

Corrections, suggestions and notes on QC are given below.

1. QC must submit an audit report as per format attached herein once in a month for all active sites.
2. Concrete testing report as per format given herein for the preceding month must be sent to M.D. and all sites by 7th of each month. Default will result in fine of Rs. 500/- per project
3. List of QC reports as per prescribed format given herein (one for flats and one for villas) to be submitted once a quarter on or before 15th April, 15th July, 15th October & 15th January respectively. Clearly mark missed report as XX and X where XX represents QC can't be taken up now and X represents QC may be taken up immediately. Where work is not completed leave blanks and in other places put QC report no.
4. Filing of plans to be done as per following guidelines
 - a. Maintain separate sets of file
 - i. Site layout
 - ii. Common amenities
 - iii. Utility connections
 - iv. Clubhouse
 - v. RCC and working drawings for each block/villa and
 - vi. Electrical, plumbing, etc., drawings for each block/villa.
 - b. Maintain A3 size files with plastic cover for originals. Issue copies for working at site to contractors and site engineers.
 - c. Use only approved drawings. Do not use ACAD printouts. In case blowups are required ask for approved copies.
 - d. Maintain a canceled drawings file
 - e. Maintain sanction copy file.
 - f. Destroy all unapproved drawings
5. Temporary electrical points must be provided on all floors of each block including basement, stilt and terrace floors with 10 sq mm cable.
6. Ensure that consultants make their comments and sign on the consultants report on every site visit.
7. QC reports on construction along with ATRs must be filed in files consisting of 50 reports. Eg.: starting from 21501 to 21550. Reports to be maintained for a period of one year. Earlier reports to be scanned and destroyed. Files to be reviewed every quarter.
8. Correction of QC check plans. In case after site inspection it is found that an error has crept in to the QC check plan, then, immediately prepare a new plan and get it approved by M.D. Include the new plan in the QC report along with the old plan. Strike off the old plan saying 'corrected plan attached'.

Soham Modi