

CHAPTER XXIII

INSPECTION OF STATION

23001. Object of Inspections.- The object of inspections is to test thoroughly the transportation staff in their knowledge of the rules and instructions issued and to see that such rules and instructions are carried out in the interest of the public, particularly from the safety point of view and that the interest of Railway administration are thoroughly considered and secured.

23002. Kinds of Inspection.- Inspection are divided into the following categories :-

- (a) **Daily Inspections** (i) During their daily inspections, Station Masters must see that points are properly lubricated and are free from dust and that points ordered to be permanently locked are properly set and locked, that the spectacle glasses and lamps of signals are clean, with lenses properly adjusted. They must see that weighing machines are accurate, that station filters of all kinds act properly, that latrines, approaches to stations, sheds, buildings and offices are clean, that fixed and travelling cranes, weighbridges, turn tables, Haye's Derails and scotch blocks are in good working order, and properly protected, where necessary, by signals or indicators and that vehicles are properly secured and clean inside. When Haye's Derails or scotch blocks are provided, vehicles must be placed within them and the scotch blocks locked across the line to protect the vehicles. All aspects of line clear working at the stations must also be checked.
- (ii) Stations Masters must, during their daily inspection of the goods sheds and yards, see that no unnecessary accumulation of goods or wagons is allowed to take place.
- (b) **Casual Inspection** (surprise inspections) - (i) Such inspections have an element of surprise in them. Officers and Inspectors inspect a station while passing through it and during the short time at their disposal go through as many items as they possibly can. For example, an Inspector finds that his train has to be detained at a station for crossing, he gets down the train and makes his observations regarding such matters as points, signals and line badges, alertness of staff on duty, and entries in the train passing records etc.

The inspecting official shall leave written instructions in the inspection book about all irregularities noticed for the guidance of the staff and send a copy thereof to the Divisional Safety Officer for necessary action. Should the time at the disposal of the inspecting official be so short as not to permit him to record written instructions in the Inspection Book, he shall make the following endorsement on top of a clear page of the Inspection Book and send the casual inspection report by names to the Station Master concerned within 3 days of the inspection.

"Casual Inspection by.....(name and designation) on.....
(date). Report will follow. The report when received later must be pasted on this page."

- (c) **Detailed inspection.-** Detailed inspections are scheduled inspections and have to be comprehensive in nature. All Operating Officers and Inspectors and Station Masters of certain large stations are required to carry out certain minimum number of detailed inspections per year. The inspection report must be prepared on the prescribed proforma and

sent to the Divisional Safety Officers concerned within three days of the inspection. The irregularities noticed must be noted in the inspection book for the guidance of staff. While doing detailed inspection, the official concerned shall spend the night at that station.

- (d) **Night Inspections.-** Night inspections at stations are to be carried out between 00 hours and 0600 hours and must specially comment upon such irregularities as are likely to be committed during night, such as staff sleeping on duty, signal lamps and indicators burning dimly or found extinguished and unauthorised staff handling line clear working instrument and records. Station Masters must make at least 4 periodical surprise inspections of their stations between 0000 and 0600 hrs. and irregularities detected and action taken to put matters right must be recorded in the station diary.
- (e) **Foot plate inspections.-** Such inspections are to be carried out from the engine of a running train. The inspecting official shall specially watch for such items as visibility of fixed signals, signals imperfectly shown, drooping or extinguished, green hand signals being waved at stations for run through trains and display of hand signals at non-interlocked points. The stations where such irregularities are noticed shall be informed of them from the stations where the train stops and full report submitted to the Divisional Safety Officer.
- (f) **Inspection by Station Master on duty.-** The Station Master on duty must also inspect the cabins daily during their duty hours to ensure that the cabin staff are working properly at the station. Immediately on taking over duty or as early as possible thereafter, he must also take a round of the yard and inspect among other things the items laid down in para (a) above.
- (g) **Ambush checks:-** By officer/senior subordinates at frequent intervals.

23003. Inspection records and statement.- (a) Every station shall maintain an inspection register which shall remain in the custody of the Station Master on duty.

- (b) A record of the progress of such inspections shall be maintained in the Divisional Office in the shape of a register so that individual as well as overall performance can be checked from time to time. For this purpose an index of inspections carried out (station-wise) and foot-plate inspection (section-wise) should also be maintained.
- (c) The subject of inspections, their progress and follow up action shall be a standing item for discussion at Divisional Operating Meetings and Divisional Railway Managers shall, personally, watch this vital item of work from time to time.
- (d) Divisions shall submit to the Headquarters Office on the prescribed proforma quarterly statements for the quarter ending 31st March, 30th June, 30th September and 31st December showing the number of detailed, casual and night inspections carried out by Officers and Inspectors of the Transportation Branch.

23004. Inspection quotas.- The minimum number of inspections to be carried out by Officers and Inspectors is detailed in para 23007 under the head "Schedule of minimum inspections."

23005. General instructions to inspecting official.- (a) The standard form for transportation inspection of stations is intended to serve as a guide to the inspecting officials. Inspections should not be limited only to the items stated in this form. Any other item which is considered to be of special interest, according to the local conditions of the station, should also be reported.

- (b) Before commencing the inspection, all inspection books should be called for and the notes made by other inspecting officials should be carefully perused to check whether the staff have complied with their instructions. If any of these instructions have not been carried out, written explanation of the Station Master should be obtained.
- (c) It shall not be enough merely to point out irregularities to the staff; matters must be put right personally while at the station.
- (d) All books and registers inspected must be initialled and dated.

23006. Guide to inspection.- Given below is a list of questions and items incorporated in the Standard Form of Transportation Inspection of station. The list is intended to serve as a guide to the inspecting official in his inspections which is not exhaustive.

(a) Control Operation :

- (i) If the station is on the control telephone, call up the Controller and ask him his opinion of the working of the station. Put any matter, which is represented, right indicating what has been done.
- (ii) Ask the Station Master if he has anything to say regarding general working of the Controllers. Discuss this with Control, if necessary.
- (iii) Examine orally the Station Master and Assistant Station Masters in regard to their responsibility towards Control and ask if they have any suggestion. Summarize the result.

(b) System of working between stations :

- (i) Examine Station Master, Assistant Station Masters and Cabinmen in their knowledge of the system on which trains are worked between stations and their knowledge of block and other instruments provided.
- (ii) Examine equipment of the Station Master, e.g., signals, red flags, rule books, first aid boxes or medical chest etc.
- (iii) Test the staff in rules for abnormal working e.g., single line working on double line, failure of communications, etc.
- (iv) Cross-check private numbers exchanged with block stations on either side.

(c) General & Subsidiary Rules, Station Working Rules, Station Books and other records.

- (i) Has every employee who should be in possession of a copy of General and Subsidiary Rules book, been supplied with a copy and is he able to produce the same on inspection? Are the books pasted with correction slips upto date?
- (ii) Are the Station and Yard working rules and diagram upto date and worked to? What is the number of correction slip? Give dates of issue of working rules and the last correction

slips. Say, if the number of correction slips justifies a reissue of the working rules from the Divisional Office.

(iii) Are Safety Bulletins, Safety circulars, fortnightly circulars, fortnightly Gazettes being read and receiving attentions of the staff?

(iv) Where are the keys kept?

(v) Ask Station master if he has any amendment to suggest to the Station Working Rules.

(vi) Are there any special rules governing shunting at the station and are they being obeyed?

(vii) Can you suggest any improvements in the layout or interlocking of the station yard to improve the safety of working or to minimise detentions? Will the expenditure be justified?

(viii) Check if the station staff duly sign the assurance register before taking over duties and whether they give assurance for each correction slip to the S.W.R. The assurance register should be cross-checked with the attendance register.

(ix) Are the General and Subsidiary Rules, Accident Manual, Working Time table, Priority Register, Line Clear Books and other books and divisional circulars kept handy? Are they kept in a tidy manner? Are they upto date?

(x) Are the roster of staff, payment of Wages Act, list of hospitals, the calendar of Returns and other important circulars available and displayed. Are they being followed?

(xi) Examine the register of fog signals and test staff in regard to the rules for the use of fog signals.

(xii) Inspect stationery on hand, see that it is properly preserved and report if it can be reduced or if there is any apparent waste.

(d) Train working and working of Station.

(i) Give the number of trains you saw dealt with, and state whether the station working rules were obeyed.

(ii) Give the number of line clear books checked with regard to correct entries, legibility, stamping of station name etc.

(iii) Check the forms of authority to pass defective signal during the last two months. Were they issued correctly? Cross-check against signal failure register. What action has the Signal Branch taken to rectify any chronic defects?

(iv) For what trains and on what date was "Authority to Proceed without Line Clear" issued during the last 2 months and why? Cross-check against Signal Failure register.

(v) Check Caution Order book and cross-check with Line Clear book and caution register. Is caution register correctly maintained? Check authority of engineering officials.

(vi) Check train register. Cross-check timings with cabins and adjacent block stations. Is the movement completed before an Assistant Station Master goes off duty? Is the staff in the habit of making frequent corrections or rewriting in the Train Register? If so, give his name.

(vii) Is shunting Order book correctly maintained? Are shunting orders correctly issued for shunting movements and are the signatures of Drivers and Guards or shunting Jamadars always obtained?

(viii) Check Priority Register and see if there is any infringement of priority. Say if wagons are also despatched in order of priority.

(ix) Does Station Master carry out his periodical night inspections? The Register kept for this purpose should be checked.

(x) Check the timing given by the station clocks. Are they in good condition? Does the Station Master check the timings with the 16 hours time signal? Does he maintain properly the register showing deviations in the clock timings day-to-day?

(xi) Examine the Station Inspection Book. Have inspections been carried out regularly by the inspecting officials? Give dates of last 3 inspections. Have staff taken action on the inspection Notes recorded during the three inspection.

(xii) Are any passenger trains being detained frequently at this station? Give particulars with reasons and suggestions to mend matters.

(xiii) Is the ringing of the bell properly carried out in accordance with rules.

(xiv) Are station working Rules practicable?

(xv) Are station working Rules being actually followed specially in regard to :-

Exchange of badges
Manning of facing
And trailing points

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At non-inter-locked stations.

Use of the Line
Admission Book.

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At Junction Stations.

Any special rules applicable to the station regarding shunting or lowering of signals.

Does the Shunting Jamadar signs the book before a movement is allowed/or does he signs for a number of transactions at a time at his convenience? If so, state specific cases.

(xvi) Enquire from the S.M. and ASMs if they are experiencing any difficulty when two or three trains have to be dealt with at the same time, e.g. during a cross.

(xvii) Is any staff in the habit of making frequent corrections or over writing in the line clear books? If so, give his name.

(e) Signals and other station Equipment.

- (i) Give the time of your day and night inspections of signals and signal lamps. Are signal lamps correctly focussed?
- (ii) Ask staff if they know the visibility test object.
- (iii) Check the stock of fog signals. Cross-check against signal register. Test staff in their knowledge of fog signalling procedure.
- (iv) Check the stock of kerosene oil, padlocks, flags, chains etc. Are they kept in proper and safe custody? Is proper economy being exercised in the consumption of oil? Is the oil allowance sufficient or capable of reduction?
- (v) Are signal clearly visible from the station?
- (vi) At non-interlocked stations, check points indicators, their working and glasses, clamps and padlocks at the points.
- (vii) At interlocked stations; are there sufficient locking bolts or clamps to be used in case of the station having to be worked as a non-interlocked station?
- (viii) Are there locks on all the scotch blocks to lock on and off the rail and are they used in accordance with rules?

or

Are all scotch blocks examined and these correctly fitted and in good working order.

(f) Detention to Stock and water Failures.

- (i) Examine the Wagon Register and see if it is being properly maintained and kept upto date?
- (ii) Take up and comment on detentions exceeding 24 hours.
- (iii) Examine the detentions to through goods trains.
- (iv) Examine the detentions to shunting trains. Have you any suggestions to reduce these detentions?
- (v) Are any wagons being detained for want of room in the Goods/Parcels/Transit siding, platform or sheds? If so, give reasons as also your suggestions for eliminating these detentions. Is night working in force?
- (vi) Is nominated loading in force? Please examine the possibility of introducing loading for selected destination on nominated days.
- (vii) Comment on the detentions to wagons loaded with departmental goods such as (i) loco Fuel (ii) Permanent Way Material.

(viii) If empties are supplied to the Station for loading, check whether there are any cases of cross running of empties of the same type.

(ix) 1. What is the average detention to local stock for the period checked by you in the wagon register?

2. The detention should be checked separately for :- Arrival to placement, placement to release, release to replacement for back loading and reloading to despatch.

3. At transshipment and dump points the following detentions in addition to those mentioned above shall also be checked.

Placement to commencement of work. & loading to despatch.

4. Also check the detention to through loaded stock.

5. What action has been taken to reduce the detention to unconnected wagons at the station, if any?

6. Check register maintained regarding the detention to all goods trains at the station.

(x) What marshalling is done at this station? Is it in accordance with orders? Is the yard suitably laid out for facilitating the required marshalling or shunting, if not, give your suggestions for improvements to the yard, justifying the extra expense, if any.

(xi) What is the average load put into a vehicle at this station and can it be improved? Such information should be given separately for heavy and light merchandise and should cover all the principal commodities loaded at the station.

(xii) Give any suggestions you have to make for quicker and more economical handling of stock at this station.

(xiii) What is the detention to stock damaged and detached at this station?

(xiv) State if a large number of empties are being rejected for loading? If so, what steps are being taken by you?

(g) Train equipment.

(i) Check the equipment of Guards on at least two passing trains and note results.

(ii) Check head-lights, flasher lights buffer lights, tail-lamps and side lights on passing trains, and note result.

(iii) Check couplings of passing passengers and goods trains and report cases of loose couplings.

(iv) The filling of water in lower class carriages as well as the sanitation of lavatories etc., in passing trains should be checked up.

(v) If it is a train cleaning station, do staff attend the trains properly and with full equipment.

(vi) Check first aid box, PCP and ELF on at least one of the stopping passenger trains.

(vii) If any mail or express trains stop at the station, see if they have the Field telephone equipment and examine the guard in the use of the telephone.

(h) Personnel :

(i) State result of mustering the staff actually on duty, and the result of inspection of the attendance register and duty list.

(ii) Deal with the staff appearing on duty in untidy and dirty uniform or without uniform or proper badges.

(iii) do all the train passing staff including Cabinmen possess valid competency certificates?

(iv) When did the train passing staff who are required to pass periodical vision test passed it last? Do those who passed it with glasses have glasses with them while on duty? Are any staff overdue vision test?

(v) Are there any vacancies to fill for which no arrangement has been made by office?

(vi) Whether there is any case of unauthorise exchange of duty or performing long hours duty.

(vii) Inspect running rooms and state the result of your inquiries from the running staff regarding the comfort of the running room (if any).

(viii) See that the Station buildings, yards, quarters and surroundings are clean and tidy. Also see that unauthorised structures are not erected in the staff Quarters.

(ix) State if the number of staff employed is in excess or short of actual requirements.

(x) Is the station staff properly housed? Mention number and particulars of staff, both essential and non-essential not provided with quarters.

(xi) Hold a meeting with the staff who can be easily assembled and give them a patience hearing if some suggestions are made to improve working at that station. Any reasonable personal requests may also be recorded.

(xii) Note down complaints from staff, if any. If any can be remedied on the spot, this may please be done.

(i) Cabins/Panel cabins.

(i) Ensure that prescribed equipment is available in the cabin and is contained in good working order.

(ii) State what keys and levers you tested for correct setting and locking of points.

(iii) Check the private numbers exchanged between the cabin and A.S.M. on duty as well as with other cabins.

- (iv) Are the slotting arrangements satisfactory?
- (v) Examine the Cabinmen in their knowledge of General and Subsidiary and Station Working Rules and other instructions in so far as they pertain to the duty of Cabinmen and record the results. In this connection, please use 'Questionnaire for Cabinmen Signals' which contains salient points on which Cabinmen can be questioned.
- (vi) Ensure that the cabins are kept neat and clean and no unauthorised person is permitted to enter it.
- (vii) Check the seal and lock of relay room alongwith movement of key in concerned register.

(j) Level Crossings

- (i) Check equipment at gate lodge.
- (ii) Examine Gatemen/Pointsmen in their knowledge of rules regarding level crossing and use of fog signals. Record results.
- (iii) Check complaint book at level crossings and action taken. Are detentions to road traffic heavy and are they avoidable?
- (iv) do you recommend that the gate should be interlocked with the cabin, if so, give justification.
- (v) Check the approach road condition and sign boards, rumble strips at level crossings.

(k) General

- (i) State briefly your opinion of the condition of affairs at and the general appearance of this station, its buildings, offices and approaches.
- (ii) Check the record of accidents and Accident map charts at the station and issue suitable instructions to the staff.
- (iii) Are monthly accident meetings being held regularly? What is the response?
- (iv) Give details of any proposals for bringing an increase of traffic to the railway at this station or in its vicinity or any step which you think will increase the sectional capacity generally.
- (v) Are water supply arrangements in class II waiting hall adequate? Comment on the water supply arrangement to passengers in trains and on platforms.
- (vi) Make any recommendation you consider feasible for increasing efficiency in working or comfort of the staff.
- (vii) State your opinion on the proficiency or inefficiency of any of the staff your may wish to bring to notice.

(viii) Record your opinion on the behaviour of staff in their dealing with public. Deal with instances of inattention or discourtesy on the part of the staff.

(ix) Any other general remarks.

(I) Additional questions applicable to Marshalling yards and Junction station.

(i) Are trains detained outside signals? Check position for the last 3 months. Indicate briefly the chief reasons;

(ii) What is the percentage of right time starts of goods trains? Examine reasons for late starts for the last month. Particularly, watch the operations in this respect on the day of the inspection.

(iii) What is the average load of trains - incoming and out-going? What is the maximum prescribed? Examine position in detail of out-going loads for the last 3 days and see if better loads could have been provided.

(iv) 1. Are any definite marshalling orders laid down for the yard? Are they adequate?

2. Are the Marshalling orders in force being followed by the staff? Check both incoming and out-going loads on the day of the inspection. Also check vehicle guidance of the last one week and indicate results.

(v) Is the yard working out its prescribed quota of pure empty loads and intensively examined loads? Examine performance of the last one month and indicate results. In case there is short fall in quota, question Yard Master and find out if there is any difficulty.

(vi) Are facilities for simultaneous reception and despatch of trains to all directions available? What are the movements in the yard itself which can take place simultaneously? Can a train be received when another is leaving in the same direction or in opposite direction? Any other suggestion for augmenting these facilities and the approximate cost involved?

(vii) What are the number and lengths of shunting necks? Are they adequate for the present traffic and for the expected future increase in traffic?

(viii) Indicate the number of reception lines? In how many groups are they divided? Is the division of lines into groups balanced? Any suggestions?

(ix) What is the average occupation of reception lines and the average time taken in breaking up a load? Can they be reduced and if so, how? Study performance for 3 months.

(x) Did you come across any cases of loose or rough shunting or of any stock which is prohibited from being bumped, being passed over the bumps? Speak to staff of the dangers involved and indicate their reactions.

(xi) What is the cost of repairs to damages caused in the Yard? Study the figures for the last 12 months.

(xii) Examine preplacement detention to stock earmarked for sick line for the last one month. How can this detention be reduced? Are there any cases of wrong placement? Are any light repairs to stock undertaken on running lines and can this facility be increased? What is the average detention to stock after repairs before withdrawal from sick line.

(xiii) What is the average detention to through trains-Up, Down and branch lines? Examine position for the last three months.

(xiv) What is the average time taken before a terminating load is tackled-Up, Down and branch lines? Examine position for the last 3 months.

(xv) What is the average detention to through loaded stock and to through empties? Examine each case of heavy detention for the last one month. Any suggestions for reducing such detention?

(xvi) What is the average detention to local stock? Examine separately for inward goods, loco fuel, sick wagons, and other departmental wagons. Examine position for the last one month.

(xvii) What was the yard balance for the last 3 consecutive days? Were there any wagons which should not have been there? Is there an accumulation of any particular category of wagons?

(xviii) Are the communications and lighting facilities in yard adequate? Any suggestions?

(xix) How many yard pilots/shunting engines work in the yard 24 hours? Have the traffic staff got any complaints against the yard pilot? Are the pilots of adequate power and are the facilities for their taking loco requirements adequate? Examine the possibility of reducing shunting engine hours.

(m) Additional instructions applicable to inspection of control offices.

(i) Test audibility of Control phone on all control boards.

(ii) Check the frequency of control failures. Speak to Station Masters on sections where failure is most frequent to find out if they have any thing to say.

(ii) Ask Controllers if they have any comments to make on the working of any particular Station Master. Speak to Station Master.

(iv) Check control records, particularly :-

1. Check Dy. Controllers' diaries - whether entries are carried forward and suitable action is taken.

2. Receipts of special type stocks being maintained

3. Records of interchange at foreign railway junctions. Are telegrams from interchange points regularly received?

4. Register of damaged wagons detached at road side stations. Whether suitable action is taken by Controllers for expeditious clearance of such wagons.
5. Check up if Power Controller is maintaining the engine turn round register properly. Discuss with Power Controller if heavy terminal detentions to engines occur in any traffic yard specially.
 - (v) Check up train arrangements for the last two or three days and see if the train arrangements once made are altered frequently.
 - (vi) Check up Control charts for the last few days and see if detentions and cases of bad controlling have been taken up.
 - (vii) Ask Controllers if any special facility like crossing stations, additional loops etc. on any section or station will improve operations and speeds of trains.
 - (viii) Ask Control staff if they have any difficulties regarding leave, rest, etc.
6. Checkup that all telephone numbers required to use in case of emergency including civil authorities, medical assistance are properly exhibited in control office.

Annexure C

23007 Schedule of Minimum Inspections :

1. **Thorough Inspections-** Each station to be thoroughly inspected once every quarter by T.I./S.S./S.M. and by Divisional/Assistant Officers once in each Calendar Year.
2. **Surprise Inspections.-** Three Surprise Inspections per month should be taken by T.I./S.S./S.M. The Inspections by Traffic Inspectors should be in rotation, i.e., the same station should not be inspected twice in a half year if any of the stations on the section remains un-inspected during the period of these inspections, at least one inspection each month should be between mid-night and 06.00 hours.
3. **Safety Inspection**—Of at least one station in a Calendar month by Divisional/ Assistant Officers.
4. **Line Inspections**—As many times as possible covering the entire station or Jurisdiction during day light hours at least once in each half calendar year by Divisional/Assistant Officers.
5. **Joint Inspection of Signal Lights by T.I., S. I. And L.I.—**
 - (i) *Main Line*—One Inspection in Up and Down direction covering signals of all stations every two months.
 - (ii) *Branch Line*— One Inspection of all station in Up and Down directions in 3 months.

Note.—(i) Due to difficulty in regard to space in the engine cab, the joint inspections of signal lights will be done by 2 Inspectors at a time, i.e., by S.I. alternatively with T.I. and L.I.

- (ii) Signal Light Inspections of stations with S.S./S Ms in grade Rs. 5000-8000 and above should be done by the S.S./S.Ms. as also by the T Is. The latter will do it jointly while the former alone.
- (iii) Joint Inspection of A.S.T.E. alternatively with A.O.M. and A.M.E. of the whole jurisdiction or division once a year. For conducting joint Inspection of Signal Lights the principal officer will be the A.S.T.E. and the S.I. but the A.O./ the T.I. will actually be the co-ordinating authorities for fixing up the Joint Inspections.
- (iv) While conducting the Signal Light Inspection the inspecting Officer/official must conduct speed check also.
- (v) In Divisionals, where the Assist. Operations Manager(G) is posted, he will conduct the above inspections. Thorough Inspections at least once in each half year, Safety Inspection of at least two stations in each Calender month and the Line Inspection of all stations covering the Division/or Jurisdiction once in quarter.
- (vi) Where an Area Officer/Area Manager is posted outside the Divisional Head quarters, he will carry out inspections of the station in his charge according to the schedule laid down for Asstt. Operations Manager (G) in note(i) above.
