

<b>INFRASTRUCTURE MAINTENANCE</b>
-----------------------------------

**1.0 Purpose**

The purpose of this procedure is to define a system for handling all the assets and other Infrastructure maintenance of KSPHC 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 KSPHC.

**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 KSPHC to ensure safety, proper handling and upkeep of the equipments, assets and other infrastructure of the KSPHC. 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**

**Infra Structure 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

<b>INFRASTRUCTURE MAINTENANCE</b>
-----------------------------------

Sl. No.	Responsibility	Activity description	D / R	D / R Reference
1	CMD / 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 CMD & ED.	D	File Communications
2	EE(PM), EE(DIVN.)AAO,CAO,AEE1, AEE(PM).AE(PM)	Necessary equipments are purchased and maintained from time to time. Respective manpower is allocated work.	R	Approval from CMD
4	CMD / 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).**

<b>INFRASTRUCTURE MAINTENANCE</b>
-----------------------------------

**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	CMD / 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 CMD & ED.	D	File Communications
2	IFA /CAO/EE(PM)/AAO	Necessary budget allocation has to be made and purchase formalities observed .	D	Approval from CMD
3	EE(PMS)/AEE(PM)/A AO	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(PMS)/AEE(PM)/A AO	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

<b>INFRASTRUCTURE MAINTENANCE</b>
-----------------------------------

Sl. No	Responsibility	Activity description	D / R	D / R Reference
5	ED/ CE / EE (PM) / AA(PM)/AAO	Best Model selected	R	File Communication
6	CMD/ ED/ CE/ IFA	Selection approval if necessary Board ratification/	D	File Communication
7	EEPM/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: 2000 Clause Number 6.3
- b) Quality Manual Clause Number 6.0

Revision: 0 / 01.01.2005	System / Revision effective: 01.01.2005	Page 4 of 4
--------------------------	---	-------------

**INFRASTRUCTURE MAINTENANCE**

**7.0 Associated Documents**

- a) Procedure for control of documents QSP 01
- b) Procedure for control of records QSP 10

**8.0 Revisions**

Revision "00" – First issue.

**9.0 Distribution of procedure**

**7.0 Revisions**

Revisions" 00"

**8.0 Distribution procedure**

Chief Coordinator-QMS shall issue this procedure to all the functional heads.

*Approved by	
	Top Management Committee

\*Board of Directors of KSPHC in its 107th meeting held on 04-12-2004 vide resolution No. 2004 / 047 has constituted a Top Management Committee consisting of CMD, ED, CE and FA with MR and CC as co-opted members. Further the Board has authorised CMD to approve and issue the QSPs after review by the Top Management Committee.

<b>Revision: 0 / 01.01.2005</b>	<b>System / Revision effective: 01.01.2005</b>	<b>Page 5 of 5</b>
---------------------------------	--	--------------------