

Subject: Site task list, Engineers MOM, E&D SOP.

Keywords: Site task list, Engineers MOM, E&D SOP.

1. TASK LIST:

- a. 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.
- b. File this task list along with required documents/plans and earlier task list in a single file.
- c. The format of the task list in word format is attached herein as Annexure A and uploaded on website.
- d. Ashaiya to make sure this task list is sent one day in advance. In case no issues are to be discussed – engineers to send nil task list.

2. E&DSOP:

- a. Each member of E&D including Anjan, Ashahad, Tarun, Nagalaxmi and Rani to send email as per format enclosed as Annexure B to Soham and to relevant sites on a daily basis between 5 & 6pm.

3. Preparation of plans:

- a. From time to time respective engineers and MEP team are advised to prepare plans with the help of E&D team.
- b. Attach relevant plans in Pdf format. It shall be the engineers responsibility to coordinate preparation of the plan on zoom with E&D members. Engineers cannot assign the task to E&D team. E&D team shall not take up the task of preparing the drawing until and unless engineers are coordinating preparation of the plan on zoom with them.
- c. Engineers shall ensure that the plans are sent to them before the zoom meeting ends.
- d. It shall be the engineers responsibility to forward the plan to Soham /Waseem/Consultant/other team members – clearly stating that they have reviewed the plans and are forwarding the same for approval/further action.
- e. Engineers shall send an email to E&D team before end of each day, requesting for a time to be allotted the next day for a zoom meeting along with details of plans required + hours required to complete their work.
- f. Engineers and E&D team shall ensure that plans are marked by email to Soham/Waseem/consultant/other team members/etc.

4. Sending of emails and messages on viber groups – guidelines:

- a. Always mark emails to email groups rather than individuals unless absolutely necessary.
- b. Send all messages and photographs on viber groups of respective sites.

5. Engineers meeting:

- a. AMTZ has been asked to have an engineers meeting on a daily basis between 2 &3 pm. Ashaiya shall join the zoom meeting whenever possible. Asha Jyothi to join the meeting without fail on a daily basis.
- b. Rahul and Venkatesh to prepare a very short MOM on a daily basis and post it on viber group by 3pm every day.
- c. Format for MOM is given in Annexure C.
- d. This may be extend to other sites as and when required.

Soham Modi

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

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

S No	Date	Description of task/issue	Remarks by MD	Issue closed
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.

Annexure B – draft email to be sent by E&D between 5 & 6pm every day.

Subject: Completed plans and task list for tomorrow.

Soham,

Today, I have completed the following plans and sending it for your review/approval:

- 1.
- 2.
- 3.

Today, I have completed the following plans and sending it for review/approval to the respective engineer/consultant:

- 1.
- 2.
- 3.

I plan to complete the following drawings/plans by tomorrow:

- 1.
- 2.
- 3.

Regards,

Anjan/Nagalaxmi/Tarun/Ashahad/Rani

Annexure C

Minutes of meeting (MOM)

Company		Site	
Prepared by		Date	

Task assigned to team members.

S.no.	Task	Assigned to
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Requisitions to be prepared.

S.no.	Details of material required	Assigned to
1.		
2.		
3.		
4.		
5.		

Follow-up for material delivery where PO is prepared

S.no.	Details of material required	Assigned to
1.		
2.		
3.		
4.		
5.		

Follow-up for workers/contractors

S.no.	Details of contractor/worker	Assigned to
1.		
2.		
3.		
4.		
5.		