

Sub.: Reports by email.

To avoid delays in submission of QC reports and ATRs the following procedures be adopted from hereon.

1. QC check for construction. QC shall prepare the report at site and immediately scan it from the same site and send the report by email to the respective site and Aruna and Nagalaxmi at HO. A3 size plans must be neatly folded to A4 size and scanned in two parts. Use Picasa to collate the plans and export them as a single plan. Scan color – 150 DPI.
2. QC check on ATR of customer complaints. QC must send their report to site and HO (Aruna and Nagalaxmi) within one working day of QC check. Limit to single page. Scanned grey scale – 150 DPI.
3. ATR by project managers for QC report on construction. Wherever QC has requested for ATR, prepare the ATR, scan it and mail it to HO (Aruna and Nagalaxmi). Scan grey scale – 150 DPI.
4. ATR on customer complaints. Project managers shall prepare the ATR, scan it and sent it to HO (Aruna and Nagalaxmi). Scan grey scale – 150 DPI.
5. QC shall handover original QC check reports on construction at HO once a week on Friday or Saturday. Aruna shall place these reports in MDs site file. It shall eliminate the need for printing these reports.
6. QC shall handover other originals to respective sites for filing. Project managers shall ensure that villa wise/flat wise/block wise files are neatly maintained. There is no necessity of sending any other originals to head office.
7. Aruna shall print only the necessary documents for filing in MDs site file.
8. There is no necessity of sending scanned copies of QC reports along with ATRs. Just send the ATRs.

Soham Modi