



SOUTHCENTRALRAILWAY

Office of the DRM/T/SC,
Secunderabad Division,
Sanchalan Bhavan,
Secunderabad.

No.C/T/187/GC/1/25.

Date: 04.03.2025.

All TIs, SMRs, and SMs.

Operating General Circular No.01/2025

Sub: Upgraded Inspection Check list for Station Inspections.

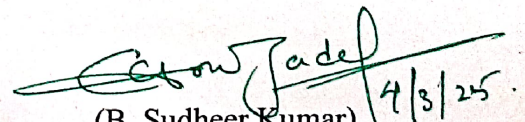
Ref: No, 51630, SCR-PCOM0RULE(PLCY)/2/2020-Rules Section dated 24.02.2025.

With reference to the above subject, to enhance the effectiveness of Station inspections and ensuring the adherence to the Safety protocols, an upgraded Inspection Checklist has been issued by COM/G/SCR.

All concerned officials are instructed to follow the upgraded checklist and implement it effectively during station inspections.

Inspecting Officials shall use all the available means to identify deficiencies and suggest appropriate corrective action to improve the operating safety.

Enclosure: Copy of upgraded checklist for Station inspections.


(B. Sudheer Kumar) 4/3/25.
DOM/Genl./SC

Copy to:

ADRM/O/SC for kind information.

Sr.DOM/SC for kind information.

Sr.DSO/SC for information please.

All DOMs, AOs for information.

All TIs, SMRs and SMs for information and compliance.



South Central Railway

Headquarters Office,
Transportation Branch,
Secunderabad,
Date: 24-02-2025.

File No: SCR-PCOM0RULE(PLCY)/2/2020-RULES SECTION
E Office File No.51630

Sr.DOMs- SC, BZA, HYB, GNT, GTL & NED.

Sub: Issuance of Upgraded Inspection Checklist for station inspections.

In order to further enhance the effectiveness of station inspections and ensuring the adherence to safety protocols, an upgraded inspection checklist has been issued.

While this check list is not exhaustive, efforts have been made to highlight the critical aspects that require close attention. All concerned officials are made aware of the upgraded checklist and implement it effectively during their inspections.

Inspecting officials shall use all the available means in their disposals to identify deficiencies and suggest appropriate corrective action that is commensurate so that operating safety is improved.

This has approval of PCOM.

Digitally Signed by Vsn
Murthy

Date: 25-02-2025 11:05:56

Reason: Approved

ATM/Rules
For COM/G/SCR

Operating Safety

Station inspection – Standard check list

The following are some of the important points to be checked during station inspection in field as well as in registers. These are not exhaustive. However efforts have been made to bring out critical items in each aspect. Inspecting officials shall use all the available means in their disposals to identify deficiencies and suggest appropriate corrective action that is commensurate so that operating safety is improved.

Yard inspection – Stabling

- All stabled stock in a running line should be inside the fouling mark and coupled together. In case the stabled load has to be split for any reason, each such split part should be treated as a separate load for the purpose of securing.
- The vehicles should be chained and padlocked using at least two chains, one at either end. At least four wooden wedges/iron skids should be used, two each below the outermost pair of wheels at either end.
- Hand brakes of at least 6 wagons from either side must be applied. In case coaching vehicles are stabled, hand brakes of front and rear SLRs must be applied.
- Points to be set against the line on which the stock is stabled / line is occupied.
- Whether GLP check performed or not for such loads which are stabled for more than 24 hrs? (SR 4.32.10.1(v))

Yard inspection – Train running

- For trains entering loop line, speed over points to be within permissible limits – 30/15 kmph.
- Proper exchange of “All right signals” when train passes through.
- Whether SWR is tallying with the actual lay-out of the yard?
- Check thoroughly for any loose railway material which 2 men can easily lift and put on railway track. That material should be removed duly intimating concerned department.

Yard inspection – Shunting

- Presence of shunting supervisor - SM / SHM / Train Manager.
- Whether proper shunting order T/806 is being given (except at stations which are exempted by Sr.DOM)
- Whether shunting being done with proper hand/flag signals. Walkie-talkies not to be used for shunting unless there are visibility issues. If Walkie-talkies are used, whether PN being exchanged and discipline followed as per JPO?
- Shunting speed to be within the limits of 15 kmph.
- Whether engine is towards falling gradient end (especially in yards with grade Condonation)?
- If at the station special instructions under SR 5.16 have been issued, whether the precautions have been complied with?
- In case when shunting is required to be carried out for attaching or detaching coaches/slip coaches/saloons/dead engine on passenger carrying trains, whether the loco is being brought to a stop at a distance of 20 m from the formation?
- Whether pipe through is being done properly between the shunting loco and the formation?
- Whether points are being set and locked properly before commencing the shunting movement in non-interlocked yard?
- Whether Shunter is changing loco cab when shunting direction changes?

Panel inspection

- Point position whether set against the occupied lines. Whether SM has the habit of reversing points immediately on arrival of train into the running line?
- If line is blocked whether line block caps are used / blocked in VDU.
- Where BPAC is not available or when BPAC fails, how the SM is ensuring complete arrival of the train, before resetting BPAC?
- SM's knowledge and operation of Block instruments.
- Action to be taken in case of failures – conditions for granting line clear, conditions for reception and dispatch of trains.
- Counter numbers on panel to be tallied with entries in the corresponding registers.
- Whether SM is aware about username and password for emergency cancellations on VDU.
- Whether details of TWS points are clearly mentioned on the panel? In case of station having VDU panel, whether a list of TWS points available with SM?

Route Cancellation register

- What are reasons and was it done when train was approaching/on run?
- If route cancellation is done for a departure signal/s, whether written memo was served to the crew or not?
- During route cancellation, whether the route was held as per the timer setting?
- Cross check the data with data-logger exception report.

Train Signal Register (TSR)

- Whether the entries are clear, legible and complete or not?
- “Out” / “In” report to be cross checked with the adjacent stations for at least 3 trains, direction wise.
- Whether Block Forward / Block Back entries are made in full and in red ink?
- Whether the name & designation of the Night Patrolman is written in red ink or not (if night patrolling is in force)
- Whether red ink entry for blocking of running Line is being made or not. (S.R. 5.19.2)

LC gate advise register

- In case of NI LC gate, whether PN confirming closure of gate is being obtained from gateman before granting/obtaining “Line Clear”?
- In case of LC Gate normally close to road traffic whether gate opening permission is being obtained from SM by gateman and the same is being recorded?
- Exchanging of Last Vehicle numbers with Gateman in case of trains running without LV Board/Tail lamp.
- Whether non-interlocked working followed during failure of interlocked signals at LC Gate?
- Voice logger details to be analysed for Non-Interlocked LC Gates.

Signal & Telecommunication failure register

- Whether all S&T failures are getting recorded or not?
- Check whether failure memos are served to the signal maintainer or not?
- In case of block failures, whether failure entry is made at both the stations or not?
- Whether appropriate forms are prepared and served during trains operation?
- Whether all “blanks” in the authority forms are filled and the not applicable clauses struck off?
- Cross check all such failures with data-logger exception report for following of proper procedures as per rules and authorities.

- Whether any particular signal or point is repeatedly failing? If so, whether S&T Officials are closely monitoring that asset?
- Cross check the Disconnection Register whether the S&T Official has issued disconnection Notice before attending such gear as per Group “C” of Appendix XIII of G&SR.
- Whether summary of failures at the end of the month is written in S&T failure register or not.

PLCT Working

- Proper procedure followed and forms filled up especially ensuring that line is clear/closure of LC Gate (where available).
- Cross check the PN mentioned in the T/C 1425 or T/D 1425 with T/A 1425 or T/B1425.
- If any gate is interlocked with IB, whether the closure PN has been recorded in the T/A 1425 or T/B 1425 and the same has been mentioned or not?
- Check the Signature of LP on the record copy of T/C 1425 or T/D 1425 (as the case may be).

Disconnection & Reconnection Notice

- For regular maintenance of block instrument, whether the SM is ensuring that there is no train in the block section and mentioning the same in the Disconnection Notice.
- In works which involve joint work with Engineering Department, check whether the remark “joint work with engineering” is mentioned or not in the disconnection Notice?
- Whether the S&T Official is ensuring “track fit” memo from Engineering Official after completing such joint works before issuing reconnection?
- Whether the route leading to the disconnected gear is being disconnected by the S&T staff?
- Whether SM on duty blocked those routes in panel?
- Whether correspondence test is done by S&T staff before issuing reconnection memo?
- The details should be cross-checked with data-logger exception report.

Caution Order

- Check whether the station is a Notice Station for issuing Caution Order?
- Whether SM signs the caution order with date and time?
- Whether Record copy of caution order is being maintained?
- At „Notice Stations“, whether SM is maintaining Master Copy of Caution Order for each direction for each day(duly maintaining the changes, if any)
- Whether the acknowledgement of Loco Pilot and Train Manager is being obtained in the Caution Order Acknowledgement Register?
- If it is a Notice Station and non ICMS Caution Orders are being issued, what is action plan for making it through ICMS?

Caution Order Message Register

- Whether list of trains to be stopped for Caution Order is advised to Block station or not?
- Whether notice station informed the 1st train to which he will issue caution order in case of emergency C.O?
- Whether the Caution Order is being brought forward on every Monday?
- Cross check the details with the Caution Order copy issued to the Crew.
- Whether the Serial Numbers for Caution Order are properly maintained or not?

Essential equipment

- Check physically for the availability of equipment as per the list given in appendix E of SWR for essential equipment list.
- Whether the mandated quantity of equipment as given in the SWR is adequate as per field requirement?
- Check whether all essential equipment are in working condition or not.
- Whether TWS clamps and normal clamps are painted with different colors for easy identification?
- Whether the keys for their respective padlocks are easy to identify?
- Check the due date of testing and refilling of Fire Extinguishers.
- Whether staff is conversant with the knowledge of operation of Fire Extinguishers.

SWR and assurance register

- Check whether SWR is current or not, check for IPU No., whether it is same for panel as well as OHE traction diagram.
- Check whether the actual station layout is tallying with the rule diagram in the SWR.

- Whether the station is situated on a steep gradient (steeper than 1 in 400)? If so, what special precautions are prescribed for stabling/securing of loads, shunting etc.?
- Check whether staff signing in the Assurance Register of SWR as per rules or not? Whether acknowledgement is separately taken for SMs & Pointsman duly keeping an index with page number? The acknowledgement register should be divided into three portions, one for fresh SWR declaration, one for any amendment received to SWR, another portion for assurance from such staff who resumed his duties after more than 15 days absence.
- Cross check the details with the Attendance Register to see whether staff are acknowledging who resume duty after 15 consecutive days of absence?
- Check whether out-station staff who is working at this station has signed in the Assurance Register of SWR as a token of “having read and understood it” before taking up independent duty?

Axle counter resetting register

- How the Station Master is ensuring the section clearance in case of Axle counter failure? What precautions did the SM take to ensure?
- BPAC axle counters resetting, direction-wise details are correctly recorded in the register or not.
- Track proving Axle counter resetting-whether the co-operation box kept at site from where physical verification of track occupation is possible to be observed?
- Whether this failure entry is also made in the Signal Failure Register or not?

Stabling Register

- Whether the entries are made properly in the register as per the pro-forma.
- Whether details of wagon number in which hand brake is applied are written in stable load register?
- Whether the exchange of PN with SCOR is followed or not?
- Whether the details of BPC is written or not?
- Whether Loco Pilot, Train Manager & Pointsman have signed in stable load register?
- While clearing the load stabled for more than 24 hours, whether the GLP check memo issued or not – if given, the record of the same is correctly maintained or not.
- Physically check the stabled load/formation and verify whether the details as mentioned in the register are correct?

Breathalyzer Instrument

- Whether Breathalyzer Instrument is working properly or crew facing any difficulty in using them?
- Check the calibration date of the BA unit. Whether the calibration is due or not?
- Check for the copy of calibration certificate of the BA unit.

Relay Room Key Register

- Check whether double locking arrangement is available? Ensure the veeder counter register and numbers are matching.
- Check whether proper reasons are mentioned in the register for opening Relay Room.
- Whether all the columns are correctly filled by the station staff/S&T staff?
- Whether the name, designation of the employee who is handing over / taking over the key are legibly written?
- Whenever Relay room is kept open for more than two hours, whether prior permission/proper explanation is available.
- If construction staff are opening the relay room, whether proper letter from Sr.DSTE with name and designation is available, collected and pasted properly.
- Whether SMS are being sent to the concerned staff through proximity sensor whenever relay room door is opened?

Crank Handle Register

- Whether the entries are made by the officials whenever the crank handle is removed?
- Whether S&T Officials are testing the crank handle working as per the schedule? - Once in a fortnight by the ESM; once in a month by JE/Signals; and once in three months by the SE/SSE.
- In the course of testing, whether all the points which are connected to that crank handle, are tested on a rotation or not?
- The details should be cross-checked with data-logger exception report.
- When a crank handle is removed, all the points in its group should not be operable from panel.
- Crank handle should enter smoothly into correct point and should not enter into points of different group.

Engineering Blocks

- In the case of blocks given, if Track Machines/Material train/Tower Wagon/RRV has worked in the section, whether the proper authorities, proper procedure for reception & dispatch of units has been followed or not?
- Whether the concerned signals were blocked on the panel/VDU?
- Whether Block messages are properly recorded in TSR?
- On completion of blocks whether the unit in-charge are handing over the authorities to SMs or not? How the SM is ensuring clearance of all machines?
- On completion of blocks, whether Track fit/ OHE fit/ certificates are being pasted.

Power Block

- In case of Power blocks given, if Tower Car has worked in the section, whether the proper authorities, proper procedure for reception & dispatch has been followed or not?
- Whether elementary sections are being mentioned clearly in the requisition for block?
- Whether permission/otherwise for the diesel-hauled trains during the block clearly mentioned?
- On completion of blocks whether the unit in-charge are handing over the authorities to SMs or not?

Station Diary

- Cross check with TSR and attendance register whether staff have handed over and taken over charge according to the roster and attendance.
- Whether proper handing-over is done duly mentioning the last PN and occupation of running lines?
- Whether testing of emergency cross over is being done daily and recorded in Station Diary?

Bio-Data Register

- Cross check the entries with the actual BCC/PCC, PME certificates possessed by the employees at the time of inspection.
- Check PME due in case age up to 45 years - every four years, 45 to 55 years - every two years, and beyond 55 years - every year.
- Ensure that RC/PME over-due staff are not utilized in direct train operation.

Surprise Night Inspection by SM

- Whether the monthly schedule for night inspection (4 inspections for supervisory SM and 01 inspection every month for non-supervisory SM) is followed or not?
- Whether proper gap is maintained between inspections or not?
- Whether PN of SM and name along with PN of the Section Controller is recorded or not?
- Whether all the activity centers of the station such as Dy.SS office, Cabins, LC Gate, Goods Yard, Crew Lobby, etc. are covered on a rotation or not?

Monthly Safety Meeting Register

- Ensure whether the meeting is conducted as per schedule and as per the safety circular issued from time to time.
- Whether the section TI is attending the meeting in rotational manner and counseling the staff?
- Whether the acknowledgement of staff is obtained in two parts or not?
- First part for those staff who is physically present on the day of the meeting and second part for those staff who resume duties after another shift/leave/sick/absent.
- Whether the Guards stationed to work at the station are acknowledging it or not?
- Ensure whether the safety issues pertaining to the station are also discussed in the meeting.
- Test the knowledge of staff on duty on the subject of the recent meeting.

Attendance Register

- Ensure that all staff on duty has signed the muster as per their roster.
- Ensure the periodical rest is given to staff as per the roster.
- Leave, sick absent details have been entered by the in charge SM without any over writing, corrections, erasure, usage of whitener etc.
- If periodical rest is suspended, whether Compensatory Rest (CR) is being given? CRs should not get accumulated.
- Check whether any staff performing over hours. If so, analyse the reasons.

Staff Gradation Register

- Whether gradation is done once in 6 months (January and July and Acknowledgment of staff is obtained in gradation register or not? (Rly Bd ltr 2002/Safety-1/18/2 dt14.02.2012)
- Whether the details of marks obtained by the staff are written or not?
- Cross check the knowledge of staff on duty
- All staff should not be categorized "A" as a matter of routine.
- Supervisors have to identify areas of improvement for the staff who are graded below "A" and counsel them accordingly.
- Alcoholic staff must be categorized under „D" category irrespective of marks obtained by them in other aspects of working.

Officer's Inspection Register / TI Inspection Register

- Whether the schedule of inspection is followed by the section TI?
- Whether an operating officer has inspected the station/yard/cabin within a year?
- Action initiated by the SM in-charge on the irregularities or shortfalls noticed by the officer/TI. Whether any improvement made on the deficiencies identified?

Safety Literature

- Availability of latest safety literature, Circulars, JPOs & acknowledged by all staff.
- Whether updated copies of Rule Books with latest amendments are available?

Station Staff

- Whether the on duty SM man is in possession of valid Block Competency Certificate (BCC), OHE Isolator Certificate and Medical Certificate?
- On duty Points man should have their valid Pointsman/Gateman Competency Certificate, OHE Isolator Certificate and Medical Certificate in their possession.
- Whether the on duty staff are wearing the prescribed uniform and neat and tidy in appearance?

Accident Register

- Whether all the accidents are entered or not?
- Whether complete details of the incident including staff held responsible and D&AR action initiated, are entered in the register?
- Identify similar type of accidents/unusual incidents taking place on a particular line or point for taking corrective measures.

Disaster Management Display Board and Register

- Whether the board is available at a conspicuous place?
- Whether phone numbers of Medical (Railway and Non-Railway), Civil Authorities, Fire station, Transport providers, Voluntary Organisations, nearest Police station, local MP/MLA etc., are clearly displayed?
- Whether the SM is making a random check to verify the correctness of telephone numbers once in a fortnight and the details are updated in the Disaster Management register with date and time?

Common checklist for any register

- Whether the entries are made in all the register as per the pro-forma or not?
- Whether all columns of the register are being filled? Not applicable columns should be struck off.
- There should not be any overwriting or correction in the register. If any correction needs to be done in exceptional circumstances, it should be struck off in a manner that what was written earlier, should be visible and reasons/remarks to be briefly recorded on side along with initials.

Common checklist for Authority / Forms

- Whether the forms are serially numbered?
- Whether the entries are made in the Authorities are clear and legible?
- Whether all relevant columns are being filled? Not applicable clauses should be struck off.
- There should not be any overwriting or correction in the Authority Form. In case of any error, or any change in planning/execution of the movements, the Form should be cancelled and fresh form should be used.
