



# Standard Operating Procedure of “Site inspection”

Rajdeep Laha

**Ministry of Road Transport and Highways**

- The user (NH Div/BRO/PIU/RO/Zonal SE/Zonal CE) will select the UPC, Project stage & Date of inspection on which user want to update the site inspection report of any project. By selecting the same data will be reflected in the grid & user need to click on the “update report” button as shown below:

- By clicking on the update button as per the stage of the project different type of reports are submitted by the user as shown below:

### A. Balance for Award:

Joint Inspection for Shifting of Utilities  
 Joint Inspection for Shifting of Utilities conducted  Yes  No

Maintenance of Existing Road Before/After Monsoon

Inspection of Road Condition using NSV  
 NSV Survey Conducted  Yes  No  Not Required

Status of Land Acquisition

Status of LA	Completed		Balance		Reason for Pendency	Comments
	No. of Villages	Extent(Ha)	Likely Date	Extent(Ha)		
3A					Select	
3D					Select	
3G					Select	
3H					Select	

Upload Annexure (Optional)  No file chosen

## B. Awarded, Not Appointed:

Home / Monitoring & Reporting / Site Inspection Update

UPN  Stage  Date of Inspection

Inspection Report

Date of Inspection: 04/12/2024  
 Date of Report Submission: 04/12/2024

1. UPN: DN/16002/01005/UK  
 2. Name of Project: JAI Maa  
 3. Project Stage on the Date of Inspection: Awarded, Not Appointed  
 4. Length (km): 100  
 5. Contractor Name: -  
 6. Date of Work Award - Contractor: -  
 7. AE/IE Agency Name: -  
 8. Date of Work Award - AE/IE Agency: -

Status of Land Acquisition

Status of LA	Completed		Balance		Reason for Pendency	Comments
	No. of Villages	Extent(Ha)	Likely Date	Extent(Ha)		
3A					Select	
3D					Select	
3G					Select	
3H					Select	

Condition Precedent reported by Contractor/ Concessionaire  Reported  Not Reported

Reason

Maintenance of Existing Road Before/After Monsoon

Inspection of Road Condition using NSV  
 NSV Survey Conducted  Yes  No  Not Required

Upload Annexure (Optional)  No file chosen

Show 19 entries

Saved Report	Signed & Submitted Report	UPN	Project Name	Project Stage	Date of Inspection	Date of Submission	Submitted By
No matching records found							

Showing 0 to 0 of 0 entries (Showing from 4 total entries)

### C. Under Construction (AD Issued):


Home / Monitoring & Reporting / Site Inspection Update


UPN: JAI Maa - DN/1600Z/01005/UK    Stage: Under Construction (AD Issued)    Date of Inspection: 04/12/2024    GO

**Inspection Report**

Date of Inspection: 04/12/2024  
Date of Report Submission: 04/12/2024

1. UPN	DN/1600Z/01005/UK
2. Name of Project	JAI Maa
3. Project Stage	Project Under Construction (AD Issued)
4. Length (km)	100
5. Contractor Name	N/A
6. Date of Contract Agreement	N/A
7. AE/IE Name	N/A
8. Date of AE/IE Contract Agreement	N/A

Adequate Safety Arrangements in Construction Zones     Yes     No    

Satisfactory Maintenance of existing road     Yes     No    

Inspecting the works and test checking the Levels/ Measurements     Applicable     Not Applicable

Lab Tests conducted during Inspection     Yes     No

Inspection of Sites of COS demands     Yes     No

Inspection of Sites Not available / Not handed over     Yes     No

Inspection/ Review of NCR Closures     Yes     No

Review of Punch List Items     Yes     No

Status of descope works     Applicable     Not Applicable

Comments on Safety Audit Outcome     Applicable     Not Applicable

Reason

Upload Annexure (Optional)     No file chosen

### D. Operation & Maintenance:

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - Indar SinghJadon | Search | User Name: NH-Div-Gwalior | Help Desk | Logout

Home / Monitoring & Reporting / Site Inspection Update

UPC: Strengthening work on New NH-346 Dinara- Pichore- Chanderi- Mu... | Stage: Operation & Maintenance | Date of Inspection: 21/02/2025 | GO

#### Inspection Report

Date of Inspection: 12/01/2025  
Date of Report Submission: 21/02/2025

UPC: RA0NH12CA001MP  
Name of Project: Contraction Project for Piolet Run - 1  
Current Project Stage: Under Construction (AD issued)  
Length (km): 100  
Contractor Name: Abdul Kalam Azad  
Date of Contract Agreement: 08/01/2025  
AE/IE Name: Aarvee Associates Architects Engineers & Consultants Pvt. Ltd.  
Date of AE/IE Contract Agreement: -

Review of Punch List Items:  Applicable  Not Applicable

Status of desopped works:  Applicable  Not Applicable

Issuance of Completion Certificate:  Yes  No

Likely Date: 30/01/2025

Inspection of Defects & Deficiencies (Schedule K):  Applicable  Not Applicable

Inspection of Encroachments:  Applicable  Not Applicable

Inspection of ATMS:  Applicable  Not Applicable

Inspection of Vulnerable Sections/blackspots/ accident spots:  Applicable  Not Applicable

Inspection of Incident Management System / Safety:  Applicable  Not Applicable

Inspection of Toll Plaza:  Applicable  Not Applicable

Public Facility at Toll Plaza:  Applicable  Not Applicable

Riding Quality of Structures(Expansion Joints):  Applicable  Not Applicable

Condition of Pavement using NSV:  Applicable  Not Applicable

Quality of Repair/Rectification/Maintenance Works:  Applicable  Not Applicable

Sample check of Traffic Sampling:  Applicable  Not Applicable

Review Meeting on Escrow Defaults/ payments due to Road Wing:  Applicable  Not Applicable

Review of Annual O&M Progress vs Actual O&M Works at Site:  Applicable  Not Applicable

Inspection to draw O&M Plan/ Budget/ Estimate with supporting Drone/ NSV Data for reached not with any Contractor/ Concessionaire:  Applicable  Not Applicable

Comments on Safety Audit Outcome:  Applicable  Not Applicable

Upload Annexure (Optional):  No file chosen

PDF Excel | Show 10 entries | Search

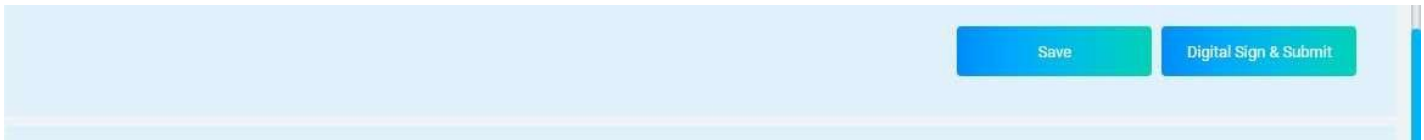
Saved Report	Signed & Submitted Report	UPC	Project Name	Project Stage	Date of Inspection	Date of Submission	Submitted By

\*The (NH Div/BRO/PIU/RO/Zonal SE/Zonal CE) will update the site inspection report on the Datalake Portal as per project stage as shown above along with DSC Signature.

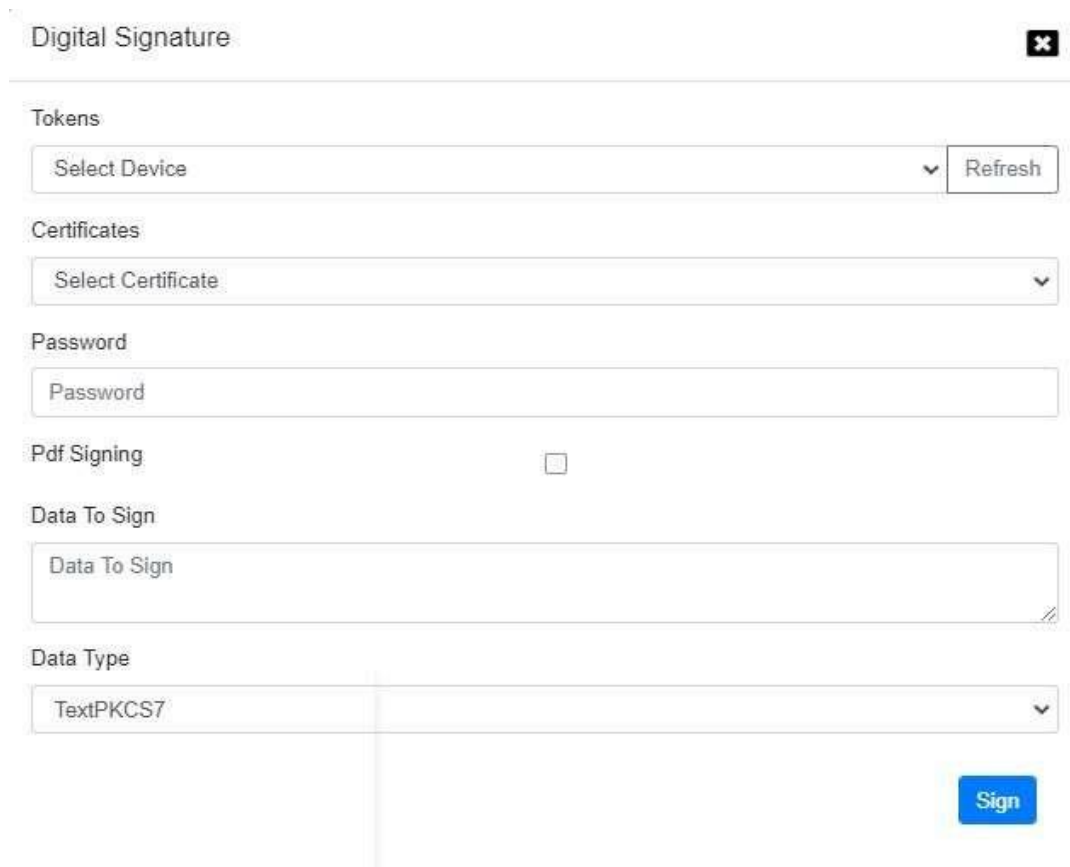
## Submission Using Digital Signature

**Pre Requirement** – emBride software & DSC certificate is installed in system.

### 1. Digital Sign & Submit



On Click “**Digital Sign & Submit**” Button. Below screen will get open.

A screenshot of a dialog box titled 'Digital Signature' with a close button (X) in the top right corner. The dialog contains several sections: 'Tokens' with a dropdown menu labeled 'Select Device' and a 'Refresh' button; 'Certificates' with a dropdown menu labeled 'Select Certificate'; 'Password' with a text input field labeled 'Password'; 'Pdf Signing' with an unchecked checkbox; 'Data To Sign' with a text input field labeled 'Data To Sign'; and 'Data Type' with a dropdown menu labeled 'TextPKCS7'. A blue 'Sign' button is located at the bottom right of the dialog.

- Select Token-> i.e) Microsoft Windows Store
- Select -> Certificates
- Enter Password
- Tick check box “PDF Signing”
- Click Sign

After Click “**Sign**” Document with digital sign get submitted.

Completed