of foot plate at doors. • Working of Air-dryer.

ELECTRICAL (G)/TL&AC

MONTH	ITEMS TO BE CHECKED
December'21	• Implementation and review of RDSO's SMI modification. • Progress of modification work on different technical aspect / equipment according to RDSO's modification sheet. • HRC fuses should be used in all electrical circuits of coach wiring. It should be ensured that there are no loose/ hanging connections, exposed wires, wires shorting defective equipment, fuses of higher capacity etc. in the AC and power panel. Checking of continuity of coupling. • Thorough checking, tightening in power circuit, cable dressing, cleating, replacement of fan, light and fuses. • Cleaning and replacement of pantry car exhaust fan, measurement and testing of condenser in EOG rakes. • Ensure of proper working of vane relay. Checking of Emergency Light according to RDSO's SMI (twice in a month). Checking of battery box and battery box cover. • Checking of OHP setting at 65°C for LHB AC coaches and the sensor of OHP is placed just in front of supply air opening. • OHP setting for conventional RMPU is to be at 130° C and sensor of OHP should put on skin of the heating elements and mounted in vertical position.

ELECTRICAL

Loco Running Staff

Month	Subject	Topic
Dec'21	1. Working of trains During foggy weather (GR-3.78) -	- Loco Pilot to whistle frequently to warn the gateman and road users of an approaching train at level crossings. - LPs should decide safe speed of trains during Foggy weather either by experience or by application of brake. - In Absolute Block system the speed should not exceed 75 kmph. - In Automatic Block system the speed will be as per the signal aspect- "Green" signal— not to exceed— 75 Kmph. "Double Yellow"-not to exceed- 30Kmph "Yellow"-Proceed to stop at the next stop signal. "Red"-after waiting for one minute by day and two minutes by night and exchanging signal with Guard proceed ahead with great caution (not exceeding 10 kmph) so as to stop short of any obstruction. Note: In case fog safe device is not available in loco motives or the device fails en-route the maximum speed of 75 kmph as indicated above shall be reduced to 60 kmph or less subject to judgment of Loco pilot.

TRD

Month	Description
Dec'21	Checking of first aid box at every Switching stations, Maintenance depot, OHE inspection car, Break-down vehicle & Wiring train every month by depot in charge. [ACTM Para No.- 20332 (3)]. Discharge / Earthing pole assembly should be inspected by SSE [ACTM Para No.- 20338 (i)]. Ensure provision of bonds in place of missing / damaged bonds of OHE structure and check earth connections twice in a month [ACTM Para No.- 20322 (4)(i)]. Examination of all "Caution, Danger, Shock treatment boards fortnightly and other boards for security & cleanliness twice in a month [ACTM Para No.- 20225(3)]. Examination of working of Fire Extinguisher & availability of Fire Bucket twice in a month [ACTM para No.- 20225(3)]. Organizing Safety seminar (CEE's letter No.- EL/92/1/Safety dt. 6-3-08). The continuity of the cable connection of discharge / earthing pole assembly between the top clamp and the earthing clamp should be checked once a fortnight. Cable should be renewed if more than 20% strands are broken. During use, cable should be continually examined for fraying and breakage of strands twice in a month [ACTM Para No.- 20338 (1)] . Up-dating of clearance of OHE from FOB / ROB and moving dimension and ensure minimum height of contact wire [ACTM Para No.- 10436 (9)]. Up-dating of implantation of OHE masts and registered the same in the TPC. [ACTM Para No.- 10436 (9)].

SIGNAL & TELECOMMUNICATION

Month	DESCRIPTION OF WORK	TO BE CHECKED BY		
Dec'21	(1) Inspections of cable route for any exposed cable & Remedial action to be taken to protect. (2) Remedial action to be taken for removal of temporary joints in Quad cable.	100% by Sec. JE /S&T	50% by SSE/S&T in charge	20% by ASTE / DSTE /Sr. DSTE

Note:

- (1) Each Supervisor and Officer of S&T Deptt. shall carry out mandatory stations/LC Gate inspection as stipulated in SEM
- (2) No.of station /LC Gates so inspected is to be indicated in monthly compliance by Divisions.
- (3) The items mentioned in Safety Calendar are in addition to (1) as above, compliance of which should also be submitted by Divisions monthly.
- (4) Station wise deficiencies to be mentioned along with action

ENGINEERING

Month	DESCRIPTION OF WORK
Dec'21	1. Track maintenance and cold weather patrolling.
	2. Annual bridge inspection to be conducted.

JANUARY 2022

SECURITY

MONTH	DESCRIPTION OF WORK
January'22	i) Public awareness campaign sensitizing public not to touch any unclaimed, abandoned, suspicious objects.
	ii) Checking of consignments in VPU/SLR, including leased SLR to find out loading of contraband/dangerous goods which may likely to endanger the safety of passengers.

OPERATING

MONTH	DESCRIPTION OF WORK
January'22	Cross- check private number of Emergency Key register with TSR of station/Cabin, if any, discrepancy is found, it should be highlighted in the inspection note. The following conditions of L.C gate are also to be verified:- i) Road surfaces, ii) Speed breaker, iii) Danger Board of height gauge etc.
	Cross-check Veeder Counter's readings with the respective register and it may also be verified whether change of counter reading during failure is reflected in the SI-24 register. It is also to be cross-checked that failure memo is issued to S&T staff for attending the same.
	Check 'Joint Point And Crossing Register' and examine whether it is done as per schedule and deficiency recorded in the register are being complied immediately. It is also to be checked/ verified how many deficiencies are not complied within short duration.
	Check the following issues of crew booking lobby:- i) Condition of Breathalyzer machine. ii) Proper acknowledgment of crew is taken after the test. iii) Abnormal register/Alert advice/Safety bulletin etc. issued by Division/ Headquarter is acknowledged by all LP/Guards.
	During Footplate inspection the following safety issue is to be checked:- I) LP/ALP is following whistle code as per SR 4.50. ii) Proper location/ condition of Engineering Board. iii) Retro reflective Kilometre board provided as per Railway Board's Policy Circular No, TRD/2012/2 and letter no. 2001/Elect (G) 117011 Pt., dated: 07.05.12. iv) Protection is taken during engineering work as per G&SR and IRPWM.

MECHANICAL

MECHANICAL POWER & DIESEL

MONTH	DIESEL ITEMS TO BE CHECKED
January'22	• Cleaning of compressor room. • Wheels slip protection and sanding gear. • Working of proportionate brake. • Functioning of EPDs. • Sealing of loco exterior for leakage. • Provision of FIP cover. • Notices, Instructions & proper levelling near all switches in cab room. • Drainage channel of dynamic grids.
Note	I) Procurement of material and contracts should be placed well in time before the commencement of the drive. ii) Soft copies of the visual records before and after should be maintained in the sheds for inspection. lii) Action taken to be reported in the MCDO.

POWER

MONTH	POWER ITEMS TO BE CHECKED
January'22	• Check the correct aspect of signal especially where one, two or more signal posts are available at the same side of the track. • All CLIs to conduct ambush check on various aspects. • Conduct ambush check with portable breath analyzer for checking of Engine Crews in the section. • Check the knowledge of engine crews for Operation of train during fog' • CLIs to have checked the adequacy of facilities in running room for taking rest and preparation of meals.
Note	i) All the crew should be covered for each item of the drive ii) Summary of the action taken to be reported in the MCDO. iii) Wherever further actions are required it must be reported as assistance required from HQ.

DISASTER MANAGEMENT

MONTH	DISASTER MANAGEMENT & ELECTRONIC IN MOTION WEIGH BRIDGE
January'22	• Speed trial of SPARMVs within their respective beat. • Integration of EIMWBs with FOIS. • Ensuring availability of all the standard equipment in the crane. • Working of on board equipment's in ARTs.
NOTE	1. The trials undertaken to be reported in the MCDO. 2. Materials should be mobilized through AMC holder/Stores well in time. 3. Difficulty if any should be projected as assistance required from HQ.

MECHANICAL (COACHING)

MONTH	COACHING ITEMS TO BE CHECKED
January'22	• Ensure air pressure continuity testing between Locomotive and last vehicle of outgoing train before issuing BPC. • Ensure proper locking arrangement of window glass and window shutter in non AC coaches in opened & closed condition. • Ensure 100% checking of axle box temperature at en route & terminating station for detecting any abnormality. • Ensure locking of Guard lobby in outgoing train at Loco end [Non Guard portion]

MECHANICAL (FREIGHT)

MONTH	ITEMS TO BE CHECKED
January'22	• To ensure permissible brake power of CC and Premium rakes during examination. • Checking of centre sill of BOXNHL wagons. • Running of loaded trains with embedded empties with fixing responsibilities. • Checking at yard and siding regarding running of freight trains with invalid BPC

EMU & MEMU

MONTH	ITEMS TO BE CHECKED
January'22	▪ Intactness of Ladder in EMU/MEMU rakes. ▪ Calibration of overhauling equipment's. • Checking the intactness of driving cab door and windows.

ELECTRICAL (G)/TL&AC

MONTH	ITEMS TO BE CHECKED
January'22	• Implementation and review of RDSO's SMI modification. • Progress of modification work on different technical aspect / equipment according to RDSO's modification sheet. • HRC fuses will be used in all electrical main circuits of coach wiring and wire fuses should be permitted for branch wiring only. Checking of continuity of coupling. • It should be ensured that there are no loose/ hanging connections, exposed wires, wires shorting defective equipment, fuses of higher capacity etc. in the AC and power panel. • Ensure of proper working of vane relay. Checking of Emergency Light according to RDSO's SMI (twice in a month). Checking of battery box and battery box cover. • Checking of OHP setting at 65° C for LHB type AC coaches and the sensor of OHP is placed just in front of supply air opening. • OHP setting for conventional RMPU is to be at 130° C and the sensor of OHP should put on skin of the heating elements and it should be mounted in vertical position

MECHANICAL**Loco Running Staff**

Month	Subject	Topic
Jan'22	1. Prolonged failure of OHE-	• Protection to be under taken by LPs in case of prolonged failure of OHE in mid-section as per GR & SR 4.21.
	2. GR&SR-6.07-	• Running staff should report for experiencing any jerk /abnormality on line during running. • All abnormality reported by Running staff during working should be attended on priority. • Feedback mechanism for Track/Signal defects reported by LPs should be in place. Feedback SMS should be sent through CMS.

TRD

Month	Description
Jan'22	Checking of first aid box at every Switching stations, Maintenance depot, OHE inspection car, Break-down vehicle & Wiring train every month by depot in charge. [ACTM Para No. - 20332 (3)].
	Discharge / Earthing pole assembly should be inspected by SSE [ACTM Para No.- 20338 (i)].
	Ensure provision of bonds in place of missing / damaged bonds of OHE structure and check earth connections twice in a month [ACTM Para No.- 20322 (4)(i)].
	Examination of all "Caution, Danger, Shock treatment boards fortnightly and other boards for security & cleanliness twice in a month [ACTM Para No.- 20225(3)].
	Examination of working of Fire Extinguisher & availability of Fire Bucket twice in a month [ACTM para No.- 20225(3)].
	Organizing Safety seminar (CEE's letter No.- EL/92/1/Safety dt. 6-3-08).
	The continuity of the cable connection of discharge / earthing pole assembly between the top clamp and the earthing clamp should be checked once a fortnight. Cable should be renewed if more than 20% strands are broken. During use, cable should be continually examined for fraying and breakage of strands twice in a month [ACTM Para No.- 20338 (1)] .
	Up-dating of clearance of OHE from FOB / ROB and moving dimension and ensure minimum height of contact wire [ACTM Para No.- 10436 (9)].
	Up-dating of implantation of OHE masts and registered the same in the TPC. [ACTM Para No.- 10436 (9)].

TRD

Month	Description
Jan'22	Checking of all screens provided on FOB / ROB. [ACTM Para No.- 11(2) (e) of Appendix-VIII].
	Trees and vegetation shall not be permitted to grow in the neighbourhood substations & switching stations. Roofs of buildings and the whole area of the substations and offices shall be kept clear of dry leaves, packing cases or other dry combustible material [ACTM Para No.- 10602 (1d)].
	Ropes, Come-along clamps, Tirfor etc. should be tested once in six months at least, in the presence of a SSE/JE and record of such tests maintained in each depot. [ACTM Para No.- 20332 (4)].

SIGNAL & TELECOMMUNICATION

Month	DESCRIPTION OF WORK	TO BE CHECKED BY		
Jan'22	1) Counselling of all Safety category staff (2) Ensuring healthy standby /spare equipment (signal & Telecommunication) . (3) Ensuring proper operation of control cum indication panel /VDU in all respect as per SWR	100% by Sec. JE /S&T	50% by SSE/S&T in charge	20% by ASTE / DSTE /Sr. DSTE

Note:

- (1) Each Supervisor and Officer of S&T Deptt. shall carry out mandatory stations/LC Gate inspection as stipulated in SEM
- (2) No.of station /LC Gates so inspected is to be indicated in monthly compliance by Divisions.
- (3) The items mentioned in Safety Calendar are in addition to (1) as above, compliance of which should also be submitted by Divisions monthly.
- (4) Station wise deficiencies to be mentioned along with action plan

ENGINEERING

Month	DESCRIPTION OF WORK
Jan'22	1. Track maintenance and cold weather patrolling.
	2. Annual bridge inspection to be conducted.
	3.Cold Weather Patrolling of LWRs.
	a. Distressing of LWRs with Tensors.
	b. Lubrication of joints, gaps, survey and adjustments.

FEBRUARY 2022

SECURITY

MONTH	DESCRIPTION OF WORK
February'22	i) Checking of pantry cars to find out availability of safety related equipment.
	ii) Checking of consignments in VPU/SLR, including leased SLR to find out loading of contraband/dangerous goods which may likely to endanger the safety of passengers.

OPERATING

MONTH	DESCRIPTION OF WORK
February'22	The following issues are to be checked during station inspection:- i) Whether ALP/LP/Guard exchange "ALL RIGHT SIGNAL" with station staff. ii) Whether station staff is deputed in off side. iii) In case, exchange of ARS is not being done by crew, appropriate action is taken by Station Master.
	Check the following item of station/cabin:- i) Crank handle key box is sealed and locked properly. ii) Rely room key register is mentioned properly and room is provided with the double lock. iii) G&SR, BWM and accident manual are pasted with up-to-date correction slips. iv) Whether authority to pass signal at "On" are being issued/filled correctly and private number is recorded in the space provided in the form and signature of the loco pilot was taken on the counter foil.
	Check the entry in "SI-24 Register" and verify with T-369 (3b)/(1) along with signal failure memo book that every failure is recorded in the SI-24 Register. Monthly summary of SI-24 register is also to be tallied with remarks column in which remarks from other department related with their failures has been obtained in the register.
	Checking the following issue of Relay Room/ register:- I) Whether double lock has been provided. ii) During failure whether disconnection memo(S&T DN) is issued. iii) Cause of opening is clearly mentioned in the reason/ remarks column. iv) Whether JPO-64(Revised) is available in the station/ Cabin. V) Knowledge of Station Masters about JPO-64.
	Check the stable load in the station and it is to be verified that securing of vehicle has been complied as per SR 5.23.

MECHANICAL

MECHANICAL POWER & DIESEL

MONTH	DIESEL ITEMS TO BE CHECKED
February'22	• Availability of safety clamps/wooden wedges/extra hose pies. • Attention to batteries. • Cleaning of nose compartment. • Rail guards and cattle guards. • Availability of Fire extinguisher with validity. • Calibration of RADAR in HHP Loco. • Voltages drop of across circuit breakers, Traction motors and contactors
Note	i) Procurement of material and contracts should be placed well in time before the commencement of the drive. ii) Soft copies of the visual records before and after should be maintained in the sheds for inspection. iii) Action taken to be reported in the MCDO.

POWER

MONTH	POWER ITEMS TO BE CHECKED
February'22	• Check the correct aspect of signal especially where one, two or more signal posts are available at the same side of the track. • LP should not back the train without authority. • Check the setting of points physically while passing a defective signal against paper authority is being ensured. • Call out signal by indicating the station name, signal name or number with hand gesture. • To avoid parting LPs should follow – (i) ensure starting of train without jerk. (ii) Notching of trains after AFI coming to zero/original position (iii) ensure proper locking of CBC.
Note	i) All the crew should be covered for each item of the drive ii) Summary of the action taken to be reported in the MCDO. iii) Wherever further actions are required it must be reported as assistance required from HQ.

DISASTER MANAGEMENT

MONTH	DISASTER MANAGEMENT & ELECTRONIC IN MOTION WEIGH BRIDGE
February'22	• Replacement of UPS/CVT in the EIMWBs beyond the average life. • Inventory & making good all the equipments as per yardstick. • SPARMV: Joint Mock Drill with St. John Ambulance. • Timing all the operations of Crane including the Winch.
NOTE	1. The trials undertaken to be reported in the MCDO. 2. Materials should be mobilized through AMC holder/Stores well in time. 3. Difficulty if any should be projected as assistance required from HQ.

MECHANICAL (COACHING)

MONTH	COACHING ITEMS TO BE CHECKED
February'22	• Corrosion and fitment checking of hand rail in main door of coaches. • Ensure availability and proper functioning of safety lock in main door of coaching stock. • Checking of all type of steel spring to detect any old flaw in coaching stock and ensure stipulated clearance. • Corrosion and fitment checking of foot board in all coaches.

MECHANICAL (FREIGHT)

MONTH	ITEMS TO BE CHECKED
February'22	• Checking of allowable wheel profile (sharp flange, flat tyre, thin flange, etc) during examination to ensure safe running of trains. • Checking of proper fitment of CBC operating handle, bearing piece of operating handle, knuckle pin with APD etc and proper setting of CBC lock during examination. • Checking of spring gear. • Checking proper fitment of PU Pad bottom housing and top plate

EMU & MEMU

MONTH	ITEMS TO BE CHECKED
February'22	• Review of the failure due to overhauling of EP Unit and corrective measure to be taken and re-counselling of staffs to be done to avoid EP unit failure. • Checking the operation OHE indicator installed at different line at car shed. • Review of Armature and Brush Holder failure in Traction Motor

ELECTRICAL (G)/TL&AC

MONTH	ITEMS TO BE CHECKED
February'22	<u>Summer preparedness:</u> • Dust cleaning of Panel Board, regulator board, compressor and condenser motor with hand blower. • Lubricating of threads of the tension rod and adjusting nut. • Changing of catch all filter for conventional coaches. • Cleaning of air duct with forced air jet for under- slung AC coaches (optional). • Complete cleaning of condenser, evaporator unit, drip tray and its outlet pipe. • Checking of cooling performance. • HRC fuses should be used in all electrical main circuits of coach wiring and wire fuses should be permitted for branch wiring only. • Through checking of all fans (including carbon brushes) to ensure 100% fans is working condition during summer. Ensure of proper working of vane relay. Checking of Emergency Light according to RDSO's SMI (twice in a month). Checking of battery box and battery box cover. • Checking of OHP setting at 65° C for LHB type AC coaches and the sensor of OHP is placed just in front of supply air opening. • OHP setting for conventional RMPU is to be at 130° C and the sensor of OHP should put on skin of the heating elements and it should be mounted in vertical position. • Checking of continuity of coupling.

MECHANICAL

Loco Running Staff

Month	Subject	Topic
Feb'22	1.GR &SR 6.08	• Duties of LPs & ALPs-Sudden drop of Pressure in his train.
	2. GR &SR 5.23	• Securing of vehicles at Station &Block section.

TRD

Month	Description
Feb'22	Checking of first aid box at every Switching stations, Maintenance depot, OHE inspection car, Break-down vehicle & Wiring train every month by depot in charge. [ACTM Para No.- 20332 (3)].
	Discharge / Earthing pole assembly should be inspected by SSE [ACTM Para No.- 20338 (i)].
	Ensure provision of bonds in place of missing / damaged bonds of OHE structure and check earth connections twice in a month [ACTM Para No.- 20322 (4)(i)].
	Examination of all "Caution, Danger, Shock treatment boards fortnightly and other boards for security & cleanliness twice in a month [ACTM Para No.- 20225(3)].
	Examination of working of Fire Extinguisher & availability of Fire Bucket twice in a month [ACTM para No.- 20225(3)].
	Organizing Safety seminar (CEE's letter No.- EL/92/1/Safety dt. 6-3-08).
	The continuity of the cable connection of discharge / earthing pole assembly between the top clamp and the earthing clamp should be checked once a fortnight. Cable should be renewed if more than 20% strands are broken. During use, cable should be continually examined for fraying and breakage of strands twice in a month [ACTM Para No.- 20338 (1)] .
	Up-dating of clearance of OHE from FOB / ROB and moving dimension and ensure minimum height of contact wire [ACTM Para No.- 10436 (9)].
	Up-dating of implantation of OHE masts and registered the same in the TPC. [ACTM Para No.- 10436 (9)].

SIGNAL & TELECOMMUNICATION

Month	DESCRIPTION OF WORK	TO BE CHECKED BY		
Feb'22	1) Checking of VHF(25 watt) – Installation and measurement of forward and reverse power etc (balance 50% of Stations). (2) S&T- Tail cable testing (balance 50% Station).	100% by Sec. JE /S&T	50% by SSE/S&T in charge	20% by ASTE / DSTE /Sr. DSTE

Note:

- (1) Each Supervisor and Officer of S&T Dep'tt. shall carry out mandatory stations/LC Gate inspection as stipulated in SEM
- (2) No.of station /LC Gates so inspected is to be indicated in monthly compliance by Divisions.
- (3) The items mentioned in Safety Calendar are in addition to (1) as above, compliance of which should also be submitted by Divisions monthly.
- (4) Station wise deficiencies to be mentioned along with action plan

ENGINEERING

Month	DESCRIPTION OF WORK
Feb' 22	1. Cold Weather Patrolling - Cold Weather Patrolling to be introduced when rail temperature is less than ($t_d - 30^{\circ}\text{C}$) as per LWR manual & instructions issued by Principal Chief Engineer.
	2. Bridge repair works as per Annual Bridge Inspection.

MARCH 2022

SECURITY

MONTH	DESCRIPTION OF WORK
March'22	i) Awareness campaign through loud hailer to passengers about suspicious unclaimed and abandoned objects.
	ii) Checking of consignments in VPU/SLR, including leased SLR to find out loading of contraband/dangerous goods which may likely to endanger the safety of passengers.

OPERATING

MONTH	DESCRIPTION OF WORK
March'22	Checking during Footplate inspection that all engineering Board such as W/L, T/P, T/G, Speed Indicator Board and Caution Indicator Board etc. are placed according to G&SR and such Boards are in good condition.
	Checking the Points & Crossing Register and identify the shortcomings of measurement in the register. Verify that immediate action has been taken to rectify the lacuna/shortcomings.
	Cross-checking private number of emergency Key register of the interlocked L/C/Gate and SM's TSR. Verify whether opening and closing of L/C/Gate during use of emergency key is rigidly followed as per GWR.
	Check the following issues of crew booking lobby:- i) Condition of Breathalyzer machine. ii) Proper acknowledgment of crew is taken after the test. iii) Abnormal register/Alert advice/Safety bulletin etc. issued by Division/ Headquarter is acknowledged by all LP/Guards.
	Check the condition of Breathalyzer Machine of Crew Booking Lobby and it is to be verified that proper practice is being adopted by the crews during "sign in" by the crew. Check that abnormal register/alert advice/safety button register etc. are maintained in proper manner and assurance/ acknowledgement of crew is obtained in the register.

MECHANICAL

MECHANICAL POWER & DIESEL

MONTH	DIESEL ITEMS TO BE CHECKED
March'22	• Attention to power cables. • Availability of compressor fan guards. • Attention to gear-case. • Safety notices/instructions. • Identification and replacement of Traction Motors with reducing IR. • Cleaning of engine room. • Safety drive of Fuel tank foundation bolt & Cleaning of fuel tank exterior.
Note	i) Procurement of material and contracts should be placed well in time before the commencement of the drive. ii) Soft copies of the visual records before and after should be maintained in the sheds for inspection. iii) Action taken to be reported in the MCDO.

POWER

MONTH	POWER ITEMS TO BE CHECKED
March'22	• Procedures lay down for securing of vehicles/locomotives at stations and block sections shall be ensured by Crew. • Brake continuity test to be done by Guard and LP before starting Train at originating station and after doing any change in marshalling. • Check the effectiveness of brake power (Brake feel test) at the first opportunity after starting from originating station. • ALPs should apply emergency brakes by opening D1 pilot valve in case of LP is not vigilant or over speeding. • Check the setting of points physically while passing a defective signal against paper authority is being ensured
Note	i) All the crew should be covered for each item of the drive ii) Summary of the action taken to be reported in the MCDO. iii) Wherever further actions are required it must be reported as assistance required from HQ.

DISASTER MANAGEMENT

MONTH	DISASTER MANAGEMENT & ELECTRONIC IN MOTION WEIGH BRIDGE
March'22	• Folding of 140T crane with Auxiliary Engine. • Replacement of sensor rail of EIMWBs beyond the average life. • Speed trial of ARTs within their respective beat. • Trials with Fire Fighting Equipment's.
NOTE	1. The trials undertaken to be reported in the MCDO. 2. Materials should be mobilized through AMC holder/Stores well in time. 3. Difficulty if any should be projected as assistance required from HQ.

MECHANICAL (COACHING)

MONTH	COACHING ITEMS TO BE CHECKED
March'22	• Checking of proper functioning of vestibule doors in coaches. • Availability of stipulated number of fire extinguishers and checking of validity date of fire extinguisher in all coaching stock. Ensure training to concerned staff for operating fire extinguishers, Fire detection and suppression system. • Checking of all under gear structural member against corrosion in coaching stock [Sole bar & Head stock]. • Ensure availability of suspension bracket and proper fixing of air hose coupling of last vehicle.

MECHANICAL (FREIGHT)

MONTH	ITEMS TO BE CHECKED
March'22	• Checking of overloading of rakes at the time of weighment by in-motion weigh-bridge. • To ensure proper packing / lashing of steel consignment on wagons during examination of BRN rakes. • To detect and arrest oil leakage of BTPN wagons during examination of loaded rakes. • To ensure proper functioning of DV during testing of rakes

EMU & MEMU

MONTH	ITEMS TO BE CHECKED
March'22	• Summer precautions and preparations. • Cause wise analysis of material failure in EMU/MEMU rakes for one year and necessary action to prevent it in future. • Cause wise analysis of bad maintenance in EMU/MEMU rakes for one year and necessary action to prevent it in future. • Review, analysis and reporting of all the items given in safety colander for the entire period

ELECTRICAL (G) /TL & AC

MONTH	ITEMS TO BE CHECKED
March'22	<u>Summer preparedness:</u> • Dust cleaning of Panel Board, regulator board, compressor and condenser motor with hand blower. • Lubricating of threads of the tension rod and adjusting nut. • Changing of catch all filter for conventional coaches. Cleaning of air duct with forced air jet for under- slung AC coaches (optional). • Complete cleaning of condenser and evaporator unit, drip tray and its outlet pipe. • Checking of cooling performance. It should be ensured that there are no loose/ hanging connections, exposed wires, wires shorting defective equipment, fuses of higher capacity etc. in the AC and power panel. • Proper working of Air-conditioning equipment. • Boost charging of batteries – as per requirement. Fire prevention measure – recheck. • Checking of Emergency Light according to RDSO's SMI (twice in a month). Checking of battery box and battery box cover. • Checking of continuity of coupling.

ELECTRICAL

Loco Running Staff

Month	Subject	Topic
March'22	1.GR & SR 4.50 -	• Whistling as per procedure.
	2.GR & SR 4.42 -	• Exchange of signal between Loco Pilot, Guard & Station staffs.

TRD

Month	Description
March'21	Checking of first aid box at every Switching stations, Maintenance depot, OHE inspection car, Break-down vehicle & Wiring train every month by depot in charge. [ACTM Para No.- 20332 (3)].
	Discharge / Earthing pole assembly should be inspected by SSE [ACTM Para No.- 20338 (i)].
	Ensure provision of bonds in place of missing / damaged bonds of OHE structure and check earth connections twice in a month [ACTM Para No.- 20322 (4)(i)].
	Examination of all "Caution, Danger, Shock treatment boards fortnightly and other boards for security & cleanliness twice in a month [ACTM Para No.- 20225(3)].
	Examination of working of Fire Extinguisher & availability of Fire Bucket twice in a month [ACTM para No.- 20225(3)].
	Organizing Safety seminar (CEE's letter No.- EL/92/1/Safety dt. 6-3-08).
	The continuity of the cable connection of discharge / earthing pole assembly between the top clamp and the earthing clamp should be checked once a fortnight. Cable should be renewed if more then 20% strands are broken. During use, cable should be continually examined for fraying and breakage of strands twice in a month [ACTM Para No.- 20338 (1)] .
	Up-dating of clearance of OHE from FOB / ROB and moving dimension and ensure minimum height of contact wire [ACTM Para No.- 10436 (9)].
	Up-dating of implantation of OHE masts and registered the same in the TPC. [ACTM Para No.- 10436 (9)].

SIGNAL & TELECOMMUNICATION

Month	DESCRIPTION OF WORK	TO BE CHECKED BY		
March'22	1) S&T-Main cable testing (balance 50% of Stations). (2) Ensuring of standby /spare equipment in working condition (balance 50% of Stations). 3) Accountal of scrap and disposal (50% of station).	100% by Sec. JE /S&T	50% by SSE/S&T in charge	20% by ASTE / DSTE /Sr. DSTE

Note:

- (1) Each Supervisor and Officer of S&T Deptt. shall carry out mandatory stations/LC Gate inspection as stipulated in SEM
- (2) No.of station /LC Gates so inspected is to be indicated in monthly compliance by Divisions.
- (3) The items mentioned in Safety Calendar are in addition to (1) as above, compliance of which should also be submitted by Divisions monthly.
- (4) Station wise deficiencies to be mentioned along with action

ENGINEERING

Month	DESCRIPTION OF WORK
Mar, 2022	Preparation of Hot Weather Precautions – Distressing of LWRs having abnormal behaviour, recoupment of fittings, gap adjustment.

हमें आप की जरूरत है – संरक्षित ढंग से कार्य करें ।



