

Sub.: QC check – revised guidelines and format of reports.

The after plastering stage for QC check has been split into two parts. QC for plumbing, electrical and water proofing to be done separately. Database is also being suitably amended (after plumbing/electrical). QC check should be undertaken at the following stages.

Villas/Bungalows

1. Plots marking – to check dimension and diagonals of all plots and common areas.
2. Before casting footing
3. Before casting plinth.
4. After casting columns at each stage.
5. Before casting slab at each stage.
6. RCC works of clubhouse, OHT, sump, septic tank, etc.
7. After brick work.
8. After plastering
9. Plumbing, electrical and waterproofing.
10. After finishing.

Flats

1. Blocks marking – to check dimension and diagonals of all blocks and common areas.
2. Before casting footing
3. Before casting plinth.
4. After casting columns at each stage.
5. Before casting slab at each stage.
6. RCC works of lift room, water tank, staircase headroom, sump, septic tank, etc.
7. After brick work.
8. After plastering
9. Plumbing, electrical and waterproofing.
10. After finishing.
11. After finishing of staircase, corridors and stilt floor – new report to be made.

Intimation to QC for checking must be done through the online database atleast two working days in advance. Specify preferred date for checking. Failure to do so will attract penalty as given in circular 607(a).

Whenever recommended, Action Taken Report (ATR) shall be submitted by the project manager to HO. Project managers shall insist on a copy of QC report from QC on the same day of QC check (make photocopies locally).

Project managers cannot move to the next stage of construction without sending an ATR to HO or QC. The main goal of QC is to ensure that corrections are made before moving to the next stage of construction.

ATR should be sent to the HO within 2 weeks of QC report.

Preparation of ATR.

Project managers shall attach the ATR on QC report sheet to the photocopy of the QC report. Every mistake pointed out in the QC report must be circled with a red pen and marked with a tick (✓) wherever corrections were made and cross (x) wherever corrections were not made.

Similarly comments made by QC can be ticked and crossed. In the first sheet of the ATR remarks /explanation for every item where corrections were not made must be provided.

Self check by project managers or senior engineers at site – shall no longer be required.

Guidelines for stopping work and request for ATR.

Work shall be stopped and ATR requested from the project manager in the following cases. Here work can proceed only on recheck by QC team.

- a. Major errors in marking, steel tying, shuttering, diagonals, dimensions, plumb of columns, etc., in RCC work.
- b. Major errors in marking, diagonals, quality of brick work, etc. Error in plumb of several door frames or window templates.
- c. Major errors in electrical conducting, plumbing work and water proofing after plastering stage.
- d. In cases of very poor quality work or incomplete work after finishing stage.

Work shall not be stopped, however ATR must be requested from the project manager in the following cases. Here work can proceed on submitting the ATR to the QC team. QC team may request for photographs as proof of corrections made whenever required.

- a. Minor corrections in RCC works. Specially, heights of columns, covering of honey combs, steps for staircase, curing with gunny bags, making of bunds, etc.
- b. After brick work stage – corrections like chicken mesh provision, covering external joints, corrections in templates, door frames, kitchen platform, etc.
- c. After plastering stage corrections like provision of skirting, rough surface for tiling, corrections in plumbing and electrical work, etc.
- d. After finishing stage any minor corrections.

QC check to be deferred

At the time of QC check, if the QC team finds that the work is incomplete and that it does not make sense to take up the QC check, they are advised to defer the QC check. A short email can be sent to M.D. stating the reasons. Project managers may be given few more days to complete the work or make corrections so that the QC check is meaningful.

Fines:

Fine shall be imposed as per circular 607(a) dated 11.02.2009.

Managing Director