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East Central Railway

Office of
GM(S&T)/ECR/HJP

No. ECR/S&T/DRG/POLICY

Date: 31.10.2023

CSTE/CON/North & South/MHX
Sr DSTE/DHN, DDU, DNR, SEE, SPJ
Dy CSTE/W/DHN, DDU, DNR, HJP

GM/RVNL/Ranchi, Patna
CGM/IRCON/Patna

Sub: Procedure for approval of completion plans and storage of site testing copy in the division.

Completion plan approval is a vital activity and is safety related. Since volume of the documents to be approved at HQ and division level is very high and hence to avoid any possibility of error in completion drawings, following guidelines are issued.

All completion plans to be drawn on latest approved documents. Print of a set of approved documents (e.g. SIP, RCC, CRP etc) to be taken and all valid changes/modifications/corrections done in the site document copy to be incorporated on these respective site verified completion documents. These documents to be signed by executing agency officers up to Dy. CSTE in case of works units and upto Sr. DSTE in case of PSU/Divisional work. All drawings of PSU should be signed by concerned GM/CGM executing the work, before submitting to division for verification & signature.

Further for approval of completion SIP, RCC, PFD, RSP at HQ level, site verified copy duly signed as mentioned above should be submitted to drawing section, Hajipur for checking & approval along with soft copy. However completion circuit diagram/interface circuit/equivalent logic circuit, VDU layout on tracing paper, duly signed by supervisor and ADSTE/DSTE of the division as a first level of check, should also be submitted to HQ along with site verified copy for 2nd level check and approval.

While verifying site copy of equivalent logic circuit etc, care should be taken in ensuring that these are generated from the software which is finally loaded at the station. Similarly care should be taken for interface circuit also.

In case of alteration work in existing installation, new sheets of circuits will be approved for completion as per procedure mentioned above. Completion of alteration in existing sheets of circuits will be done by HQ on the basis of site verified copy.

Construction unit will submit completion drawings in HQ (drawing section) on tracing papers duly approved by Dy CSTE/CON along with soft copy for record.

Once completion documents are approved on tracing at HQ/CON, it should be scanned and given to executing agency for further prints in four sets. A copy of the same to be kept at site also in addition to submission of the copies in the division, field DSTE/ADSTE and SSE/Incharge offices.

Site testing documents such as FAT, SAT copies and cable meggering register, all pre-commissioning check list, etc to be preserved in the division by Sr DSTE as a record for future reference. Digital records of these site testing documents may also be created.

For future planned commissioning, one set of latest approved documents for plotting completion plan to be kept at site in a file and once station is commissioned, signaling side technical changes to be incorporated in the completion drawings. For SIP, final completion to be drawn based on completion ESP. Completion ESP to be coordinated with counterpart of Engg. Department by executing agency and completion SIP signed, preferably, within 15 days of commissioning of the installation.

Niraj
31.10.23
(Niraj Yadav)
CSTE/D&D/ECR/HJP

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 2. ED/S&T/RVNL/NDLS
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