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EAST COAST RAILWAY

CE's CIRCULAR NO. 19

Sub: Quality Audit Cell

Initial quality of laying track at the time of renewal is of utmost importance, as a well-laid track needs less maintenance efforts later. Similarly for other works, quality of initial work is of paramount importance as it not only gives immediate results but also lead to lesser maintenance costs later. A well-planned and well-executed work will definitely lead to economic gains and full user satisfaction.

Member Engineering, Railway Board vide his DO letter no. 2004/CE-II/TK/1/Policy dated 29/04/05 has directed Railways to set up quality control cells to audit the quality and planning aspects of various works.

Accordingly a quality cell is constituted with immediate effect. The quality cell will adopt a quality audit system as per following details;

1. Objectives:

- 1.1. The objective of this quality audit system is to develop a quality conscious system comprising of Railway officers, supervisors and staff.
- 1.2. Development of quality consciousness among contractual supervisors and workers will be a part of this system.
- 1.3. Rendering suitable and focussed guidance on technical matters to the field officials.
- 1.4. Recommending ways and means for better contractual management and quality assurance.
- 1.5. The quality audit reports will not be used as a means of fault finding and pinpointing individuals. Focus should be mainly on the system improvement.

2. Audit Officers –

The following officers are nominated to act as quality audit and quality review officers;

Sl. No.	Type of work	Jurisdiction	Quality Audit Officer	Quality Review Officer	Quality Head
1	Track renewal and other track works	All divisions	SEN/TR/BBS	CTE	CE
2	Other than Track works	KUR	Dy CE (TP) /BBS	THOD/KUR divn.	
3	-do-	SBP	Dy CE(PROJ)/BBS	THOD/SBP divn.	
4	-do-	WAT	Dy CE (BR) /BBS	THOD/ WAT divn.	

3. Frequency of Inspection:

- 3.1. Nominated audit officers shall conduct minimum one inspection every month.
- 3.2. The audit inspections should be planned in such a manner that all the important works are covered in priority of their importance.
- 3.3. For track works divisions should be covered by rotation, however divisions having more numbers of works are to be visited more frequently.

4. Aspects of Inspection:

The audit officers while inspecting a work shall look into the following aspects and their reports should cover all these aspects. However this list is not exhaustive:

- 4.1. Execution of work as per laid down specifications, procedures, tolerances and desirable quality standards
- 4.2. All safety norms, rules & procedures are to be followed.
- 4.3. For works of track renewal, bridge, FOB, high buildings and structures like workshops & sheds, multi-storey buildings and overhead tanks etc. and dismantling of old structures, a scheme for ensuring safety at work site including scheme and procedure of execution of the work approved by Engineer in-charge should be available before the commencement of the work.
- 4.4. For track renewal works, work to be done in the presence of contractor's supervisor with competency certificate from competent authority.
- 4.5. Presence of diploma and degree engineers at site as per the value of the contract to be checked.
- 4.6. Maintenance of required documents at site like daily progress register, site order book, cement and steel register, hidden works register and other such registers as required for the work should be checked.
- 4.7. The record of contractor's supervisors, labour, contractor's T&P and progress is to be maintained in daily progress registers.
- 4.8. Technical parameters as required to be measured like installation temperatures for rail renewal, gauge, cross levels after each operation, water cement ratio record, batch no. and date of materials like paints etc. to be recorded in separate registers. The list is not exhaustive, other parameters may also be required to be recorded depending upon the nature of the work.
- 4.9. Contract documents should have correct and latest specifications, appropriate special conditions. Tolerances and safety precautions should also be part of the contract documents.
- 4.10. Audit of the test certificates of materials used. For important works like PSC slab/girders, RCC substructure of bridges, important buildings, Overhead tanks etc., sample testing of materials being used in addition to the availability of test certificates should be checked.

5. Audit Reports:

- 5.1. The report of the audit officer should cover all the aspects as mentioned above. The Quality Audit Officer shall submit his report to Quality Head i.e. CE through concerned Quality Review Officer. The report for a particular month shall reach concerned Quality Review Officer latest by 10th of the following month.
- 5.2. Quality Review Officer shall review each report critically so as find ways and means improvement in the quality of works. He shall then forward that report to Quality Head latest by 15th of every month.
- 5.3. Decisions/ orders/ suggestions/ recommendations of the Quality Head shall then be communicated to the concerned officials for implementation by the Quality Audit Officers.

6. General:

- 6.1. All the divisional officers and supervisors shall help the quality audit officers by way of promptly making available the required documents, arranging transport to the site and back.
- 6.2. The officials who manage better quality standards in the execution of the works under their jurisdiction shall be given due recognition by way of praise in public, appreciation letters and awards etc.
- 6.3. The overall monitoring of the quality audit cell shall be done by Secretary to CE. He will put up a statement of inspections conducted/ report submitted by the quality audit officers every month for the perusal of CE.

R. Richardson Asir
(R. Richardson Asir)
Chief Engineer

/c
 dated - 24/05/2005

No. W.4/374/Pt.I/CE Circular/

Copy to:

- 1. Sr DEN(Co)/KUR, SBP & WAT – for information and circulation to all concerned.
- 2. All HODs, Dy HODs and Sr Scale and Jr Scale officer of Engg. Dept. at HQ - for information and n. a. Please.
- 3. Secy To GM – for kind information to GM.

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