

Sub.: Guidelines for QC check

The following procedure for QC check and filing shall be followed from immediate effect across all sites.

1. QC check for stage III works will be split into 2 parts i.e., after stage II and after stage III. Wherever stage III QC check has not been completed, stage II & Stage III QC stage check must be done separately.
2. A rubber stamp has been prepared for all sites which says 'Certified that all corrections mentioned in the QC report have been completed. Work can proceed to next stage'. It also has a place for name, sign and date of project in-charge. QC will take up inspection only after ensuring the following:
 - a. A site engineer accompanies QC during inspection.
 - b. Site engineer will carry all previous reports connected with the flats / villa or block.
 - c. Each such report shall be stamped with the above stamp by the project in-charge certifying that all corrections pointed out by QC in the earlier stages are completed.
3. QC shall not take up QC check if major works are incomplete. QC shall request project in-charge by email informing him that QC check will be done only after the required works are completed. Further the Project in-charge shall be required to send a scanned self-check report (same as QC format) to QC before the QC check that has to be re-done. Project in-charge will resend request for QC check. QC check not to be undertaken if any of the following works are not completed.
 - a. Footing centring is incomplete or height of footing is not marked by paint.
 - b. Plinth beam - if centring is not completed.
 - c. After columns – if column level marking is not marked on all columns.
 - d. Before slab – beam sides are not tied or electrical work is not complete or column overlapping is not done.
 - e. After brick work – if brick work is not completed, chicken mesh is not fixed, electrical conducting is not plastered or completed, compound wall is not completed (engineers to seek prior permission in writing from MD for not completing compound wall).
 - f. After plastering – cleaning is not completed, screeding is not completed, plastering is not completed 6" below FFL on side setbacks, if PCC is of poor quality.
 - g. After plumbing & electrical conducting – cleaning is not done, side setback is not levelled or compacted, additions and alterations sheet is not signed (exemption required in writing from MD).
 - h. After stage II – External doors are not fixed, 1st coat paint not completed,
 - i. After stage III - portico tiles & paver are not completed, grills & windows not completed, modular kitchen not completed (exemption required in writing from MD)
4. Additions and alterations (ANA) requested by customers must be completed before QC check of electrical conducting and PVC/CPVC lines (stage I work). Additions and alterations sheet must be signed on each and every page by engineer and customer. Blank pages /lines must be struck off or fill in no changes. A rubber stamp can be prepared for the same.

5. The ANA sheet must be transferred to the QC check file after ANA is finalized. QC is advised not to go ahead with the QC check without seeing the original ANA sheet filled, signed and filed. Any deviation in this procedure will require MDs approval in writing. Another copy of ANA sheet can be maintained in a separate file for discussion with customer.
6. In case of differences with customers about ANA, they must be directed to CR for resolution of such issues.
7. New database for QC reports related to construction is being made and all reports shall be available online shortly.

QC must check if engineers have copies of all plans related to all blocks/flats/villa in one or two files with them at the time of QC check.

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