

Subject: Maintenance of documents, files and uploading on M-codex.

This is the standard operating procedure for maintenance of files and documents at site. Most documents are to be maintained for not more than 3 months. They may be scanned uploaded on M-codex and destroyed as per the guidelines given herein.

1. List of all documents scanned (and/or destroyed) should be maintained in a pre-printed M-codex logbook/register.
2. Note that the maximum size of file that can be uploaded on M-codex is 20MB.
3. All documents (hard copies) received at site including bills, DCs, weighment slips, test reports, correspondence, Pos, notes, etc., to be scanned into a daily dump folder. Combine all these documents into a single pdf file and upload on M-codex on a daily basis.
4. The following document files shall be maintained only for a maximum period 3 to 6 months. At the end of each quarter documents of the previous quarter shall be scanned – uploaded on M-codex and destroyed (Eg.: on 1st July, 2020 – documents pertaining to Jan to March, 2020 to be scanned and destroyed).
 - a. DCs & invoices – however send originals to purchase division within one working day.
 - b. Test reports, RMC batch reports, etc., - do not send to purchase.
 - c. Additions and alterations & QC files where possession is handed over.
 - d. Copies of plans where possession is handed over.
 - e. Correspondence files.
 - f. Maintenance records.
 - g. Requisitions completed file.
 - h. Monthly maintenance record.
 - i. Possessions handed over monthly report.
 - j. Customer complaints file where possession is handed over.
 - k. Weighment slips.
5. Documents to be maintained at site till the end of the project (however scan them at end of each quarter):
 - a. Contractor bills that are scanned and sent to E&D.
 - b. Additions and alterations & QC files, where possession is not handed over.
 - c. Original approved plans.
 - d. Copies of bills and Pos related to equipment that are under AMC or on long term warranty like lifts, generators, RO plans, pumps, compaction machine, vehicles, cleaning equipment, construction equipment, etc.
 - e. Customer complaints file where possession is not handed over.

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