

पूर्वतटरेलवे : East Coast Railway

**Office of the
Divisional Railway Manager (Safety),
Sambalpur**

सं./No: SFY/SBP/Guideline/SPAD/2024/ 213

दिनांक/Date:-20.03.2024

To

**The Sr.DEE/OP, Sr.DOM and Sr.DSTE,
East Coast Railway,
Sambalpur Division.**

विषय/Sub: - Guidelines to prevent SPAD cases in Sambalpur Division.

Enclosed please find here with Guidelines to prevent SPAD cases in Sambalpur Division jointly signed by Sr.DSO/SBP and Sr.DEE/OP/SBP which is self explanatory for your information and necessary action .

You are requested for wide circulation of the above Guidelines to all concerned supervisors working under you.

Encl:- As above 06 pages.

S. Shashidhar 20/3/24
**S.Shashidhar, ADSO/SBP
for Sr.DSO/SBP**

Copy to: -

- CSO/BBS for kind information.
- PS to DRM: for information of DRM/SBP please .
- PA to ADRM: for information of ADRM/SBP please.
- All safety counselors for information and necessary action.

पूर्व तट रेलवे: East Coast Railway

Office of the
Divisional Railway Manager (Safety),
Sambalpur

No: Sfy/SBP/ SPAD /2023-24

Date: - 18.03.2024


Sub: - Guidelines to prevent SPAD cases in Sambalpur Division.

In view of rise in SPAD cases across Indian Railways, as per Railway Board directives and experiences gained from running staff, the following guidelines are to be followed which are tabulated below.

(A)	LP/ALP/Shunter.
1	Importance of quality rest at home is to be realized by LP and his family
2	Crew should ensure himself about switching off their mobile and keeping in their bag.
3	Crew should advised to report in the lobby before the mandatory time. He should not be in hurry for working the trains specially at starting station.
4	A thorough check of safety items on shed leaving locomotives with proper record.
5	Proper functioning of RS valve is to be checked at the time of taking over charge of the Loco by both LPs and ALPs. All LPs advised to check the brake application and release before starting the train.
6	Check the validity of BPC. Do the continuity test wherever required.
7	Loco pilot to conduct Brake feel test and Brake power test wherever they take over charge of locomotive/train. ALP also should observe it. Check the loco thoroughly before start.
8	LP/ALP should not start packing his belongings before reaching the terminal station/reliving point.
9	Special attention is to be given where two signals (Intermediate Signal) are provided especially where a line goes in the yard. Ensure correct departure signals are taken off for your train.
10	While passing signal at yellow LPs /ALPs should be ready to stop the train at any point of time as aspect of next signal aspect might be Red. Observe the signal until passing them.
11	During run LP/ALP are sometimes engaged in casual talk and their attention is diverted. So LP/ALP should drive train with full concentration during run and specific conditions of section like next signal aspect, CDO, gate locations and laborers working in the section to be informed by the ALP to LP for controlling train during any eventuality.
12	LPs/ ALPs should have the precise location of signals and the proper aspect of the signal to be confirmed by LPs/ ALPs.
13	Poor LRD is also the prominent cause of SPAD. Hence, all LPs/ ALPs should have specific knowledge of the section and after passing signal at yellow aspect ALP should repeat aspect of next danger signal repeatedly for effective control of the train.

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14	Checking of APM in all freight train examinations.
15	Few rakes are having tendencies to give a push up from load side at the time of stopping train (BLC, BTPN etc.) Hence, such trains should be stopped before adequate distance from the signal and train should be restarted again with crawling speed and stopped at appropriate location.
16	While on run LPs/ALPs are distracted with the passing trains on another line for exchanging signals. LP/ALP should take specific care in such situation and concentrate mainly on their own signal aspect.
17	If any Signal visibility is obstructed by passing train or train stabled at adjacent line, then proceed very cautiously so that train can stop at any moment.
18	Crew should have specific knowledge of trouble shooting as minor problems in locomotive create stress to LP/ALP.
19	If any signal is having poor visibility or its line of site is obstructed, same to be reported at first instance so that other crew can be counseled.
20	If the signal in advance is not visible then movement of train should be done cautiously till aspect of advance signal is seen. If the signal is single Yellow or Red it should be called out continuously. If signal aspect is Red, continuously call out with approximate distance to signal till the train stops.
21	Do not divert your attention after passing a signal single yellow and also approaching red Signal.
22	While approaching red ALP should put his hand on Emergency flap valve and be ready to operate it. Make sure that train stopped well before the Red signal and brakes are applied fully.
23	Signals aspects are to be called out with name of signals with hand gesture. In automatic section, signal should be called out with signal number. If any signal is not visible, that also to be called as "not visible to me" so that other person can be extra vigilant.
24	Caution order to be taken by LP/ALP separately and highlight caution order individually for creating adequate attentiveness. Emergent caution order to be also issued to both LP and ALP.
25	LP should not give any attention to the person travelling in the cab especially after passing yellow signal, and person travelling in the cab should not distract attention of crew in any manner.
26	In long hood locomotive, LP & ALP should ensure signal aspects very carefully.
27	Train to be brought to stop at crawling speed whenever the signal is at 'ON'.
28	While starting train from the loop line, LPs/ALPs should ensure setting of point first, then loop line signal and after checking both should start the train.
29	If visibility is poor, LPs/ALPs should be more cautious and signal should be called only after ascertaining that the signal is pertaining to their train only.
30	Carry both spectacles.
31	Avoid over speeding and overconfidence.
32	When any signal is not visible due to any reason, LP should assume its aspect as Red.
33	While starting Mail/Express/Goods train, LP/ALP exchanging signal with Guard (TMR)

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	should also concentrate on the aspect of signal pertaining to their train are in off condition.
34	Few LP/ALP are having poor knowledge of signal layout inside the yards. Hence, such type of LP/ALP (especially C grade LP) should do the yard LRD and learn the lay out by drawing sketch of yard and same to be checked and certified by nominated CLI. All the crews are advised to draw the yard layout and to be cross checked by CLIs.
(B)	CLIs
1	Nominated CLI should listen to the personal problems faced by crew. Welfare inspectors of personal department to be earmarked to visit fortnightly each lobby to address establishment related grievances.
2	Ensure validity of LR of crew and the quality of monitoring.
3	Complete familiarization of crew and CLIs with all new designs of locomotives, particularly for diesel converted crew.
4	All crew are counseled for Calling Out signal aspects loudly with gesture and of caution order imposed and of the next halt.
5	If any LPs is returning from a long leave of more than 15 days then he needs to be accompanied by his nominated LI.
6	LP/ALP are having habit of writing log book/ unusual report while on run. This may lead to loss of concentration. Hence, CLI should counsel their nominated crew to not write anything while on run. LP (G) should write log book/ unusual report after stopping of train and mail/express driver should write only at destination.
7	While taking rest at running room LPs/ ALPs are sometimes busy in checking Whats App messages and adequate rest is not taken. LIs should counsel their nominated crew for not wasting time on Whats App chats while taking rest in Running room LP/ALP should keep their mobile 'switched off'.
8	Nominated LI should counsel their nominated crew for controlling train at a down gradient where controlling of the train is difficult being a typical geography of signals.
9	Ensure visibility of signal and unambiguous visibility of signal in curved yards. Use of signal repeater/signal post marker board indicating its line number, whenever required. Visibility of signals is different during day time and night time. So, LPs/ ALPs should be counseled about the proper visibility of signals during day as well as night time.
10	Few signals location are such that the visibility is affected and aspect of signal is obstructed by opposite direction train. Hence, LPs/ ALPs should be counseled about these typical location.
11	After passing yellow signal LPs/ALPs should be counseled not to do anything and only concentrate on signal aspect ahead and to exchange signal aspect loudly. Do not assume the next signal.
12	Large number SPAD occur at low speed This indicates loss of concentration due to mobile ringing, family problem. Next duty plan, watching more attentively for passing trains etc. LPs/ ALPs should be counseled that all these problems should be addressed only after finishing their duty and only concentrate on their respective signals during run.
13	Identification of home signal on gradients where approaching trains are not to be stopped normally for simultaneous reception and dispatch.

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14	Verification of SWR on such station and ensuring that the same is followed.
15	Verification of BPC issue at wagon depots to remove any error in calculation of brake power percentage.
16	CLIs should conduct ambush checking of CUG/personal mobile phone randomly. A report to be sent to Sr. DEE(OP
17	Counseling should touch emotional chord and CLIs should develop trust of LPs that his CLI is a helping person and not against him.
18	Crew be counseled that each signal aspect to be confirmed and not to assume aspect of next signal.
19	SPM Analysis is to be done regularly.
20	Four- point Agenda of counseling of ALPs. <ul style="list-style-type: none"> a. Calling out signal with gesture till train stop. b. Keep watch on LPs action. c. MP/Notch should be on zero. d. Practical demo and training of operation of RS valve to ALPs.
21	Proper conditions for rest at running room in view of approaching summer and avoidance of long hours.
22	All the ALPs are given practical demonstration of how to operate Emergency brake valve.
23	All the crews are counseled regarding RHS signals at curvature, down gradient.
24	Case study of SPAD happened to be made and discussed with crew and also to be included in DTC class room discussion.
25	Foot plating as well as Counseling done by CLI after actual monitoring in Train.
26	All long hood leading Locos to be foot plated by CLIs.
27	At least 1/3 rd of monitoring by CLIs should be at night.
28	Departmentally selected LPs to be especially monitored/counseled.
(C)	Ch. Crew Controller/ Crew controller / CLI (HQ)/ Dy.SS/ TMR/ Signal Inspector/ Running Room In charge.
1	List of critical signals located adjacent to each other are circulated to all crew and rigorous counseling done. Minimizing creation of wrong side signals and issue of booklets to crew at each lobby for familiarizing them of such signals.
2	List of signals located at right side is circulated among staff and rigorous counseling done.
3	Meditation room in each major running room be made functional.
4	Gross happiness index implemented for each Running Room.
5	Case study of each SPAD case be prepared and distributed to Loco inspectors for counseling of crew.
6	Booklet covering Signals, Yard layout, Gradient, Cross-over etc, is distributed to all running staff for improving knowledge of Crew.
7	Video to avoid SPAD cases be prepared and circulated amongst all crew.
8	In all lobbies, bell is provided to take oath by staff of 'No SPAD' while doing a Signing on in lobby.
9	Good work by CLIs to be nominated and every year CLIs to be awarded for good work done.

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10	Ambush checks to ensure that LPs/ ALPs are not using mobile phones on running duty on regular basis.
11	Provision of walkie – talkie for crews on all train.
12	Few LP/ALP are having poor knowledge of type of signals and specific rules for passing signal at danger. Such type of LP/ALP to be identified and adequate training to be given.
13	In SBP territory, other zonal crews are also coming and have inadequate knowledge of section. Hence, concerned division should take up one round of counseling of such loco pilot.
14	LP/ALP should be spare for one day in year for practical training at loco shed for refreshing technical knowledge.
15	Few LP/ALP are booked in the section just one day of the expiry of LRD. This is not correct LP/ALP should be booked regularly in all sections for getting effective LRD of the section and not becoming overdue for LRD.
16	LPs/ALPs grievance with respect to leave and other issues to be looked into positively.
17	Talk back phone provided at IBS is to be shifted one structure before since LP/ALP has the tendency to stop the train near talk back phone. If Loco pilot misses slightly then SPAD may occur.
18	Retro reflective plate to be provided at OHE masts for identifying actual signal.
19	Stress management courses are to be conducted regularly.
20	Excess duty hours booking of LP/ALP to be avoided.
21	Quick response with feedback on deficiencies pointed out by crew and verification of the process at officer's level regular basis.
22	Before starting the train LPs, ALPs should talk to Guard on walkie talkie about signal being given and he is starting. If LPs pick up wrong signal, then respective Dy SS may warn that the signal is not given and Guard may apply his emergency brake.
23	Psychological issues are to be identified by the crew will boost the confidence of crew. This is to be identified by the LI and its record to maintained.
24	Appreciation for good work by the crew will boost the confidence o crew. Good work to be sent through PCDO in lobby morale boosting of crew.
25	Clear visibility of sectional gradients and display of critical gradient locations in the crew lobby.
26	Forcing Crew in new section without LRD lower the confidence. Hence, crew should be booked only when proper LRD is ensured.
27	Few PPT slides may be uploaded in CMS as tips for prevention to SPAD so that LPs can see while signing on.
28	LPs/ ALPs identified in SPAD/PF overshooting cases should be kept away from line duty, till such time he is found to be suitable for line working & Psycho test cleared again and in case he is booked, intensive monitoring to be done.
29	Gradation of driver (A, B, C) to be done rigorously and as per existing norms. Only 'A' category drivers should be booked on high-speed trains like Rajdhani/Duronto etc.
30	Retro reflecting sigma board will help to identify location of signal.

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31	Critical signals to be taught very specifically to the LPs.
32	Motivational classes/seminars are to be conducted on regular basis.
33	SPAD demo to be run in lobby on TV screen for creating awareness in the crew.
34	List of all RHS signals with section, signal number and location are displayed at lobby and soft copy circulated among crew.
35	Counseling of LIs also to be done by Officers. Knowledge of ALP/LP to be checked by officers and to Counsel them.

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