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FOREWORD

It is my privilege to present revised publication of "Standard Check List for Inspecting Officials" for the benefit of all the inspecting officials/officers of ECoR. An attempt has been made in the direction of formulating certain guidelines which could be of great help in concentrating in the areas which are important icons to identify the problems. The monthly loading of this Railway is increasing day by day which has already surpassed the figure of 6.25 Million tones. This growth of loading at the rate of 12.16% over the last year along with increase in the axle loads of the wagons by introducing a concept of CC+8+2 is a step in the direction of challenging the limits of track components, Rolling stocks, personnel involved in the direct operation of the train, signaling system, etc. It is therefore an utter necessity to inspect various installations, assets of Railways which are directly or indirectly contributing in the safe and comfortable passage of traffic. This publication could be of great help in order to make such inspections fruitful and effective by highlighting the important aspects of inspections of Station, Cabin, Running Room, Points and Crossings, Level Crossing etc.

I thank the officers and officials of Safety organization who had toiled hard to come out with this publication.

I once again thank all the people involved in ensuring the safe running of trains by conducting fruitful inspections.

With best wishes.

B. N. Mishra
Chief Safety Officer
Bhubaneswar

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**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No.:199/TT-IV/86/12

New Delhi, Dated: 31.01.2005

COMs
All Indian Railways
East Coast Railway, Bhubaneswar

Sub : RSRC recommendations regarding quota of inspection and checklists.

Please find enclosed herewith a copy of the checklists. Recommendation Nos.25.1,25.2,25.3 and 25.5 areas under:-

- 25.1 For the guidance of the inspecting officials, detailed check-lists for various types of inspections need to be made out -Para 3.5(i). A copy of check list prepared by Safety Dte. of Railway Board is enclosed for ready reference and compliance.
- 25.2 Every item contained in the check list is required to be covered after a specified period by designated levels and record maintained of each item. Subsequent inspections should target rectification of shortcomings noticed earlier, maintaining necessary records - Para 3.5.1 (ii)
- 25.3 Apart from these detailed inspections, other field visits of the inspecting officials should be focussed on random check of some items out of the check list, in addition to action taken on previously noticed shortcomings. Para 3.5.1 (iii)
- 25.5. The number of inspections to be conducted by an individual should be inversely proportionate to his position in the hierarchy - Para 3.5.2

In this connection it is mentioned that instructions were issued by the Board through letter No.2004/TT-IV/86/Misc dated 9.7.2004.Any changes required in the periodicity and level of inspection can be made at your end under advice to the Board.

You are requested to issue detailed instructions to all concerned and inform Board regarding the compliance of each of the above four items.

(RajeevGangal)
Dir.Traffic Trans (POL)
Railway Board

End: As above

REGULAR INSPECTION OF STATION

1. Name of the Station :
Staff on Duty :
2. Whether the Block Instruments indicate the condition of Block section correctly and is corresponding with entries in TSR (Train Signal Register) ?
3. Reception / Despatch of trains as per SWR.
4. Use of slide pins / button collars on occupied line.
5. Block Instrument key and Private numbers sheet to be in personal possession of on duty SM/ASM.
6. Check that signals are put to ON immediately after the arrival and departure of trains and whether slots given are put back to normal in its territory in prescribed sequence ? Points should be set for vacant/less important line.
7. Check whether the ASM is physically coming out and personally watching that the line on which a train is to be admitted is clear ?
8. Line admission books (where in use) should be properly filled and duly acknowledged and noted by concerned staff (give the train number checked).
9. Entries in Train Signal Register are properly and neatly made (case of frequent corrections and overwriting should be indicated).
10. Does the Train Signal Register book correctly indicate the appearance of staff on duty ?
11. Whether Signing ON and OFF duty is being correctly made as per format in Train Signal Register ?
12. Check exchange of private numbers between stations for granting line clear.
13. Caution order messages should be brought forward regularly on every Monday.
14. Caution order should be issued in geographical order with correct kilometrage and sections indicated.
15. Acknowledgements of Drivers and Guards should be obtained when caution orders are handed over to them.
16. Whether authority to pass signals at ON T-369 (3b) is being issued correctly and signatures of the driver obtained on the counter foil and private number recorded in the space provided ?

17. Whether shunting authority (T-806) is being issued correctly with precise and brief details of shunting and the signatures of both Guard and Loco Pilot obtained on the counter foil ?
18. Starting permit should be issued to all Loco Pilots of train starting from unsignalled lines ?
19. Whether station working orders are correct and represent the layout of the station yard correctly.
 - i. Are station working orders current/complete and duly corrected ? Indicate the number of correction slips and when due for revision/reissue.
 - ii. Whether staff is conversant with the salient features of SWOs especially the procedure for the reception and despatch of trains (give the names of staff tested) and staff acknowledgement is taken ?
 - iii. Whether any changes in SWOs is considered necessary ?
 - iv. Whether staff observe provisions of SWOs ?
20. Check station staff for -
 - i. Passage of through trains.
 - ii. Whether Pointsman is deputed on off side ?
 - iii. Whether cabin staff watch the passage of train, during its through passage or on starting after a halt ?
 - iv. Whether train Crew/Guard/Loco Pilot/Brakesmen exchange signals with station staff ?
21. Whether the Guard exchanges all right signal with Station Master/cabin staff after complete arrival of the train ?
 - i. Whether Cabin Man gives private number to SM to prove complete arrival of train (indicate train number for which check was made) ?
22. Whether Block instrument, points, signals and other interlocking gear are functioning properly ?
23. Whether S&T failure message book for receiving messages from cabins and issuing to ESMs is available ?
24. Whether S&T failures are correctly recorded in register ?
25. Check whether First Aid is complete with full compliment of equipment as per list. First Aid Box No. _____ date of inspection _____ should be indicated.

26. Whether arm and light repeaters function properly ?
27. Emergency cross-over points should be tested in each shift and recorded in SM's diary/register ?
28. Points not provided with lock bar should be clamped during shunting ?
29. Whether guard personally supervise shunting and exhibit correct signals to Loco Pilot after verifying correct setting and locking of points (Name the train No, whose shunting was watched).
30. Whether full compliment of safety equipments required at the station is available. (Name the equipment which is deficient or unserviceable).

	<u>Total Nos</u>	<u>Condition</u>
i. HS Lamps		
ii. HS Flags		
iii. Clamps with padlocks		
iv. Slide pins		
v. Nos. of Detonators _____ Manufacturing date _____		
vi. Nos. of Fire extinguishers _____ Last refilling date _____		
vii. Safety Chains		

31. Accident register should be properly maintained and action taken against defaulting staff indicated in register. (State if similar accidents have taken place at same point) ?
32. a. Inspection registers of Officers/Inspectors

Last date of inspection

- i. TI (Quarterly)
 - ii. Casual
 - iii. Surprise
 - iv. Officer
- b. Whether SM has taken action for compliance of the irregularities recorded in registers ?
33. a. Safety Meetings to be held monthly at the Station and acknowledgement of staff attending meeting obtained.
 - b. Whether items discussed in meeting are having desired results ?
 - c. Whether staff (if any) involved in an accident attended the Safety Meeting ?

34. Availability of rule books and manuals along with Correction Slips (Name the staff who was checked in his knowledge of particular rule) ?
35. Whether badges/labels are properly kept in possession of person required to have them ?
36. Securing of vehicles/wagons stabled in yard.
37. Staff overdue for Medical, Refresher, Safety Camp.
38. Check disconnection/reconnection register for proper records.
39. Whether messages of weather warning are issued without any delay ? Give details.
40. Availability of safety bulletins (Divisional & Headquarters) and whether acknowledgement of staff including guards has been obtained.

Last Divisional Bulletin dated _____

Last Headquarters Bulletin dated _____

41. Whether controller are taking prompt and proper action in case of Hot Axle, spring breakages, flat tyre.
42. Whether Fog signals are used in thick and foggy weather ?
43. Upkeep of Axle counter panel counter, IBH counter registers.
44. Whether at Guard booking station checking of Guard's personal stores for vacuum gange, detonators, HS Flag/Lamp etc. is done quarterly ?
45. Check stable load register and whether signature of guards and Loco Pilot is obtained at the time of continuity test ?
46. Sick wagon register.
47. Whether signal and point indicators have been properly cleaned and functioning properly?
48. Joint checks of normal implantation of signal posts, points and crossings should be carried out regularly by SSE/SE/JE(Signal) and SSE/SE/JE(P.way), and compliance of items listed.
49. Whether wagon exchange book is maintained ? Check heavy detention.
50. Traffic Statistics Register should be maintained and updated.
51. During abnormal working check whether -
 - i. Correct authorities issued and procedure followed.

- ii. Block instrument locked in TOL, crossover points and derailing switches correctly set and clamped.
52. Whether during all communication failure -
- i. Loco Pilots/Guard are personally apprised before the authorities are issued.
 - ii. Time interval of 30 minutes on D/L is maintained between two trains.
 - iii. Correct authorities/caution orders are issued.
 - iv. Emergency protection done where required.
53. During block failure check whether -
- i. T(A)-1425, Line Clear Inquiry messages (Outward/Inward)
 - ii. Repeated cases and duration of failure.
54. When sending assisting engine in Block section check -
- i. Correct caution order is issued.
 - ii. Memo/Message issued by Loco Pilots.
55. Whether correct caution order issued by ASM when complaint or rail fracture in section received/lurch experienced by Loco Pilots while on run in section received.
56. Safety posters/safety slogans displayed in office of the SM/SS/Dy SS.

CHECK TO BE CONDUCTED AT STATION

Conduct test check to ensure whether -

1. Staff is aware of SWR/Safety Circular/Extant rules.
2. Observance of procedure during disconnection of gears.
3. Clamping of points during unsignalled move.
4. Changing of points before clearing back of section.
5. Section cleared, when reception signal blank.
6. Points clamped when load stabled.
7. Effective securing of stabled loads.
8. Caution order issued when train detained on D/L.
9. Procedure followed when unsafe conditions detected.
10. Use of skid for securing TTM/Tower wagon.
11. Exchange of signals by all concerned.
12. Danger signal watched by crew.
13. Loco Pilot watching Guard's signal before starting.
14. Loco Pilot checking the correctness of authorities.
15. Loco Pilot watching signal aspects continuously till it is passed.
16. Loco Pilot insisting on Points Man to show all right signal from the points when starter defective.
17. Guard supervising shunting and ensuring clamping.
18. Loco Pilot stopping at first cabin/ASM's office when coming with parted load or unsafe condition noticed in section (lurch).
19. In case of lurch, Loco Pilot giving memo to ASM on duty.
20. Loco Pilot insisting on T-806, when passing advance starter for shunting.
21. Block forward taken by ASM during shunting when required.
22. Indirect reception of train in case of Hot Axle.
23. Procedure followed during change of instructions.
24. Reaction of Loco Pilot when flasher light is put ON.
25. Fire buckets, extinguishers can be promptly used.
26. Checking the authorities of TTM/Tower wagon staff.
27. Working of signal gears.

28. Signal aspect disconnected when speed restriction in yard.
29. Loco Pilot/Shunter driving from the cab.
30. Engine kept unmanned.
31. Loco Pilot performing shunting without Pointsman.
32. Loco Pilot performing shunting without T-806.
33. Guard watching the change of points in rear.
34. Guard using the vacuum/pressure gauge.
35. Guard physically checking the last vehicle number, before signing in Train Intact Register.
36. Guard checking continuity/pressure during halt.
37. Guard ensuring securing of wagons before engine is cut off.
38. Staff exchanging signals without observing signal aspect.
39. Testing of emergency crossover.
40. Cabinman/Cabin Master personally ensuring setting/clamping of point.
41. Cabinman/Cabin Master giving private number on arrival of train before ensuring all conditions.
42. Shunting restrictions followed during shunting.
43. Empty slack adjuster kept in proper position.
44. SM/Cabin Master Locking the Panel/Block instrument while leaving the station/cabin.
45. ASM obtaining private number from Engg. Gatekeeper, where required.
46. ASM/Switchman locking the block instrument in TOL position during TSL.

NIGHT INSPECTION OF A STATION

1. Name/Designation/particulars/alertness of staff on duty.
2. Whether slide pin/button collar/route collar/lever collar are placed in case of blocked lines - Yes/No.
3. Correctness of counter numbers.
4. Entries in TSR should be cross-checked with record of adjacent station ASM/cabin/gate.
5. Proper entries are made in Private No. sheet - Yes/No.
6. Reception and despatch of trains is being done as mentioned in SWR.
7. In case of stabled load whether points are clamped and stabled load is properly secured.
8. Whether station staff is exchanging all right signal with the train crew.
9. In case of shunting whether guard is supervising shunting and whether points clamped during unsignalled move.
10. Whether block section cleared by ASM without changing the points in rear on complete arrival of preceding train.
11. Is the line clear correctly handed over to the Loco Pilot and checked.
12. Whether the signals are visible and back light of the signal in Mechanical signalling area is visible.
13. Are precautions taken during signal blanking.
14. LV board/tail lamp is being checked by ASM/CASM/ Cabinman.
15. Whether on arrival of train the guard ensures the changing of points in rear.
16. Whether Cabinman/CASM operating points and signal on verbal instructions only.
17. Whether Cabinman/CASM/ASM on adjacent station are alert and attending promptly on phone.
18. Whether procedure for trains delayed in section and hot axle flat tyre cases is correctly followed as checked from TSR.
19. Whether unauthorised persons attending instruments and operating the same.
20. Whether HS lamps and other safety equipments are available as per SWR.

21. Knowledge of on duty staff..
22. Loco Pilot performing shunting without Pointsman.
23. Whether Loco Pilot performing shunting without T/806 .
24. Whether guard checking continuity/pressure during halt.
25. Guard physically checking, last vehicle number before signing in train intact register.
26. Guard ensuring securing of wagons before engine is cut off.

INSPECTION OF A CABIN

1. Name of the staff on duty
 - i. CSM
 - ii. Cabinman
 - iii. Leverman
 - iv. Cabin Master
2. Alertness of staff
3. Check whether slide pins/lever collars are placed on slides/levers of occupied lines.
4. Testing of Emergency Cross Over and recording in register.
5. Availability of Safety equipments as per SWR.
6. Date of last overhauling of lever frame _____
Date of last inter locking test of lever frame _____
Date of last painting done of lever frame _____
7. Whether the fouling marks are visible from the cabins ?
8. Is SWR available in Hindi and last date of revalidation of SWR.
9. Whether line admission books/badges are sent to concerned cabin/shunting master as per SWR ?
10. Whether the points in rear are set for a vacant line or a less important line on complete arrival of a train.
11. Whether the communication facility provided at the cabin is adequate and found in working condition ?

12. Check whether pull chart and lever collar chart is displayed in cabin.
13. Whether the station yard diagram displayed is corrected to the latest diagram of yard.
14. Exchange of signals with train crew.
15. Whether the log book & private number book is maintained properly and last entry recorded in private number sheet should be cross checked with the staff with whom it was exchanged ?
16. Whether relay room double locking register is maintained properly and entries against relevant columns recorded properly ?
17. Condition of cabin and cabin basement.
18. Display of Safety posters.
19. Whether cabinman is aware of following ?
 - i. Procedure for shunting.
 - ii. Procedure for trains without Guard's Brake Van.
 - iii. Procedure during signal blanking.
 - iv. Clamping and padlocking of points during unsignalled move.
20. Knowledge of the cabin staff should be tested in regard to following -
 - i. Symptoms of seizure of roller bearing and brake binding, distinguishing factor between the two.
 - ii. Symptoms of Hot Axle.
 - iii. Action to be taken when any unsafe condition is noticed in passing train ?

iv. Importance of checking LV Board/Tail Lamp of a passing train.

21. Whether proper procedure of issuing memo to S&T staff on duty by Cabin ASM during failure is followed or not and respective memo No. is recorded in S&T failure register or not ? Yes / No.
22. Check S&T failure register and find out total failures occurred in a month and time taken to rectify the failures ? Whether entries recorded properly in all the relevant columns or not ? Yes / No.
23. Check joint inspection of normal implantation of signal posts, points & Crossings register and find out date of last joint inspection done. Whether it is done as per schedule ? Yes / No. Whether the deficiencies recorded of points & signals are complied or not ? Number of points whose deficiencies are yet to be complied ?

INSPECTION OF PANEL CABIN

1. Name of the staff on duty -
 - i. Panel In-charge.....
 - ii. Panel Operator.....
 - iii. Recorder.....
2. SM's key of panel should be in possession of authorized person.
3. Whether button collars are properly placed on the signal or point buttons of occupied lines or during shunting movements? Yes/No.
4. Whether EUYN & EWN buttons are sealed properly or not ? Yes/No.
5. Do the readings recorded of EUYN, EUUYN, EWN, OYN, EGGN, COGGN, Axle counter, TLBI and LVCD counters in the respective registers tally with the counter numbers displayed on panel / instrument.
6. Whether the panel counters are working correctly or not.
7. Date of last testing of panel.....
8. Whether crank handle key box is sealed and locked properly or not? Yes/No.
9. Check whether the relay room is provided with double lock and relay room key register is maintained properly.
 - a. Whether all the relays are sealed properly in the relay room.
 - b. Whether points withstand obstruction test with 5mm test piece or not? Yes/No.
 - c. Whether sufficient No. of Air conditioner units are provided in relay room and all are in working condition.
 - d. Fire extinguishers provided in relay room.
10.
 - a. Check S&T failure register.
 - b. Whether proper system of issuing memo to S&T staff on failure with time properly is recorded.

c. Whether proper disconnection memo is given by S&T staff or not whenever interference with any S&T gear is required during maintenance or to attend failure?

11. Check T-28, T-28B, private number book entries and cross check with failure.
12. Whether proper memo is given to SI when SI cancellation required?
13. Check Joint Inspection of normal implantation of signal posts, points and crossings register and find out date of last joint inspection done and total deficiencies found and compliance.
14. Whether emergency cross over are being tested regularly ?
15. Whether SWR has been revalidated and date on which last revalidation done ?
16. Whether safety equipments as mentioned in the SWR is available.
17. Check whether the station yard diagram displayed is corresponding to the latest yard diagram.
18. Availability of safety posters.
19. Condition of panel cabin.

FOOTPLATE INSPECTION

1. Train No..... Train Name
- Engine No.....
- Load.....
- Base.....
- From station.:.....to station.....
- Departure time.....Arrival time.....
2. Name of Loco Pilot..... Headquarters.....
- Date of Birth..... Date of appointment.....
- Date of last PME..... Next due on.....
- Date of last refresher course attended.....
- Next due on.....
- Date of last Psycho test.....Next due on.....
- Competency certificate for Automatic Signalling working last renewed on.....
- Name of nominated LI.....
- Last counselled on.....Whether spare spectacles available with Loco Pilot ? (If Loco Pilot uses one)
3. Whether Loco Pilot has following personal stores ?
 - i. G&SR book with all Correction slips updated.
 - ii. One Hand Signal Lamp with red and green slides intact.
 - iii. 2 red and 1 green flag in good condition.
 - iv. Detonators-10 Nos. Year of manufacturing.....
 - v. Fusee-1 No. Year of manufacturing.....
 - vi. One tri-colour hand signal torch.
 - vii. Accident Manual with all corrections updated.
 - viii. Tool box with standard tools.
 - ix. One spare headlight bulb.
 - x. Walkie-Talkie
 - xi. Emergency Hand Telephone Set
4. Name of the Assistant Loco Pilot
- Headquarter.....
- Date of Birth..... Date of appointment.....
- Date of last PME..... Next due on.....
- Date of last refresher course attended.....
- Next due on.....

Date of last Psycho test.....Next due on.....

Competency certificate for Automatic Signalling working last renewed on.....

Name of nominated LI.....

Last counselled on.....Whether spare spectacles available with Loco Pilot ? (If Loco Pilot uses one)

5. Vacuum/Air pressure.....
 - i. Train engine.....
 - ii.Brake Van.....Total No. of cylinders.....
No. of effective cylinders.....
Brake Power %..... BPC No. /Date.....
issued by JE/SE/SSE CC&W/HQ at
6. Whether engine equipments headlight/electrical speedometer/mechanical speedometer/flasher lights/marker lights are in working conditions ?
7. Whether Loco Pilot check the brake power of his train at the first opportunity ?
8. Whether speed recorder is provided ?
9. Whether proper BPC is available with driver?
10. Whether printed caution order form is available with Loco Pilot.
11. Check.
 - a. Whether Loco Pilot follows correct procedure while passing a defective signal at ON.
 - b. Whether Loco Pilot follows correct procedure while passing an automatic signal / Block Hut Signal / IBS at ON.
 - c. Whether the Loco Pilot checks personally authority to proceed i.e.T-32 B/T-451 F,T-217 B etc. when delivered to him by Station staff.
12. Whether engine crew exchange all right signal correctly with the Guard of train, station staff, with train crew of train passing on adjacent lines.
13. Whether Loco Pilot and Assistant Loco Pilot whistle freely while approaching W/WL Boards upto level crossing gates and running through stations.
14. Whether the engine crew look back frequently particularly on curves to ensure safe and complete running of trains?
15. Whether the Loco Pilot observe following correctly:-
 - i. Permanent speed restriction.

- ii. Engineering temporary speed restriction.
 - iii. Speed limits while entering and leaving from loop line.
 - iv. Maximum permissible speed of Mail/Express/Passenger/Goods train.
 - v. Other speed restrictions.
16. Whether the Loco Pilot stop and start the train without jerk?
 17. Whether the Loco Pilot ensures while stopping his train that fouling mark is clear?
 18. Calling out of signal! aspect between Loco Pilot/Assistant Loco Pilot.
 19. Whether engine crew are watching safe passage of trains on adjacent line and checking tail board or guard's signal on adjacent line.
 20. Whether Loco Pilot checks continuity of air pressure enroute.
 21. Whether ghat competency certificate is available?
 22. Whether any unusual occurrence observed on run?
 23. Whether any unauthorised person is travelling in loco?
 24. Loco Pilot's knowledge to be tested in following :-
 - i. Protection of adjacent line on top priority during accident.
 - ii. Use of flasher light, when train stopped in section.
 - iii. Train delayed in block section.
 - iv. Train stalled in rising gradient.
 - v. Procedure to be followed to pass IBS at ON.
 - vi. Procedure to be followed when experienced jerk in section.
 - vi. Ghat working rules.
 - viii. Procedure for working load without BPC.
 - ix. Loco Pilot's duty during TSL working.
 - x. Loco Pilot's duty during all communication failure.
 - xi. Working of trains during train parting.
 - xii. Knowledge of whistle codes.

xiii.Speed of train when headlight bulb is fused.

xiv. Working of train when headlight and marker light both are failed or not working.

xv. Whether Loco Pilots and Assistant Loco Pilots are in habit to write defects of signals and track in books kept in lobbies?

25. Availability of safety equipments,

- a. Wooden wedges-2 Nos.
- b. Fire extinguishers - 2 Nos. (Last refilling date)
- c. Field telephone set.
- d. Audio visual indicators for air flow meter in working condition.

26. Check

- a. Whether sanders are working or not ?
- b. Whether wipers are working or not ?

INSPECTION OF CREW BOOKING OFFICE / LOBBY

1. Staff on duty:
Crew Booking Supervisor :
Shedman/detail clerk :
2. Sign ON and Sign OFF register are properly maintained and all the entries are properly recorded in the relevant column.
3. Bio-data register: How many Loco Pilots/Guards are due for PME/Refresher/Safety Camp.
4. Whether Breathlyser instrument is in working condition and total breathlyser equipment available.
5. Whether Board displaying staff wearing glasses displayed in lobby ?
6. Whether Board displaying correct safety circulars, safety bulletins and headquarter bulletins is displayed in lobby ?
7. Acknowledgment of Loco Pilot/Guard are obtained in token of having read :-
 - i. Safety circular.
 - ii. Order/Instruction book.
 - iii. Caution order register.
 - iv. Safety bulletins.
8. Whether caution order foils are daily received and tiled correctly and brought forward in caution order register every Monday.
9. Whether illuminated caution order boards display Caution order imposed section wise as per caution order,
10. Register indicating Loco Pilots screened in ABC category and their monitoring by the respective LIs (Loco Inspectors) is maintained.
11. Whether Unusual incidences register is maintained at the lobby and Loco Pilots/Guards are recording entries in the same ?
12. Whether Staff detail books are properly maintained ?
13. Whether Signal failure/signal defect register is maintained properly and failures recorded by the Loco Pilots are repeated promptly to Fault Controller test room/Power Controller on duty and compliance recorded of the same.

14. Whether First-Aid Box available in lobby is having the medicines as per FA Box list and is being regularly checked.
15. Check safety meeting register and find out whether safety meeting is being conducted every month.
16. Whether G&SR, Accident Manual with the latest correction slips posted upto date are available with (Loco Foreman) LF/Lobby Incharge.
17. Whether PCT/ECP duly tested by S&T staff is kept ready in the lobby.
18. Whether staff coming on duty are in proper uniform and in possession of safety performance card.
19. General Up keep of the lobby.
20. Whether list of accident prone staff is available with lobby incharge.
21. Whether list of staff addicted to alcoholic drinks is available with lobby incharge.
22. Whether the list of senior goods Loco Pilots who have been screened and found fit to work on passenger trains is available with lobby incharge.
23. Staff available in lobby should be tested in regard to very important duties of Loco Pilot & Guard during train operation, about latest instructions and various corrections made in G&SR.
24. Safety posters and safety slogans are displayed in the lobby.

INSPECTION OF RUNNING ROOM

1. Name of Running Room/Station
2. Date of Inspection
3. Staff on duty -
Bearer
Janitor
Cook
4. General cleanliness - Premises including Bed Rooms/Reading Room/Toilets/Dinning Rooms/Kitchen.
5. Accommodation - Adequate/congested/short. Any proposal formulated for overcoming the shortages.
 - i. Sufficient number of beds available - Yes/ No.
 - ii. Sufficient number of blankets available- Yes/ No.
 - iii. Sufficient number of mosquito nets available - Yes/ No.
 - iv. Sufficient number of table and chairs available- Yes/ No.
 - v. Adequacy of stock of linen- Adequate/Inadequate.
 - vi. Availability of crockery cutlery, cooking- Adequate/Inadequate.
 - vii. Adequate provision of light, fans, night lamp, water cooler, desert coolers - Adequate/Inadequate. If any of the above items found inadequate, details of additional requirement.
6. Condition of costs - Sagging / old / good.
7. Condition of Mattress/Pillows-Good/bad/satisfactory.
8. Condition of linen i.e. bed sheets, pillow covers, mosquito nets - Torn/Good.
Frequency of changing :
9. Condition/quality of blankets and when these are being washed periodically. Quality of washing.
10. Condition of bathrooms - Good/Satisfactory/bad. If not what improvements are necessary.

11. Condition of bathrooms - Good/Satisfactory/bad. If not what improvements are required.
12. Are newspapers being supplied ?
13. Is there any nuisance from outsiders ?
14. Are the cook and bearer clean and hygienic ?
15. Complain book available or not. Nature of complaint recorded- Action taken.
16. Staff - Vacancy position, Medical staff attached to R/Room.
17. Availability of safety posters and fire extinguishers.
18. Any suggestions to improve the condition of Running Room.

INSPECTION OF STATION YARD / POINTS AND CROSSINGS

1. Name of the station yard.
2. Whether the yards are properly cleaned and provided with proper drainage.
3. Whether any spot is found water logged due to water seepage of any under ground pipe or overflow of water.
4. Provision of standard fouling marks for covering line and indication of the line capacity in terms of wagons painted on the fouling mark.
5. Whether the berthing track has clean ballast and ballast is not touching the rails.
6. Whether the block and insulated joints are maintained in good condition and having all fittings intact.
7. Whether joint inspection by Sectional JE/SE/SSE (P.Way) & JE/SE/SSE (Sig) is carried out as per the schedule laid down and compliance carried out promptly.
8. During inspection of points and crossing & normal implantation of signal posts following items should be checked from safety aspect -
 - i. Condition of tongue rail, whether damaged or worn out.
 - ii. Whether tongue rails are out of square.
 - iii. Whether tongue rail homing properly against stock rail.
 - iv. Whether tongue rail fittings i.e. stretcher bar, switch stops, stud bolts etc. are intact and effective.
 - v. Whether proper heel block with heel distance blocks are provided maintaining specified heel diversion.
 - vi. Whether proper bent fish plate is provided as loose heel joint.
 - vii. Whether throw of switch is maintained in the range of 95 mm to 115 mm.
 - viii. Whether clearance of first stretcher bar under the rail is 1.5 mm.
 - ix. Whether correct gauge and cross level is maintained at the toe of switch.

- x. Whether crossing assembly is worn out on vee rail and using rails.
- xi. Whether all the fitting and bolts are provided in built up crossing assembly.
- xii. Whether correct gauge and cross level is maintained at the nose of the crossing.
- xiii. Whether correct clearance of check rails opposite the crossing is maintained.
- xiv. Whether the sleepers of turn out are worn out.
- xv. Whether proper packing is given in switch and crossing portion.
- xvi. Whether proper clearance between vee and wing rail at nose of the crossing is maintained.
- xvii. Whether full compliment of spike (i.e. 4 Nos. at each rail seat is provided in turn out.)

MONITORING OF GUARD AND INSPECTION OF BRAKEVAN

1. Name of Guard.....HQ.....
Train No.....
Load.....
Brakevan No.....
Date of Inspection.....

2. Check the following Brake van equipments -
 - i. Electric Box No..... (ETL BOX)
 - ii. Stretcher.
 - iii. Field telephone (PCP/ECP) No.....
 - iv. Wooden Wedges - Yes/No.
 - v. Fire extinguishers - Yes/No. If provided type and last refilling date.
 - vi. First Aid Box - Yes/No.

3. Record the following information of guard -
 - i. Date of last Medical examination.....
 - ii. Date of last Refresher Course attended.....
 - iii. Date of last Safety Camp attended.....
 - iv. Competency certificate for working in Automatic Territory.....
 - v. Competency certificate for vacuum/Air brake stock working.....
 - vi. Last counselled on by

4. Check the following personal stores:-
 - i. G&SR Hand book with last correction slip
No.....updated.
 - ii. Accident Manual with last correction slip
No.....updated.

iii. Vacuum gauge/pressure gauge last tested on
.....

iv. Tail lamp with dabber available - Yes/No.

v. First Aid Box No. last refilled on date.....

vi. Pad lock with keys available - Yes/No.

vii. Detonators..... Nos. with date of manufacture.

viii.Parcel loading pamphlet available - Yes/No.

ix. HS lamp with red and green slides intact available - Yes/No.

x. 2 Red & 1 Green flag in good condition available - Yes/No.

xi. Complaint book available - Yes/ No.

xii. Guards Memo book available - Yes/ No.

xiii.Fusee..... Nos. with manufacture year.

xiv. Working Time table available - Yes/ No.

xv. Washers..... Nos. available.

xvi. Tri-colour battery operated torch available - Yes/ No.

xvii. Whistle available - Yes/ No.

xviii. Guard's journal book available- Yes/ No.

xix. 5 watt - walkie-Talkie set - Yes / No.

xx. Air Brake resetting key.

5. Whether exchange of signal by Station staff with Guard is OK.

6. Whether Guard is in possession of printed caution order inforce on date in section.

7. Knowledge of guard to be tested in following -

i. Knowledge of engine whistle codes and action to be taken.

ii. Working of part load from section.

iii. Protection of train in rear when train stopped at first stop signal and IBH signal for more than laid down time.

iv. Protection of train in rear in case of accidents.

v. Checking of continuity in case of air brake stock.

vi. Action to be taken when train stalled on gradients.

vii. Procedure for shunting at wayside stations.

ENGINEERING ASPECTS

1. Track maintenance - longitudinal level, cross level, alignment and correct curvature and super elevation on curve.
2. Condition of track - Rails, sleepers, tight and complete fittings, specified ballast in required profile and stable formation.
3. Schedule of inspection of Engg. Officials and compliance of deficiencies noticed.
 - i. Section inspection by push trolley/motor trolley/L.V./Engine.
 - ii. Points and crossings
 - iii. Curve
 - iv. Creep
 - v. Gap survey
 - vi. Level crossing
 - vii. Joint inspection by Engg. With other department i.e. with S&T.
 - viii. Track testing by USFD/SPURT CAR.
 - ix. Bridge/tunnels/Cuttings.
 - x. Water draining at river.
 - xi. SEJ
4. Deployment of competent and capable staff at work site for departmental as well as contractor's work.
5. Replacement of IMR and REM marked rails by USFD.
6. Replacement of unserviceable rail, sleepers and fittings in time.
7. Pre Monsoon precautions -
 - i. Cleaning/making side/catch water/cross drains.
 - ii. Preparation of Monsoon patrol charts.
 - iii. Arrangements of tools/equipment for patrolling.
 - iv. Selection and training for patroller for action to be taken in emergency.
 - v. Clearing water ways at bridges.
 - vi. Stock of boulders/coal ashes at nominated location.
 - vii. Monsoon rake ready loaded with boulders/coal ashes.
 - viii. Attention to Major/Minor repairs to the bridges.

- ix. Removal of land/boulders slide location.
 - x. R.H. girders and Iron test.
 - xi. Painting of HFL, DFL on bridges.
 - xii. Inspection and getting timely repair of Rly affected tanks (RAT).
8. Observing correct method as regards to:-
- i. Issue of Caution order.
 - ii. Track protection
 - iii. Work to be done under caution order or under block protection.
 - iv. Planting of temp. Caution/speed/termination indicator boards.
9. Record of weather warning and action taken after its receipt.
10. Stacking of P.Way material as per current instruction and well away from running track.
11. Issue of tools/equipment to Engg. Staff.
12. Field telephone/First Aid boxes provided to PWIs.
13. Effective sand hump and provision of buffers in yard.
14. Provision of cotter bolting arrangement to Hand point.
15. Provision of wind velocity meter.
16. Provision of fouling mark in yard.
17. Removal of rail closure from running track.
18. Maintaining ZMF (Zero missing fittings).
19. Adequate precautions during special track work involving safety aspect.
20. Adequacy of P.Way material on break down train.
21. Maintaining a list of vulnerable locations in section and special watch on such locations.
22. Training to the staff for Hot weather patrolling during summer.
23. Action to be taken to remove worn out, corroded and broken P.Way material from track.
24. Temperature record.
25. De-stressing of LWR in correct manner and in correct temperature.
26. Timely pulling back of rails and provision of adequate expansion gap at fish plated/switch expansion joint (SEJ).
27. Provision of adequate ballast on outer side of curve.
28. Special attention to -
- i. Fish plated joints, SEJ

- ii. Points and crossings
- iii. Availability of adequate gap at fish plated and SEJ.
- iv. Unstable formation patches.
- v. Approaches of girder bridge, level crossings, points and crossings, junction of two type of track structure having different strength potential.
- vi. Steep gradient.
- vii. Curve particularly transition curve and vertical curves.
- viii. Lubrication of fish plated joints, SEJ in time.
- ix. Greasing of outer side of rails on sharp curves where side wear is found.
- x. Fracture prone areas.
- xi. Condition of switches and crossings on points and crossings.
- xii. Junction fish plated joints.
- xiii. Scabbed, battered and hugged rail joints.
- xiv. Scabbed or/and roaring rails.
- xv. Track in deep cutting and on high bank/Turn out and turn in curve.
- xvi. Track having poor ballast cushion, scanty ballast and inadequate cess.
- xvii. Stretches having mud pumping.
- xviii. Booking of staff for PME, Refresher course.
- xix. Watching the behaviour of SEJ, LWR/CWR and timely action for gap adjustment and de-stressing to prevent buckling.
- xx. Provision of whistle boards for level crossings, Red/warning, height gauge on electrified section.
 - xxi. Land/Boulders slide locations.

INSPECTION OF MANNED LEVEL CROSSING GATE

1. Level crossing gate No.
Location:
Interlocked/Non-interlocked Gate
Gate leaf/lifting barrier
2. Name of the gateman:
PME attend on _____ due on _____
Refresher course attended on _____ due on _____
3. Gateman's competency certificate.
4. Gate census available.
Date and TVUs
5. Safety equipments available .
Availability of Banner flags.
6. Gate connections in working order.
7. Gate working instructions available in Hindi and vernacular / Local Language.
8. Records available at gate.
 - i. Gate working instructions
 - ii. Gateman's Rule Book
 - iii. Gate Inspection Book
 - iv. Duty Roster
 - v. Public complaint book
9. Gate protection diagram painted in gate lodge.
10. Private Nos. exchanged with adjacent SM, Cross check 5 Private Nos last exchanged.
11. Log book maintained properly %
12. Whether SM/PWI/SI are inspecting the gate regularly.

13. Whether chains provided are of correct length and has proper hooks at either end for immediate use with locking arrangement.
14. Compliance of deficiencies noticed in inspections.
15. Display of safety posters/safety slogans.
16. Provision of whistle boards for trains are provided at 600 m distance on either side.
17. Condition of road surface.
18. Whether road sign is provided.
19. Any irregularities noticed as per TSR.
20. Whether stop board are available along with spare board.
21. Speed breakers.
22. Sign boards are put at proper location and painted with fluorescent paint.
23. Condition of approach road surface.
24. Whether effective wicket gate available.
25. Whether height gauge available at proper location on either side (for gates located in electrified section).
26. Whether relay room at the gate is sealed and keys available with S&T staff and not with gateman.
27. Functioning of gate bell / hooter functioning.
28. Whether adequate fencing to restrict unauthorised movement is provided.
29. Whether the gate has a visibility of 600 m for rail and road users.
30. Whether the gate lamps are cleaned and properly focused on the road.
31. Whether channel between guard and stock rail is clear of ballast.
32. General upkeep of the gate and condition of gate lodge.
33. Whether effective interlocking is available at gate.
34. Whistling by train crew continuously from whistle board to level crossing.

35. Is there necessity to upgrade the gate (Justification should also be given).
36. Is there necessity to interlock the gate (Justification should also be given).
37. Whether any other suggestion is made (Give it is detail).
38. Whether Gateman conversant with following rules :-
 - i. Symptoms of seizure of roller bearing and brake binding and distinguishing factor between the two.
 - ii. Symptoms of hot axle/flat tyre.
 - iii. Train parting precautions to be taken.
 - iv. Use of whistle.
 - v. Knowledge of gate working instructions.
 - vi. Precautions to be taken when signals are blank.
 - vii. Use of fusee.
 - viii. Precautions to be taken while opening the gate.
 - ix. Action to be taken when unsafe condition is noticed and gate phone has gone defective.

INSPECTION OF UNMANNED LEVEL CROSSING GATE

1. Level Crossing Gate No..... Station /Section.....
Location of the Gate - Km No.
2. Whether W/L board provided on both sides of the gate at proper location.
3. Whether check rails have been provided.
4. Whether sign boards are provided at proper location and painted with fluorescent paint distances are to be measured from CG.
5. Whether speed breakers are provided.
6. Whether height gauge is provided at proper location (for gates located in electrified section).
7. Whether the road surface is found Good / Bad / Satisfactory.
8. Whether channel for wheel flange is kept clean with proper gap.
9. Whether the gate is visible to Rail/Road users from 600 m.
10. Whether warning boards have been provided at the proper location.
11. Whether stop board of size (675 mm × 525 mm) provided 5m from center line of track.
12. Whether train crew whistling continuously from whistle board to the level crossing.
13. Ambush checks - Whether road users are following the following instructions -
 - i. Stop start at the foot of sign board.
 - ii. Loco Pilot / Conductor get down
 - iii. Watch in either direction for approaching train.
 - iv. Pass cautiously.
 - v. Do not take risk of crossing in the face of an approaching train.
14. Check the traffic census figure -
Date of census TVUs.....
15. Suggestions for -
 - i. Closing unmanned gates.
 - ii. Manning the unmanned gates.
 - iii. Improving visibility for rail / road users.

ACCIDENT RELIEF TRAIN

1. Condition of Rolling stock.
2. Hydraulic rerailing equipment.-LUCAS/MFD equipment. (Maschine Fabric, Dutch land, Dutmond, equipt.)
 - a. Running of power pack, under load & on no boad cases.
 - b. Condition of wire ropes, ropes & packing required during salvaging operation. Confirm that no wire ropes are over due testing
3. Generator- Fixed or portable.
Running of DG generators & portable generators.
4. Lighting equipment
 - a. Check all lightening i.e. Flood light stands, their reflectors, glass for their proper fitness condition.
 - b. Check whether spare bulb pins, switches available, cables are available with sufficient length.
 - c. Condition of Halogen lamps & their stands with securing arrangements.
5. Patromax
 - a. Check patromaxes for their proper burning/lighting
 - b. Check mantles & their conditions.
6. S&T equipments
 - i. Public address system.
 - ii.VHF Set
Check whether the set is in proper working condition and its frequency range is correct.
 - iii. Walkie-Talkie
Check whether all the walkie -Talkie sets are in working condition.
 - iv. Check whether the satellite INMARSAT telephone working or not.
 - v. Check whether WLL phones are working or not.
 - vi. Field Telephone
 - a. Check the field telephones for proper working & voice & their connecting stands are properly functioning & condition of cables.
 - b. Check the portable telephones for proper functioning & voice, whether regular inspection /testing being carried out by S&T deptt. & record is being maintained in the register & Inspection Book.
7. Fire Fighting Equipment

Check whether all the sand & water buckets are filled with sand & water & hung properly on the sand.

8. Detonators

Check the drawn date & replacement month/year of the detonators.

9. Compressor

Check the running of compress idle & in working condition.

10. Availability & adequacy of other equipment

i. Jacks/Hydraulic/Screw (Manual)

ii. Hard wood packing

a. Check whether the wooden packings are in good condition & their both ends are secured with iron strips to avoid cracking/breakage.

b. Check whether wooden wedges are available as per standard list and they are kept in good condition & some of them provided in all the coaches for emergency requirement.

iii. Gas cutting equipment

a. See both Acetylene & Oxygen cylinders are available as per ART's requirement.

b. Inspect whether these cylinders are placed properly on their stand and their securing arrangement.

c. Check that both the cylinder are replaced as per schedule and when exhausted/used at site & their replacement date are observed.

iv. Cold Cutting Equipment

a. Check the running of cold cutting equipment.

b. If necessary take practical demonstration by operating the same.

v. Camera

Check the camera & its flash for its proper operation.

vi. Kitchen Ware, Cooking gas etc.

a. Check all the kitchen ware for its proper cleanliness .

b. Check whether the raw material for cooking food are available in fresh stock.

c. Check the cooking gas cylinders and their connections are properly fitted.

vii. Tools & equipments

a. Check the tools & equipment list and see that the tools, gauges & spanner etc., are available in ART as per revised list.

b. Check all the measuring instruments are also kept as per requirement.

viii. First Aid equipment

- a. Check the stretchers and their condition
- b. Check whether the first aid box material has been inspected and replaced as per schedule.

11. Steam crane/Diesel crane

- a. Check examination date & due date of wire rope & chains of the crane.
- b. Check steam brake & hand brake of the crane for its proper working and all brake riggings.
- c. Check all springs, hangers & their conditions.
- d. Check the date of boiler examination i.e. DBI's inspection.
- e. Check all operating levers & connections for free operation.
- f. Check all the brakes, i.e. of Main & Auxiliary Hoses, turning tables. Jiti's operation etc. whether they operate properly.
- g. Check the schedule repairs are carried out.

12. Miscellaneous items.

- a. Check inspection register whether the inspection of ART has been carried out as per directives.
- b. Check chains, and wire rope testing register, whether the entering of testing wire rope & chains have been made regularly as per schedule.
- c. Check G&SR and Accident Manual whether the latest correction slips have been included in them.
- d. Check ART log book whether the entries of the ART movements at the site of accident whenever ordered is made till date of inspection.
- e. Check that the ART is kept in one formation and can be taken out with minimum delay.

ACCIDENTS RELIEF MEDICAL VAN / SPART

I. MEDICAL VAN

The name of the Doctor In-charge & the last inspection should be pasted inside the Medical Van. The internal condition of the Medical Van should be absolutely clean of dust etc. etc. The other items to be checked for Medical Vans are detailed as under :-

1. Condition of Operation Table and working of lifting / lowering arrangement.
2. Condition of light for Operation Table.
3. Oxygen Cylinder and the quantity available in the same.
4. Sterilisation facility for Operating Tools.
5. Availability of gas cylinders.
6. Condition of Rubber gloves for handling of gas cylinders.
7. Condition and the quantity of availability of medicines and to ensure that the expiry date is not over.
8. Availability of fresh cloth pieces (shrouds) for covering the dead bodies.
9. Availability of :
 - i) Disposal syringes.
 - ii) Refrigerator in working order.
 - iii) Drinking water and the date of cleaning and filling the water.
 - iv) Light weight aluminium folding stretches.

II. ITEMS IN THE AUXILIARY VAN

1. Condition of Power Pack for working the expander and cold cutting equipment. The Power Pack should be periodically checked.
2. Availability of Petromax/Gas burners for illumination.
3. Working of diesel driven electric generator for "Illuminating" the site of accident.
4. Availability of Walkie-talkie.

COACHING STOCK INSPECTION

1. Brake power check
Count effective Nos. of Distributor Valves/Vacuum Cylinders and divide the same by the total No. of DVs/Vacuum Cylinders available on the train for calculating the available break power of the train.
2. Continuity of Air Pressure/Vacuum from loco to brake van up to the last vehicle, i.e. Brake van should be checked by operating the guards Van Valve.
3. Condition of Brake Blocks and their gripping against the tread of the wheels for getting effective brake power.
4. Condition of Slack Adjusters(SABs) and the proper "A" Dimensions for effective brake power.
5. Position of angle Cocks: The position of angle cocks in line with the feed pipe and the brake pipe shall indicate open position, and if it right angles to the feed pipe/brake pipe it should indicate closed position.
6. Position of isolating handle of the DV: If the isolating handle is vertical to the ground, it will be termed as DV Isolated and if horizontal to the ground, then the DV shall be termed as Non-isolated and connected to the air-brake system.
7. Under gear checks
 - a. Availability of safety loops for brake beam/push rod/pull rod etc.
 - b. Loose hanging parts if any and if found so they should be secured properly.
 - c. Condition of wheel profile for sharp flange, thin flange, flat tyre etc.
 - d. Condition of buffers :

The buffer plungers generally have a curved profile so as to have only a point contact between the two buffers. In service, the buffers worn out and the buffer screw may come out which may entangle with the adjacent buffer on curves and cause derailments.
 - e. Condition of primary suspension and bolster coiled springs. No springs should be cracked or broken.
 - f. Condition of Dash-Pots oil level.
 - g. Oil level in side-bearers.
 - h. Height of buffers from the rail level. Not more than 50mm different between the two adjacent buffers is allowed.

GENERAL CHECKS

1. Condition of vestibule - whether UIC Type or Bellow Type - Check connection along with condition of fall plates.
2. Clamping/Padlocking of angle cocks so as not to be operated by miscreants.
3. Functioning of Alarm Chain Pull on vacuum brake trains and Passenger Emergency Alarm system in air-braked passenger trains.
4. Availability of ACP Resetting key with crew and guard of the train.

CLEANLINESS

1. Condition of painting (exterior).
2. Exterior cleaning including end walls.

3. Interior cleaning
 - a. Cleaning of toilets & use of dis-insectification.
 - b. Wash basin & dustbin cleaning.
 - c. Berth, floor, roof, interior panels, and window glass shutters etc.

ELECTRICAL

1. Lights & Fans / AC equipment - Lights on entrance & near toilets.
2. Toilet fans in AC coaches.
3. Availability of Fire Extinguisher in AC coaches.
4. Condition of circuit breaker / switches / fuses.

AMENITY FITTINGS

2. Mirror & mirror shelves.
3. Coat hooks.
4. Taps/Jeson type lift cocks.
5. Leaking of OH tanks/WRA in AC coaches.

FREIGHT TRAIN EXAMINATION

1. Brake Power check
 - a. No. of effective DVs/Vacuum cylinders working (to be counted and divided by total No. of DVs/Vacuum cylinders to obtain Brake Power percentage),
 - b. Condition of Hose Pipe/BP - FP to be checked to see whether there is leakage from these pipes,
 - c. Empty/Loaded Hand brake lever to be seen whether kept in empty or loaded condition,
 - d. Angle cock condition and position to be examined.
2. Under gear check:
 - a. Availability of safety loops for break beam/push rod/ pull rods etc.
 - b. Loose hanging parts, if any and if found they should be secured properly.
 - c. Condition of wheel profile for sharp flange, thin flange, flat tyre, etc.
 - d. Condition of buffers :The buffer plungers generally have a curved profile so as to have only a point contact between the two buffers. In service, the buffers worn out and the buffer screw may come out which may entangle with the adjacent buffer on curves and cause derailments.
 - e. Condition-of primary suspension and bolster coiled springs. No springs be cracked or broken.
3. General:
 - a. Whether load has been secured in case of stabled trains.
 - b. Validity of Brake Power Certificate,
 - c. Whether doors of the wagons are closed in case of both empty and loaded stock.
 - d. Condition of brake regarding working van valve.
 - e. Availability of vacuum/pressure gauge in the Brake Van.