

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

No. 2025/Stn.Dev.-I/08/18

New Delhi, dated: 08.03.2025

The General Managers,
All Zonal Railways.

Sub: Checklists for safety and quality measures at work sites.

Large number of development works are in progress over the Indian Railways. Considering the scale and scope of the works being executed, it is imperative that utmost attention is given to the safety of work sites and quality of works being executed. In order to ensure that no item / aspect related to safety and quality of work is overlooked, it is essential to adhere to appropriate checklists covering all the safety and quality protocols for each and every activity of work.

In view of the above, a general checklist for execution of works is enclosed for reference. The enclosed checklist may be used for projects including and other than station development works. This checklist serves as a general guideline and is indicative in nature. Zonal Railways are expected to suitably modify or expand the checklist as per site-specific requirements. Additionally, Zonal Railways should develop supplementary checklists to cover all components of the work in further detail.

The system of periodic inspection as per the checklist minimum at JE/SSE level is to be implemented at all work sites and the periodicity of checklist filling is to be decided by PhOD such that each site is checked atleast once or more each month as per requirement.

All work sites must be inspected, and necessary corrective actions should be taken in accordance with the enclosed checklist within the next seven days for all Amrit Stations Projects. A compliance report along with the corrective actions taken may be submitted to the Railway Board.

Enclosed: As above.


(Aayush) 8.3.25

Director/Gati Shakti/Stn.Dev.-I
Railway Board

Checklist for Safety and Quality Measures at Work Sites					
	Name of Inspecting Official with Designation	Name of Site and Location	Date of Inspection		
Sno	Compliances	Yes/ No	Remarks		
	General				
1	Whether complete site inspected from safety point of view?				
2	Whether the Agency has submitted a detailed work programme of various items of works? 1. Time Schedule (Bar Chart/PERT/CPM) 2. Organisation details(Supervisor/Labour) 3. Plant and Machinery intended to be utilised				
2a.	Whether Competent Authority has approved the work program submitted by agency?				
3	Whether Site layout properly marked as per GAD?				
	Quality Control				
4	Has the Contractor maintained a proper Quality Control Lab and Testing Facility as per tender condition?				
5	Has the contractor maintained proper record keeping of Quality control lab?				
6	Whether valid calibration certificate of all lab equipments available?				
7	Whether checklist for passing of materials at site is available or not like cement, steel, aggregate, water, welding rods, brick, CC blocks or any other material being used at site?				
8	Whether method statement has been prepared and followed for each work being executed at site?				
	Records and Registers				
9	Whether all mandatory registers are being maintained at site?				
10	Whether Register of Registers is being maintained at site?				
11	Whether labour records are being maintained at site and compliance to labour laws ensured?				
12	Whether checklist for different component of construction like Crane working, OHE precautions, Temporary works, RCC, Steel work, Stone work, sheetings, brick work, plumbing works, form work, staging etc is being maintained at site ?				
13	Whether the Contactor has kept one copy of standard specifications, drawings, contract documents etc. at site for ready availability?				

Sno	Compliances	Yes/ No	Remarks
	Before Execution		
14	Whether safety arrangement has been checked at site?		
15	Whether proper Site barricading provided?		
16	Whether PPE Kits are available?		
17	Whether double safety harness for working at heights provided to workers?		
18	While working near tracks , whether Safe distance from track demarcated and staff is aware about it ?		
19	While working in electrified area whether procedure to maintain safe distance from OHE being followed?		
20	To check possibility of falling of debris outside barricading - Whether checked and addressed?		
21	Whether at excavation location hard barricading is provided or not?		
22	Whether sufficient free space for movement of passenger traffic provided, to avoid any untoward incidents for all works done within station premises, especially on passenger platform?		
23	Whether to avoid Infringements, SOD checked when working on platform and/or near track?		
24	Whether proper marking/Barricading with retro-reflective strips being done?		
25	Whether approval for competent authority has been obtained before proceeding for concreting works ?		
	Signage and Warning Boards		
26	Whether the Contractor displayed the details of work through a proper Steel Display Board at the work site?		
27	Whether caution signages are placed at work site?		
28	Whether directional signages for alternate space of railway facilities is placed at required location?		
29	Whether exit signages placed at appropriate location?		
	Competency of Workmen at Site		
30	Whether Contractor has engaged competent staff and supervisor as per competence described in contract documents?		
31	Whether Training imparted to the contractor's supervisor & competency Certificate issued as required in contract documents		
32	Whether knowledge of men deputed for protection of track/ road along with adequacy of safety equipment. Safety Assurance register being maintained or not?		

Sno	Compliances	Yes/ No	Remarks
33	Whether tool-box talk for safety counselling of workmen are being followed at site?		
34	Whether driver of vehicles/machinery briefed about safe working and competency certificate issued?		
35	Whether knowledge of PSSA/ PMS supervisor is checked?		
36	Whether knowledge of PSSA/ PMS supervisor is found satisfactory?		
37	Whether knowledge of railway supervisor and staff deputed at site proper and safety assurance being maintained?		
	Permissions and Approvals		
38	Whether the Contractor taken permission from Competent Authority for the work to be executed at night?		
39	Whether permission for any alteration, addition, omission or abandonment of any part of the work , if required has been taken from the competent authority?		
40	Has the Contractor taken permission of competent authority before blocking, diverting or obstructing any roads or water courses and suitable warning and signage boards provided ?		
41	Whether launching/de-launching scheme approved by competent authority?		
42	If explosives are to be used for the works then, has the Contractor obtained permission and necessary licence for the storage and use of explosives?		
43	Whether other relevant approvals like Tree cutting, Heritage, fire clearances, airport clearance etc have been obtained		
	During Execution		
44	Whether the work requires traffic block for execution?		
45	Whether block has been obtained and site protected as per GSR and IRPWM?		
46	Whether Blocks/ Caution order issued for the train drivers in case work is being done near running track?		
47	Whether competent look out man deputed by contractor at work site at all hazardous locations ?		
48	Whether proper temporary support e.g shoring, centering and strutting has been checked and approved for all structures and excavation works?		
49	Whether stability and safety of all structures , excavation and works has been ensured?		

Sno	Compliances	Yes/ No	Remarks
50	Whether work is affecting existing structure? If yes, whether method statement is prepared to protect existing structure and approved by competent authority?		
51	Whether thorough inspection of existing structure done and approval of competent authority taken before initiating any work of additional layer on existing structure that increases dead load?		
52	Whether temporary structure drawings are submitted by the contractor and approved by competent authority?		
53	Whether temporary work is being executed as per the approved drawing?		
54	Whether all structural works are being executed as per the approved drawing?		
55	Whether scaffolds are as per site requirements?		
56	Whether manufacturer certificate for scaffolding used at site is available?		
57	Whether Scaffolds are complying to IS 4014 or other applicable standards/specifications as mentioned in the contract documents?		
58	Whether contractor has procured a certificate from the supplier of scaffolding that the tubes, fittings and pre-fabricated frames comply in all respects as per IS 2750, Clause 6.1 and 6.2 or other applicable standards/specifications as mentioned in the contract documents?		
59	Whether the Contractor is maintaining adequate lighting during night working?		
60	Whether cabling work is being done as per approved cable route plan?		
61	Whether proper precautions have been taken while working near OHE area?		
61a	Whether work permit has been obtained from the competent authority?		
61b	Whether confirmation received from OHE staff regarding OHE discharge before commencement of work?		
61c	Whether work is being executed in presence of OHE staff with proper safety gears?		
62	Whether disturbed track bonds, feeder connection etc have been re-connected properly after completion of work?		
63	Whether the earthing/safety arrangements of all the equipment and places which come in direct contact with the passengers including high masts, water coolers, mobile charging points and panels, Distribution Boards etc. ensured?		

Sno	Compliances	Yes/ No	Remarks
64	Whether it is ensured that there are no open junction boxes as well as exposed or punctured cables at any locations in and around the station premises?		
65	Whether all loose cables are secured at the worksite?		
66	Whether the contractor has provided safe and secure access to public premises, streets, throughfare in area affected by the ongoing work?		
	Miscellaneous		
67	Whether First-Aid arrangement available at site?		
68	Whether fire suppression equipment available at site?		
69	Whether site power board with requisite IP rating is available?		
70	Whether list of emergency contact numbers of local Police Stations, Hospitals, Fire Brigade , railway control office, important official numbers displayed at site office and at prominent locations?		
71	Has the contractor provided proper facilities for inspection at work site and contractor stores?		
72	Has the Contractor provided facilities like labour and instruments to Engineers Representatives for checking of all alignments, grades, levels and dimensions?		
73	Has the contractor provided proper communication system at site?		
74	Has the contractor indemnified Railway against all losses and damages?		
75	Date of last safety inspection done by Railway supervisor?		
76	Any other items applicable to the site (To be filled by Engineer in-charge)		
	* Zonal Railway may expand/modify the checklist with the approval of concerned SAG official		
	*Zonal Railways to develop supplementary checklists for specific items requiring further detailing		