

SOUTH CENTRAL RAILWAY

Safety.387/Fly Leaf/7/2013

Fly Leaf No. 7/2013

ATTENTION....

MECHANICAL, ELECTRICAL, OPERATING & ALL INSPECTING OFFICIALS

Know About Sign 'On' / Sign 'Off' Activity By Train Crew

**(Ref: Minutes of the meeting circulated vide CSO/SC letter No.Safety. 157/Safety in
Operation/Vol. IV dated 12.01.2012)**

- 1 To which category it is mandatory to conduct BA test?**
Ans To all LPs, ALPs (including LP/Shunter) and Guards.
- 2 During which period it has to be conducted?**
Ans During sign 'on' / 'off' time.
- 3 How many BA Equipments are necessary to kept in the Crew Lobby / SM Office?**
Ans Two, one for regular use and another as spare.
- 4 Who has to conduct the activity of BA test on the train crew?**
Ans CC/BET in case of Crew Lobby; and SM in case of activity under the control of SM.
- 5 While conducting the test, in which mode the equipment is required to be kept?**
Ans In 'active' mode. There will be two types, one is 'active' and another is 'passive'.
- 6 What is the difference between 'active' and 'passive'?**
Ans In 'active' mode, the instrument will record the percentage of alcohol which is necessary to take up the employee under D&AR + Conduct Rules.
In 'passive' mode, the instrument will only display presence of 'alcohol' or no alcohol'.
- 7 What action is to be initiated by the CC or the SM, if the employee is tested 'positive'?**
Ans a. Immediately test the employee with the spare one (do not give time gap) to confirm whether the employee is really under the

influence of alcohol.

- b. Pass the remark in the sign 'on'/'off' register.
- c. Flash a control message to 'all concerned'.
- d. Obtain the written evidence of two independent witnesses (GR & SR 2.09)
- e. A record containing the complete details and evidences in a separate register should be made of all those staff who are tested 'positive' including entering the data in the CMS + Computer.
- f. AT ANY COST DO NOT BOOK THE EMPLOYEE TO WORK THE TRAIN.

8 What type of D&AR action can be initiated against the employee, if tested 'positive'?

Ans

a. During sign 'on':

- If it is less than 40mg/100ml of blood – minor penalty.
- If it is more than 40mg/100/ml of blood – major penalty.
- If tested 3 times or more – irrespective of percentage of alcohol, major penalty.

b. During sign 'off':

- Irrespective of percentage of alcohol, major penalty to be imposed.

9 Is it is necessary to wait for the result of Forensic Lab before initiating D&AR action against the employee?

Ans

As per the reference quoted, the D&AR action need not be linked with the result of the Forensic Lab? (As per CMD/SC letter No.MD.43/1/safety dated 05.10.2012 blood samples of staff found drunk on duty is not accepted for testing by the CFSL/Ramanthapur/HYB due to heavy workload and as such Divisions to make a note of it.)

10 Is it is necessary to test the BA Equipment, if so at what periodicity, with what substance and what procedure is to be followed?

Ans

a. Testing of the equipment is mandatory daily once between 0800 to 0830 hours.

b. Procedure (Ref: Headquarters TP Branch letter No. TP.80/Safety/Policy dated 11.7.2013):

- Use Tayaltech testing jar
- There will be two pipes connected to the testing jar, i.e., one is air outlet pipe and another one is air inlet pipe
- Put 2 teaspoons of normal water (not cold water) in testing jar and one drop of any drinking alcohol.

Note: **Do not use concentrated / non-drinking alcohol like**

spirit, perfume, deodorant, etc., should not be used for testing.

- Close the top of testing jar and put the air outlet pipe
- Blow through air inlet pipe until the beep sound.
- The device will show percentage of alcohol within 10 seconds.

11 What are the essential records / registers to be maintained at the Crew Lobby / SM related to this activity?

- Ans
- a. Printed sign 'on' / 'off' register or CMS, where available.
 - b. Prone-alcohol list of employees – division-wise and depot-wise.
 - c. **Signal defects, track defects and loco defects register** – all the LPs should invariably record all the abnormalities noticed on run in the respective register quoting complete details such as direction of the train, train no., loco no., station / between stations / KM, type of defect noticed, et., If no abnormality is noticed 'nil' should be written against respective column. The CC / BET / SM shall repeat the defect remark to the PCOR/TLC **immediately** under exchange of PN including the name of the person who repeated the message and who received the message. Follow-up action taken should be recorded within 24 hours which should be monitored by the Divisional Officers as well as Divisional Safety Officer. Disciplinary action should be initiated against the concerned Supervisors, if the same defect is repeated within 72 hours. If the defects are uploaded through system software and feedback is given directly to LPs through SMS, the CC in-charge should get acknowledgement from LP and a copy of feedback to be kept in the register.
 - d. Technical & Safety literature issued from Division/s and Headquarters from time to time with acknowledgement of the crew.
 - e. SOBs
 - f. Register for personal mobiles used by the crew who should declare the number and service provider name like Airtel, Vodafone, Idea, etc.,
 - g. Use of CUG mobile phone from sign 'on' to sign 'off', if used with details.
 - h. Other registers

NOTE: Effort to consolidate various instructions is made. However, this may not be exhaustive. Hence, any other instruction, if given from time to time, the same need to be followed.

CHIEF SAFETY OFFICER

SAFETY ORGANISATION

SOUTH CENTRAL RAILWAY