



## Andhra Pradesh State Road Transport Corporation

Mechanical Engineering Department  
Office of the VC&MD, Bus Bhavan, Hyderabad-624

No. OP1/200(1)/2012-MED

### **CIRCULAR NO. 15/2012-MED, Date: 11.07.2012**

Sub: **INSPECTIONS** - Inspection of Depots by Dy.CMEs - Communication of revised guidelines for inspection of Depots - Reg.

Ref: 1. Cir. No.51/92-MED, Dt.12.10.92  
2. Cir. No.20/94-MED, Dt.27.06.94  
3. Cir. No.5/98-MED, Dt.07.02.98  
4. Cir. No. 23/98-MED, Dt. 14.9.98  
5. Cir. No. 04/09-MED, Dt. 28.02.09

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On review of Depot inspection reports submitted by Dy CMEs, it is observed that the reports are in routine and stereotyped manner without concentrating on the core areas. Some the deficiencies observed in the inspection reports are Like,

- The same lapses pointed out in the Depot during previous inspections are brought forwarded months together without any change which shows the ineffectiveness of the inspections.
- There are no details of corrective action taken on the lapses identified during the previous inspections
- There are no guidelines/suggestions of Dy CMEs on the lapses for rectification and to improve the performance further.

In order to make the inspections more effective and purposeful, the Dy CMEs have to cover the following areas during the inspection of Depots.

#### **1. Review of Previous Inspection Report:**

Dy CMEs shall review the details of lapses pointed out during the previous inspection and corrective action taken, improvement after the initiation of corrective action and reasons for not rectifying the lapses till the present inspection, if any, etc., shall be specifically mentioned in the inspection report.

## 2. Resources utilization:

Dy CME shall review & record the vehicle position like, no. of Schedules, actual fleet against requirement, short/excess, status of replaced special type vehicles operating without conversion(Type-wise), scrap runners, off road vehicles particulars with date since off road, reasons for off road, etc.,.

## 3. Availability of Manpower & Outsourcing activity:

Dy CME shall review the Manpower and outsourcing activities in the Depot and pass his remarks specifically like short/excess of manpower against the requirement as per schedules, details of out sourcing activities, net short/excess after outsourcing, effectiveness of outsourcing activities, etc.,.

## 4. Performance of the MED Parameters of the Depot:

Dy CME shall review the following MED parameters against the Targets and Actuals performance of previous year and to record his/her observations for negative trend over target/actual. The inspection shall have specific thrust on negative areas parameter-wise.

1. HSD KMPL
2. Lub KMPL
3. B.D.Rate
4. % Mechanical Cancellations
5. Fleet Utilization
6. Spring Consumption
7. Total Tyre life
8. NTS
9. RT Factor
10. New & RC Tyres Life
10. Life of Major Aggregates
11. CPKs on Power, Workshops, Stores & Lub & Tyres

The Dy CME shall record the system-wise lapses found and suggestions/guidance for improving all the negative parameters of the Depot as per the circular instructions. **The Engine-wise and Product-wise HSD KMPL has to be reviewed critically and necessary guidance has to be rendered.** The assistance required from Regional Office, ZWS, Zonal Stores and TRS to improve the performance shall be co-ordinated and ensured by Dy CMEs.

**5. Upkeep of vehicles:**

Dy CME has to inspect 50% of special type vehicles (Vennela, Garuda, Indra, Low-Floor, Super Luxury & Deluxe) and 10% of other vehicles available subject to a minimum of 10 vehicles in the Depot regarding implementation of MED Circulars issued on maintenance of vehicles duly focusing on Sch.II/III/IV maintenance carried out recently and on upkeep of vehicles like, Chemical washing, Mopping of MS bodies, Washing & Sweeping, MWP of vehicles, etc.,.

Dy CME has to record his remarks/suggestions to improve the maintenance and upkeep of vehicles further and ensure for implementation.

**6. Implementation of MED Circulars in the Depot:**

Dy CME shall review the implementation of instructions issued through MED Circulars in the Depot and pass his/her remarks/suggestions specifically on the implementation of recently issued circulars after the previous inspection of Depot to the till date of present inspection.

**7. Effectiveness of Preventive Maintenance Schedules:**

Dy CME shall inspect/review the preventive maintenance activities carried out in the Depot and to pass his remarks duly focusing on backlog, delays in Oil, Coolant & Filter Changes, failure of vehicles within 15 days of Schedule III/IV maintenance carried, Sufficient stock of recommended grade of lubricants and mentioning the details of lubricants not available, if any, etc.,.

Dy CME shall inspect vehicles undergone Sch.II, Sch.III & Sch.IV maintenances 3 days prior to the day of inspection and record the lapses observed.

**8. Availability of Tools, Plants, Machinery & Infrastructure facilities:**

Dy CME shall inspect the major T&P available in the Depot and pass his/her remarks on working condition, shortage as per the norms and the status of calibration of T & P like Air Pressure checking gauges, injector Testers, Air Compressors and Hoists, etc.,

Dy CME shall also inspect/review the infrastructure facilities available in the Depot like space for Preventive maintenance activities, adequacy of maintenance pits with glazed tiling & proper illumination, night illumination in the garage, Mechanic tools, usage of trays, etc., and pass his/her remarks.

Dy CME shall inspect/review the amenities to the staff like adequate dining room, drinking water and toilets and mention his/her remarks.

## **9. Inspection of Material Management:**

Dy CME shall inspect/review the stocking of HSD Oil & Lubricants and pass his/her remarks like, shortage/excess with date of last adjustment, expiry of explosive license, stamping of HSD oil Dispensers & Measuring cans by Weights & Measures Dept, maintenance of records for stocking, dispensing & accounting of HSD oil & lubricants as per the circular instructions, etc.,.

Dy CME shall inspect the Depot stores and review the material management as per the circular instructions duly focusing on NIS of essential spares at the Depot, consumption of important items, shortage of Floats against requirement with latest reconciliation from ZWS, analysis of premature failure units/spares and action taken, consumption of Cost Control Items, non-moving items, etc., and pass his/her remarks.

Dy CME shall specifically review the performance of units/spares supplied on test & trial basis to the Depot and give full details in his report.

## **10. General:**

Dy CME shall inspect and pass his/her remarks on all the remaining aspects other than the mentioned above like shift timings, availability of buses & maintenance staff, physical inspection of buses & Night Inspection of Garages by DM/Maintenance incharge, availability of KMPL pocket books with regular postings, **Installation and functioning of Tyre Inflation bays,** Presentation of monthly cash awards to the Drivers, timely payment of incentives to the maintenance staff, maintenance of important registers in the garage as per the circular instructions, Garage upkeep, Training needs required to maintenance staff and any other assistance required to the Depot. **The Dy CME shall cross check the vehicle master in VEMAS for correctness of data and also ensure submission of indents for workshop units through soft copy only.**

**The Dy CMEs during inspection of Depot shall interact with maintenance staff and obtain feedback on the quality of Units, Tyres and Spares being received from ZWS/ZS and also collect suggestions for improvement.**

**The period of inspection shall be minimum of two days and shall cover one night shift inspection and one early hour dispatch of vehicles. The Dy CMEs shall inspect minimum 3 Depots in a month.**

All the other instructions issued through the circulars at reference on the inspection of Depots by Dy CMEs remain unchanged.

All the Dy CMEs are advised to make note of the above instructions, carry out periodical inspection of Depots and submit reports in the form of soft copy by email covering the above mentioned aspects and send to the undersigned within one week of completion of inspection.



**VICE CHAIRMAN &  
MANAGING DIRECTOR**

**To  
All the Dy Chief Mechanical Engineers.**

Copy to: Director (Vig. & security), ED(E,IT &HRD),ED (O, MIS & AM), ED (A&P), ED (Medical) & Secretary to Corporation, FA and CAO for information

Copy to: All EDs of Zones for information & necessary action

Copy to: CME(O),CME(C&B),CCOS, CE (IT) for information& necessary action

Copy to: All Regional Managers for necessary action

Copy to: Dy CME(O), Dy.CME(P),Dy.CME(C&B), Dy.CME(IEU), , COS(C-I),  
COS(C-II) for necessary action

Copy to: All WMs, COSs, Dy.CAOs of all Zones & necessary action

Copy to: All AMEs(T) for necessary action

Copy to: All Depot Managers & Maintenance Incharges for necessary action.

Copy to: Manual Section/Head Office for filing.

Copy to: Resident Audit Officer, A.G.Audit, Bus Bhavan for information