

Inspection Checklist For Portable Electrical Equipments

Revision No.: 01
Date : 09.04.2019

Sr. No.	Description	Reference	2019												
			Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
1	Grounding / Double Insulation OK	Yes / No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
2	Plug & Cord Free from Defects	Yes / No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
3	Switch Operates Freely	Yes / No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
4	Guard in good repair & operates correctly	Yes / No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
5	No wobble in Shaft	Yes / No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
6	Adjusting Key available	Yes / No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
7	Brushes not sparking excessively	Yes / No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
8	No burrs on Casings	Yes / No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
9	Flexible Shaft in Good Condition	Yes / No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
10	Proper Storage Available	Yes / No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
11	Tools Shaft turns Freely	Yes / No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
12	No Grease, metallic dust on Tool	Yes / No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
13	Ventilation Slots are clean	Yes / No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
	Checked By		SK	SK	SK	SK	SK	SK	SK	SK					
	Verified By		SK	SK	SK	SK	SK	SK	SK	SK					

IF THE ANSWER TO ANY OF THE ABOVE IS 'NO', THE TOOL SHOULD BE UNDER REPAIR

Prepared by

Signature

Name

Mr. Sameer Boid



SKILL MATRIX

Revision No.: 01
Revision Date: 09/04/2019

Sr. No.	Employee Name	Criteria																
		25%	BASIC SKILLED	50%	SKILLED	75%	100% able to train	BASIC SKILLED	50%	SKILLED	75%	100% able to train	COMPREHENSIVE SKILL	100% able to train	Hazardous waste & disposal methods	Electrical Safety including Lock out & Tag out	Personal Protective Equipments	
1	Nitin Walekar	☐	☐	☐	●	☐	●	☐	☐	☐	●	☐	☐	☐	☐	☐	☐	☐
2	Krishna Kendre	☐	☐	☐	●	☐	●	☐	☐	☐	●	☐	☐	☐	☐	☐	☐	☐
3	Mahendra Dahi	☐	☐	☐	●	☐	●	☐	☐	☐	●	☐	☐	☐	☐	☐	☐	☐
4	Ramchandra Shelke	☐	☐	☐	●	☐	●	☐	☐	☐	●	☐	☐	☐	☐	☐	☐	☐
5	Arun Singh	☐	☐	☐	●	☐	●	☐	☐	☐	●	☐	☐	☐	☐	☐	☐	☐
6	MD Mazhar	☐	☐	☐	●	☐	●	☐	☐	☐	●	☐	☐	☐	☐	☐	☐	☐
Name																		



Employee Details

Sr. No.	Name of Employee	Aadhar Card No	DOB	Age as On 01st Oct 19
1	Nitin Watekar	2451 9590 7174	12-07-1990	29 Years
2	Krishna Kendre	3221 2706 5322	01-01-1990	29 Years
3	Mahendra Dalvi	6708 9860 6981	01-01-1998	21 Years
4	Ramchandra Shelke	6731 3589 1564	01-06-1989	30 Years
5	Arun Singh	4721 0830 6084	10-10-1982	36 Years
6	MD Mazhar	6521 7170 9216	11-02-1993	26 Years



S K ELECTRICALS AND SERVICES

SALARY SHEET SEPT - 19

SR.NO.	FULL NAME OF EMPLOYEE	Total Days worked	Minimum Rate of Wages payable	Actual rate of wages payable			GROSS WAGES PAYABLE	TOTAL DED.			Net Wages Paid	SIGNATURE
				BASIC	HRA	other all.		PT	ESIC	TOTAL DED		
1	KRUSHNA KENDRE	26	481	5000	250	7250	12500	200	94	294	12206	
2	NITTIN VATEKAR	22	426	3749	187	5436	9372		70	70	9302	
3	RAMCHANDRA SHELKE	26	426	4430	222	6424	11076	200	83	283	10793	
4	MAHENDRA VINAYAK DALVI	24	426	4090	204	5930	10224	175	77	252	9972	
5	Ajay Kumar	4	426									
6	ARUN SINGH	8	426									
7	M.D. MAZAR	12	426									
	TOTAL			17269	863	25040	43172	575	324	899	42273	



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SALARY SHEET AUG - 19

SR.NO.	FULL NAME OF EMPLOYEE	Total Days worked	Minimum Rate of Wages payable	Actual rate of wages payable			GROSS WAGES PAYABLE	TOTAL DED.			Net Wages Paid	SIGNATURE
				BASIC	HRA	other all.		PT	ESIC	TOTAL DED		
1	KRUSHNA KENDRE	24	481	4615	231	6692	11538	200	87	287	11252	
2	NITIN VATEKAR	15	426	2556	128	3706	6390		48	48	6342	
3	RAMCHANDRA SHELKE	26	426	4430	222	6424	11076	200	83	283	10793	
4	MAHENDRA VINAYAK DALVI	21	426	3578	179	5189	8946	175	67	242	8704	
TOTAL				15180	759	22011	37950	575	285	860	37091	

