

## CIRCULAR NO. 11

Sub:- Supervision and checking of works-Tool Kits.

During my inspection of various works, it has been observed that in many case, our supervisory staff(JEs,AEs) do not even have the minimum tools required for checking of works. For effective supervision, it is very important that frequent checks are carried out by the supervisory staff for maintaining the lines and levels, verticality of walls, evenness of plastered surface and floors, straight edges, right angles at corners etc. The strength of concrete and mortar, proper filling up of joints is needed to be checked by use of hammers, screw drivers etc, The thickness of various members have to be verified by appropriate scales, gauges or micrometer.

It has, therefore, been decided that at every site of work, one full set of tools must be kept by every JE/AE consisting of the following:-

1. A plump bob with a minimum of 15 mts. long thread.
2. Hammers.
3. Chesel.
4. Screw Drivers.
5. Aluminium Channel straight edge 2.5 mtr.
6. Mason's right angle.
7. Spirit level.
8. 30 mts long thread ball
9. Gauges/micrometers & calipers.
10. Measuring tapes 15 mts. & 30 mts.
11. Veriner scale/calipers.
12. Any other special tools, which are considered necessary for proper checking of the work (after obtaining necessary approval of the EE concerned).

Sd/-  
(K.D. BALI)  
ENGINEER MEMBER