

This incomplete internal memo is being issued and shall be in force from immediate effect. Additional standard operating procedures shall be defined over the next few weeks and added to this internal memo.

Internal memo No. 901/54 – Admin. Division

Date: 12.08.2018

Subject: Standard procedure for safety & security of men & material at sites.

1. Periodic verification of drivers license.
 - a. A register for verification of drivers license shall be maintained at all sites. All drivers must be registered atleast once. Record in register (admin to issue a 3 in one register).
2. Verification of vehicle registration.
 - a. A register for verification of registration no., of vehicles shall be maintained at all sites. All vehicles must be registered atleast once. Record in register.
3. Alcohol breath test & helmet check.
 - a. Alcohol breath test along with checking if 2 wheeler rider is wearing helmet is required for all vehicles entering the site belonging to staff, contractors, labourers and delivery vans/trucks. This is mandatory for all Saturdays. Alcohol breath test may be done in case of suspicion at any other time. Record in register. All sites to make requisition for breath test machine.
4. Stickers for store locks /padlocks – standard procedure.
 - a. Site shall number all stores, doors for terrace, emergency exit doors & any other gates or rooms that can be locked with a padlock. A list of numbers starting from 101 along with description of location of padlock shall be sent to System admin by 15.8.19. System admin shall print bar coded stickers for each day of the month with number of store room mentioned on it along with pre-fix of site name. Eg.: Vista107 18-8-19. Admin shall ensure that the sticker is struck to all padlocks at end of each day. Sticker to be removed or torn on the next working day in presence of admin. Rooms not opened may be left with old stickers indefinitely. System Admin to issue stickers atleast a week in advance before the start of each month.
5. Stores to be kept locked on all Sundays and on all holidays. Permit of admin is required to open stores on such days. Message can be posted on construction group on viber. Praveen, Soham/Jai Kumar to approve.
6. Stickers for sealing security cameras. Security cameras are installed on all sites. The adapter box to be sealed with 2 bar coded stickers with site name and date. Similarly, the SD card slot to be sealed with sticker (if possible).
7. Guidelines for material received before & after office hours (Sundays & holidays shall be considered after office hours).
 - a. No material can be received or leave the site at any time without making a proper entry in the inward & outward register.
 - b. Items being returned to supplier or for repairs or contractors material/tools should also be recorded in inward/outward register.
 - c. Contractors building material and other material must also be recorded in inward/out ward register.
 - d. Contractors may be permitted to bring building material outside office hours, however subject to being photographed and proper entry in inward register.
 - e. No material can leave the site including contractors materials/tools, outside office hours without prior permission.

- f. Our delivery vans cannot deliver material to our sites or SSLLP outside office hours without prior permission.
 - g. Permission should be taken from Praveen, Soham, Jai Kumar, Riyaz, Prabhakar by posting a message on the construction group of viber.
8. Guidelines to be issued for the following over a period of time.
- a. Safety helmets quality to be improved.
 - b. Security cameras.
 - c. Procedure for issue of gate pass to move material out of site to be defined.
 - d. Duties of security guards to be defined (location and timing of each guard).
 - e. Proper lighting at all sites.
 - f. Highmast poles for lighting and camera.
 - g. Duties of security service provider (management).
 - h. Safety of lady staff members.
 - i. Tracking device for delivery vans.
 - j. Safety procedures – helmets, belts, safety nets, material storage, temporary storage of earth and boulders, Geo bags, safety shoes, gloves, first aid kit, emergency nos. / hospital details,
 - k. Safety jackets, safety tape, traffic cones,
 - l. Fire extinguishers, buckets, down comers,
 - m. Office hours to be strictly defined.
 - n. Delivery vans – procedure for locking/sealing.

Soham Modi.

Format for

Log book of Vehicle registration.

Sl. No., date, time, vehicle type, registration no., owner, number plates visible?, vehicle registered with purchase, vehicle volume, sign of security, sign of admin.

Log book of DL.

Sl. No., date, time, vehicle no., driver name, DL no., sign of security, sign of admin.

Log book of alcohol test & safety helmet.

Sl. No., date, time, driver name, driver wearing helmet? alcohol test passed? sign of security, sign of admin.