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| **Sr. No** | **Process** | **Location** | **Control Exercised** | **Frequency** | **Primary Responsi-bility** | **Secondary Responsi-bility** |
| 1 | Maintenance manpower supply | MCD | 1. Daily record of job done 2. CLMS attendance at entry | Monthly | Area Engineer | HOD |
| 2 | AMC for Compressors | MCD | Purchase order with fixed terms & condition with fixed order value | As per PO | Area Engineer | HOD |
| 3 | Reconditioning of Hydraulic cylinders & Equipments | MCD | 1. PR & PO 2. Test report from vendor & internal inspection after receipt 3. Guarantee for the service | As & when required | Area Engineer | HOD |
| 4 | Structural Fabrication & Erection, sheeting jobs | MCD | 1. Issue of job by the structural engineer 2. Certification of job by engineer 3. Submission of reconciliation & summary 4. Invoicing & clearing as per BPO rates | Monthly | Structural Engineer | HOD |
| 5 | Condition monitoring of rotating equipments | MCD | Purchase order with fixed terms & condition with fixed order value | As per PO /BPO scope | Area Engineer | HOD |
| 6 | Maintenance of hydraulic system | MCD | Purchase order with fixed terms & condition with fixed order value | As per PO /BPO scope | BM Area Incharge | HOD |
| 7 | Hydraulic oil cleaning and testing | MCD | Purchase order with fixed terms & condition with fixed order value | As per PO /BPO scope | BM Area Incharge | HOD |
| 8 | Conveyor belt jointing & drum lagging | MCD | Purchase order with fixed terms & condition with fixed order value | As per PO /BPO scope | Area Engineer | HOD |
| 9 | Cranes, manlift on hire | MCD | Purchase order with fixed terms & condition with fixed order value | As per PO /BPO scope | Area Engineer | HOD |
| 10 | Structure & civil painting | MCD | Purchase order with fixed terms & condition with fixed order value | As per PO /BPO scope | Area Engineer | HOD |
| 11 | Machining & repair | Vendors workshop | Purchase order with fixed terms & condition with fixed order value | As per PO /BPO scope | Area Engineer | HOD |
| 12 | Repair of Chain pulley block and lifting tools statutory certification | MCD | Purchase order with fixed terms & condition with fixed order value | As per PO /BPO scope | Area Engineer | HOD |
| 13 | STRUCTURAL STABILITY of steel structures | MCD | Purchase order with fixed terms & condition with fixed order value | As per PO /BPO scope | Area Engineer | HOD |
| 14 | Scaffolding Services | MCD | Purchase order with fixed terms & condition with fixed order value | As per PO /BPO scope | Area Engineer | HOD |
| 15 | SUPPLY & INSTALLATION OF BOARDS | MCD | Purchase order with fixed terms & condition with fixed order value | As per PO /BPO scope | Area Engineer | HOD |

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| **Prepared By:**  Incharge Battery 1 Machine Mechanical Maintenance MCD | **Reviewed & Issued By:**  Management Representative | **Approved By:**  Head Mechanical Maintenance MCD |
| **Signature:** | **Signature:** | **Signature:** |
| **Review Date: 14.09.2023** | **Review Date: 14.09.2023** | **Review Date: 14.09.2023** |