



MHCPL

Doc. No. MHCPL-FP-PRO

Rev. No. 01

PROJECTS FUNCTIONAL PROCEDURE

Date: 15.04.2025

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MY HOME CONSTRUCTIONS (P) Ltd.

Block -1, 1st floor, My Home Hub,
Madhapur, Hyderabad - 500 081.

PROJECTS FUNCTIONAL PROCEDURE

Document No: MHCPL-FP-PRO		Rev-01, Revision Date: 15-04-2025	
Prepared by	Reviewed by	Approved by	Issued By
QA/QC Head	President(P)	Director(P)	MR
Date:	Date:	Date:	Date:



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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	QA/QC Head	Director-Projects
15-04-2025	01	Regular Review and added & table of contents and a list of procedure elements	QA/QC Head	Director-Projects



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2. List of functional Procedures

Sl. NO	Name of the procedure	Documents No	Rev NO	Effective date
1	Project QA/QC Guidelines	MHCPL-QA&QC-GL	00	01/07/2019
2	Method Statement for VDF	MHCPL/MS/VDF/001	R0	10/10/2023
3	Method Statement for Installation of Marble/ Granite	MHCPL/MS/GM/002	R0	30/01/2024
4	Method Statement for UPVC & Aluminium Works	MHCPL/MS/UA/003	R0	05/04/2024
5	MS for Gypsum Plastering Works	MHCPL/MS/GPW/004	R0	29/12/2023
6	MS for Cement Plastering Works	MHCPL/MS/PL/005	R0	10/01/2023
7	MS for AAC Block Work	MHCPL/MS/BW/006	R0	29/12/2023
8	Method Statement for Wooden Doors	MHCPL/MS/WD/007	R0	06/04/2024
9	Method Statement for Installation of Tiles for Flooring and Dado	MHCPL/MS/TW/008	R0	26/06/2023
10	Method Statement for False Ceiling works	MHCPL/MS/UA/009	R0	05/04/2024
11	Method Statement for Painting Works Internal & External	MHCPL/MS/PW/010	R0	06/04/2023

**3. Purpose:**

The purpose of this document is to define the Projects Department and Support Services for – Project start up, construction and execution and handing over of the project of MHCPL

4. Scope:

This process is applicable to all the activities involved in the Project.

5. Responsibilities:

Primary: VP

Secondary: Sr.GM

6. Activities

- Boundary fixing and Demarcation
- Survey levels
- Excavation of as per GFC drawings
- Laying of PCC in foundation.
- Reinforcement of concrete, mat, columns, rafts
- Laying of RMC grade in foundations
- Laying of RMC grade in grade slab
- Column shuttering, and concreting
- Beams and slab
- Terrace, LMR/Overhead tanks
- Brick, block work and plastering
- Water proofing works (Sub Structure, Podium, Wet Areas, Retaining wall & Terrace)
- Services piping (First fix)
- False ceiling
- Flooring
- Doors and windows fixing
- Wall tiling and
- Painting internal and external
- MEP fixing – Sanitary fixtures/CP fittings
- Lifts
- Final commissioning
- Snags addressing
- Handover

**Boundary fixing and Demarcation.**

Getting all clearances and order for execution of the project from top management, the project head direct the team for boundary fixing and demarcation. The demarcation will be carried out as per master plan and GFC drawings.

Survey levels.

Levels will be taken with surveyor team at initial site start up and based report construction shall proceeded with GFC drawings. Survey levels shall be taken at various stages as when required.

Excavation of as per GFC drawings.

Excavation will be carried out as per GFC drawings and PCC will be carried out as per mix design.

Reinforcement of mat, columns.

Bar bending is carried out for reinforcement for columns, footings, grade slab will be taken up and then shuttering will be done as per GFC.

Foundation of footings (foundation) form work, reinforcement.

Foundation concreting will be carried out as per GFC drawings

Column Concreting.

Column concreting will be carried out with design mix from RMC and at various stages cubes samples to be cast IS which will be taken for compressive strength and tested for 7 and 28 days strength.

Aggregates sieving will be carried out in house /TPI.

Cement and steel quality will be verified with material test certificates

Beams and slab.

Beams and slabs concreting construction will be carried out as per GFC drawings and reinforcement placed as per drawings/design

Brick, block work and plastering.

Brick work construction as per plan will be carried out and then plastering shall be done as per drawing.

Water proofing works (Sub Structure, Podium, Wet Areas, Retaining wall & Terrace)

Waterproofing works will be carried as per approved products, procedure & Technical Data sheets.

False ceiling and above ceiling.

Above ceiling services like HVAC, fire and electrical works will be completed as per required standards and specifications.

Then false ceiling as per design requirement shall be carried out

Doors and windows fixing, wall tiles work and flooring.

Doors and windows will be fixed as per the project specifications and accessories for the doors & windows work will be completed hardware will be fixed, window shades etc. Wall tiling wherever requirement is taken up like kitchen dado, toilets and utilities etc.

Flooring work will be carried out with specified marbles and tiles.

**Painting and interiors.**

Painting and interior will be taken up as per design requirements and specification standards and then interior work will be taken up as per customer specific.

MEP fixing.

MEP work like electrical works (like the switch boards, geyser fixing, fan, A/c, TV sockets) plumbing works (like taps, wash basins, shower fixing), LPG gas connection works etc. will be carried out.

Lifts erection work will be carried out as per design specification.

7. Final commissioning.

Once all the finishing works are completed and final commissioning will be taken up.

Final checks for the quality will be carried out and snag list will be given

Snags will be addressed for the handing over of the building property.

All the documents pertaining to property of the building will be kept ready for customers

8. Handing over.

Handing over of the property will be carried for CRM whom in turn hand over respective buyers. (Customers/Clients).