

Addendum & Corrigendum No. 5 to Accident Manual Book
(2014) of S.E.C.Railway.

In the Accident Manual Book/SECR, Edition 2014,

Following Rules are added/revised with the approval of the competent authority (PCOM/SECR):-

1. New Rule no. 10.01 (a) is added as follows:-

Rule no. 10.01(a) – JOINT NOTE :-

It is a first hand information gathered and jotted down by the Sr. Subordinate attending the site of accident. Those attending the site of accident should pay particular attention to the following with a keen eye which can be helpful in drafting the joint note and pin-pointing the responsibility:-

- (i) Point of derailment with respect to kilometerage (point of mount and drop).
- (ii) Marks on sleepers, rail head etc.
- (iii) Physical condition of sleepers, rail, track fittings, ballast, embankment etc.
- (iv) Physical condition of the locomotive involved in the accident.
- (v) Physical condition of the rolling stock involved in the accident.
- (vi) Other tell tale marks or evidence such as speed of the train, drag etc. which may come to light or detached parts/fittings or rolling stock, loco, track etc. having a direct or indirect bearing on the cause of accident or which may prove to be helpful in establishing the cause of the accident.
- (vii) Reading of track as regards gauge, super elevation, cross levels, rail head wear etc.
- (viii) Reading of the rolling stock.
- (ix) Examination of Brake power of the train involved in the accident.
- (x) Statement of the Crew, Guard and other concerned staff.
- (xi) Seizure of relevant record, position of signals, track circuits, crank points at site, indication at the panel.
- (xii) Reading of various counters provided on the panel and as recorded in the station journal and counter reading register.
- (xiii) Names of the Loco Pilot, Asstt. Loco Pilot and Guard of the Train.
- (xiv) Marshalling order of the train, Engine no., its load, brake power, OPRS-22/MV-5 etc.
- (xv) Whether the train was booked to stop or run through.
- (xvi) Approximate cost of damage to the various assets of the Railway.
- (xvii) Whether any casualties/injuries are suspected or have come to light.

Based on the above observation and statement of the staff concerned, Sr. Subordinates of Traffic, C&W, Engg., S&T and Loco shall prepare a joint note giving description about the direction of the movement of train pin pointing the responsibility of the staff/ department as also the cause of the accident. The joint note should be prepared setting aside the department bias so that the exact cause of the accident is established and corrective remedial measures taken to eliminate those causes and to rectify if any inherent defect is found in the working of Railway machinery. Findings in the joint note should be unanimous and there should be no cause for a dissent note.

Cont...(2)

The joint note should be jointly signed by the concerned Sr. Subordinates along with sketch of site of accident with all details.

The Senior most, Senior Subordinate shall be the convener of the committee of Senior subordinate preparing the joint note. He shall be responsible for co-ordination and to ensure timely preparation of the joint note.

Supervisor should record evidence fully and preserve material. Analysis at the time of collecting evidence is not considered desirable as it can result in leaving out some evidence as not relevant, but which, later on, may be required for analysis and arriving at the correct conclusion.

SSE(C&W) SSE Sec.(S&T) Loco Insp. SSE.Sec.(P.Way) Traffic Insp.(Sec)

Note:- If any accident is involved other than above departments, then concerned department's supervisor may also be included in joint note.

2. The existing rule no. 10.12 is revised as follows:-

Rule no. 10.12- Composition of Inquiry Committee:-

- (a) The General Manager may in the cases of serious accidents order an inquiry by Committee of Heads/Additional Heads or Deputy Heads of Operating, Mechanical and Engineering Departments. Other departments shall be represented if necessary.
- (b) The Divisional Railway Manager shall order a Divisional Officers inquiry in the case of accidents falling under classes D-2, D-3, J-3, N-1, N-2, N-3, E-1 and E-2 as well as in the case of any other accident where inquiry by Divisional Officer is considered necessary by him. The inquiry Committee will normally consist of JA Grade / Sr. Scale Officers of the Operating, Mechanical and Engineering Departments. If any other department is also involved, it will be represented by an Officer of equivalent rank.
- (c) In the case of accident of falling under the following classes:- D-4, D-5, F, H, G-1, G-2, B, C-2, C-3, C-4, E-1 and E-2 or any other accident, where such an inquiry is considered necessary by the Divisional Railway Manager, the Divisional Railway Manager shall normally order an Officer Joint Inquiry. The committee will normally consist of Operating, Mechanical and Civil Engineering Departments. If any other department is also involved, it will be represented by an Officer.

Note:- In case of officer of the equivalent rank of particular department is not available on the Division, it shall be represented by the higher grade officer generally, when unavoidable next lower grade officer may be nominated for this purpose.

Cont...(3)

- (d)(i) Inquiries into cases of fires in trains, railway premises:- In case a senior scale officer's inquiry is ordered into a fire accident, representative of the Railway Protection Force should also be included as a member of the inquiry committee. In all other inquiries into cases of fires, the fire inspector on the division should invariably be associated as a member of the inquiry committee. If the fire is of a serious magnitude, or of an unusual or a complex nature, CSO should be requested to obtain the association, with the inquiry committee of the fire Adviser, Ministry of Home Affairs, Govt. of India. In case of fire occurring in electrified buildings or electrified coach, the Divisional Electric Engineer or his representative should invariably be included in the inquiry committee.
- (ii) Two copies of all inquiry reports into accidents involving fires should invariably be sent to the CSO for information and necessary action at his end.

3. The existing rule no. 10.13 is revised as follows:-

Rule no. 10.13 –President of Inquiry Committee:-

The Senior most officer/official shall be the President of the inquiry committee in all cases. Prerogative and duties of the President of the Inquiry Committee shall be as follows:-

- (A) **Procurement of accident related records and materials:** It shall be duty of the Sr. Divisional Safety Officer to collect and preserve all material evidence including essential clues, documentary evidence or any other record/clue connected with the accident in co-ordination with respective divisional department officer. Therefore, he shall provide the same to the President of the Inquiry Committee.
- (B) **Holding of Inquiry:** President shall fix date and time for visit of the inquiry committee to the accident site. He shall also decide the time and place of commencement of inquiry and inform it in writing to other members of the committee and all concerned.
- (C) **Delay in finalization of Inquiry:** If there is a delay in completing the accident inquiry beyond the norms of finalization of inquiry he should periodically inform the accepting authority in writing regarding the delay in finalization of the inquiry report. After the accident inquiry is completed the President of the committee must submit a note to the accepting authority giving reasons of such delay along with accident inquiry report duly signed by all the members of inquiry committee.
- (D) If President/any member of the inquiry committee is not willing or not in a position to hold the inquiry then he must give his refusal within one working day of the nomination of the inquiry committee otherwise any delay on his part will be treated seriously.

Cont. (4)

4. The existing rule no. 10.45 is revised as follows:-

Rule No. 10.45 Accident Register:-

- (a) With a view to keep a ready reference and to watch the progress of finalization of the accident cases, registers are maintained in the office of the Chief Safety Officer as per the directive issued from time to time.
- (b) Accident Registers are also maintained in the divisional office for the purpose mentioned in sub para (a) above and the Divisional Safety officer is responsible to ensure this. This registers should contain the columns as mentioned in sub-para (c) below.
- (c) At every control office and station/yard, a record of all accidents occurring at the station/yard is maintained in an Accident Register. The person in charge of the control office, station/yard as the case may be will be responsible for proper maintenance of this register. The register will contain the following particulars:-
 - (i) Date of accident
 - (ii) Time of accident
 - (iii) Brief details of the accident
 - (iv) Cause of the accident and class
 - (v) Exact location of accident
 - (vi) Lighting condition, if at night
 - (vii) Weather condition
 - (viii) Name and designation of the staff involved
 - (ix) Guard's Name
 - (x) Loco Pilot's Name
 - (xi) Date and time of relaying the message of accident
 - (xii) Date of accident report submitted
 - (xiii) Cost of damage
 - (xiv) Nature of enquiry held, date held & date completed
 - (xv) Name of the staff held responsible
 - (xvi) Punishment given to staff
 - (xvii) Time taken to finalise the case.
 - (xviii) The registers as indicated in sub-para (a), (b) and (c) above should be analysed and scrutinized to see if accidents are occurring in a particular location or with particular type of rolling stock or at a particular time or in the duties of particular staff, etc., so as to take preventive measures and also to have a check in regard to the time taken to finalise the cases.

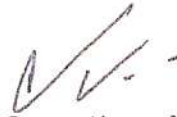
(Arjun Sibal)

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For Principal Chief Operations Manager
SECR/BSP

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Circulations:-

1. Advisor (Safety)/ Rly. Bd., New Delhi.
2. Secy./SECR for kind information of GM.
3. PCOM, CFTM, CPTM, CTPM, CSO, PCSTE, PCEE, PCME, PCE.
4. DRM/BSP, R & NGP.
5. Sr. DSO, Sr. DSTE, Sr. DEN (Co-ord) /BSP, R & NGP.
6. Sr. DOM, Sr. DME, Sr. DEE (OP)/ BSP, R & NGP.
7. Principal- ZRTI/SINI, MDZRTI/BSP, ELTC/USL,
STC/BIA & DTTC/DGG.



Dy Chief Operations Manager (Frt. & Plg.)