Intl Memo no. **912/94 -** Construction Date: 18.05.2017

Sub.: Task list for MDs site visit.

A task list as per the enclosed PDF form to be prepared by project manager or engineer incharge of site for issues that are to be discussed /clarified with MD during his site visit. File this task list along with required documents/plans and earlier task list in a single file.

The format of the task list in PDF form is attached herein and uploaded on website.

Soham Modi.

Task list – issues to be discussed with MD during site visit.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project |  | Date |  | Prepared by |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Date | Description of task/issue | Remarks by MD | Issueclosed |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |

Note: 1. Sort in chronological order. 2. Issues /tasks not closed in earlier site visit must be included in new task list.