STANDARD OPERATING PROCEDURE OF "SUBMITTAL OF QUALITY ASSURANCE PLAN"

Standard Operating Procedure of "Submission of Quality Assurance Plan"

Table of Content for "Submission of Quality Assurance Plan"

1) Contractor Login

A) The below screen will appear in the Contractor login where the contractor can request for **QAP Submission** by clicking on the **"New"** button as highlighted in red in the below screenshot.

B) By clicking on the "**New**" button, **"Submission of QAP by Contractor"** form will appear where the user needs to fill information as shown in the below.

C) After filling in all the required fields, submit the form by clicking the **"Submit"** button. Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.

2) AE/IE-Login

A) Request submitted by contractor will be displayed in the **AE/IE Grid** as shown below image.

Now, by clicking on the **"Action"** button AE/IE can take **three** actions as shown below screen.

- In case of any Query/Clarification required by AE/IE, AE/IE can opt for the **"Seek Clarification"** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- AE/IE can also select the **"Reject for Resubmit"** option from the drop-down menu. The page will appear as per Annexure 1.
- AE/IE can select the **"Approve"** option from the drop-down menu.

3) Contractor Login(Resubmit)

A) The request **Reject** by AE/IE will now be displayed in the below Contractor grid.

B) Now, by clicking on the **"Action"** button **Contractor** can **"Re-Submit"** the form as shown below screen.

Re-Submission Of QAP By Contractor

Back to Grid

Project Name

4/6L of Khed (42.00) to Sinnar (Km. 177.00) of Old NH - 50 (New NH - 60) in Maharashtra

Mode	**Appointed Date**	**Scheduled / Likely Completion Date of Project**	**Total Project Length (Km)**
BOT Toll	12/02/2014	02/02/2022	137.9400

Physical Progress(%)

81.3900

Upload QAP

Choose File No file chosen

Reason for Delay

Cancel Submit

C)   After filling in all the required fields, submit the form by clicking the **"Submit"** button.Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.

4)   Approval by AE/IE

A)   By clicking on the **"Approve"** option in "**Action"** Button the below screen will be appear.

Approve

Back to Grid

Project Name

4/6 Laning of Raipur-Simga (Pkg-I) from km. 0.00 to km. 48.58

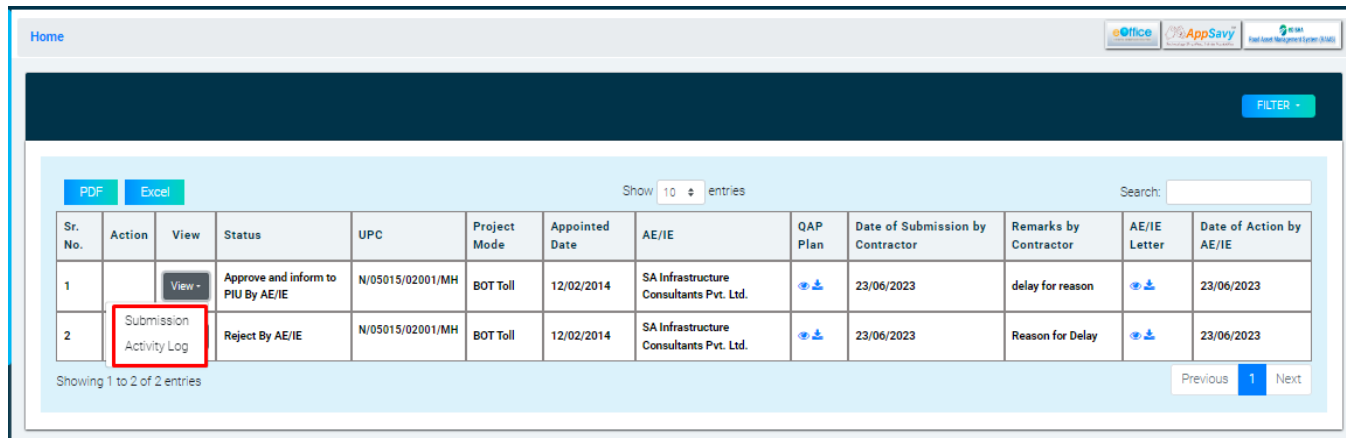| **Mode**	**Appointed Date**	**Scheduled / Likely Completion Date of Project**	**Total Project Length (Km)**
EPC	21/04/2016	20/04/2018	48.5800

Physical Progress

98.9800

Upload SQAP

👁 ⬇

AE/IE letter

Choose File No file chosen

Cancel Submit

D)   After filling in all the required fields, submit the form by clicking the **"Submit"** button. Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.

5) NH DIVISION/PIU/BRO Login

A) After Approval of AE/IE, NH DIVISION/PIU/BRO & Other NHAI officials can view the submitted form by clicking on "**Submission" & "Activity Log"** as shown below screen.

6) Annexure -I