



SE PLAYBOOK

Site Engineer

JD | SOPs | Policies | Registers | Formats

Use: This document is the operating manual for the Site Engineer (SE). Follow the Swara Authority & Escalation Matrix strictly. If an approval is not in writing (ERP/email/WhatsApp screenshot attached), it is treated as **NOT** approved.

Playbook Outputs (Must)	Evidence / File Location (suggested)
SE Job Description (JD) + KPI Scorecard	00__Admin & Governance / HR / JDs
SE SOPs (SOP-01 to SOP-18) - one-by-one	00__Admin & Governance / SOPs / SE
SE Policies (POL-01 to POL-10) - one-by-one	00__Admin & Governance / Policies / SE
SE Registers (REG-01 to REG-18) - printable templates	08__Site Execution / Registers
SE Formats/Templates (FMT-01 to FMT-18) - printable templates	08__Site Execution / Formats
Escalation Ladder + Mandatory Message Format	00__Admin & Governance / Escalations

Index

- 1. Role Overview & Job Description (SE)
- 2. Phase Map (Phase 0-11) - SE responsibilities & evidence
- 3. SOPs (In-depth, One-by-One) - SOP-01 to SOP-18
- 4. Policies (In-depth, One-by-One) - POL-01 to POL-10
- 5. Registers (One-by-One) - REG-01 to REG-18
- 6. Formats & Templates (One-by-One) - FMT-01 to FMT-18
- Appendix A: Quick Reference - authority boundaries + escalation triggers (SE)
- Appendix B: 30-60-90 day onboarding plan (SE)

How to use: Print registers & formats for site file. Keep scans in the project folder. If a record is missing, treat it as a risk and escalate. This playbook is designed to be auditable - keep evidence.

1. Role Overview & Job Description (SE)

SE (Site Engineer) is the zone execution owner on site. SE ensures work is executed as per latest drawings, line/level control under SSE guidance, quality hold point discipline (IR/NCR), material/indent discipline, and daily reporting (DPR + photo log). SE supports PM-S and SSE by keeping the work auditable and by escalating risks on time as per the Company Escalation Matrix.

1.1 Reporting & Interfaces

- Reports to: SSE (Senior Site Engineer) and PM-S (Project Manager - Site) as per site structure.
- Direct interface: SUP, SAFE, STORE, subcontractors, QA/consultants (as applicable).
- HO interfaces (via PM-S/SSE): APM (planning), PUR-M (purchase), ACC-O/ACC-H (accounts), Legal/Compliance, IT-ERP Coordinator.

1.2 Role Authority (Summary)

SE follows Swara Authority Matrix for all money, contracts, and risk decisions. SE's authority is execution + record discipline: initiate indents, raise RFIs/IRs, maintain registers, support measurements, and enforce immediate safety stop-work for high-risk hazards.

- [] No written approval = treat as NOT approved (ERP/email/WhatsApp screenshot attached).
- [] No cover-up without IR clearance (pre-pour, waterproofing, MEP concealment, pre-plaster readiness).
- [] No extra/non-BOQ work without written Variation Request + approval route (PM-S/PM-HO/OWN as applicable).
- [] Stop-work is mandatory for immediate safety hazards; resume only after clearance and evidence.
- [] Photo evidence is mandatory for measurements, hold points and defects.

1.3 Key Outcomes & Responsibilities

Time / Schedule Delivery

- Convert lookahead plan into daily executable plan with zone-wise targets.
- Track productivity and blockers; update Hindrance Register and propose recovery actions.
- Coordinate critical hold points (RCC pours, waterproofing tests, MEP concealment) so work does not stall.

Quality Management (QA/QC)

- Implement ITP/checklists and hold points; no cover-up without IR pass.
- Maintain IR, NCR, cube tests, waterproofing tests and closure discipline.
- Reduce rework by controlling line/level, curing, and finishing tolerances.

Documentation & Reporting Discipline

- Daily DPR inputs + photo log (same day).
- Drawing revision control; raise RFIs early for conflicts/clarifications.
- Keep registers updated (IR/NCR/tests/benchmarks/measurements).

Material & Store Control (Execution)

- Initiate indents as per plan; verify consumption and stock before indent.
- Support incoming material inspection and segregation of rejected materials.

- Support cement/steel reconciliation and investigate variances.

Measurement & Billing Support

- Support joint measurements; certify quantities only for accepted work with evidence.
- Maintain measurement sheets + photos + IR clearances for RA billing backup.
- Identify variations early and quantify impact for approval.

Safety / HSE (Support SAFE + PM-S)

- Enforce PPE and PTW readiness for high-risk work (height, lifting, hot work).
- Report hazards/near-misses immediately; stop-work for immediate hazards.
- Maintain housekeeping, stacking and safe access routes for work areas.

1.4 Daily / Weekly / Monthly Routine

Daily

- Attend morning huddle; confirm drawings/revision, targets, manpower and material needs.
- Execute line/level checks; raise IRs at hold points; take photos before cover-up.
- Coordinate with STORE for material receipts and issue; verify quantities.
- End-of-day: update DPR inputs, photo log, hindrance register and next-day plan; send summary to SSE/PM-S.

Weekly

- Review pending RFIs/IRs/NCRs; plan closure actions with SSE.
- Prepare next week’s material requirement (critical items) and highlight lead-time risks.
- Support weekly joint measurements and subcontractor productivity review.

Monthly

- Support cement/steel reconciliation with STORE + ACC-O; investigate variances.
- Update as-built markups/changes list (site-level) and hand to SSE/PM-S.
- Prepare for internal audits: register completeness, photo evidence, IR/NCR closure.

1.5 KPI Scorecard (Example)

KPI Area	Measure (examples)	Weight
Reporting discipline	DPR + photo log same day; registers updated	15%
Quality control	IR pass rate; NCR count & closure time; rework incidents	25%
Productivity & targets	Daily targets achieved; hindrance updates + recovery actions	20%
Safety compliance	PPE/PTW compliance; hazard reporting; zero repeat unsafe acts	15%
Material control	Indent accuracy; wastage control; reconciliation variance support	15%
Collaboration	RFI turnaround; coordination with SUP/STORE/SAFE; escalation discipline	10%

Scoring rule: KPI score must be supported with evidence (register entries, photos, IR/NCR logs).

1.6 Non-negotiables (Do Not Skip)

- Do not execute without latest approved drawing revision; record distribution in Drawing Register.
- Do not allow cover-up without IR pass proof (pre-pour / waterproofing / MEP concealment).
- No verbal scope/extra work; always raise Variation Request Note and get approvals before execution.
- Maintain photo evidence for line/level, hold points, measurements, defects and closures.
- Escalate immediately when safety hazard exists or when schedule will drift >10% in a day.

2. Phase Map (Phase 0-11) - SE responsibilities & evidence

Use this map to understand what SE must deliver in each phase. Keep evidence and update registers continuously.

Phase	Focus	SE responsibilities (what to do)	Evidence / Registers
Phase 0	Governance & Project Setup	Support PM-S/SSE to set up site controls: site layout, benchmark points, mandatory registers, safety zones, drawing set filing.	REG-01 Daily Plan, REG-02 Photo Log, REG-04 Benchmarks, REG-05 Drawing Register, FMT-03 Setting-Out Checklist
Phase 1	Due Diligence Support (if asked)	Support surveys: site measurements, boundary markers, existing utilities mapping; record site photos and constraints for feasibility.	Site measurement sketch, Utility mapping note, Photo log (REG-02)
Phase 2	Feasibility Inputs (site constraints)	Provide execution inputs: access constraints, storage, neighbour risk, utility feasibility; highlight roadline/UGD constraints if applicable.	Constraint note, Neighbour risk map, REG-15 Hindrance (pre-start)
Phase 3	Consensus / Occupancy Inputs	Assist in occupancy mapping if redevelopment: unit access constraints, temporary arrangements, possession inventory support when required.	Possession inventory photos, Meter readings sheet, Communication log
Phase 4	Agreement Closure Support	Ensure site-level obligations understood: handover date, possession protocol, site rules; keep documents accessible on site.	Document checklist acknowledgement, Site compliance board
Phase 5	Design Finalisation & VE (site feedback)	Review drawings for constructability; raise RFIs for clashes; support mock-ups and sample approvals if required.	REG-06 RFI, REG-05 Drawing Register, Sample/mock-up photos

Phase	Focus	SE responsibilities (what to do)	Evidence / Registers
Phase 6	Approvals & RERA Readiness (site support)	Keep site ready for authority inspections; ensure signage/barricading, access control, documentation availability.	Inspection readiness checklist, Safety audit log, Photo evidence
Phase 7	Vacate & Transit (redevelopment)	Support possession handover: joint inspection, inventory, meter readings, keys; maintain evidence for disputes.	Handover checklist (FMT-18), Photo log (REG-02), Possession memo
Phase 8	Demolition & Enabling Works	Execute enabling works checks: barricading, neighbour protection, utilities isolation coordination; daily demolition log support.	Demolition checklist, Safety observations (FMT-16), REG-15 Hindrance
Phase 9	Construction Execution Controls	Daily execution: line/level control, hold point IRs, concrete tests, waterproofing tests, MEP concealment clearance.	REG-12 IR, REG-10 Cube, REG-11 Pour, REG-14 Waterproofing, REG-13 NCR
Phase 10	Completion, Snagging & Close-out	Support finishing checks, snag closure, as-built markups, testing & commissioning coordination; handover readiness.	REG-18 Snag, FMT-17 Snag list, FMT-18 Handover checklist, Photo evidence
Phase 11	DLP / Post-Handover	Attend defect complaints, coordinate repairs, record root cause and closure proof; update DLP register.	DLP register, Complaint photos (before/after), Closure confirmation

3. SOPs (In-depth, One-by-One)

Each SOP below is written so SE can execute the work without confusion. Use the registers and formats exactly as referenced.

SE SOP-01: Site Mobilisation & Phase 0 Setup (SE Support)

Objective: Ensure the site starts in control-mode from Day 1: drawings, benchmarks, mandatory registers, and clear work zones.

Trigger / Frequency: New project award / site handed over / mobilisation start approved.

Inputs:

- Approved drawings available (latest revision) + consultant contacts
- Site layout plan: entry/exit, unloading, store, labour area, safety zones
- Register templates (DPR, IR, NCR, tests, hindrance, material inward/outward)
- Basic tools: tape, level, total station/auto level access (as applicable), camera/phone

Step-by-step:

- [] Walk the site with PM-S/SSE: boundary, access constraints, neighbour risks, storage locations.
- [] Mark key benchmarks: TBM, grid lines, plinth reference; record in REG-04 Benchmarks.
- [] Set up work zones: reinforcement yard, shuttering yard, curing area, waste collection route, first-aid point.
- [] Open mandatory registers (physical + digital): REG-01 Daily Plan, REG-02 Photo Log, REG-12 IR, REG-13 NCR, REG-15 Hindrance.
- [] Verify safety readiness: barricading, PPE availability, PTW board, emergency contacts; inform SAFE for gaps.
- [] Kick-off meeting with contractors: reporting cadence, quality hold points, inspection rules (no cover-up).

Outputs / Evidence:

- Site benchmark record + photos
- Registers opened with date and owner
- Mobilisation checklist signed by PM-S/SSE

Registers / Formats used: REG-01, REG-02, REG-04, REG-12, REG-13, REG-15 | FMT-03

Escalations:

- Missing drawings/contract copies -> SSE/PM-S same day (do not start without baseline drawings).
- Safety non-compliance at mobilisation -> stop-work for affected activity + SAFE/PM-S immediate.

Notes / Do not skip:

- Do not allow any cover-up activity (backfilling, concealment) without IR system live.

SE SOP-02: Daily Work Planning & Morning Control Huddle (Zone Execution)

Objective: Convert weekly plan into daily executable targets and keep site aligned on manpower, materials and hold points.

Trigger / Frequency: Daily (morning) + mid-day review.

Inputs:

- Weekly/2-week lookahead plan (from APM/PM-S/SSE)
- Subcontractor manpower plan and yesterday's progress
- Material availability status from STORE
- Critical inspections/hold points due today

Step-by-step:

- Attend morning huddle with SSE/PM-S: review yesterday actual vs plan; decide today's targets.
- Confirm drawings/revision for today's work; check any pending RFI that can block work.
- Prepare zone-wise task list with quantities and deadlines; record in REG-01 Daily Plan / FMT-01.
- Confirm manpower deployment with SUP; record productivity baseline in REG-03.
- Confirm material needs for next 48-72 hrs; initiate indents (FMT-04) after stock check.
- Mid-day: check drift; update REG-15 Hindrance and propose recovery actions.
- End-of-day: update DPR inputs + photos (REG-02) and next day priority list.

Outputs / Evidence:

- Daily plan sheet signed (SE/SUP/SSE)
- Hindrance list updated with actions
- DPR inputs and photo evidence captured

Registers / Formats used: REG-01, REG-02, REG-03, REG-15 | FMT-01, FMT-02

Escalations:

- Progress drift >10% in a day -> SSE mid-day; PM-S same day if critical path.
- Material shortage likely to stop work in 48-72 hrs -> STORE/PUR-M + SSE same day.

Notes / Do not skip:

- No daily plan = no control. Maintain record even on low-activity days.

SE SOP-03: Setting Out, Benchmarks, Levels & Grid Control

Objective: Maintain line/level accuracy to prevent rework and finishing issues.

Trigger / Frequency: Before starting any new area / slab / masonry line / partition / finishing datum.

Inputs:

- Latest layout drawings + centreline/setting-out plan
- TBM and reference levels approved by SSE
- Measuring tools / level instrument access

Step-by-step:

- [] Confirm drawing revision and coordinate with SSE on datum points.
- [] Check TBM and transfer levels to work area; record in REG-04 with date.
- [] Mark gridlines/centrelines and key offsets; cross-check diagonals and dimensions.
- [] For masonry/partition: mark wall lines, openings and service points; verify with MEP routes.
- [] Take verification photos (with measurement tape) and store in REG-02 Photo Log.
- [] Before pouring/plastering: re-check shuttering/masonry line and levels; raise IR if hold point.

Outputs / Evidence:

- Grid/level entries in REG-04
- Photo proof of setting-out checks
- Reduced rework/rectification cases

Registers / Formats used: REG-04, REG-02 | FMT-03

Escalations:

- Mismatch found between drawing/site condition -> raise RFI (FMT-10) and inform SSE same day.
- Repeated line/level deviations -> SSE same day; add NCR if quality compromised.

Notes / Do not skip:

- Small line/level errors become big finishing disputes - control early.

SE SOP-04: Material Requirement Planning + Indent Initiation

Objective: Ensure materials arrive on time with correct quantity/specification and minimal leakage.

Trigger / Frequency: Daily/weekly planning; whenever material lead-time risk exists.

Inputs:

- Lookahead plan + BOQ/WBS quantities (as available)
- Stock status from STORE + last consumption
- Approved makes/grades list (as per PM-S/PUR-M)

Step-by-step:

- [] Estimate material requirement for next 7-14 days for your zone; highlight critical/long-lead items.
- [] Check stock and pending deliveries with STORE; avoid duplicate indents.
- [] Prepare indent with specification/make/grade and required date; attach calculation/area reference.
- [] Submit indent for SSE/PM-S review and approval route (do not place orders directly).
- [] Track delivery status; if delay impacts work, update REG-15 Hindrance and escalate early.

Outputs / Evidence:

- Indent forms with calculation basis
- Reduced site stoppages due to material gaps
- Stock leakage reduced through verification

Registers / Formats used: REG-07 Indent Register, REG-15 Hindrance | FMT-04 Indent Form

Escalations:

- Material will stop work within 48-72 hrs -> STORE/PUR-M + SSE same day.
- Non-approved make/grade offered by vendor -> reject and inform PM-S/PUR-M before acceptance.

Notes / Do not skip:

- SE initiates indents; approvals and PO release must follow Authority Matrix.

SE SOP-05: Incoming Material Inspection + GRN Support

Objective: Accept only compliant materials and maintain traceability for quality and billing.

Trigger / Frequency: Each material delivery at site.

Inputs:

- PO/WO reference (from PUR-M/STORE)
- Material specifications / approved make list
- Inspection checklist (FMT-05) and sampling plan (as applicable)

Step-by-step:

- [] Verify delivery challan vs PO: item, make/grade, quantity, batch number (if any).
- [] Physically check material condition: damage, rust, expiry, packaging, label markings.
- [] Record inspection in REG-08 Material Inward; take photos of labels/batch/quantity.
- [] If accepted: coordinate with STORE for GRN entry and proper stacking; if rejected: quarantine and inform SSE/PM-S.
- [] For cement/steel: record in REG-09 reconciliation support; ensure first-in-first-out for cement.

Outputs / Evidence:

- Material inward register with photos
- Rejected materials quarantined with evidence
- Improved quality traceability

Registers / Formats used: REG-08, REG-09, REG-02 | FMT-05

Escalations:

- Rejected/short supply -> inform STORE + SSE same day; update hindrance if work impacted.
- Repeated non-compliance from same vendor -> SSE/PM-S to PUR-M for vendor action.

Notes / Do not skip:

- Never allow unloading of suspect material into site stock without inspection record.

SE SOP-06: Rebar, Shuttering & Pre-Pour Inspection (Hold Point)

Objective: Ensure pour readiness and prevent hidden defects before concrete.

Trigger / Frequency: Before every concrete pour / pour segment.

Inputs:

- Structural drawings + BBS (if available)
- Approved pour sequence plan
- Pre-pour checklist (FMT-06) + IR form (FMT-08)

Step-by-step:

- [] Verify drawing revision and pour location; confirm with SSE.
- [] Check reinforcement: diameter, spacing, laps, cover blocks, binding, inserts/sleeves.
- [] Check shuttering: alignment, level, supports, joints leakage, release agent.
- [] Check embedments and MEP sleeves are fixed and approved; no last-minute changes without SSE.
- [] Raise IR for pre-pour inspection and get clearance (no pour without IR pass).
- [] Prepare pour card and brief contractor team (vibrator, slump, cube casting, curing start).

Outputs / Evidence:

- Pre-pour checklist completed
- IR clearance obtained
- Reduced honeycombing/leakage/rework

Registers / Formats used: REG-12 IR, REG-13 NCR (if fail) | FMT-06, FMT-08

Escalations:

- IR fail / major deviation -> open NCR + inform SSE/PM-S same day; do not pour.
- Safety risk during pour prep (edges/openings) -> stop-work and inform SAFE/PM-S immediately.

Notes / Do not skip:

- Concrete cannot be corrected after pour - control before pour.

SE SOP-07: Concrete Pour Execution + Cube Testing

Objective: Control concrete quality (grade, slump, compaction, curing start) and ensure test-driven evidence.

Trigger / Frequency: During every concrete pour.

Inputs:

- Approved mix/grade (RMC), pour card, cube moulds
- Slump cone (if available) / site test kit
- Cube casting slip (FMT-07)

Step-by-step:

- [] Before first truck: confirm IR pass and site readiness (access, pump, safety).
- [] Record RMC vehicle details: time-in, grade, batch, transit time; check slump and record.
- [] Ensure proper vibration/compaction and avoid cold joints; maintain pour sequence.
- [] Cast cubes as per plan; label with date/location/grade and record in REG-10.
- [] Update REG-11 Pour Register with start/finish time, quantity, issues, and curing start time.
- [] Start curing as per method immediately after set; mark curing responsibility.

Outputs / Evidence:

- Pour register complete with slump/cube details
- Cube dispatch slip and lab tracking
- Early issue detection (segregation, delay, cold joint)

Registers / Formats used: REG-10 Cube, REG-11 Pour | FMT-06, FMT-07

Escalations:

- RMC delay/quality issue -> inform SSE immediately; stop pour if quality compromised.
- Cube failure -> SSE/PM-S same day; initiate investigation and corrective action.

Notes / Do not skip:

- Always take photos of cube labels and pour face before finishing.

SE SOP-08: Curing & Early Strength Monitoring

Objective: Prevent cracks and ensure strength development by disciplined curing and de-shuttering controls.

Trigger / Frequency: After every pour; daily monitoring until curing period ends.

Inputs:

- Concrete grade and recommended curing duration
- Curing method plan (ponding, hessian, chemical, etc.)
- Access to cube test results (as applicable)

Step-by-step:

- Start curing as per method and maintain continuity (no dry periods).
- Record curing start and daily status in Pour Register notes / photo log.
- Prevent early loading and unauthorized de-shuttering; coordinate with SSE for clearances.
- Monitor cracks/honeycombing early; if observed, raise IR/NCR and record photos.

Outputs / Evidence:

- Curing evidence (photos)
- Reduced shrinkage cracks
- Controlled de-shuttering decisions

Registers / Formats used: REG-11 Pour, REG-02 Photo Log, REG-13 NCR (if required)

Escalations:

- Unauthorized de-shuttering/prop removal -> stop work + inform SSE/PM-S immediately.
- Crack/honeycombing observed -> SSE same day; open NCR if needed.

Notes / Do not skip:

- Curing is a quality activity, not optional.

SE SOP-09: Masonry Work Execution & Quality Control

Objective: Deliver straight, plumb walls with correct openings and minimal rework.

Trigger / Frequency: Before and during masonry/partition work.

Inputs:

- Masonry layout drawings, opening schedule
- Line/level tools, plumb bob
- Material quality (blocks/bricks) inspection status

Step-by-step:

- Set out wall lines and openings; confirm with SSE and services requirements.
- Check blocks/bricks quality and curing (if required); reject damaged units.
- Control mortar mix, joint thickness, and bonding pattern; avoid continuous vertical joints.
- Check plumb, level and alignment every course; record deviations early.
- Raise IR at defined hold points (pre-plaster readiness); do not proceed if major deviations.

Outputs / Evidence:

- Straight walls within tolerance
- IR approvals captured before plaster
- Reduced plaster thickness and rework

Registers / Formats used: REG-12 IR, REG-04 Levels, REG-13 NCR (if fail)

Escalations:

- Repeated poor workmanship by subcontractor -> SSE/PM-S within 24 hrs.
- Major deviation affecting openings/services -> raise RFI and inform SSE same day.

Notes / Do not skip:

- Control geometry in masonry to save finishing cost.

SE SOP-10: Plaster & Finish Level Control

Objective: Achieve finish levels within tolerance and prevent cracks/hollows.

Trigger / Frequency: Before plaster start and during execution.

Inputs:

- Approved plaster mix/spec
- Level markers/dots and reference lines
- Curing plan for plaster

Step-by-step:

- Confirm masonry readiness (IR pass) and surface preparation (hacking, cleaning).
- Mark level dots and screeds; verify thickness limits to avoid heavy plaster.
- Control workmanship: straight edge check, corners, openings, groove lines if required.
- Check for hollowness and cracks; record and rectify before putty/paint.
- Ensure curing discipline and protection from rapid drying.

Outputs / Evidence:

- Finish within tolerance; reduced rework
- Defect log closed before next layer
- Photo evidence for quality checks

Registers / Formats used: REG-12 IR, REG-18 Snag, REG-02 Photo Log

Escalations:

- Plaster thickness exceeding limit / structural concern -> SSE same day.
- Large area hollowness/cracking -> NCR + SSE/PM-S within 24 hrs.

Notes / Do not skip:

- Never hide defects under putty/paint - fix root cause.

SE SOP-11: Waterproofing Works + Ponding/Testing Discipline

Objective: Avoid leakage disputes by strict method, detailing and testing evidence.

Trigger / Frequency: Before waterproofing start and before any cover-up/tiling.

Inputs:

- Approved waterproofing system and method statement
- Waterproofing checklist (FMT-11) and test register
- Access to trained applicator (as applicable)

Step-by-step:

- Verify substrate preparation (slope, cleaning, corner fillets) before application.
- Confirm materials are approved make/batch and within shelf life.
- Ensure detailing at joints, pipe penetrations, and upturns; photograph each stage.
- Conduct ponding test for required duration; record result and photos in REG-14.
- No tiling/cover-up without test pass and IR clearance.

Outputs / Evidence:

- Waterproofing test record + photos
- IR pass before finishing
- Reduced leakage complaints

Registers / Formats used: REG-14 Waterproofing, REG-12 IR, REG-02 Photo Log | FMT-11

Escalations:

- Test fails -> stop finishing + open NCR + inform SSE/PM-S same day.
- Material mismatch/unapproved product -> reject and inform SSE/PUR-M.

Notes / Do not skip:

- No test pass = no finishing. Maintain evidence for handover.

SE SOP-12: MEP Coordination & Concealment Clearance (No Cover-Up)

Objective: Prevent service clashes and leakage by coordinated concealment and clearance.

Trigger / Frequency: Before chasing, slab conduit, plumbing lines, and concealment closing.

Inputs:

- MEP drawings/shop drawings (latest)
- Concealment clearance checklist (FMT-12)
- RFI form (FMT-10) for clashes

Step-by-step:

- Coordinate with MEP contractor for route alignment and sleeves/inserts locations.
- Verify slopes for drainage lines and pressure testing readiness where applicable.
- Raise RFI for any clash or missing detail before execution; do not assume.
- Before concealment: ensure testing completed (pressure/flow) and obtain IR clearance.
- Photograph all concealed lines with scale reference and tag location for future traceability.

Outputs / Evidence:

- Concealment clearance record
- Photos of concealed services
- Reduced rework and post-handover leak complaints

Registers / Formats used: REG-06 RFI, REG-12 IR, REG-02 Photo Log | FMT-10, FMT-12

Escalations:

- Clash impacting structure/architecture -> inform SSE/PM-S same day; wait for written resolution.
- Pressure test failure -> NCR + stop cover-up; inform SSE/PM-S.

Notes / Do not skip:

- Hidden work = dispute risk. Evidence is mandatory.

SE SOP-13: Inspection Request (IR) & NCR Workflow (Hold Point Discipline)

Objective: Operate the quality system: raise IRs, attend inspections, close NCRs with evidence.

Trigger / Frequency: At each hold point; whenever non-conformance observed.

Inputs:

- IR form (FMT-08) and NCR form (FMT-09)
- Applicable checklist/ITP
- Photo evidence (before/after)

Step-by-step:

- [] Identify hold point activity due for inspection (pre-pour, waterproofing, concealment, pre-plaster).
- [] Raise IR with activity, location, drawing reference; attach photos; log in REG-12.
- [] Attend inspection with SSE/consultant; record pass/fail and remarks.
- [] If fail: issue NCR, assign corrective action owner and target date; log in REG-13.
- [] Verify closure and re-inspection; attach closure photos and sign-off proof.

Outputs / Evidence:

- IR register updated with pass/fail
- NCRs closed with evidence
- Zero cover-up without IR pass

Registers / Formats used: REG-12 IR, REG-13 NCR | FMT-08, FMT-09

Escalations:

- Contractor pressures to cover without IR -> refuse + escalate to SSE/PM-S same day.
- Repeat NCRs in same trade -> SSE/PM-S within 24 hrs; propose retraining or replacement.

Notes / Do not skip:

- IR is your protection. Keep it clean and timely.

SE SOP-14: Joint Measurement & RA Bill Support

Objective: Maintain measurement evidence so bills are accurate and defensible.

Trigger / Frequency: Weekly/fortnightly or as per billing cycle.

Inputs:

- BOQ/WO items and measurement rules
- Joint measurement sheet (FMT-13)
- IR pass evidence and photos

Step-by-step:

- Plan joint measurement with subcontractor; ensure work is accepted (IR/NCR cleared).
- Measure quantities with SSE/SUP and contractor; record in REG-16 and FMT-13.
- Take measurement photos with scale/tape; store references in REG-02 Photo Log.
- Mark any extra/changed items as potential variations and inform SSE/PM-S.
- Submit measurement pack to PM-S/QS/ACC-O as required for RA bill processing.

Outputs / Evidence:

- Measurement sheets signed by both parties
- Photo evidence for key items
- Fewer billing disputes

Registers / Formats used: REG-16 Joint Measurement, REG-02 Photo Log | FMT-13

Escalations:

- Measurement dispute -> SSE/PM-S within 24 hrs; do not sign disputed quantities.
- Extra work observed -> initiate Variation Request (FMT-14) before further execution.

Notes / Do not skip:

- No evidence = no payment (for company) and no defence (during disputes).

SE SOP-15: Variation Identification & Site VO Initiation

Objective: Capture non-BOQ/changed scope early and route approvals before execution.

Trigger / Frequency: Whenever scope differs from BOQ/drawings or extra work requested.

Inputs:

- WO/BOQ scope reference
- Variation Request Note (FMT-14)
- Photos/drawings/RFI response

Step-by-step:

- Identify variation: extra item, change in specification, design change, site condition change.
- Document with photos, location, drawing reference; quantify approximate impact if possible.
- Raise Variation Request Note and submit to SSE/PM-S for approval route.
- Do not allow execution of variation work without written approval (except emergency safety).
- Update REG-17 Variation Register with status and reference numbers.

Outputs / Evidence:

- Variation register maintained
- Approvals captured before cost is incurred
- Reduced scope disputes

Registers / Formats used: REG-17 Variation | FMT-14

Escalations:

- Client/contractor demands immediate extra work -> inform SSE/PM-S same day; request written instruction.
- Emergency safety work -> do minimal to make safe, then document and escalate immediately.

Notes / Do not skip:

- Variation control protects profit and timelines.

SE SOP-16: Safety Enforcement & PTW Support (Height/Lifting/Hot Work)

Objective: Prevent incidents by enforcing PPE and PTW controls in daily work.

Trigger / Frequency: Daily; before any high-risk activity.

Inputs:

- PTW requirements (from SAFE)
- PPE availability and site safety rules
- Safety observation card (FMT-16)

Step-by-step:

- Check work area for immediate hazards (open edges, electrical, lifting zone).
- Ensure PTW is issued for height, hot work, lifting; verify barricading and signage.
- Stop unsafe acts immediately; record observation and corrective action.
- Coordinate with SAFE for toolbox talk topics based on observed risks.
- Log repeat unsafe behaviour for escalation to PM-S.

Outputs / Evidence:

- High-risk work executed with PTW discipline
- Safety observations recorded
- Reduced repeat hazards

Registers / Formats used: FMT-15 PTW checklist, FMT-16 Safety Observation | REG-15 Hindrance (if safety hold)

Escalations:

- High-risk hazard (immediate) -> stop-work + SAFE/PM-S within 0-30 minutes.
- Same hazard repeats 2 times in 7 days -> escalate to PM-HO through PM-S as per matrix.

Notes / Do not skip:

- Safety stop-work is mandatory, not optional.

SE SOP-17: Snagging, Punch-list & Handover Readiness (Zone)

Objective: Deliver snag-free internal handover and reduce possession complaints.

Trigger / Frequency: Finishing stage and before handover milestones.

Inputs:

- Snag list form (FMT-17)
- Handover readiness checklist (FMT-18)
- Access to checklists for finishes/MEP

Step-by-step:

- Conduct area-wise snag walk with SSE; record defects with photos and responsible party.
- Assign target dates and follow up daily until closure.
- Verify closure quality (not cosmetic) and take after-photos as proof.
- Prepare handover readiness pack: IR passes, test records, waterproofing proofs, photos.

Outputs / Evidence:

- Snag register updated and closed
- Handover checklist completed for area
- Reduced DLP complaints

Registers / Formats used: REG-18 Snag, REG-02 Photo Log | FMT-17, FMT-18

Escalations:

- Critical defect affecting handover date -> SSE/PM-S within 24 hrs with recovery plan.
- Repeat defect pattern -> SSE for root cause action and subcontractor accountability.

Notes / Do not skip:

- Do not hand over with open snags unless approved with written risk note.

SE SOP-18: Site Documentation, Photo Logs & Reporting Discipline

Objective: Keep the project auditable: every critical activity has evidence and traceability.

Trigger / Frequency: Daily / weekly routine.

Inputs:

- Registers list and file folder structure
- Camera/phone with date-stamped photos
- DPR format and reporting expectations

Step-by-step:

- [] Maintain daily photo log with location and activity labels; upload to project folder.
- [] Update registers same day: IR, NCR, pour, cube, hindrance, measurements.
- [] Maintain drawing revision distribution record; remove obsolete prints from site.
- [] Prepare weekly summary to SSE: progress, pending approvals, major risks, next-week needs.

Outputs / Evidence:

- Clean, complete site records
- Faster dispute resolution
- Better planning and billing support

Registers / Formats used: REG-02 Photo Log, REG-05 Drawing Register, REG-12 IR, REG-13 NCR, REG-15 Hindrance

Escalations:

- Missing records or repeated late reporting -> SSE/PM-S within 24 hrs for corrective action.
- IT/ERP access issues -> IT-ERP Coordinator + PM-S same day.

Notes / Do not skip:

- If it is not recorded, it did not happen (for audits/disputes).

4. Policies (In-depth, One-by-One)

Policies are non-negotiable operating rules. SE must follow these daily to protect quality, safety and auditability.

SE POL-01: Authority & Approval Discipline Policy (Site)

Purpose: Prevent cost and risk leakage by enforcing written approvals as per Authority Matrix.

Policy Rules:

- SE can initiate indents, IRs, RFIs and registers, but cannot approve purchases/payments/variations.
- No verbal approvals: if not in writing (ERP/email/WhatsApp screenshot attached), treat as NOT approved.
- Do not commit the company to any vendor/contractor verbally; route through PM-S/PUR-M.
- Maintain audit trail: attach approvals to indent/IR/RFI/measurement pack.

Approval / Governance: SE follows; SSE/PM-S enforce; PM-HO/OWN approve as per matrix.

Evidence required:

- Approval screenshots/emails, ERP trail, signed indents/IRs

Non-negotiable:

- No written approval = no action.

SE POL-02: Drawings & RFI Discipline Policy

Purpose: Avoid rework by ensuring execution only on latest approved drawings and resolving conflicts early.

Policy Rules:

- Maintain Drawing Revision Register; remove obsolete drawings from work areas.
- Raise RFI for clashes/unclear details before execution; do not assume.
- Record RFI response and distribute to affected teams; update as-built markups.

Approval / Governance: SE raises and tracks; SSE reviews; PM-S approves implementation of changes.

Evidence required:

- REG-05 Drawing Register, REG-06 RFI Register, photos of revised drawings issued

Non-negotiable:

- No latest drawing = no work.

SE POL-03: Quality Hold / No Cover-Up Policy

Purpose: Protect quality by enforcing hold points before concealment.

Policy Rules:

- No cover-up without IR pass (pre-pour, waterproofing, MEP concealment, pre-plaster readiness).
- If IR fails, issue NCR and re-inspect before continuing.
- SE has authority to stop work at quality hold points until cleared.

Approval / Governance: SE initiates hold; SSE/PM-S support enforcement and escalation if pressured.

Evidence required:

- IR forms, NCR forms, photo evidence, test reports

Non-negotiable:

- No IR = no cover-up.

SE POL-04: Concrete Quality & Testing Policy

Purpose: Ensure concrete strength, durability and finish with test-driven control.

Policy Rules:

- No pour without pre-pour checklist and IR clearance.
- Slump test and cube casting are mandatory as per plan; record same day.
- Unauthorized de-shuttering/prop removal is prohibited; must be cleared by SSE/PM-S.

Approval / Governance: SE controls pour readiness; SSE/PM-S approve pour go-ahead for major pours.

Evidence required:

- Pour register, slump record, cube test register, curing log

Non-negotiable:

- Concrete cannot be corrected after pour - control before pour.

SE POL-05: Waterproofing & Testing Policy

Purpose: Avoid leakage disputes by strict method and testing discipline.

Policy Rules:

- Use only approved waterproofing system and trained applicator.
- Ponding test is mandatory; no tiling/cover-up without test pass proof.
- Penetrations and junction detailing must be photographed and recorded.

Approval / Governance: SE controls hold point; SSE/PM-S approve closure with evidence.

Evidence required:

- Waterproofing checklist, ponding test record, IR pass, photos

Non-negotiable:

- No test pass = no finishing.

SE POL-06: Material Inward & Store Discipline Policy

Purpose: Prevent quality failures and leakage by disciplined inward inspection and stacking.

Policy Rules:

- All deliveries require inward inspection record and photos (labels/batch/quantity).
- Rejected materials must be quarantined and not issued to work.
- Maintain cement/steel reconciliation support and highlight variances early.

Approval / Governance: SE + STORE execute; SSE monitors; PUR-M handles vendor actions.

Evidence required:

- Material inward register, GRN reference, reconciliation sheets, reject photos

Non-negotiable:

- No inspection record = no acceptance.

SE POL-07: Measurement & Billing Evidence Policy

Purpose: Ensure measurements are accurate, accepted and defensible for RA bills and disputes.

Policy Rules:

- Measure only accepted work (IR cleared) and attach photo evidence.
- Do not sign disputed quantities; escalate measurement disputes quickly.
- Maintain joint measurement register and submit pack as per billing cycle.

Approval / Governance: SE measures; SSE/PM-S certify; ACC-O processes as per controls.

Evidence required:

- Measurement sheets, IR references, photos, variation notes

Non-negotiable:

- No evidence = no billing support.

SE POL-08: Safety PPE / PTW Non-Negotiable Policy

Purpose: Prevent incidents by strict PPE and PTW enforcement.

Policy Rules:

- PPE is mandatory in all active zones; stop unsafe acts immediately.
- PTW is mandatory for height, lifting and hot work; no PTW = no work.
- Report near-misses and hazards the same day with photos.

Approval / Governance: SE + SAFE enforce; PM-S escalates repeat violations.

Evidence required:

- PTW records, safety observation cards, photo evidence

Non-negotiable:

- High-risk hazard -> stop-work now.

SE POL-09: Housekeeping, Stacking & Site Discipline Policy

Purpose: Maintain safe and productive site by clean access, proper stacking and waste control.

Policy Rules:

- Define stacking zones and access routes; keep walkways clear.
- Daily housekeeping at end of shift; debris disposal as per plan.
- Unsafe stacking or blocked access is treated as safety hazard.

Approval / Governance: SE + SUP execute; SAFE monitors; PM-S enforces.

Evidence required:

- Housekeeping photos, safety observations

Non-negotiable:

- Blocked access and unsafe stacking are not allowed.

SE POL-10: Escalation & Evidence Policy

Purpose: Ensure risks are escalated early with evidence so decisions can be taken fast.

Policy Rules:

- Escalate based on triggers (safety, quality, delay, shortage) with time-bound discipline.
- Always include location, impact, evidence ref (photo/IR/PTW/register), and decision needed.
- Maintain escalation log in project folder for audit.

Approval / Governance: SE escalates to SSE/PM-S; PM-S to PM-HO/OWN as per matrix.

Evidence required:

- Escalation messages, photo evidence, register references

Non-negotiable:

- No evidence = weak escalation; always attach proof.

5. Registers (One-by-One) - REG-01 to REG-18

Registers are the minimum audit trail for site execution. Print templates for site file and maintain digital scans.

SE REG-01: Daily Plan & Morning Huddle Register

Purpose: Track daily targets, manpower, materials and hold points for each zone.

Frequency: Daily | **Owner:** SE/SSE

Date	Zone / Activity	Target Qty	Manpower	Materials	Hold Points (IR)	Remarks

SE REG-02: DPR Inputs & Photo Log Register

Purpose: Maintain traceable daily progress record with photo references.

Frequency: Daily | **Owner:** SE

Date	Activity	Location	Photo Ref / Link	Key Notes	Issues / Risks

SE REG-03: Manpower & Productivity Register

Purpose: Track manpower deployment and productivity vs targets.

Frequency: Daily | **Owner:** SE/SUP

Date	Contractor/Trade	Manpower	Planned Qty	Achieved Qty	Productivity	Remarks

SE REG-04: Benchmarks, Grids & Level Control Register

Purpose: Record TBM, datum transfers and line/level checks to prevent rework.

Frequency: As required | **Owner:** SE (verified by SSE)

Date	Area	TBM / Datum	Level / Offset	Checked By	Remarks

SE REG-05: Drawing Revision & Distribution Register

Purpose: Ensure only latest drawings are used on site and distribution is controlled.

Frequency: Daily update | **Owner:** SE/SSE

Drawing No.	Title	Rev	Date Received	Issued To	Obsolete Withdrawn	Remarks

SE REG-06: RFI (Request for Information) Register

Purpose: Track technical queries, responses and implementation status.

Frequency: As required | **Owner:** SE

RFI No.	Date	Subject/Area	Drawing Ref	Sent To	Response Date	Status

SE REG-07: Material Indent Register

Purpose: Track indents raised with specs, approvals and delivery status.

Frequency: Daily/Weekly | **Owner:** SE

Indent No.	Date	Material	Spec/Make	Qty	Req. Date	Status

SE REG-08: Material Inward Inspection Register

Purpose: Record inward inspection and acceptance/rejection with photo proof.

Frequency: Per delivery | **Owner:** SE/STORE

GRN/Challan	Date	Material	Make/Batch	Qty	Status	Photo Ref

SE REG-09: Cement & Steel Reconciliation Support Register

Purpose: Support monthly reconciliation and highlight variances early.

Frequency: Monthly | **Owner:** STORE/ACC-O (inputs by SE)

Month	Material	Opening	Received	Consumed	Closing	Variance	Remarks

SE REG-10: Cube Test Register

Purpose: Track cube casting, lab dispatch and test results.

Frequency: Per pour | **Owner:** SE

Cube ID	Date Cast	Location	Grade	Lab Sent	7-day	28-day	Remarks

SE REG-11: Concrete Pour / Slump / Pour Card Register

Purpose: Track each pour with key quality parameters and issues.

Frequency: Per pour | **Owner:** SE

Pour No.	Date	Location	Grade	Start/End	Qty	Slump	Cubes	Remarks

SE REG-12: Inspection Request (IR) Register

Purpose: Track inspections at hold points and pass/fail decisions.

Frequency: Daily | **Owner:** SE/SSE

IR No.	Date	Activity	Location	Raised By	Inspected By	Status (Pass/Fail)	Photo Ref

SE REG-13: NCR (Non-Conformance) Register

Purpose: Track non-conformances, corrective actions and closure verification.

Frequency: As required | **Owner:** SSE/PM-S (inputs by SE)

NCR No.	Date	Issue	Location	Responsible	Corrective Action	Target Date	Closure Proof

SE REG-14: Waterproofing Checklist & Test Register

Purpose: Track waterproofing stages, ponding tests and sign-offs.

Frequency: Per area | **Owner:** SE

Area	System	Start Date	Test Date	Test Duration	Result	IR Ref	Remarks

SE REG-15: Hindrance / Constraint Register

Purpose: Capture blockers with owner, action plan and closure status.

Frequency: Daily | **Owner:** SE/SSE

Date	Hindrance	Location	Impact	Owner	Action Plan	Target Date	Status

SE REG-16: Joint Measurement Register

Purpose: Maintain signed measurement records and photo references for billing.

Frequency: Weekly/Fortnightly | **Owner:** SE (verified by SSE)

Date	Contractor	Item/Location	Qty	Unit	Sheet Ref	Photo Ref	Signed

SE REG-17: Variation Register

Purpose: Track all variation requests with status and approvals.

Frequency: As required | **Owner:** SE/SSE

VO No.	Date	Description	Location	Reason	Est. Qty/Cost	Status

SE REG-18: Snag & Rectification Register

Purpose: Track snags/defects and closure proof before handover.

Frequency: Daily (finishing) | **Owner:** SE/SSE

Snag No.	Date	Location	Defect	Responsible	Target Date	Status	Closure Proof

6. Formats & Templates (One-by-One) - FMT-01 to FMT-18

Use these templates as-is. Print and keep signed copies in the site file, and upload scans to the project folder.

SE FMT-01: Daily Huddle Minutes / Daily Plan Sheet

Purpose: Capture daily plan, responsibilities, risks and approvals in one page.

Field / Item	Entry / Notes
Date	
Project / Site	
Attendees (SE/SSE/SUP/SAFE/STORE)	
Yesterday achieved (key quantities)	
Today targets (zone-wise)	
Key risks / hindrances	
Materials required (next 48 hrs)	
Safety controls / PTW needs	
Approvals needed / decisions	
Sign-off (SE/SSE/PM-S)	

SE FMT-02: Weekly / 2-Week Lookahead Plan Template

Purpose: Plan upcoming activities with manpower, materials and hold points.

Field / Item	Entry / Notes
Week starting	
Zone / Activity	
Target Qty	
Manpower plan	
Material lead-time items	
Hold points / inspections	
Constraints & actions	
Owner	
Remarks	

SE FMT-03: Setting-Out Checklist

Purpose: Confirm line/level checks before starting work.

Field / Item	Entry / Notes
Drawing ref & revision	
Area / Grid	
TBM / Datum reference	
Dimensions cross-check (diagonals/offsets)	
Level check (plinth/slab/FFL)	
Openings / service points confirmed	
Checked by (SE)	
Verified by (SSE)	
Photo references	
Remarks	

SE FMT-04: Material Indent Form (Site)

Purpose: Request materials with correct specification and required date.

Field / Item	Entry / Notes
Indent No. & Date	
Material description	
Spec / Make / Grade	
Quantity	
Required at site by (date)	
Usage location / zone	
Basis / calculation (attach if needed)	
Raised by (SE)	
Reviewed by (SSE)	
Approved by (PM-S/Authority)	
Remarks	

SE FMT-05: Material Inward Inspection Checklist

Purpose: Inspect deliveries and record acceptance/rejection evidence.

Field / Item	Entry / Notes
PO/WO ref	
Challan / GRN ref	
Material & make	
Batch / heat no / expiry (if applicable)	
Quantity received	
Visual condition check	
Test requirement / sampling	
Accepted / Rejected (with reason)	
Photo references	
Inspected by (SE/STORE)	
Remarks	

SE FMT-06: Pre-Pour Checklist / Pour Card

Purpose: Confirm pour readiness and hold point clearance.

Field / Item	Entry / Notes
Pour location / element	
Drawing ref & revision	
Rebar check completed (Y/N)	
Shuttering alignment/level ok (Y/N)	
Embedments/sleeves cleared (Y/N)	
Safety readiness (edges/PTW) ok	
IR No. (pre-pour)	
RMC grade / mix	
Planned quantity	
Slump record	
Cube IDs	
Go-ahead sign (SSE/PM-S)	

SE FMT-07: Cube Casting & Dispatch Slip

Purpose: Maintain cube traceability from casting to lab results.

Field / Item	Entry / Notes
Cube ID(s)	
Date & time cast	
Pour location	
Concrete grade	
RMC vehicle / batch	
Lab name	
Dispatch date/time	
Witness (SE/SSE)	
Photo references	
Remarks	

SE FMT-08: Inspection Request (IR) Form

Purpose: Raise inspection request and capture pass/fail decision.

Field / Item	Entry / Notes
IR No. & Date	
Activity / hold point	
Location / zone	
Drawing ref & revision	
Checklist / ITP ref	
Raised by (SE)	
Inspected by (SSE/Consultant)	
Status (Pass/Fail)	
Remarks / punch points	
Re-inspection date (if fail)	
Photo references	
Signatures	

SE FMT-09: NCR (Non-Conformance Report) Form

Purpose: Record non-conformance and corrective action.

Field / Item	Entry / Notes
NCR No. & Date	
Issue description	
Location	
Responsible contractor	
Immediate action	
Corrective action plan	
Target closure date	
Re-inspection date	
Closure verification + signature	
Photo references	

SE FMT-10: RFI (Request for Information) Form

Purpose: Seek clarification for drawings/technical conflicts before execution.

Field / Item	Entry / Notes
RFI No. & Date	
Subject / Area	
Drawing ref	
Issue / clarification required	
Options / suggestion (if any)	
Sent to	
Response received (date)	
Status	
Remarks	

SE FMT-11: Waterproofing Checklist + Ponding Test Record

Purpose: Document waterproofing stages and test results with evidence.

Field / Item	Entry / Notes
Area / location	
System / material	
Substrate prep check	
Detailing at joints/penetrations	
Application date	
Ponding start date/time	
Ponding end date/time	
Result (Pass/Fail)	
IR Ref	
Photo references	
Sign-off (SE/SSE)	

SE FMT-12: Concealment Clearance Checklist (MEP)

Purpose: Approve concealment only after testing and photo evidence.

Field / Item	Entry / Notes
Area / zone	
Service type (plumbing/electrical/HVAC)	
Testing completed (pressure/continuity)	
Leak/defect check result	
Slopes/levels verified (if applicable)	
Photos captured (ref)	
IR Ref	
Approved by (SE/SSE)	
Remarks	

SE FMT-13: Joint Measurement Sheet

Purpose: Record measurements in a standard, auditable format.

Field / Item	Entry / Notes
Date	
Contractor / trade	
Item / location	
Measurement details	
Quantity	
Unit	
Sheet reference no.	
Photo references	
Signatures (Contractor + SE/SSE)	
Remarks	

SE FMT-14: Variation Request Note (Site Initiation)

Purpose: Initiate variation request with evidence and approval route.

Field / Item	Entry / Notes
VO No. & Date	
Location	
Description of change/extra work	
Reason (design/site condition/client)	
Reference (RFI/drawing/meeting)	
Estimated quantity / impact	
Estimated cost impact (if known)	
Requested by (SE)	
Reviewed by (SSE/PM-S)	
Approval status	
Remarks	

SE FMT-15: PTW Support Checklist (Height/Lifting/Hot Work)

Purpose: Support SAFE by verifying PTW controls are in place.

Field / Item	Entry / Notes
Activity type	
PTW No.	
Date / time	
Barricading & signage	
PPE compliance	
Tools & equipment check	
Supervisor assigned	
Emergency readiness	
SAFE sign	
SE/SSE sign	
Remarks	

SE FMT-16: Safety Observation Card

Purpose: Record unsafe acts/conditions and corrective actions.

Field / Item	Entry / Notes
Date	
Location	
Observation	
Risk level	
Immediate action taken	
Responsible person	
Target close date	
Closure proof / photo ref	
Reported by	

SE FMT-17: Snag List (Punch-list) Form

Purpose: Track snags by location with closure proof.

Field / Item	Entry / Notes
Snag No. & Date	
Location / unit	
Defect description	
Category (civil/MEP/finish)	
Responsible contractor	
Target close date	
Closure date	
Photo before/after	
Verified by (SE/SSE)	
Remarks	

SE FMT-18: Handover Readiness Checklist

Purpose: Confirm area is ready for handover with full evidence pack.

Field / Item	Entry / Notes
Area / unit	
Snags closed (Y/N)	
IR/NCR closed (Y/N)	
Test reports attached (if any)	
Waterproofing proofs attached	
As-built markups updated	
Cleaning & protection complete	
Keys / access handed over	
Sign-off (SE/SSE/PM-S)	
Remarks	

Appendix A: Quick Reference - Authority Boundaries + Escalation Triggers (SE)

Use this appendix when you are unsure. When in doubt, escalate early with evidence.

A1. Authority boundaries (SE)

Topic	SE can do	Escalate / Approve by
Purchases / orders	Raise indent with specification and calculation basis. Do not commit to vendor.	SSE reviews; PM-S/PUR-M approve & issue PO.
Payments / advances	Provide work completion evidence and measurement sheets only.	PM-S/ACC-O approve as per matrix.
Quality decisions	Raise IR, stop cover-up, issue NCR input and evidence.	SSE/PM-S decide corrective route and closure.
Variations (extra work)	Identify + document + raise Variation Request Note.	PM-S/PM-HO/OWN approve before execution.
Safety stop-work	Stop work immediately for high-risk hazard and inform SAFE.	PM-S + SAFE clear and restart.
Drawing conflicts	Raise RFI with photos/sketch; do not assume.	SSE/PM-S obtain written clarification from consultant.
Measurement sign-off	Measure and prepare pack; do not sign disputed quantities.	SSE/PM-S certify; QS/ACC-O process.

A2. Escalation triggers (minimum)

Trigger	What SE must do	Timeline
Safety: immediate hazard (fall risk, electrical, lifting)	Stop-work immediately; inform SAFE + SSE/PM-S	0-30 minutes
Quality: cover-up pressure / IR not cleared	Refuse; raise IR/NCR; inform SSE/PM-S	Same day
Concrete: RMC delay / slump issue / pour risk	Inform SSE; hold pour if quality compromised	Immediate
Waterproofing: test failure	Stop finishing; NCR; inform SSE/PM-S	Same day
Progress: >10% drift on critical activity	Inform SSE mid-day; update recovery plan	Same day
Material: shortage will stop work in 48-72 hrs	Inform STORE/PUR-M + SSE	Same day
Neighbour complaint / damage risk	Record evidence; inform PM-S/SSE; involve SAFE if safety	Same day

A3. Escalation message format (copy-paste)

- Subject:** [SITE][ZONE][RISK TYPE] - Short issue title
- When:** Date + time
- Where:** Building/Floor/Flat/Zone (attach marked photo)
- What happened:** 1-2 lines facts only
- Impact:** Safety/Quality/Delay/Cost (quantify if possible)
- Evidence:** Photo refs / Register ref (IR/NCR/PTW) / Drawing ref
- Decision needed by:** SSE/PM-S (and by what time)
- Immediate action taken:** (stop-work/barricade/hold material etc.)

Appendix B: 30-60-90 Day Onboarding Plan (SE)

This plan helps new Site Engineers become fully productive with Swara controls and documentation standards.

Timeline	Focus	Deliverables / Evidence
Day 1-7	Site induction, safety rules, drawings orientation, register training.	Safety induction completed; understands drawing revision system; opens/updates REG-01/02/12 basics.
Day 8-30	Own a zone under SSE: daily plan, setting-out checks, material indents, IR raising.	Daily plan sheets signed; photo log discipline; at least 5 IRs raised correctly; zero cover-up without IR.
Day 31-60	Strengthen quality + measurement: pre-pour readiness, cube records, measurement packs, NCR closures.	Pour registers + cube log maintained; participates in joint measurements; NCR closures with proof.
Day 61-90	Run zone with minimal supervision: productivity control, hindrance recovery, snag closure and handover readiness.	Hindrance register with closures; snag list closure proof; ready for internal audit review.

Completion criteria: SE is considered independent when daily plan + photo log + IR/NCR discipline are consistent for 30 continuous days.