

AXIS MAX LIFE BRANCH SUPERVISOR VISIT REPORT

Branch Code	Branch Name	APS Representative	Visit date
ASUR8	Surat-8 (Greenfield)	Sushil Pandey	28 Mar 2025

S.No.	Question	Response	Photo	Comments
House Keeping				
Section-Manpower				
1	Do the Housekeeping have Uniform, Shoes & valid id card?	Yes		kirit ramu bhi patel
2	Valid Police Verification for all the deployed Housekeeping Manpower available	Yes		
3	Training conducted for Housekeeping staff In Office ,If Yes - share date	Yes		28/03/2025 - QR code scanning proper tarike cleaning
Section-Site Check				
4	When did Deep cleaning happen?	28/03/2025		
5	Would the housekeeping consumables be in stock for next 7 days?	Yes		

Section-Site Check

6	Chair shampooing/Sofa shampooing required	No		
7	Is the special services like Rodent , rodent entry point closure or termite treatment required?	No		not required
8	Male Washroom Cleaning Status	Ok		
9	Female Washroom Cleaning Status	Ok		
10	Washroom Cleaning Checklist Status	Yes		
11	Monthly Office Cleaning Checklist	Yes		
12	HK Team involve in only housekeeping related activity, to ensure cleanliness of the office	Yes		

Section-Site Check

13	Housekeeping staff do not possess any office assets/keys	No		
14	Please rate your overall Housekeeping Services experience?	VeryGood		
Section-Surroundings				
15	The surroundings and way heading to MLI office is clean and tidy, Share suggestion if any to improve safety and cleanliness around it	No		not available
Section-R&M				
16	Any issue with R&M, including condition of all equipment's AC, RO,DG etc.	No		no
17	Any general R&M works, Electrical, plumbing, civil etc. required	No		no
Section-Scrap Items				
18	Availability of Non IT Scrap Items - Server Room Capex	No		
19	Availability of Non IT Scrap Items - Server Room Opex	No		

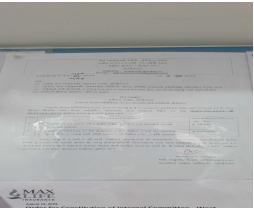
Section-Scrap Items

20	Availability of Non IT Scrap Items - Office Area Capex	No		
21	Availability of Non IT Scrap Items - Office Area Opex	No		
22	Availability of IT Scrap Items - Server Room	No		
23	Availability of IT Scrap Items - Office Area	No		
24	Availability of Inflammable Items in Server Room	No		
25	Availability of Inflammable Items in Office Area	No		

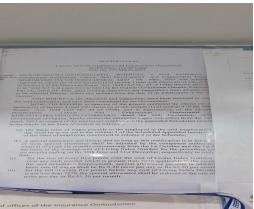
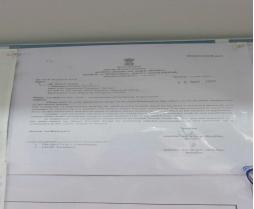
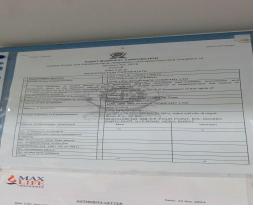
Section-Compliance -Notices

26	Specifying Holidays List available?	Yes		yes available

Section-Compliance -Notices

27	Name and address of the Wage/Labour Inspector available	Yes		yes available
28	Rates of Minimum wages fixed under the Minimum Wages Act available	Yes		yes available

Section-Compliance -Certificates

29	Is CLRA Registration Certificate available?	Yes		yes available
30	Is S&E Certificate available?	Yes		yes available
31	Is Trade License available (if applicable)?	Yes		yes available

Section-Compliance

32	Display of No Smoking Board	Yes		yes available
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Security				
S.No.	Question	Response	Photo	Comments
Section-Manpower				
1	Do the Security have Uniform, Shoes & valid id card?	Yes		kirit ramu bhai patel
2	Valid Police Verification for the deployed Security guard /Caretaker available	Yes		
3	Training conducted for security Guard/Caretaker In Office ,If Yes - share date	Yes		28/03/2025 - QR code scanning proper tarike file maintain
Section-Document				
4	Are registers being maintained properly ?	Yes		Visitor Register,Max Employee Register,Agent & Advisor Register,Asset Stock Register,Office Opening & Closing Checklist Register ,Material In Register ,Material Out Register,Returnable Material Register,HK Movement Register,Server Room Key Register,Branch Main Keys Custodian Register,Training room utilization register,New Employees without ID card register,SG,HK / caretaker Daily attendance,InCharge Name And Designation -subas Goswami feild officer
5	Opening/Closing checklist are being maintained properly	Yes		
Section-Keys Custodian				
6	Custodian of Main Door keys	Branch SPOC,Security Guard,		

Section-Fire Extinguishers

7	Total Number of Regular Fire Extinguishers installed/placed in the office area	7		
8	Extinguisher in Green Zone - BC CO2 - 4.5 KG?	1		
9	Extinguisher in Red zone - BC CO2 - 4.5 KG?	0		
10	Extinguisher in Green zone - ABC- 4 KG?	0		
11	Extinguisher in Red zone - ABC- 4 KG?	0		
12	Extinguisher in Green zone - ABC 2 KG?	5		
13	Extinguisher in Red zone - ABC 2 KG?	0		

Section-Fire Extinguishers

14	Extinguisher in Green / Red zone-Ceiling Mounted automatic FE36 5 KG of UPS/Server Room ?	1		Green
15	Are Regular Extinguishers hanged properly ?	No		4.5 kg---1
16	How many Old Extinguishers are kept for training purpose? (Ceasefire/Safex/Minimax)	0		not available
17	How many old Extinguishers are in Red Zone ?	0		
18	Are old Extinguishers tagged properly(" For Training Purpose Only ") and kept aside?	No		

Section-Emergency Exit

19	Does the branch has emergency exit? Upload Picture of emergency exit if it is there	No		
20	Is the emergency exit found obstruction free?	No		

Section-Emergency Exit

21	Is the emergency exit door and Pad lock placed on it are working (to be checked physically)	No		
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22	Is the emergency exit door under CCTV surveillance	No		
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Section-QRC Related

23	Panic button working status	Ok		when checked at command center last time - 28/03/2025
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24	Main Door Alignment & Door Sensor working status	Ok		
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Section-Site Check

25	Security staff do not possess any Company assets under his custody	No		
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26	Please rate your overall Security Services experience?	Excellent		
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Section-DG

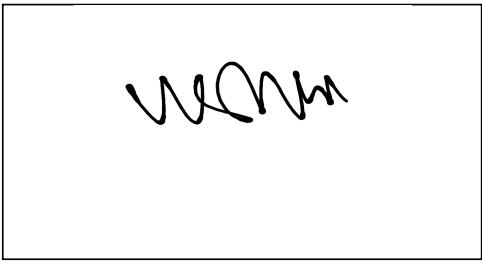
27	If DG owned by MLI then is it placed with basic safety and security to avoid any theft	Yes		yes available
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Section-Branch SPOC Details

28	Axis Max SPOC Emp ID	sur1261		
29	Axis Max SPOC Name	Vishal Gandhi		
30	Axis Max SPOC Designation	assistant manager		

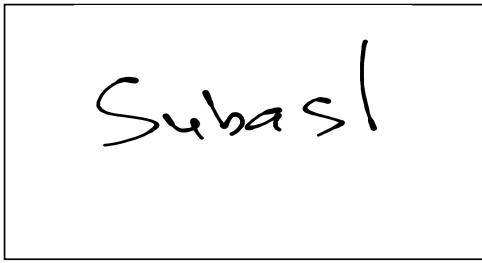
Section-APS Supervisor Details

31	APS Supervisor Name	subas Goswami		
32	APS Supervisor Mobile No.	8401909379		
33	APS Supervisor Photo	No		



WMM

SPOC Signature
(AXIS Max Life Insurance)



Subas /

Supervisor Signature
(AP Securitas)