

Surprise Night Inspection at LC Gate

LC No. and Location: between

Date and time of Inspection:

S.No	Items checked	Observations/Irregularities	Action to be taken by
Aspects to be checked at Manned LC gate			
1	Observe the Gate Keepers working methodology as an observer In disguise		
2	a) Name of Gate Keeper on duty		
	b) Whether alert and Sober		
	c) Whether the Gate man is working as per Roster		
	d) Whether having valid competency and ID card		
3	Normal position of the gate (Open or Close) as per GWR and condition during the check.		
4	a) Whether the GK has obtained the Private Number from controlling SM or opening the gate in case of non-interlocked gate having normal position closed to road traffic.		
	b) How many times he has opened the Gate in his duties with Private Number.		
	c) Cross check the Private Number exchanged by the GK and SM controlling the gate for trains passed previously.		
5	Knowledge of Safety Rule		
	a) Action to be taken when he sees Hot axle		
	b) In case of Train parting		
	c) In case of Gate damaged by road vehicle or stranded between gate posts.		
6	Check the condition of Hand signal lamp, Detonators, and Fusee		
7	Whether gate working rule available in Vernacular and English.		
8	Condition of Road and speed breakers.		
9	Whether wicket gates are available and protected properly to prevent direct passage if road vehicle.		
10	Whether Height Gauges are available on either side in RE area.		
11	Whether Road warning light and alarm bell are functioning		
12	Whether sufficient lighting available on both sides of the gate		
13	Check whether emergency Safety chain of adequate length and proper lock facility is available.		
14	Any staff having "grievances"		
15	Observation:		

SURPRISE NIGHT INSPECTION AT STATIONS

Name of Station:

Date and Time of Inspection:

S.No	Items checked	Observations
1	Staff on duty	
	a) Name	
	b) Whether alert and in uniform	
	c) Shift time	
	d) Continuing duty since when	
	e) Whether in possession of Block competency certificate and Panel competency certificate.	
	f) Whether over due for PME/RC	
2	Attendance Register – Whether staff have signed and the duty time is mentioned	
3	Whether Line blocked caps for occupied lines are placed on the signal and the route button on the panel.	
4	Whether Point is set against occupied line if any.	
	If any stock is stabled on running line, whether it is secured with hand brakes, Safety chains and skids.	
5	Whether Block instruments and signaling panel are in locked condition when not in use. Whether Block instruments and panel are in sealed condition .	
6	Exchange of all right signals by station staff with crew on both sides.	
7	Whether the crew and Guard of run through trains are alert and exchanging all right signal.	
8	Train signal register : (i) Whether entries have been completed for the last train which has cleared Block section. (ii) Whether overwriting is done in the entries (iii) Whether HOC/TOC are recorded properly. (iv) Whether entry with regard to stabling on running line has been made in RED ink.	
9	Whether Relay room key is available in the glass fronted box. If taken by S&T official whether entries have been in the Relay room key register.	
10	Whether route cancellation counter numbers are tallying with the entries in the register?	
11	Whether BPAC, if available, is in working order and resetting counter numbers are tallying with the entries in the register.	
12	(i) Whether essential equipments are available in order as per SWR (ii) First Aid box whether due for replenishment (iii) Fire extinguisher whether due for refilling	
13	(i) Whether LC gates PN exchange register is maintained properly and entries are made. Check few entries. (ii) Whether PN for opening the LC has been given to the GK in case of non interlocked LCs normally closed to Road traffic. Check few entries.	
14	Whether stabled stock/securing register is maintained as per proforma and whether the details of securing of stabled stock are recorded?	
15	Whether Disaster management board is displayed with contact numbers. Random check for the correctness of telephone numbers	
16	In electrified section, (a) Availability of Rule diagram (25KV AC Traction) (b) Whether all Dy.SSs/ASMs are in possession of isolator competency certificate.	
17	Observation:	