



### BALLAST COLLECTION - CHECK LIST FOR BILL

S.NO	DESCRIPTION OF CHECK TO BE DONE	YES	NO	REMARKS
1	Check the special condition of Ballast agreement.			
2	Check the ballast test report submitted at the time of tendering.			
3	Check the approved depot sketch with drawing number.			
4	Quarry should be inspected by ADEN & SSE (in-charge) and ensure the quality of ballast.			
5	Check that the ground should be in level, firm with good drainage before collection of ballast.			
6	Depot ground level should be taken by SSE and checked by ADEN before starting of ballast collection.			
7	Ensure issuing of Ground level certificate before starting of ballast collection.			
8	Ensure the Engineering-in-charge approval of contractor's site engineer.			
9	Check the physical properties of Impact, Abrasion, Water Absorption and Size & Gradation for initial supply of first 100 cum			
10	Check the physical properties for subsequent testing of ballast on supply of every 2000 cum			
11	Check the size and gradation for subsequent testing one for each 100 cum. Check to be conducted during supply itself.			
12	Ensure the collecting of ballast samples for physical properties test and size & gradation test as per para-No. 5.3.1 of Specification of Track Ballast (IS/RDSO – GE/0001:2023)			
13	Ensure the entry of measurement into Ballast Measurement Register.			
14	Ensure all mandatory registers are authenticated by controlling officer.			
15	Ensure the tape measure is long enough to			

	span the full dimension of the ballast stack, and inspect it for any bends, tears, or worn-out markings.			
16	Ensure the height of a ballast stack is measured accurately using a levelling instrument.			
17	Ensure all ballast stack are 100% test checked by ADEN.			
18	Check the ballast stack's payment whether full payment/reduced payment based on size and gradation tests.			
19	Ensure 10% test check should be done by DEN/Sr.DEN (bill-passing officer) both in terms of quality and quantity (At least 30-33% should be covered by above test check be DEN/Sr.DEN level not more than 3 bills should be missed in continuation)			
20	Ensure the lime sprinkling along all the edges of the stack after completion of measurement.			
21	Ensure all test certificates are authenticated by controlling officer.			
22	Ensure the Loading / training out of ballast should be permit after a minimum one week from passing the Bill.			
23	Ensure measured ballast should be taken into account & entry in ballast ledger before commencement of dump.			
24	Check the permission to load ballast issued by bill passing official before commencement of loading.			
25	Ensure whether the ballast depot is fully secured with fencing, gates and proper locking arrangements to prevent unauthorized entry.			
26	<b>Registers to be maintained:</b> <ol style="list-style-type: none"> <li>1. Ballast Measurement Register.</li> <li>2. Ballast Passing Register.</li> <li>3. Ground Balance Register.</li> <li>4. Site Order Register.</li> <li>5. Daily Progress &amp; Labour Register.</li> <li>6. Hindrance Register.</li> </ol>			