

**INSPECTION BOOKLET PREPARED BY OPERATING DEPARTMENT/ECR/HQ
AND APPROVED BY PCOM/ECR**

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SCHEDULE OF INSPECTIONS
Monthly Inspection Schedule of HQ. Operating Officers & Officials.

S.N	Type of inspection	J.A. Grade	Sr.Scale	Jr. Scale	Supervisors
1.	Stations/Yards	01	01	02	04
2.	Night Inspection of station	01	01	01	03
3.	Inspection of cabin	01	01	02	03
4.	Foot Plate Inspection	01	01	02	04
5.	Inspection of Crew booking office/ Lobby	1*	1*	1	02
6.	Inspection of Running Room	1*	1*	1*	01
7.	Inspection of Guard's Brake Van	01	01	01	04
8.	Inspection of manned L.C.Gates	01	01	02	02
9.	Inspection of ART/ARME	1*	1*	1*	1*
10.	Inspection of Training Centres.	1*	1*	1*	1*
11	Joint Insp.of manned non- interlocked LC gate	00	00	00	01**

* At least Once in every quarter.

** Once in every month.

	(1) DETAILED STATION / YARD INSPECTION:
A.	GENERAL RECORDS & REGISTERS
1.	Officers Inspection Register- Indexing, proper filling, frequency, compliance etc.
2.	TI(M)'s Inspection Register-Indexing, proper filling, frequency-monthly, Qtrly, Night, compliance etc.
3.	Staff position & Vacancy- Sanctioned strength, on roll, vacancy.
4.	Assurance Register- Should be separately maintained for group 'C' & 'D', Proper entry, cross check with attendance register, counter signature by SM.
5.	PME/Vision Test - Indexing, Staff Overdue, cross check with Certificate.
6.	Refresher Course & Safety Camp- Indexing, Staff over due, cross check with Certificate.
7.	TI's Competency Certificate- Availability & validity.
8.	Safety Meeting – Indexing, Frequency, subject discussed, acknowledgement of staff obtained.
9.	Night Inspection by Station Manager – Indexing, Frequency, time of inspection, private number exchange with CNL, irregularities noticed and action taken.
10.	Accident Register – Check that entries are complete including action taken, see whether similar accidents have been taking place at the same point.
11.	Safety Bulletins, Safety Circulars, Safety Alerts (of Division & HQ)– Acknowledgement of staff obtained (Including Guard).
12.	Rule Books & Manuals – GR &SR, Accident Manual, Block Working Manual, and Operating Manual are available (bilingual). Proper indexing done and updated with all correction slips issued.
13.	Rule Books & Manuals – GR &SR, Accident Manual, Block Working Manual, and Operating Manual are available (bilingual). Proper indexing done and updated with all correction slips issued.
14.	Fog Signal Register–All entries are complete, Adequacy of stock, Assurance obtained of Fog Signal Manual after counselling.
B.	TRANSPORTATION RECORDS AND REGISTERS:
1.	Station Working Rules (SWR) –Availability of bi-lingual SWR. (a) Whether SWR is valid, correct and represents the actual lay out of the station yard. (b) Performa Index for correction slip is available. Entry has been made in case of C/S issued. check that fresh assurance is obtained of all staff. (c) Whether any change in SWR is necessary. (d) Whether Rule Diagram is available.
2.	Traction Working Rules (TWR) – Available and up to date, assurance of staff taken with o

	appendices of SWR. Check about knowledge of operating Isolator.
3.	Disconnection & Re-connection Register – Proper pasting of form S&T/351, Private number exchanged with CNL. Monthly summary of disconnection demanded and granted.
4.	Relay Room Key Register – (a) JPO issued by HQ is available. (b) List of S&T staff authorised for taking key is available. (c) Code list of purpose for taking key is pasted in the register. (d) Private number is exchanged with section controller. (e) Proper entry for taking and returning Key with timings and signature. (f) Frequency of opening in a month and instructions of JPO/Instruction followed.
5.	Emergency Cross Over Testing- Whether tested being tested and recorded, Private number exchanged with CNL.
6.	Line Block & Clearance Register- Cross check with TSR. Blocking side entry is made in 'Red Ink' clearance side entry is made in normal ink
7.	Load Stabling Register – Physical check of securing, proper entry as per SR 5.23, use of safety cap/cord on the panel button.
8.	Axle Counter/Veeder Counter Register- Cross check with existing number on panel counter. Check RRB, EUYN, EOUN, EWN & COGGN buttons are sealed.
9.	Caution Order Register – Availability of direction wise separate register for UP & DN with proper entries. See that BF done on every Monday.
10.	(a) Train Signal Register- Proper taking over and making over, entries correctly made, check if double duty is performed. Remarks of stabled load in Red ink or other remarks of which making entry is essential. (b) CTSR (Computerised Train Signal Register)- Check entries made, Frequency of failure (if any). Difficulty (if any) being faced etc.
11.	Forms of abnormal working of trains – T/A 602, T/B 602, T/C 602, T/D 602, T/E 602, T/G 602, T/H 602, T/I 602 etc. – Availability and entries made therein are correct. It has also been inspected by TIRF by inspecting officials.
12.	Joint check of Points & Crossings Register- Frequency of checks, rectification of defect/compliance deficiencies.
13.	Crank Handle Register- Entries made are correct, Private no. exchanged with control.
14.	Power Block Register- Layout showing electrified lines & elementary section is available. Entries properly made.
15.	Operating Forms – (a) T/369(3b) & T/369(1) – Use of separate books for UP & DN signals is used, check ASM/SM/Loco Pilot puts his full signature with date & time. Train no., signal/signals line no. etc. are correctly mentioned. (b) Shunting Order (T/806)- Check that shunting advice is clearly mentioned and are legible. (c) Train Intact Register (T/1410)- Availability at all stations. Signature of the Guard. (d) Caution Order Form (T/409, T/A 409 & T/B 409)- Entries made are correct, legible & per rule. When computerised print of caution is served, see that it is being annexed to form

	T/409. If issued without annexing to T/409, check that caution serving register is available and a copy of computerised print of caution served is pasted in the register. Signature Loco Pilot & Guard is obtained in the register.
16.	Setting of clear line against blocked line- Check; points are set against blocked lines immediately at arrival of a train.
17.	Data Logger- Availability and working of Data Logger.
18.	VDU- Proper functioning of the system, Frequency of failure (if any), Single VDU/double VDU etc.
C.	EQUIPMENTS/AIDS:
1.	Block Instrument/UFSBI – Sealed and locked with double locks.
2.	Communication System – Control phone, TPC phone, BSNL phone, Auto phone, VHF set, Walkie-Talkie, Block phone & phone connected with L.C gate etc. are available and their being in working order.
3.	Essential Equipments – Available as per Appendix-E of SWR, their working order, List displayed.
4.	Fire Extinguisher- Total number available as per SWR, refilling & testing due or not.
5.	Fire Bucket- Whether sand and water is filled. Check that lock is not rusted and it can be opened at time of need.
6.	First Aid Box- Check box is sealed, Contents are as per list. Medicines available are of valid date & other equipments are also available.
7.	Disaster Management- Check availability of Disaster Management Plan, Arm bands, Jerricans, stretcher. List of 'First-Aiders', Nearest Hospitals/ Doctors & civil authorities/Railway authorities are available with address and valid telephone numbers.
8.	Safety Posters- Availability of Safety posters, Safety Slogan, Electric shock treatment chart.
9.	Chart for Emergency operation of Panel/route is displayed in SM's office
10.	Safety Caps/Slide Collars/Red warning collar with 'LINE OBSTRUCTED' for hanging on Block Instrument- Check availability as per SWR and proper usage during Line Block, Power Block/Train Block etc.
11.	Station Clock- Availability & accuracy of time, maintenance of time variation register.
D.	WORKING AND STAFF:
1.	Uniform- Staff on duty in proper uniform (including scroll & badge).
2.	Unauthorised persons- Presence and operation by him.
3.	Location of SM's Room /Panel - view of passing trains, adequacy of space, lighting, ventilation, availability of toilet, rest room etc.
4.	Procedure of train passing- Correct procedure followed.
5.	All Right Signals – Availability of Yellow Circle. Exchanged from 'Yellow Circle' and response of the staff & Guard.

6.	Shortcut Methods – Check that no short cut method is adopted.
7.	Knowledge of Safety Rules- Test that staffs are well conversant with the rules (give the names of s tested). Cross check with ‘Safety Gradation Register’ to see that staff tested has graded adequately.
8.	Check whether Staff working as per roster , are in uniform and not exchanging their duties or substituting. Performing of double duty should be cross checked with TSR & Stn. Diary.
9.	Practical Problems- To be enquired into (if any) and their suggestions and solutions.
10.	Assistance required- If any.

	2. INSPECTION OF LEVEL CROSSING (MANNED & UNMANNED):
A. GENERAL:	
1.	Gate lodge –It should not be located in steep gradient & in sharp curve.
2.	Visibility- For road users and crew.
3.	Check rails – Clearance & proper alignment.
4.	Running Rail- Check the alignment with check rails and road surface.
5.	Road surface- Should be smooth.
6.	Speed Breakers- As per proper design/size.
7.	Rumble strips – As per proper design.
8.	Protection diagram – Correctness of the diagram. Its availability and proper displaying.
9.	TVU census – Whether it is due or not. TVU figure painted on wall is matching with GWR.
10.	Safety posters – Available & properly displayed.
11.	Duty Roster- Available and are being followed.
12.	Overhauling- Should not be overdue.
13.	Timings of Rajdhani Exp./Important trains:- As per instructions issued.
14.	Availability of fencing- See that proper fencing is available.
B. RECORDS & REGISTERS:	
1.	Gate Working Rules (GWR) – Availability of Hindi & English version and its currency.
2.	Gateman's Bio-data – Available & up to date.
3.	Competency Certificate- Availability of Competency Certificate. Next due date.
4.	Private Number Sheet- Available and duly signed & stamped by SM.
5.	Inspection Book- Availability, Frequency of inspection & compliance of deficiencies.
6.	Sliding Boom Testing- Being done on every Monday. Testing is recorded in station diary and Sign Inspector, ESM/ESM has also tested the working as per JPO.
7.	Complaint Register- Availability & action taken.
C. EQUIPMENTS/BOARDS/AIDS:	
1.	Road Sign Board: Placement at proper location and painted with florescent paint.
2.	Whistle-Board- Availability with retro reflective effect.
3.	Lifting Barrier – In working order with retro reflective strips, luminous stop board & lighting arrangement.
4.	Boom Locking – To be checked for its working properly.
5.	Sliding Boom – Provision of retro reflective tape. Last date of testing (Schedule of testing-Every Monday).
6.	Gate Bells/Hooter/Warning Devices- Check that it sounds well to warn the road users and gateman to switch while closing the gate.

7.	Equipments- Available as per list.
8.	Quality of maintenance & Frequency.
9.	Telephone- In order.
10.	Interlocking – In order.
11.	Height Gauge – Available with sign of ‘Danger’ at either end on electrified section.
12.	Wall Clock – Availability & accuracy of time.
13.	Lighting arrangement – Illumination is sufficient/insufficient, working of solar light if available.
14.	Condition of gate lodge – See whether there is leaking roof, broken door, improper fencing & rail broken window pan/flap etc.
D.	STAFF WORKING:
1.	Uniform- Gateman wears proper uniform.
2.	Alertness- Gateman stands to observe anything abnormal with a passing train.
3.	Duty Roster – Available & followed.
4.	Presence of unauthorised person- Whether any unauthorised person was present.
5.	Normal Position of Gate – As per gate working rule.
6.	Adoption of shortcut methods- Whether Gateman adopts any shortcut method.
7.	Knowledge of Rules – To be tested.
8.	PME/Vision Test –Done and next Due on.

	(3) GUARDS BRAKE VAN INSPECTION:
I.	Brake van equipments:- i) Electric lighting Box ii) Stretcher. iii) Field telephone) PCP/ECPO iv) Wooden wedges – v) Fire Extinguishers & last refilling date. vi) First Aid Box
II.	Personal Equipments. (i) G&SR Book with the last correction slip no. updated. (ii) Accident Manual with last C/S no. ...updated. (iii) Vacuum gauge/pressure gauge. (iv) Flasher tail lamp. (v) First Aid box No..... Last refilled on date..... (vi) Detonators nos. with date of manufacture (vii) Guard's journal book. (viii) 2 red and 1 green flag in good condition. (ix) Complaint book. (x) Guards Memo Book. (xi) Fusee Nos. with manufacture date. (xii) Working Time Table. (xiii) Whistle. (xiv) Guard's certificate book. (xv) Guard's performance book. (xvi) Battery operated Tri-colour Torch. (xvii) Availability of two pairs of glasses (if prescribed) (xviii) Availability of Re-set Key and Knowledge to operate it for resetting valve in case of ACP in trains with LHB coaches).
III.	Particulars of Guard:- i) Date of last Medical Exam. ii) Date of last Refresher Course attended. iii) Date of Safety Camp attended.
IV.	Bio-data book.
V.	Knowledge of safety rules.
VI.	Portable Telephone.
VII	Walkie- Talkie.
VII	Caution Order.
IX.	Tail Lamp / LV Board.
X.	Condition of B/V.

	(4) INSPECTION OF CREW BOOKING POINTS:
1	Under rest booking of crew:
2	Breath analyzer test: Properly maintained.
3	CMS: Signing on & Signing off being done.
4	Combined Observation Register: Whether action taken on the irregularities/deficiencies endorsed by Loco Pilots/Guards.
5	Appearance Register:
6	Safety Posters:
7	Shed notice:
8	Route diagram with caution board showing caution.
9	Walkie-Talkie Register.
10	Spectacle register.
11	Availability of Circulars, Instructions, Bulletins, JPO etc. and acknowledgement obtained.

	5. RUNNING ROOM INSPECTION:
1	General sanitation.
2	Arrangement of beds in rooms :-
3	Condition of linen.
4	Condition of cots, mattress, pillows, mosquito nets, furniture etc.
5	Condition of Kitchen – (a) Electronic chimney (b) Exhaust fan (c) Condition of floor etc.
6	Cooking staff – (a) Whether in uniform (b) Medical certificate (c) Nails cut
7	Condition of dining hall – (a) Insect killer provided (b) Adequate lighting (c) Tables & Chairs (d) Condition of curtains (e) Quality of meals being provided etc.
8	Drinking water facilities.
9	Bathrooms – (a) Cleanliness (b) Availability of – Taps, Showers, Buckets & Mugs, Hooks for hanging clothes (c) Water supply (d) Adequacy of number of bathrooms etc.
10	Latrines – (a) Working of Flushes (b) Cleaning condition (c) Availability of– Taps, Mugs etc.
11	Hot & Cold water facility and its working condition.
12	Reading Room & reading materials- Magazine, News papers, Displaying of Safety Posters
13	Availability of Yoga & Meditation Room.
14	Entry of un-authorised person.
15	Complaint book – Whether remarks has been given for action taken.
16	Lighting arrangement in general.
17	Reading bed lights.
18	Provision of dustbin, doormats, curtains etc.
19	Stores Inventory- Stock on hand tallies with stock book position.
20	Inspection Register –(a) Last inspection conducted (b) Whether follow up action taken etc.

	6. FOOT PLATE INSPECTION:
1	Safety fittings of Loco & Loco Pilot's Tools.
2	Safety fittings of Loco & Loco Pilot's Tools.
3	Train Load.
4	Brake Power Certificate: Check validity.
5	Bio-data of Loco Pilot & Asst. Loco Pilot : PME Due on, Ref. Trans. Due on, Ref. Tech. Due on, Sa Camp Due on. Availability of spare spectacle (If required).
6	Un-authorised person in Loco.
7	Weather Condition:
8	Visibility of Signal: Proper focussing/No light cases. Observance of rule byLP/ALP in such cases.
9	Calling out of signal's aspect.
10	Driving Technique in reference to – (i) Starting/Stopping. (ii) Braking (iii) Run the train with Max. Permissible speed. (iv) Observation of speed restriction.
11	Presence of section Gang.
12	Placement of Engineering Boards: Correct placement and availability of retro-reflective provision to g during night.
13	Observance of Speed Restrictions by Loco Pilots.
14	Whistling habit of LPs & ALPs: At the approach of UMLC/MLC and while passing through stations.
15	Exchange of All right signal: With stations, cabins, with the Loco Pilot of passing train.
16	Exchange of All right signal: With stations, cabins, with the Loco Pilot of passing train.
17	Looking back by Crew: In general & especially while passing through curves.
18	Rough riding, jerks etc. felt on run.

19	T/369(3b), T/369(1): Issued as per rule (if)
20	T/409: issued as per rule: Correctness of caution in force.
21	Knowledge of Safety Rules
22	Km Posts:
23	Sigma Boards:
24	Walkie- Talkie:
25	Mobile Phone Status: Whether switched OFF/ON.
26	Working Time Table.
27	Any Practical Problem.
28	Driving performance of LP/ALP
29	Observation regarding track & OHE, if any.
30	Working of sander, wiper
31	Visibility of signals.
32	Deficiency recorded in loco Log Book and its rectification or remarks.

	7. ART/ARME INSPECTION:
1	Layout of ART/ARME line- Double exit facility.
2	Availability of equipments & tools as per register and their condition.
3	List of utensils & Stores.
4	Availability of Fire Fighting Equipments- (a) Gas mask (b) Water Hose with coupling 50' long (c) Foam fire extinguisher (d) CO2 type fire Extinguisher etc.
5	List of staff, departmental wagons with ART.
6	Working of generators and other equipments.
7	Frequency of movement of ART/ARME.
8	Mock Drill of ART/ARME.
9	Availability of drinking water, milk, tea, biscuits etc.
10	Condition of gas cutter.
11	Cold cutting equipments.
12	Operation theatre in ARME.
13	Oxygen cylinders & regulators.
14	Acetylene Cylinder
15	Medical Equipments- (a) First Aid Boxes: Medicines with expiry dates. (b) Stretcher with blanket and canvas bag.
16	Water changing register.
17	ROH/POH of coaching and goods stock used for ART.ARME.
18	Siren in working condition.
19	Inspection Register in ART/ARME.
20	Availability of Books, Manuals & Records.
21	Miscellaneous tools & equipments for ARMV.
22	Fog Signal – 24 Pcs.
23	Flag Green, Red & Banner Flag 6' x 4' (2 each)
24	Tricolour Torch -2

	8. CONTROL OFFICE INSPECTION:
1	Maintenance of various Registers and documents.
2	Effectiveness of communication.
3	Accident Register.
4	Operating & Safety Circulars.
5	Last vehicle running Register.
6	Roadside clearance Register.
7	List of important officials in order of priority to be contacted in the event of serious accident.
8	Caution Register.
9	Adequacy of lighting arrangement.
10	Working of Air-conditioning system.
11	Arrangement of drinking water.
12	Working of COA.
13	Proper functioning of Computers.
14	Inspection of control chart in reference to the following- i) Number of charts printed in a shift. ii) All the particulars printed on the chart is legible. iii) Charts are kept on record date wise & shift wise. iv) Chief Controller examines the chart. v) Operating officers examines the chart on regular basis. vi) Power Block, Traffic Block etc. granted are clearly reflected on the chart.

	9. INSPECTION OF TRAINING CENTRE :
1	Category of staff given training.
2	Total Training Capacity.
3	Availability of statistics regarding training utilisation.
4	Total number of classrooms.
5	Class Rooms – Condition of Black boards, Furniture, Sitting arrangement, Displaying of safety poster, flip chart etc.
6	Study Materials – whether hand outs given to trainees are as per syllabus.
7	Teaching aid:- Availability of Projector, Demonstration Room.
8	Quality of teaching – whether requires improvement.
9	Number of Instructors – Sufficient/In-sufficient.
10	Total number of beds available.
11	Condition of linen.
12	Condition of cots, mattress, pillows, mosquito nets etc.
13	Condition of light & fans in rooms.
14	Availability of Recreation Facilities.
15	Condition of Kitchen & Utensils used.
16	Condition of Dining hall.
17	Drinking water facilities- RO, Water cooler etc.

18	Bathrooms – (a) Cleanliness (b) Availability of – Taps, Showers, Buckets & Mugs, Hooks for hanging clothes (c) Water supply (d) Adequacy of number of bathrooms etc.
19	Latrines – (a) Working of Flushes (b) Cleaning condition (c) Availability of– Taps, Mugs etc.
20	Hot & Cold water facility and its working condition.
21	Condition of drainage.
22	Reading Room & reading materials- Magazine, News papers, Displaying of Safety Posters
23	Availability of Yoga & Meditation Room.
24	Lighting arrangement in general.
25	Availability of Garden and their upkeep.
26	Provision of dustbin, doormats, curtains etc.
27	Inspection Register – (a) Last inspection conducted (b) Whether follow up action taken etc.
28	Complaint Register – Whether remarks has been given for action taken.
29	General sanitation.
30	Feedback Forms- Availability and proper filling up.

----- **END** -----