



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Office of the Dean of Infrastructure & Planning

DOIP: 106 QC

Site Quality Observation Report

**This form should be generated every alternate week during the duration of work to assess quality of the work*

(To be filled by ZIC, reviewed by EIC and send to PCC cell, DOIP with a copy to OIC2_DOIP)

Request number													
Name of the work													
Contract Agreement No													
Name and Contact Details of Contractor:							Name of associated contractor (if any):						
Type of Contract:							Duration:						
Start Date as per Agreement:							End Date as per Agreement:						
Name of EIC s							Phone/Mob No.						
Name of ZICs							Phone/Mob No.						

Reports should include all representative pictures of observation/ defects, quality issues noted during routine site visit, intimations to contractor and remedial actions based on Annexure A format.

Detailed comments by ZIC:

_____ (Signature of the ZIC)

____ / ____ / ____
 Date: (dd / mm / yyyy)

Detailed comments by EIC:

_____ (Signature of the EIC)

____ / ____ / ____
 Date: (dd / mm / yyyy)

- For DOIP Office Records

PCC Cell, DOIP	OIC2/OIC1
<i>Proposed Action Plan if any</i>	

Annexure A

Site Observation

Photo	Remarks	Type	Compliance/ rectification