



Standard Operating Procedures

System Form

Title: Program of Works/Work Plan

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Effective Date:

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Name of the Project:

SL No	Task Name	% Complete	Duration	Start	Finish	Time Duration (Weeks)																	
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
A	Mobilization																						
1	Layout Finalization																						
2	Earth excavation & foundation																						
B	Structural works																						
1	Short Column & Under Ground reservoir																						
2	Grade Beam																						
3	Sand Filling																						
4	GF Column																						
5	1st Floor Slab casting																						
6	1st Floor Column																						
7	Roof Slab																						
8	Transformer Foundation & Fire Wall																						
9	Under Ground Cable Trench																						
C	Brick Work																						
D	Finishing Works																						
1	Plaster & facing bricks																						
2	marble works																						
3	Tiles Work																						
4	Wooden works																						
5	Painting																						
6	Aluminium works																						
7	False ceiling																						
E	Electrical works																						
1	Electrical Wiring																						
2	Light and Fan fitting																						
3	Switch Socket fitting																						
F	Plumbing Works																						
1	Rain Water pipe installation																						
2	Pump installation																						
3	Septic tank																						
4	sewage pipe installation																						
5	Bathroom fitting and fixings																						
6	other works																						

(Handwritten signatures and initials)

Standard Operating Procedure (SOP)

Execution of Engineering Works