



# PROCESS MAP OF PROJECTS

(This document describes to control all the activities performed by and for the process implementation, in accordance with ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 requirements)

## MY HOME CONSTRUCTIONS PRIVATE LIMITED

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MYHOME CONSTRUCTIONS PVT LTD

Doc. No. MHCPL-PM05-PRO

Rev. No. 01

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## Amendment History

Rev. No.	Date	DCR#	Page Affected	Reason for Change	Prepared	Approved
00	01.07.2019	--	All	Initial release of IMS documentation	Manager-Projects	Director- Projects
01	15-04-2025	--	All	Regular Review	QA/QC Head	Director- Projects

## DISTRIBUTION MATRIX

Date:

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Prepared By	Reviewed By	Approved By	Issued by

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**1. Purpose**

To establish, measure, analyze, improve and control the process of construction of site and execution of plan.

**2. Scope**

This process is applicable to all the products and services of MHCPL.

**3. Responsibility**

Primary: Director - Projects

Secondary: President - Projects

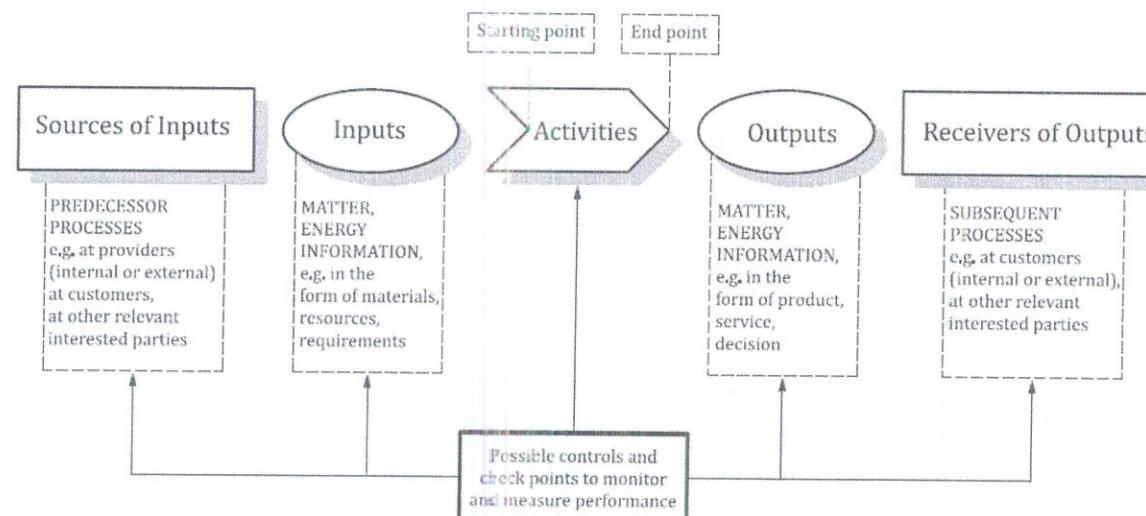
**4. SIPOC (Source, Input, Process, Output & Customer)**

Figure 1 — Schematic representation of the elements of a single process



#### 4.1 SIPOC:

Source of Inputs	Inputs	Process (Activity)	Outputs	Receiver of output (Customer)	Key Performance Indicator (KPI's)	Documented Information	Responsibility
<b>Excavation</b>							
Architect & Structural consultant	GFC Drawings	1. Site survey 2. Site marking 3. Excavation 4. Analysis of Ground water feasibility	Request for inspection	External consultant	$\text{Deviation from schedule, } \frac{\text{Planned}-\text{Actual}}{\text{Planned}} \times 100\%$ $\text{First Yield Pass (Efficiency) } \text{FYP} = \frac{100-\text{NC's}}{100} \times 100\%$ $\text{Cost saving } = \frac{\text{Planned}-\text{Actual}}{\text{Planned}} \times 100\%$ $\text{Zero LTI}$	GFC Drawings	Tower in charges
Legal	Permissions from concern authorities					Permission approvals	
Ground water Survey	Geospatial survey, Tomography					Ground water feasibility report	
P&M	Equipment's					Equipment fitness certificates (TPI)	
<b>Structure Works</b>							
Architect & Structural consultant	GFC Drawings	1. PCC 2. Footings/Raft 3. Sub Soil Drainage 4. Waterproofing at Sub structure 5. Back filling 6. Column startup 7. Grade slab 8. Column Reinforcement 9. Column shuttering	As built	Facilities	$\text{Deviation from schedule, } \frac{\text{Planned}-\text{Actual}}{\text{Planned}} \times 100\%$ $\text{First Yield Pass (Efficiency) } \text{FYP} = \frac{100-\text{NC's}}{100} \times 100\%$ $\text{Cost saving } = \frac{\text{Planned}-\text{Actual}}{\text{Planned}} \times 100\%$ $\text{Zero LTI}$	GFC Drawings - Architect	Tower in charge
Stores	Materials					Stock inventory- Stores	
External provider	Man, Machine & Method's					Material inspection record and work inspection record - QA&QC	
						Monthly Running Bills - QS	



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	<ul style="list-style-type: none"><li>10. Erection of Tower crane, SPB, FM Hoist etc.</li><li>11. Concreting</li><li>12. Curing</li><li>13. De-shuttering</li><li>14. B4-B1 Slab shuttering</li><li>15. B4-B1 slab Reinforcement</li><li>16. B4-B1 slab shuttering</li><li>17. Concreting</li><li>18. Curing</li><li>19. De-shuttering</li><li>20. Column casting</li><li>21. Transverse slab</li><li>22. SCP Erection</li><li>23. Reinforcement</li><li>24. shuttering</li><li>25. Reinforcement</li><li>26. OHT tanks constructions</li><li>27. LMR constructions</li><li>28. Parapet wall</li><li>29. Terrace water proofing</li><li>30. Erection of Sclar Panels, Lighting arrestors</li></ul>				<p>Training records – QA&amp;QC</p> <p>Tool Box Talk &amp; PEP talk by Safety</p> <p>Master Construction Programme (MCP), Look ahead schedule, WPR &amp; MPR – Planning</p> <p>Non-conformance Register – QA&amp;QC</p> <p>Drawing Register – Draftsman</p>	



		31. Erection of building related signages.					
<b>Finishes</b>							
Architect & Structural consultant	GFC Drawings	1. Screed 2. Wall punning 3. Wash room and utility sit-out water proofing 4. MEP works – HVAC first fix 5. Fire first fix, 6. Plumbing first fix 7. False ceiling framing 8. Testing of HVAC, Fire and Plumbing 9. Electrical wiring 10. False ceiling sheeting 11. Ledge wall construction 12. Toilet door frame fixing 13. Wooden door frame fixing 14. Flooring (Marble & tiles) 15. Wall cladding 16. Wall Putty for corridor & staircase	As built	Facilities	Deviation from schedule, $= \frac{\text{Planned}-\text{Actual}}{\text{Planned}} \times 100\%$  First Yield Pass (Efficiency) $\text{FYP} = \frac{100-\text{NCrs}}{100} \times 100\%$  Cost saving $= \frac{\text{Planned}-\text{Actual}}{\text{Planned}} \times 100\%$  Zero LTI	GFC Drawings - Architect  Stock inventory- Stores  Material inspection record and work inspection record – QA&QC  Monthly Running Bills - QS  Training records – QA&QC  Tool Box Talk & PEP talk by Safety  Master Construction Programme (MCP), Look ahead schedule, WPR & MPR – Planning  Non-conformance Register – QA&QC  Drawing Register – Draftsman	Tower incharge
Stores	Materials						
External provider	Man, Machine & Method's						



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17. Skim coat corridor & staircase
18. Corridor flooring
19. Granite flooring for stairs
20. Hand rail fixing
21. Wall putty interior
22. Windows & sliding doors installation
23. Door shutter fixing
24. Marble polishing
25. Window granite sills, Ledge wall tops, Sit outs & utility tops, Kitchen tops etc.
26. Window grill fixing
27. Painting works
28. Door polishing
29. Fire shaft doors fixing
30. Electrical fixtures
31. Cleaning
32. Grouting
33. Deep cleaning
34. CP sanitary fixing
35. Second coat painting

External Works



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Architect & Structural consultant	GFC Drawings	1. External Scaffolding 2. Buffing 3. Brick work 4. Plastering 5. Fins constructions 6. MS fabrication works for GRC 7. Primer 8. Texture 9. Painting 10. GRC Fixing 11. FACAD MCM Tile Fixing 12. Louvers 13. Window fixing 14. Aluminum works for Arches	As built	Facilities	Deviation from schedule, $= \frac{\text{Planned} - \text{Actual}}{\text{Planned}} \times 100\%$  First Yield Pass (Efficiency) $\text{FYP} = \frac{100 - \text{NCIs}}{100} \times 100\%$  Cost saving = $\frac{\text{Planned} - \text{Actual}}{\text{Planned}} \times 100\%$  Zero LTI	GFC Drawings - Architect	External Work in charge
Stores	Materials					Stock inventory- Stores	
						Material inspection record and work inspection record - QA&QC	
						Monthly Running Bills - QS	
						Training records - QA&QC	
						Tool Box Talk & PEP talk by Safety	



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External provider	Man, Machine & Method's	15. Arches fixing 16. Glazing works 17. Shera board fixing 18. Scaffolding removal 19. Lowering of Shutter panels 20. Tower crane, SPB & SCP removal				Master Construction Programme (MCP), Look ahead schedule, WPR & MPR – Planning  Non-conformance Register – QA&QC  Drawing Register – Draftsman
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External provider	4M's and approved shaft drawings	<ol style="list-style-type: none"><li>1. Shaft buffing and chipping</li><li>2. Primer coat</li><li>3. Painting</li><li>4. Grilder &amp; Hoist arrangement</li><li>5. Template fixing</li><li>6. Granite door fixing</li><li>7. Bracket fixing</li><li>8. Gide rail hoisting</li><li>9. Electrical wiring</li><li>10. Cabin fixing</li><li>11. Roping</li><li>12. Testing and commissioning</li><li>13. Lift cladding</li></ol>	As built	Facilities	<p>Deviation from schedule, <math display="block">= \frac{\text{Planned} - \text{Actual}}{\text{Planned}} \times 100\%</math></p> <p>First Yield Pass (Efficiency) <math display="block">\text{FYP} = \frac{100 - \text{NCIs}}{100} \times 100\%</math></p> <p>Zero LTI</p>	Shaft Drawings – External provider	Tower incharge
						Material inspection record and work inspection record – QA&QC	

**Basement**

Architect & Structural consultant	GFC Drawings	1. VDF flooring 2. Buffing 3. Coarse putty 4. Fine putty & Painting 5. PT slab marking 6. MEP works 7. Expansion joints 8. Basement parking marking 9. Erection of signages 10. Electrical & DG rooms 11. UG Sumps 12. Car Wash & EV charging 13. Fire tanks 14. Pump rooms 15. STP 16. WTP & OWC 17. Ventilation Air blowers 18. Water proofing to sumps tanks & STP 19. Last journey room 20. Collection pit	As built	Facilities	Deviation from schedule, $= \frac{\text{Planned} - \text{Actual}}{\text{Planned}} \times 100\%$  First Yield Pass (Efficiency) $\text{FYP} = \frac{100 - \text{NC's}}{100} \times 100\%$  Cost saving = $\frac{\text{Planned} - \text{Actual}}{\text{Planned}} \times 100\%$  Zero LTI	GFC Drawings - Architect  Stock inventory- Stores  Material inspection record and work inspection record - QA&QC  Monthly Running Bills - QS	Tower incharge				
Stores	Materials										
External provider	Man, Machine & Method's					Training records - QA&QC  Tool Box Talk & PEP talk by Safety  Master Construction Programme (MCP), Look ahead schedule, WPR & MPR - Planning  Non-conformance Register - QA&QC  Drawing Register - Draftsman	Tower incharge				

**Podium**



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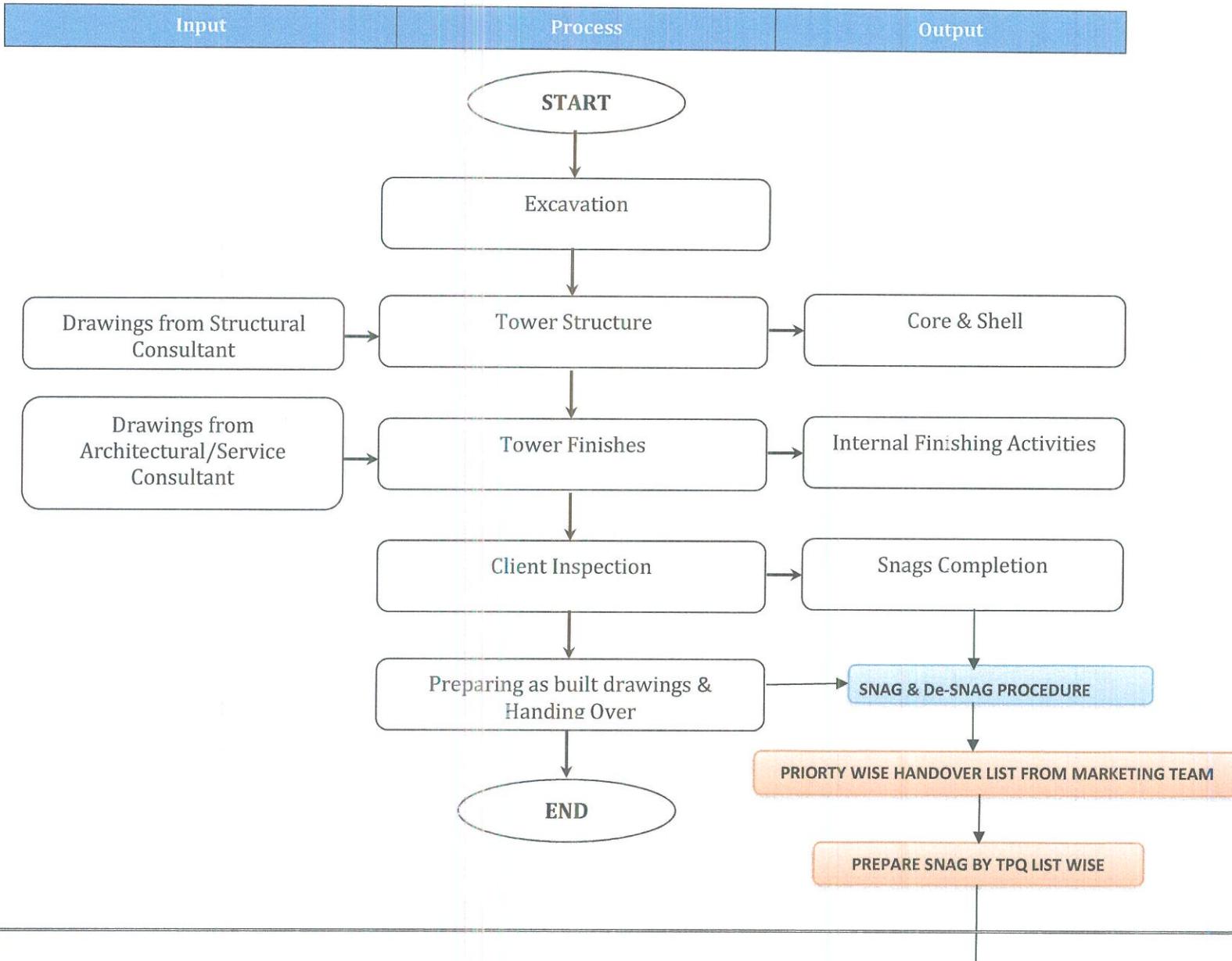
Architect & Structural consultant	GFC Drawings					GFC Drawings - Architect	
Stores	Materials					Stock inventory- Stores	
External provider	Man, Machine & Method's	1. Structure (RCC) 2. Water proofing 3. Back Filling 4. Lighting (Open areas) 5. Flooring 6. Soil filling 7. Swimming pool& Amphitheater 8. Plantation& Irrigation works 9. Hard scape works 10. Gas banks 11. External electrification 12. Fire Hydrants & Fire driveways	As built	Facilities	Deviation from schedule, $= \frac{\text{Planned}-\text{Actual}}{\text{Planned}} \times 100\%$  First Yield Pass (Efficiency) $\text{FYP} = \frac{100-\text{NC}^{\text{IS}}}{100} \times 100\%$  Cost saving $= \frac{\text{Planned}-\text{Actual}}{\text{Planned}} \times 100\%$  Zero LTI	Material inspection record and work inspection record - QA&QC  Monthly Running Bills - QS  Training records - QA&QC  Tool Box Talk & PEP talk by Safety	Tower incharge
						Master Construction Programme (MCP), Look ahead schedule, WPR & MPR - Planning  Non-conformance Register - QA&QC  Drawing Register - Draftsman	

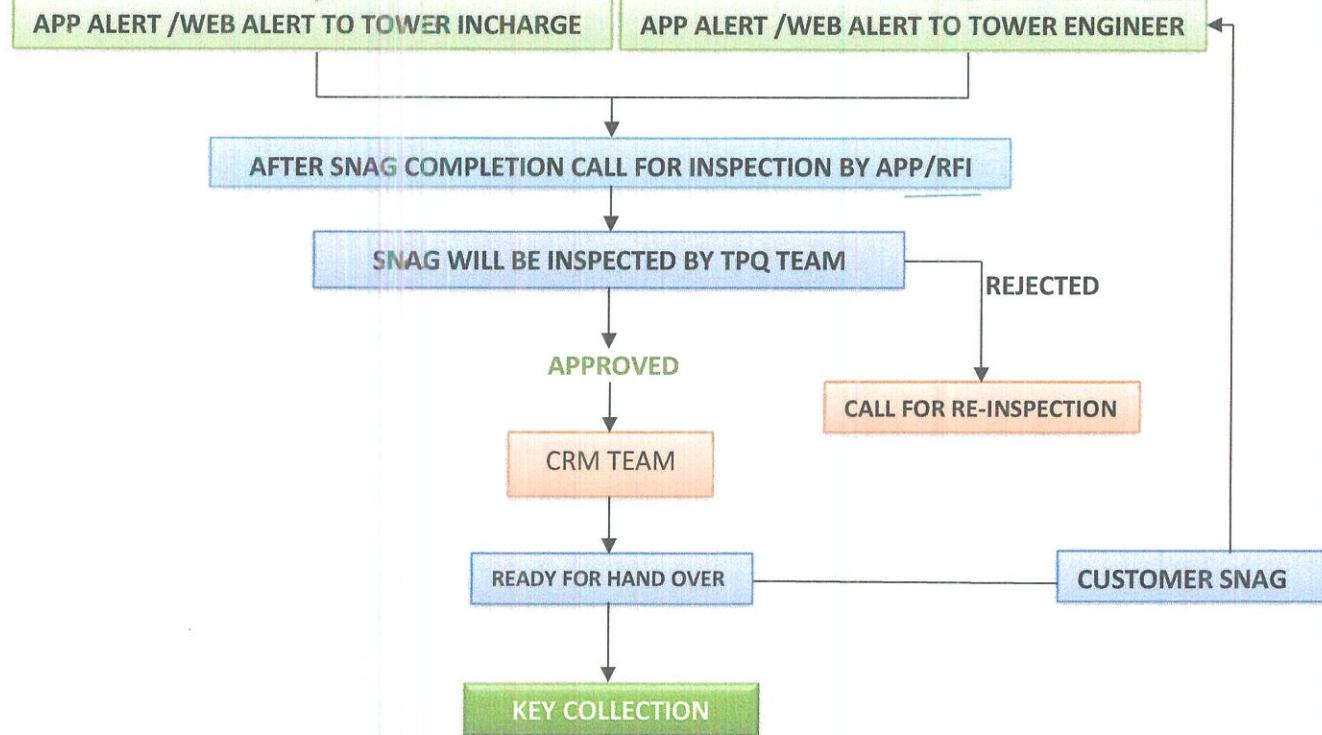
Club House



Architect & Structural consultant	GFC Drawings	1. Structure 2. MEP first fix 3. False ceiling framing 4. MEP works 5. Amenities: 6. Restaurant 7. Executive Rooms 8. Class Rooms 9. Library 10. Yoga 11. Zumba 12. Spa 13. Billiards 14. Squash court 15. Coffee shop 16. Grocery store 17. Gym 18. Painting 19. Façade works 20. Glazing works 21. Flooring and False ceiling (Interiors) 22. Door and windows frame and shutter fixing 23. Commencement					GFC Drawings - Architect Stock inventory- Stores Material inspection record and work inspection record - QA&QC Monthly Running Bills - QS Training records - QA&QC Tool Box Talk & PEP talk by Safety Master Construction Programme (MCP), Look ahead schedule, WPR & MPR - Planning Non-conformance Register - QA&QC Drawing Register - Draftsman	
Stores	Materials							
External provider	Man, Machine & Method's	As built	Facilities		Deviation from schedule, $= \frac{\text{Planned} - \text{Actual}}{\text{Planned}} \times 100\%$  First Yield Pass (Efficiency) $\text{FYP} = \frac{100 - \text{NC's}}{100} \times 100\%$  Cost saving = $\frac{\text{Planned} - \text{Actual}}{\text{Planned}} \times 100\%$  Zero LTI		Tower incharge	

## 5. Process flow diagram







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## 6. Objectives

Q / E / S	Objective(s)	UOM	Current status	Target	Time Line	Planning				Monitoring		Responsible
						What	Resources	How	Where	Frequency	Method	
Q	NCR Closure (Quality Control)	Days	Minor – avg. 12 days, Major – avg. 20 days	Minor ≤ 7 days, Major ≤ 14 days	Ongoing	Close NCRs within defined timeframe	QA/QC team	NCR tracking, corrective actions	Sites	Weekly	NCR register, closure reports	QA/QC Manager
Q	Material Approval Request (MAR)	% compliance	80% compliance	100% compliance before material use	Ongoing	Ensure all required documents are obtained before purchase	Contract, QA/QC	MSDS, Manufacturer 's Cert, 3rd Party Test Report, Compliance to projects specifications	Corporate & Sites	Weekly	MAR approval records	QA/QC Manager
S	Reduction of LTIFR	LTIFR	Baseline: 0.72	5% reduction YoY (Target: 0.68)	Annual (31st March)	Strengthen safety systems & PTW	Safety Officers, Site Engineers	Safety audits, training, incident tracking	Sites	Monthly & Annual	LTIFR formula: (LTI × 1,000,000) / Manhours worked	Corporate EHS Manager & Safety Incharge
Q	Billing Cycle Compliance	Days	Avg. 45 days	≤ 30 days	Ongoing	Streamline billing process	Billing team	Tracking bills from site to accounts	Corporate	Monthly	Billing register, review reports	Billing Manager
Q	Waterproofing Applicator Rating (Contracts)	Rating (out of 5)	Avg. 3.2	≥ 3.5 (≥70%)	Ongoing	Assess applicator performance	Contracts Dept.	Evaluation checklist	Sites	Per Project	Performance evaluation sheet	Quality Manager & HO Team



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Q / E / S	Objective(s)	UOM	Current status	Target	Time Line	Planning				Monitoring		Responsible
						What	Resources	How	Where	Frequency	Method	
E	Reduction of steel wastage	%	4.08%	3% (As per the W.O)	Per Project	Strict Supervision Coordination with structural consultant	Exp BBS Engineer & Trained Staff	Monthly reconciliation Report	Sites	Monthly	As per BBS & GFC Dwgs.	Site Engineer & QS Engineer

\*Q – QMS, E – EMS, S – OH&SMS, UOM – Unit Of Metrics, FY – Financial Year, PA – Per Annum, PM – Per Month, NMT – Not More Than, NLT – Not Less Than, NA – Not Available



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7. Departmental Chart



### 7.1 Role, Responsibility, Accountabilities and Authority:

Role	Responsibility	Authority	Accountabilities
Vice President	<ul style="list-style-type: none"><li>Lead implementation and planning the project.</li></ul>	<ul style="list-style-type: none"><li>Approval of implementation and planning the project.</li><li>Price negotiation and confirmation for incoming raw material</li><li>External provider evaluation</li></ul>	<ul style="list-style-type: none"><li>Deviations of Schedule in completion of whole Project</li><li>Customer complaints</li><li>Deficiency of resources</li></ul>
Sr.GM / GM / Dy.GM	<ul style="list-style-type: none"><li>Define the project task as well as the requirement of Resources.</li><li>Develop full scale plans for various projects.</li><li>Coordinating and assembling the project staff during the entire project session.</li><li>Managing the Budget of the project.</li><li>Scheduling and planning project Time lines.</li><li>Adequately tracking the project deliverables along with the use of appropriate tools.</li><li>Providing direction and support to the team involved in the project.</li><li>Assuring quality of the project work and final product of the project.</li><li>Constantly monitoring and reporting the project progress to the company and its management.</li><li>Presenting the related reports on solutions, problems and progress of the projects.</li><li>Assessment and evaluation of project results.</li></ul>	<ul style="list-style-type: none"><li>Authority to plan Construction Schedules</li><li>Delegation of work</li><li>Leave approval</li></ul>	<ul style="list-style-type: none"><li>Deviations of Schedule in completion of whole Project</li><li>Customer complaints</li></ul>



Role	Responsibility	Authority	Accountabilities
	<ul style="list-style-type: none"><li>Implement and manage the project alterations and interventions for achieving project outputs</li></ul> <p>They need to identify and secure necessary resources for determining the tasks which needs to be completed</p>		
Sr. Engineer / Engineer	<ul style="list-style-type: none"><li>Liaison between Project Manager and Technical Discipline and contractors involved in the project.</li><li>Schedule Maintained Resources Forecasting of the project.</li><li>Ensured that the project is to be completed according to project plans.</li><li>Manage the project team resources and training to employees.</li><li>Inter Discipline coordination and overall quality control of work.</li><li>Manage and plan construction project.</li><li>Coordination with planning and project Manager in getting Resources and Man power.</li><li>Tracking the construction process ensured that it is completed in time.</li><li>Conducting regular meetings with the workers and sub-contractors for the progress of the work.</li></ul>	<ul style="list-style-type: none"><li>Authority to approve the Steel &amp; Shutter checks</li><li>Requisition of resources &amp; consumables</li></ul>	<ul style="list-style-type: none"><li>Deviation in quality</li></ul>



Role	Responsibility	Authority	Accountabilities
	<ul style="list-style-type: none"><li>• Tracking Safety in coordination with safety department</li></ul>		
Jr. engineer	<ul style="list-style-type: none"><li>• Check out the Accuracy of work at regular Intervals of time to get rid from future related problems.</li><li>• Marking of Building block or foot plate.</li><li>• Check out for center lines</li><li>• Preparing Bar Bending schedules for footings / columns / Beams and slabs.</li><li>• Check out for placed steel reinforcement with respect to GFC Drawings checking cover certifying area fit for pouring concrete.</li><li>• Preparation and submission of pour card in accordance to pour plan sequence.</li><li>• Submission of requests for concrete.</li><li>• Monitoring slump tests at the time of pour and cast of cubes for testing</li><li>• Monitoring pouring of concrete.</li><li>• Preparation filling and submission of check lists prior to pour card.</li><li>• Monitoring curing.</li><li>• Checking staging / shuttering for slabs.</li><li>• Adhering Micro level programme based on project schedule.</li><li>• Checking line &amp; level for RCC / Civil / finishing works.</li></ul>	<ul style="list-style-type: none"><li>• Delegation of work,</li><li>• Reporting Near Miss</li><li>• Quality checks</li><li>• House keeping</li></ul>	<ul style="list-style-type: none"><li>• Deviation in quality</li><li>• Usage of PPE's</li></ul>



Role	Responsibility	Authority	Accountabilities
	<ul style="list-style-type: none"><li>• Checking of quality of materials used at site.</li><li>• Executing all works specified in the execution manual.</li><li>• Selection of resources and tools must of quality mark.</li><li>• To make cost effective plans and procedures for the project.</li><li>• Responsible for preparing current reports of the executing works.</li><li>• Safety rules related are observed.</li></ul>		
Supervisor	<ul style="list-style-type: none"><li>• Work Supervision as assigned by Junior / Senior Engineer.</li><li>• Generating weekly Labor reports in coordination with Junior Engineer and Non-Technical Supervisor.</li><li>• Coordinating in controlling wastage of materials.</li><li>• Assisting Junior Engineer in generating progress reports.</li><li>• Monitoring and keeping Track on Labor.</li><li>• Maintaining Labor Attendance Reports.</li><li>• Arranging labor for housekeeping in site premises.</li><li>• Controlling Material wastage.</li></ul>	<ul style="list-style-type: none"><li>• House keeping</li><li>• Following standards while doing certain activities like curing etc.,</li><li>• Stacking of material</li></ul>	<ul style="list-style-type: none"><li>• Housekeeping deviation</li><li>• Waste management</li></ul>



## 7.2 Competency Requirement:

Level	Role(s)	Qualification	Experience	Skillset
Level - 1	Vice President	MBA / M Tech / B Tech	Minimum of 20 years	Handling a team of staff, & Sound technical knowledge, Computer knowledge, Drawing knowledge, Error proofing, Material knowledge & latest technology, Knowledge on IMS and documentation, Lesioning and Contractual management
Level - 2	Sr.GM / GM / Dy.GM	M Tech / B Tech	18-20 years	Handling a team of staff, & Sound technical knowledge, Minimum computer knowledge, Drawing knowledge, Error proofing, Material knowledge & latest technology, Knowledge on IMS and documentation
Level - 3	Sr. Manger/Manager/Deputy Manger	MTech / B. Tech	10-15 Years	Handling a team of work force, & Sound technical Knowledge, Minimum computer knowledge, Drawing knowledge, Tools knowledge, Inspection knowledge, Usage of PPE's Knowledge on IMS and documentation
Level - 4	Jr. engineer	B. Tech / Degree / Diploma	3-4 Years	Handling a team of workforce allotted, & Technical Knowledge, Machine setting knowledge, Computer knowledge, Drawing knowledge, Tools knowledge, Inspection knowledge, Usage of PPE's
Level - 5	Supervisor	ITI / Diploma	3-4 Years	Knowledge on machine operation, Drawing knowledge, Tool preparation, Welding/ cutting/ grinding/ drilling equipment operation, Tools selection, Usage of PPE's, Part inspection and understanding the requirements. Follow of instructions, Handling scrap, Usage of PPE's



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## 8. Issues – Risks & Opportunities:

### 8.1 External Issue:

Q/E/S	Area	Issue	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	External consultancy	Inputs/ Response of the external consultancy	Delay in preparation of drawings/ Reworks	--	Continuous follow-up	3	2	6	Contract agreements (SLA), Liquidate damages for delay in submissions	W – Monthly deliverables H – Tracking R – Architect
Q, E, S	Site conditions	Revision/ Rework of drawings	Delay in delivery of drawings	--	Continuous monitoring of site conditions	1	3	3	Accepting the risk & exploring for opportunities	W – As & when H – Site Survey R – Architect
Q	Statutory approvals	Clearance from external agencies	Delay in submissions of shortfall documents	--	Continuous follow-up	1	3	3	Escalation for getting the approvals	W – As & when H – No. of incidents R – Architect

### 8.2 Internal Issue:

Q/E/S	Area	Issue	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Top Management/ Projects	Change of requirement	Rework/ Delay in deliveries	--	Nil	1	2	2	Accepting the risk & exploring for opportunities	W – As & when H – Review of requirements R – Architect

**Probability (P):** (1) Once in a year/ per 10 projects and above, (2) Once in a quarter/ per 3 projects, (3) Several times in a month or every project,

**Severity (S):** (1) No quality/ delivery/ environment/ occupational health & safety issue,

(2) Slight quality/delivery/environment/ occupational health & safety effect, (3) Leads to quality/ environmental issues/ incidents/ customer complaints,

**Risk Rating (RR) =** Probability (P) X Severity (S); If is RR ≤ 5 Acceptable and if RR > 5 Not Acceptable

W – When, H – How, R - Responsible



## 9. Interested Parties – Risks & Opportunities:

### 9.1 External Interested Parties

Q/E/S	Interested Parties	Needs & Expectations	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Structural consultants/ MEP consultants	Approved error free schematic drawings	Delay of deliverables	--	Minimizing no. of revisions	3	2	6	First yield pass	W – Every project H – No. of errors R – Architect
Q	Landscape consultants	Approval of their concept	Delay of deliverables	--	Acknowledging all the inputs at early stages	3	1	3	Review and finalizing the concept	W – Every project H – No. of revisions R – Architect
Q	Statutory	No shortfalls	Delay in approvals	--	Understanding the requirements	3	1	3	Verifying the inputs before uploading	W – Every project H – No. of short falls R – Architect

### 9.2 Internal Interested Parties

Q/E/S	Interested Parties	Needs & Expectations	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Planning	Approved error free final drawings	Wrong BOQ	--	Review and release of final drawings	3	2	6	Cross verification of drawings before submission for approval/ release	W – Every project H – No. of short falls R – Architect
Q	Projects	Timely delivery of working drawings (GFC)	Delay of project execution	--	Submission of drawing in concurrence with structural consultants' requirements	2	2	4	Preparation of drawing before well in advance	W – Every project H – No. of incidents of delays deliveries R – Architect
Q	Liaising Team	List of shortfalls of documents	Delay in getting approvals	--	Understanding the requirements	3	2	6	Getting all the approvals from concern departments	W – Every project H – No. of shortfalls R – Architect



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**Probability (P):** (1) Once in a year/ per 10 projects and above, (2) Once in a quarter/ per 3 projects, (3) Several times in a month or every project,

**Severity (S):** (1) No quality/ delivery / environment/ occupational health & safety issue,

(2) Slight quality/delivery/environment/ occupational health & safety effect, (3) Leads to quality/ environmental issues/ incidents/ customer complaints,

**Risk Rating (RR) =** Probability (P) X Severity (S); If is RR  $\leq$  5 Acceptable and if RR  $>$  5 Not Acceptable

W – When, H – How, R - Responsible

## 10. Documented Information

### 10.1 Supporting Documented Information to be Maintained (DIM) Including External Origin

S. No.	Document Information Maintained	DIM No.	Document Origin	Revision Status	Approval Authority	Controlled copy issued to	Disposal Authority	Mode of disposal
1.	Projects Document information	MHCPL-PRO-ANNX-01	Internal	00	VP	HOD	HOD	Tearing
2	OHS & WELLBEING MANUAL	MHCPL-OHS&W-M	Internal	02	Head-HSE	Head-HSE	Head-HSE	Tearing

### 10.2 Supporting Documented Information to be Retained

S. NO.	DIR Name	DIR No.	Revision status	Indexing	Mode	Storage	Retention	Disposal Authority
1	AHU installation checklist	MHCPL-PRO-F01	00	File	Hard/ FALCON APP/NAVADIZ	Filing	2 years	HOD
2	CHW pipe installation checklist	MHCPL-PRO-F02	00	File	Hard/ FALCON APP/NAVADIZ	Filing	2 years	HOD
3	CHW piping installation checklist	MHCPL-PRO-F03	00	File	Hard/ FALCON APP/NAVADIZ	Filing	2 years	HOD



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S. NO.	DIR Name	DIR No.	Revision status	Indexing	Mode	Storage	Retention	Disposal Authority
4	cooling tower installation checklist	MHCPL-PRO-F04	00	File	Hard/ FALCON APP/NAVADIZ	Filing	2 years	HOD
5	ducting installation checklist	MHCPL-PRO-F05	00	File	Hard/ FALCON APP/NAVADIZ	Filing	2 years	HOD
6	Plumbing to Water proofing & Ledge wall Handed over	MHCPL-PRO-F06	00	File	Hard/ FALCON APP/NAVADIZ	Filing	2 years	HOD
7	Plumbing to Tiles Handed over	MHCPL-PRO-F07	00	File	Hard/ FALCON APP/NAVADIZ	Filing	2 years	HOD
8	HVAC Floor Installation Check List for Tower	MHCPL-PRO-F08	00	File	Hard/ FALCON APP/NAVADIZ	Filing	2 years	HOD
9	Hydro test	MHCPL-PRO-F09	00	File	Hard/ FALCON APP/NAVADIZ	Filing	2 years	HOD
10	Check list for internal water supply lines	MHCPL-PRO-F10	00	File	Hard/ FALCON APP/NAVADIZ	Filing	2 years	HOD
11	Check list for internal sanitary pvc lines	MHCPL-PRO-F11	00	File	Hard/ FALCON APP/NAVADIZ	Filing	2 years	HOD
12	Pumps installation Checklist	MHCPL-PRO-F12	00	File	Hard/ FALCON APP/NAVADIZ	Filing	2 years	HOD



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S. NO.	DIR Name	DIR No.	Revision status	Indexing	Mode	Storage	Retention	Disposal Authority
13	Plant & Machinery Report	MHCPL-PRO-F13	00	File	Hard/ FALCON APP/NAVADIZ	Filling	2 Years	HOD
14	Snag and Handover checklists	MHCPL-PRO-F14	00	File	Hard/ FALCON APP/NAVADIZ	Filling	2 years	HOD

\*\*\* (END OF THE DOCUMENT) \*\*\*