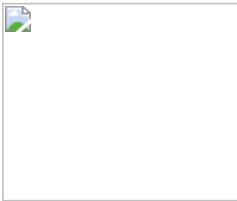


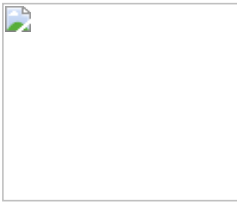


Axis Max Life Branch Supervisor Visit Report			
Branch Code	Branch Name	APS Representative	Visit date
AFBD2	Faridabad - 2	Arvind Kumar	19 Mar 2025

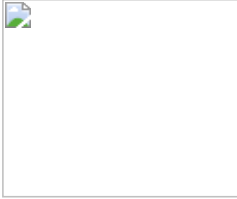
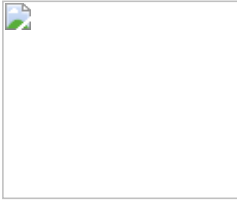
S.No.	Question	Response	Photo	Comments
House Keeping				
Section-Manpower				
1	Do the Housekeeping have Uniform, Shoes & valid id card?	Yes		hariom
2	Valid Police Verification for all the deployed Housekeeping Manpower available	Yes		
3	Training conducted for Housekeeping staff In Office ,If Yes - share date	Yes		19/03/2025 - ok
Section-Site Check				
4	When did Deep cleaning happen?	19/03/2025		

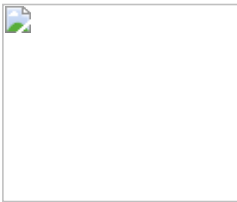
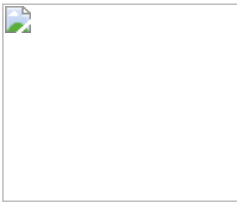
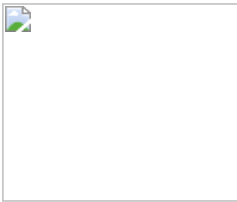
Section-Site Check				
5	Would the housekeeping consumables be in stock for next 7 days?	Yes		
6	Chair shampooing/Sofa shampooing required	No		
7	Is the special services like Rodent , rodent entry point closure or termite treatment required?	No		
8	Male Washroom Cleaning Status	NA		
9	Female Washroom Cleaning Status	NA		
10	Washroom Cleaning Checklist Status	No		
11	Monthly Office Cleaning Checklist	No		

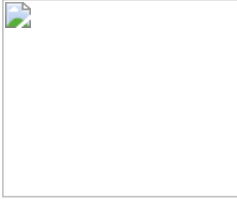
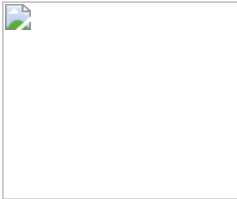
Section-Site Check				
12	HK Team involve in only housekeeping related activity, to ensure cleanliness of the office	Yes		
13	Housekeeping staff do not possess any office assets/keys	No		
14	Please rate your overall Housekeeping Services experience?	VeryGood		ok
Section-Surroundings				
15	The surroundings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

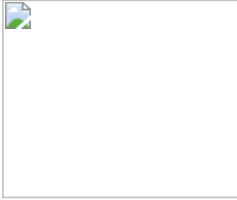
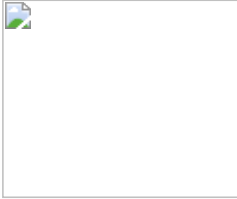
Section-Scrap Items				
19	Availability of Non IT Scrap Items - Server Room Opex	No		
20	Availability of Non IT Scrap Items - Office Area Capex	No		
21	Availability of Non IT Scrap Items - Office Area Opex	No		
22	Availability of IT Scrap Items - Server Room	No		
23	Availability of IT Scrap Items - Office 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		ok
27	Name and address of the Wage/ Labour Inspector available	Yes		ok
28	Rates of Minimum wages fixed under the Minimum Wages Act available	Yes		ok
Section-Compliance -Certificates				
29	Is CLRA Registration Certificate available?	Yes		ok
30	Is S&E Certificate available?	Yes		ok
31	Is Trade License available (if applicable)?	Yes		ok
Section-Compliance				
32	Display of No Smoking Board	Yes		ok

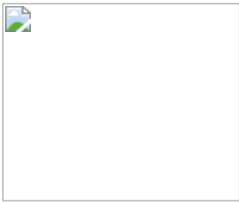
Security				
S.No.	Question	Response	Photo	Comments
Section-Manpower				
1	Do the Security have Uniform, Shoes & valid id card?	Yes		vishal Mishra
2	Valid Police Verification for the deployed Security guard /Caretaker available	Yes		
3	Training conducted for security Guard/Caretaker In Office ,If Yes - share date	Yes		19/03/2025 - ok
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,Gate Pass,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 -Arvind kumar
5	Opening/Closing checklist are being maintained properly	Yes		
Section-Keys Custodian				
6	Custodian of Main Door keys	Security Guard,		

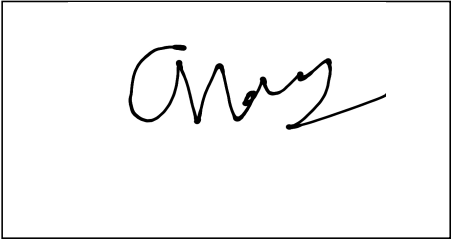
Section-Fire Extinguishers				
7	Total Number of Regular Fire Extinguishers installed/placed in the office area	10		
8	Extinguisher in Green Zone - BC CO2 - 4.5 KG?	1		
9	Extinguisher in Red zone - BC CO2 - 4.5 KG?	0		
10	Extinguisher in Green zone - ABC- 4 KG?	1		
11	Extinguisher in Red zone - ABC- 4 KG?	0		
12	Extinguisher in Green zone - ABC 2 KG?	7		
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 ?	Yes		
16	How many Old Extinguishers are kept for training purpose? (Ceasefire/Safex/Minimax)	3		ok
17	How many old Extinguishers are in Red Zone ?	0		
18	Are old Extinguishers tagged properly(" For Training Purpose Only ") and kept aside?	Yes		
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		

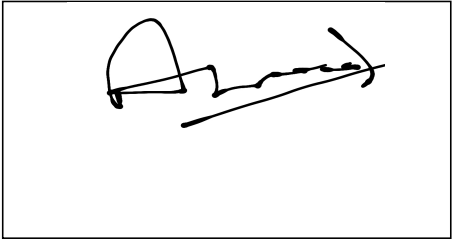
Section-Emergency Exit				
21	Is the emergency exit door and Pad lock placed on it are working (to be checked physically)	No		
22	Is the emergency exit door under CCTV surveillance	No		
Section-QRC Related				
23	Panic button working status	Ok		when checked at command center last time - 19/03/2025
24	Main Door Alignment & Door Sensor working status	Ok		ok
Section-Site Check				
25	Security staff do not possess any Company assets under his custody	Yes		ok
26	Please rate your overall Security Services experience?	VeryGood		ok
Section-Biometric Device (Applicable for offices wherever available)				
27	Biometric device is working fine	Yes		ok

Section-Digital Office (Applicable for digital Office only)				
28	Digital Office Kiosk is working fine and Cheque drop box available	Yes		ok
Section-DG				
29	If DG owned by MLI then is it placed with basic safety and security to avoid any theft	No		na
Section-Branch SPOC Details				
30	Axis Max SPOC Emp ID	hry1527		
31	Axis Max SPOC Name	chandan		
32	Axis Max SPOC Designation	ops		
Section-APS Supervisor Details				
33	APS Supervisor Name	Arvind kumar		
34	APS Supervisor Mobile No.	9999732222		

Section-APS Supervisor Details				
35	APS Supervisor Photo	No		



SPOC Signature
(AXIS Max Life Insurance)



Supervisor Signature
(AP Securitas)