



SAFETY

CALENDAR

ISSUE 2024-25



SAFETY DEPARTMENT ♦ EASTERN RAILWAY



Intra Railway Safety Audit ,Sealdah



Joint Mock Drill with NDRF, Asansol

EASTERN RAILWAY



संरक्षा
विवरण पत्र

Safety Calendar

2024-2025

मिलिन्द देऊस्कर

महाप्रबंधक

Milind Deouskar
GENERAL MANAGER



पूर्व रेलवे

महाप्रबंधक कार्यालय
17, नेताजी सुभाष रोड,
कोलकाता- 700 001

EASTERN RAILWAY

Office of General Manager
17, Netaji Subhash Road,
Kolkata- 700 001

2nd April, 2024

MESSAGE

It gives me immense pleasure to learn that Eastern Railway Safety Department is bringing out Safety Calendar for the year 2024-25. The Safety Calendar consists of month wise action plan for safety oriented checks and drives by different departments for the entire year. Emphasis has been given to incorporate the check on items/assets of latest technology used in signalling, locomotives, rolling stocks and other assets/infrastructure with an aim at enhancing our systems and practices.

By actively participating in these safety drives and checks through this safety calendar, we not only contribute to the overall efficiency and reliability of Eastern Railway but also reinforce our commitment in ensuring the well-being of both our employees and passengers. Together, let's make safety not just a priority but a way of life within our organization.

I convey my best wishes to the safety team of Eastern Railway for all their endeavours to enhance safety in train operations


(Milind Deouskar)
General Manager



राम बहादुर राय
प्रधान मुख्य संरक्षा अधिकारी
Ram Bahadur Rai
Principal Chief Safety Officer



Eastern Railway

1st Floor, Fairlie Place,
17, Netaji Subhas Road
Kolkata - 700 001

Mobile : 9002020990

E-mail : csqhqrly@gmail.com

4th April 2024

MESSAGE

Railways carry large number of passengers and essential goods daily. Safety is of paramount importance to avoid any accident to protect the life of passengers and also to avoid loss of time and money, due to accident of goods trains.

For above, it is important that all the assets involving train movement should be inspected thoroughly and kept in good condition all the time.

This safety calendar enlists the important safety aspects of the Railway working, which need to be inspected by different departments throughout the year. It will help in timely inspection and maintenance of the assets to ensure the safety of the trains.

I am confident that the publishing of this Safety Calendar will enable and guide all field staff to commit with the intention of Zero Accidents on Railways.

(Ram Bahadur Rai)
Principal Chief Safety Officer

SAFETY CALENDAR

INDEX

SL.No.	MONTH	PAGE	
		From	To
1	April-2024	1	7
2	May-2024	8	13
3	June-2024	14	19
4	July-2024	20	24
5	August-2024	25	29
6	September-2024	30	35
7	October-2024	36	40
8	November-2024	41	45
9	December-2024	46	50
10	January-2025	51	55
11	February-2025	56	60
12	March-2025	61	66

Safety Calendar 2024-25

APRIL-2024 OPERATING

MONTH	DESCRIPTION OF WORK	
April-24	1.	Cross-checking of private no. of Emergency key register of the interlocked LC gate and SM's TSR and Emergency key register at Station. It should be ensured that opening and closing of LC gate during use of Emergency key is rigidly followed irrespective to failure or maintenance work. It is also to be checked that all equipments are available and in working condition. It is to be checked that Location for placing of Detonator signal/s in protection diagram Board is shown indicating the OHE mast nos. at 600m and 1200m or there about.
	2.	Checking 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 of all concerned staff after an absence of fifteen consecutive days or more. It is to be checked that before giving assurance, the concerned staff has filled LHS of the assurance page by his own hand writing.
	3.	Checking 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. It is to be checked whether in remarks column, remarks of other departments related with their failures have been obtained in the register.
	4.	Ensure that securing of vehicles in the running line/yard is being done as per SR 5.23. It should be checked that securing/un-securing of stabled load are made with all required columns. It should also be checked that; all entries are made properly and acknowledgement/confirmation are being signed therein properly.
	5.	During crew booking lobby inspection, it is to be verified that Guards are thoroughly counselled about precautions to be taken during storm and strong wind as per SR 2.11.
	6.	Cross-checking BPAC Counter Resetting Register with SI-24 register whether the failure entry is reflected in the Signal Failure Register.
	7.	Post Loading / unloading [GDR], is to be prepared with utmost care.
	8.	It is to be checked that all right signal is exchanged with crew of passing trains from both sides and whether the Station Master himself exchanges alright signals.
	9.	It is to be checked that slide collar/lever collars/button caps are placed properly on the sliders/levers/buttons of the concerned Blocked Lines.
	10.	Disconnection/reconnection protocols JPO for S&T gears which was issued by the Railway Board dated 10.06.23 in light of which similar JPO has also been issued by HQ on 07.07.23. It is to be verified that same were counselled properly to the staff concern and acknowledgement of staff is taken in concern register.

SECURITY

MONTH	DESCRIPTION OF WORK	
April-24	1.	Checking of passenger carrying rakes at Coaching Yard i.e. at originating point, enroute and terminating points to detect carriage of explosive, inflammable and dangerous goods.
	2.	Checking of consignments in VPU/SLR, including leased SLR to find out loading of contra-band/dangerous goods which may likely to endanger the safety of passengers

SIGNAL & TELECOMMUNICATION

MONTH	DESCRIPTION OF WORK	TO BE CHECKED BY		
April-24	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 and VDU in all respect as per SWR (25% of stations). 4. Ensure effectiveness of interlocking at LC gates (25% of Interlocked LC gates)	100% by Sec.JE/S&T	50% by SSE/S&T Incharge	20% by ASTE/ DSTE/ Sr.DSTE

ENGINEERING

MONTH	DESCRIPTION OF WORK
April-24	1. Introduction of Hot Weather Patrolling.
	2. Checking of work site protection.
	3. Checking of Engineering Restriction Boards.
	4. Ensuring quality De-stressing of Track to avoid Buckling of Track and recoupment of Spherical washers in T/O
	5. Integrity testing of foundations.to be cross checked

ELECTRICAL**Loco Running Staff:**

MONTH	SUBJECT	ITEMS TO BE CHECKED										
April-24	1. SPAD (Signal Passing at Danger)	- LP should conduct Brake feel & Brake continuity test as prescribed. - LP should ensure that the authority to proceed given to him is the proper authority under the system of working. - Both LP & ALP should call out signal aspect loudly with Hand gesture as per the instructions as under- - Signal aspect should be repeated only after ensuring it physically. - Signal aspect should be repeated with Signal Name/Signal Number, aspect of the Signal, Station Name loudly with hand gesture (raising hand towards signal) as under:										
		<table><tr><th>Aspect of the Signal</th><th>Minimum repetition by crew</th></tr><tr><td>Green – Proceed</td><td>Once by both LP & ALP</td></tr><tr><td>Double Yellow – Attention</td><td>Twice by both LP & ALP</td></tr><tr><td>One Yellow – Caution</td><td>Thrice by both LP & ALP</td></tr><tr><td>Red – Stop</td><td>Four times by both LP & ALP or frequently unless the train is stopped at the signal or signal aspect is changed.</td></tr></table>	Aspect of the Signal	Minimum repetition by crew	Green – Proceed	Once by both LP & ALP	Double Yellow – Attention	Twice by both LP & ALP	One Yellow – Caution	Thrice by both LP & ALP	Red – Stop	Four times by both LP & ALP or frequently unless the train is stopped at the signal or signal aspect is changed.
		Aspect of the Signal	Minimum repetition by crew									
		Green – Proceed	Once by both LP & ALP									
		Double Yellow – Attention	Twice by both LP & ALP									
		One Yellow – Caution	Thrice by both LP & ALP									
Red – Stop	Four times by both LP & ALP or frequently unless the train is stopped at the signal or signal aspect is changed.											
As well as after passing one Yellow, ALP will stand up and keep one hand on ALP Emergency brake & be ready to apply emergency brakes , when he finds any unusual and feels that Loco Pilot is not alert.												
- ALPs should counsellor for applying emergency brakes by opening of RS valve in case LP is not vigilant or not reacting according to signal aspect. - Road learning to be provided to crew only after verification by a hand drawn yard diagram. - 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 top resume aspect of next signal. - Crew should not by pass VCD & AWLS. If required in case of malfunctioning inform to TLC & write on loco log book. - Running staff should avoid the tendency of packing their belongings while approaching the terminating stations.												
	2. GR-2.09	Checking of loco pilots especially alcoholic prone drivers for usage of Alcohol, Sedative, Narcotic or Stimulant drugs prescribed or otherwise										
	Manual Sign On & Off	Manual Sign ON & Off should be done during only CMS Link failure. And the same should be checked for joint signature of Signal representative with concerned lobby incharge in case of Link failure.										
	Crew	- Timely Periodic Rest to the crew and no Breach of Rest is to ensured. - New route or signal's location should be mapped in FSD.										

TRD:

MONTH	ITEMS
April-24	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)].
	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)].
	Checking the route leaning and training particulars of tower wagon drivers.
	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)].

Electric General

DESCRIPTION	
Summer preparedness.	
1	Cleaning of air duct by the force of air jet for AC coaches.
2	All fresh and return Air Filter of AC Coaches should be properly cleaned.
3	Tightness to be checked for all Electrical Terminal Board including Compressor, Condenser Motor, Blower Motor etc. It should be ensured that there are no loose / hanging connections, exposed wire, wires shorting defective equipment, MCB, fuses of higher capacity etc. in the AC coach and power panel.
4	Complete cleaning of condenser and evaporator unit of AC coaches with appropriate cleaning agent. Changing of catch all filter for underslung AC coaches.
5	Cleaning of drip tray and its outlet pipe. Checking of cooling performance.
6	Lubrication of threads of the tension rod and adjusting nut for alternator.
7	HRC fuses should be used in all electrical circuits of coach wiring.
8	Checking of battery box and battery box cover.
9	Gap between Anchor bracket & sleeve of Tension Rod to be checked for conventional TL & AC coaches and it should be maintained 50 & 75 mm respectively.
10.	Checking of welding points for positive and negative marking and color coding of wirings to be ensured.

MECHANICAL**Mechanical Diesel:**

Diesel Items to be checked	
1	Under carriage drive to be continued
2	All Electrical cables should be adequately protected
3	Working of wiper motor to be ensured.
4	Focusing of twin beam headlights to be done.
5	Air brake pipe lines maintenance as per RDSO instructions MP.IB.BK.01.02.07 to be done.
6	“H”-type & “E”-type CBC coupler attention OEM’s manual & RDSO’s report (G76 & G-80) to be followed.
7	All sander must be in working condition
8	Sealing of GRCO knife switch to be checked.
9	VCD operation from both side control stand to be done.
10	Calibration of Air Flow indicator to be checked.
11	Summer Drive of locomotives should be conducted intensively

EMU & MEMU Maintenance	
1	Pre-monsoon preventive maintenance schedule.
2	Disposal of all hazardous waste from the premises the EMU/MEMU carsheds for prevention of any safety related incidents.
3	Checking and necessary attention of TTR (Transformer Thermostat Relay) Setting
4	Checking the proper fitting and tightness of jumper cable fitting between EMU/MEMU Coaches.
5	Proper working of wiper and its servomotor.
6	Checking and activation of ETB available in Ladies coaches.
7	Proper release of moisture from air brake pipe lines to be ensured
8	Checking and monitoring of Traction Motor Suspension Housing Oil level in Conventional EMU/MEMU rakes
9	Checking and maintaining Specific Gravity of LMLA batteries used in EMU/MEMU

Coaching

DESCRIPTION	
1	Functional checking of Air spring and FIBA & checking of related components to avoid en-route activation of FIBA.
2	Proper tightening of all fasteners including those of phonic wheel, wheel slide earthing equipment with stipulated torque value with torque wrench in LHB stock.
3	Ensure proper functioning of Fire & smoke detection system in coaches.
4	Checking of all under gear structural member against corrosion in coaching stock [Sole bar & Head stock.
5	Special attention to biotoilet wire ropes and joints at head stock where the bio toilet is fixed upon for any signs of wear

Freight

ITEMS TO BE CHECKED	
1	Permissible leakage rate, brake power as per type of examination (CC/Prem/ETE), releasing time, etc during testing of rakes with RTR.
2	Condition of anti-creep of CBC during ROH, timely calibration of CBC gauges & to ensure gauging of CBC components are being done during Sick line repair & ROH Work.
3	Surprise check regarding efficiency of Rolling in examination on terminating trains at train examination yards station for detecting abnormalities.
4	Actual functioning of twin pipe air brake system in through trains in which all twin pipe components are available.
5	Special attention to wagon doors

DEMU

	DEMU items to be checked
1	Pre-monsoon preventive maintenance schedule along with monitoring of working of Wiper in DPCs
2	Checking proper fitment and tightness of electrical jumper cables fitted between DEMU Coaches and ensure sealing of rain water in gage.
3	Checking of proper working of wiper and its servomotor.
4	Checking function of ACP in all the DEMU rakes.
5	Checking and ensure working of Auto drain valves and Air dryers.

Disaster Management & Electronic In-motion Weigh Bridges

	<u>Disaster Management & Electronic In-motion Weigh Bridges</u>
1	Attention to brake system of 140T Crane.
2	Replacement of track switches of EIMWBs beyond the average life.
3	Checking of wire ropes, chains, slings & lifting tackles by the competent authority.
4	Attention to HRDs, maintenance of proper records of the maintenance particulars of the same as per norms to be ensured in ARTs.
5	Checking for availability of all items as per CAMTECH as per latest guideline. All items which are no longer in the guideline should be removed accordingly.
6	Checking of all communication devices in 140T crane and ART/ARMV

MAY-2024
OPERATING

MONTH	DESCRIPTION OF WORK
May-24	1. Checking Guard's equipments as per GR&SR 4.19 and it is to be checked that guard of Mail Exp/ Passenger train "switch off" the light of rear SLR during run. It is also to be checked that front portion of Train Manager's /Guard's cab is in locked condition.
	2. Inspections are to be conducted in the Non-Interlocked Level Crossing Gate. • Exchange of private numbers is to be cross-checked with TSR of the controlling station. • Checking that working procedures are being followed as per GWR. • Condition of speed breaker warning sign board, equipments of L.C Gate etc. are in good working order. • It is to be checked that location for placing of detonator signal/s in protection diagram Board is shown indicating the OHE mast nos. at 600m and 1200m or there about.
	3. • Checking of gateman alertness • It is to be checked whether Guard (TM) is communicated at the end of Speed Restriction Zone.
	4. • Checking the all operating forms such as T/369 (3b),T/369(1),T/A 1425 to T/D 1425, T/806, T/409 etc. are being properly filled by Station Master. If any irregularity is found during inspection, the prescribed rules should be counselled immediately. • It is to be checked whether during issuing of form if any entry is found to be incorrect, a line shall be drawn through it, so that it could be read later and the correct entry shall be made above it. • It is also to be checked that actual cause of failure is recorded in the SI-24 register by S&T staff immediately after rectification in the remarks column. If responsibility is fixed up other departments, it may be checked that concerned department's remarks is taken/ obtained in specified column.
	5. • Cross-checking number of all Veeder Counters of the panel/ E.I. panel with concerned Veeder Counter register and verify reason behind the use of emergency (veeder) button. • It is to be checked whether operations of emergency button during failure is also reflected in the SI-24 (Signal Failure register).
	6. • Checking that Station Master has followed laid down procedures of disconnection of point/s and/or signals gears as per SR 3.51 (c) i.e. Whenever attention of Signalling staff is required for rectification of points, signals or any interlocking gear, the Station Master on duty shall issue a memo to concerned SSE/JE(Signal)/ESM/MSM in a form prescribed for the purpose.
	7. • It is to be checked that specimen signatures of nominated S&T staff is taken in the authorization page of SI-24 register and checking the name of the staff who are not attached with the station/section has been deleted.
	8. • Ensure that securing of vehicles in the running line/yard is being done as per SR 5.23. It should be checked that securing/un-securing of stabled load are made with all required columns. It should also be checked that; all entries are made properly and acknowledgement/confirmation are being signed therein properly.
	9. • Post Loading / unloading [GDR],is to be prepared with utmost care.
	10. • It should also be checked that Crank Handle operation of each Point Machine are being periodically checked by SM and Points-man, and recorded in Crank Handle Register.

SECURITY

MONTH	DESCRIPTION OF WORK
May-24	1. 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.
	2. 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

SIGNAL & TELECOMMUNICATION

MONTH	DESCRIPTION OF WORK	TO BE CHECKED BY		
May-24	1. Counselling of S&T staff	100%	50%	20%
	2. Checking of drainage.	by	by	by
	3. Checking of traction bonds	Sec. JE/ S&T	SSE/ S&T In charge	ASTE/ DSTE/ Sr.DSTE
	4. Safety Integrity Test due in this year (50% of due Stations)			
	5. Checking of Signal equipment earthing prone to lighting. 6. Check regarding unwanted materials in Relay Room. 7. Random checks of unauthorized tools being used for maintenance of Points and crossing.			

ENGINEERING

MONTH	DESCRIPTION OF WORK
May-24	1. Intensive counseling of hot weather Patrolmen to ensure Patrolling of Track.
	2. Pre-monsoon precautionary measures: Maintenance of yard/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, cleaning of loose boulders from cuttings, repairs to Cess and bank, trimming of high trees along track & other actions as per IRPWM.
	3. Checking of work site protection.
	4. Checks regarding follow-up of laid down rule before entering in the section with trolley

ELECTRICAL**Loco Running Staff :**

MONTH	SUBJECT	TOPIC
May-24	1. GR-4.61	Loco Pilot & Asstt. Loco Pilot not to leave engine unmanned.
	2. Application of RS by ALP	- When LP is not vigilant or not reacting according to signal ALP should apply RS valve for applying emergency brake. - Ensuring that all ALPs use the dummy RS valve present in lobbies
	Signalling	- All signals obstructed in any shape or form to be reported in CMS by loco pilots - All cases of sudden change of signals should also be reported. - Any TRD masts or any other infrastructure which is in loose or unsafe condition near the track should be reported in CMS
	Counselling subjects.	- Safety seminar should be organized on different accident over IR of their root cause that should be highlighted among the crew. - Specific Counselling regarding SPAD to be carried out
	Crew	- Double duty in suburban should be avoided to ensure safety. - Minimum preparatory time should be when crew link prepared. - Booking of new crew together in the section should be avoided to ensure safe train operation. - Ambush Checking register to be checked.

TRD:

MONTH	ITEMS
May-24	Checking of earth resistance to body of all electrical equipments 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)].
	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)].

Electric General

DESCRIPTION	
Summer preparedness.	
1	Cleaning of air duct by the force of air jet for AC coaches.
2	All fresh and return Air Filter of AC Coaches should be properly cleaned.
3	Tightness to be checked for all Electrical Terminal Board including Compressor, Condenser Motor, Blower Motor etc. It should be ensured that there are no loose / hanging connections, exposed wire, wires shorting defective equipment, MCB, fuses of higher capacity etc. in the AC coach and power panel.
4	Checking of continuity of I.V. Coupler.
5	Ensure of proper working of vane relay.
6	Cleaning of drip tray and its outlet pipe. Checking of cooling performance.
7	Lubrication of threads of the tension rod and adjusting nut for alternator.
8	HRC fuses should be used in all electrical circuits of coach wiring. Emergency Light is to be checked for its operation checking of battery box and battery box cover.
9	Belt tension is to be checked by applying 4 Kg load as per existing procedure.
10	Dust cleaning of Panel Board, regulator board, with suitable hand blower.

MECHANICAL

EMU & MEMU Maintenance

DESCRIPTION	
1	Pre-monsoon preventive maintainace schedule.
2	Disposal of all hazardous waste from the premises the EMU/MEMU carsheds for prevention of any safety related incidents.
3	Checking and necessary attention of TTR (Transformer Thermostat Relay) Setting

4	Checking the proper fitting and tightness of jumper cable fitting between EMU/MEMU Coaches.
5	Proper working of wiper and its servomotor.
6	Checking and activation of ETB available in Ladies coaches.

Coaching

DESCRIPTION	
1	Functional checking of Air spring and FIBA & checking of related components to avoid en-route activation of FIBA.
2	Proper tightening of all fasteners including those of phonic wheel, wheel slide earthing equipment with stipulated torque value with torque wrench in LHB stock.
3	Ensuring presence of fire extinguishers in all non AC coaches and their securing.
4	Checking of all under gear structural member against corrosion in coaching stock [Sole bar & Head stock.
5.	Intensive Yard & drain cleaning and pest control to be ensured. Joint check by IOW to rectify any leaks and identify points of water logging. Necessary attention to the same to be also given

Freight

ITEMS TO BE CHECKED	
1	Permissible leakage rate, brake power as per type of examination (CC/Prem/ETE), releasing time, etc during testing of rakes with RTR.
2	All rubber items in storage to be checked for usability. Greasing and oil levels of all suspension components to be checked
3	Focus on checking of CBC couplers for any signs of cracks or breakage.
4	Actual functioning of twin pipe air brake system in through trains in which all twin pipe components are available.

Diesel

Diesel Items to be checked	
1	Under carriage drive to be continued
2	All Electrical cables should be adequately protected
3	Working of wiper motor to be ensured.
4	Focusing of twin beam headlights to be done.
5	Air brake pipe lines maintenance as per RDSO instructions MP.IB.BK.01.02.07 to be done.
6	"H"-type & "E"-type CBC coupler attention OEM's manual & RDSO's report (G76 & G-80) to be followed.
7	All sander must be in working condition
8	Sealing of GRCO knife switch to be checked.
9	VCD operation from both side control stand to be done.
10	Calibration of Air Flow indicator to be checked.
11	Summer Drive of locomotives should be conducted intensively

DEMU

	DEMU items to be checked
1	Pre-monsoon preventive maintenance schedule along with monitoring of working of Wiper in DPCs
2	Checking proper fitment and tightness of electrical jumper cables fitted between DEMU Coaches and ensure sealing of rain water in graze.
3	Checking of proper working of wiper and its servomotor.
4	Checking function of ACP in all the DEMU rakes.
5	Checking and ensure working of Auto drain valves and Air dryers.

Disaster Management & Electronic In-motion Weigh Bridges

Month	<u>Disaster Management & Electronic In-motion Weigh Bridges</u>
1	Attention to all pulley systems of 140T Crane.
2	Checking all EIMWBs for thunder and lightning protection.
3	Checking of medical equipment of all ARMVs/SPARMVs.
4	Checking of validity of all welding components.

JUNE-2024
OPERATING

MONTH	DESCRIPTION OF WORK	
June-24	1.	Checking of and ensuring proper data entry in Crank Handle register, Veeder Counter register, Transportation register, Stable load register, Divisional TI inspection register, Officer inspection register, Joint point & crossing register, Caution order register and Train Signal register and checking out availability of Safety equipment as per SWR.
	2	Incognito checks for adopting proper norms during securing of vehicles in Running line/yard.
	3.	- Cross-checking Relay Room key register with signal failure Memo & signal failure register and it is to be verified that Relay Room is not opened during failure of signal without disconnection memo and no short cut method is followed during train operations. - It should also to be checked that necessity for opening the relay rooms should not be frequent and are opened for very short duration for scheduled maintenance, construction activities, or attending signal failures.
	4	It is to be checked that reading of EGGN, EUYN, EUUYN, EOYN, EWN and COGGN counter in the respective register match with the counter number displayed on the panel.
	5	Post Loading / unloading [GDR], is to be prepared with utmost care.
	6.	Checking the gradation register of all categories of safety category operating Staff and verify that SM/TI(M) has counselled the staff of B & C grade in a regular manner to improve the skill and knowledge of the concerned staff could be improved accordingly.
	7.	Checking the patrolling register of the station and it is to be verified that Patrolman is conducting monsoon patrolling duty as per scheduled programme. It is also to be checked that Station Masters have knowledge of GR&SR 15.04 in case of patrolman fails to turn up in time.
	8	It is to be checked that all right signal is exchanged with crew of passing trains and whether the Station Master himself exchanges all right signals.
	9	It is to be checked that all the columns of Train Signal Register are filled up properly
	10	It should be cross checked with Signal Failure Register that Authority to Pass Signal at ON has been given only in cases of Defective Signal cases.

SECURITY

MONTH	DESCRIPTION OF WORK	
June-24	1.	Joint foot plating and night inspection by RPF officers in vulnerable sections.
	2.	Checking of consignments in VPU/SLR, including leased SLR to find out loading of on-traband/dangerous goods which may likely to endanger the Safety of passengers.

SIGNAL & TELECOMMUNICATION

MONTH	DESCRIPTION OF WORK	TO BE CHECKED BY		
June-24	1. Checking of Yard layout & ensuring that approved SI Plan and wiring diagram exists at site (50% of stations.) 2. Identification of signalling installation infringing SOD (50% of stations). 3. Validation of Data Logger and networking of datalogger (50% of stations). 4. To check and ensure whether proper procedure is being followed by S&T staff for rectification of failure.(25% of Stations)	100% by Sec.JE/S&T	50% by SSE/S&T Incharge	20% by ASTE/ DSTE/ Sr.DSTE
	5. To check and ensure that all SWR and SWRD in conformity with physical layout of the yard 6. Intensive checking of Track circuit & Axle counters. 7. Check proper working of VHF and Walkie –Talkie sets and also replacement of defective battery of walkie-talkie			

ENGINEERING

MONTH	DESCRIPTION OF WORK
June-24	1. Hot Weather Patrolling of track to be introduced as soon as the temperature exceeds (a) (td+25°C) on PSC sleeper track with sleeper density 1540 nos. per km (b) (td + 20°C) on PSC sleeper track with sleeper density less than 1540 nos. per km as indicated in the IRPWM – 2020. 2. 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. 3. Inspection of Railway affecting works & tanks, review of vulnerable locations, arrangement of materials for emergencies & other actions as per IRPWM. Normally 2 to 4 days in a week to be devoted to pre-monsoon. 4. Ensure emergency Imprest material (Rails, Sleepers, Steel cribs, Ballast, Sand/ Query dust, Boulder, Gunny bags etc) at vulnerable location. 5. Checking of work site protection

ELECTRICAL**Loco Running Staff:**

MONTH	SUBJECT	TOPIC
June-24	1.Preventionof Stalling	- To avoid stalling cases, following procedures must be followed by LPs are - A thorough LR (Learning Road) for LPs & ALPs as per Railway Board's letter no. 2017 / Safety (DM)/7/25/Pt.4, dtd -03.07.2018. - 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. XIV & XV. - 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 as per GR & SR 6.08. 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.
	4. CMS	- CMS link failure should be jointly signed by CTFR and Signal department to stop unauthorized manual Sign On & Off duty. - UPS and AT connection in Modem as well as in CMS Kiosk should be ensured

TRD

MONTH	ITEMS
June-24	Check the height and gradient of contact wire. [ACTM Para No.- 20326 (m)(i)].
	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)].

Electric General

DESCRIPTION	
Summer preparedness.	
1	All fresh and return Air Filter of AC Coaches should be properly cleaned.
2	Tightness to be checked for all Electrical Terminal Board including Compressor, Condenser Motor, Blower Motor etc. It should be ensured that there are no loose / hanging connections, exposed wire, wires shorting defective equipment, MCB, fuses of higher capacity etc. in the AC coach and power panel.
3	Checking of continuity of I.V. Coupler.
4	Ensure of proper working of vane relay.
5	Cleaning of drip tray and its outlet pipe. Checking of cooling performance.
6	Alternator suspension pin, cotter pin, safety chain to be checked. Properly.
7	HRC fuses should be used in all electrical circuits of coach wiring.
8	Condition of V belt, Alternator pulley, Axel pulley is to be checked properly.
9	Checking of ERRU and its hanging arrangement to be checked.
10	Gap between Anchor bracket & sleeve of Tension Rod to be checked for conventional TL & AC coaches and it should be maintained 50 & 75 mm respectively.

MECHANICAL**EMU & MEMU Maintenance**

DESCRIPTION	
1	Identification and fixing of all water accumulation area at working place in the carshed.
2	Checking and attention of any water seepage in the Driver cab with look out glass attention.
3	One cycle checking of all roof equipments (Pantograph, VCB, LA, Servomotor etc.)
4	Checking the safety operation of the EOT Cranes with necessary attention.
5	Study of defects of 3 phase rakes and prepare the action plan for the same.
6	Checking of all CC1 contactor.
7	Checking the battery protection in all 3 phase rakes.

Coaching

DESCRIPTION	
1	Checking of fastener & safety strap for all under slung items like water tank, air reservoir, Bio-tank, etc.
2	Checking of all type of steel spring to detect any old flaw in coaching stock and ensure stipulated clearance.
3	Intensive checking of Coach to identify and attend any kind of water leakages especially those near electrical panels.
4	Ensure proper locking arrangement of window glass and window shutter in non AC coaches in opened & closed condition.

Freight

ITEMS TO BE CHECKED	
1	On CTRB to see grease oozing / denting on Grease Seal /Cup Broken, etc at yards.
2	Functioning of Air Dryers of Air Compressors.
3	Uneven loading, proper packing / lashing of steel consignment to ensure proper load securing in Steel rakes during examination.
4	Proper fitment of Center Pivot Top with body transom and proper seating of center pivot top in bottom housing and proper fitment of shackle lock in Centre Pivot Pin during Sickline repair and ROH attention of wagons.
5	Checking of 100% Brake power in air brake train in originating point and 90% at any intermediate point.

Diesel

	Diesel Items to be checked
1	Under carriage drive to be continued
2	Monsoon precaution to be done.
3	Proper working of Auto drains valve and air-dryer to be checked.
4	Ultrasonic Testing of axles as per schedule to be done.
5	Radiator room and Radiator cleaning to be taken up.
6	Sealing of MU junction box to avoid ingress of rain water to be checked.
7	Notices, Instructions & proper levelling near all switches in cab room to comply.
8	Calibration of gauges and sensors to be done.
9	Leakage of oil through partition plate must be checked
10	Summer Drive of locomotives should be conducted intensively

DEMU

	DEMU items to be checked
1	Checking and attention of any water seepage in the Driver cab roof with lookout glass attention.
2	Checking the safety operation of the EOT Cranes at DEMU Shed with necessary attention
3	Checking and ensure working of Auto drain valves and Air dryers.
4	Checking of Dead man and emergency brake application in DEMU rakes.
5	Condition monitoring of Horn and ensuring blowing of horn properly.

Disaster Management & Electronic In-motion Weigh Bridges

Month	<u>Disaster Management & Electronic In-motion Weigh Bridges</u>
1	Calibration of gauges in the crane.
2	Replacement of Sensor rail of EIMWBs beyond the average life.
3	Attention to Re-railing equipments. Checking of wire ropes, chains, slings & lifting tackles by the competent person.
4	Intensive checking of Engine and its components of 140T Crane and SPARMV & SPART

JULY-2024
OPERATING

MONTH	DESCRIPTION OF WORK	
July-24	1.	Checking the copy of GR & SR, BWM and Accident Manual that all up-to- date 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/ acknowledgement has been taken in the register properly.
	2.	Checking the patrolling register of the station and it is to be verified that Patrolman is conducting monsoon patrolling duty as per scheduled programme. It is to be checked that Station Masters have knowledge of GR&SR 15.04 in case of patrolman are fails to turn up in time.
	3	Ensure that securing of vehicles in the running line/yard is being done as per SR 5.23. It should be checked that securing/un-securing of stabled load are made with all required columns. It should also be checked that; all entries are made properly and acknowledgement/confirmation are being signed therein properly.
	4.	It should be checked that “Paper Line Clear” and “Authority to Pass signal at Danger” are being written properly and with clarity.
	5.	It is to be checked that during bypassing of BPAC, On Duty Station Master is followed the procedure laid down as per SWR.
	6.	It is to be checked that keys of block instruments/SMs slide/panel board and private number book are kept in personal custody of Station Master on duty.
	7.	Cross-checking private no. of Emergency key register of the interlocked LC gate and SM's TSR and Emergency key register at Station. It should be checked that opening and closing of LC gate during use of Emergency key is rigidly followed irrespective to failure or maintenance work. It is also to be checked that all equipments are available and in working condition. It is to be checked that Location for placing of Detonator signal/s in Protection Diagram Board is shown indicating the OHE mast nos. at 600m and 1200m or there about.
	8.	Cross-checking BPAC Counter Resetting Register with SI-24 register whether the failure entry is reflected in the Signal Failure Register.
	9.	Availability of essential safety equipments of the station/cabin needs to be checked physically in light of provision in Appendix E of SWR Mismatch in SWR with SWRD and physical layout should also be checked.
	10.	Precaution to be taken for working of trains during storm and strong wind. [SR.2.11]
	11.	Ambush checks at Level Crossing regarding working of Gateman. Competency certificate of gateman and first aid facilities and essential equipments to be checked

SECURITY

MONTH	DESCRIPTION OF WORK
July-24	1. Intensive drive against carriage of inflammable and explosive materials such as gas cylinders, crackers etc. by passengers in train.
	2. 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.

SIGNAL & TELECOMMUNICATION

MONTH	DESCRIPTION OF WORK	TO BE CHECKED BY		
July-24	1. Counselling of S&T Staff 2. Ensuring proper operation of control cum indication Panel/VDU in all respect as per SWR (25% of stations). 3. Pending Deficiencies of Point & crossings noted in joint inspection to be identified and compliance of the same. 4. Ensure effectiveness of interlocking at LC gates (25% of Balance Interlocked LC gates)	100% by Sec. JE/ S&T	50% by SSE/ S&T in charge	20% by ASTE/ DSTE/ Sr. DSTE
	5. Maintenance of hand point should be ensured properly 6. Obsolete slide/slot indicator should be removed. 7. Checking of Track circuit charger, Voltage and Current.			

ENGINEERING

MONTH	DESCRIPTION OF WORK
July-24	1. Special checks by Supervisors and Officers regarding proper Monsoon patrolling and Monsoon precautions.
	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. Checking of work site protection.
	4. Checking of Engineering Restriction Boards

ELECTRICAL**Loco Running Staff :**

MONTH	SUBJECT	TOPIC
July-24	1. GR-6.02 & GR- 9.12	- Working in case of accident or failure of Communication. - Procedure during failure of Automatic signalling
	2.Braking	- Ensure proper Brake feel test and Brake continuity test - CLIs should keenly observe the braking techniques of drivers. Smoother brake application especially in passenger trains to be counselled. - Notch progression by drivers to be monitored
	3. Fire prevention on Electric locomotive	For conventional locos- - Wedging of Q44 relay should be strictly prohibited. - LPs should closely monitor of the blower motors, if corresponding air flow relay is isolated. - In case of QOP dropping, LPs should follow the instruction as per TSD. For 3-Phase loco- - Whenever VCB trips while hauling a trains, the crew should immediately check / read the DDS message carefully on the display screen in the cab and do needful according the message as per instructions of TSD. - After passing neutral section ALP should check the HT compartment whether there is any abnormalities regarding smoke, burning smell & splashing of oil etc & should inform the matter to the LPs
	4.CLI movement	- All CLI entry in Chalak dal app to be checked by officers to ensure that all routes are being covered by the CLIs - Deficiencies should be highlighted in their register to improve performance. - All safety gradation of the crew should also be uploaded in CMS. Drowsiness crew should be identified and reported by concerned CLI.
	5.Breath Analyser	- All Breath analyzers should be checked with and without Alcohol and calibration to be ensured. - Inbuilt BA in CMS Kiosk should also be checked and sufficient spares at divisional level to be maintained.

TRD:

MONTH	ITEMS
July-24	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 neighborhood 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)].
	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)].

Electric General**MECHANICAL****EMU & MEMU Maintenance**

	DESCRIPTION
1	Checking the attention of all the doors and windows of EMU/MEMU Coaches.
2	Cleaning of all the drain holes in all the coaches.
3	Checking the safety parameters of all items used for handling and rresting of heavy equipments
4	Councelling of staff/supervisoros about the standard safety protocols being adopted at Carsheds for prevention of all safety related incidents.
5	Checking and rresting leakage through Roof ventilator.
6	Checking the condition of arc chute of tap changer assembly.
7	Checking and monitoring of Traction Motor Gear Case for prevention of water entry.

Coaching

DESCRIPTION	
1	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.
2	Ensure 100% checking of axle box temperature at en route & terminating station for detecting any abnormality.
3	Ensure availability of all safety related poster inside the coach.
4	Ensure proper functioning of Fire detection & suppression system in Power cars and Pantry cars.
5.	Ensuring knowledge of operation of fire fighting equipment to all on board staff. Any new joining contractual staff to be sent on line only after the said training

Freight

ITEMS TO BE CHECKED	
1	To ensure availability of door fastenings and proper door setting of BOXN / BOXNHL/ BCN/ BCNHL wagons.
2	Proper welding practices and using of proper class welding rods as per material specification of the components to be welded during ROH work, Sickline Repair & Yard repair.
3	Proper welding practices & proper earthing are being followed in yards during attending on-load repair of wagons in yards.
4	The condition & proper fitment of air hoses, angle cocks & leakages in metal pipe joints /Angle cocks.

Diesel

Diesel Items to be checked	
1	Under carriage drive to be continued
2	Availability of safety clamps/wooden wedges to be checked.
3	Calibration of RADAR in HHP Loco to be done.
4	Wheel slip protection and sanding gear to be checked.
5	Calibration of Sensor & Gauges
6	Working of Air Driers, ADCs and sanders to be completed.
7	Cleaning of engine room to be done
8	Checking of Pneumatic horns to be done.
9	Cleaning of radiator room to be made.
10	Tool Box and First aid box items availability in cab room to be complied.
11	Monsoon precaution Drive of locomotives should be conducted intensively

DEMU

DEMU items to be checked	
1	Checking the attention of all the doors and windows of DEMU Coaches.
2	Checking of limit switches & Circuit breakers of EOT Cranes, Fork Lifts and other material handling equipment at DEMU Shed.
3	Counselling of staff/supervisors about the standard safety protocols being adopted at Shed for prevention of all safety related incidents.
4	Checking due date of Fire Extinguishers installed at Shed premises, trained all staff operation of fire extinguisher with demo.

Disaster Management & Electronic In-motion Weigh Bridges

Disaster Management & Electronic In-motion Weigh Bridges	
1	Fire extinguisher & fireball trials to be conducted.
2	Checking & replacement of defective cables beyond the average life (EIMWBs).
3	Thorough checking of the Pneumatic system of 140 T crane.
4	Working of on board equipment of ARTs to be checked.

AUGUST-2024**OPERATING**

MONTH		DESCRIPTION OF WORK
August-24	1.	Ensure that securing of vehicles in the running line/yard is being done as per SR 5.23. It should be checked that securing/un-securing of stabled load are made with all required columns. It should also be checked that; all entries are made properly and acknowledgement/confirmation are being signed therein properly.
	2.	Cross-checking veeder counter No. of the Panel/VDU with the respective register and it is to be checked that change of counter reading during failure has been recorded in the SI-24 register. It is also to be verified that actual cause of failure is being recorded by S & T staff.
	3.	Checking the patrolling register of the station and it is to be verified that patrolmen are conducting monsoon patrolling duty as per program. It is to be checked that Stations Master follows GR&SR 15.04 when patrolmen fail to turn up in time.
	4.	Checking of L.C gate parameters with the standard list issued in GWR. It needs to be ensured that Location for placing of Detonator signal/s in protection diagram Board should be shown indicating the OHE mast nos. at 600m and 1200m or there about.
	5.	Checking all engineering boards such as W/L, Caution board and caution indicator board etc. are placed according to GR&SR 15.09. Condition of such boards are also to be noted in the inspection report.
	6.	Post Loading / unloading [GDR], is to be prepared with utmost care.
	7.	It should be checked that Shunting Orders are being made properly, precisely and with clarity and they are signed by shunters.
	8.	It should be checked Emergency Cross-over are being periodically tested by SM and Points-man and recorded in proper register.
	9.	It should be checked that, SWR are being reviewed periodically as stipulated. It should also be checked that all corrections made in SWR are ONLY by replacing complete Page(s) of SWR. All pages should be machine numbered.
	10.	It should also be checked that Crank Handle operation of each Point Machine are being periodically checked by SM and Points-man, and recorded in Crank Handle Register.
	11.	Telephone numbers of local emergency services (Fire, Ambulance, Hospital etc.) at all stations to be cross checked and updated wherever necessary.
	12.	Check and ensure that ASM/SM/Dy.SS/SS are having Panel and valid block competency certificate

SECURITY

MONTH	DESCRIPTION OF WORK
August-24	1. Frequent check of passenger belongings by HHMDs, DFMDs, X-ray baggage scanner at Railway Station.
	2. 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.

SIGNAL AND TELECOMMUNICATION

MONTH	DESCRIPTION OF WORK	TO BE CHECKED BY		
August-24	1. Checking of VHF (25 watt)– installation & measurement of forward & reflected power etc. (50% of stations.) 2. S&T– Tail cable testing (50% of stations). 3. Identify the Rusty rail in DC Track circuit zone and remedial action to be taken (50% of Stations)	100% by Sec. JE/ S&T	50% by SSE/ S&T in charge	20% by ASTE/ DSTE/ Sr. DSTE
	4. To check & ensure that all Axle counters used for Track circuiting and BPAC are functioning properly & there resetting working in order. 5. Checks regarding opening of Relay room as well as entry in Register 6. Checks regarding positive boom locking at LC gates			

ENGINEERING

MONTH	DESCRIPTION OF WORK
August-24	1. Special checks by Supervisors and Officers regarding proper Monsoon patrolling and Monsoon precautions. 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. Special watch and attention over weak formation stretches. 4. Checking of work site protection. 5. Checking and attending run down sections of drains nearby track

ELECTRICAL**Loco Running Staff:**

MONTH	SUBJECT	TOPIC
August-24	1. CLI Diary	- All data regarding footplate and counselling should be updated and it should be pin pointed and not general in nature. - Monthly surprise checking at officer level
	2. GR& SR 4.21	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.
	4. Crew	- Manual Sign ON & Off only be done during CMS failure is to be ensure. - CMS link failure register should be monitored with S&T staff. - Double duty in Suburban section should be avoided. - Long hours duty should be reduced to ensure safety specially for freight train. Signals Charts should be ensured.

TRD

MONTH	ITEMS TO BE CHECKED
August-24	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)].

Electric General

DESCRIPTION	
Monsoon Preparedness:	
1	DG sets panel board all safety relay is to be checked.
2	Extensive dust cleaning is to be done in the DG sets power panel, Alternator in the power car.
3	Thorough earth checking of coach wiring both under frame and on board.
4	Insulation resistance will be measured with all fittings equipment connected both on under frame and super structure with proper procedure.
5	Checking of IR Value of live terminals to body for all types of couplers.
6	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.
7	Roof of RMPU coaches (package unit & drain water outlet) to be checked to avoid accumulation of rain water.
8	HRC fuse is to be used in TL coaches and wire fuses should be permitted for branch wiring only. Emergency Light is to be checked for its operation
9	Gap between Anchor bracket & sleeve of Tension Rod to be checked for conventional TL & AC coaches and it should be maintained 50 & 75 mm respectively.

MECHANICAL**EMU & MEMU Maintenance**

DESCRIPTION	
1	Testing the insulation resistance of discharge rod used for OHE on/off.
2	Calibration of all measuring instruments (Megger, gauge, multimeter etc.) and all gauges.
3	Measurement and attention of Carbon Brush holder with armature in BHEL TM.
4	Checking the welding procedure and issuing and counselling the necessary instructions about welding hazards and safety precautions.

Coaching

DESCRIPTION	
1	Intensive checking of dirt collectors and overall pneumatic system.
2	Ensure 100% draining of auxiliary chambers during pit line maintenance.
3	Thorough Checking of ICF trolley at critical locations to detect any crack.
4	Checking of CBC components to avoid en-route uncoupling.
5	Proper securing of Stable load in Depots.
6	Special attention to suspension system with close monitoring of spring height and intra spring distance.

Freight

ITEMS TO BE CHECKED	
1	Running of freight trains with invalid BPC. To be checked in through trains at yards / sidings.
2	Proper functioning of EL60 Valve (APM) and BMBS in wagons. To check Centre Sill of BOXNHL wagons to detect cracks.
3	The condition & fitment of Aux. Reservoir brackets and 'Z' plate welded on Bell crank lever to secure pin of BMBC in BMBS Wagons (Knorr Bremse make).
4	Continuity test, leakage rate & permissible brake power (as per type of examination) and proper functioning of DV to be checked with RTR in examined rakes at train examination yard.

Diesel

Diesel Items to be checked	
1	Under carriage drive to be continued
2	Availability of safety clamps/wooden wedges to be checked.
3	Calibration of RADAR in HHP Loco to be done.
4	Wheel slip protection and sanding gear to be checked.
5	Calibration of Sensor & Gauges
6	Working of Air Driers, ADCs and sanders to be completed.
7	Cleaning of engine room to be done.
8	Checking of Pneumatic horns to be done.
9	Cleaning of radiator room to be made.
10	Tool Box and First aid box items availability in cab room to be complied.
11	Monsoon precaution Drive of locomotives should be conducted intensively

DEMU

	DEMU items to be checked
1	Calibration of all measuring instruments (Megger, gauge, multimeter etc.)
2	Checking of Traction Motors at in-situ positions e.g, tightness of bolts, IR Values, condition monitoring of bearing retainer collar, pinion teeth, Tr Motor Cables, Carbon brush & Brush Holders, Bass bars etc.
3	Checking the welding procedure and counselling staffs regarding welding hazards and safety precautions.
4	Working of wiper motor and blades in all DEMU/DPCs.
5	Checking condition of different electrical connections, checking of cleanliness at Engine room and radiator room.

Disaster Management & Electronic In-motion Weigh Bridges

Month	<u>Disaster Management & Electronic In-motion Weigh Bridges</u>
1	Special Attention to hydraulic circuits of Crane.
2	Ensuring tools & equipment of ARTs as per yardstick.
3	Checking & replacement of load cells of EIMWBs beyond the average life
4.	Checking and improving the timing of wheel skate assembly by ART staff.

SEPTEMBER-2024**OPERATING**

MONTH	DESCRIPTION OF WORK	
SEPT-24	1.	i) All pending observations of officer/TI inspection should be attended. ii) Intensive night checking by station manager to be ensured.
	2.	Check the following item of station/cabin: - i) Crank handle key box is sealed and locked properly. ii) Relay Room key register is maintained properly and room is provided with double lock. iii) GR&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.
	3.	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.
	4.	Checking the following issue of Relay Room register: - i. During failure whether disconnection memo (S&T DN) is issued. ii. Cause of opening is clearly mentioned in the reason/ remarks column. iii. Whether, JPO-64(Revised) is available in the station/ Cabin. iv. Knowledge of Station Masters about JPO-64.
	5.	Ensure that securing of vehicles in the running line/yard is being done as per SR 5.23. It should be checked that securing/un-securing of stabled load are made with all required columns. It should also be checked that; all entries are made properly and acknowledgement/ confirmation are being signed therein properly.
	6.	- Checking the all operating forms such as T/369 (3b), T/369(1), T/A 1425 to T/D 1425, T/806, T/409 etc. are being properly filled by Station Master. If any irregularity is found during inspection, the prescribed rules should be counseled immediately. - It is to be checked whether during issuing of form if any entry is found to be incorrect, a line shall be drawn through it, so that it could be read later on also and the correct entry shall be made above it. - It is also to be checked that actual cause of failure is recorded in the SI-24 register by S&T staff immediately after rectification in the remarks column. If responsibility is fixed up other departments, it may be checked that concerned department's remarks is taken/ obtained in specified column.
	7.	Post Loading / unloading [GDR], is to be prepared with utmost care.
	8.	It is to be checked that all right signal is exchanged with crew of passing trains and whether the Station Master himself exchanges alright signals.
	9.	It is to be checked that reading of EGGN, EUYN, EUUYN, EOVN, EWN and COGGN counter in the respective register match with the counter number displayed on the panel.
	10	Incognito checks during Power/Traffic Block for follow up rules by concerned staff.
	11	Counselling regarding precaution to be taken before sending of relief train in occupied block section.

SECURITY

MONTH	DESCRIPTION OF WORK
SEPT-24	1. 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
	2. Intensive drive against carriage of inflammable and explosive materials such as gas cylinders, crackers etc. by Mail/Exp & passengers in train.

SIGNAL AND TELECOMMUNICATION

MONTH	DESCRIPTION OF WORK	TO BE CHECKED BY		
SEPT-24	1. S&T - Main Cable Testing (50% of stations). 2. Ensuring healthy standby / Spare equipment (Signal & Telecommunication) (25% of stations) 3. Accountal of scrap and disposal. 4. To check and ensure whether proper procedure is being followed by S&T staff for rectification of failure. (25% of balance stations)	100% by Sec. JE/ S&T	50% by SSE/ S&T in charge	20% by ASTE/ DSTE/ Sr. DSTE
	5. Ensure double locking of Block instruments 6. Ensure safety tolerance of all Signalling gears and equipment for mean Time Between Failure (MTBF) & Mean time to Repair and Return. 7. Intensive checking of track circuiting.			

ENGINEERING

MONTH	DESCRIPTION OF WORK
SEPT-24	1. Monsoon Precautions: 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. Special checking drive of quality of USFD Testing of Tongue Rail to be carried out.
	4. Intensive Attention to T/outs.
	5. Checking of work site protection.
	6. Special attention to Bridge approach, Cess and Banks damaged during Monsoon.

ELECTRICAL**Loco Running Staff :**

MONTH	SUBJECT	TOPIC
SEPT-24	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.
	3. Action to be taken by Motorman/ Shunter of EMU/ MEMU, when rake is stabled (GR & SR 5.23 (vii))	Action to be taken by Motorman / Shunter of EMU / MEMU before leaving the rake, when rake is stable in Yard / Siding / Station running or non-running line- • Switch 'OFF' the light (50%) and fans. • Apply auto brake, ensure BP drops to '0 kg/cm²' and BC raise to '1.6 kg/cm²'. • Turn OFF BIVS. • Return brake controller to the 'release' position. • Apply the parking brake (if provided). • Lock the equipment compartment and driving cabs by padlock. • Wedges to be ensure on wheels.
	4.Crew	• Running staff should be counselled not only on general topics but also on different accident on IR. • Family counselling should be organized regularly.
	5.Crew Lobby	• Inbuilt Camera and Biometric in CMS kiosk should be ensured. • Only one CMS link failure register and manual Sign On & Off register should be followed in combined crew lobby. • Calibration of all BA devices in CMS kiosk and Portable BAs should be ensured. • G – P lists should be jointly reviewed by Sr.DSO & Sr. DEE/OPN of concerned division.

TRD:

MONTH	ITEMS TO BE CHECKED
SEPT-24	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)].

Electric General

DESCRIPTION	
Implementation and review of RDSO's SMI and modification:	
1	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.
2	Ensure of proper working of vane relay, Emergency Light, Checking of battery box and battery box cover.
3	Checking of continuity of I.V. coupler.
4	Belt tension is to be checked by applying 4 Kg load as per existing procedure.
5	Gap between Anchor bracket & sleeve of Tension Rod to be checked for conventional TL & AC coaches and it should be maintained 50 & 75 mm respectively.

MECHANICAL**EMU & MEMU Maintenance**

DESCRIPTION	
1	Winter preparedness drive
2	Special drive to check safety guidelines are being followed by all contractual staff at Carsheds and Outstations stable point.
3	Implementation and review of all RDSO's SMI Modifications and checksheets.
4	Check and review the shunting of rakes to avoid any incidents.
5	Operation of Pantograph and its adjustment
6	Joint inspection with SSE general on Lighting availability .

Coaching

DESCRIPTION	
1	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.
2	Checking of wheels of LHB & ICF coaches by wheel tapping and tyre defective gauge to detect any abnormality.
3	Ensure proper coupling of BP & FP hoses in between coaches and securing with GI wire / 'T' lock to restrict en route uncoupling of air hose.
4	Ensure calibration all gauges.
5	Ensure sufficient supply of Safety equipment to staff deputed for Rolling in/out duty. Ensure PPE to all depot staff.

Freight

ITEMS TO BE CHECKED	
1	To ensure proper setting of door operating mechanism (Primary locks, Secondary locks, door hinges, etc) of BOBR/BOBRN wagons during examination/ attention of door closing.
2	To ensure video-scope into train pipe during ROH to detect blockage in Dirt collector.
3	Surprise check of functionality of Rolling in examination in terminating trains at train examination yards for detecting abnormalities.
4	Proper functioning of HABDs / WILDs /OMRS.

Diesel

Diesel Items to be checked	
1	Under carriage drive to be continued
2	Monsoon precaution Drive of locomotives should be conducted intensively
3	Sanders in the locos to be checked.
4	Carbon brush condition, brush spring pressure, freeness of carbon brush etc. to be checked
5	Availability of Fire extinguisher with valid date to be checked.
6	Sealing of loco exterior to be made for water ingress.
7	Attention to gear-case to be looked into.

DEMU

	DEMU items to be checked
1	Special Drive for winter preparedness.
2	Checking and monitoring whether safety guidelines are being followed by contractual staffs working in Shed
3	Checking and review the safety measures followed during shunting & formation of rakes to avoid any incidents.
4	Ultrasonic Testing of axles in DEMUs.
5	Replacing unclear and dirty wind shields.

Disaster Management & Electronic In-motion Weigh Bridges

	<u>Disaster Management & Electronic In-motion Weigh Bridges</u>
1	A system for attention to Auxiliary Engines.
2	Integration of EIMWBs with FOIS.
3	Trials with Fire Fighting Equipments.
4	Folding of 140T BD Cranes with Auxiliary engine.

OCTOBER-2024**OPERATING**

MONTH	DESCRIPTION OF WORK	
OCT-24	1.	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 ensured that counselling and assurance is obtained as per SR 3.61(o) .
	2.	Cross-checking 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 trains operations .It is also to be verified that SM follows JPO-64(Revised) rigidly.
	3.	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.
	4.	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.
	5.	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. Check whether LP/ALP looks backs frequently during run. LP/Motorman shall wait for one minute by day and two minutes by night on red automatic / Gate stop signal respectively.
	6.	Ensure that securing of vehicles in the running line/yard is being done as per SR 5.23. It should be checked that securing/un-securing of stabled load are made with all required columns. It should also be checked that; all entries are made properly and acknowledgement/ confirmation are being signed therein properly.
	7.	All operating forms such as T/369 (3b),T/369(1),T/A 1425 to T/D 1425, T/806, T/409 etc. need to be checked whether, they are being properly filled by Station Master. It is to be checked whether, any entry is found to be incorrect during issuing of form, a line shall be drawn through it, so that it could be read later on also and the correct entry shall be made above it. It is also to be checked that actual cause of failure is recorded at the remarks column in the SI-24 register by S&T staff immediately after rectification. If responsibility is fixed up to other departments, it is to be checked that concerned department's remarks is taken/ obtained in specified column.
	8.	Veeder counter No. of. the Pane/VDU with the respective register needs to be checked and it is to be verified that change of counter reading during failure has been recorded in the SI-24 register. It is also to be verified that actual cause of failure is being recorded in concerned Register.
	9.	Post Loading / unloading [GDR], is to be prepared with utmost care.

SECURITY

MONTH	DESCRIPTION OF WORK	
OCT-24	1.	Intensive drive against carriage of inflammable and explosive materials such as gas cylinders, crackers etc. by passengers in trains.
	2.	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.

ENGINEERING

MONTH	DESCRIPTION OF WORK
OCT-24	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.
	3. Checking of work site protection.
	4. Post Monsoon activities - Attention to run down stretches immediately after monsoon. Normal systematic maintenance for 4-5 days a week and picking up stacks.
	5. To check and ensure adequate visibility for both Train Loco Pilot and Road users at Level Crossing gate.
	6. Maintenance of Plate form line, Yard line and checking of side/catch/drains of yard.

ELECTRICAL**Loco Running Staff:**

MONTH	SUBJECT	TOPIC															
OCT-24	1. GR & SR 4.14	Duty of Crew in case of failure of Head Light, Marker lights and Speedometer.															
	2. Watching safe running of adjoining train	Both LP & ALP should be vigilant about adjoining line train movement- if any abnormality noticed, report to nearest SM & CNL.															
	3.Crew	- Any abnormality noticed during entire journey should be entered in CMS. - Green notice book should be followed before commencing journey															
	4.BMBS	The speed limits for operation of freight trains in loaded condition on IR track consisting of more than 50 % wagons having BMBS are as under, they should be followed diligently <table><tr><th>SN</th><th>Track terrain</th><th>Max. Speed limit (Kmph)</th></tr><tr><td>1</td><td>Level</td><td>60</td></tr><tr><td>2</td><td>Down gradient of 1:200 to < 1:150</td><td>50</td></tr><tr><td>3</td><td>Down gradient of 1:150 to ≤ 1:100</td><td>40</td></tr><tr><td>4</td><td>Down gradient of > 1:100</td><td>30</td></tr></table>	SN	Track terrain	Max. Speed limit (Kmph)	1	Level	60	2	Down gradient of 1:200 to < 1:150	50	3	Down gradient of 1:150 to ≤ 1:100	40	4	Down gradient of > 1:100	30
	SN	Track terrain	Max. Speed limit (Kmph)														
	1	Level	60														
	2	Down gradient of 1:200 to < 1:150	50														
	3	Down gradient of 1:150 to ≤ 1:100	40														
4	Down gradient of > 1:100	30															
5.CME Direct	CME direct cases to be monitored and root cause should be identified and should be minimized to the extent possible.																
6.Counselling	All safety counselling and technical counselling advised in this year should be cross examined with CLIs and loco pilots at ground level to ascertain their knowledge regarding the same.																
7.Medical/Family	All CLIs should give special focus to personal aspects of loco pilots viz a viz their economic conditions , family situations and medical exigencies. Any stress regarding the above which might affect their performance in train running should be noted down and necessary action be taken.																

TRD:

MONTH	ITEMS
OCT-24	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 neighborhood 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)].
	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)].

Electric General

DESCRIPTION	
Implementation and review of RDSO's SMI and modification:	
1	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.
2	HRC fuses should be used in all electrical main circuits of coach wiring.
3	Working of heater circuit and heater element for all AC coaches & checking of continuity of coupling.
4	Ensure of proper working of vane relay. Checking of Emergency Light (twice in a month).
5	Checking of OHP setting at 65° C and ensure its working.
6	For LH B AC coaches ensure healthy ness of ESTI switch.
7	Gap between Anchor bracket & sleeve of Tension Rod to be checked for conventional TL & AC coaches and it should be maintained 50 & 75 mm respectively.

SIGNAL & TELECOMMUNICATION

MONTH	DESCRIPTION OF WORK	TO BE CHECKED BY		
OCT-24	1. Checking of Earth resistance, Earth connections & Earth pits, checking of Surge arrestor (balance 50% of stations). 2. Checking of worn-out Signal units, Signal posts and action taken balance (balance 50% of stations). 3. Ensuring proper operation of control cum indication panel / VDU in all respect as per SWR (25% of stations). 4. Ensuring effectiveness of interlocking at LC gates (25% of balance Interlocked LC gates)	100% by Sec. JE/ S&T	50% by SSE/ S&Tin charge	20% by ASTE/ DSTE/ Sr.DSTE

MECHANICAL**EMU & MEMU Maintenance**

DESCRIPTION	
1	Checking the safety procedure is being following during material loading/unloading
2	Checking the PIS system installed in rakes
3	Checking and necessary safety instructions displayed at Outstations and Carsheds.
4	Checking and necessary attention of slack adjuster in brake rigging.
5	Checking of all Schaku Coupler
6	Condition Monitoring of Traction Motor bearing Temperature.

Coaching

DESCRIPTION	
1	Ensure functional checking of Guard hand brake.
2	Ensure proper functioning and locking arrangement of luggage doors in coaching stock
3	Checking of bio-toilet brackets and securing arrangements with head stock in all coaches
4	Checking of all under gear structural member against corrosion in coaching stock [Sole bar & Head stock]
5	Cross checking the methodology and implementation of eddy current testing of wheels

Freight

ITEMS TO BE CHECKED	
1	Condition of wheel profile (sharp flange, flat tyre, thin flange, etc.) during examination for safe running of trains.
2	Surprise checking to see overloaded wagons at the time of weighment of a rake by in-motion weigh-bridge.
3	To detect and arrest oil leakage of BTPN wagons during examination of loaded rakes.
4	Fitment of uncoupling gear arrangement in CBC operating handle of wagons during ROH.
5	Surprise inspection of damage prone loading / unloading sidings to see the practice being followed for loading / unloading of wagons.
6	Ensure PPE to all staff and surprise checks regarding the same.
7	Surprise Brake Power check of Goods train at enroute Station.

Diesel

	Diesel Items to be checked
1	Under carriage drive to be continued.
2	Sealing of cab to be done.
3	Working of horn to be checked
4	Rail guards and cattle guards to be ensured.
5	"H"-type & "E"-type CBC coupler attention OEM's manual & RDSO's report to be complied.
6	Calibration of speed recorders to be done.
7	Safety notices/instructions to be given.
8	Working of classification lights to be completed.
9	Tool Box and First aid box items availability in cab room to be ensured.

DEMU

	DEMU items to be checked
1	Checking of wheel parameters in all DPCs, last POH more than 6 months and review of all types of wheel defects found in last 6 months.
2	Checking and counselling of all staff/supervisors regarding OHE power on/off & make aware of safety guidelines for OHE installation within SBG Integrated Rolling Stock Maintenance Shed.
3	Ensure proper Sealing of Loco cabs to prevent inflow of cold air during running.
4	Checking function of ACP in all the DEMU rakes.
5	Checking for any crack development at buffer casing, schacu couplers between coaches.

Disaster Management & Electronic In-motion Weigh Bridges

	<u>Disaster Management & Electronic In-motion Weigh Bridges</u>
1	Speed trial of SPARMVs & SPARTs within their respective beat.
2	Checking the working of all IP based CCTV Cameras at the EIMWB installation.
3	Ensuring availability of all the standard equipments in the crane.
4	All pending observations from previous inspections to be complied .

NOVEMBER-2024**OPERATING**

MONTH	DESCRIPTION OF WORK
NOV-24	1. Cross checking private number of Emergency Key register of L C Gate with TSR of station/ Cabin if any discrepancy is found, should be mention in the inspection note about procedure of using Emergency Key are to be counselled The following condition of L.C gate also be verified- i) Road surfaces. ii) Speed breaker. iii) Danger Board of height gauge etc. iv) Hooter sound etc. Checking availability of Safety equipment at Stations and LC gates as per SWR
	2. The gradation register of all safety category operating Staff needs to be checked in light of Railway Board's guideline. The staff of GP 4600/- and above should be reviewed by AOM rank officer and acknowledgement of concerned staff should be taken in respective column of Gradation register. It is also to be verified that SM/TI(M) has counselled the staff of B & C grade in a regular manner to improve the skill and knowledge of the concerned staff.
	3. Check the panel/VDU of the cabin that Station Master follows setting of points against the block line as per SR 5.19(vi) and Station Master put/keep safety cap in the relevant button. It is also to be verified that line is blocked as per provision of G&SR.
	4. 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 [Revised] by Station Master and no short cut method is adopted. Any irregularity is found during inspection, should be highlighted to higher authority. Ensure issue of PLC and necessary document during failure of Block instrument.
	5. 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.
	6. Disconnection/reconnection protocols JPO for S&T gears which was issued by the Railway Board dated 10.06.23 in light of which similar JPO has also been issued by HQ on 07.07.23. It is to be verified that same were counselled properly to the staff concern and acknowledgement of staff is taken in concern register.
	7. It should be check whether Updated list should be maintained in Authorization Page of SI-24 register with authorization signed by SSE with signature of authorized staff.
	8. Entries in T/369 (3b) should be cross-checked with SI-24 (Signal Failure register) to ensure that the concerned failures are reflected in SI-24. Ensure for taking assurance of staff concerned engaging for Fog Signal works.
	9. It is to be checked that Part-I, Part-II, Part-III and part-IV of the Fog Signal register/Station Detonator register are maintained properly.
	10. Surprise checks of excessive speed while Train received in Loop line.

SECURITY

MONTH	DESCRIPTION OF WORK
NOV-24	1. 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.
	2. Intensive drive against carriage of inflammable and explosive materials such as Gas Cylinders, Crackers etc. by Mail/Exp & Passengers in trains.

SIGNAL AND TELECOMMUNICATION

MONTH	DESCRIPTION OF WORK	TO BE CHECKED BY		
NOV-24	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 and networking of data logger (balance 50% of stations). 4. Ensuring Working of Fire and smoke alarm / Fire suppression system (where provided) 5. Checking of backup Power supply arrangement in both electrified and non-electrified territory 6. Checking working of IPS at Stations, IBH and LC gates 7. Surprise checking of Veedor counters of Panel 8. Checking working of BPAC where provided. 9. Checking visibility of Signals especially during night.	100% by Sec. JE/ S&T	50% by SSE/ S&T in charge	20% by ASTE/ DSTE/ Sr. DSTE

ENGINEERING

MONTH	DESCRIPTION OF WORK
NOV-24	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.
	4. Checking of work site protection.
	5. Checking of Engineering Restriction Boards.

ELECTRICAL**Loco Running Staff:**

MONTH	SUBJECT	TOPIC
NOV-24	1. Prevention of accidents	- Competency certificate of CLIs to be ensured - LPs should not isolate VCD & AWLS. - 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. - Running staff should avoid the tendency of packing their belongings while approaching the terminating stations.
	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- (TC/01/OPN/ER/21, dated 10.03.202)	'Brake feel test' to be performed by each fresh crew just after starting the train and before attaining the speed of 15 kmph to get feel of application of brake. 'Brake power test' to be done by the crew from the originating station after reaching minimum 40 kmph speed in 1st block section.
	4. Breath Analyser	- All Breath analyzers should be checked with and without Alcohol regularly. - Inbuilt BA in CMS Kiosk should also be checked.
	5. CLI movement	- All CLI should be entered their movement in CMS through Chalak dal app. - Deficiencies should be highlighted in their register to improve performance. - All safety gradation of the crew should also be uploaded in CMS.

TRD:

MONTH	ITEMS TO BE CHECKED
NOV-24	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)].

Electric General

DESCRIPTION	
Implementation and review of RDSO's SMI and modification:	
1	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.
2	HRC fuses should be used in all electrical main circuits of coach wiring.
3	Working of heater circuit and heater element for all AC coaches & checking of continuity of coupling.
4	Ensure of proper working of vane relay. Checking of Emergency Light (twice in a month).
5	Checking of OHP setting at 65° C and ensure its working. For LHB AC coaches ensure healthiness of ESTI switch.

MECHANICAL**EMU & MEMU Maintenance**

DESCRIPTION	
1	Monitoring of unauthorised entry in EMU/MEMU Carshed.
2	.Intactness of underslung equipments in EMU/MEMU rakes.
3	Illumination checking in pit-lines,OHE isolating points ,lifting bay in Carsheds.
4	Intactness of all doors and windows in all the rakes.
5	Checking of working of all M&P Items in Sheds as per safety guidelines.
6	Competency Certificate to all welders to be ensured
7	Checking of proper working of Pantograph Servomotor in EMU/MEMU

DESCRIPTION	
1	Proper fitment and functional checking of Guard emergency brake application valve.
2	Ensure availability of suspension bracket and proper fixing of air hose coupling of last vehicle.
3	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.
4	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.
5	Checking the working of Composite Brake Blocks
6	Ensure Zero defects during 'C' schedule & IOH schedule of coaches.

Freight

ITEMS TO BE CHECKED	
1	Spring gears (Inner, Outer & Snubber) & Wedge blocks in CASNUB bogies.
2	Proper fitment of PU Pad bottom housing and top plates.
3	Proper fitment of CBC components like, Operating handle, Bearing piece, Knuckle pin with APD, etc and proper setting of CBC lock during examination.
4	To ensure fitment of proper setting of door operating mechanism (Primary locks, Secondary locks, door hinges, etc) of BOBR/ BOBRN wagons during examination and attention of door closing.
5	Surprise Brake Power check of Goods train at enroute Station.

Diesel

Diesel Items to be checked	
1	Under carriage drive to be continued.
2	Provision of on board safety equipments to be complied.
3	Calibration of sensors & gauges to be done.
4	Attention to Wheel & suspension to be ensured.
5	Arresting of leakage in the engine room by attention to leak of oil and water drain pipes to be checked.
6	Focusing of twin beam headlights to be checked
7	Identification and replacement of Traction Motors with reducing IR to be done.
8	Winter precaution Drive of locomotives should be conducted intensively

DEMU

DEMU items to be checked	
1	Checking of Intactness of under slungparts in DEMU rakes.
2	Intactness of all doors and windows in all the rakes.
3	Cleaning of radiator room.
4	Checking of Head Light, Tail Light, Flasher Light and act accordingly.
5	Identification and replacement of Traction Motors with reducing IR.

Disaster Management & Electronic In-motion Weigh Bridges

Disaster Management & Electronic In-motion Weigh Bridges	
1	Replacement of UPS & CVT in the EIMWBs beyond the average life.
2	Inventory & making good all the equipments as per yardstick.
3	SPARMV: Joint Mock Drill with St. John Ambulance.
4	Timing all the operations of Crane including the Winch

DECEMBER-2024**OPERATING**

MONTH	DESCRIPTION OF WORK
DEC-24	1. Cross checking veeder counter reading with the respective register and it may also be verified whether change of counter reading during failure is reflected in the register and it is also to be checked whether failure memo is issued to S&T staff for attending the failure.
	2. Checking Joint Point and Crossing Register and examined whether checking is done as per scheduled and deficiency recorded in the register are being complied immediately. It is also to be checked/ verified how many deficiency/deficiencies is/has not yet been complied.
	3 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 Engg. Board. iii) Retro reflective Kilometer board as per Railway Board guideline. iv) Protection is taken during engineering work as per G&SR. v) Line marking across the track of the sighting board is being done during foggy season.
	4 Checking the Staff are having adequate knowledge about the VTO of a Station and the usage of fog signals and also updated Staff declaration on fog signal is taken accordingly.
	5 Checking the sealed condition of First Aid box and entries the last utilization are made in card properly. The Expiry date of medicines inside needs to be checked.
	6 All operating forms such as T/369 (3b), T/369(1), T/A 1425 to T/D 1425, T/806, T/409 etc. need to be checked whether, they are being properly filled by Station Master. It is to be checked whether, any entry is found to be incorrect during issuing of form, a line shall be drawn through it, so that it could be read later on also and the correct entry shall be made above it. It is also to be checked that actual cause of failure is recorded at the remarks column in the SI-24 register by S&T staff immediately after rectification. If responsibility is fixed up to other departments, it is to be checked that concerned department's remarks is taken/ obtained in specified column.
	7 It should be cross checked with Signal Failure Register that Authority to Pass Signal at ON has been given only in cases of Defective Signal cases.
	8 • Ensure that securing of vehicles in the running line/yard is being done as per SR 5.23. It should be checked that securing/un-securing of stabled load are made with all required columns. It should also be checked that; all entries are made properly and acknowledgement/confirmation are being signed therein properly.
	9 Post Loading / unloading [GDR], is to be prepared with utmost care.

SECURITY

MONTH	DESCRIPTION OF WORK
DEC-24	1. Checking of vital installations and stations using sniffer dogs.
	2. 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

SIGNAL & TELECOMMUNICATION

MONTH	DESCRIPTION OF WORK	TO BE CHECKED BY		
DEC-24	1. Inspection 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. 3. Safety Integrity Test due in this year (balance 50% of due Station) 4. To check and ensure whether proper procedure is being followed by S&T staff for rectification of failure. (balance 50% stations)	100% by Sec. JE/ S&T	50% by SSE/ S&T in charge	20% by ASTE/ DSTE/ Sr. DSTE
	5. To check effectiveness of approach locking and track locking. 6. Checking of Retro-reflective Strips is provided at Booms of LC gate, Distant signal & Goods warning board. 7. Checking of Track circuit Charger, Voltage & Current Jumper. 8. Strict observance of instruction of JPO issued from HQ for opening and closing of Relay Room.			

ELECTRICAL**Loco Running Staff:**

MONTH	SUBJECT	TOPIC
DEC-24	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 Automatic Block system the speed will be as per the signal aspect - “Green” signal – not to exceed – 75 Kmph. “Double Yellow” – not to exceed- 30 Kmph “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 blockade All Loco pilots should carry Fog Safe devices during loco running
	2. Procedure for Loco Brake Power test	Procedure for checking Loco Brake power test by LPs- - Apply full brakes by using SA9. The brake cylinder gauge should indicate a reading of 3.5 kg/cm² for all conventional and 3-Phase loco except WAP-5, for WAP-5 reading will be 5 kg/cm², under such condition, ensure all brake cylinders are operated and brake shoes are held tight with wheel tyers. - For 3-Phase locomotive release parking brakes if available and keep A9 in ‘Run’ position. Thake notches through MP / Throttle and observe current in Ammeter for conventional loco and Tractive effort for 3-Phase loco as per the given value-

DEC-24		SN	Locotype	Current/ Tractiveeff- fort	Remarks
		1	Conventionalloco-WAG5, WAG7	600Amp	Locosould not- move
				800Amp	Locosould move
		2	Conventionalloco-WAM4, WAP1/4	800Amp	Locosould not- move
				1000Amp	Locosould move
		3	3-Phaseloco:WAP7,WAG9	Upto150KN	Locosould not- move
		4	3-Phaseloco:WAP5	Upto100KN	Locosould not- move
	If any deviation in loco is found, then inform TLC and act accordingly.				
	3.Crew	• Pre-departure detention should be closely monitored. • Long hours duty should be reduced. • Manual sign on & Off duty only be done during CMS failure. • Periodic rest of the crew should be ensured minimum two 30hrs calendar rest in one spell.			

TRD:

MONTH	ITEMS TO BE CHECKED
DEC-24	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)].

Electric General

DESCRIPTION	
Implementation and review of RDSO's SMI and modification:	
1	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.
2	Working of heater circuit and heater element for all AC coaches & checking of continuity of coupling.
3	Ensure of proper working of vane relay. Checking of Emergency Light (twice in a month).
4	Checking of OHP setting at 65 ^o C and ensure its working.
5	For LHB AC coaches ensure healthy ness of ESTI switch.
6	Ensure proper cleating of Alternator cable in TL coach.
7	Gap between Anchor bracket & sleeve of Tension Rod to be checked for conventional TL & AC coaches and it should be maintained 50 & 75 mm respectively.
8	Ensuring proper lighting of pitlines as per standard in coaching depots and carsheds and loco sheds. Joint inspection of the same to be conducted with respective incharges

ENGINEERING

MONTH	DESCRIPTION OF WORK
DEC-24	1. Track maintenance and cold weather patrolling.
	2. Cold weather Patrolling – Cold weather patrolling to be introduced when rail temperature is less than (td - 30°C) as per IRPWM - 2020 & instructions issued by Principal Chief Engineer/Chief Track Engineer.
	3. Cold weather Patrolling of LWRs
	4. Annual bridge inspection to be conducted.
	5. Checking of work site protection.
	6. Anti-sabotage measures for protection of track.

MECHANICAL**EMU & MEMU Maintenance**

DESCRIPTION	
1	(HL,TL, Horn, Flasher light etc.) cheking and adjustment in view of foggy weather.
2	Review of implementation of safety guidelines given by higher authority, Division, Head Quarter, Railway Board etc.
3	Intactness of foot plate at doors.
4	Review of all pantograph defects of 3 phase rake and prepare the action plan to minimise failure cases in future.
5	Checking of all parking brake operation in 3 phase Rakes

Coaching

DESCRIPTION	
1	Checking of fastener & safety strap for all under slung items like water tank, air reservoir, Bio-tank, etc.
2	Checking of all type of steel spring to detect any old flaw in coaching stock and ensure stipulated clearance.
3	Ensure proper securing arrangement of coach panel mounted Fire extinguisher in Non AC coaches.
4	Ensure air pressure continuity testing between Locomotive and last vehicle of outgoing train before issuing BPC.
5	Competency Certificate to all welders to be ensured

Freight

ITEMS TO BE CHECKED	
1	Checking of Centre Sill of BOXNHL wagons to detect cracks.
2	To ensure availability of door fastening components and proper doors setting in BOXN/ BOXN HL/BCN/BCNHL wagons.
3	Leakage rate, brake power, release time, piston stroke, etc during rake testing with RTR.
4	To ensure availability and proper functioning of Air Dryers of Air Compressors.

Diesel

Diesel Items to be checked	
1	Under carriage drive to be continued
2	Attention to auxiliary generators/exciter to be given
3	Arresting accumulation water/oil in ECC3 to be checked.
4	Securing of pipelines to be ensured.
5	Calibration of Air Flow indicator to be done.
6	Attention to CCB system to be given.
7	Carbon brush condition, brush spring pressure, freeness of carbon brush etc. to be checked
8	Cleaning of radiator room to be made.
9	Attention to Diodes in AMR to be done.
10	Attention to locos with low IR in power circuit to be looked into.
11	Winter precaution Drive of locomotives should be conducted intensively

DEMU

DEMU items to be checked	
1	Checking of Head Light, Tail Light, Flasher Light and act accordingly.
2	Calibration of Sensor & Gauges.
3	Special Drive on Tightness checking of Bogie Items & suspension arrangements.
4	Ensure proper Sealing of Loco cabs to prevent inflow of cold air during running.
5	Checking of working of Air dryers.

Disaster Management & Electronic In-motion Weigh Bridges

<u>Disaster Management & Electronic In-motion Weigh Bridges</u>	
1	Competency Certificate to all crane drivers to be ensured
2	Replacement of computers beyond the codal life in the EIMWBs.
3	Attention to the hydraulic circuits of 140 T crane.
4	Attention to the Winches & Jacks.

JANUARY-2025**OPERATING**

MONTH	DESCRIPTION OF WORK
JAN-25	1. The following issue checked during station inspection :- i) Whether ALP/LP/Guard exchange ALL RIGHT SIGNAL with station staff. ii) Whether station staff is deputed in both sides. iii) In case, exchange of ARS is not being done by crew, appropriate action is taken by Station Master.
	2. Cross-checking Veeder Counter reading 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.
	3. It is to be checked that Caution Register (OPT-91) is maintained in proper format. It is also to be verified that - In every Monday after odd hours, weekly imposed & cancelled speed restrictions should be recorded serially with the MSG nos. & date. - The speed restrictions which are continued are brought forward to next week accordingly. - Exchanged Private Nos. with section controller at the time of conveying the message should also be reflected with the concerned entry. This practice is continued separately for both Up and Down directions.
	4. Veeder counter No. of the Pane/VDU with the respective register needs to be checked and it is to be verified that change of counter reading during failure has been recorded in the SI-24 register. It is also to be verified that actual cause of failure is being recorded in concerned Register.
	5. Guards should have proper pressure gauge. Air Pressure gauge of approved size with quick coupler. Proper functioning of pressure gauge.
	6. Cross-checking BPAC Counter Resetting Register with SI-24 register whether the failure entry is reflected in the Signal Failure Register.
	7. VTOs as per norm and in order should be ensured at all stations.
	8. Disconnection/reconnection protocols JPO for S&T gears which was issued by the Railway Board dated 10.06.23 in light of which similar JPO has also been issued by HQ on 07.07.23. It is to be verified that same were counselled properly to the staff concern and acknowledgement of staff is taken in concern register.
	9. Ensure that securing of vehicles in the running line/yard is being done as per SR 5.23. It should be checked that securing/un-securing of stabled load are made with all required columns. It should also be checked that; all entries are made properly and acknowledgement/confirmation are being signed therein properly.

SECURITY

MONTH	DESCRIPTION OF WORK
JAN-25	1. Public awareness campaign sensitizing public not to touch any unclaimed, abandoned, suspicious objects.
	2. 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.

SIGNAL & TELECOMMUNICATION

MONTH	DESCRIPTION OF WORK	TO BE CHECKED BY		
JAN-25	1. Ensuring healthy standby/spare equipment (Signal & Telecommunication) (25% of stations) 2. Ensuring proper operation of control cum indication panel/VDU in all respect as per SWR (Balance 25% of stations) 3. Ensure effectiveness of interlocking at LC gates (Balance 25% Interlocked LC gates) 4. Pending Deficiencies of Point & crossings noted in joint inspection to be identified and compliance of the same.	100% by Sec. JE/ S&T	50% by SSE/ S&T in charge	20% by ASTE/ DSTE/ Sr. DSTE
	5. To check effectiveness of approach locking and track locking. 6. Checking working of Sliding boom at LC gate. 7. Check availability of Fire extinguisher & Fire balls and working of fire alarms and fire suppression systems in Relay Rooms.			

ENGINEERING

MONTH	DESCRIPTION OF WORK
JAN-25	1. Track maintenance and cold weather patrolling.
	2. Annual bridge inspection to be conducted.
	3. Cold Weather Patrolling of LWRs.
	4. De-stressing of LWRs with Tensors.
	5. Lubrication of joints, gap survey and adjustments.
	6. Checking of work site protection.
	7. Proper precaution during unloading of Engineering materials.
	8. Lubrication of Curves, Point and crossing and ERC.

ELECTRICAL**Loco Running Staff:**

MONTH	SUBJECT	TOPIC
JAN-25	1. Prolonged failure of OHE	Protection to be undertaken 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.
	3. Alcohol Test of BA Machine	- All BA device should be calibrated before due date. - Alcohol test of all BA devices and inbuilt CMS kiosk should be done regular basis. - Zero Long hours duty should be ensured to ensure safety. - Counselling on foggy weather with continuous monitoring.

TRD:

MONTH	ITEMS
JAN-25	Checking of all screens provided on FOB / ROB. [ACTM Para No.- 11(2) € of Appendix-VIII]
	Trees and vegetation shall not be permitted to grow in the neighborhood 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 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 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)].

Electric General

DESCRIPTION	
Implementation and review of RDSO's SMI and modification:	
1	Ensure proper working of Vane relay.
2	HRC fuses should be used in all electrical main circuits of coach wiring.
3	Working of heater circuit and heater element for all AC coaches & checking of continuity of coupling.
4	Ensure of proper working of vane relay. Checking of Emergency Light (twice in a month).
5	Checking of OHP setting at 65° C and ensure its working.
6	For LHB AC coaches ensure healthy ness of ESTI switch.
7	Ensure proper cleaning of Alternator cable in TL coach.

MECHANICAL**EMU & MEMU Maintenance**

DESCRIPTION	
1	Intactness of Ladder in EMU/MEMU rakes.
2	Calibration of overhauling equipments.
3	Checking the intactness of driving cab door and windows.
4	Audit of Overhauling section and implementation of finding.
5	Removing all hazardous waste from shed premises.
6	One cycle checking of working of fire extinguisher available in EMU/MEMU motor coach.

Coaching

DESCRIPTION	
1	Functional checking of Air spring and FIBA & checking of related components to avoid en-route activation of FIBA.
2	Proper tightening of all fasteners including those of phonic wheel, wheel slide earthing equipment with stipulated torque value with torque wrench in LHB stock.
3	Ensure rake protection by fixing skid board in both side of rake before starting rake maintenance at pit line.
4	Ensure locking of Guard lobby in outgoing train at Loco end [Non Guard portion]. Also, surprise checking of empty rake closing to be conducted.
5	All compressors and air feeding mechanisms inside the depots should be looked into. Regular release of moisture from air brake pipeline to be ensured.

Freight

ITEMS TO BE CHECKED	
1	Condition of wheel profile (sharp flange, flat tyre, thin flange, etc) during examination for safe running of trains.
2	Spring gears (Inner, Outer & Snubber) & Wedge blocks in CASNUB bogies.
3	Proper fitment of all safety & security fittings of under gear / Brake gear components.
4	Proper functioning of HABDs / WILDs / OMRS.
5	Proper Lighting at freight examination yards to be ensured by conducting a joint illumination reading with SSE general.

Diesel

Diesel Items to be checked	
1	Under carriage drive to be continued.
2	Cleaning of compressor room to be looked into.
3	Wheels slip protection and sanding gear to be ensured.
4	Working of proportionate brake to be monitored.
5	Sealing of loco exterior for leakage to be checked.
6	Provision of FIP cover to be ensured.
7	Rail guards and cattle guards to be ensured.
8	Checking the fuel efficiency kit based on SFC to be done.
9	Notices, Instructions & proper levelling near all switches in cab room to comply.
10	Drainage channel of dynamic grids to be done.
11	Winter precaution Drive of locomotives should be conducted intensively

DEMU

	DEMU items to be checked
1	Checking of under carriage fitments like split pin, cotter pins, safety brackets, cable cleats, axle box bolts, mounting of rectifier panels & battery boxes.
2	Cleaning of compressor room.
3	Checking the intactness of driving cab door and windows and to ensure proper Sealing of Loco cabs to prevent inflow of cold air during running.
4	Checking & monitoring of rail guards and cattle guards.

Disaster Management & Electronic In-motion Weigh Bridges

Month	<u>Disaster Management & Electronic In-motion Weigh Bridges</u>
1	Ensure the knowledge of load chart of all crane drivers
2	Checking of Earth resistance value of EIMWB equipments.
3	Ensuring all Disaster Management staff are aware of all the hooter codes.
4	Testing of knowledge of First Aid especially CPR of all ARMV/SPARMV staff.

FEBRUARY-2025**OPERATING**

MONTH	DESCRIPTION OF WORK	
FEB-25	1.	Ensure that securing of vehicles in the running line/yard is being done as per SR 5.23. It should be checked that securing/un-securing of stabled load are made with all required columns. It should also be checked that; all entries are made properly and acknowledgement/confirmation are being signed therein properly.
	2	Post Loading / unloading [GDR], is to be prepared with utmost care.
	3.	Cross-checking private number of emergency Key register of the interlocked L.C gate and SM's TSR. It is to be verified that opening and closing of gate during use of emergency key is rigidly followed as per GWR.
	4	Check at all stations for presence of any fire hazardous material like cooking gas etc. in any vendor shops.
	5.	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 GR&SR and such Boards are in good condition.
	6.	Checking all LC gates for road quality and boom functionality (including replacing retro reflective stickers if faded or applying if absent).
	7.	Cross- checking private no. of Emergency key register of the interlocked LC gate and SM's TSR and Emergency key register at Station. It should be ensured that opening and closing of LC gate during use of Emergency key is rigidly followed irrespective to failure or maintenance work. It is also to be checked that all equipments are available and in working condition. It need to be Checked that Location for placing of Detonator signal/s in protection diagram Board should be shown indicating the OHE mast nos. at 600m and 1200m or there about.
	8.	Entries in T/369 (3b) should be cross-checked with SI-24 (Signal Failure register) to ensure that the concerned failures are reflected in SI-24. Ensure proper setting and locking of Points before serving of T/369(3b).
	9	It is to be checked that reading of EGGN, EUYN, EUUYN, EOVN, EWN and COGGN counter in the respective register match with the counter number displayed on the panel.

SECURITY

MONTH	DESCRIPTION OF WORK	
FEB-25	1.	Checking of pantry cars to finds out availability of safety related equipments.
	2.	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.

SIGNAL & TELECOMMUNICATION

MONTH	DESCRIPTION OF WORK	TO BE CHECKED BY		
FEB-25	1. Counselling of S&T staff 2. Checking of VHF (25 watt) – installation & measurement of forward & reflected power etc. (Balance 50% of stations). 3. S&T – Tail cable testing (Balance 50% of stations). 4. Identify the Rusty rail in DC Track circuit zone and remedial action to be taken (balance 50% Stations)	100% by Sec. JE/ S&T	50% by SSE/ S&T in charge	20% by ASTE/ DSTE/ Sr. DSTE
	5. Ensure proper communication before start of NI 6. Arranging of Bit test of all Points. 7. Checking of working of Control Telephone & Block Telephone at Stations			

ENGINEERING

MONTH	DESCRIPTION OF WORK
FEB-25	1. Track maintenance and cold weather patrolling
	2. Bridge repair works as per Annual Bridge Inspection.
	3. Checking of work site protection.
	4. Checking of Engineering Restriction Boards.
	5. Ensure proper housing of Points.
	6. De-stressing & TFR of track to be done.
	7. Ensure safety related equipment with Gang.

ELECTRICAL**Loco Running Staff:**

MONTH	SUBJECT	TOPIC
FEB-25	1. GR & SR- 6.08	Duties of LPs & ALPs - Sudden drop of pressure in his train.
	2. GR & SR- 5.23	Duties of LP / ALPs for securing of vehicles at Station & Block section.
	3. Crew Lobby	- Both LP/ALPs should have a knowledge with list of critical signals over which he is working. - All train managers should be sign on & Off in CMS kiosk. - Double duty should be avoided in Suburban section. - Signals Charts should be provided to the all-train Crew. - Periodic rest to the crew should be ensured minimum two in a one spell. - Minimum 16 hrs rest at HQ to the crew should be ensured.

TRD:

MONTH	ITEMS TO BE CHECKED
FEB-25	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)].
	Ensuring competency of all Tower Wagon drivers and checking their knowledge of route learning
	Up-dating of implantation of OHE masts and registered the same in the TPC. [ACTM Para No.- 10436 (9)].

Electric General

DESCRIPTION	
Summer preparedness:	
1	Cleaning of air duct by the force of air jet for AC coaches.
2	All fresh and return Air Filter of AC Coaches should be properly cleaned.
3	Tightness to be checked for all Electrical Terminal Board including Compressor, Condenser Motor, Blower Motor etc. It should be ensured that there are no loose / hanging connections, exposed wire, wires shorting defective equipment, MCB, fuses of higher capacity etc. in the AC coach and power panel.
4	Complete cleaning of condenser and evaporator unit of AC coaches with appropriate cleaning agent.
5	Changing of catch all filter for underslung AC coaches.
6	Cleaning of drip tray and its outlet pipe. Checking of cooling performance.
7	Lubrication of threads of the tension rod and adjusting nut for alternator. Ensure 100% working of fan.

MECHANICAL**EMU & MEMU Maintenance**

DESCRIPTION	
1	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.
2	Checking the operation OHE indicator installed at different line at carshed.
3	Review of Armature and Brush Holder failure in Traction Motor.
4	Checking of ADD & ORD of all 3 phase rakes.
5	Checking the functioning of AC installed in 3 phase rakes.

Coaching

DESCRIPTION	
1	Corrosion and fitment checking of foot board in all coaches.
2	Checking of wheels of LHB & ICF coaches by wheel tapping and tyre defective gauge to detect any abnormality.
3	Checking of functionality of speed sensor in LHB coaches.
4	Checking of proper functioning of vestibule doors in coaches.
5	Ensuring fireless cooking in Pantry Cars. Intensive cleaning of pantry cars and checking of boilers and gas pipelines to be ensured

Freight

ITEMS TO BE CHECKED	
1	To ensure proper setting of door operating mechanism (Primary locks, Secondary locks, door hinges, etc.) of BOBR/BOBRN wagons during examination / attention of door closing.
2	The condition & fitment of Aux. Reservoir brackets and 'Z' plate welded on Bell crank lever to secure pin of BMBC in BMBS Wagons (Knorr Bremse make).
3	Uneven loading, proper packing / lashing of steel consignment to ensure proper load securing in Steel rakes during examination.
4	Proper welding practices & proper earthing are being followed in yards during attending on-load repair of wagons in yards.
5	Ensure that PPE is provided to all staff and surprise check of all staff in sick lines and other places for usage of helmets.

Diesel

	Diesel Items to be checked
1	Under carriage drive to be continued
2	Availability of safety clamps/wooden wedges/extra hose pies to be ensured.
3	Cleaning of nose compartment to be done.
4	Attention to gear-case to be given.
5	Calibration of Sensor & Gauges
6	Functioning of EPDs to be checked.
7	Functioning of EPDs to be checked.
8	Safety notices/instructions to be complied.
9	Availability of Fire extinguisher with validity to be ensured.
10	Calibration of RADAR in HHP Loco to be done.
11	Voltages drop of across circuit breakers, Traction motors and contactors to be looked into.
12	Winter precaution Drive of locomotives should be conducted intensively

DEMU

	DEMU items to be checked
1	Special attention to EP brake working and defect identification. Checking intactness of foot-steps in DEMU coaches.
2	Checking intactness of footsteps in DEMU coaches.
3	Counselling of staff regarding safety procedure to be followed during material loading/unloading
4	Special attention to gear-case of all DEMUs.

Disaster Management & Electronic In-motion Weigh Bridges

	<u>Disaster Management & Electronic In-motion Weigh Bridges</u>
1	Attention to the Winches & jacks.
2	Replacement of Electronic cards, SMPS & Mother Board in EIMWBs beyond the average life.
3	Attention to the brake system & Propping Gears of 140T BD Crane.
4	Speed trials of ARTs within their respective beat.

MARCH-2025**OPERATING**

MONTH	DESCRIPTION OF WORK
March-25	1. Cross Checking "Relay 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 trains operations.
	2. Cross-Checking private number of emergency Key register of the interlocked L.C gate and SM's TSR. It is to be verified that opening and closing of L.C gate during use of emergency key is rigidly followed as per GWR.
	3. Checked/Counselling the Guards during brake van/Guard's Cab inspection as given below:- i) Protection of train in case of accident. ii) Exchange of All Right Signal. iii) Securing of vehicle as per SR 5.23. iv) Continuity test as per procedure.
	4. Checking the knowledge of station staff about Crank handle operation, and train operation during BPAC failure.
	5. The gradation register of all safety category operating Staff needs to be checked in light of Railway Board's guideline. The staff of GP 4600/- and above should be reviewed by AOM rank officer and acknowledgement of concerned staff should be taken in respective column of Gradation register. It is also to be verified that SM/TI(M) has counseled the staff of B & C grade in a regular manner to improve the skill and knowledge of the concerned staff.
	6. Checking 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 of all concerned staff after an absence of fifteen consecutive days or more. It should also be ensured that before giving assurance, the concerned staff should read the SWR thoroughly and then the LHS part of the assurance page will be filled by the own hand writing of the staff who is giving his assurance.
	7. It is to be checked that Station Master has followed laid down procedures of disconnection of point/s, signals and other interlocked gears as per SR 3.51 (c) i.e. Whenever attention of Signalling staff is required for rectification of points, signals or any interlocked gear, the Station Master on duty shall issue a memo to concerned SSE/JE(Signal)/ESM/MSM in a form prescribed for the purpose.
	8. Checking each failure is being recorded in SI-24 register even if there is no train dention during a failure and also entries of rectification is clearly reflected in nominated column by the S&T Officials with signature.
	9. Ensure that securing of vehicles in the running line/yard is being done as per SR 5.23. It should be checked that securing/un-securing of stabled load are made with all required columns. It should also be checked that; all entries are made properly and acknowledgement/confirmation are being signed therein properly.
	10. Disconnection/reconnection protocols JPO for S&T gears which was issued by the Railway Board dated 10.06.23 in light of which similar JPO has also been issued by HQ on 07.07.23. It is to be verified that same were counselled properly to the staff concern and acknowledgement of staff is taken in concern register.

SECURITY

MONTH	DESCRIPTION OF WORK
March-25	1. Awareness campaign through loud hailer to passengers about suspicious unclaimed and abandoned objects.
	2. 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.

SIGNAL & TELECOMMUNICATION

MONTH	DESCRIPTION OF WORK	TO BE CHECKED BY		
March-25	1. S&T – Main Cable Testing (Balance 50% of Stations). 2. Ensuring of Standby/Spare equipment in working condition (Balance 50% of Stations). 3. Checking visibility of Signals especially during night 4. Identifying the deficiencies of Airconditioning system in relay room and compliance of the same(Where provided).	100% by Sec. JE/ S&T	50% by SSE/ S&T in charge	20% by ASTE/ DSTE/ Sr. DSTE
	5. Special drive on Maintenance of siding interlocked point. 6. Checking of working of telephone at various working place.			

ENGINEERING

MONTH	DESCRIPTION OF WORK
March-25	1. Preparation of Hot Weather Precautions : De-stressing of LWRs having abnormal behaviour, recouplement of fittings, gap adjustment.
	2. Checking of work site protection.
	3. Anti Sabotage measures for protection of track.
	4. Ensure Road learning of Track machine operators.
	5.Ensure proper placement of caution indicators.

ELECTRICAL**Loco Running Staff:**

MONTH	SUBJECT	TOPIC
March-25	1. GR & SR 4.50	Sounding of engine whistle as per procedure.
	2. GR & SR 4.42	Exchange of signal between Loco Pilot, Guard & Station staffs.
	3. Duties of ALPs (ACTM-Vol-III, Para 30605, 30604 & 30634 and GR & SR Chapter-IV, Para-F)	Duties of ALPs are summarize below- - Cleanness of the locomotive. - During run he shall examine the following items from time to time- (i) Battery voltage, (ii) Charging current (iii) functioning of all auxiliaries and Transformer (iv) Target indicator of relays. - He should apply emergency brakes by opening RS valve incase LP is not vigilant or not reacting according to signal aspect. - Calling out of signal aspect loudly with hand gesture. - He will assist the driver in attending any irregularities on line like ACP etc. - The LP & ALP should look back frequently during the journey to see whether the train is following in a safe and proper manner. - He will exchange signal with driver, station staff and guard of the train as per instruction laid down in GR & SR. - He will perform any duty assigned by LP & TLC.
	4. Manual Sign On & Off	- Manual Sign ON & Off should be done during only CMS Link failure. - It is to be ensured that all train managers sign On & Off in the CMS.
	5. Crew	- It should be ensured that all drivers Technical refresher and PME be conducted on time - Use of mobile phones in Running rooms should be discouraged.
	6. CLI	Beat to beat footplate

TRD:

MONTH	ITEMS TO BE CHECKED
March-25	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)].

Electric General

DESCRIPTION	
Summer preparedness:	
1	Cleaning of air duct by the force of air jet for AC coaches.
2	All fresh and return Air Filter of AC Coaches should be properly cleaned.
3	Tightness to be checked for all Electrical Terminal Board including Compressor, Condenser Motor, Blower Motor etc. It should be ensured that there are no loose / hanging connections, exposed wire, wires shorting defective equipment, MCB, fuses of higher capacity etc. in the AC coach and power panel.
4	Complete cleaning of condenser and evaporator unit of AC coaches with appropriate cleaning agent.
5	Changing of catch all filter for underslung AC coaches.
6	Belt tension is to be checked by applying 4 Kg load as per existing procedure
7	Cleaning of drip tray and its outlet pipe. Checking of cooling performance.
8	Lubrication of threads of the tension rod and adjusting nut for alternator.
9	HRC fuses should be used in all electrical circuits of coach wiring. Ensure 100% working of fan.

MECHANICAL**EMU & MEMU Maintenance**

DESCRIPTION	
1	Summer precautions and preparations.
2	Cause wise analysis of material failure in EMU/MEMU rakes for one year and necessary action to prevent it in future.
3	Cause wise analysis of bad maintenance in EMU/MEMU rakes for one year and necessary action to prevent it in future.
4	Since, 3 phase rakes are introduced so all issue pertains to 3 phase rake to be analysed seriously and all shortcoming to be rectified accordingly.
5	Review, analysis and reporting of all the items given in safety calendar for the entire period.

Coaching

DESCRIPTION	
1	Ensure proper leverage adjustment of brake gear in ICF coaches.
2	Ensure availability and proper functioning of safety lock in main door of coaching stock.
3	Ensure proper functioning of Fire & smoke detection system in coaches.
4	Ensure that PPE is provided to all staff and surprise check of all staff in sick lines and other places for usage of helmets.

Freight

ITEMS TO BE CHECKED	
1	Proper fitment of CBC components like, Operating handle, Bearing piece, Knuckle pin with APD, etc. and proper setting of CBC lock during examination.
2	The condition & fitment of Aux. Reservoir brackets and 'Z' plate welded on Bell crank lever to secure pin of BMBC in BMBS Wagons (Knorr Bremse make).
3	Rolling in examination in terminating trains at train examination yards for detecting abnormalities.
4	Running of freight trains with invalid BPC. To be checked in through trains at yards / sidings.
5	Surprise inspection of damage prone loading / unloading sidings to see the practice being followed for loading / unloading of wagons.

Diesel

Diesel Items to be checked	
1	Under carriage drive to be continued.
2	Summer precaution must be initiated
3	Attention to power cables to be given.
4	Availability of compressor fan guards to be ensured.
5	Identification and replacement of Traction Motors with reducing IR to be made.
6	Attention to batteries to be given.
7	Cleaning of engine room to be ensured.
8	Safety drive of Fuel tank foundation bolt & Cleaning of fuel tank exterior to be completed.

DEMU**Disaster Management & Electronic In-motion Weigh Bridges**

Month	<u>Disaster Management & Electronic In-motion Weigh Bridges</u>
1	Calibration of all gauges in the crane & ART to be ensured.
2	Checking calibration of EIMWBs with Reference Wagons.
3	Expertise knowledge of all ART/140 T crane staff along with their PPE to be checked .
4	Full fledged Mock Drills with 140T BD Crane including lifting of coach & wagon.

NOTE :-

1. Difficulty if any, should be projected as assistance required from HQ.
2. The trials undertaken to be reported in the MCDO
3. Materials should be mobilized through AMC holder/Stores well in time.
4. Any other important points regarding safety which arises during any month may be added time to time.



BOs inspection of ART JMP , Malda



Family Seminar for Crew, Howrah



SAFETY RULES

- ◆ You are responsible for your own safety and safety of others
- ◆ Assess the risk before you approach your work. All accidents are preventable.
- ◆ Always use equipment/tools/ machinery safely and properly
- ◆ Don't take shortcuts. If you are not trained for it, don't do it.
- ◆ Keep your work area clean and Clean up spills immediately.
- ◆ Report any unsafe conditions immediately
- ◆ Never wear loose clothes or slippery footwear. Wear proper PPEs.
- ◆ Report all injuries , however small they may be.



Safety department ◆ Eastern Railway