

- Creating good working environment.
 - ✓ Inspecting official should observe the conditions prevailing at the work spots to understand the difficulties experienced by staff including their personal grievances and seeking on the spot redressal, wherever possible, or bringing to the notice of the concerned authority.
 - ✓ Inculcate discipline and build up the morale of the workers.
 - ✓ Monitor the behavior of staff towards customers, particularly promptness of response and willingness to help.
- Ensuring adequacy of resources.
 - ✓ Inspecting official should check for the availability of full complement of staff and equipment; staff should be fit for duty and equipment should be in working order.
 - ✓ Analyze the actuals vs targets in performance; identify bottlenecks if any.

Types of Inspections

Based on the preplanning and scheduling, inspections can be classified as....

Casual inspection

Such inspections are not planned in advance. These are done incidentally when the inspecting official gets time to do so along with the primary purpose of visit like monitoring performance of train running, block, conducting enquiry into unusual or accident etc.

Periodical inspection

They are done as per schedule and are planned in advance. They have to be done thoroughly going through every aspect in detail. Advance information shall be provided about the inspection so that staff keep all the necessary records and documents ready for scrutiny.

Surprise inspection

These inspections have to be conducted with an element of surprise. Such inspections check the alertness of staff and are effective only when sufficient care is taken to ensure that the information about the inspection is not known to the concerned staff. Surprise speed checks at caution sites / caution signals and Ambush checks on whether the Loco Pilot is following the rules during signal failures especially in automatic sections are some examples. In order to ensure the element of surprise, most of these inspections are done by Inspecting officials moving by road vehicles.

Based on the unit being inspected, inspections can be classified as...

Station inspection

Each station on the division must be inspected in detail by the Section TI at least once in every six months i.e. January to June and July to December covering the various aspects of safety, operations and allied matters including staff matters. Regular inspections shall be carried out more frequently. Officers' inspections shall also be scheduled such that all stations are covered at least once by an officer in a year. All aspects of station working should be covered in these inspections.

Level crossing gate inspection

Level crossings are one of the weakest / vulnerable spots in the railway system as they involve the road users. The inspections shall include checking of availability of road signs, warning boards and speed breakers/rumble strips; safety equipment and its working condition; competency and medical fitness of Gateman on duty; availability of Gate Working Rules, its suitability to the LC and knowledge of the Gateman on duty regarding rules; loco pilot's whistling while passing the LC gates, where required, protection of the LC by the Gateman before opening of the Gate to road traffic and Guard's observance of Gateman. Surprise inspections shall be conducted to observe the safe practices of Gatemen and crew of trains passing through. Whether Gateman is opening and closing of the Gate in time to avoid detention to train traffic and minimize road traffic detention shall also be checked. Tendency of trespassing by road users and any exertion of any undue pressure on the Gateman by the Road traffic shall also be checked.

Running room inspection

During regular, safety and surprise and night inspections running rooms should also be inspected to ensure that running staff are getting proper food, resting and other facilities as per the instructions in force and the staff are resting properly. Kitchen and other facilities shall be inspected and ensured that proper hygiene and cleanliness are maintained. It shall also be checked if the kitchen staff are undergoing periodical medical examination and having valid fitness certificate. Safe stacking of full and empty gas cylinders and availability of firefighting equipment in the kitchen shall also be checked. Inspecting official shall interact with the crew, with those not sleeping, and inquire any problems they are facing. They shall also be counseled to take proper rest. Running rooms should also be jointly inspected by the team of officers as nominated and prescribed.

ART inspection

The ART and the Crane Special inclusive of the Mechanical and engineering Tool vans shall be inspected at least once in six months jointly by Divisional Officers of Medical, Safety, Civil Engineering, Mechanical, Electrical and S&T to ensure that all equipment pertaining their respective departments are available and in good working condition. ART inspections are further detailed in the Accident Manual.

ARME inspection

Each Medical Relief Van, Auxiliary Van and Scale-II equipment shall be inspected monthly by Divisional Medical Officer, Station Manager, SSE (S&T) SSE (C&W) and SSE (Electrical) and ensure that their respective items are available and in good working condition. Further Medical Relief Van and Auxiliary Van shall be inspected at least once in six months jointly by Divisional Officers of Medical, Safety, Civil Engineering, Mechanical, Electrical and S&T to ensure that all equipment pertaining to their respective departments are available and in good working condition. ARME inspections are further detailed in the Accident Manual.

*Station Inspection**Bridge Inspection**Points & Crossings inspection*

Based on the time of inspection, it is differentiated as day and night inspections.

Night inspection is done between 00:00 and 04:00 hours which is the most vulnerable time period as human alertness will be at the least. The body is prone to be lethargic leading to possible negligence in duties. Instances like staff sleeping on duty, not exchanging alright signals etc. are detected during these inspections. Also the critical aspects like signal visibility during night can be best checked during the inspection.

Inspections can be classified on the basis of where the inspecting official travels as...

Foot plate inspection

They are carried out by the Inspecting official traveling on the engine of running trains. These afford an opportunity to observe and check the working of the engine crew like identifying and calling out of signals, engineman ship, observance of cautions, maintaining communication with the Guard, observance of Gateman's signals, exchange of all right signals with the station staff etc. In these inspections, the following items are also checked - the condition of Locomotives, availability of loco equipment, visibility of signals, condition of track and any problem being encountered by the crew in safe and efficient driving. Footplate inspections also enable to understand the working of the station staff and Gatemen which cannot be checked otherwise. To understand all the above in different field conditions, it is essential that these are done by day as well as by night and in clear weather and also when the visibility is poor due to thick, foggy and tempestuous weather. The

footplate inspections shall be carried out by various trains including coaching and goods trains in order to not only ensure safe working and but also to improve efficiency in running of trains and to suggest any improvements in the system.

During footplate inspections, care shall be taken that the crew are not distracted from safe and efficient discharge of their duties. It shall also be checked if the engine crew had sufficient rest and periodical rest before signing on for duty.

BV/SLR inspection

It is done by the Inspecting official by traveling along with the Guard in the brake van or SLR. The inspecting official shall check the working of Guard like observance of rules by the Guard, exchange of alright signals, Guard's observation of Gateman's signals and communication between Engine crew, station staff and the Guard. Availability and working condition of SLR equipment, condition of sidelights (in case of coaching trains) and its operation by the Guard are also checked. Guard's personal equipment and its working condition, competency certificate, road learning for the section shall also be checked. Guard's knowledge of their rules shall also be tested and counseled if necessary.

On-train inspection

Whenever an inspecting official is traveling by a train on duty, he/she must pay attention to the performance of duties by Guard, Loco Pilots, Station staff, Gateman and other staff inside the train. Rake shall be checked for provision, location, indication boards and working of Emergency exit windows, Fire Extinguishers in AC coaches, evenness of vestibule fall plates, ensure non-accumulation of garbage, etc. Pantry Cars shall also be inspected, if available by the train.

Window Trailing inspection, Tower car inspection, Motor trolley inspection are few other types of inspections.

Apart from individual inspections, interdepartmental joint inspections are also carried out like Signal Sighting inspection, NI preparedness inspection, Intra zonal and inter zonal safety audits.

Joint Footplate Inspections by Signal Sighting Committee –

These are carried out jointly with officials of Operating, Loco, Permanent Way Signaling and Tr. Distribution departments, to check the visibility of signals, their locations, focus, brightness etc. The signals normally have to be in LHS and every effort shall be taken to ensure the required distances and visibility of the signal in LHS. Any infrastructure changes like shifting of masts, slewing of tracks etc. shall be done to achieve it. The signal shall be planned in RHS as a last resort, in cases where there is no adjacent track with the same direction of movement and only when no other alternative is possible.

Safety Audits

SrDSO, along with his/her team comprising Inspectors of different departments, will conduct Safety Audits at major stations, way-side stations, sections, Level Crossings and other installations in the Division covering all aspects pertaining to all departments involved in train operation and safety and make a detailed report.

In addition to the Divisional Safety Team, Safety Audit will also be done by other Divisional Safety Teams (Inter Divisional safety Audit), Head Quarters Safety Team (High Level Safety Audit) and other Railway Safety Teams (Inter Railway Safety Audit). These Safety Audits and compliances to the Safety Audit Reports will be monitored at Zonal and Railway Board level. Controlling officers of the concerned departments shall take necessary corrective actions and submit a compliance report to the concerned Safety Team.

Scheduling of Inspections

In order to ensure that all areas of a division are covered in an effective periodicity, a schedule for various types of inspections is made. Based on the goals to be achieved, the schedules can be tailored. However, a minimum level of inspection should always be ensured so that safety is not compromised at any point of time. The schedules are generally issued by divisional or zonal headquarters.

Quality of Inspections

(Excerpts from PCOM's DO letter No. T.387/Insp./Optg/Rules/Vol.II dated 29.11.2021)

While carrying out inspections, the following points may be noted:

1. Quality of inspection shall be ensured. Exceptional reports that require corrections/ improvements in safe working shall be reported prominently and first. List of factual information/items found in order shall be reported in the last, if required.
2. Stations nearer to headquarters and bigger stations that have easy access are being inspected frequently. It is desirable to cover remotely located stations as well. Covering all stations/locations periodically shall be monitored by divisional headquarters.
3. Inspections shall be spread throughout the month, instead of month end rush to complete as per schedule.

There is a need to ensure prompt compliances to the observations noticed by various inspecting officials, at Station, Divisional and Zonal level. Station Superintendents shall submit 'Action Take Reports (ATR)' on the observations made by inspecting officials by taking appropriate corrective actions such as counseling, advising concerned departments in writing etc., and submit the Action Taken Report to SrDOMs, with a copy to concerned Inspecting Official. The ATR shall not be mere 'Noted' remark.