

Subject: Plans database – standard operating procedure

1. Create 3 types of users:
 - a. Administrator – has all privileges
 - b. HO – Arch. Engg. – add plans (cannot delete)
 - c. Site engineers – view plan only related to their sites.
2. HO engineer/ architect to upload all kinds of plans for each project in autocad, Pdf and Jpeg format. Jpeg format should be a colour scan of approved plans in about 150 DPI.
3. Plans related to survey plans, revenue plans, master plan, sanction plan, presentation plan and all kinds of structural, civil and interior designing plans must be uploaded on the data base.
4. In the form provided for uploading plans select company, project and location. Select new, select plan type, give a brief description of the plan like A1 2BHK footing RCC plan, enter date of received from consultant, enter MDs approval date, enter approval type, remark, if any and mark active as Yes.
5. Note that plans cannot be deleted once uploaded. Inform System admin to make corrections.
6. In case where new plans are issued to replace incorrect drawings or incase of modification on a later date enter remarks in both the old and new plans. Specifying the corrections made.
7. Mark plans that are been cancelled and no longer in use as active – no. This will ensure that the plans are not visible to engineers at site. However, the plan is not deleted from the database.
8. After uploading plans whenever a project, company, location is selected it will display list of plans uploaded. On selecting view option the 3 types of plans uploaded can be seen.
9. An edit option is given to HO architect/engineer to update remarks and active Yes/No. Once plans are uploaded they cannot be deleted.
10. One project each by Madhav, Rahul and Nagalaxmi to be uploaded on the database per week. They may take assistance of a junior site engineer for 2 days in a week for the said work.
11. Upload all standard drawings under company name, project and location as ‘standard drawings’, ‘standard drawings’ and ‘standard drawings’. All engineers must have view option to these drawings.
12. Naming of files:
 - a. Without proper nomenclature database may not upload the files correctly. Therefore the following procedure for naming of files shall be strictly followed.

- i. File format - <project code> <plan type> <plan description <date of approval> <version> .extension. Example:
 - 1. BNC RCC plan swimming pool 02-6-16 Ver1.Jpeg
 - 2. AGH survey plan 05-8-16 Ver1.dwg
 - 3. BNC working plan flat F3 05-8-16 Ver3.pdf

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