

Subject: Duties of Shivas – Senior Construction Manager,

Keywords: Construction audit, Sivadas.

1. This is a preliminary list of duties and SOP list for Sivadas. The list to be revised periodically.
2. Weekly site visit – Sivadas shall visit GVRC, GVDC, GV1, NRK, GMR, BRGV & NGH atleast once a week. He must send his site visit report to Soham /Ashaiya/site on the same day. Report format is uploaded on staff login page.
3. Monthly site visit - Sivadas shall visit SOV, GHT, MPL, NE, atleast once a month. He must send his site visit report to Soham /Ashaiya/site on same day.
4. Quarterly site visit - Sivadas shall visit AGH atleast once a quarter. He must send his site visit report to Soham /Ashaiya/site on the same day.
5. During the site visit he shall ensure that SOPs related to construction are properly followed. Some of the tasks during the site visit are as follows:
 - a. Plans are properly filed and readily available.
 - b. Customer complaints file is maintained and attended to.
 - c. Procedures for marking levels is properly followed.
 - d. Standard procedures for RCC, brickwork, plastering is properly followed.
 - e. Water proofing procedure and quality of work must be checked.
 - f. Qual and safety of scaffolding must be checked,
 - g. Quality and safety of form work + props + bracing of RCC works must be checked.
 - h. All storerooms must be checked.
 - i. Material storage – especially steel must be checked.
 - j. In general site to be inspected on all aspects of construction to ensure quality and safety.
6. Sivadas to inspect site at request of Soham. Specific tasks shall be assigned to him. He shall submit site inspection report on the same day of his visit.
7. Sivadas to visit all sites, with active construction activity atleast once a quarter and submit a quarterly report before end of each quarter. E&D team to provide a list of plans that are in force in excel to Sivadas upon request. Sivadas to check this report against physical availability of plans at site. He may request for plan copies to be reissued and outdated plans to be cancelled.
8. Project manager or senior engineer must be present with Sivadas during his site visit.

Soham Modi.