

S.No. 40

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड) (RAILWAY BOARD)

No. 2009/M(Safety)/7/Checklist Inspection

New Delhi, 01.03.2019

Principal Chief Mechanical Engineers,
All Indian Railways

Sub: Super checks and Inspection to be carried out by officers and Senior supervisors of Open line and Headquarters.

Ref.: Board's letter of even number dated 29.08.2017.

Vide above referred letter the scales and check list for periodic and surprise inspection of front line work stations like Coaching pit lines, wagon maintenance depots, sicklines, ROH depot etc had been advised. The quantity of inspection to be carried out by the officers and supervisors on divisional and zonal HQ level were also advised.

The quota of super checks/inspections to be carried out by officers and senior supervisors of open line and HQ had been reviewed and the point number 6 of the Annexure A is modified as **"Running inspection of Foot Plat/ Brake Van of EMU/MEMU/DEMU/Freight Trains"**.

It may be ensured that officers and supervisors undertake inspections as specified.

DA: Annexure A&B

(Signature)
(AJAY NANDAN)
Exec. Director Mech. Engg. (Freight)
Railway Board.



Please issue.

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05/03/19

ANNEXURE-A

Monthly Quota of Super checks / Inspections to be carried out by Officers and Supervisors not directly in-charge of depots but otherwise responsible for Rolling Stock Maintenance and Management

S N	Item	SG/JAG Officers SS(Independent Charge)	SS Officers	JS Officers	Inspector
1.	Super Check of Rakes (Coaching Freight and DEMU/EMU/MEMU)	1 each	02	04	05
2.	Yard / Maintenance Depot for Mainline Coaches/ Wagons/EMU/MEMU/DEMU, Stabling Line /ART (including Infrastructure, M&P / gadgets, Training needs / counseling of staff, Maintenance of Records, Computerization, Establishment matters, Contract management, Materials management)	02	02	03	03
3.	Sick line, IOH/ROH depots, EMU/MEMU/DEMU Car Shed, Training needs, System of working, Record keeping & computerization, Developments and Modifications, Quality Management, Establishment matters, Contract management.	01	02	02	03
4.	PF maintenance / Brake power Checks / GDR Checks, Platform activities (Passenger Amenities, Through Train Passing and Terminal Attention), Rolling in examination points, WILD installation (as available)	01	01	01	02
5.	Material/Store depot, Materials Management including disposal of scrap	01	01	01	02
6.	Running inspections on Foot Plate /Brake Van of EMU/MEMU/DEMU/Freight Trains.	01	01	02	04
7.	Inspection of ART/ARMES & Road recovery vans	01	01	01	01
8.	Inspection of Tipplers, loading / unloading terminals for freight	01	01	01	01
Total		09	11	15	21

Explanatory Note

Super checks/Inspections to be carried out by officers & senior supervisors of Open Line & HQ

1.1 Inspections and Super checks are strong components in Maintenance Management of Rolling Stock. In this regard, the instructions issued vide Board's letter No.2009/M(Safety)7/2/Checklist Inspection dated 09.09.2009 have been revisited and a modified scheme for inspections by Officers & Senior Supervisors is now laid down for strict adherence henceforth.

1.2 Officers and Supervisors responsible for Rolling Stock maintenance are categorized as :

Category (i) Those who are not directly in-charge of depots but are otherwise responsible for Rolling Stock maintenance and management – such as Sr.DME(C&W), Sr.DEE(G), etc. in the division, HQ Officers.

Category (ii) Those who are directly in-charge of depots and workshops – such as CDO's, AEE's/Chg., etc.

1.3 Following instructions shall apply to all types of Rolling Stock Depots, including EMU / MEMU / DEMU Car Sheds to be adhered to both by Mechanical and Electrical wings.

2.0 Modified scheme of Rolling Stock super checks :-

2.1 At least 5% of the existing supervisory strength of the Divisions / Zonal Railway Headquarters should be exclusively earmarked for carrying out inspections of Rolling Stock maintenance activities. Each maintenance depot must have one dedicated Inspector.

2.2 (i) Monthly quota of super checks to be carried out by SG / JAG / SS officers and Senior Supervisors (Nominated for Inspections) belonging to category (i) is given in the **Annexure-A**.

(ii) The Officers and Senior Supervisors of category (ii) shall cover the entire gamut of activities under their charge by way of inspections / super checks at least once every month and maintain a record of the checks made in a defined Proforma for proper follow up.

2.3 Sr. DME / Sr.DEE and CRSE / CESE/ HQ officers responsible for DEMU/EMU/MEMU/Mainline coaches shall make a programme so that all the rakes, which are primarily maintained in the depots are covered by checks at the level of Officers and Inspectors during each quarterly period of 3 months.

2.4 The Officers and Senior Supervisors shall stagger their inspections so that their monthly quota of inspections are carried out / distributed on a weekly basis.

2.5 The inspections by JS Officers and Senior Supervisors should essentially consist of :Brief areas of inspection; Progress on Deficiencies noticed; Staff/supervisor counseled/trained; Progress on Items for follow up action including the items noted during previous inspections and; Compliance of previous inspection note items.

2.6 SA grade officers in charge of Rolling Stock maintenance should do at least 2 inspections of Rolling stock depots / Freight yards every month. During their own inspections, SA grade officers should check the system of inspection followed by Junior Officers and Senior Supervisors, including the quality of inspections and follow-up action taken thereon.

2.7 Test check / sample check mandated in contract management for services like Laundry, OBHS, CTS, Wagon 'A', 'B' & 'C' Category repairs, etc. shall be over and above the yardsticks mentioned in the Annexure and also at para 2.2(ii) above.

2.8 Percentage of night inspections in the total inspections should be around 15-20%.

2.9 SAG officers in charge of ART's, ARMV's and road recovery vans must ensure that all ART's, ARMV's and road recovery vans are inspected every month as specified in accident manual.

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