

DUTIES AND RESPONSIBILITIES OF SECTION OFFICER (Q.C.)

1. To study thoroughly the specifications, drawings, Estimates agreements etc, pertaining to every work under his jurisdiction.
2. To insist his construction counter part to maintain the prescribed field registers and to see that entries are made regularly.
3. Shall check the markouts of the areas and entries made in the respective register by his Construction counterpart.
4. To check the pre-levels/final levels recorded by the constn., staff to the extent of Min. 25% of his counterpart and to inform the Dy.EE. (Q.C.) immediately, together with variations if any.
5. Shall possess required field testing equipment
6. To submit monthly returns of the L.F. book pages used along with details of field tests carried out to the E.E(Q.C) before 5th of every succeeding month.
7. The foundation levels of the structures have to be checked at every stage in addition to the verification of foundation soils and its suitabilities as per design.
8. The materials collected at the site of work should be tested in addition to the verification of the tests carried out by the constn staff.
9. Shall check the adequacy of the Constn equipment and operations of execution.
10. The passing of the materials as well as areas shall invariably be cantered in the relevant registers in red ink.
11. To check the gradation of the fine and coarse aggregates.
12. Shall maintain record of field tests conducted.
13. Shall make random checks of feeding of input materials and mixing time.
14. Shall check and see that the preparation of the surface is properly done before proceeding further.
15. Shall check the adequacy of curing/watering and shall see that the final surfaces are finished neatly, to plumb, to straight lines, etc.
16. To ensure that, all items of works are carried out as per approved drawings and specifications. If any variation is noticed, the same should be noted in the placement register in red ink and shall bring the same to the notice of Dy.EE(Q.C).
17. Defects, if any noticed during execution of work, are to be pointed out and recorded in the placement register. Shall insist his counter part for rectifications and compliance before allowing further work. The fact of rectifications so carried out is to be certified and recorded in the field registers.
18. Shall submit extract of the placement registers in case of major defects, pointed out along with the action taken by the Dy.EE(Q.C) with copies to the EE(Q.C).

DUTIES AND RESPONSIBILITIES OF DY.E.E.(Q.C)

1. Shall ensure that the copies of the specifications, approved drawings, estimates, agreements etc., pertaining to the works under this jurisdiction are obtained.
2. To insist his counterpart to maintain the prescribed field registers and to see that entries are made regularly and made available at the work site.
3. To check the pre-levels/ final levels recorded by the construction staff as well as S.O. (Q.C) to the extent of at least 10% of the total area covered by the constn., staff
4. The monthly return of the LF Book pages used by him should be submitted to the E.E(Q.C) by 5th of the succeeding month.
5. He shall invariably check the foundations of all components of works and C.O.T.
6. To test the materials collected at the site of work at random and record the same in the relevant field register.
7. All the test results as entered in the registers by the constn staff and the S.O. (Q.C) shall be verified.
8. Shall conduct field tests like slump, percentage of gradation of fine and coarse aggregates at random and details of all such tests are to be submitted to the EE(Q.C).
9. Shall check the test reports of cement, date of manufacture etc., and satisfy himself before allowing the same for use.
10. Shall check at random, feeding of input materials, mixing, placing, vibration, rolling etc.
11. Shall verify the entries made in the placement register in respect of area clearances by the S.O. (Q.C) and should affix his signature therein.
12. Should always record his remarks/observations in the placement registers, only in red ink and affix his dated signature.
13. Shall intimate the defects if any to his counterpart and submit copies of the same to EE(constn.) as well as to E.E(Q.C) and to ensure that further work is carried out only after the rectifications are done. The fact of carrying out rectifications by the constn., staff should be verified and entries recorded in the field registers.
14. Shall verify the compliance reports furnished by the constn., staff from time to time and submit verification report to the E.E (Q.C) accordingly.

DUTIES OF EXECUTIVE ENGINEER (QUALITY CONTROL)

1. Shall conduct refresher classes for both Q.C., and construction staff together for the initial 3 months or so, so as to acquaint themselves with the functions and duties of field officers on quality control aspects. Shall conduct classes meetings once in a month to sort out the field problems, if any encountered, during execution of the works.
2. Shall forward the copy of the work order and the fact of signing of the agreement soon after the receipt from his construction counterpart to his staff, for their follow up action.

3. Shall verify prescribed field registers maintained at the site of work during his visits and record observations made.
4. Foundation levels of the important works-costing more than Rs.10 lakhs are to be checked. The design criteria and the approvals are also to be verified and satisfied.
5. Shall take up with the construction counterpart and ensure that the latest equipment for carrying out the tests by the staff are procured and made available at the site of work.
6. In addition to the normal tests carried out, the E.E., Q.C., shall also conduct surprise checks preferably one on every work including tests being done in the Laboratory.
7. To suggest ways and means to improve the standards of works in case the test results indicate falling standards.
8. Shall inspect the cement godowns of the contracting agencies periodically and ensure that cement is stacked and stored properly.
9. Shall exercise check whether the cement being used in the order of first come first served" and whether the cement is being used within the stipulated period from the manufacturing date.
10. Shall test the compaction and moisture content of the embankment, atleast one test for every work.
11. Shall write and communicate the reports of his inspections made and shall see that the remarks/defects pointed out are got rectified.
12. Shall try to make himself available whenever important officers are inspecting the site of works. Insist the E.E. construction for intimation of such programmes, in advance.
13. Executive Engineer, Q.C., is empowered to order the stoppage of works, if some serious flaw is noticed. However, he shall record the reasons for slopping the work and shall intimate the E.E., construction immediately and discuss the issue with him for sorting it out. Thereafter, it is for E.E, construction to clear the problem and to resume the work under intimation to the E.E., Q.C.
14. Shall ensure that, the conditions/specifications of the agreements are strictly adhered to and in case of deviations shall insist for the approval of the competent authorities.
15. Shall jointly inspect the site with E.E. construction in case of variations in classification, Quantities of more than 10% and upto 25% and shall finalise the classifications/Quantities in consultation with E.E. construction. If the variation is more than 25% he shall bring to the notice of Superintending Engineer (Q.C.).
16. Shall insist and prevail upon his construction counterpart to furnish compliance reports in respect of remarks/observations recorded in field registers as well as inspection notes of Q.C, staff communicated. Shall also obtain verification reports of the Q.C., staff concerned on the compliance reports and take suitable action.

DUTIES AND RESPONSIBILITIES OF SUPERINTENDING ENGINEER (QUALITY CONTROL)

1. Shall ensure that meetings, classes are conducted by the E.E. (Q.C) and he also may participate whenever possible.
2. Shall monitor the Q.C. operations keeping the progress of works also in view.
3. Shall ensure that all the necessary documents / records are made available by the construction staff to the Q.C staff by taking up the matter personally with the S.E., Construction in case the same are not made available by the construction staff, in time.
4. Shall obtain the inspection reports from the E.Es and in case of severe remarks he shall inspect the site and take up the matter personally with the S.E.(constn.) in addition to the regular inspections.
5. On requisition from the const. staff in case of variation in classification/quantities for more than in 25% he shall inspect the works.
6. Shall obtain monthly returns from the Divisions by 5th of the succeeding month and fortnightly returns by 20th of the same month and 5th of succeeding month for the 1st and 2nd fortnight respectively.
7. Shall insist his construction counterpart on furnishing the compliance reports on the remarks pointed out by the Q.C. staff.
8. Shall issue technical circular whenever necessary to the Q.C. staff on quality aspects with a copy to C.E. (M.I).