

## **CHAPTER XXVI**

### **INSPECTION**

#### **26.1 ANNUAL INSPECTION PROGRAMME CALENDAR**

The divisional and extra divisional officers should, at the start of the Financial Year, compile the inspection programme calendar of their respective jurisdiction for all JEs/SSEs as per the mandated Inspection Requirements. ASTE/DSTE should visit all the telecom installations under their jurisdiction at least once in a year.

#### **26.2 ADHERENCE TO ANNUAL INSPECTION SCHEDULE**

The annual inspection schedule should be strictly adhered to. Any deviation should be reported to the higher authority explaining the circumstances which necessitated the deviation.

#### **26.3 INSPECTION REPORT**

Each inspection conducted by the officials shall be followed by an inspection report. The report should indicate the state of working of the installation, efficiency of the services rendered including performance of AMC/ARC, any specific problems along with suggestions for the improvement of services.

#### **26.4 SUBMISSION OF INSPECTION REPORT**

The inspection report should be submitted to the next higher authority within one months time.

#### **26.5 MONITORING THE INSPECTION WORK**

An inspection register should be maintained indicating the installation inspected, actual date of inspection, date of submission of report.

#### **26.6 COMPLIANCE REPORT**

Strict action should be taken to ensure prompt compliance of the points noted in the inspection reports. Such a compliance report should be submitted as a matter of course within one month of inspection and ordinarily all action should be completed within three months time.

#### **26.7 REVIEW OF EARLIER INSPECTIONS**

During surprise/scheduled inspections, the progress of compliance of earlier inspection reports should be checked by the inspecting officer. The inspecting officer may carry with him earlier inspection report on similar installation to serve as a guideline.

#### **26.8 LOCATING WEAK POINTS**

The inspection should be meaningful and the inspecting officers should cover all points affecting the efficiency of the services and should particularly inspect to locate weak points before it can lead to any failure or complaint.

#### **26.9 ANNUAL SCHEDULE OF INSPECTION**

The annual schedule of inspection which shall be conducted by Divisional officials are given in Annexure-A.

#### **26.10 QUALITY OF INSPECTION**

The report of the inspections carried out by the Officers will be reviewed by the next higher authorities. If it is felt by the reviewing officer that the report is inadequate or inspection has not been carried out properly covering all the important aspects, the reviewing officers will send his comments immediately to the inspecting officers concerned. In extreme cases he may even ask the inspecting officer to carry out the supplementary inspection to cover the remaining points .

#### **26.11 INSPECTION REGISTER**

Every installation shall maintain inspection register duly bound and page numbered. This will be kept as important permanent document. All the report of inspections/formal visits will be filed in the inspection book. Remarks of any surprise/casual visit will be recorded by the visiting officer on the space in the inspection register. The compliance report of the points noted in the register shall be sent to the inspecting officers for record.

**26.12** During the inspection by Officers, they should check the availability and maintenance of documents and equipment manuals required for proper maintenance of equipment. They should also see that the staff working under them are regularly updating their knowledge in line with the changes in telecom field and plan for sending for training where found necessary.

## ANNEXURE – A

### ANNUAL INSPECTION SCHEDULE OF OFFICERS

<b>S N</b>	<b>ITEM</b>	<b>SR. DSTE</b>	<b>DSTE/ASTE</b>
1.	MTRC NETWORK	10% STNS/YEAR	ALL STATIONS AT LEAST ONCE IN A YEAR
2.	TELEPHONE EXCHANGES	ALL EXCH. EXCEEDING 512 LINES ONCE IN A YEAR	ALL EXCHANGES ONCE IN A YEAR
3.	CONTROL OFFICE & TEST ROOMS	ALL CONTROL OFFICES SIX MONTHLY	ALL CONTROL OFFICES ONCE IN A MONTH
4.	PA SYSTEMS AT RLY STATIONS/TRAIN INDICATION BOARDS & CLOCKS	ALL MAJOR STATIONS IN A YEAR	ALL MAJOR STATIONS ONCE IN SIX MONTHS OTHER STATIONS ONCE IN A YEAR
5.	OFC/QUAD CABLE SYSTEM & EMERGENCY SOCKETS	ONE INSPECTION IN EACH CONTROL SECTION YEARLY	INSPECTION OF 100% IN A YEAR
6.	ACCIDENT RELIEF TRAIN	as per accident manual and RB instructions	as per accident manual and RB instructions
7.	OPTICAL FIBRE SYSTEM	10% OF STATIONS IN A YEAR	ALL STATIONS IN A YEAR
8.	VIDEO SURVEILLANCE SYSTEM	ALL MAJOR STATIONS IN A YEAR	ALL STATIONS YEARLY
9.	TELECOM EQUIPMENT OF DATA NETWORK FOR UTS, PRS, FOIS, RAILNET ETC.	ALL MAJOR STATIONS IN A YEAR	ALL STATIONS YEARLY