

**EAST COAST RAILWAY**

**Office of the  
Pr. Chief Safety Officer  
Bhubaneswar.**

**No.ECoR/SFY/67/2024/279**

**Dt:-25.04.2024.**

**Safety Circular -06/2024**

**Sub:- Testing & use of Crank Handle for motor operated points.**

During inspections at various stations, it was observed that purposeful crank handle testing was not being done by station staff. Crank handle testing register is maintained for record sake only. In view of the above, testing procedure of Crank handle and use of crank handle for motor operated points is reiterated below for strict adherence. (Extract of Operating Manual-2.18 and 2.19)

1. In order to ensure that the Crank Handle operation of electrical point machine can be resorted to incase of emergency, periodically drill of extraction of the crank handle from the interlocked key box and its operation should be undertaken regularly. The instructions mentioned below shall be followed.
  - I. The station staff should be fully conversant with station working rule regarding the method of extraction of the crank handle from the interlocked key box.
  - II. Crank Handle testing must be carried out by each and every SM/SS once a month along with TP/Points man and S&T staff during day shift regularly, so that they are used to operate the same in case of emergency.
  - III. Surprise checks by supervisors of Operating and Signaling departments should be carried out to ensure that the testing of crank handle is done regularly.
2. **Use of Crank Handle for Motor Operated points:**

At stations where points are operated by electric motors, the following procedure shall be observed in case of failure of such point(s). These procedures should be incorporated in Appendix 'B' of the 'Station Working Rules' at stations where motor-operated points are provided.

- a. At stations where points are worked by means of electrical points motors as in the case of Panel Solid State/Route Relay Interlocking, in the event of their failure the point can be operated locally by using crank handle(s). For this purpose, separate crank handle for each point or a common handle for group of points will be provided according to the design of interlocking at the stations. These crank handles are interlocked with the signals and are housed in the appropriate interlocking box(s) or electrical apparatus. In the event of failure of point/motor, to set the point(s) manually, Emergency Crank Handle may be taken out from the interlocking box(s) or electrical apparatus.



- b. In the event of failure/defect of electrically operated point(s) trains may be received/dispatched on signals after manual operation of points by the emergency crank handle(s), which is/are interlocked with the signals, provided –
- i. The Station Master deputes a responsible operating official with the crank handle to operate the defective motor operated point manually. The emergency crank handle can either be personally handed over or electrically transmitted to him by the Station Master Cabin Master/Lever man on duty with instructions to set the defective point(s) to the desired position (viz. normal or reverse) and clamp and padlocked the same. Both the ends of a crossover must be set in correspondence (viz. normal or reverse), the facing and trailing points must be clamped and padlocked. The operating official so deputed, after complying with such instructions should return the emergency crank handle either personally or transmit electrically to the Station Master/Cabin Master/Leverman on duty, incharge of operation.
- c. The Station Master/Cabin Master/Leverman on duty should verify from the visual indication available on the panel/other means that the points are set to the desired position as instructed by him (normal or reverse) and thereafter return the crank handle received by him to the appropriate interlocking box.
- d. He should also verify from the operating official deputed to set the defective point(s) that the same is also clamped and padlocked, supported by a Private Number in case of electrical transmission of the crank handles or by obtaining the signature of the operating official in the crank handle register.
- e. The Station Master/Cabin Master/Lever man on duty after ensuring the correct setting of defective point(s) as required in Para (b), (c), (d) above can take off the concerned signals for movement of the trains over the said point(s).
- f. If even after complying with the instructions contained in Para (b) to (e) by Station Master/Cabin Master/Lever man on duty, the correct setting of the defective points to the desired position is not indicated in the visual indication provided, the train will be piloted in and out in terms of SRs.3.69.01, 3.69.02, 3.69.03, 3.70.01 and 3.70.02.
- g. The cases of failures of motor-operated point(s) should be promptly reported the SE/JE(Signal) concerned for immediate rectification of the same.
- h. Whenever, an emergency crank handle is required to be used by a Signal official for maintenance work or in the event of failures, the signal officials will give a disconnection memo to the Station Master on duty and after making necessary entries in the Emergency Crank Handle Register, the Station Master on duty will obtain the acknowledgement of the Signal official in the Emergency Crank Handle Register and then hand over to him the Emergency Crank Handle(s) for the points concerned. The concerned points will be treated as defective till the Emergency Crank Handle(s) is/are returned to the Station Master on duty.
- i. Whenever, Emergency Crank Handle(s) is/are handed over to a Signal official for maintenance work or for rectification of failure, the points for the affected lines should be treated as non-interlocked and the Station Master on duty is responsible for introduction of non-interlocked working and trains will be piloted 'in' and 'out' after clamping and padlocking the points over which the train is to pass as per SRs 3.69.01, 3.69.02, 3.69.03, 3.70.01 and 3.70.02.



- j. An emergency Crank Handle Register should be maintained in the following proforma by the Station Master on duty wherein the particulars of the usage of Emergency Crank Handle must be recorded:-

Date	Point No. which failed or is required to be tested.	Time of failure	Disconnection memo no. received from S&T staff	Signature of operating official/signal official to whom the emergency crank handle is handed over transmitted.	Time emergency crank handle is sent out/transmitted.	Signature/PN of the operating official to ensure correct setting, clamping and padlocking of the points	Date and time fault rectified	Time emergency crank handle received back by the Station Master on duty.	Signature and designation of the signal official who rectified the fault.	Remarks

*P.C. Sahu*  
35/4/22

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Pr. Chief Safety Officer

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