

S.M-4

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Document title: Work Instruction for Large Track Machine Unit			



RESEARCH DESIGN AND STANDARD ORGANISATION
Manak Nagar, Lucknow-226011

TM-WI-7.5.2-6
Work Instruction for Large Track Machine Unit

1.0 Amendment History

S. No.	Date of Amendment	Version	Reasons for amendment
1.	30/07/2018	1.0	First Issue under new documentation system for ISO 9001:2015.

MASTER COPY

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Prepared By:		Issued By:	Page 1 of 3

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DTM
SSE/D

M.G.
insp/m

2.0 Purpose: To lay down the work instruction for Large Machine Unit.

3.0 Scope of Application: This working instruction is applicable for Large Track Machine Unit of Track machine Directorate, RDSO, Lucknow.

3.1 Directorate Activities

To frame/revise the specifications, Prepare maintenance Schedules, Inspection Check List, List of Critical Spare Parts, Issuing Speed certificates and Preparing specification and Drg of spare parts for indigenization purpose for all Large Machines after consultation with Zonal railways.

3.2 Infrastructure

All Large Track Machines working on Indian Railways

3.3 Organization

Large Track Machine unit headed by DTM- III

4.0 Procedure/Details


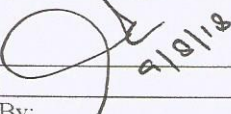
4.1 For Preparation and Revision of Maintenance Schedules, Inspection Check List, & List of Critical Spare Parts:

4.1.1 To Study OEM's literature on concerned machine, Visit to working sites of Large Track Machines on Indian Railways, Meeting with Operators of machines/Experts of Machines in Zonal railways. After framing the draft document, the same is sent to zonal railways through e-mail for suggestions/comments. After getting comments/suggestions, the accepted suggestion/comments are incorporated in the draft to make provisional document. The Provisional document is sent to zonal railways through e-mail for suggestions/comments and final document is prepared incorporating suggestions/comments if any and put up to EDTM for approval. After getting approval from EDTM the final document is then circulated to railways through e-mail for implementation and uploaded to RDSO web site.

4.2 To frame/^{new}revise Specifications

New specification is framed as per directives of Railway Board/as per user's feedback. For revision of existing specification, approval of directorate head is accorded. After framing the draft specification/revision of specification, the same is uploaded to RDSO web site and is made available there for minimum thirty days. The information for uploading of the draft specification in RDSO website is informed to Stake holders through e-mail for suggestion/comments. The draft specification/revise specification is also sent to zonal railways through e-mail for suggestions/comments. After getting comments/suggestions, a document (reasoned document) containing all suggestions/comments with reasons for accepting/rejecting the same is prepared. The accepted suggestion/comments are incorporated in the draft specification/revise specification which, along with the reasoned documents are displayed in RDSO website and kept for 15 days. After expiry of 15 days these documents are removed from website and final draft specification/revise specification is put up to EDTM for approval. DG is consulted by sending the concerned file containing the proceedings of the above process. After getting EDTM's approval, the same is then circulated to railways through e-mail and uploaded to RDSO website.

4.3 For issuing Speed certificates: As per Railway Board's policy circular no.6.

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5.0 Referenced Documents

OEM's Literature for concerned Machine.

6.0 Referenced Documents of External Origin

OEM's Literature.

7.0 Associated Records

OEM's Literature.

8.0 Responsibility and Authority

Activity	Responsible	Approver	Supporting	Consulted	Informed
Creation, maintenance of this document	DTM-III	EDTM	Staff of Large Machine	-	All concerned officer through intranet
Compliance of directives	DTM-III	EDTM	Staff of Large Machine	-	-
Requirement of deviation from directive	EDTM	DG	DTM-III	MR/ISO Cell	All concerned officer through intranet

9.0 Abbreviations

OEM-Original Equipment Manufacturer.

DTM- Director/Track Machine.

EDTM-Executive Director/Track Machine.

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