

# ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC & MD  
Museerabad, Hyderabad-20

No.OP2/462(72)/2005-MED

## **CIRCULAR No. 2/2006-MED DATED 06-01-2006**

Sub: - **MAINTENANCE**- Improvement of Maintenance Standards – Certain instructions issued – Reg.

Ref : Cir No : 25/90-MED, Dt. 12.9.1990.

Of late it is observed that some of the Depot Managers are not paying required attention to the maintenance management in the garages. For any depot, the health of the fleet plays important role to achieve the desired targets. Without healthy rolling stock (Vehicles) it is not possible to achieve good results. A healthy bus is a prerequisite for any public transport to achieve the very basic objective of efficient, economic, reliable, punctual and profitable operations. Thus, the maintenance management plays a vital role in the management of the depot. The set standards in Vehicle Maintenance can not be achieved unless the Depot Manager, as the head of the Unit, pays adequate attention and constantly monitors the activities going on at his Depot. Therefore there is a need for Depot Managers to refine their activities with a view to spend required time on maintenance activities during the course of their duty.

The Depot Managers have to spend at least 2hrs every day in the garages, preferably, before they enter their Office. Once the DM occupies the seat in the office the priorities will change depending on the prevailing conditions and in due course, the maintenance management gets neglected. **In the current situation where replacement of old buses with new vehicles is stopped on account of critical financial position, the DMs have to earmark more time for ensuring good health of buses to control cost of operation and ensure a good bus for passenger satisfaction.**

During their stay in the garage they should cover all the areas specified below.

### **1. Upkeep of the Garage:**

- The Depot Manager should make a complete round of the garage premises and look for any accumulated scrap, blocked drainages near washing plant, cleanliness of toilets, lighting in the pits, cleanliness of pits, etc., besides functioning of washing plants, dispensing pumps, air compressor, Injector tester, air inflation gauges etc.
- Necessary action has to be taken for better upkeep of the garage and to keep all the important equipment in working condition.

### **2. Off Road Vehicles:**

- There should not be any vehicle off road for any reason which in turn becomes a problem in achieving the desired targets.
- Immediate action has to be ensured to make the vehicles on road if there is any vehicle found off road.

### **3. UPKEEP OF BUSES**

- Check buses taken up for sch.III/IV for attention to torn seats, broken window glasses, change of terene felt & Rubber U channel, removal of dents, Paint touch up, reclining mechanism of seats, window knobs and head rest covers on special type buses. Ensure that Audio & video equipment in good working condition.

### **4. Sch-III/IV vehicles:**

- Ensure complete washing of the vehicles detained for Sch-III/IV.
- Inspect whether the back history of the vehicles is taken into consideration while attending to the Sch-III/IV vehicles.
- Look for any backlog of Sch-III/IV by cross checking the preventive maintenance due statement.

### **5. Cleaning & washing of vehicles:**

- Inspect the vehicles which are kept for dispatch, and ensure cleaning and washing of all the vehicles.
- Inspect night shift I/C certification about the washing and cleaning of buses to ensure complete washing.
- Ensure availability of materials required for efficient washing such as cleaning powder, brooms etc.
- Check whether the required persons were deployed or not by the washing & cleaning contractor.

### **6. Availability of spares in stores:**

- Ensure that materials / units required are available in stores.
- Contact WM\COS for any requirement of materials or units which are required urgently, and take necessary action.

### **7. Tyres section:**

- Inspect the tyres removed on previous day, and record the observations of mechanical irregularities.
- Ensure availability of important materials such as chalk powder, metallic washers, valve caps, tube repair patches, solution etc.
- Check for de-rusting of wheel disks and painting.
- Check for availability of tyres, tubes and flaps, and ensure prompt dispatch with out any accumulation.

### **8. Electrical Section :**

- Check whether self starter and alternator are removed from the Sch-III/IV vehicles for thorough check up and testing.
- Ensure availability / use of petroleum jelly and demineralised water.
- Ensure availability and working of battery charger, hydro-meter etc.

### **9. Black Smith Section :**

- Ensure availability of spare spring assemblies.
- Ensure availability of graphite grease.
- Ensure functioning and use of radial drilling machine.
- Ensure timely dispatch of unserviceable spring leaves with out any accumulation.
- Ensure availability / use of spring leaf cleaning barrel.

## **10. Oil Section**

- Ensure availability of required oils.
- Ensure cleanliness in the premises.
- Check for HSD oil stocks and verify the shortages.
- Examine the reasons if the shortage is beyond permissible levels, and take corrective action.

## **11. INSPECTION OF BUSES**

- Physically inspect the buses which have been taken up for Sch.I/II and Sch.III/IV, counsel, and take action on Mechanics/ Supervisors for any deficiencies in work carried out besides ensuring correction of defects noticed. The Instructions issued vide Circular No. 25/90-MED prescribing inspection of at least 30 buses covering Sch.II (15 buses), SCh.III (10 buses ) and Sch.IV (5 buses) have to be scrupulously followed.

## **12. Checking of Important Registers:**

- Check break down register for proper recording of all the brake downs as per MTD 110 and gate pass books.
- Analyse the reasons for break downs and take corrective action to avoid recurrence and to reduce the brake downs.
- Check % mechanical cancellation register and analyse the reasons for late supply of bus, want of bus etc., and take corrective action.
- Check HSD KMPL and lub KMPL task register and analyse the reasons for negative trend if any and take corrective action.
- Check cleaning and washing registers to ensure cleaning and washing of all the vehicles.
- Check tyre inflation checking register to ensure timely inflation checks.
- Check daily RG register to ensure that all log sheet complaints are being recorded and attended to.
- Check preventive maintenance due statement generated from VEMAS to ensure carrying out of prompt maintenance schedule like Sch-II/III/IV, filter changes, oil changes etc. Ensure no over dues.

The Depot Managers shall record their inspection of buses & important observations and send a consolidated report at the end of the month, **and submit the same to the DVM/RM along with their Tour Diaries for appraisal.**

The DVMs & RMs shall review the effectiveness of inspection of vehicles by DMs during their visit to Depots, and guide them suitably.

All the DMs are once again advised to implement the above instructions without any deviation.

**VICE CHAIRMAN &  
MANAGING DIRECTOR**

To

All Depot Managers of the Corporation.

Copy to : Director (V&S), ED(A), ED(O), ED(IT&MS), FA & CAO for information

Copy to : ED(Zones), H&K, V&V and K&N for necessary action

Copy to : All HODs for information

Copy to : All RMs for necessary action

Copy to : All Dy.CMEs, WMs, COS' for necessary action

Copy to : All Principals ZSTC & TA/HPT for information

Copy to : Manuals Section.