

INFRASTRUCTURE MAINTENANCE

1.0 Purpose

The purpose of this procedure is to define a system for handling all the assets and other Infrastructure maintenance of KSPH&IDCL and ensure their proper maintenance.

1.1 Application

This procedure is applicable to all the Assets either owned by or temporarily coming into the possession of an official of KSPH&IDCL.

2.0 Responsibility

Responsibility and Authority for various activities connected with Infrastructure Development which is described in procedure part. It shall be the responsibility of all officials of KSPH&IDCL to ensure safety, proper handling and upkeep of the equipments, assets and other infrastructure of the KSPH&IDCL. Towards this end they will familiarize themselves completely with the operation of any equipment, tool or measuring device before they actually put them to use and when not in use the equipment will be shut down or put in stand by mode.

3.0 Terms and definitions

NIL

4.0 Procedures

Infrastructure Development activities are as under:

Maintenance of:

- a) Office Buildings including Head Office and Divisions
- b) Computers/Hardware/Software packages/UPS/Printers/Modem/ etc.
- c) Asset such as furniture
- d) Housekeeping
- e) Xerox Machine
- f) Office vehicle- Control and upkeep
- g) Telephone/EPABX/ FAX/Centrex / Mobile Phones

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Sl. No.	Responsibility	Activity description	D / R	D / R Reference
1	MD/ED/ EE's	The Infrastructure requirement will be identified by the Executive Engineers and the same put forth as a requisition to the Top Management such as MD/ED.	D	File Communications
2	EE(PM), EE(DIVN.)AAO,CAO,AEE, AEE(PM).AE(PM)	Necessary equipments are purchased and maintained from time to time. Respective manpower is allocated work.	R	Approval from MD
4	MD/ED/FA/PMS	Will identify human resource to handle the respective infrastructure activity/ equipment co-operate in its maintenance and the budget allocated for necessary purchase, manpower is trained to handle it and up keeping of various records.	R	
5	AAO/ Establishment section / division / PMS	Maintenance of registers to keep track of stock, depreciation etc.	R	LOG Book, stock book, depreciation register, AMC register

NOTE : - The above table showing responsibility / activity/ reference etc., holds good for the activities enumerated at 4.0 a) to g).

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Maintenance of Computers / Telephone/ EPABX/Xerox Machine/ Office Furniture / Office Vehicle / Office Building And Division Buildings

Sl. No	Responsibility	Activity description	D / R	D / R Reference
1	MD/ED/CE/IFA EE's	The requirement of computer / modem and its accessories is identified by the Executive Engineers or division heads and the same put forth as a requisition to the Top Management such as MD/ED.	D	File Communications
2	FA/CAO/EE(PM)/AAO	Necessary budget allocation has to be made and purchase formalities observed.	D	Approval from MD
3	EE(PM)/AEE(PM)/AAO	1.Will identify various models and take quotation . 2. Comparative study is made to identify the best features such as warranty ,competitive pricing etc. and other additional features .	D	File Communication
4	EE(PM)/AEE(PM)/AAO	1.Will identify various models and take quotation . 2. Comparative study is made to identify the best features such as warranty ,competitive pricing etc. and other additional features .	D	File Communication

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Sl. No	Responsibility	Activity description	D / R	D / R Reference
5	MD/ ED/CE / EE (PM) / AA(PM)/AAO	Best Model selected	R	File Communication
6	MD/ED/ CE/ IFA	Selection approval if necessary Board ratification/	D	File Communication
7	EPPM/AAO	Allocates the requisite staff	-	after training
8	EE(PM)EE(BNG) EE(DIVN)AAO	Award AMC	-	

5.0 Records

Sl. No	Name of the Record	Retention Time
1	LOG Book	3 Years
2	Stock book	3 Years
3	Depreciation register	3 Years
4	AMC register	3 Years

6.0 Reference

- a) ISO 9001: 2008 Clause Number 6.3
- b) ISO 14001:2004 Clause number 4.4.6
- c) IMS Manual Clause Number 6.4

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7.0 Associated Documents

- a) Procedure for control of documents IMSP 01
- b) Procedure for control of records IMSP 02

Approved by : Chairman and Managing Director
