

DIRECTORATE GENERAL BORDER ROADS
GENERAL MAINTANENCE INSTRUCTION NO. 166

ON

**RAISING OF MISUSE NEGLECT REPORT ON VEHICLES
EQUIPMENT / STORE / ASSY FILTER OR DAMAGE DUE TO
CAUSES OTHER THAN NORMAL WEAR & TEAR**

1. Introduction

Border Road Organization is handling a large number of costly vehicles / equipment / stores involving sizeable amount of foreign exchange. As such our organisation can not afford to loose them without having extracted maximum life out of them. Maximum life of veh /eqpt can only be achieved through proper maintenance, application of modern techniques of repair, proper handling of Veh / Eqpt, timely action to rectify minor defects brought out by periodic inspections, high standard of overhaul and by deploying trained operators on costly vehicles / equipment / stores to obviate failures / damage and high cost of repairs.

2. General

At present local orders exist in each Project regarding procedures for initiation of misuse and neglect report of veh/eqpt/store/assy. The primary object of such reports is to draw attention of OC unit to weaknesses in their equipment upkeep and maintenance with a view to prolong equipment life. It is proposed to standardize the procedure of reporting of such equipment failures or damages in a way that the objective of improved equipment arrangement is achieved and OC units assume greater responsibility in this regard.

This instructions lay down procedure for action to be taken on failures or on damage to BRO equipment due to causes other that normal wear and tear. This will apply to equipment of GREF Workshops repair and / or inspection responsibility. Failure of equipment on account of inadequacy in design / manufacture will continue to be reported in defect report forms. All other cases of failure of damage to an equipment at any stage of its life, not due to normal wear and tear will be reported as per theses instructions.

3. Aim

The “Equipment Failure or Damage Report” will serve the following purposes :-

(a) To pin point cause for the failure or damage and to initiate remedial measures.

(b) To generate awareness on equipment management at all levels.

... 2/ -

The responsibility for initiating equipment “ Failure of Damage Report” will rest with maintaining GREF Workshop and OIC inspection. The report will concise but with sufficient detail, so that the causes of failure or damage are clearly identified.

5. Form of Report

Misuse / Neglect Report will be raised on the form attached as Appendix “A” to this instruction.

6. Preparation and progressing of the Reports

The following procedure will be adopted :-

(a) When failure or damage to vehicle / equipment / store due to cause other than normal wear and tear occurs, the vehicle / equipment / store will be personally examined by the OC Wksp / OIC Inspection.

(b) If the failure is attributable to a defect due to faulty design, incorrect manufacturing technique and or material fatigue, a defect report will be raised as per GMI No. 9.

(c) For failure or damage, which is not attributable to reasons mentioned in Para 6 (b) above “ Equipment Failure or Damage report “ will be initiated on the form as per Appendix “A” to this instruction and send by the maintaining Workshop (GREF) /OIC Inspection to the concerned OC unit with in 48 hours for further action.

(d) The form will be prepared in quintuplicate and disposed off as follows :-

- i) Original to unit.
- ii) Duplicate to HQ TF.
- iii) Triplicate to HQ CE (P)

Wksp. iv) Quadruplicate to HQ Wksp in case the report is initiated by Det
 v) Quintuplicate as Office Copy.

(e) OC unit will investigate the case and decide whether the failure or damage to the vehicle / equipment / store / assy is due to the exigencies of service, improper maintenance, training circumstances beyond the control of individual or unit Misuse / neglect. The OC unit will complete the investigation and submit the misuse neglect report to HQ Task Force with in 15 days, with his comments under Part II of Appendix “A” to this instruction.

(f) Task Force Commander after endorsing his comments and recommendations in Part III of Appendix “A” to this instruction will submit the report to CE (P) for orders.

...3/-

(g) Further necessary action will be taken by HQ TF and OC Unit as per the orders of Chief Engineer.

Note Misuse means “ using a vehicle / equipment / store / assy in whole or in part in the manner contrary, not authorized by current instructions on the subject, there by causing damage to it. Improper usage or exploitation of equipment which is likely to cause failure prematurely and carrying out of unauthorized modification and repairs will also be considered as misuse. Neglect means “ Failure to abide laid down instructions on the correct operation of vehicle / equipment / assy or employment of improperly or untrained operator there by causing failure or damage to the “vehicle / equipment / assy”.

7. Based on the above, further action will be taken by the concerned OC unit to:-

(a) Regularise the cost of loss or damage under orders of Chief Engineers.

(b) Issue directions for disciplinary action to be taken, if any.

(c) Inform OC Workshop Commander task Force and chief Engineer of the action taken.

(d) Ask Wksp to carry out repairs to Veh/Eqpt / assy.

8. A record of action taken as per sub para (e) and 7 (a), (b) & (c) above will be maintained by the concerned unit in a register as per format given at Appx “B” to this Instruction.

9. This unit register maintained as per Appendix “B” will be checked by the inspecting officer at the time of Annual Inspection of the unit.

10. A record will be maintained by HQ CE (P) and HQ Task Force in the form given at Appx “C” to this instruction for each unit. HQ CE (P) and HQ Task Force will analyze the data received and take appropriate action to organize training in user units to minimize such occurrence in future. In the case of move of units, this record will be forwarded to the HQ CE (P) and HQ TF under whose jurisdiction, this unit will be than serving.

11. Follow up action on the report

HQ CE (P) and HQ TF may institute periodical reports on the incidence of failures or damages to vehicle / equipment / store/ assy in their formation for taking remedial actions.

12. This instruction supersedes all existing instructions for damage of failure to vehicle / equipment / store / assy by misuse or neglect.

Telephone

166

Appendix "A" to GMI No.

Workshop / OIC Inspection

File No of report _____ dated

Unit _____ 02 copies

HQ Task Force

HQ CE (P)

HQ Wksp (By Det Wksp)

Equipment failure or damage report due to causes other than normal wear & tear of vehicle / equipment / store / assy.

1. Refer to GMI - 166
2. Vehicle / equipment / store / assy held on charge of unit and fwd to this wksp or detachment vide work order No. _____ dated _____ for repair and inspection has failed or damaged due to cause other than normal wear & tear as per details given in the succeeding paragraphs.
3. Details of Vehicle / equipment / store / assy affected :-
(Given detail as applicable)
 - (a) BA / EM No.
 - (b) Make & Type
 - (c) Chassis No. / carriage No.
 - (d) Engine No.
 - (e) Km / Hrs run
 - (f) Date of manufacture
 - (g) Date of introduction into service
 - (h) Date of issue to the unit
 - (j) Date of overhaul
 - (k) Date of defect notice by the unit or Wksp
4. Brief details of failure or damage :-

(a)

(b)

(c)

..... 2/-

- 2 -

5. Approximate to cost of damage (including material & labour charge)
6. The Vehicle / equipment / store / assy in its existing state is retained in the Wksp pending for further communication from your unit .
7. Please take action as per GMI No. 166.

OC Wksp

PART II

Comments of OC user unit

OC Unit

PART III

Comments / recommendation of TF Commander

TF Commander

PART IV

Order of Chief Engineer

Chief Engineer

APPENDIX "B" TO GMI NO. 166

Unit :-

**RECORD OF VEH / EQPT/ STORE / ASSY FAILURE OR DAMAGE REPORT
AND ACTION TAKEN BY THE UNIT**

S / No.	W.O. No.	Workshop, reports Ref & date	Brief details of damage	Cost of damage including material & labour charge	Direction of OC unit	Details of action taken	Intials of the inspecting Officer	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)

Note :- the causes of failure / damage revealed as a result of enquiry will be record under the remarks column.

APPENDIX "C" TO GMI NO. 166

Unit :-

**RECORD OF VEH / EQPT/ STORE / ASSY FAILURE OR DAMAGE REPORT
KEPT BY HQ CE (P) AND HQ TASK FORCE**

S / No.	W.O. No.	Workshop, Ref & date	Brief details of damage	Approximate cost of damage	Result of investigation	Action taken by the unit with their reference	Action taken by the CE (P) &HQ TF	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)