

Preliminary Inspection Report

Date: _____

Ref No: PIR- _____

Incident Reporter: _____

Incident No.: INC- _____

Reporting Date: _____

Incident Type: _____

Incident Category: ORDINARY / EMERGENCY

Incident Impact: LOW / MEDIUM / HIGH

Observation: _____

Incident Cause: _____

Incident Cause Status: CONFIRMED / NEED FURTHER INVESTIGATION

Inspected By: 1) _____ 2. _____

3) _____ 4. _____

[Officer, BoM]

[Kendriya Vihar II Apartment Owners' Association]

[Reg. No. 000712019 of 2019]



Acknowledgement

I acknowledge that KVII officer has attended my Incident no. INC- _____ dated _____ on _____ and has shared the preliminary assessment report PIR- _____ for the incident and consecutive steps to be taken to rectify the cause of the incident. The officer informed me of the probable reason for the incident as follows and the estimated days to close the incident is _____ days.

1. _____

2. _____

Date: _____

Signature of the Owner / Family Member

Incident Investigation Request Form

Ref No: IIR-_____

To,

Flat# _____, Kendriya Vihar Phase II, Kolkata

This is to bring to your kind notice that an incident (Incident No.: INC-_____) has been reported and in initial assessment (PIR-_____) made on _____, the incident is categorized to be EMERGENCY / ORDINARY. It is suspected that the source of the incident is from your apartment.

As per Rule 31. of West Bengal Apartment Ownership Bye Laws, 1974, please allow following KVII officers / staffs immediately / within 3 days (including the request date) from now to enter your premises to carry out the investigation.

A joint inspection to be carried out on _____ at _____ AM / PM on the inner / outer side of your flat. You / Your family members are requested to be present during the process for knowledge and information of the outcome of the inspection.

1) _____

2) _____

3) _____

Date: _____

[Officer, Block Committee, BoM]
[Kendriya Vihar II Apartment Owners' Association]
[Reg. No. 000712019 of 2019]

Acknowledgement

I acknowledge that KVIAOA officers / staffs have formally made following requests in form IIR-_____ along with copy of preliminary assessment report PIR-_____ on _____.

Grant entry to my apartment; And I agreed to grant such entry on _____ at _____ AM / PM.

My presence during joint inspection of an incident INC-_____ on _____ at _____ AM / PM.

Date: _____

Signature of the Owner / Family Member

Incident Assessment Report

Date: _____

Ref No: IAR- _____

Incident Reporter: _____

Incident No.: INC- _____

Prelim. Inspec. No.: PIR- _____

Joint Inspection Date: _____ Time: _____

Incident Type: _____

Incident Priority: ORDINARY / EMERGENCY

Incident Severity: LOW / MEDIUM / HIGH

Assessment: _____

Evidences:

1. _____
2. _____
3. _____
4. _____

Inspected By: 1) _____ 2) _____

3) _____ 4) _____

[Inspected By]
[Kendriya Vihar II Apartment Owners' Association]

[Complainant Owner / Family Member]
[Kendriya Vihar II Apartment Owners' Association]

[Officer, Technical Committee, BoM]
[Kendriya Vihar II Apartment Owners' Association]

[Officer, Block Committee, BoM]
[Kendriya Vihar II Apartment Owners' Association]

[Owner / Family Member of the Inspected Apartment]
[Kendriya Vihar II Apartment Owners' Association]

Rectification / Repair Notification

To, _____
_____, Kendriya Vihar Phase – II

Ref No: IRN- _____

This is to bring to your kind notice that in reference to the incident no. INC- _____ dated _____ an Incident Assessment Report IAR- _____ has been prepared (attached herewith) by KVII officers after joint inspection on _____ at _____ AM / PM. As per Rule 25. (1) of West Bengal Apartment Ownership Bye Laws, 1974, you are requested to rectify the following issues within next _____ hours / days to avoid damage to the property.

1. _____
2. _____
3. _____

The water supply to the damaged toilet(s) will be temporarily disconnected to avoid further damage to the property. The same shall be reconnected once you notify the office of the rectification / repairing completion.

The repairing, if not undertaken within the period mentioned above, is likely to affect the property concerned, wholly or in part, and the association shall undertake the repairing work in such case to avoid damage to the property or part thereof and shall recover the costs of such repairs from the concerned owner as per Rule 25. (3) under WBAO Bye Laws, 1974. You are requested to submit the duly filled up acknowledgement receipt at AOA office.

Yours faithfully

Date: _____

[Officer, Block Committee, BoM]
[Kendriya Vihar II Apartment Owners' Association]
[Reg. No. 000712019 of 2019]

Acknowledgement

I acknowledge to have received the Incident Rectification Notice IRN- _____ dated _____ whereby it has been notified to undertake below rectification / repairing activities within _____ hours / days.

1. _____
2. _____
2. _____

Date: _____

Signature of the Owner / Family Member

Incident Closure Report

Date: _____

Ref No: ICR- _____

IRN No.: IRN- _____

IRN Date: _____

Inspection Date: _____

Inspection Outcome: Satisfactory / Unsatisfactory

Inspection Findings: _____

Inspected By: 1) _____

2) _____

3) _____

[Officer, BoM]

[Kendriya Vihar II Apartment Owners' Association]

[Reg. No. 000712019 of 2019]

Acknowledgement

I acknowledge to have received the Incident Closure Report ICR- _____ dated _____

whereby I have been notified that the incident INC- _____ dated _____ reported by me

has been rectified / repaired. I am satisfied by the corrective action and agree to close the incident.

From my overall experience, I suggest below improvement suggestions may be considered by BoM.

1. _____

2. _____

3. _____

Date: _____

Signature of the Owner / Family Member