



MHCPL

Doc. No. MHCP-PP-QS&P

Rev. No. 02

QS & PLANNING FUNCTIONAL PROCEDURE


Date: 15.04.2025

Page No: 1 of 8

## MY HOME CONSTRUCTIONS (P) Ltd.

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Madhapur, Hyderabad - 500 081.

### PLANNING, QS & PS FUNCTIONAL PROCEDURE

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Prepared by	Reviewed by	Approved by	Issued By
			
Sr. Engineer-QS&P	HOD - QS&P	Director(P)	MR
Date:	Date:	Date:	Date:

**MHCPL**Doc. No. **MHCPL FP QS&P**Rev. No. **02****QS & PLANNING FUNCTIONAL PROCEDURE**Date: **15.04.2025**Page No: **2 of 7****Table of Contents**

Sl. No	Description	Page No:
01	Revision History	03
02	List of functional procedures	04
03	Purpose	05
04	Scope	05
05	Abbreviations	05
06	Responsibilities	05
07	Procedure	06

**MHCPL**Doc. No. **MHCPL-FP-QS&P**Rev. No. **02****QS & PLANNING FUNCTIONAL PROCEDURE**Date: **15.04.2025**Page No: **3 of 7****1. Revision History**

Date	Rev No	Reason for Change	Prepared	Approved
01-07-2019	00	Initial release of functional procedure by ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018	DGM-QS&P	HOD - QS&PL
30-06-2022	01	Revisions in the organogram & System of Implementation.	Engineer	HOD - QS&PL, PS
15-04-2025	02	PS Department is also being considered as a part of present process	Sr. Engg/AM	HOD - QS&PL, PS

**MHCPL**Doc. No. **MHCPL-FP-QS&P**Rev. No. **02****QS & PLANNING FUNCTIONAL PROCEDURE**Date: **15.04.2025**Page No: **4 of 7****2. List of Functional Procedures**

Sl. NO	Name of the procedure	Documents No	Rev NO	Effective date
01	SOP – Planning	MHCPL-PL-SOP-01 (Annexure 01)	00	15-04-2025
02	SOP – QS	MHCPL-PL-SOP-01 (Annexure 02)	00	15-04-2025
03	SOP - PS	MHCPL-PL-SOP-01	00	15-04-2025
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### 1. Purpose:

The purpose of this document is to define the Quality Survey & Planning Department and Support Services for – Residential and Commercial buildings of MHCPL

### 2. Scope:

This process is applicable to all the activities involved in the Quality Survey & Planning.

### 3. Responsibilities:

- 3.1 Primary : HOD (QS & Planning)
- 3.2 Secondary : ~~AGM~~ DGM (QS & Planning)  
: Manager (PS)

### 4. Activities


- Deriving of structural and architectural quantities
- Preparing abstracts
- Preparation of BOQ
- Collection of MEP Costing
- Rate Analysis
- Preparation of project budget
- Cross verifying the site quantities with HO quantities
- Preparation of master construction schedule
- Activity Tracking with Actual progress
- Preparation of WPR and MPR
- Raise note for Approval of Material and Works.
- Periodic management review meetings
- Updating of daily labor report
- Contractor Bills
- Study of drawings
- Quantities takeoff
- Material takeoff
- Reconciliation statements
- Site verification for bills
- Drawing's coordination
- Project coordination with contractor and concern in charges

- Creation of Project Definition in SAP
- Creation of WBS in SAP
- Creation of Networks & Activities
- Maintaining of Budgets (Original Budget, Supplements, Transfers and Return's)
- Creation of Purchase Requisitions (Service & Materials)
- Preparation of Monthly Reports

- 4.1 **Deriving of structural and architectural quantities:** as per the Structural and architectural Drawings the Quantities for required are derived.
- 4.2 **Preparing abstracts:** Based on the derived quantities the abstracts for the particular Structural and architectural drawings are prepared.
- 4.3 **Preparation of BOQ (Bill of Quantities):** Collective Bill of quantities are prepared based on the Abstracts Prepared.
- 4.4 **Collection of MEP Costing:** Costing Estimation is collected from the MEP Department.
- 4.5 **Rate Analysis:** Collection of rate sheets from Purchase Department.
- 4.6 **Preparation of Project Budget:** Based on the BOQ and Rate sheets Project Budget is prepared.
- 4.7 **Cross verifying the site quantities with HO Quantities:** based on the reached Quantities to the site, the indents, bills the Cross verification of the Quantities (Site with HO) are done.
- 4.8 **Preparation of master construction Schedule:** Based on the BOQ the Construction schedule is planned and Communicated as Master Construction Schedule after approval.
- 4.9 **Activity Tracking with Actual progress:** Based on the Master Construction Schedule the Activities going on the Site are tracked along with the progress of the activities performed.
- 4.10 **Preparation of WPR & MPR:** As the activities performed in the Site are tracked the Work Progress Report is prepared against the Schedule issued and those were collectively discussed in the Management Review Report.
- 4.11 **Raise note for Approval of Material and Works:** based on the work Progress the deficiency in the Quantity/Quality of the materials are identified and intimated for the procurement of the further requirement, those were indented through the Note (material request note).
- 4.12 **Periodic Management review meetings:** Reports (WPR & MPR) collected from the site are reviewed periodically to know the status of the Work either to make it sooner / intimate the required corrections in the drawings.



- 4.13 Updating of daily labor report:** Project engineers collect the daily Labor reports from the respective contractors and cross verified with the actual attendance. the Finalized attendance report is updated to the Project In-charge(s).
- 4.14 Contractor Bills:** Cross verification of the Bills submitted by the contractors with BOQ Quantities for bill passing / Clearance.
- 4.15 Study of Drawings:**
- 4.16 Quantities takeoff:** Based on the changes intimated in the Drawings the Quantities are calculated.
- 4.17 Material takeoff:** Based on the changes in the drawings the materials required are to be procured, for that the Material request note is raised
- 4.18 Reconciliation statements:** based on the planned and actual quantity changes statements are prepared and the same is reported to Sr. President (P).
- 4.19 Site verification for bills:** Cross verification of the Bills submitted by the contractors with BOQ Quantities for bill passing / Clearance
- 4.20 Drawing Coordination:** any changes or updation in the drawings are coordinated to the Consultants.
- 4.21 Project coordination with contractor and concern in-charges:** After Completion of the project / Construction, Contractors' bills are cross verified and settled along with the Final Completion certification.
- 4.22 Creation of Project Definition in SAP:** Project Definition is a unique identifier for the project. After entering all the necessary details (Coding Mask, Plant Code, Profit Center and Project Profiles) and then save the project definition. This action creates the foundational structure of the project in SAP
- 4.23 Creation of WBS in SAP:** A work breakdown structure (WBS) is a model of the project that organizes project tasks into a hierarchy. WBS is used for Budgeting, Scheduling, Account assignment element, Billing element, planning elements.
- 4.24 Creation of Network & Activities:** A network represents the flow of a project or of a task within a project. Networks are used as a basis for planning, analyzing, controlling, and monitoring schedules, dates, and resources.
- 4.25 Maintaining of Budgets (Original Budget, Supplements, Transfers and Return's):** Original budgets are being maintained in SAP based on the management approval. Whenever there are revisions in budgets, Budgets will be changed in SAP based on the requirement (Original Budget, Supplements, Transfers and Return's) with the management approval.

	MHCPL	Doc. No. MHCPL-FP QS&P
		Rev. No. 02
	PLANNING, QS & PS FUNCTIONAL PROCEDURE	Date: 15.04.2025
		Page No: 4 of 4

- 4.26 Creation of Purchase Requisitions (Service & Materials) in SAP:** Purchase requisition is an official internal document that requests the procurement of goods or services. PR is created based on the inputs maintained in the indents (PHP) after the management approval. PR is also followed by level of 3 approvals after creation.
- 4.27 Preparation of Monthly / Quarterly Reports:** As per standard formats which are circulated to the concerned department on monthly/ quarterly basis.