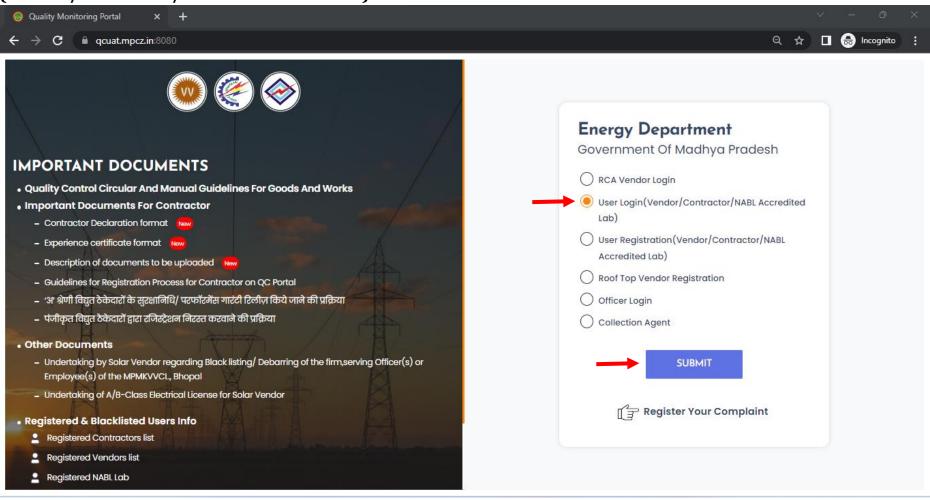
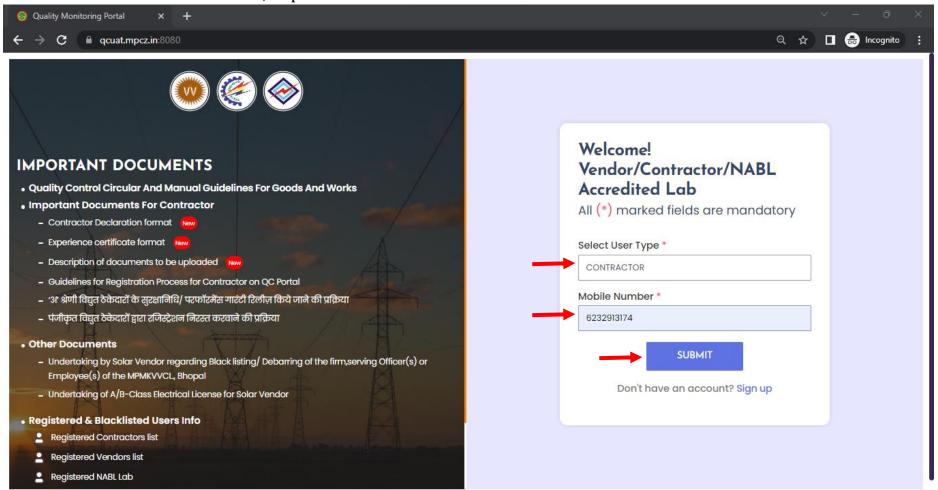
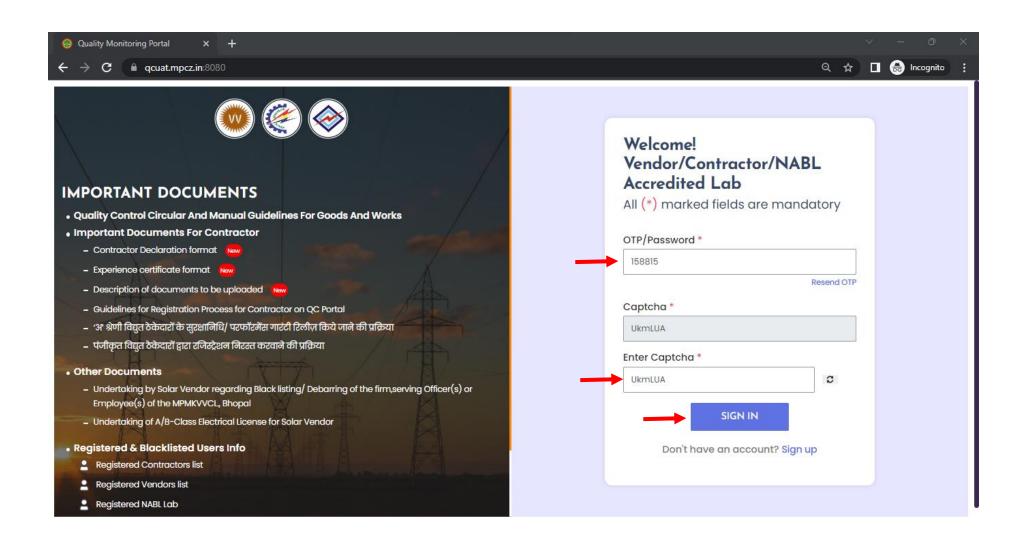
SOP for Intimation of Work Execution/Completion by TKC for FQP Survey

- 1. TKC firm have to intimate each and every work at different levels, either at starting off the work or at the completion of milestone/work.
- **2.** First TKC have to login into QC Portal using his/her registered mobile number. Select "**User Login** (**Vendor/Contractor/NABL Accredited Lab)**" and then Click on "**SUBMIT**" button.

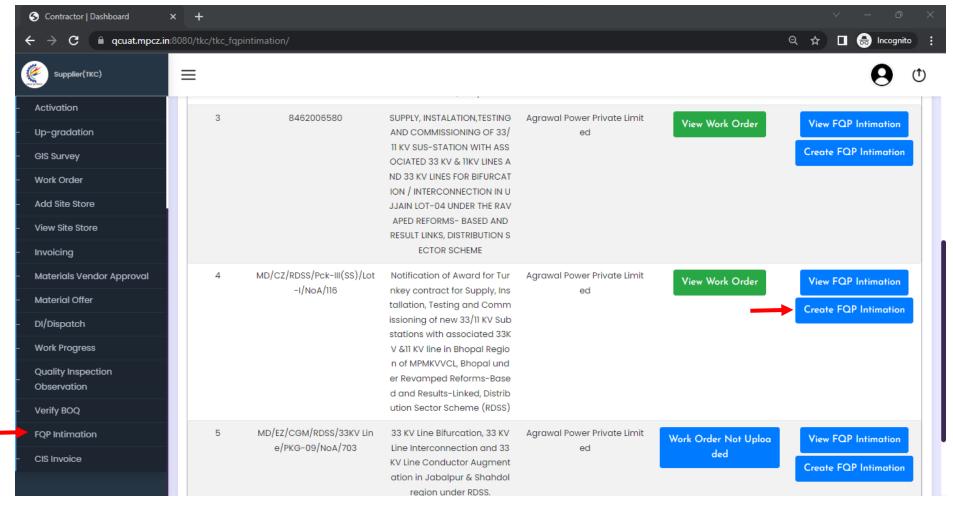


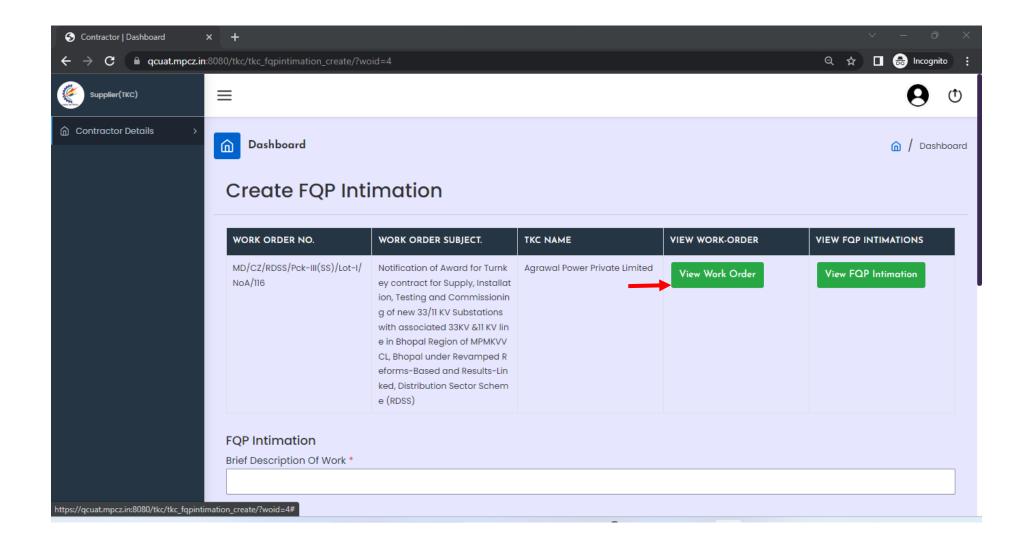
3. Select user Type as "CONTRACTOR" and enter your registered "MOBILE NUMBER" and then click on "SUBMIT" button. Enter the "OTP" received, Captch on screen and click on "SIGN IN"





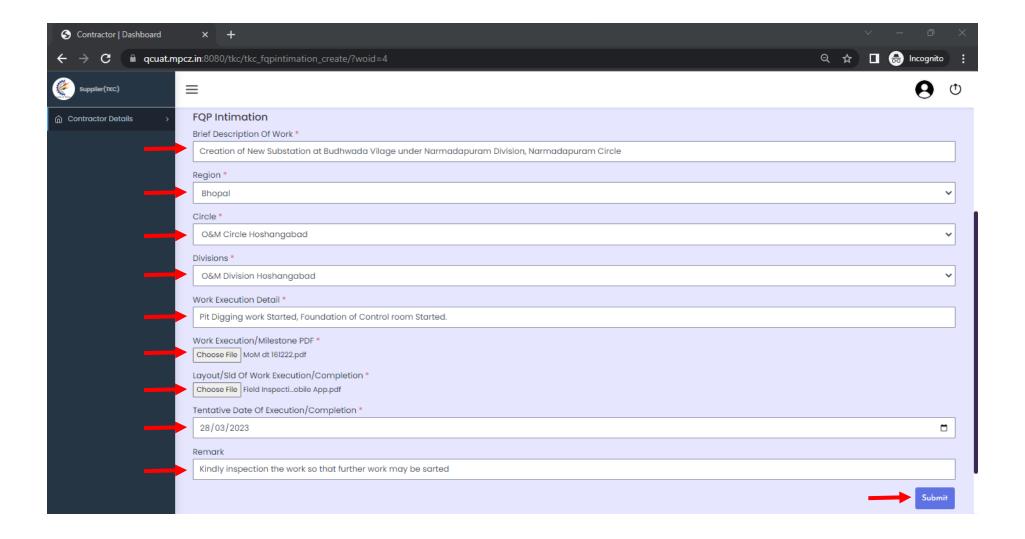
4. After Login Click on "Contractor Details" (Left Menu) and then Click on "FQP Intimation", list of all work order will be displayed on a page. Click on Create FQP Intimation for intimation of work execution under particular work order.



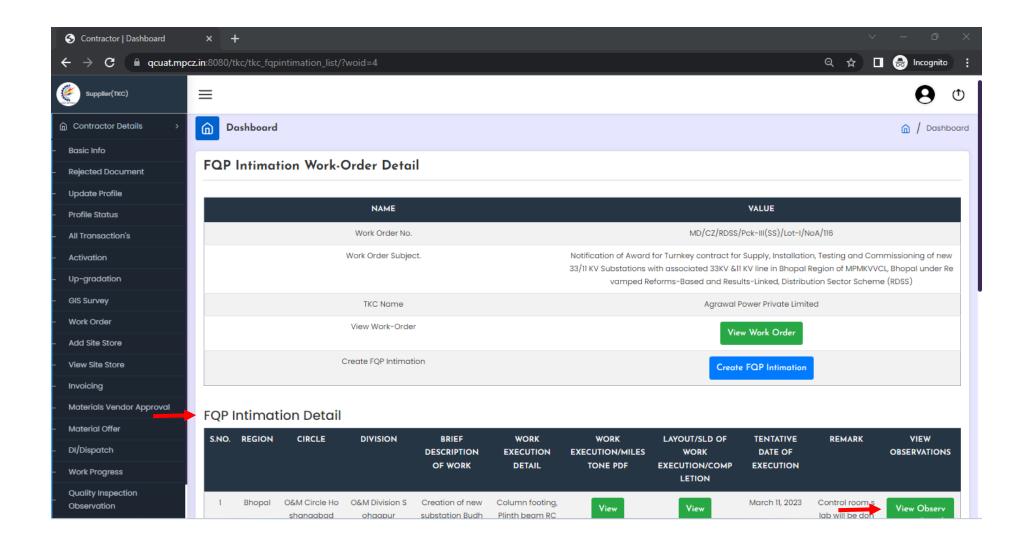


- 5. At FQP Intimation page, TKC have to enter the following information and then click on Submit button:
 - a. Brief Description of Work *: Type of Work at Location (E.g. New Substation at Budhwada Village under Narmadapuram Division, Narmadapuram Circle.
 - b. Region *: Select Region from dropdown list.

- c. Circle *: Select Circle from dropdown list.
- d. Division *: Select Division from dropdown list.
- e. Work Execution Detail *: description of work execution started/completed in above task. (E.g. Creation of control room pit digging started, control room foundation work started etc.)
- f. Work Execution/Milestone PDF *: Upload document related to above work execution started/completed (Images, report, diagram, source approval document etc)
- g. Layout/Sld of Work Execution/Completion *: upload SLD/ Layout designs of mentioned work.
- h. Tentative Date of Execution/Completion *: Select date on which your work will be started/completed for inspection.
- i. Remark: for additional information/comment.



- 6. Click on "View FQP Intimation" to view all the previous intimation and any observation captured through mobile application during inspection of work.
 - a. All the previous intimation will be visible on this page under "FQP Intimation Detail"
 - b. Any observation captured during inspection will be displayed under "VIEW OBSERVATION" section at right corner of table.



FQP observations:

