

Sub.: Installation report

Keywords: Installation report windows railing etc.,

1. Like in the case of RMC pour report purchase requires a simplified report about installation of material that has been ordered from vendors.
2. A format for installation is attached herein.
3. Do not sent this report for items where 'advice for giving credit to contractor/supplier form' is being sent to E&D.
4. This form must be sent for the following items:
 - a. Windows
 - b. French windows
 - c. Balcony/ staircase railing
 - d. Fire doors
5. The form must be sent within one working day.

Soham Modi.

INSTALLATION REPORT

Company/ firm:		Requisition nos.:	
Project:		PO no.:	
Supplier:		Material type:	

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					
Remarks:					

Approved by	Project manager	Security	Admin (Audit)

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony/ staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where 'Advice for giving credit to contractor/supplier form' is being set to E&D. 4. One or more reports can be made per PO. Avoid multiple Pos in one report. 5. Provide report on defaults, poor quality, missing items, etc. 6. Reports to be provided regularly. However, must be provided within one working day of request from purchase.