

ईस्टर्न कोलफील्ड्स लिमिटेड (कोल इंडिया का एक अभिन्न अंग) अध्यक्ष-सह-प्रबंध निदेशक का कार्यालय सांकेतोडिया, पत्रालय- डिसेरगढ़, जिला- पश्चिम बर्धमान, पश्चिम बंगाल-713333 ई ईड एम विभाग सी. आई. एन.- U10101WB1975GOI030295 वेबसाइट- www.easterncoal.nic.in		EASTERN COALFIELDS LIMITED (A subsidiary of Coal India Limited) Office of the Chairman-cum-Managing Director Sanctoria, P.O.: Dishegarh, Dist.-Paschim Bardhaman, West Bengal-713333 E&M Department CIN-U10101WB1975GOI030295 Website- www.easterncoal.nic.in
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Ref No.: ECL/HQ/E&M/ Wb / 2021/ 103

Date: -12.03.2021

To,
The General Manager,
Rajmahal, Bankola, Satgram, Kenda, Kunustoria, Kajora, Mugma, ^{Salanpur} Sodepur, Sripur,
Pandaveswar, Jhanjra, Sonapur Bazari, SP Mines Area

SUB:- Regarding implementation of approved Standard Operating Procedure (SOP) for Planning, Installation, Operation & Maintenance of Road and Rail weighbridges of ECL.

Dear Sir,

Please find enclosed herewith the Standard Operating Procedure (SOP) for Planning, Installation, Operation & Maintenance of Road and Rail weighbridges of ECL in order to have uniform guidelines to be followed across ECL.

You are requested to ensure implementation of the same at your Area. Since it is a continuous process of System improvement, amendments / modifications if any made shall be communicated in future. This has the approval of the Competent Authority.

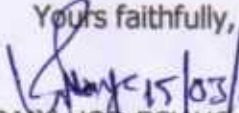
Enclosure:-As stated above

Copy for kind information to:-

- 1) DT(P&P), ECL
- 2) DT(OP), ECL
- 3) D(F), ECL
- 4) CVO, ECL
- 5) GM (Vigilance), ECL
- 6) TS to CMD, ECL

Copy for kind implementation to:-

- 1) GM (M&S), ECL HQ
- 2) GM(Systems), ECL HQ
- 3) GM (Civil), ECL HQ
- 4) HOD (E&T), ECL HQ
- 5) All Area Engineers
Rajmahal, Bankola, Satgram, Kenda, Kunustoria, Kajora, Mugma, ^{Salanpur} Sodepur, Sripur,
Pandaveswar, Jhanjra, Sonapur Bazari, SP Mines Area
- 6) Office Copy

Yours faithfully,

GM (E&M) HOD, ECL HQ



**STANDARD OPERATING PROCEDURES FOR ROAD
AND RAIL WEIGHBRIDGES OF ECL**

**EASTERN COALFIELDS LIMITED
SANCTORIA**

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Standard Operating Procedure (SOP) for Operation of Weighbridges under ECL Command Area.

1. General Guidelines –

- Nodal officer (Weighbridge Maintenance), abbreviated as NO (WBM) shall be nominated by respective Area Engineer(E&M), preferably E&T officer on Area level.
- Nodal officer (Weighbridge operations), abbreviated as NO (WBO) shall be Area Manager (M&S) on Area level and Siding In-charge/Project Officer on Project/Colliery level.
- Supply, installation & commissioning (including E&M/E&T & Civil work) of weighbridges shall be executed under WORKS CONTRACT.

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Part A- Road Weighbridges

(A). Planning of Road Weighbridge-

Coal is to be weighed at 02 points, at the mine exit and at the receiving point of the coal stockyard / siding.

1. Site Selection- Prime responsibility of Manager and Project Officer/Agent and agreed by Area GM.

Following points need to be taken into account during site selection: -

- (a) Site for installation of road weighbridge should be at entry/exit point for despatch or receiving purposes so that weighed coal trucks cannot enter the coal stock yard again.
- (b) Site should be such to ensure maximum utilization of WB.
- (c) Sufficient space should be made available for proper movement of trucks for weighment to avoid jamming at WB.
- (d) Despatch guideline/circular issued time to time is to be followed.
- (e) Site is to be selected to ensure both end weighment (despatch end and receiving end) of coal encompassing the transporting route.
- (f) Site can be easily connected with network for IT initiatives and for proper recording and automatic data transfer to central server.
- (g) Site selection is to be such that the land is free from mining disturbances like mine fire, subsidence, encumbrance etc. Also, care is to be taken that the location of Weighbridge does not change frequently.

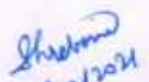
2. Planning for road weighbridges are to be done either as per Project Report Provision or a Scheme or against Survey-off/write off

- a) If the requirement of road weighbridge is as per Project Report Provision, then proposal mentioning capacity of weighbridge & platform size along with mine plan of location will be raised by Colliery/Mine Manager in consultation with Area Manager(M&S), Survey officer, Colliery Engineer (E&M), Safety officer and duly signed by Project Officer/Agent. Proposal shall be forwarded to Area level for preparation of estimates and obtaining competent approval.
- b) If it is need based, a Scheme should be prepared at Mine/project level giving details as under: -
 - (i) Production of the Project.
 - (ii) Despatch of the Project.
 - (iii) Existing number of weighbridges in project and weighbridge-wise despatch of each weighbridge in Project for the last six months.
 - (iv) Reasons why despatch target cannot be made from existing weighbridge.
 - (v) How much despatch will be increased by installation of new weighbridge.
 - (vi) Whether the targeted despatch can be achieved by relocating the existing weighbridges of the Area/ Units in the Company to increase the availability of trucks for weighment or not?
 - (vii) The weighbridge location must be supplemented by Mine surface Plan indicating the location of the weighbridge, route of transportation, availability of power.
 - (viii) Certificate from Area Safety Officer stating that the location of the weighbridge is safe from mine fire, subsidence etc. and is on ECL land.
 - (ix) Life of Weighbridge at the proposed location.


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- (x) If need of weighbridge is based on to comply vigilance/any other centralised authority's guidelines, then proposal shall be raised by colliery/project Management indicating the guidelines/letter of reference for that purpose.
- c) If it is against Survey-off/write off, Proposal shall be raised with approved Survey-off/ write off report duly signed by all signatories of the Area.

Responsibility: -

- (i) Planning of weighbridge: - Mine Manager and Project Officer/Agent
- (ii) Vetting the requirement of weighbridges at Area level: Vetting to be done by Area Manager(M&S), Area Survey Officer, Area Safety officer, Area Engineer (E&M), Area Engineer(E&T), Area Engineer(Civil), AE(systems), Area Manager (Finance) duly recommended by Additional GM and agreed/ Approved by Area GM as per existing DOP.

(B). Preparation of the proposal: - The proposal indicating Capacity of weighbridge (60 Te /100 Te as required) with mine surface plan indicating the location of the weighbridge, transporting route, availability of power, certificate that the location of the weighbridge is free from mine fire, subsidence and encumbrance, civil drawing of ramp, foundation and weighbridge room to be submitted. The proposal will be initiated on advice the concerned Colliery Manager duly forwarded by project officer /Agent to Area authorities. Estimate for E&M/E&T work shall be prepared by NO(WBM), and estimate for Civil part shall be prepared by AE (Civil)/or his authorised officer. The proposal shall be vetted by Area Manager(M&S), Area Engineer (Civil), Area Safety officer, Area Survey officer, AE(systems), Area Engineer (E&M)/Area Engineer(E&T), Area Manager (Finance), recommended/Approved by Area General Manager as per existing DOP.

Responsibility: - Mine Manager, NO (WBM)

(C) . Competent Approval and preparation of Technical specifications for tendering.

After receiving recommendations from project officer /Agent, proposal consisting of estimate for Civil work and E&M/E&T work shall be vetted by Area authorities and shall be placed for approval of competent authority through Area Engineer (E&M)/ Area Engineer (E&T) as per prevailing DOP. After approval of the proposal, tendering work shall be carried out on composite basis i.e. Civil and E&M/ E&T shall be a part of single contract.

Responsibility: NO(WBM), AE(E&M)

(D). Installation of Road Weighbridges: -

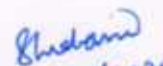
Availability of site complete in all respect need to be ensured prior to tendering. As soon as work order is awarded to vendor, NO (WBM) should liaison with Project Officer, AE(E&M), AE(Civil) to facilitate for handing over of site for smooth execution of work.

Responsibility- AM (E&M), NO (WBM) and AM (Civil) for respective portion of their job as defined in the Work Order.


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a) E&M/E&T related jobs: - Responsibility: AM(E&M), NO(WBM)

- i. Power supply arrangement two (2) phase / three (3) phase as required.
- ii. Stabilized power supply of 220 Volt AC.
- iii. Earth -neutral voltage should be less than 2 Volt (Neutral must be continuous and earthed at transformer point). There should be provision of lightning arrester and earth pit at Weighbridges in the tender document itself.
- iv. Weigh bridge code is to be obtained from System Department before commencement of operation.

b) Civil related jobs: - Responsibility- AE(Civil)

- i. All the approach roads and ramp on either side of Road WBs should be made with RCC.
- ii. Drainage arrangement should be made available at each WB to avoid jamming with mud during rainy season.
- iii. Any other Civil work for smooth operation of weighbridge.

c) E&T related jobs: - Responsibility- NO(WBM) & HOD(E&T), HQ

- i. Providing and maintaining MPLS/VPN network at road and rail weighbridges so that the integration of the weighbridges with central server is possible.
- ii. Installation and maintenance of RFID System at road weighbridges and check-post.
- iii. Integration of GPS based VTS with RFID and weighbridges and its operation and maintenance.

(E). OPERATION OF ROAD WEIGHBRIDGES

Overall responsibility of operation/ Administration of Road WB: - NO(WBO), Project Officer/Agent at project level and Area Manager(M&S), Area Security officer at Area level.

- i. Weighbridge must be operated by dealing operator who should be authorized trained personnel only.
- ii. All statutory guidelines with regard to accuracy in operation i.e. Legal Metrology Acts and Rules as applicable shall be followed by the NO (WBO),NO(WBM), Weighbridge Operator including sealing of Weight Indicator (Digitizer) and Junction Box.
- iii. Weighbridge computer and Hard Disk, if changed, must be with the approval of Area GM/ his authorised representative under intimation to GM (M&S) and GM (E&M) ECL HQ. NO(WBM) & Project Officer shall ensure that data is safe and secure during change of CPU, Hard Disk etc. Only printed invoice will be provided to customer/ transporter.
- v. A logbook shall be maintained and kept at weighbridge to record daily operation and maintenance of the weighbridge indicating the time of operation and time of breakdown duly signed by NO (WBM) and Service Provider in case of breakdown attended.
- v. The present standard checklist followed by ECL for inspection of weighbridges is enclosed as Annexure-A and the same shall hold good and should incorporate guidelines issued by Vigilance Department from time to time.
- vi. Inspection of weighbridges by AE(E&M)/AE(E&T), NO(WBM), NO(WBO), AM(M&S), AE(Systems) shall be done on fortnight basis and to be recorded in logbook maintained at the weighbridge.

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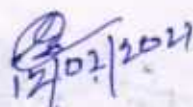
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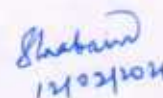
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- vii. NO (WBM), NO (WBO) should ensure that the checklist as per Annexure-A is maintained. If any discrepancy is noted it should be brought to the notice of NO (WBM), NO (WBO), Project officer, AE (E&M), AE (E&T), AM (M&S), AE (Systems) as the case may be.
- viii. During rain and thundering, the NO (WBM)/ Weighbridge Operator must isolate the connections to prevent damage to the machines. Also proper earthing should be provided.
- ix. Weighbridge Operator should ensure that the weighbridges are kept neat and clean and no unauthorized persons should be allowed inside the weighbridge room.
- x. Loading and unloading of trucks at the weighbridge platform should not be allowed at the weighbridge, however any load adjustment in respect of overloading/underloading of trucks shall be allowed in the coal dump only.
- xi. Security Personnel/ CISF will ensure that only authorized vehicles enter the Colliery premises. The Weighbridge premises/ buildings are safe and secure, vehicles are thoroughly checked before tare weight so as to record its true tare weight. Vehicles loaded with coal or otherwise leaving the Colliery premises should be checked thoroughly to avoid pilferage or theft of any kind.
- xii. No over load vehicle should be allowed to pass the weighbridge. RLW(Registered Laden Weight) setting should be done after examining the RC (Registration certificate) book of the vehicle.
- xiii. Weighbridge should be checked at least once in a week with calibrated weights available at the weighbridge and the record of the test should be kept in a separate file duly signed with date .
- xiv. After the validity of the Delivery Order is over, second weight of loaded truck/tipper should not be done. The truck/tipper will be weighed empty out. The record of empty weight to be done in simple mode and kept in bounded register/ logbook in case there is issue is the weighing software .
- xv. Weekly allotment of trucks to the consumer to be done in CoalNet and should be downloaded from CoalNet only. The allotment will hold good for the entire week and in case of any dislocation of despatch, the allotment committee shall take care while deciding the allotment for subsequent weeks.
- xvi. Mining challan should incorporate invoice details of ECL. No loaded coal trucks of the consumer shall leave the colliery premises unless it has compulsorily taken CoalNet invoice, delivery challan, mining challan etc. It will be the responsibility of the weighbridge staff and security staff/CISF on duty to ensure it is followed strictly.
- xvii. Night stay of the trucks of the consumer in colliery premises/ coal dumps/ weighbridge area is normally not allowed. However, in exigency by special permission by the GM of the Area/ his authorised representative, mentioning the reasons therein maybe allowed. Such trucks will be kept under the custody of the Security/CISF and record of the same shall be maintained in the security logbook. Trucks of the consumer which could not be loaded within the stipulated time must be weighed empty out the same day.
- xviii. Weighment of liquid explosive, iron materials or any other material purchased by ECL which is to be weighed at the weighbridge shall be weighed in Simple Mode and record of the same shall be kept. Coal sale/ despatch will be weighed in Special Mode only.
- xix. Data of weighment in Simple Mode to be transferred to ECL HQ server in a separate folder which will be utilised as and when required.
- xx. Digitizer, Junction box are to be sealed by as per rules of legal metrology department at the time of stamping. Apart from this, Digitizer, Junction box should also be paper sealed having signature of AE (E&M), AE(E&T), AE (Systems), Project officer/Agent.
- xxi. CPU of the weighbridge computer shall be caged in a wooden/ hard material box which is to be paper sealed (having signature of Area authorities mentioned in point no. xx in such a way that it


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cannot be accessed from outside by using any external device. Also, provision of accessing internet (through LAN/ Wifi) shall be disabled in the weighbridge PC.

Responsibility: Project officer, Area Engineer(E&M), Area Engineer (System), Area Engineer (E&T).

- xxii. Weighbridge operation timing will be from 06:00 AM to 06:00 PM for Road sale. However, when there is immense pressure of despatch the weighbridge timings can be extended upto 24 hours mentioning the reasons therein clearly and the same needs to be approved by Competent Authority i.e. Director Incharge of Sales and Marketing or any circular/guideline issued time to time.
- xxiii. The platform of the weighbridge shall be marked with day/ night visible marking for proper placement of vehicle so that accurate measurement of weight can be achieved.

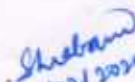
(F). MAINTAINENCE OF ROAD WEIGHBRIDGES

1. **Overall responsibility-** Project Officer/Agent, NO(WBM), AE (E&M)
2. **Electrical Maintenance: - Responsibility-** Colliery Engineer (E&M)
 - (i) Availability of minimum 2 phase power supply 220 Volt AC. One phase for system and other phase for lighting and air conditioner.
 - (ii) Availability of CVT/isolation transformer for weighing system and UPS with minimum 2 hours back up.
 - (iii) The entire weighbridge system shall be properly protected with the provision of earth shielding at the top of the control room building which shall minimise risk due to lightning. Provision of minimum 3 earth pits for lightning protection and minimum 2 earth pits for Body/ equipment earthing of earth resistance less than 1 ohm and well connected with the system, platform, lightening arrestor preferably with GI strip of size from 25mm x 6mm to 50mm x 10mm or copper strip of size 30mm x 3.5mm to 30mm x 6mm. Body/ equipment earthing and lightning earthing shall be independent.
 - (iv) Surge protector for power supply should be connected with separate earth pit.
 - (v) Arrangement of isolation of system from power supply in case of lightening and heavy rain with clear instruction displayed at isolation point to isolate the system.
 - (vi) Earth neutral voltage should be maintained less than 2 Volt.
 - (vii) Air conditioner and fan to be maintained.
 - (viii) All the maintenance activity done by E&M Dept. is to be recorded in the Logbook kept at the weighbridge for operation and maintenance purpose.
 - (ix) Junction box to be sealed and kept inside the weighbridge room.
3. **Civil Maintenance: - Responsibility-** Area Engineer (Civil)
 - (i) RCC Ramp to be maintained.
 - (ii) RCC road at both sides of the ramp.
 - (iii) Proper drainage to avoid any water logging and mud muck at weighbridge.
 - (iv) Weighbridge room complete with doors, windows and house wiring etc.
 - (v) Cleaning arrangement to be done inside weighbridge room and surrounding of weighbridge and to avoid dust in radius of minimum 50 metres of weighbridge.


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4. Annual Verification/ Re-verification/ Stamping of the weighbridge: -

Responsibility- Project officer /Agent, Area Manager (M&S), NO (WBO), NO (WBM)

- A stamping register shall be maintained to record the details of the stamping and stamping parameters during each stamping.
- Area Sales Manager, NO(WBM), Siding In charge/ Dispatch in charge (as case may be) of respective projects/Area are to be present while stamping (both annual and stamping due to B/D) of the weighbridge and are responsible for noting the stamping record.
- Deposit of requisite fees with Weight & Measure Dept, Govt. of West Bengal/Govt. of Jharkhand shall be carried out well in advance (preferably Three months) for annual stamping, break down stamping.

5. CAMC of weighbridges: - Weighbridge shall be covered under Comprehensive annual maintenance contract.

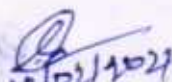
Responsibility- NO(WBM) and AE (E&M). AMC Service Provider shall be a Licentiate Repairer of Electronic Weighbridge or OEM for the weighbridge and it shall be maintained as per Legal Metrology Acts and Rules. Service Reports of fortnightly visits to be maintained besides breakdown maintenance/ calls. The same should be recorded in a Logbook for the purpose besides signing the Service Reports by NO (WBM) and NO (WBO) of the weighbridge. All components that affect the metrological characteristics of the weighbridge shall essentially be included in the scope of work of the AMC Service Provider. It is desired that maintenance of Earth pits, lightening arrestors, Surge protection devices are also covered in the CAMC to ensure smooth operation of the weighbridge. The terms and conditions of CAMC of the weighbridges, penalty deduction, Force majeure conditions etc. will be as per prevalent practice.

6. Recovery of damage of weighbridge equipment, RFID System, CCTV camera system, connectivity network system:-

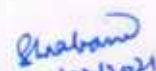
In case damage of above system has taken place due to fault of the truck driver of the truck either belonging to the transporter or coal consumer, the cost of the damage occurred has to be recovered from the truck driver/truck owner/transport contractor/coal consumer and such amount should be deposited in ECL account. In such cases, the vehicle should be seized by the CISF/Security till recovery is made. In case the damage has taken place due to faulty operation by the weighbridge operator, recovery of such damage will be made from his account. While refunding the Security Deposit/EMD of the consumer/coal transporter proper clearance to be taken from the Area regarding any damage done by them at the weighbridge for the aforesaid equipments and pro-rata adjustment of the security money to be done. This point should be made clear while floating tender/offer for coal sale/ coal transportation.

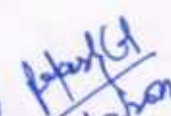
7. Weighbridge maintenance is being looked after by E&M/E&T dept. of Area. RFID, WAN is to be looked after HOD (E&T)/ECL HQ, Data transfer to Central CoalNet Server and invoice generation through CoalNet will be the responsibility of General Manager (System)/HOD, ECL HQ.


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PART- B. Rail Weighbridges: -

1. Planning of Rail Weighbridges:

- a) **Site Selection-** Site selection is the responsibility of Project Officer and Area Manager (M&S) agreed by Area GM after vetting by concerned departments at Area and it should be in accordance with the prevailing RDSO Specifications/Guidelines in with consent of the Railways.
- b) Planning for rail weighbridges are to be done either as per Project Report Provision or a Scheme or against Survey-off/write off, keeping in mind that no rake should go unweighed.
- c) If the requirement of rail weighbridge is as per Project Report Provision, then proposal mentioning plan of location will be raised by AE(E&M) in consultation with Area Manager(M&S), Survey officer, Safety officer Proposal shall be forwarded to vetting and Competent approval.
- d) If it is need based, a Scheme should be prepared giving details as under: -
 - (i) Production of the Project
 - (ii) Mode wise (by rail, by road etc.) despatch of the Project
 - (iii) Existing number of weighbridges in project/other nearby project/yard, located in the exit route of the loaded rake and weighbridge-wise despatch of each weighbridge in Project for the last six months
 - (iv) The weighbridge location must be supplemented by Yard Plan/Yard sketch indicating the location of the weighbridge.
 - (v) Consent/Approval of GM of the concerned Railway Zone for location of the weighbridge at Yard and DRM for location of the weighbridge at private siding.
- d) If it is against Survey-off/write off, Proposal shall be raised with approved Survey-off/ write off report duly signed by all signatories of the Area.

Responsibility: -

- (i) Planning of weighbridge: - Manager and Project Officer/ Agent, AM(M&S)
- (ii) Vetting the requirement of weighbridges at Area level

2. **Preparation of the proposal: -** The proposal along with estimate for civil and E&M work complete with yard plan/ railway siding plan (As applicable) indicating the location of the weighbridge is to be prepared. Approval of location from GM of the concerned Railway Zone for yard and DRM for private siding in accordance with RDSO Specifications and guidelines to be enclosed. The proposal will be initiated by the concerned Area Engineer(E&M)/AE(E&T) on recommendations of Area Manager (M&S)/Project officer. Vetting of proposal shall be done by Area Finance Manager, AM(M&S), AM(Civil), AE(Systems) and Area survey officer.

Responsibility: - AE(E&T), AE(E&M), AE(Civil)

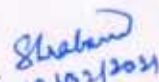
3. Competent Approval and preparation of Technical specifications for tendering.

After receiving recommendations from project officer /Agent, proposal consisting of estimate for civil work and E&M/E&T work shall be vetted by Area authorities and shall be placed for approval of competent authority as per prevailing DOP. After approval of the proposal, tendering work shall be


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carried out on composite basis i.e. civil and E&M/E&T shall be a part of single contract. A tender committee shall be formed and NO(WBM) shall be the dealing officer for this tender till award of work.

Responsibility: NO(WBM), AE(E&M)/AE(E&T)

4. Installation and Commissioning: -

As soon as work order is awarded to vendor, NO(WBM) should liaison with project officer, AE(E&M), AE(Civil) to facilitate for handing over of site for smooth execution of work.

It will be done as per latest RDSO Specifications and Guidelines at approved locations in consultation with the concerned Railway Authorities as per work order.

Responsibility- AM (E&M), AE(E&T), NO(WBM), AE(Systems) and AM (Civil) for respective portion of their job as defined in the Work Order.

OPERATION OF RAIL WEIGHBRIDGES

Overall responsibility: - Project officer/Agent, Siding In charge and Area Manager (M&S)/NO(WBO)

1. Weighbridge to be operated by designated trained personnel only. Training should be provided by the OEM for operation of the weighbridge.
2. RDSO guidelines WD-29-MISC-19, May 2019 and amendment thereon which covers Legal Metrology Acts and Rules applicable for rail weighbridges shall be followed.
3. Sealing procedure of the weighbridge will be as per latest RDSO guidelines and Legal Metrology Rules and guidelines.
4. Inspection of weighbridges by AE(E&M)/AE(E&T), NO(WBM), NO(WBO), AM(M&S), AE(Systems) shall be done on fortnight basis and to be recorded in logbook.

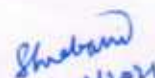
Responsibility of NO(WBO) and Weighbridge Operator: -

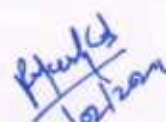
- a) A Logbook should be maintained and kept in WB to record each and every activity done for maintenance of the WB and status of the equipment/components to be recorded.
- b) Daily status of the WB to be noted and deficiencies should be reported to concerned department in writing.
- c) Weighbridge is to be electrically isolated during rain/thundering and when not in use to prevent damage of equipment.


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MAINTENANCE OF RAIL WEIGHBRIDGES

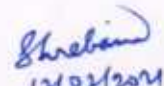
1. Overall responsibility: NO(WBM), AE (E&M), AE(E&T)
2. For private Sidings, ECL has to arrange for power supply arrangement which will be as per latest RDSO guidelines [existing Specification No. WD-29-MISC-19].
3. Annual verification/Re-verification and stamping of rail weighbridges is the responsibility of NO(WBM), AE (E&M), Area Sales Manager, Project officer/Agent.
4. A stamping register shall be maintained to record the details of the stamping and stamping parameters during each stamping.
5. Area Sales Manager, NO(WBM), Siding In charge/ Dispatch in charge (as case may be) of respective projects/Area are to be present while stamping (both annual and stamping due to B/D) of the weighbridge and are responsible for noting the stamping record .
6. Deposit of requisite fees to Railways for providing FIO Test Van, liasoning with railway Authority & with Weight & Measure Dept, Govt. of West Bengal/Govt. of Jharkhand shall be carried out well in advance (preferably Three months) for annual stamping, break down stamping.
7. Comprehensive AMC will be concluded by AE (E&M)/AE (E&T), on the basis of the latest RDSO specifications and guidelines. For purpose of AMC charges and other terms and conditions, AMC of the Railway Zones and subsidiary companies of CIL will be referred to.
8. The Software of the rail weighbridges will be as per latest RDSO specifications and should be integrated with FOIS server for data posting.
9. Installation of 04 CCTV cameras that covers entire weighbridge room including digitizer and also covers the entire weighment platform.
10. Equipment and network required for implementation of FOIS is to be taken care by NO (WBM), AE (E&T) and HOD (E&T), ECL HQ.
11. AMC Vendor shall have to attend rail weighbridge in presence of NO(WBM)/ NO(WBO).
12. CPU of the weighbridge computer shall be caged in a wooden/ hard material box which is to be paper sealed (having signature of Area Engineer(E&M), AE(E&T), AE (Systems), Project officer/Agent, Area Manager (M&S),) in such a way that it cannot be accessed from outside by using any external device. Also, provision of accessing internet (through LAN/ Wifi) except for FOIS shall be disabled in the weighbridge PC.
Responsibility: NO(WBO) /Area Manager (M&S), Area Engineer (System), Area Engineer (E&T).

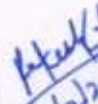
13. To address the consumer's grievances, Consumers should be invited at the time of Calibration /stamping. Also Consumers should be allowed to check and inspect the weighbridges in presence of Area Sales Manager & NO(WBM) with written permission of Area GM.


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ANNEXURE-A

ROAD WEIGHBRIDGE INSPECTION REPORT

Date:-

Time:-

Name of the Area:-

Name of the Weighbridge:-

Stamping validity till (W&M):-

Inspecting officials

Area Manager(E&M) or his representative:-

Area Manager(System) or his representative:-

Area Manager(M&S) or his representative:-

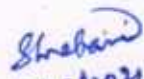
Weighbridge Operator:-

Sl.No.	Items to be checked	Findings	Remarks
1	Whether digitizer is properly sealed and recorded in logbook with the reason for opening of seal and rectification done, if any? Whether recalibration has been done on each opening of seal of digitizer?		
2	Whether 'ZERO' setting beyond 20 Kg is possible or not in digitizer?		
3	Whether joint box (if any) is properly sealed or not?		
4	Whether Weighbridge platform/levers are clear from any hindrance/obstruction?		
5	Whether zero drill is performed daily?		
6	Whether balance of the platform checked daily by weighing any vehicle at three different positions i.e. rear, centre and front of the platform and printout is kept properly? if so; (a) Action if any check has recorded difference between any two weighments in excess of two increments (b) Result of such check by the inspecting team.		
7	Last date of taking Test result of Weighbridge by placing test weights.		
8	Whether Inspection is being made by AE (E&M)/AE (E&T), AE (System) and Area Manager (M&S) at least once in every fortnight or not?	E	
9	Whether AC is working properly or not?		
10	Whether display board for DO's & Don'ts are displayed at the weighbridge or not?		
11	Whether there is adequate lighting arrangement at the site of weighment or not?		


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Sl. No.	Items to be checked	Findings	Remarks
12	Whether complete details of all D.O has been fed to the Computer system under process of lifting?		
13	Whether complete details of internal transport has been fed to the Computer system under process of Despatch/Receiving?		
14	Whether Successive Weighment is possible without clearing Weighbridge platform after such weighment?		
15	Whether net weight less than a truck loads i.e. 9 tonne is possible in special weighing system? If yes, corrective action taken thereof.		
16	Whether dispatch is on the basis of allotment chart properly drawn out?		
17	Whether night stay of empty trucks are taking place? If so, reason thereof. If no, whether 2nd tare weighment is taken at the time of sending empty truck out?		
18	Whether night stay is frequently allowed inside mine premises in name of partial loading or break down? Whether permission for such night stay is taken from Competent authority and permission letters are kept at weighbridges?		
19	Whether coal tippers engaged in coal transporting circuit are getting Tare & Gross weight recorded in each transporting transaction?		
20	Whether loaded truck is allowed to go with Gross weight beyond RLW (Registered Laden Weight)? If so, reason there of?		
21	Record of details like D.O. quantity, opening balance till date, progressive balance till date, time In & Out etc. is being recorded in Loading advice-cum-Road Challan.		
Sl.No.	Items to be checked	Findings	Remarks
22	Whether CPU is properly sealed or not? If yes, mention date of sealing. If not, mention reason thereof.		
23	Whether hard disc has been changed within last one year? If yes, permission for such change is taken from competent authority or not and reason is recorded in logbook or not? Old hard disk is kept in safe custody or not?		
24	Whether CPU, monitor, digitizer, keyboard etc. are properly connected or not?		
25	Whether weighbridges computer timings can be manipulated at operators will or not?		
26	Whether modification of weighment through key board is possible or not?		

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27	If provision has been made for pre-set login name for each operator?		
28	Online data transfer system is operative or not? If it is defunct, then time and date since it is defunct.		
29	Whether UPS is working properly or not?		
30	Last inspection date to be mentioned and discrepancies, whether the same has been rectified or not.		
31	Other observations, if any.		

Note: Compliance report of discrepancies recorded if any in the above inspection report may please be sent to GM (E&M)/(Weighbridges), ECL at the earliest after rectification.

Weighbridge Operator

Area Manager (M&S)
Or his representative

Area Engineer(Systems)
Or his representative

Area Engineer (E&M)/
Or his representative

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ANNEXURE-B

RAIL WEIGHBRIDGE INSPECTION REPORT

Date:-

Time:-

Name of the Area: -

Name of the Weighbridge with Capacity: -

Last date of stamping -

Stamping validity till (W&M): -

Last date of inspection by Railways-

Inspecting officials

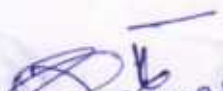
Area Manager(E&M) or his representative:-

Area Manager(System) or his representative:-

Area Manager(M&S) or his representative:-

Weighbridge Operator:-

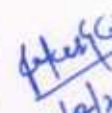
Sl. No.	Items to be checked	Findings/Remarks
1.	Whether Digitizer is sealed properly under the signature of Railway authority, and Area authority with seal of Legal Metrology department.	
2.	Whether all connections between track switch, rail sensor, digitizer, etc. are properly made?	
3.	Whether calibration, stamping and sealing has been done strictly as per statutory provisions by weights and measure depts.?	


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4.	Whether junction boxes are properly sealed?	
5.	Whether rakes are allowed to pass on without weighment? If so, give the name of nearby weighbridge for taking weighment.	
6.	Whether speed limit has been set at agreed limit of 15 km/hr? If not, what is the maximum recorded speed?	
7.	Whether AC is working properly or not?	
8.	Whether CCTV camera has been installed to record the rake weighment process? (no. of cameras Installed)	
9.	Whether there is adequate lighting arrangement at the site of weighment or not?	
10.	Whether CPU is properly sealed or not? If yes, mention date of sealing. If not, mention reason thereof.	
11.	Is gross weight editable through keyboard?	
12.	Whether weighbridge Installation is done as per existing RDSO norms?	
13.	Whether FOIS connectivity and integration with FOIS done at Weighbridge?	

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14.	Whether UPS is working properly or not?	
15	In case weighing speed of a wagon/ coach exceeds the limiting specified speed of the weighbridge, is gross weight printed?	
16	Whether maintenance logbook is maintained or not?	
17	Is Stabilizer available with the system?	
18	If provision has been made for pre-set login name for each operator?	
19	Is Surge protector in power supply with earth pit?	
20	Is weighing software password protected?	
21	Last inspection date to be mentioned and discrepancies, whether the same has been rectified or not.	
22.	Other observations, if any.	

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Note: Compliance report of discrepancies recorded if any in the above inspection report may please be sent to GM (E&M)/ (Weighbridges), ECL at the earliest after rectification.

Weighbridge Operator

Area Manager(M&S)
Or his representative

Area Engineer(Systems)
Or his representative

Area Engineer (E&M)/
Or his representative

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