RITES LIMITED

PROJECT MANAGEMENT CONSULTANCY

QUALITY PROCEDURE

AS PER
ISO 9001: 2008

DOCUMENT NO.	**RPO/ADI/QP**
ISSUE NO.	**01**
EFFECTIVE DATE	**15.01.2015**
APPROVED BY	**GENERAL MANAGER(P)**
ISSUED BY	**Addl.GENERAL MANAGER(MR)**

RITES LIMITED (RPO/AHMEDABAD)
Project office: 320-325, 3rd floor, sangath mall-1,
Opp.Govt. Engineering collage, Visat- Gandhinagar Highway
Chandkheda, Ahmedabad-382424.

FOREWARD

Supplement to Corporate Quality Manual (Latest) and Quality Procedure (Latest issue by Corporate) stand approved.

This Supplement to Corporate Quality Manual & Quality Procedure will be applicable to Project Management Consultancy of Regional Project Office/Ahmedabad for implementation by all in letter and spirit.

Procedure No. 1 to 8 will be followed same as Corporate Quality Procedure which is available in RITES website. Password will be provided separately.

Procedure no. 9 to 16 pertain to activity of regional project office Ahmedabad

(R.K.Maini)
General Manager (P)
SBU Head/RPO/ADI

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RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	DOCUMENT AMENDMENT SHEET ISO 9001: 2008	DOC: RPO/ADI/P/0.1 ISSUE NO. 01 Chapter No. 0.1 Page-1 of 1 Page Rev. No. Nil
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		

DOCUMENT AMENDMENT SHEET

Sl. No	Date of Amendment / Revision	Chapter No	Page No	Current Page Rev. No.	Summary of Changes

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	ABBREVIATIONS ISO 9001: 2008	DOC: RPO/ADI/P/0.2 ISSUE NO. 01 Chapter No. 0.2 Page-1 of 1 Page Rev. No. Nil
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		

Abbreviation	Full Form
AGM	Annual General Meeting/Additional General Manager
BOD	Board of Directors
B&A	Building & Airports
COA	Controller of Accounts
CS	Corporate Service
SBU HEAD	Director Finance
DP	Director Projects
DT	Director Technical
ED	Executive Director
F & A	Finance & Accounts
HRD	Human Resource Development
LOI	Letter of Intent
LOA	Letter of Award
M & P	Machinery & Plant
MCS	Marketing & Client Services
MD	Managing Director
MIS	Management Information System
MOU	Memorandum of Understanding
MR	Management Representative
MSM	Material System Management
P & C	Privatization & Concession
Page Rev. No	Page Revision Number
QA	Quality Assurance
QMS	Quality Management System
RITES	RITES Ltd
RI	Rail Infrastructure
SOP	Schedule of Powers

* The term SBU and business Unit are used interchangeable and mean the same and also includes support units like Personnel, Administration, Corporate Finance etc. although they are cost centers.

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	DISTRIBITION LIST ISO 9001: 2008	DOC: RPO/ADI/P/0.3 ISSUE NO. 01
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		Chapter No. 0.3 Page-1 of 1 Page Rev. No. Nil

Sl. No.	Date	Particulars of Document	Addressed to/ Controlled copy holder	Email
1	15.01.2015	ISO Quality Procedure	SBU Head/ Ahmedabad Project Office	rkmaini@rites.com
2	15.01.2015	-do-	Addl. General Manager (C) BPA	bpa_rites@yahoo.co.in
3	15.01.2015	-do-	Jt. General Manager (C) BT	bt.rites@yahoo.co.in
4	15.01.2015	-do-	Jt. General Manager (C) ACT	actripathi19@gmail.com
5	15.01.2015	-do-	Sr. Dy. General Manager (C) SK	Satish.kumar63@ymail.com
6	15.01.2015	-do-	Sr. Dy. General Manager (C) SCB	badhoria@gmail.com
7	15.01.2015	-do-	Dy. General Manager (C) VK	vijayvijay.rites@gmail.com
8	15.01.2015	-do-	Dy. General Manager (C) PS	prahladsingh2934@gmail.co
9	15.01.2015	-do-	Manager (C) AMS	saste.engineer@gmail.com
10	15.01.2015	-do-	Manager (C) PK	Pankaj1.rites@gmail.com
11	15.01.2015	-do-	Manager (C) JSR	jastivasu@rediffmail.com
12	15.01.2015	-do-	Manager (C) SKS	suresh_rites@ rediffmail.com
13	15.01.2015	-do-	Manager (C) SSD	vithaldixit@gmail.com
14	15.01.2015	-do-	Assistant Manager (C) LSD	luckybhander@gmail.com
15	15.01.2015	-do-	Assistant Manager (C) MKS	manoj.rites@rediffmail.com
16	15.01.2015	-do-	Assistant Manager (C) RB	rs_rahul76@yahoo.com
17	15.01.2015	-do-	Assistant Manager (C) AV	ashish.verma1510@gmail.com
18	15.01.2015	-do-	Assistant Manager (C) DG	gabhanedeepak@yahoo.com
19	15.01.2015	-do-	Assistant Manager (C) S.S	rawatspsingh@yahoo.co.in
20	15.01.2015	-do-	Finance Expert HHN	harihar.nanda@rediffmail.com

RITES THE INFRASTRUCTURE PEOPLE **RPO/AHMEDABAD** **RITES LIMITED**	**LIST OF PROCEDURES** **ISO 9001: 2008**	**DOC: RPO/ADI/P/0.4** **ISSUE NO. 01**
Approved By: Signed **GENERAL MANAGER(P) SBU-HEAD** **Effective Date: 15.01.2015**		**Chapter No. 0.4** **Page-1 of 1** **Page Rev. No. Nil**

Sl. No.	TITLE	PROCEDURE NO.
1.	Procedure for Management Review	C/P/01
2.	Procedure for Document control	C/P/02
3.	Procedure for Internal Audit	C/P/03
4.	Procedure for Control of Records	C/P/04
5.	Procedure for Non-Conformity control & Corrective And Preventive Action system	C/P/05
6.	Procedure for Performance Review	C/P/06
7.	Procedure for Assessment of Customer Satisfaction	C/P/07
8.	Procedure for Human Resource Development	C/P/08
9.	Procedure for Business Development & Agreements Signing	RPO/ADI/P/09
10.	Procedure for Survey, Feasibility & Detailed Project Studies	RPO/ADI/P/10
11.	Procedure for Design, Estimate & Procurement	RPO/ADI/P/11
12.	Procedure for Construction Supervision	RPO/ADI/P/12
13.	Procedure for Selection of Sub-Consultant/Contractors/ Sub-Contractors	RPO/ADI/P/13
14.	Procedure for Third Party Inspection of Structures/ Pipeline	RPO/ADI/P/14
15.	Procedure for Construction Supervision of Box Pushing / Pipe crossing below Railway track	RPO/ADI/P/ 15
16.	Procedure for Identification and Traceability	RPO/ADI/P/ 16

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	LIST OF FORMATS ISO 9001: 2008	DOC: RPO/ADI/P/0.5 ISSUE NO. 01 Chapter No. 0.5
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		Page-1 of 2 Page Rev. No. Nil

Sl. No.	TITLE	FORMAT/DOCUMENT NO.
1.	Format for Master List of documents of Internal Origin	C/F/02-01
2.	Format for Master List of documents of external Origin	C/F/02-02
3.	Format for Internal Quality Audit Plan	C/F/03-01
4.	Format for Non-conformity Report	C/F/03-02
5.	Format for Audit Summary Report	C/F/03-03
6.	Format for Control of Records	C/F/04-01
7.	Format for Non-conformity Control & Corrective & Preventive Action	C/F/05-01
8.	Format for Client Perception of RITES Services	C/F/07-01
9.	Format for Feedback on the Services provided by RITES	C/F/07-02
10.	Format for Training Evaluation	C/F/08-01
11.	Format for Record of Training received by SBU Personnel	C/F/08-02
12.	Format for Identification of Need based Training	RPO/ADI/F/08-03
13.	Format for Report on Site Visit	RPO/ADI/F/09-01
14.	Format for Tender/Offer Register	RPO/ADI/F/09-02
15.	Format for Cost Analysis	RPO/ADI/F/09-03
16.	Format for Contract Review	RPO/ADI/F/09-04
17.	Format for Review of Progress of Contact	RPO/ADI/F/09-05
18.	Document for Check List for General Arrangement Drawing of Bridges.	RPO/ADI/D/11-01
19.	Quality observation reporting format	RPO/ADI/F/14/01
20.	Summary of Quality report Format	RPO/ADI/F/14/02
21.	Component wise Progress for the month	RPO/ADI/F/14/03
22.	Format for ensure Approval of GAD from railway	RPO/ADI/F/15-01
23.	Format for Preconstruction check	RPO/ADI/F/15-02
24.	Format for Preparatory work	RPO/ADI/F/15-03
25.	Format for quality during construction/execution Process	RPO/ADI/F/15-04

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	PROCEDURE FOR MANAGEMENT REVIEW ISO 9001: 2008	DOC: C/P/01 ISSUE NO. 01 Page-1 of 1
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		Page Rev. No. Nil

REFER TO CORPORATE PROCEDURES

DOC: C/P/01 MANAGEMENT REVIEW

(Copy attached- Issue No-05 or Latest Issued)

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	PROCEDURE FOR DOCUMENT CONTROL ISO 9001: 2008	DOC: C/P/02 ISSUE NO. 01 Page-1 of 1
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		Page Rev. No. Nil

REFER TO CORPORATE PROCEDURES

DOC: C/P/02 DOCUMENT CONTROL

(Copy attached- Issue No-03 or Latest Issued)

FORMATS:

C/F/02-1 MASTER LIST OF DOCUMENTS OF INTERNAL ORIGIN

C/F/02-2 MASTER LIST OF DOCUMENTS OF EXTERNAL ORIGIN

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR MASTER LIST OF DOCUMENTS OF INTERNAL ORIGIN ISO 9001: 2008	DOC: C/F/02-1 ISSUE NO. 01 Page-1 of 1 Page Rev. No. Nil
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		

MASTER LIST OF DOCUMENTS OF INTERNAL ORIGIN

Name of Client/Agency:-.....
LOI No:-.....

Sl. No.	Name of Document	Doc. No.	Date of Issue	Issue No.	Page Nos.	Page Revision No.	Nature of Change	Distribution	Remarks

Signature of Project Coordinator

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR MASTER LIST OF DOCUMENTS OF EXTERNAL ORIGIN ISO 9001: 2008	DOC: C/F/02-2 ISSUE NO. 01 Page-1 of 1
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		Page Rev. No. Nil

MASTER LIST OF DOCUMENTS OF EXTERNAL ORIGIN

Name of Client/Agency:-.....

LOI No:-.....

Sl. No.	Name/Title of Document & Document Number	Year of Publication & Latest Revision Details	Source	Distribution	Remarks

Signature of Project Coordinator

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	PROCEDURE FOR INTERNAL AUDIT ISO 9001: 2008	DOC: C/P/03 ISSUE NO. 01 Page-1 of 1
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		Page Rev. No. Nil

REFER TO CORPORATE PROCEDURES

DOC: C/P/03 INTERNAL AUDIT or Latest Issued

FORMATS:

C/F/03-1 FORMAT FOR INTERNAL QUALITY AUDIT PLAN

C/F/03-2 FORMAT FOR NON CONFORMITY REPORT

C/F/03-3 FORMAT FOR AUDIT SUMMARY REPORT

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR INTERNAL QUALITY AUDIT PLAN ISO 9001: 2008	DOC: C/F/03-1 ISSUE NO. 01 Page-1 of 1 Page Rev. No. Nil
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		

INTERNAL QUALITY AUDIT PLAN

Year- Date –

Sl. N	Area/Deptt/Site	Auditee Responsible	Procedure No.& Clause No.	Date of Audit	Audit Team Leader	Report No.

Approved by SBU Head

Management Representative

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR NON CONFORMITY REPORT ISO 9001: 2008	DOC: C/F/03-2 ISSUE NO. 01 Page-1 of 1
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		Page Rev. No. Nil

NON CONFORMITY REPORT FORMAT

Name of SBU:

1. Audit No.:	2. NC / OBS No:	3.ISO Standard: ISO 9001:2008
4. Activity audited:	5. Auditee:	
6. Auditor(s):	7. Audit Date:	

8. Non-Conformity/ audit observation (to be recorded by auditor)	**Relevant Clause**	**Reference Document**

Signature of Auditor: Signature of Team Leader:

9. Action taken on Non-Conformity - Correction

Signature of Auditee_____ Proposed Completion Date_____

10. Corrective Action Record (to be filled by auditee)

Causes/ root cause of non-conformity	Corrective action taken

Signatures of Auditee: Date:

11. Verification of Action taken (to be filled by auditor)

Action: Satisfactory / Not satisfactory **Non conformity/Obs**: Closed / Not closed
Remarks:

Signature of Auditor: Date of Verification:

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR AUDIT SUMMARY REPORT ISO 9001: 2008	DOC: C/F/03-3 ISSUE NO. 01 Page-1 of 1 Page Rev. No. Nil
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		

AUDIT SUMMARY REPORT

Year_____

S. No.	Activity Audited	Auditors	Audit Dates	No. of NCR's/ Obs.	NCR's/ Obs. Pending	Remarks
1.						
2.						
3.						
4.						
5.						
6.						
7.						

(Management Representative)

Date:

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	PROCEDURE FOR CONTROL OF RECORDS ISO 9001: 2008	DOC: C/P/04 ISSUE NO. 01 Page-1 of 1
Approved By: GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		Page Rev. No. Nil

REFER TO CORPORATE PROCEDURES

DOC: C/P/04 CONTROL OF RECORDS

(Copy attached- Issue No-03 or Latest Issued)

FORMATS:

C/F/04-1 FORMAT FOR CONTROL OF RECORDS

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR MASTER LIST OF RECORDS ISO 9001: 2008	DOC: C/F/04-1 ISSUE NO. 01 Page-1 of 1
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		Page Rev. No. Nil

MASTER LIST OF RECORDS

Sl. No.	Title of Record & Record No.	Type of Record	Custodian	Retention Period	Remarks

Management Representative

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	PROCEDURE FOR NON-CONFORMITY CONTROL & CORRECTIVE & PREVENTIVE ACTION SYSTEM ISO 9001: 2008	DOC: C/P/05 ISSUE NO. 01 Page-1 of 1
Approved By GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015	Signed	Page Rev. No. Nil

REFER TO CORPORATE PROCEDURES

DOC: C/P/05 NON-CONFORMITY CONTROL & CORRECTIVE & PREVENTIVE ACTION SYSTEM

(Issue no..... or Latest Issued)

FORMATS:

C/F/05-1 FORMAT FOR NON-CONFORMITY CONTROL & CORRECTIVE & PREVENTIVE ACTIONS (CAPA) RECORD

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR NON-CONFORMITY CONTROL & CORRECTIVE & PREVENTIVE ACTIONS (CAPA) RECORD ISO 9001: 2008	DOC: C/F/05-1 ISSUE NO. 01 Page-1 of 1
Approved By: GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015	Signed	Page Rev. No. Nil

NON-CONFORMITY CONTROL & CORRECTIVE & PREVENTIVE ACTIONS (CAPA) RECORD

Project Name:

Name of Client:

Date	Non-Conformity Observed	Immediate Action for Control of Non-Conformity (Correction/ Rectification/ Segregation/ Concessional acceptance/ Rejection/ disposal etc.)	Root Cause Analysis of Non-Conformity	Corrective Action with Responsibility and Target	Preventive Action with Responsibility and Target	Verification of Effectiveness of the Action Taken

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	PROCEDURE FOR PERFORMANCE REVIEW ISO 9001: 2008	DOC: C/P/06 ISSUE NO. 01 Page-1 of 1
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		Page Rev. No. Nil

REFER TO CORPORATE PROCEDURES

DOC: C/P/06 PERFORMANCE REVIEW

(Copy attached- Issue No-04 or Latest Issued)

RITES RPO/AHMEDABAD RITES LIMITED	PROCEDURE FOR ASSESSMENT OF CUSTOMER SATISFACTION ISO 9001: 2008	DOC: C/P/07 ISSUE NO. 01 Page-1 of 1
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		Page Rev. No. Nil

REFER TO CORPORATE PROCEDURES

DOC: C/P/07 ASSESSMENT OF CUSTOMER SATISFACTION

(Copy attached- Issue No-06 or Latest Issued)

FORMATS:

C/F/07-1 FORMAT FOR CLIENT PERCEPTION OF RITES SERVICES

C/F/07-2 FORMAT FOR FEEDBACK ON THE SERVICES PROVIDED BY RITES

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR CLIENT PERCEPTION OF RITES SERVICES ISO 9001: 2008	DOC: C/F/07-1 ISSUE NO. 01 Page-1 of 1
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		Page Rev. No. Nil

CLIENT PERCEPTION OF RITES SERVICES

Name of Client:

Name of Project:

a.	Meeting held Division Head/SBU head level with clients	Client perception of RITES services	Any adverse comments with root cause analysis	Actions taken
b.	Letter of appreciation/satisfaction received	Issues arising from appreciation/Commendation. If any		Actions taken
c.	Complaints received from clients about RITES services	Causes responsible for complaint		Actions taken
d.	Repeat Orders secured			
e.	Any other feedback on client satisfaction			

Signature of SBU Head

RITES THE INFRASTRUCTURE PEOPLE **RPO/AHMEDABAD** **RITES LIMITED**	**FORMAT FOR FEEDBACK ON THE SERVICES PROVIDED BY RITES** **ISO 9001: 2008**	**DOC: C/F/07-2** **ISSUE NO. 01** **Page-1 of 1**
Approved By: **Signed** **GENERAL MANAGER(P) SBU-HEAD** **Effective Date: 15.01.2015**		**Page Rev. No. Nil**

FEEDBACK ON THE SERVICES PROVIDED BY RITES

Name of Client:

Name of Project:

Sl.No	Parameters	Rating On Scale : 1-5 5- Excellent 4- Very Good 3- Good 2- Satisfactory 1- Poor				
		5	4	3	2	1
A.	Technical Quality/Competence a) Qualification & Suitability of Expert b) Technical Contents & its Quality c) Whether Clients intended objectives are being met					
B.	Quality of Service Delivery a) Use of suitable hardware/Software/Equipment's/Technologies b) Timely execution of project in respective stages & delays, if any c) Timely submission of reports, delays, if any					
C.	Quality of Documentation/ Reports a) Technical Content & Presentation					
D.	Responsiveness a) Response to communication from Client b) Quality/accuracy b) Timeliness c) Additional help/ support to the client, specially in difficult areas/times d) Accommodating clients requirements even beyond scope of work					
SUGGESTION FOR IMPROVEMENT, IF ANY						

(_____)
Signature

Date

Name
Designation

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	PROCEDURE FOR HUMEN RESOURCE DEVELOPEMENT ISO 9001: 2008	DOC: C/P/08 ISSUE NO. 01 Page-1 of 1
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		Page Rev. No. Nil

REFER TO CORPORATE PROCEDURES

DOC: C/P/08 HUMAN RESOURCE DEVELOPEMENT

(Copy attached- Issue No-02 or Latest Issued)

FORMATS:

C/F/08-1 FORMAT FOR TRAINING EVALUATION

C/F/08-2 FORMAT FOR RECORD OF TRAINING RECEIVED BY SBU PERSONNEL

RPO/ADI/F/08-1 FORMAT FOR IDENTIFICATION OF NEED BASED TRAINING

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR TRAINING EVALUATION ISO 9001: 2008	DOC: C/F/08-1 ISSUE NO. 01 Page-1 of 1
Approved By: Signed SBU HEAD, Chairman Steering Committee Effective Date: 15.01.2015		Page Rev. No. Nil

TRAINING EVALUATION

Programme _____

Dates _____

Programme Feedback by the Participant

How well did the programme meet your learning objectives:

Rating (on a scale of 1 to 5) ____

Remarks

_____

_____

Give your assessment on the various topics covered in the training programme/ workshop which you have attended on the dimensions highlighted below (on a scale of 1 to 5).

Topics	Coverage, Relevance & Usefulness	Overall Handling by Faculty	Duration	Course Material	Hospitality	Overall Rating	Remarks

1. Did you get enough opportunity to participate in the programme and to discuss your queries with the faculty?

2. Any other comments/suggestions

Name & Designation
Signature

To be filled in by SBU Head/Controlling Officer

Kindly give your ratings & remarks on the effectiveness of the above programme on the job performance of the participant

Rating (on a scale of 1 to 5) ____

Remarks

_____

_____

Name & Designation
Signature

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR RECORD OF TRAINING RECEIVED BY SBU PERSONNEL ISO 9001: 2008	DOC: C/F/08-2 ISSUE NO. 01 Page-1 of 1
Approved By: Signed SBU HEAD, Chairman Steering Committee Effective Date: 15.01.2015		Page Rev. No. Nil

RECORD OF TRAINING RECEIVED BY SBU PERSONNEL

SBU Month & Year

Title of the Training Received / Seminars attended by SBU Personnel	Names of the Personnel who received the Training / attended seminars	Training Agency	Organized by Corporate HRD/ SBU/ Any other source	No. of Mandays	Remarks

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR IDENTIFICATION OF NEED BASED TRAINING ISO 9001: 2008	DOC: RITES/ADI/F/08-03 ISSUE NO. 01 Page-1 of 1
Approved By: Signed SBU HEAD, Chairman Steering Committee Effective Date: 15.01.2015		Page Rev. No. Nil

FORMAT FOR IDENTIFICATION OF NEED BASED TRAINING

Sl. No.	Name of The Person	Training Required	Justification for Training	Training Agency

Signature of
Controlling Manager

RITES THE INFRASTRUCTURE PEOPLE **RPO/AHMEDABAD** **RITES LIMITED**	**PROCEDURE FOR BUSINESS DEVELOPMENT & AGREEMENT SIGNING** **ISO 9001: 2008**	**DOC: RPO/ADI/P/09** **ISSUE NO. 01** **Page-1 of 6**
Approved By: **Signed** **GENERAL MANAGER(P) SBU-HEAD** **Effective Date : 15.01.2015**		**Page Rev. No. Nil**

1.Purpose : To ensure that RPO/Ahmedabad (PMC) scan the market, submit offer based on Client's requirement and secure Business for the SBU at Corporate defined margin, Agreements are entered with Client.

2. Scope : The scope of this shall be to define procedures, which shall be followed during various activities of Business Development in Project Management Consultancy Services for RPO/Ahmedabad.

3. Responsibility: GM & Project Coordinators

4. Procedure :

Sl. No	Activity	Description	Responsibility	Documentation
4.1	Scanning business opportunity	Business opportunity including identifying new clients shall be ongoing continual process. This is to be achieved through existing contacts/links with clients, news papers, other publications etc. referred by CO or other units of RITES contacts with Govt,PSU/Govt Deptt/Local bodies. RITES shall maintain list of all prospective Clients and in tune with requirement of objective to achieve business target.	GM(P)/PC's	BD File

Sl. No	Activity	Description	Responsibility	Documentation
4.2	Requirement related to the product	While identifying any new business opportunity, it shall be ensured that the following are defined/determined. a) Requirements specified by the customer, including the requirements for delivery and post-delivery activities b) Requirements not stated by the customer, but necessary for specified or intended use, where known c) Statutory and regulatory requirements applicable to the product d) Any additional requirements considered necessary by the organization.	GM(P)/PCs	BD File
4.3	Review of requirements	The requirement shall be reviewed to ensure that a) Service requirements are defined b) RPO/Ahmedabad has the ability to meet the defined requirements. In case the capability does not exist in-house those can be made through capabilities of other SBUs or through external support. Records of results of the review and actions arising from the review shall be maintained.	GM(P)/PCs	BD File

Sl. No	Activity	Description	Responsibility	Documentation
4.4	Joint Venture/ Association	Based on RITES capability & gap in undertaking the job. Associate(s) shall be identified and shall be projected in EOI and the bid submitted by RITES. Necessary prior approval/intimation shall be taken from Divisional Head through SBU Head.	GM(P)/SBU Head	BD File
4.5	Submitting offer	While submitting offer, following points shall be taken care and shall be kept in mind while deciding the financial part. • RITES latest man month rates, overheads etc. shall be as per issued direction & guidelines issued by RITES. • Manpower projection should be done based on existing/Likely availability. • CV of personnel shall be as suiting to the position being fielded and due care for updating the CV is done as per the specified formats. • A Site Visit Report (RPO/ADI/F/09-01) need to be prepared to get clarity of Customer's requirements. • Offer shall be fully responsive as per Client's requirement.	GM(P)/SBU Head	BD File and RPO/ADI/F/09-01

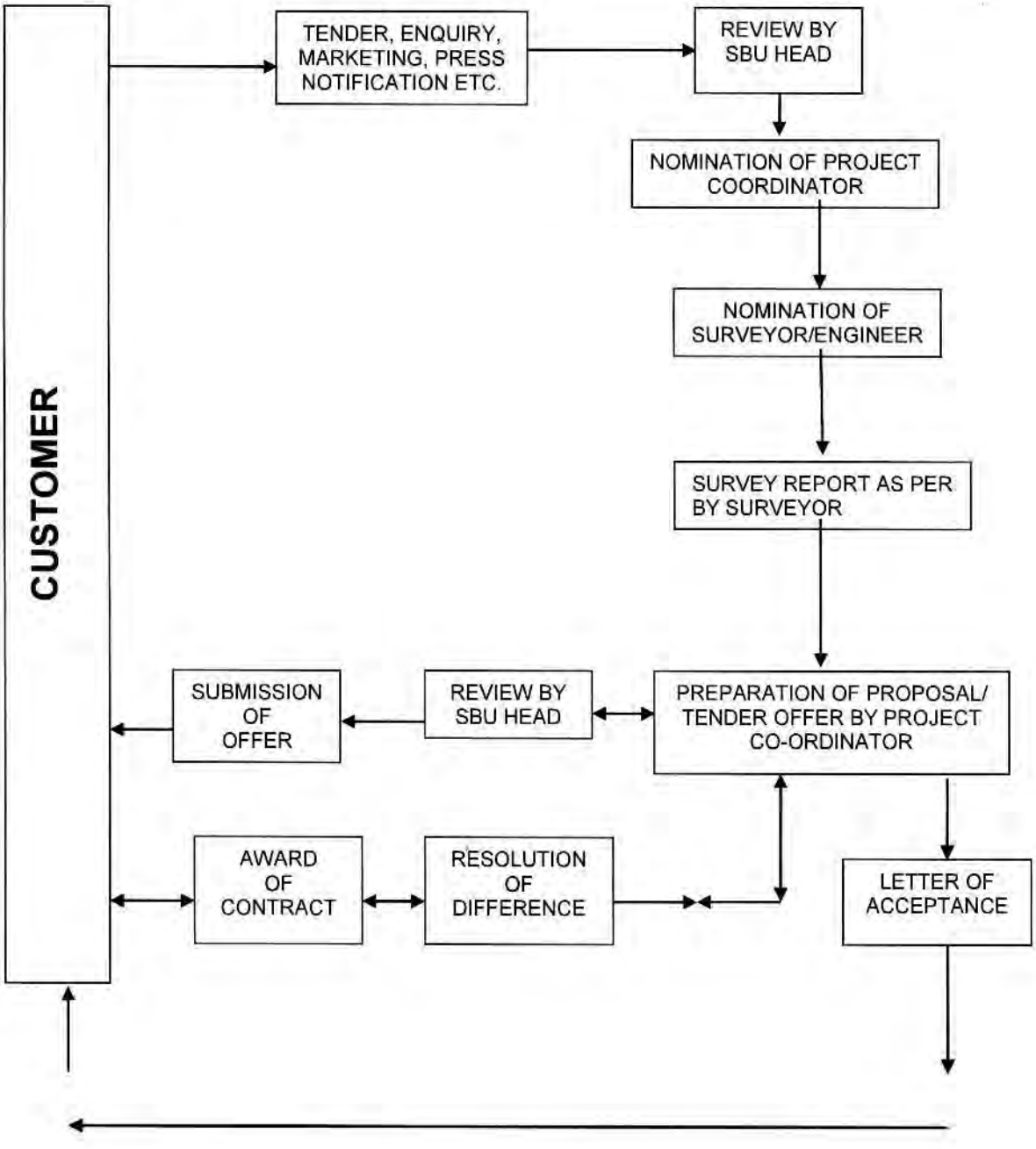
Sl. No	Activity	Description	Responsibility	Documentation
		• While submitting offer, market scanning and assessment of competitor shall be given due consideration for getting works awarded. • Offer shall be submitted by Coordinator after approval from SBU Head or under signature of SBU Head. • Earlier quoted fee of similar works.		
4.6	Negotiation & deliberation on Offer	Negotiation to be done. The conditions of offer shall be justified through mutual discussion. Mostly the works are allotted on nomination basis based on last performance & reputation. Submission of offer to be maintained in Tender/Offer register (RITES/ADI/F09-02).	GM/SBU Head or his authorized representative	BD File and RITES/ADI/F09-02
4.7	Offer follow-up	Regular contacts with Client should be continued and relevant data asked shall be promptly supplied. RITES shall remain in touch with client and provide all required details to Client promptly.	GM/SBU Head or his authorized representative	BD File

Sl. No	Activity	Description	Responsibility	Documentation
4.8	Offer Maturity	In case of RITES offer found acceptable, RITES shall make all preparedness of resources so that on award the resources are deployed as per requirement	GM/SBU Head	BD File
4.9	On issue of Order (LOI,LOA & WO)	In case of award of work followings shall be done: • PC for the work shall be nominated. • Agreement with Client entered immediately • Project code is allotted though finance • Input Estimate as Cost Analysis report (RPO/ADI/F/09-03) to be prepared. • RITES Project Schedule is prepared. • Mobilization advance/fee etc as per TOR including BG is submitted to Client. • Site-in-Charge including staff team is nominated in consultation with concerned PC and transfer orders issued, so that deployment are done within schedule time. • Before signing the Contract, it shall be reviewed that the order/contract is in the line of offer submitted along with negotiation (RPO/ADI/F/09-04). In case of any deviation same shall be resolved.	SBU Head/ PC's	BD File and RPO/ADI/F/09-03 and RPO/ADI/F/09-04

5. Documents :

Sl. No.	Name	Format No.	Location	Retention Period
5.1	Format for Report on Site Visit	RPO/ADI/F/09/01	SBU Head	2years after completion of contract
5.2	Format for Tender/Offer Register	RPO/ADI/F/09/02	-do-	-do-
5.3	Format for Cost Analysis	RPO/ADI/F/09/03	SBU Head/Project Coordinator	-do-
5.4	Format for Contract Review	RPO/ADI/F/09/04	-do-	-do-
5.5	BD File	-	-do-	-do-
5.6	Project File	-	-do-	-do-

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	PROCESS FLOW CHART FOR BUSINESS DEVELOPMENT ISO 9001: 2008	ANNEXURE-'A' ISSUE NO. 01 Page-1 of 1
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		Page Rev. No. Nil



RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR REPORT ON SITE VISIT ISO 9001: 2008	DOC: RPO/ADI/F/09-01 ISSUE NO. 01 Page-1 of 1
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		Page Rev. No. Nil

REPORT ON SITE VISIT (Before Tender Submission) - Optional

Name of the Project :-------- ---------- ---------- ---------- -------

Reference :---------- ---------- ---------- ---------- -----

Site visited by :---------- ---------- ---------- ---------- --

Date of Visit :---------- ---------- ---------- ---------- --------

Tender Closing Date :---------- ---------- ---------- ----------

1.	GENERAL DESCRIPTION OF SITE - Location - Nearest Rail Head & Airport - Details of topography/terrain conditions - Soil Conditions, as visible - Geology/Rock Exposures - Details of Existing structure in the vicinity of site - Site clearance required - Site boundary demarcation - Access to site - Existing Roads - Tentative alignment of Bridges - Others	
2.	SKETCHES	
3.	PHOTOGRAPHS OF SITE	
4.	SPECIFIC GROUND CONDITIONS	
5.	ANY OTHER USEFUL INFORMATION	

Note:- The necessity of the site visit by the SBU Head/ Project Co- ordinator. The site visit is not mandatory

Signature of Project Coordinator

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR TENDER/ OFFER REGISTER ISO 9001: 2008	DOC: RPO/ADI/F/09-02 ISSUE NO. 01 Page-1 of 1
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		Page Rev. No. Nil

TENDER/OFFER REGISTER

Sl. No.	Client Name	Description of Work	Tender/Offer No. & Date	File No.	Value of Work	Remarks

GM/SBU Head or Authorized representative

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR COST ANALYSIS ISO 9001: 2008	DOC: RPO/ADI/F/09-03 ISSUE NO. 01 Page-1 of 2
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		Page Rev. No. Nil

COST ANALYSIS

	SBU NAME		Project name			
	SBU CODE		Project code			
	PROJECT DURATION					
SL NO	ITEM				AMOUNT	(Rs.)
(A)	**INCOME**					
1	FEE					
2	SALE, LEASE, HIRE					
3	BUSINESS VENTURE					
4	MISC.(TENDER SALE, INTEREST ETC)					
5	INTERNAL SERVICES					
	TOTAL (A)					
(B)	**DIRECT EXPENDITURE**					
(B1)	**DIRECT STAFF COST**					
	STAFF (REGULAR)					
	DESIGNATION	NO	MAN MONTH	RATE	AMOUNT	(Rs.)
	Manager					
	Assistant Manager					
	Engineer					
	Surveyor					
	Field Helper					
	Consultant (S&T) & OHE & Traffic					
	SUB TOTAL B1					
(B2)	**TRAVEL EXPENSES**					
1	**FARE (Number of trips by train)**					
	DESIGNATION	No. of Staff	Number of Trips	FARE	AMOUNT	(Rs.)
	DGM(Civil)					
	Manager					
	Assistant Manager					
	Engineer					
	Surveyor					
	Field Helper					
	Consultant (S&T) & OHE & Traffic					
	TOTAL					
2	**TA/DA**					
	DESIGNATION	No. of Staff	DAYS	RATE	AMOUNT	(Rs.)
	DGM(Civil)					
	Manager					
	Assistant Manager					
	Engineer					
	Surveyor					
	Field Helper					
	Consultant (S&T) & OHE & Traffic					
	TOTAL					
3	**HOTEL ACCOMODATION**					
	DESIGNATION	No. of Staff	DAYS	RATE	AMOUNT	(Rs.)
	DGM(Civil)					
	Manager					
	Assistant Manager					

	Engineer				
	Surveyor				
	Field Helper				
	Consultant (S&T) & OHE & Traffic				
	TOTAL				
	SUB TOTAL B2				
(B3)	**SUPPLIES & SERVICES**				
1	Outsourced Agencies for Survey, Geo Tech Test etc, Design Agency, Proof Checking, Traffic expert, Advertisement cost etc.				
2	Internal Services				
3	Reimbursable procurement - Client				
4	Stores & Spares for RITES				
	SUB TOTAL B3				
(B4)	**OTHER DIRECT COST**				
1	Stationery, Printing, Binding etc.				
2	Office furnitures, LCD Projector, Laptop, Walkie Talkie				
3	Vehicle hiring charges for Field Survey				
4	Telecommeunication, Mobile expenses				
5	Miscellaneous Expenses for concrete survey pillars etc.				
	SUB TOTAL B4				
(C)	**TOTAL-B DIRECT EXPENDITURE**				
	Less: Excepional Expenditure				
(D)	**NORMALISED EXPENDITURE**				
1	SBU OVERHEADS - 55%				
2	DIVISIONAL OVERHEADS - 2%				
3	CORPORATE OVERHEADS - 3%				
4	INTERNAL INTEREST CHARGES				
(E)	**TOTAL INDIRECT EXPENDITURE**				
(F)	**TOTAL EXPENDITURE (C+E)**				
(G)	**PROFIT & TAXES 25.0% ON (F) = (F)*25%**				
(H)	**GRAND TOTAL EXPENDITURE (F+G)**				
(I)	**OPERATING RATIO (H/A)**				
(J)	**CONTRIBUTION (A - H)**				

Signature of Project Coordinator

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR CONTRACT REVIEW ISO 9001: 2008	DOC: RPO/ADI/F/09-04 ISSUE NO. 01 Page-1 of 1
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		Page Rev. No. Nil

CONTRACT REVIEW

1) Work Order / Purchase Order No. :

2) Client's Name with address :

3) Description of the Work :

Scrutiny of Work Order/Purchase Order	Observation
1) Whether Work Order/Purchase Order is in order as per our submitted Offer	- Yes/No
2) Validity of the contract as per RITES Submitted Offer	- Yes/No.
3) Project Value as per RITES Submitted Offer	- Yes/No.
4) RITES Fee's as per RITES Submitted Offer	- Yes/No
5) Whether Service Tax and other statutory taxes are included	- Yes/No.
6) Whether any scope to extend the validity of contract which Is not attributable to RITES	- Yes/No.

Signature of Project Coordinator

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR REVIEW OF PROGRESS OF CONTRACT ISO 9001: 2008	DOC: RPO/ADI/F/09-05 ISSUE NO. 01 Page-1 of 1
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		Page Rev. No. Nil

CONTRACT FOR REVIEW OF ROGRESS OF CONTRACT (QUARTERLY)

1) Work Order / Purchase Order No. :

2) Client's Name with address :

3) Description of the Work :

1. Have the contract is as per Bar chart/Schedule period-.....

   If not than what is the % financial progress

2. (Actual cost of work done/Awarded value).....
3. Physical progress of the contract.....
4. The operating cost of the contract.....
5. Any compensation for overrun period.....
6. Provision exist if any on price escalation on contractor's work.....
7. Reason to continue to provide service.....
8. Any Exit clause in case of losses to RITES due to over run.....

Signature of Project Coordinator

RITES THE INFRASTRUCTURE PEOPLE **RPO/AHMEDABAD** **RITES LIMITED**	**PROCEDURE FOR SURVEY, FEASIBILITY & DETAILED PROJECT STUDIES** **ISO 9001: 2008**	**DOC: RPO/ADI/P/10** **ISSUE NO. 01** **Page-1 of 4**
Approved By: **Signed** **GENERAL MANAGER(P) SBU-HEAD** **Effective Date : 15.01.2015**		**Page Rev. No. Nil**

1.Purpose : To ensure that RPO/AHMEDABAD does Survey, Feasibility, Detailed Project studies for the work related to Railway Infrastructure Work, Pipe Line Project, Under Pass, Bridges, Buildings etc. in accordance to TOR of Contract and sound engineering practices.

2. Scope : The scope of this shall be to define procedures, which shall be followed during Survey, Feasibility, and Detailed Project studies in RPO/AHMEDABAD.

3. Responsibility: GM/SBU Head and Project Coordinators (PC)

4. Procedure

Sl. No	Activity	Description	Responsibility	Documentation
4.1	On Award of Work	On award of work PC shall: • Thoroughly study the Terms of Reference(TOR) of Contract and identify deliverables and Plan activities of operation • Prepare input estimate as per corporate norms & get approval. • Planning & creation of correspondence/record files with No. • Mobilize manpower, survey equipment & computer, consultant etc as per planning	PC	Project File

Sl. No	Activity	Description	Responsibility	Documentation
4.2	Survey & Data collection	Survey for Alignment Design and other Design activities shall be carried out as under: • As per TOR requirements and with accuracy as desired for the works. • Survey may be got done in-house if available otherwise through outside specialized agencies. • Equipment used shall be within specified accuracy and duly calibrated. • Traverses and levels are properly closed on the ground. • The relevant data shall be collected as per TOR for feasibility & DPR. • Data acquired shall be uniquely numbered so that it is identifiable & traceable. • Data are acquired in the formats which are processable. • Data are recorded as per RPO/ADI/F/10/01,RPO/ADI/F/10/02, RPO/ADI/F/10/03.	Project Coordinator	Project File, RPO/ADI/F/10/01, RPO/ADI/F/10/02 and RPO/ADI/F/10/03
4.3	Processing, analyzing & Plotting of data	Engineering Survey & other data shall be processed in software where possible with relevant input data so that plan and L & X-sections are created with required features as per TOR and recorded as per RPO/ADI/F/10/04	Project Coordinator	Project File and RPO/ADI/F/10/04

Sl. No	Activity	Description	Responsibility	Documentation
4.4	Estimation	Cost of Component, Facilities & structures shall be assessed to the accuracy as required in TOR of Feasibility & DPR.	Project Coordinator	Project File
4.5	Financial & Economic Viability	Internal Rate of Return (IRR) if required by Client for the project with Techno Economic viability shall be assessed as per TOR and relevant guidelines.	Project Coordinator in association with other Experts	Project File
4.6	Draft Report for Feasibility Study	Draft Report along with drawings and cost estimate covering above as per scope of TOR shall be prepared covering following Points. • Data collection/input from client • Input from different experts e.g. Traffic Expert, Engineering and Telecom Expert, Electrical Expert, Alignment Design Expert, Quantity Survey Expert, Economic Expert • Compilation of data Submission of draft report to clients for review and comments if any.	Project Coordinator in association with other Experts	Project File
4.7	Final Report for feasibility study	On receiving comments of Clients and after incorporation of the same in Feasibility Study Report, Final Report shall be submitted to Client.	Project Coordinator	Project File

4.8	Approval from Railways of feasibility study report	Final report accepted by Client is sent to Railway for approval as per the Procedure.	Project Coordinator	Project File
4.9	Draft Detailed Project Report	• On approval of FSR, further Investigation will be carried out e.g. Final Location survey, GT Investigation, etc. • Detailed Plan/Profile on a mark of as per the FSR with the client within preplanned. • ESP will be prepared of detailed estimate of various components of the project. • Input from civil engineer, S & T, Electrical Expert will be taken and report will be compiled • Draft report will be submitted to client	Project Coordinator	Project File
4.10	Final DPR	On receiving comments of Clients and incorporations of the same in the Detailed Project Report, Final DPR shall be submitted to Client.	Project Coordinator	Project File
4.11	Approval from Railway	Final report accepted by Client is sent to Railway for approval as per the Procedure.	Project Coordinator	Project File

5. Documents

Sl. No.	Name	Format No.	Location	Retention Period
5.1	Format for Preliminary /Final Location Survey Report	RPO/ADI/F/10/01	Drawing & Survey in-Charge	2years after completion of contract
5.2	Format for Field Survey Sheet (Total Station/Distomat)	RPO/ADI/F/10/02	-do-	-do-
5.3	Format for Field Survey Sheet (Level Book)	RPO/ADI/F/10/03	-do-	-do-
5.4	Format for Cross Section/Long Section	RPO/ADI/F/10/04	-do-	-do-
5.5	Project File	-	-do-	-do-

RITES THE INFRASTRUCTURE PEOPLE **RPO/AHMEDABAD** **RITES LIMITED**	**FORMATE FOR PRELIMINARY/ FINAL LOCATION SURVEY REPORT** **ISO 9001: 2008**	**DOC: RPO/ADI/F/10-1** **ISSUE NO. 03** **Page-1 of 1**
Approved By: **Signed** **GENERAL MANAGER(P) SBU-HEAD** **Effective Date : 15.01.2015**		**Page Rev. No. Nil**

PRELIMINARY/ FINAL LOCATION SURVEY REPORT

1. Name of Site : _____

2. Name of Client : _____

3. Objective : _____

4. Name of Surveyor/Engineer : _____

5. Special Instruction, if any : _____

Signature of Surveyor
Date

Signature of Project Coordinator/Manager
Date

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMATE FOR FIELD SURVEY SHEET (TOTAL STATION/DISTOMAT) ISO 9001: 2008	DOC: RPO/ADI/F/10-2 ISSUE NO. 03 Page-1 of 1 Page Rev. No. Nil
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		

FIELD SURVEY SHEET (TOTAL STATION/DISTOMAT)

Date: _____

Name of Project: _____ Project Code: _____

T.S/Distomat Book No: _____ Instrument Type & No: _____

Inst. stn	Sight to	HT of Inst	Point No.	Azimuth Aggle	Hor/ Ang	Ver/ Angle	Prism Ht.	Hor. Dist.	Ver. Dist.	Northing	Easting	R.L	Remarks

Signature of Surveyor

RITES THE INFRASTRUCTURE PEOPLE **RPO/AHMEDABAD** **RITES LIMITED**	**FORMATE FOR FIELD SURVEY SHEET (LEVEL BOOK)** **ISO 9001: 2008**	**DOC: RPO/ADI/F/10-3** **ISSUE NO. 03**
Approved By: **Signed** **GENERAL MANAGER(P) SBU-HEAD** **Effective Date : 15.01.2015**		**Page-1 of 1** **Page Rev. No. Nil**

LEVEL BOOK

Name of Project :_____ Date:_____

Project Code :_____ Level Book No. :_____

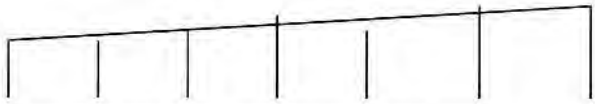
Instrument Type & No. : _____

Chainage	READINGS			Height Of Instrument	Reduced Level	Remarks
	Back	Intermediate	Fore			

Signature of Surveyor

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMATE FOR CROSS SECTION/LONG SECTION ISO 9001: 2008	DOC: RPO/ADI/F/10-4 ISSUE NO. 01 Page-1 of 1 Page Rev. No. Nil
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		

CROSS SECTION



Datum above M.S.L

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---Formation

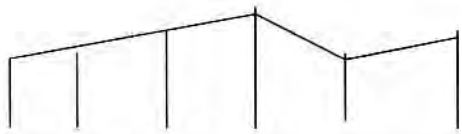
Level

---Ground

Level

Distance in M. L15 10 5 0 5 10 15R

LONG SECTION



Datum above M.S.L

---Cut./fill

---Formation

Level

---Ground

Level

---Distance in

M. 0 20 40 60 80 100m

Signature of Surveyor

Signature of Project in-charge

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	PROCEDURE FOR DESIGN, ESTIMATE AND PROCUREMENT ISO 9001: 2008	DOC: RPO/ADI/P/11 ISSUE NO. 01 Page-1 of 5
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		Page Rev. No. Nil

1. Purpose : To ensure that RPO/AHMEDABAD completes design, estimate & prepare procurement documents in accordance to TOR of Contract and sound engineering practice.

2. Scope : The scope of this shall be to define procedures, which shall be followed during design, estimate & preparation of procurement documents in RPO/AHMEDABAD.

3. Responsibility: GM/SBU Head and Project Coordinators (PC)

4. Procedure :

Sl. No	Activity	Description	Responsibility	Documentation
4.1	On Award of Work	On award of work, PC shall: • Thoroughly study the Terms of Reference(TOR) of Contract and identify deliverables and Plan activities of operation • Prepare consultancy estimate as per Corporate/RPO Ahmedabad norms and get approval from Competent Authority • Planning & creation of correspondence/record files with No. • Plan & mobilize manpower, equipment & computer, consultant etc as per planning	PC/ Site-in-Charge	Project File

Sl. No	Activity	Description	Responsibility	Documentation
4.2	Design Planning	➢ Project Coordinator coordinates project activities for preparation of 'Preliminary Report'. ➢ Planning to be done for ▪ Site condition to be checked i.e. Geotechnical Testing, Topographical Survey are to be conducted. ▪ Statutory condition to be verified. ▪ Other requirement based on past experience to be considered ▪ Client's requirements to be taken into consideration. ➢ 'Preliminary Report' is submitted to client and based on remarks/acceptance, Detailed Project Report of the project is made including remarks, if any and recorded in RPO/ADI/F11-03. ➢ A specified design plan shall be there showing the major design activities as per RPO/ADI/F/11-01.	PC/ Site-in-Charge	Project File and RPO/ADI/F/11-01
4.3	Technical Interface	The design and drawings done by RITES other divisions like Traffic, S&T, Structural Design cell, Electrical Division etc. shall be approved by respective divisions.	PC/ Site-in-Charge	Project File
4.4	Design Input	➢ The finally accepted 'Project Report' is the basic input for the Design and recorded as per RPO/ADI/D/11/01. ➢ Statutory and regulatory requirements already taken care of during planning stage.	PC/ Site-in-Charge	Project File and RPO/ADI/D/11/01

Sl. No	Activity	Description	Responsibility	Documentation
		➢ Design of various types of component shall be done as per National & international standards as relevant and also taking help of standard design software etc.		
4.5	Design Output	➢ All design calculation, Plan & Profile Drawings, Detailed Structural Drawings, e.g. Foundation, Embankment design, Bridges etc. ➢ General Arrangement Drawing of Bridges to be checked as per RPO/ADI/D/11/02 ➢ Design Calculation & Survey design are maintained in Design Register & Survey Register respectively as per RPO/ADI/F/11/02. ➢ Design Output indicates reference to acceptance, inspection and Testing parameters. ➢ Design output documents are reviewed before release.	PC/ Site-in-Charge/Design Expert/Drawing in Charge	Project File and RPO/ADI/F/11/02 and RPO/ADI/D/11/02
4.6	Design Review	➢ Design activities are reviewed as indicated in the Design Plan. ➢ At Intermediate stages review can also be undertaken by the Customer, if necessary or required by Contract. ➢ Records of such reviews are maintained in respective design/project register/files.	PC/ Site-in-Charge/Design Expert	Project File

Sl. No	Activity	Description	Responsibility	Documentation
4.7	Design Verification	➢ Design is verified appropriately to ensure that design output meet the design Input requirements. ➢ Data/Records generated are analyzed/assimilated to verify the output requirements.	PC/ Site-in-Charge/Design Expert	Project File
4.8	Design Validation	Design is validated as per the contract at the time of handing over the project to the Customer.	PC	Project File
4.9	Estimate	Estimate shall be worked out based on the approved design/drawings to a level of desired accuracy or within permissible variation limits. Estimate of the work shall be prepared based on standard item of works and standard applicable schedule of rates, TOR and standard practice.	PC/ Site-in-Charge	Project File
4.10	Procurement Document & Calling of Bid	Procurement Document shall be made as per TOR, standard and sound engineering practice. Bids are called as per RITES standard norms.	PC/Tender Cell(TC)/Site-in-Charge	Tender File

Sl. No	Activity	Description	Responsibility	Documentation
4.11	Offer Evaluation	Where desired by Client or as per TOR, evaluation of Offer shall be done following standard norms and as per procedures laid down in RITES Guidelines on PMC	PC/Tender Cell	Tender File
4.12	Design Changes	➢ Minor Changes are carried out internally during development/ execution of the project. ➢ If such changes the effect the contract, approval is obtained from the customer. ➢ All such changes are reviewed by PC and recorded, indicating reasons for such changes.	PC/ Site-in-Charge	Project File
4.13	Design review of Design Carried out by External agencies	➢ List of approved sub consultant either by RITES or Railways shall be maintained after due scrutiny. Sub consultant will be engaged for design activity. ➢ Design submitted by the external agency / sub consultant will be reviewed as per following procedure:- • The requirement as per TOR with the client will be submitted to the Sub-Consultant • Basic data e.g. survey data, GT Investigation report, etc. will be collected by the Sub-Consultant. In case such data/details are available with RITES, the same	PC in association with Design Expert	

		will be shared with the sub-consultant. • The design submitted by the sub consultant will be checked in-house if requisite expertise is available in-house. In cases, such expertise is not available, services of other individual (Experts / institutions / organization will be obtained) • Design will be verified through such experts and observation will be submitted to sub consultant for compliance.		

5. Documents

Sl. No.	Name	Format No.	Location	Retention Period
5.1	Document for Check List for General Arrangement Drawing of Bridges	RPO/ADI/D/11/02	-do-	-do-
5.2	Project File	-	-do-	-do-

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	DOCUMENT FOR CHECK LIST FOR GENERAL ARRANGEMENT DRAWING OF BRIDGES ISO 9001: 2008	DOC: RPO/ADI/D/11-01 ISSUE NO. 01 Page- 1 of 2 Page Rev. No. Nil
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		

CHECK LIST FOR GENERAL ARRANGEMENT DRAWING OF BRIDGES

1) Check the border and Name plate for the following:-

a. Name of the Client
b. Name of the project
c. Bridge Number and chainage with L-section
d. Drawing number and Revision details, date
e. Names for Signature of RITES and CLIENT
f. Conceptual/Tender/Construction drawing box

2) Check the Border Notes.

a. Standard Notes
b. Cold weather concreting notes
c. Any special notes for particular bridge

3) Check the Key Plan

a. Match the key plan with Plan & L-section
b. Check there is any curve, if so give the details of curve

4) Check the Hydraulic data

a. Check the data with L-section and other relevant data
b. Check HFL at ground profile

5) Check the bore log data

a. Check the bore log data with the Geotechnical report
b. It should contain Depth, SPT Value/CR, and Type of Soil/Rock, Classification of Soil/Rock

6) Check for Gradient

7) Check for Ground Profile and Levels.

a. Check with the L-section.

8) Check for Contours

9) Check for Sections and Details

a. Details of sections should match with the type of girder.

10) Check for L-Section along Nallah/River

Signature of Project Coordinator

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	PROCEDURE FOR CONSTRUCTION SUPERVISION ISO 9001: 2008	DOC: RPO/ADI/P/12 ISSUE NO. 01 Page- 1 of 6
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		Page Rev. No. Nil

1. Purpose : To ensure that the RPO/Ahmedabad does Construction Supervision of new works in accordance to TOR of Contract and sound engineering practice.

2. Scope : The scope of this shall be to define procedures, which shall be followed during Construction Supervision of works in RPO/Ahmedabad.

3. Responsibility: GM/SBU Head and Project Coordinators (PC)/Site-in-Charge

4. Procedure

Sl. No	Activity	Description	Responsibility	Documentation
4.1	On Award of Work	On award of work SBU Head shall nominate Project Coordinator. The Project Coordinator thereafter shall do:- • Thoroughly study the Terms of Reference(TOR) of consultancy contract and identify deliverables and plan activities of operation. • Prepare input estimate as per Corporate/RPO/ADI required norms and getting approval for mobilization/payment etc duly vetted by concerned Finance Deptt & approved by Competent Authority.	SBU Head/ PC/Site-in-Charge	PMC File

Sl. No	Activity	Description	Responsibility	Documentation
4.1 contd.	On Award of Work	• Maintenance of correspondence/record files. • Hiring/establishing of site office and mobilizing personnel, equipment, vehicle & computer, office equipment & communication facilities with approval of RITES competent authority as per Contract • Getting approval & deployment of required office equipments etc. • Shall make projection of billing-realization of consultancy fee • Make project completion schedule • Make quality planning as per Contract.		Project File
4.2	On Starting	PC in consultation with SBU Head shall nominate Site-In-Charge (Controlling site Engineer) of the Contract in case project supervision is given to RITES. PC in association with site-in-charge shall further authorize/delegate other engineer's respective works/assignments.	Controlling Site Engineer	Project File

Sl. No	Activity	Description	Responsibility	Documentation
4.3	Supervision	The following as applicable to the particular consultancy contract shall be observed.- • Supervision of works shall be in accordance to commercial conditions and Technical specifications of Contract and priority of document shall be as specified in Contract. • PC shall review the progress with contractor in periodic meeting and highlight time slippage and shortcoming of resources so that project is completed timely. PC shall submit to Client and SBU Head every month or as per Contract the progress Report and improvement suggestion if any. • PC shall ensure that any execution of any item over and above approved BOQ is not executed unless proper approval is obtained. In case such items are necessary for completion of work, necessary Extra Item, Substituted Item, Deviation Statement or Variation statement is processed immediately as per RITES Guidelines on PMC.	Project Coordinator/Technical Staff working under him at respective Site	Project File

Sl. No	Activity	Description	Responsibility	Documentation
4.3 contd	Supervision	• Controlling site engineer shall be fully responsible for quality and quantity of work done. • Project Coordinator shall periodically make inspection/checking of works and all personnel working under him to ensure that duties performed by them are as per delegation and contract. • PC shall make random quality check to satisfy himself that quality is adhered as per contract.	Project Coordinator/ Technical Staff working under him at respective Site	Project File
4.4	Interim payment of Contractor's Bill	Project Coordinator shall verify and certify contractor's interim bill forwarded by Site-in-Charge/Technical Staff from Site for the works carried out as per drawings and technical specifications of contract and shall be with frequency as specified in the contract and submit timely to Client/or RITES Finance department for Payment.	Project Coordinator/Controlling Site-in-Charge	Bill file
4.5	Records	Project/Controlling Site-in-charge shall keep records of : • Hindrances to works & any cause of delay • Quality records as per Quality Manual & Procedure/TOR of Contract. • Records of alteration or deviation • Any records required as per contract	Project Coordinator/Controlling Site-in-Charge	Project File

Sl. No	Activity	Description	Responsibility	Documentation
4.6	Consultancy Fee	Project Coordinator shall submit consultancy fee invoices regularly and pursue realization promptly and shall ensure that outstanding payments do not remain more than the period set by RITES from time to time. Variation, Time Extension and new Item Rate etc. (as specified in the Contract) should be submitted to competent authority or Client through Competent Authority for approval as per RITES Schedule of Powers/TOR.	Project Coordinator	Client File at site
4.7	Completion & Taking over of works	Project Coordinator shall inspect completed works and issue completion certificate as per RITES GCPM on satisfactory completion of works as per Contract	Project Coordinator/Controlling Site-in-Charge	Client File at site
4.8	Defect Liability	Project Coordinator/Controlling Site in charge shall be responsible to inspect works after completion and shall get defective works remedied during defect liability period	Project Coordinator/Controlling Site-in-Charge	Project File
4.9	Final Payment	Final payment to the Contractor shall be certified as per RITES GCPM	Project Coordinator/ Controlling Site in Charge	Bill File
4.10	Closer of Project	PC/Controlling site Engineer shall ensure that works are handed over to client and RITES final fee is realized timely for closer of project Financially.	Project Coordinator/ Controlling Site in Charge.	Project File

5. Documents

Sl. No.	Name	Location	Retention Period
5.1	Project management guide line july-2011	Site Engineer, Site In charge & Project coordinators	Till further revised
5.2	Contract Documents between RITES & Client	-do-	3 Years after completion of Project in case of no Dispute or till dispute is closed
5.3	Contract Document Between Exciting agency and owner	-do-	
5.4	Drawings, Specifications and Bill up Quantity	-do-	

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	PROCEDURE FOR SELECTION OF SUB CONSULTANT/ CONTRACTORS / SUB-CONTRACTORS ISO 9001: 2008	DOC: RPO/ADI/P/13 ISSUE NO. 01 Page-1 of 3 Page Rev. No. 1
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		

1. Purpose : To ensure that RPO/Ahmedabad does selection of Sub-Consultant or individual consultant, contractors and sub contractors in manner that RITES delivery schedule is maintained.

2. Scope : The scope of this shall be to define procedures, which shall be followed during selection of sub consultant, Contractors and Sub-Contractors in RPO/Ahmedabad

3. Responsibility : GM/SBU Head and Project Coordinators (PC) and In-Charge of Tender Cell as per SOP.

4. Procedure : RITES latest 'Guidelines on Construction Project Management' shall be followed.

Sl. No.	Activity	Description	Responsibility	Documentation
4.1	Information on Contractor Satisfaction by Project Coordinator	a)Each Project Coordinator shall make efforts to obtain Contractor's perception of its services through actions such as :- ▪ Meetings with Contractors ▪ RITES feedback on Contractors through letters of appreciation, letter of satisfaction etc. ▪ RITES complaints, if any ▪ Repeat orders ▪ Giving feedback on structured questionnaire b) Project Coordinators	All Project Coordinators	Format for RITES Perception on Contractors Services (RPO/ADI/F/13-01)

		may also identify, monitor and analyze contractors satisfaction indicators such as:- ▪ Issue of completion certificate by the PC ▪ Issue of certificate regarding timely achievement of contractual performance (Availability, reliability of Technical Quality, Workmanship, Instrumentation, Responsiveness)		
4.2	Evaluation of Contractor satisfaction Index & Analysis	a) After giving the feedback to the Contractor in the format of RPO/ADI/F/13-01, the Contractor Satisfaction index (ConSI) shall be worked out based on the formula $=\frac{0.5A+0.2B+0.1C+-0.2D}{5}$ Where A B C & D are the parameters of measures of Contractor Satisfaction as defined in RPO/ADI/F/13-01. Record of ConSI Evaluation and Analysis shall be maintained by the concerned Project Coordinator. b) In all such cases where adverse feedback needs to be given to the Contractor its cause(s) shall be investigated and instructions		

		to be given for taking corrective / preventive action. This shall include a rating of less than "3" for any of the parameters given in RPO/ADI/F/13-01 or when Contractor Satisfaction Index (ConSI) is less than 60%.		
4.3	Half-Yearly contractor perception data	Based on the information collected, half-yearly assessment to be performed and shall be put up to SBU head.	Project Coordinator	

Note : Project Coordinators may issue additional work instruction / guidelines at their level for effective implementation of this procedure, if needed.

5. Documents

Sl. No.	Name	Format No.	Location	Retention Period
5.1	Format for RITES Feedback on the Services of Executing Agencies	RPO/ADI/F/13-01	Project Coordinator	3years

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	**FORMATE ON FEEDBACK ON PERFORMANCE OF SUB CONSULTANT/ CONTRACTORS / SUB-CONTRACTORS** ISO 9001: 2008	DOC: RPO/ADI/F/13-01 ISSUE NO. 01 Page-1 of 1 Page Rev. No. Nil
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		

RITES FEEDBACK ON THE SERVICES OF EXECUTING AGENCIES

Name of the Contractor :

Name of the Project :

Project Code :

Sl. No.		Parameters	Rating on scale 1-5 (5 being Excellent and 1 being poor)				
			5	4	3	2	1
A		**Technical Quality / Competence**					
	1	Technical contents and its Quality					
	2	Whether RITES intended objectives are being met					
B		**Workmanship**					
	1	Supervision/Monitoring					
	2	Skillness of Labour					
	3	Strength of Man Power					
C		**Instrumentation**					
	1	List of Instruments					
	2	Calibration					
	3	Test Report					
D		**Responsivenss**					
	1	Response to communication from RITES					
	2	Timely Completion of Work					
	3	Record/Documentation					
	4	Additional help / support to the RITES specially in difficult areas/times					
	5	Accommodating RITES requirments even beyond scope of work					
	6	Overall Performance					

Suggestion for Improvement, if any :

Signature

Name

Designation (with Seal)

Date :

RITES THE INFRASTRUCTURE PEOPLE **RPO/AHMEDABAD** **RITES LIMITED**	**PROCEDURE FOR INSPECTION OF CIVIL WORKS-STRUCTURE AND PIPE LINE / ROAD WORK etc.** **ISO 9001: 2008**	**DOC: RPO/ADI/P/14** **ISSUE NO. 01** **Page-1 of 6** **Page Rev. No. Nil**
Approved By: **Signed** **GENERAL MANAGER(P) SBU-HEAD** **Effective Date : 15.01.2015**		

1. Purpose : To Standardize the inspection procedure for conducting inspection of civil structural works to meet the contractual requirement of specific client.

2. Scope : Applicable to all inspections of construction activity executed by the contractor appointed by the client.

3. Responsibility: Regional head/ nominated controlling manager at regional level and site in charge shall have overall responsibly for implementation this procedure.

4. Description.

Sl. No.	Activity	Description	Responsibility	Documentation
4.1	Visit to site of construction	• Obtain the day's /week's activity program from the contractor's representative on phone or in person. • Plan the site visit based on critical activity needs presence /witnessing. • Confirm with the field supervisor or executing agency, of day's program before start of journey. • Carry all necessary check sheet /QAP/Specifications/drawings/measuring tape which may be require at site.	Site Engineer	

4.2	Visual Examination and Review of Input material's Test report.	• Visual Examination of quality of Input material and supporting material. **a)** Sand –Fine/ very fine/Course. **b)** Bricks-well burnt/over burnt/shape. **c)** Aggregate-Sze/Flakiness. **d)** Steel- Approved brand. **e)** Shuttering plate-good quality to give desired finish. **f)** Check the above material from approved vendor list. **g)** Check the quality of pipe & fitting-ensure that it is preinspected, no damage during transportation.	Site Engineer	
4.2.2	Review of test report/witness of the testing at site.	**a)** Compare the values of results with ref to acceptable limit as per relevant IS code /Specification. **b)** After satisfying for acceptable / non acceptable – do the Endorsement on test report (original) as " reviewed and found acceptable /non acceptable"	Site Engineer/ PC	
4.3	Inspection of construction activity	Stage Defined in sub para below.	Site Engineer	
4.3.1		Examine the QAP of civil works and ensure all parameters defined therein are inspected.		
4.3.2		**a)** Check the **layout** of the structure as per approved drawings for its dimensions and levels, ref. Bench marks, Ref. pillars. **b)** Check the **PCC** at raft level stage for thickness and grade. **c)** Check the **footings**-dimensional checking of foundation footings, reinforcement check for required dia. /spacing, overlaps, curtailments/binding of bars/stirrups spacing and its Dia. /type of	Site Engineer	

		stirrups/chairs/cover block/end cover. **d)** Check the **formwork/shuttering** as per required dimensions, in line and level with firm support, no gap in between the plate joints. **e)** Check for **steel reinforced**: - use of approved brand & grade, placing of reinforcement in position - check the dia, spacing, over laps as per approve drawing. **f)** Check / witness **pour of concrete** at every lift required grade of concrete, required size of ingredient like cement , sand, aggregate, steel of approve resources, water cement ratio , fill test like silk content , slum measurement, cube casting. **g)** Check at every lift of concrete or 1 meter height for parameters indicate under (c & d). **h)** Check at **brick work, plaster, painting,** as per standard engineering practice and observation with respect to specific parameter shall be recorded in a quality observation report. Any deviation notice shall be brought of to the notice of field in charge of the client immediately on phone followed by submission of report on next day.	Site Engineer	
4.3.3	Inspection of pipe line work(minimum 15% of the total quantity in each section) are as specified in contract	**a)** Ensure that all pre inspected pipes are brought **b)** Ask for **Inspection certificate** and verify the batch number/serial number of the pipe, inspection marks/before use. **c)** Check the **trench excavation** alignment as per planned route. Ensure client's approval for any deviations. **d)** Check the depth and size of excavation required. **e)** Check the thickness and width of the bedding, type of bedding material. **f)** Check the pipe size and require i.e.	Site Engineer	

		MS/PVC/DI/HDPE/and ensure the availability of preinspected pipe and fittings. **g)** Lowering of pipes in trench without damage at the ends. **h)** Check the quality of Guiniting and lining. **i)** Check the transportation of Guiniting pipes without damage. **j)** Laying with proper fitment. **k)** Jointing with specified method. **l)** Ensure leak proof joints by quality of welding electrodes Number of run/required current, proper fit up.	Site Engineer	
4.4	Reporting of quality observation to client.	4.4.1 The **quality observation** report prepared shall be submitted to field in charge mostly DEE of the client within 24 hours. Any deviation shall be intimated within 6 hour phone and same shall be incorporated in quality observation report. 4.4.2 The field inspecting engineer must intimate to his controlling manager on phone / Project coordinator in person of all deviation / visit of client officers / any event which he fills may be relevant. 4.4.3 The summery of observation shall be made and submitted to the client executive engineer once in 15 days.	Site Engineer/ PC	RPO/ADI/F/14-01 RPO/ADI/F/14-02
4.5	Internal reporting of site engineer to local / regional coordinator.	4.5.1 The site engineer maintain the movement register. 4.5.2 The site engineer shall maintain the progress monitoring record structure wise and location wise indicating the date of completion of activity. 4.5.3 The site engineer shall have the site visit details location wise	Site Engineer	

		and send to regional coordinator once in 30th day of every month. 4.5.4 The site engineer shall send the physical progress with respect to scope once a month on 30th day of the month. 4.5.5 The site engineer shall make the RITES fee bills for the work done by the contractor as per agreed rate of fees in contract with client and second copy of the bill to regional coordinator immediately after submission. 4.5.6 The site engineer shall submit the monthly performance report in the format by 7th of every month to his controlling manager and regional coordinator. 4.5.7 Site engineer shall send the status of billing and realization by 30th day of every month. 4.5.8 Site engineer shall send the detail of pavement collected in standard format. 4.5.9 Site engineer shall send the copy of summery of observation to controlling manager.	Site Engineer	RPO/ADI/F/14-03
5.0	References	5.1 Contract document between Executing Agency and Client i.e. Bill of quantity, specifications, special and general condition of contract, drawing issued to the Contractor. 5.2 Contract document/work order between client and QA division 5.3 Relevant IS codes applicable for execution (design excluded) 5.4 Guideline booklet issued to all field engineers containing all formats/extracts of the relevant codes like IS 456:2000, IS 1786:1985, sample QAP, Check sheets, acceptance criteria and of various test, Guideline for instruction of civil Structure and Pipeline works.	Site Engineer	

Anupama (SBU Head)

		5.5 Format for quality observation report 5.6 Format for summary of observations 5.7 Format for progress monitoring with respect to scope	Site Engineer	
6.0	Distribution	• SBU Head • SBU MR • Project coordinator • Site In Charge • Site Engineer	Site Engineer	

From: RITES Limited, Regional Office/ADI – Controlling Manager

320-325, 3rd Floor, Sangath Mall-I, Visat-Gandhinagar High Way, Chandkheda, Ahmedabad-382424
Ph- 079-27700421, Fax-079-27700418

Sub: Quality Observation/Report **DOC: RPO/ADI/F/01**

From Period ..... to ..... Name of Site .....
Name of the Contractor:.....
Name of the Client: .....

Sr. No.	Name of the work/site	Dates of visits to site	Activity in progress	Status	Quality Observations			Suggestions/Deviations Noticed
				NC/C/P	Parameter	Requirement	Conclusion	

Name of the Inspecting Engineer .....

: Clients HOD ..... Copy sent ☐ /Not Sent ☐ Content No. with STD Code .....

: Client's Controlling Manager ..... .Copy sent ☐ /Not sent

: Client's Manager/Engineer at site for the information and Improvement ..... Copy sent /Not sent

: RITES, Regional Office, Ahmedabad – 382424 Controlling Manager Copy Sent ☐ /Not sent ☐

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR SUMMARY OF OBSERVATION OF TPI ISO 9001: 2008	DOC: RPO/ADI/F/02 ISSUE NO. 01 Chapter No. 0.1 Page-1 of 1 Page Rev. No. Nil
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date: 15.01.2015		

Summary of Observations of TPI **Updated on**

.....

Name of the work :

..... Location:.....

Client's Controlling Manager: ..... HOD Client organization.....

Date of Observations	Name of the site/structure	Activity in progress on date of observation	Nature of observation/defects with Location

Signature of Inspecting Engineer with Name & Date.

Component Wise progress for the Month (Physical Progress)

Name of Project:

TPI: RITES Ltd, Regional Office, Ahmedabad **DOC: RPO/ADI/F/03**

Client:

Progress with Completion date Report as on							.....		**Reviewed on**								
Client																	
Name of Scheme						**Name of the Agency:**											
		Structure				**Field Activity completed on date...../In progress activity in %**											
BOQ Item No.	Description	Capacity/ Height	Cost in Rs. As per tender	Location finalised	Design approved	Excavation	PCC	Raft	Upto Gr. Level	25% of Ht.	50% of ht.	75% of ht.	100% of ht.	Bottom Dome/Slab	Top Dome/Slab	Finishing Works	

Signature ..... Signature .....

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	**PROCEDURE FOR CONSTRUCTION SUPERVISION OF BOX-PUSHING/PIPE PUSHING BELOW RAILWAY TRACK** **ISO 9001: 2008**	**DOC: RPO/ADI/P/15** **ISSUE NO. 01** **Page-1 of 3** **Page Rev. No. 1**
Approved By: **Signed** **GENERAL MANAGER(P) SBU-HEAD** **Effective Date : 15.01.2015**		

1. Purpose : To standardize the inspection procedure for Construction Supervision of Box /Pipe crossing/Pushing below Railway track.

2. Scope : Applicable to all inspections of construction activity executed by the contractor appointed by the client.

3. Responsibility: Regional head/ nominated controlling manager at regional level and site in charge shall have overall responsibly for implementation this procedure.

4. Description.

Sl. No.	Activity	Responsibility	Documentation
4.1(a)	Nomination of site In charge on paper. To ensure approval of the railway to GAD for particular location	Project Coordinator	RPO/ADI/F/15/01
(b)	Locations are approved by railway for which client is required deposit fees. So RITES does not come prior to deputing TPI		
4.2	Feasibility is approved by railway only for which GAD only.	Project Coordinator	RPO/ADI/F/15/02
4.2(a)	To arrange approval of the Railway Representative like AE/PWI/IOW for the location of the crossing, completion of the pushing without disturbing the existing Track.	Project Coordinator	
4.2(b)	To ensure the availability of the the Block granted by competent authority DRM/DCM/station superintendent before starts up any activities in the Railway station.	Project Coordinator	TWO is prepared by railway Staff

(SDVHead)

4.3	To ensure availability of Plant and machineries available at Site by the executing authority. To insure the preparation work for the excavation at the required depth.	Site-Engineer	RPO/ADI/F/15/03
4.4	As per scope of the work to witness various field test for welding of pipes/box joints including all inputs raw material. Witnessing of test at site for concrete. Sand cement, aggregates, bricks etc.	Site- in Charge	RPO/ADI/F/15/04
4.5	Review of Lab test reports/MTC & compare with the acceptable limits & conclude as acceptable/not acceptable and to do the endorsement on original Certificates "Reviewed and found acceptable Reviews and found not acceptable".	Site-in Charge	RPO/ADI/F/15/05
4.6	To ensure the pushing as per alignment, as per the GAD.	Site-Engineer	RPO/ADI/F/15/06
4.7	Inspection by RITES official/PC above site in charge	Project Coordinator	
4.8	To arrange joint inspection Reports of Railways/RITES/& contractor upon completion of the whole activities.	Site-Engineer	RPO/ADI/F/15/07
4.8	Rectification of any points/observations of joints notes.	Site Engineer	RPO/ADI/F/15/08
4.9	Re-inspection of the whole activities jointly by Railway Representative/RITES/contractor.	Site Engineer	Joint note-1, Joint note 2, Joint note 3.
4.10	To ensure the payment of Rites fee as per the agreed terms and conditions between the rites and the clients.	Project Coordinator	RPO/ADI/F/15/11
5.0	**Documents (to be provided to site in charge by PC)**		
5.1	Documents, Railway Track Manual.	Project Coordinator	RPO/ADI/F/15/12
5.2	General Arrangement Drawings.	Project Coordinator	RPO/ADI/F/15/13
5.3	Relevant IS code for the Raw materials cement, Steel, Bricks etc.	PC/Site Engineer	RPO/ADI/F/15/14

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR ENSURE APPROVAL OF GAD FROM RAILWAY ISO 9001: 2008	DOC: RPO/ADI/F/15-01 ISSUE NO. 01 Page-1 of 1 Page Rev. No. Nil
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		

Sr No	Parameters	Requirements	Observations
1.	Drawing No..... It is Approved by Railway.		
2.	Geo tech investigation Done/not done.		
3.	Proof Checking of Design. Design done by Railway approved design consultant.		
4.	Design mix/ Grade of concrete approved as per Structural drawing.		

Signature of Project coordinator
(Name, Designation & Date)

Signature of Site Engineer
(Name, Designation & Date)
Mo.No.

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR PRECONSTRUCTION CHECK ISO 9001: 2008	DOC: RPO/ADI/F/15-02 ISSUE NO. 01 Page-1 of 1 Page Rev. No. Nil
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		

Sr No	Parameters	Requirements	Observations
1.	Feasibility of crossing. A) Obstructions if any existing at the given Chainage.		
2.	Any electricity pole found.		
3.	Ground water table assessment to assess the pumping requirement.		

Signature of Project coordinator
(Name, Designation & Date)

Signature of Site Engineer
(Name, Designation & Date)
Mo.No.

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR PREPAIRITY WORK ISO 9001: 2008	DOC: RPO/ADI/F/15-03 ISSUE NO. 01 Page-1 of 1 Page Rev. No. Nil
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		

Sr No	Parameters	Requirements	Observations
1.	JCB Available, hydra/small crane to lift the pipes		
2.	Pumping, concrete mixture machine/compactor, vibrator for concreting work and levelling instruments to fix the level/TBM		
3.	Sufficient shuttering materials warning taps for safety available.		
4.	Bar bending arrangement.		
5.	Laboratory setup as per contract agreement.		

Signature of Project coordinator
(Name, Designation & Date)

Signature of Site Engineer
(Name, Designation & Date)
Mo.No.

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	FORMAT FOR QUALITY CHECK DURING CONSTUCTION/EXECUTION PROCESS ISO 9001: 2008	DOC: RPO/ADI/F/15-04 ISSUE NO. 01 Page-1 of 1 Page Rev. No. Nil
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		

Sr No	Parameters	Requirements	Observations
1.	Hydraulic jacks is properly placed as per alignment at required level.		
2.	Requisite nos. of cubes taken		
3.	Slump value observed for piling/RCC works.		
4.	Review of MTC Certificate and review of lab test reports For Cubes, Aggregates, Sand, Steel and Water		
5.	Witnessing of field test. - Gradation - Silt content of sand - Dry density of sub base - Crushing strength		
6.	Placing of concrete. - Use of vibrator		

Signature of Project coordinator
(Name, Designation & Date)

Signature of Site Engineer
(Name, Designation & Date)
Mo.No.

RITES THE INFRASTRUCTURE PEOPLE RPO/AHMEDABAD RITES LIMITED	PROCEDURE FOR IDENTIFICATION & TRACEABILITY ISO 9001: 2008	DOC: RPO/ADI/P/16 ISSUE NO. 01 Page-1 of
Approved By: Signed GENERAL MANAGER(P) SBU-HEAD Effective Date : 15.01.2015		Page Rev. No. Nil

1. Purpose : To maintain and ensure identification and traceability of products, Works & activities during execution of services and projects, Meeting customer requirement, statutory requirement and RITES Project Office, Ahmedabad, own requirement.

2. Scope : Applicable to all projects & services of RITES PO-Ahmedabad.

3. Responsibility : Project Coordinator.

4. Procedure:

Sl. No	Activity	Responsibility	Documentation
4.1	Identification of each project and its related activity shall be done through project code No. allotted by finance project details shall be entered in FMIS.	Finance/expert	Project File
4.2	Identification shall allow case files, contract documents, MBs & Level Books to be linked with specific project.		

5.0 DOCUMENTS:

NAME	FORMAT NO.	LOCATION	RETNETION PERIOD

5.1 Details to be entered for Project Code in FMIS (Finance) Continues.