

Subject: QC record & self check

Lady engineers have been assigned to more sites. Hereafter they shall be responsible for maintenance of QC records, updating QC database, self check report, etc. The following procedures to be followed from immediate effect:

1. Project managers/site engineers shall inform lady engineers about flat/villa ready for QC check. Lady engineers shall prepare a self check report as per standard procedure within one working day and only if they are satisfied or the work is completed or will be completed before the date of QC check, they will request for QC check in the QC database.
2. Lady engineers shall ensure that all QC check reports are printed and filed in respective files (flat/villa/block wise). They shall also ensure that corrections pointed out by QC are made before the next QC check and each report is stamped by project manager as 'certified that all correction mentioned in the QC report have been completed. Work can proceed to next stage'.
3. They shall ensure that additions and alterations files are upto date and are available to QC team during the time of QC check.
4. They shall also ensure that if QC has marked for ATR, works are to be completed and ATR is sent to QC by email within 2 weeks.
5. They shall accompany QC team for QC inspection along with respective engineer responsible for the stage of work.
6. In case works are not completed before schedule date of QC, they shall send email to QC postponing the scheduled QC date by way of email atleast 24 hours in advance. The same to be discussed with QC manager over phone.
7. The QC check shall be divided between 2 lady engineers with one engineer checking RCC, civil work upto stage I works and the other engineer checking stage II, stage III and customer complaints.
8. They shall also be responsible for maintaining a customer complaints file. They shall endeavor to send ATR on customer complaints within 2 weeks of complaints. QC check must be completed within one week of ATR.
9. QC team to ensure that lady engineers are well trained for these works.
10. List of engineers are given below:

Sl. No	Site	Engineer assigned for RCC, civil works upto stage I works	Engineer assigned for stage II, stage III and customer complaints
1.	GHT	Shravya	Shravya
2.	VOC	Sharvani	Sharvani
3.	MPL	Nandini	Shravani .K
4.	GMR	Sravani .A	Likitha
5.	AGH	Anitha	Vijitha
6.	MGA	Meghana	Pushpalatha
7.	BRGV	Meghana	Pushpalatha
8.	MCMET	Meghana	Pushpalatha
9.	MRGV	Meghana	Pushpalatha
10.	MHPL	Meghana	Pushpalatha

11.	GVRC	Swetha .V	Keerthi .CH
12.	GVDC	Swetha .V	Keerthi .CH
13.	Vista	Sneha	Sneha
14.	NE	Hemalatha	Bhargavi
15.	SOV	Meenakshi	Sailaja
16.	Serene	Saikrishna	Shiva Prasad
17.	KNM	G. Rahul	Chand

Soham Modi.