KARABÜK ÜNİVERSİTESİ

Yapı İşleri ve Teknik Daire Başkanlığı Yapım İşleri Şube Müdürlüğü

Kontrol Teşkilatının Oluşturulması İş Akışı

DAİRE BAŞKANI ŞUBE MÜDÜRÜ YAPI DENETİM GÖREVLİSİ YÜKLENİCİ

Yapı Denetim Görevlileri onaylandı mı?

Hayır

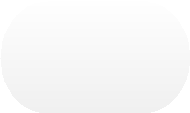
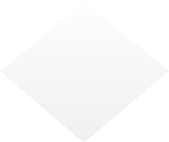
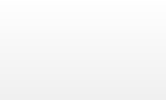
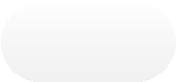
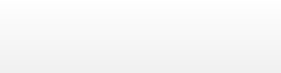
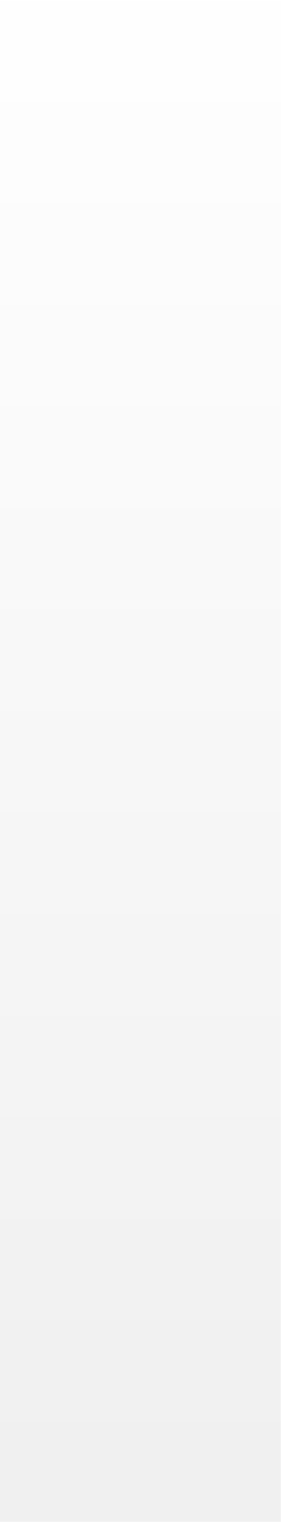
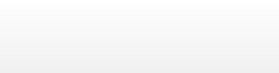
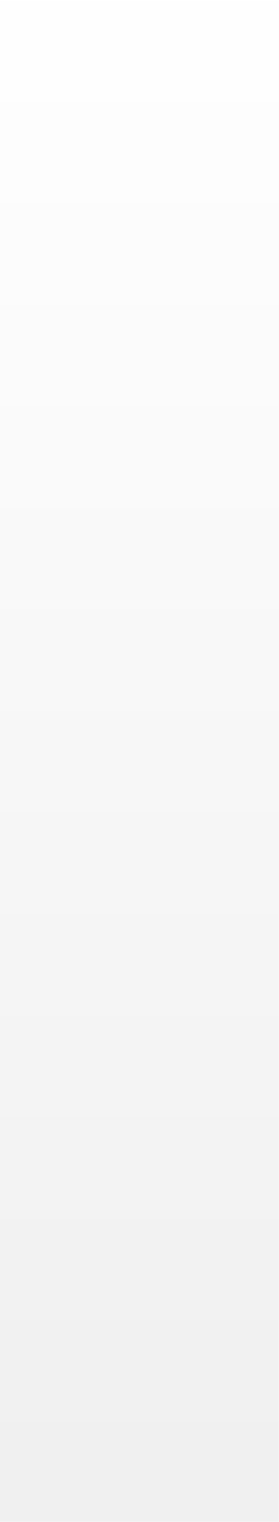
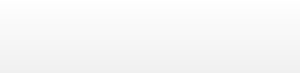
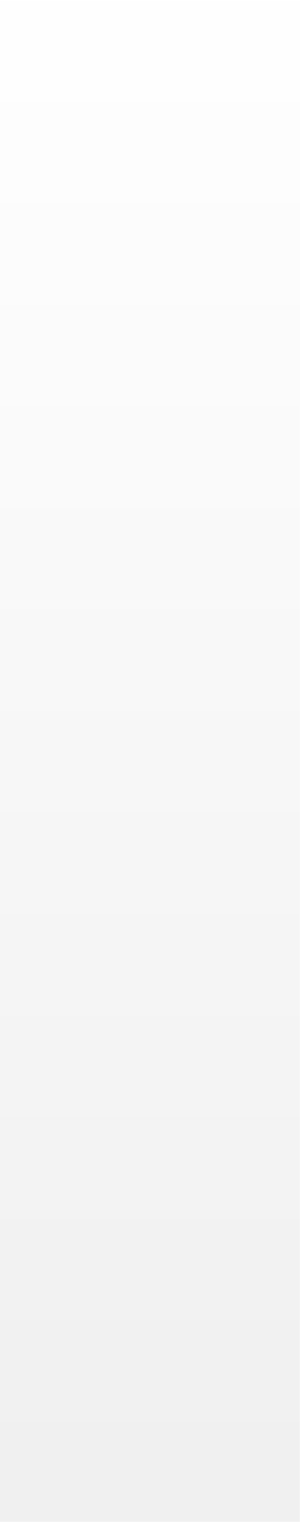
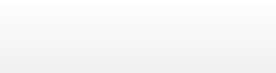
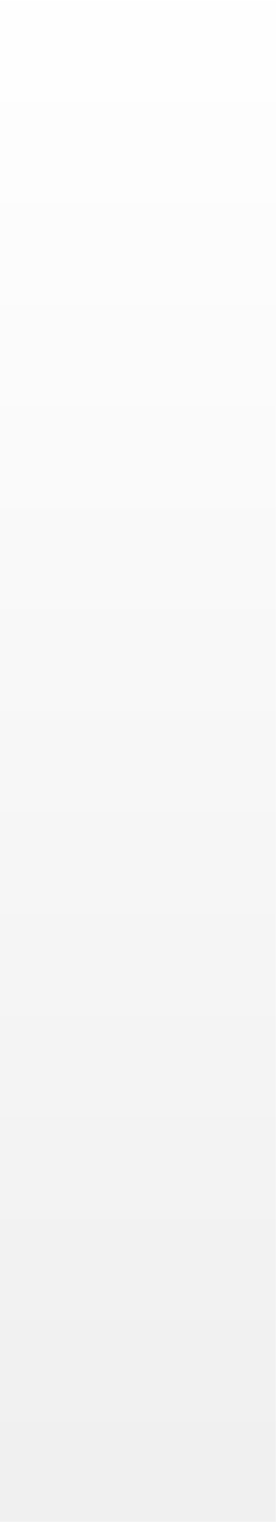
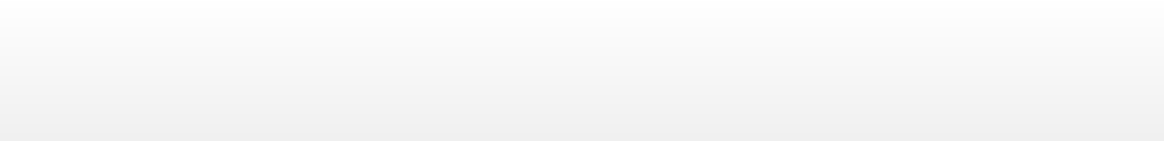
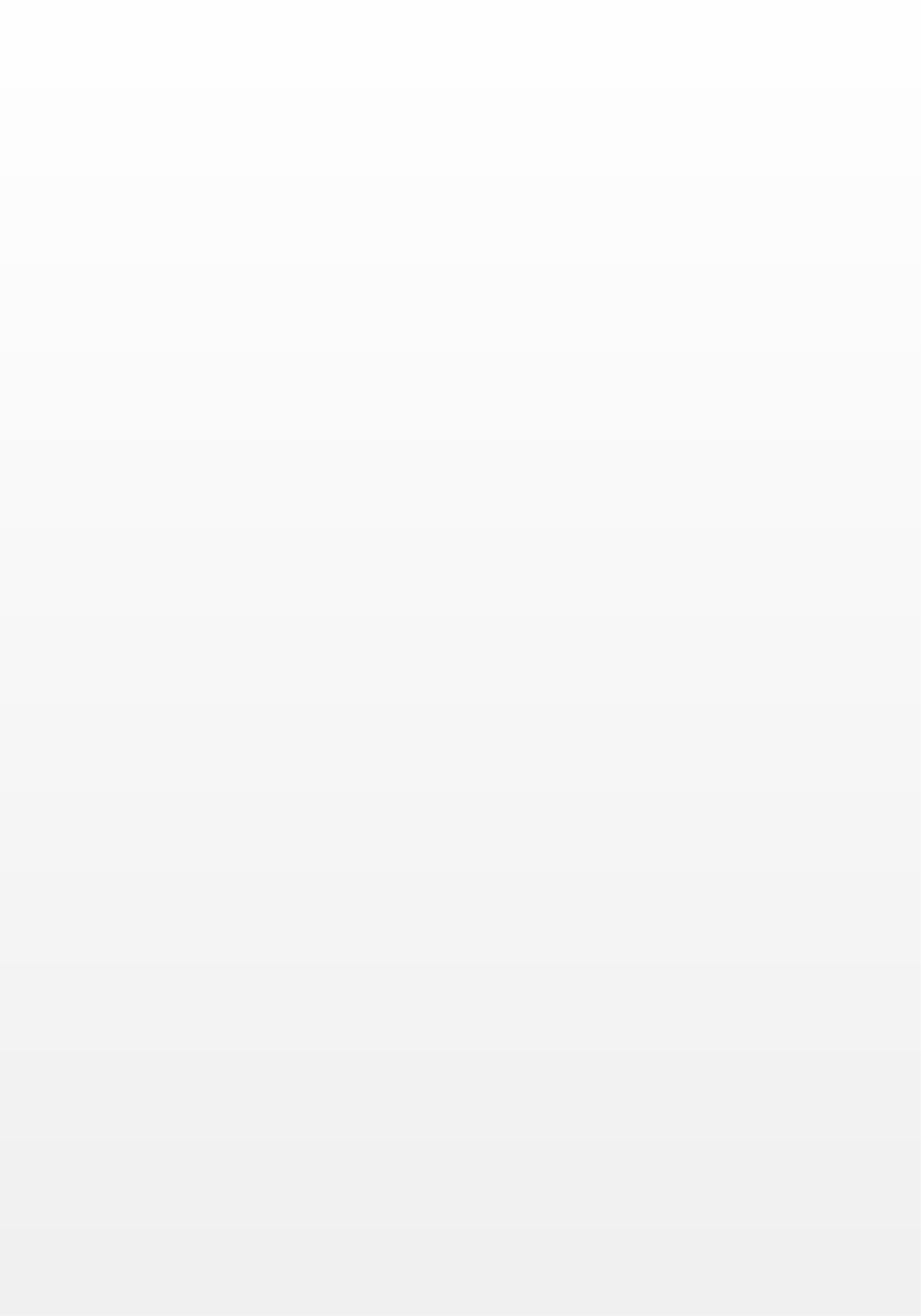
Yapı Denetim Görevlilerine ilişkin Teklifin Hazırlanması

Sözleşmenin imzalanması

Evet

Yapı Denetim Görevlilerine tebliğ edilmesi

Proje ile ilgili dokümanlar yükleniciye tarif edilerek teslim edilir.



KARABÜK ÜNİVERSİTESİ

Yapı İşleri ve Teknik Daire Başkanlığı

Yapım İşleri Şube Müdürlüğü

Yer Teslimi İş Akışı

DAİRE BAŞKANI ŞUBE MÜDÜRÜ YAPI DENETİM GÖREVLİSİ

YÜKLENİCİ

SOSYAL GÜVENLİK KURUMU

Dilekçe

Dilekçe Şube Müdürüne havale edilir.

Dilekçe Yapı Denetim elemanlarına Havale edilir

İş yerine gidilerek yükleniciye yer teslimi yapılır.

Tutanak onaylanır

Tutanak imzalanır ve Başkana gönderilir.

Tutanak imzalanarak Şube Müdürüne gönderilir.

5 nusha İş yeri teslim tutanağı düzenlenir.

# 

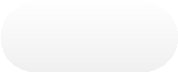
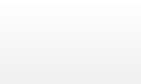
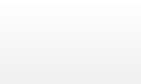
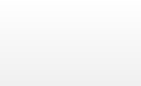
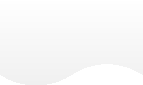
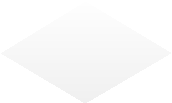
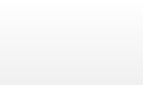
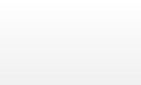
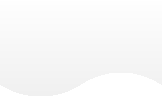
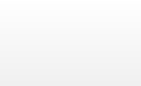
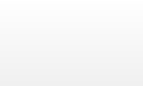
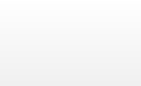
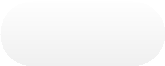
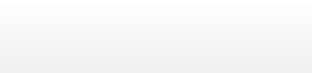
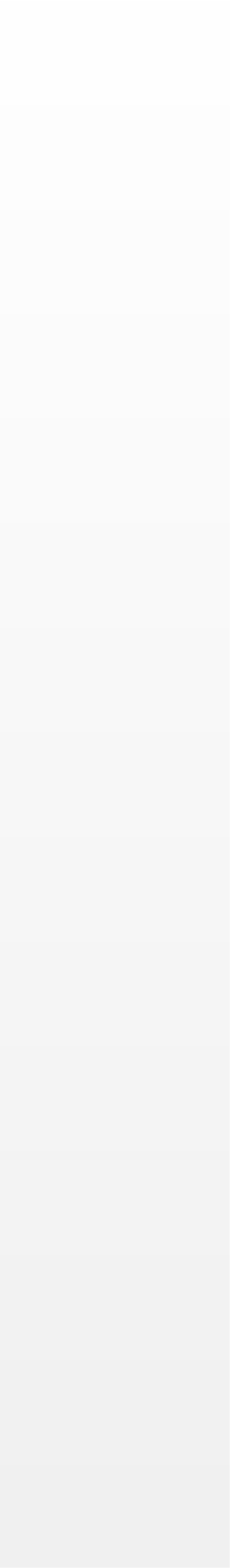
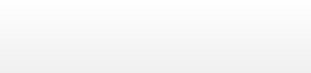
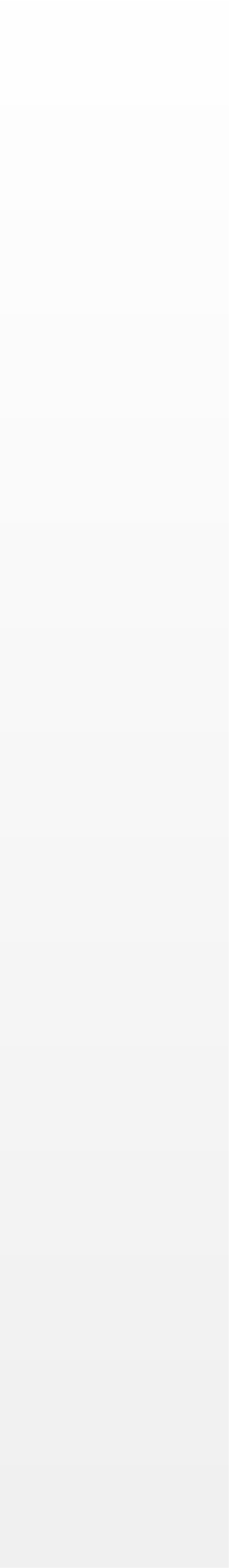
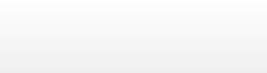
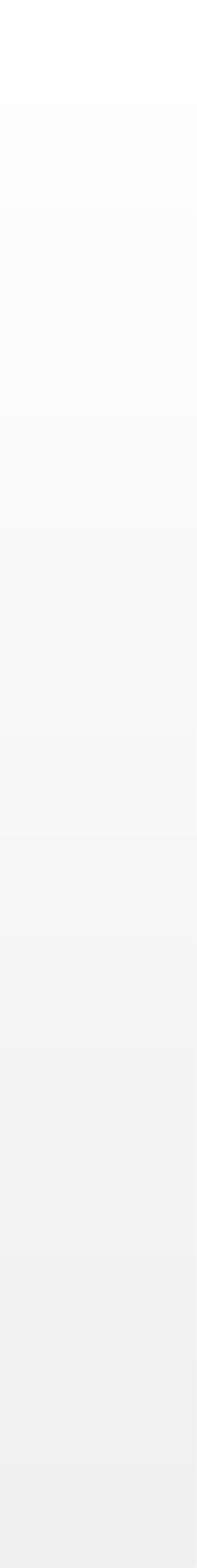
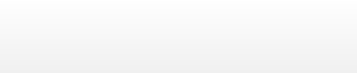
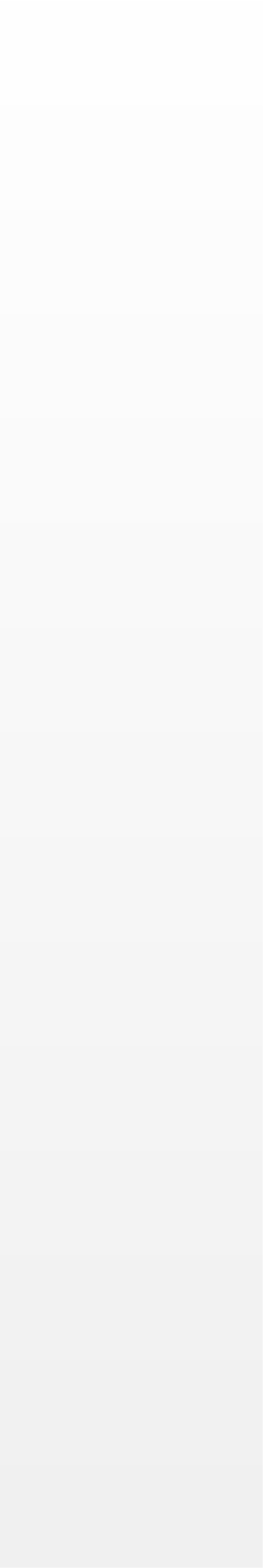
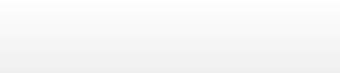
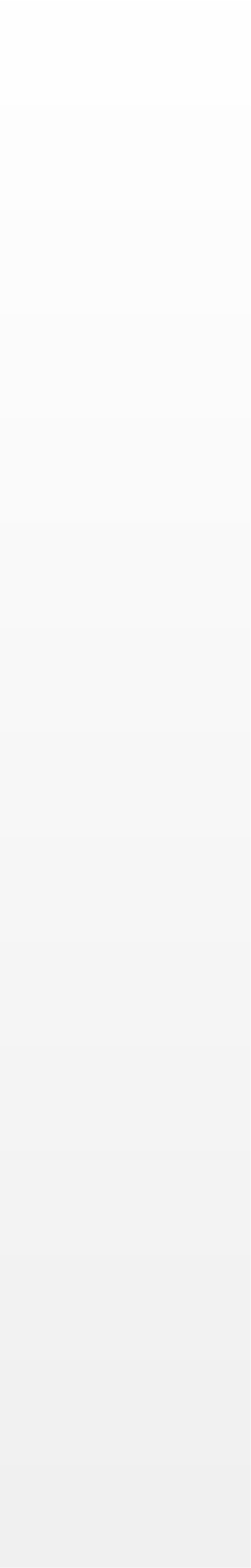
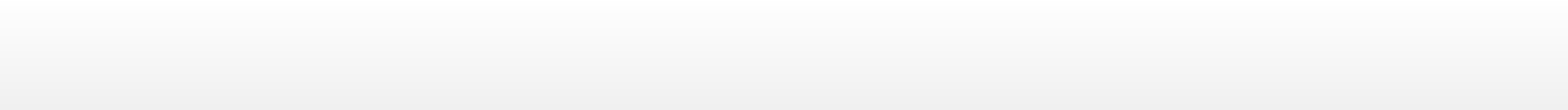
Fiilen işe başlamayı engelleyen unsurlar için gerekli yazışmalar yapılır.

Yer teslim tutanağı dağıtım yazısı yazılır

Dosyasına kaldırılır.

Yer teslim tutanağı gönderilir.

Işe başlama yazısı ekinde yer teslim tutanağı gönderilir.



KARABÜK ÜNİVERSİTESİ

Yapı İşleri ve Teknik Daire Başkanlığı Yapım İşleri Şube Müdürlüğü

İş Programı, All-Risk Sigorta Poliçesi ve Teknik Eleman Taahhütnamesi İş Akışı

DAİRE BAŞKANI ŞUBE MÜDÜRÜ YAPI DENETİM GÖREVLİSİ YÜKLENİCİ

Şube Müdürüne havale edilir.

İş programı, All-risk sigorta poliçesi ve teknik eleman taahhütnamesi Dilekçe ile idareye sunulur.

Yapı Denetim elemanlarına havale edilir.

Belgeler eksiksiz ve uygun mu ?

Hayır

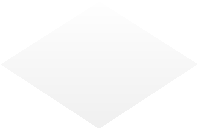
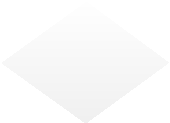
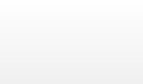
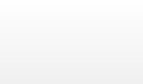
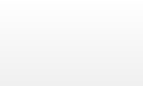
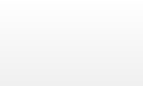
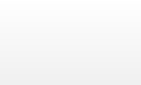
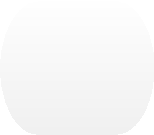
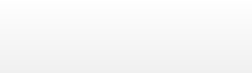
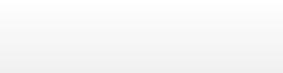
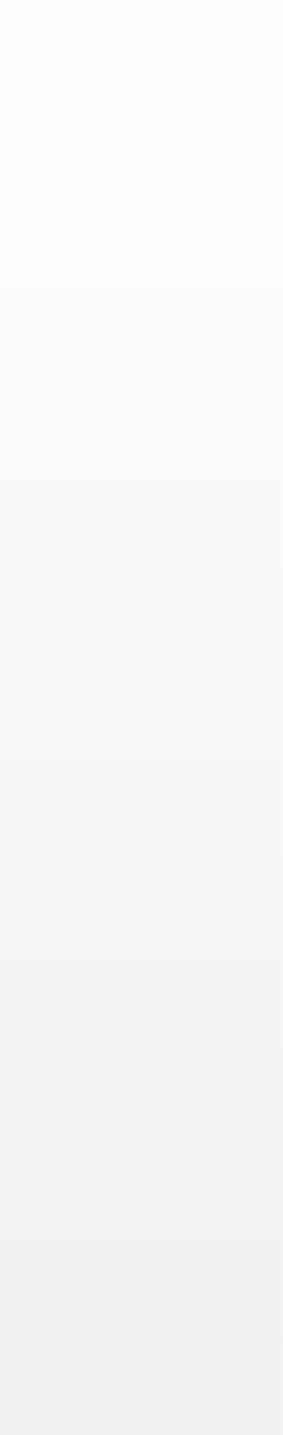
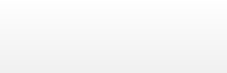
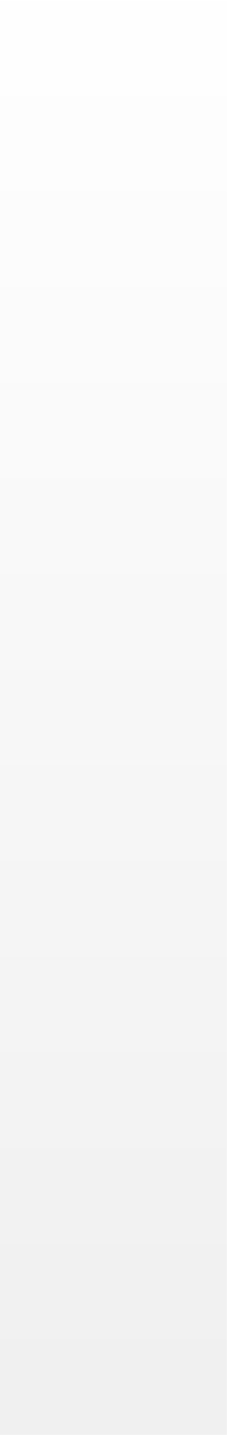
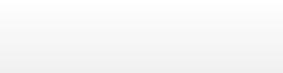
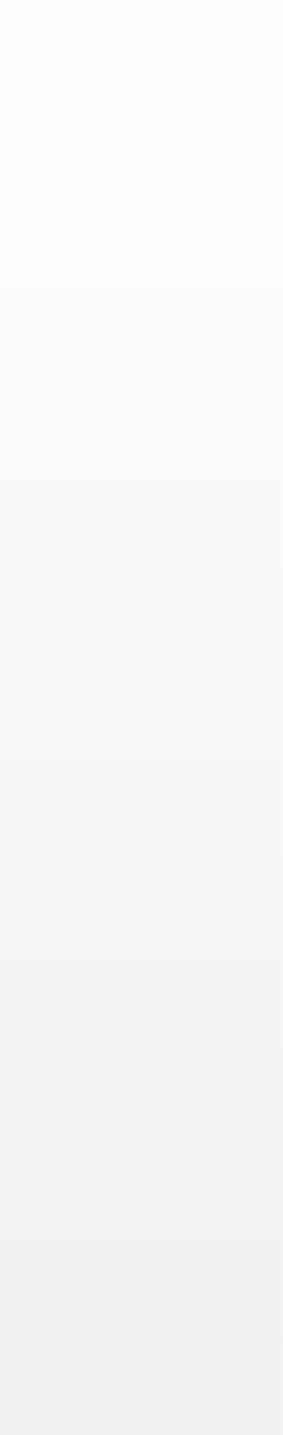
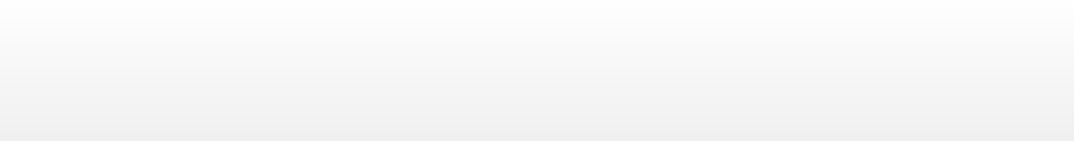
Eksik ve Uygun olmayan belgelerin tamamlatılması istenir.

Evet

İş programı onaylanır.

İş programı onay için Başkana sunulur

İş Programı imzalanır. Diğer evraklarla birlikte Şb.Md. Sunulur.



Dosyasına Kaldırılır.

KARABÜK ÜNİVERSİTESİ

Yapı İşleri ve Teknik Daire Başkanlığı Yapım İşleri Şube Müdürlüğü

Hakediş Ödemeleri İş Akışı

DAİRE BAŞKANI ŞUBE MÜDÜRÜ YAPI DENETİM GÖREVLİSİ YÜKLENİCİ

Hakediş dilekçesi verilir

Dilekçe Şb.Md. havale edilir

Yapı Denetim Görevlilerine havale edilir

İş yerinde gerekli incelemeler yapılır

Hayır

Gerekli düzeltmeler yapılır.

Uygun mu ?

Evet

İşçi alacakları ilanına bakılır

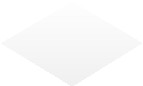
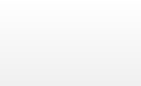
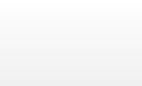
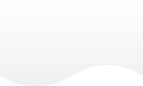
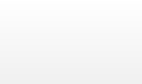
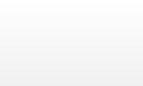
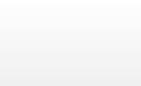
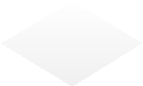
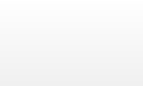
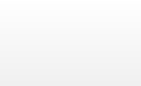
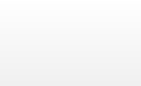
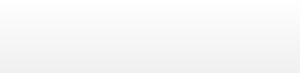
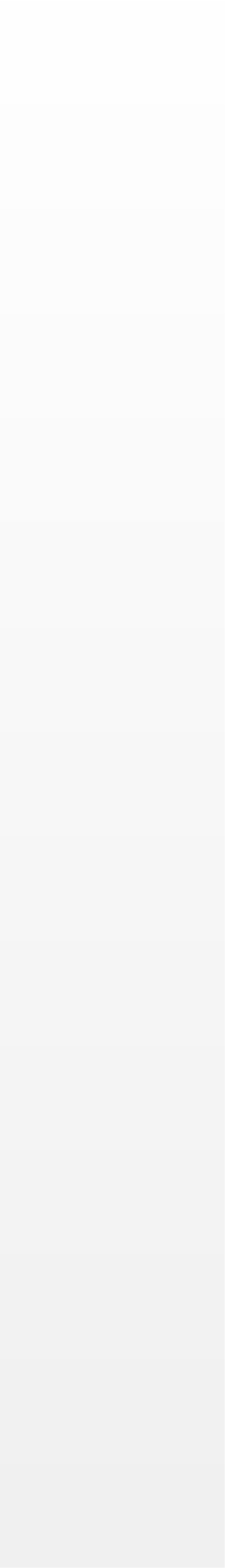
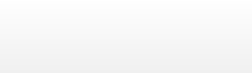
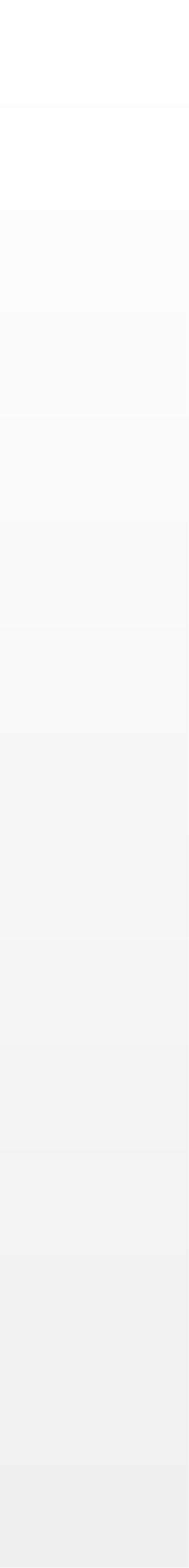
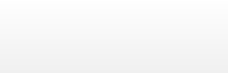
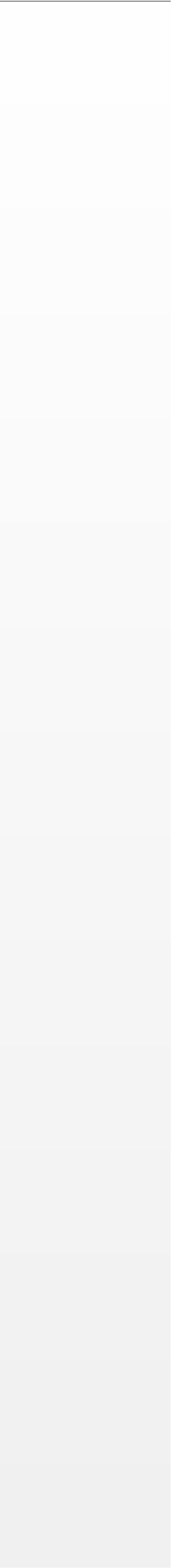
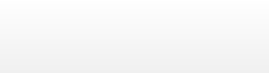
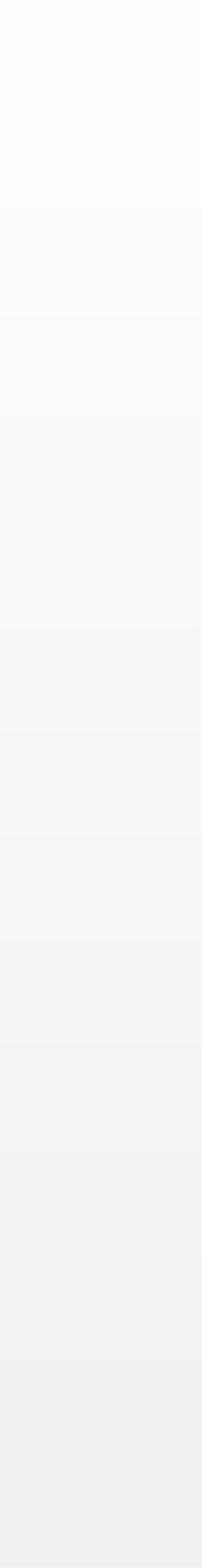
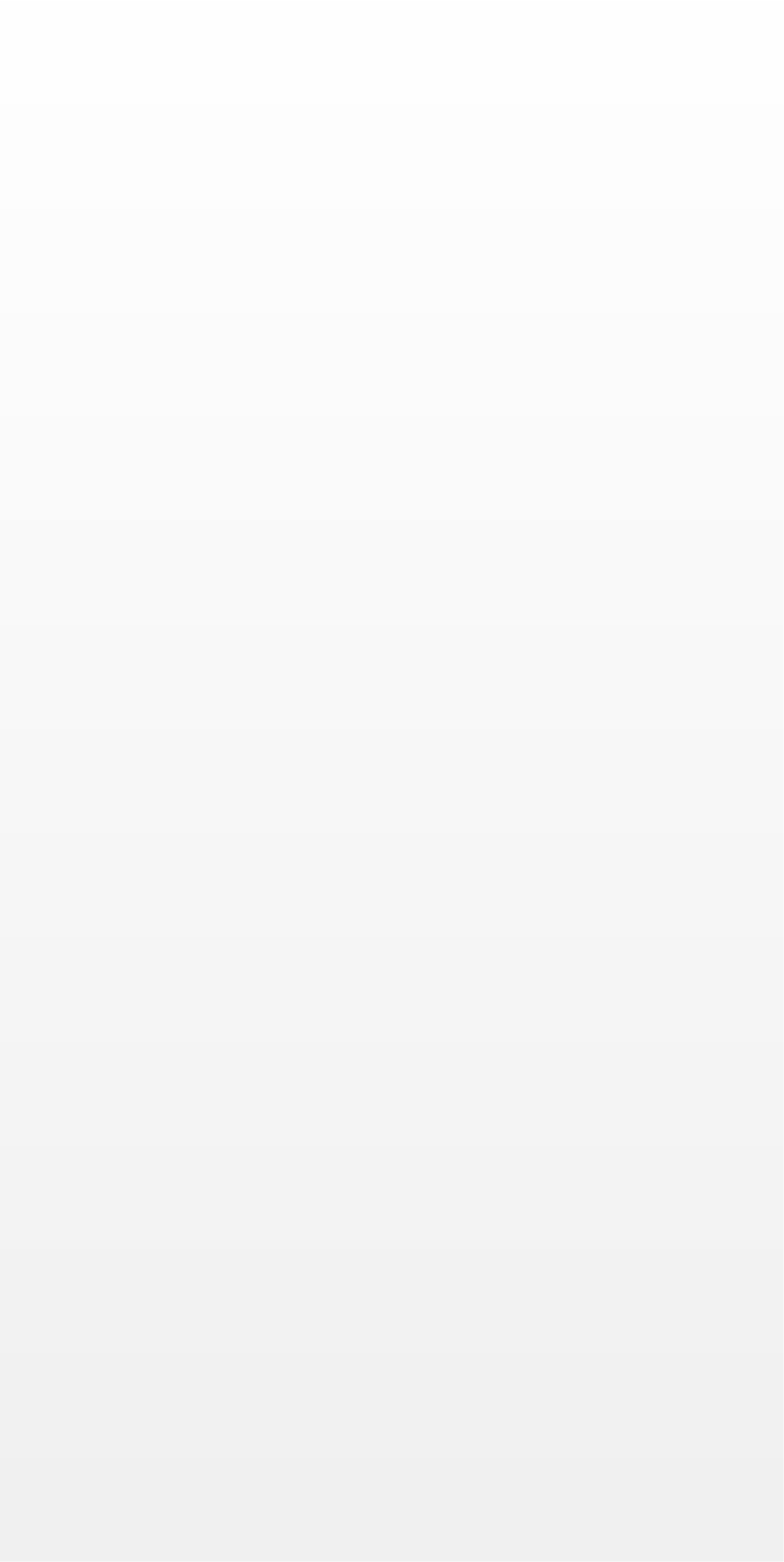
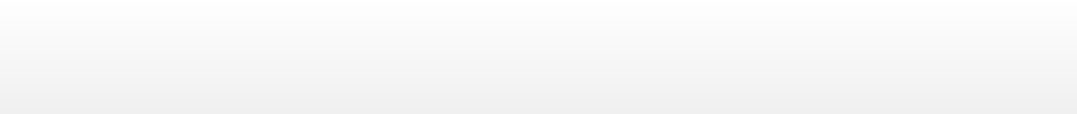
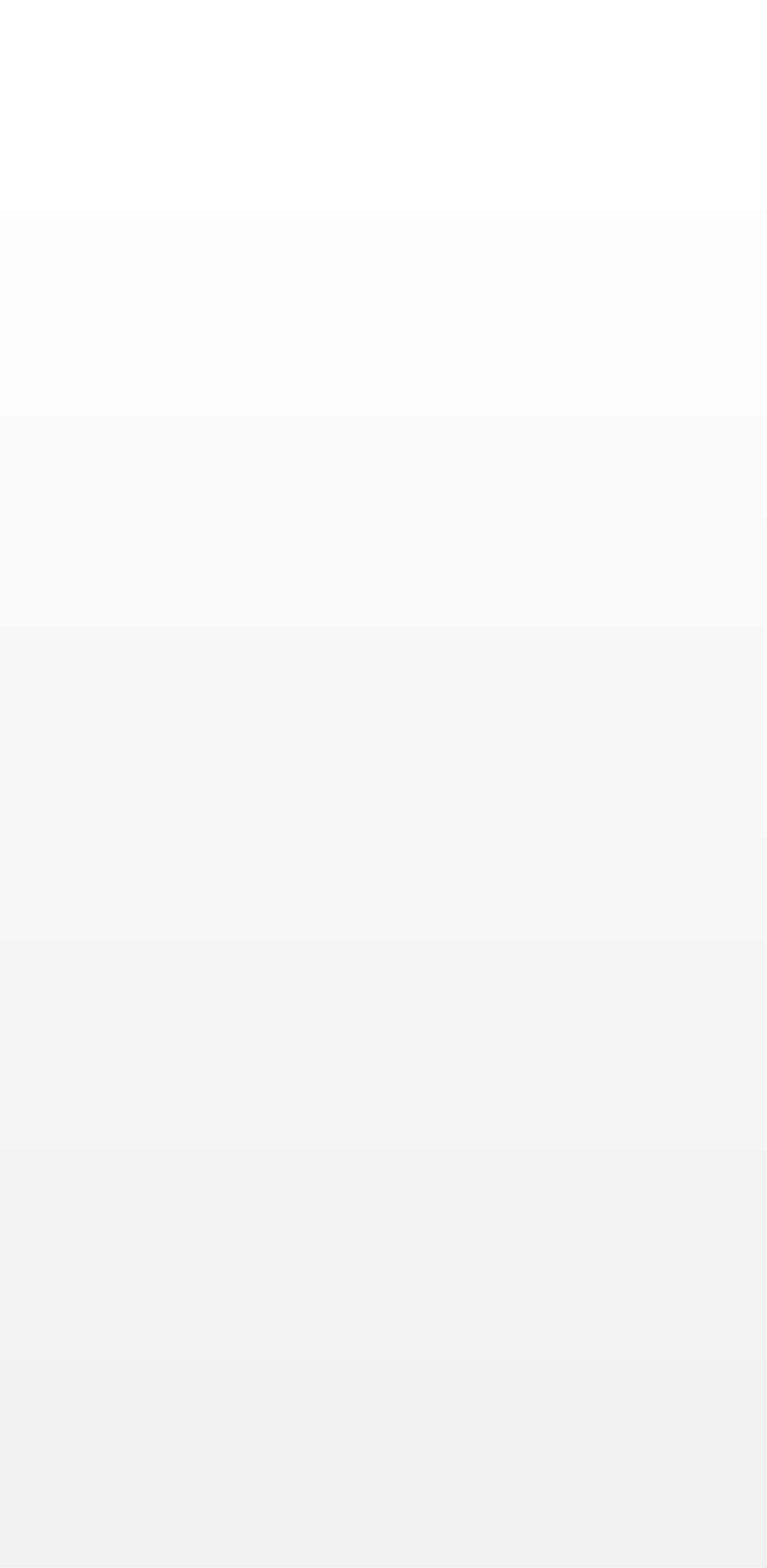
İşçi alacakları için tutanak düzenlenir

İşçi alacak tutanakları imzalanır

Hakediş onaylanır

Hakediş raporu başkana onaya sunulur.

Hakediş raporu imzalanır



Evet

Hakediş Raporu hazırlanır ve imalanır

Hakediş Tahakkuka bağlanır.

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İş Artışı İş Akışı

DAİRE BAŞKANI ŞUBE MÜDÜRÜ YAPI DENETİM GÖREVLİSİ YÜKLENİCİ

İlave iş yazısı Şb.Md. Havale edilir.

İlave yapılacak işlerin listesi idareye verilir.

İlave iş yazısı teknik personele havale edilir.

İlave Yapılacak işlerin hesabı yapılarak gerekçe raporu ile birlikte sure uzatım onayı hazırlanır ve imza altına alınır

İş artışı onaylanır

İlave İşlerin hesabı onay için başkana sunulur.

İlave işlere ait onay yükleniciye tebliğ edilir.

İlave işlerle ilgili ek teminat mektubu, revize iş programı ve All-risk sigorta poliçesi idareye sunulur.

Revize İş programı imzalanarak Başkana gönderilir

Belgeler incelenerek imzalanır.

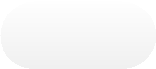
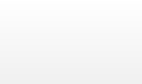
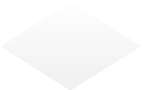
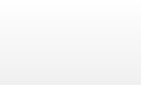
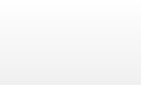
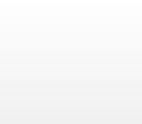
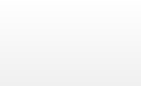
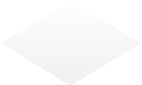
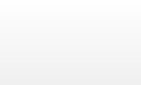
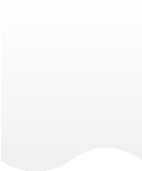
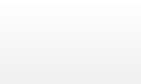
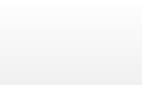
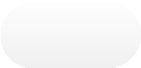
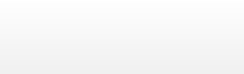
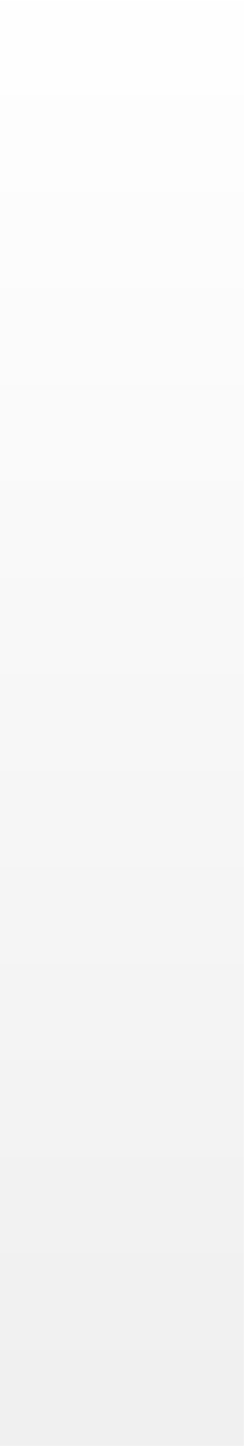
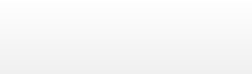
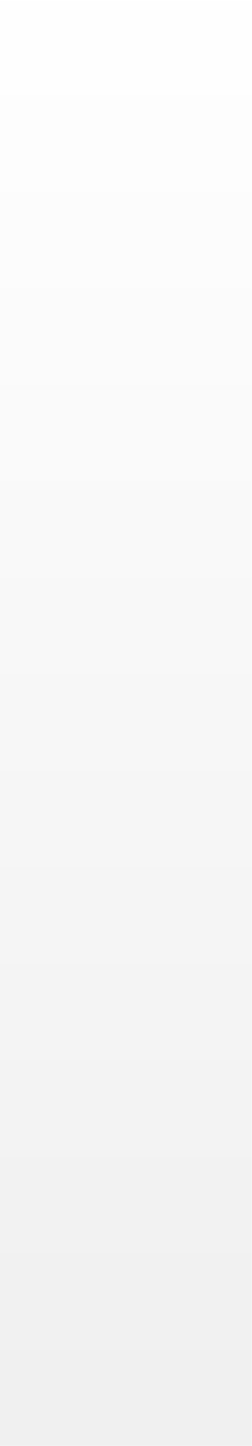
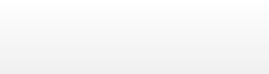
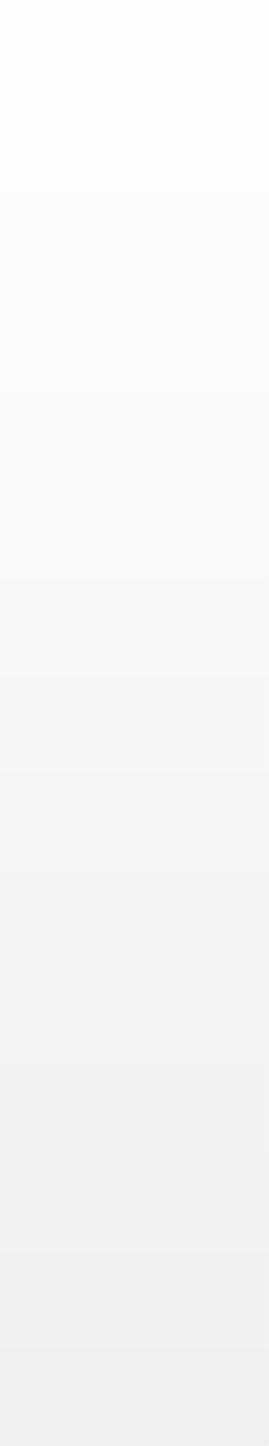
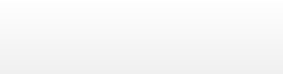
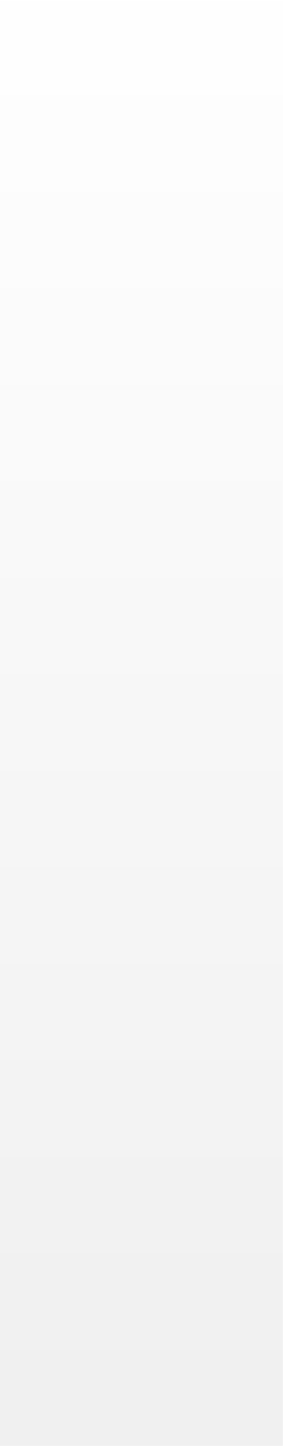
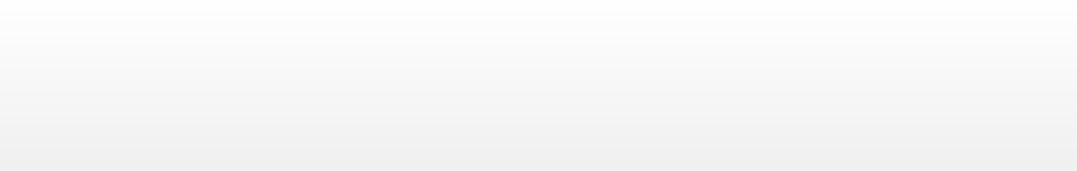
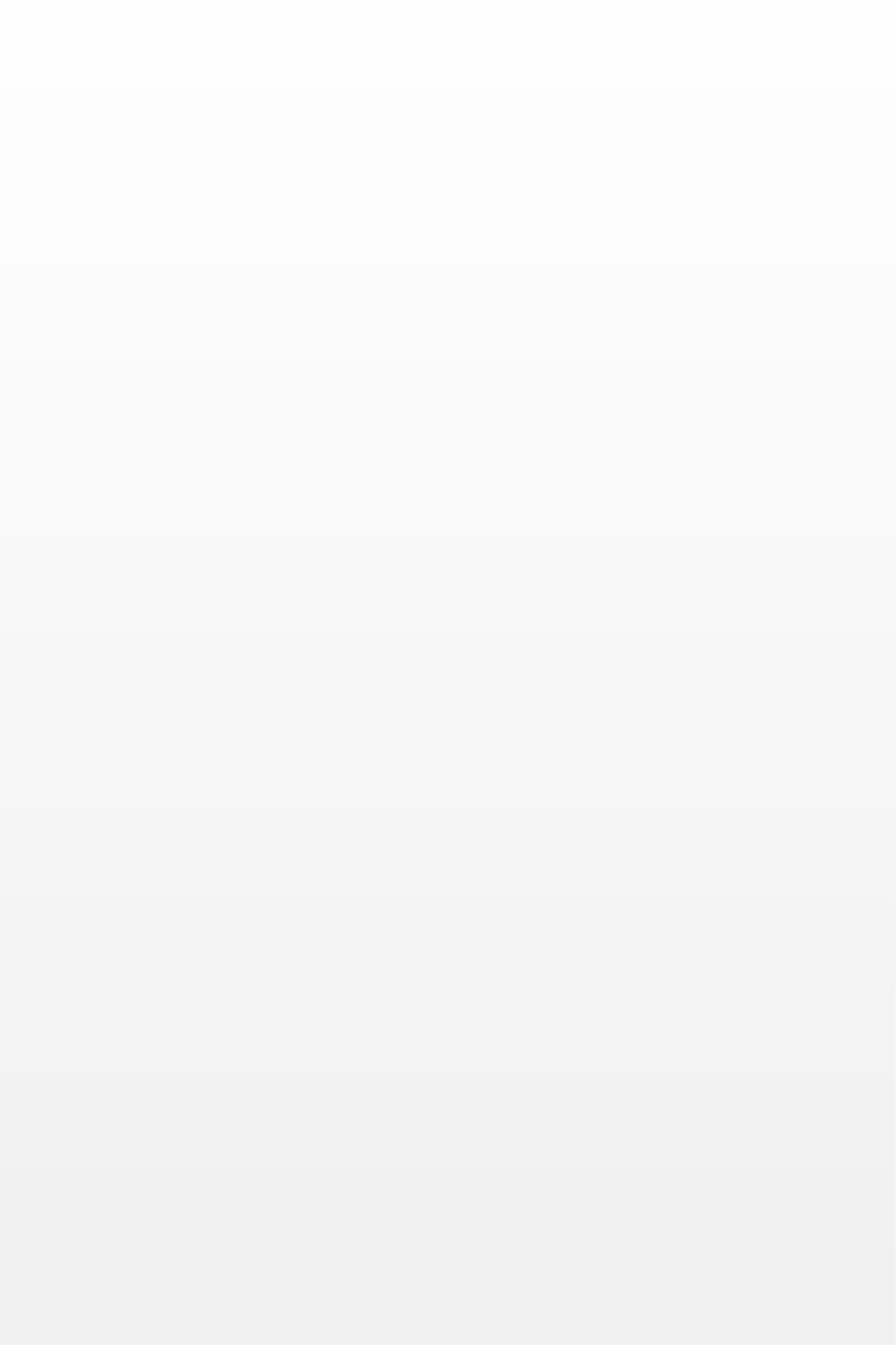
Revize iĢ programı uygun mu?

Hayır

Evet

Revize iş programı onaylanır

Onaylanan Revize iş programının bir sureti Yükleniciye gönderilir



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Geçici Kabul İşlemleri İş Akışı

DAİRE BAŞKANI ŞUBE MÜDÜRÜ YAPI DENETİM GÖREVLİSİ YÜKLENİCİ

Geçici kabul dilekçesi Şb.Md. Havale edilir.

Dilekçe Yapı denetim görevlilerine havale edilir.

Geçici kabul başvurusu

Eksik işlere ilişkin liste idareye gönderilir.

Geçici Kabule uygun mu?

Hayır

Ön inceleme yapılır

Evet

Eksiklikler tamamlattırılır

Geçici Kabul Komisyonu Onaylanır

Geçici Kabul Komisyonu oluşturulur.

Geçici kabul teklif belgesi düzenlenir.

Evet

Komisyon üyelerine ve Yükleniciye tebliğ edilir.

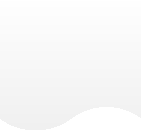
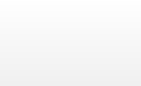
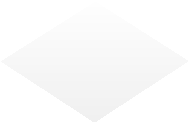
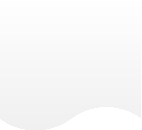
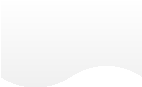
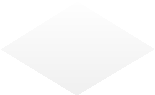
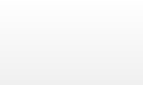
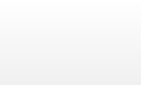
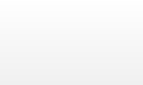
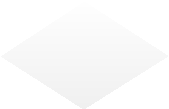
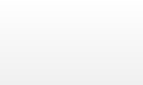
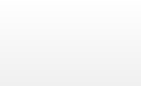
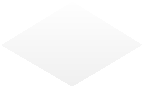
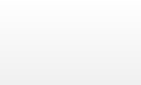
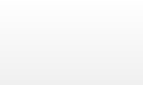
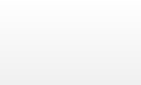
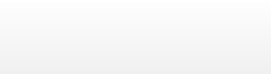
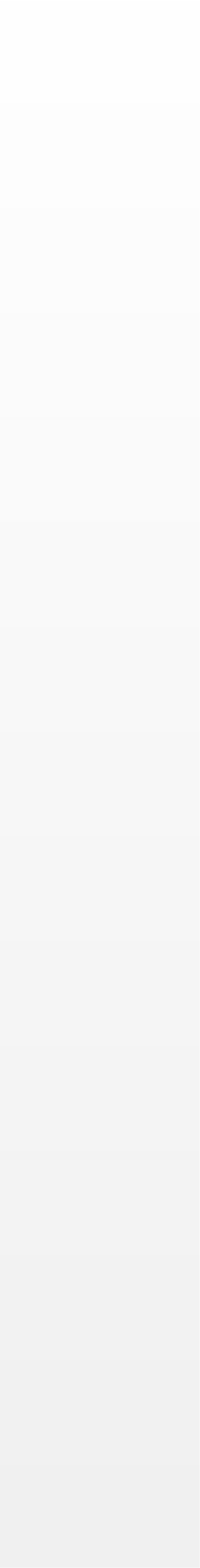
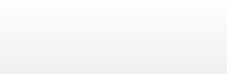
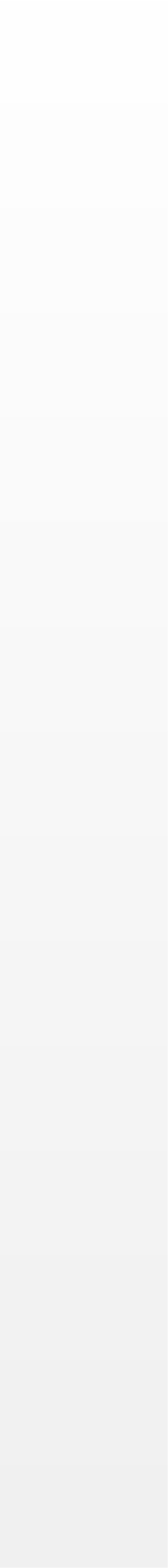
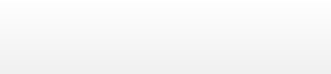
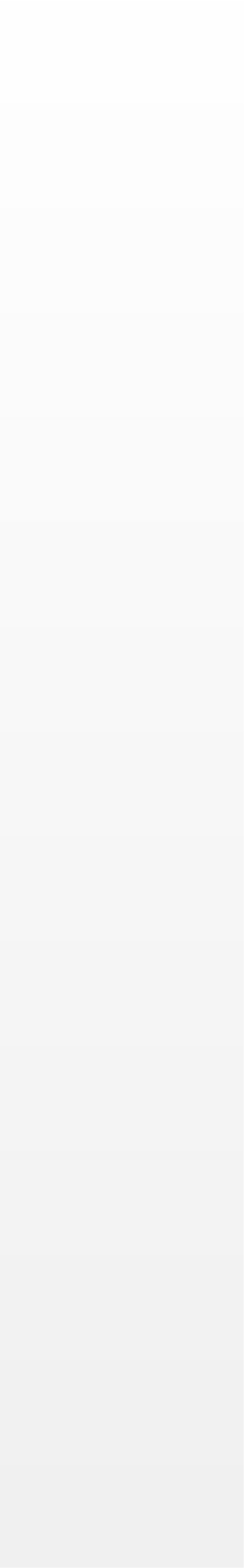
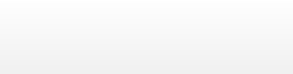
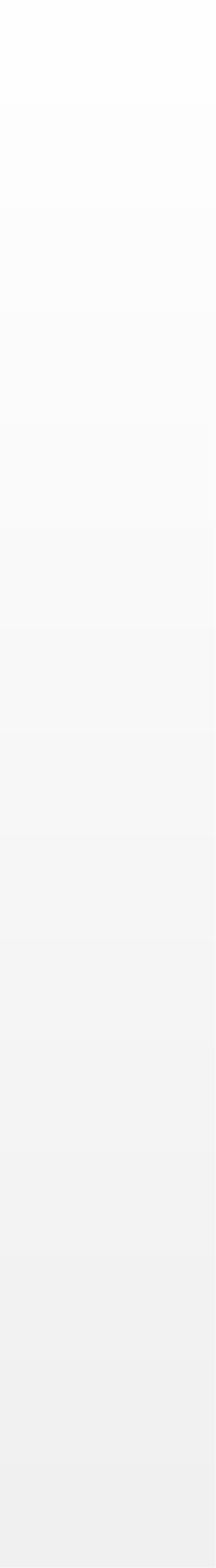
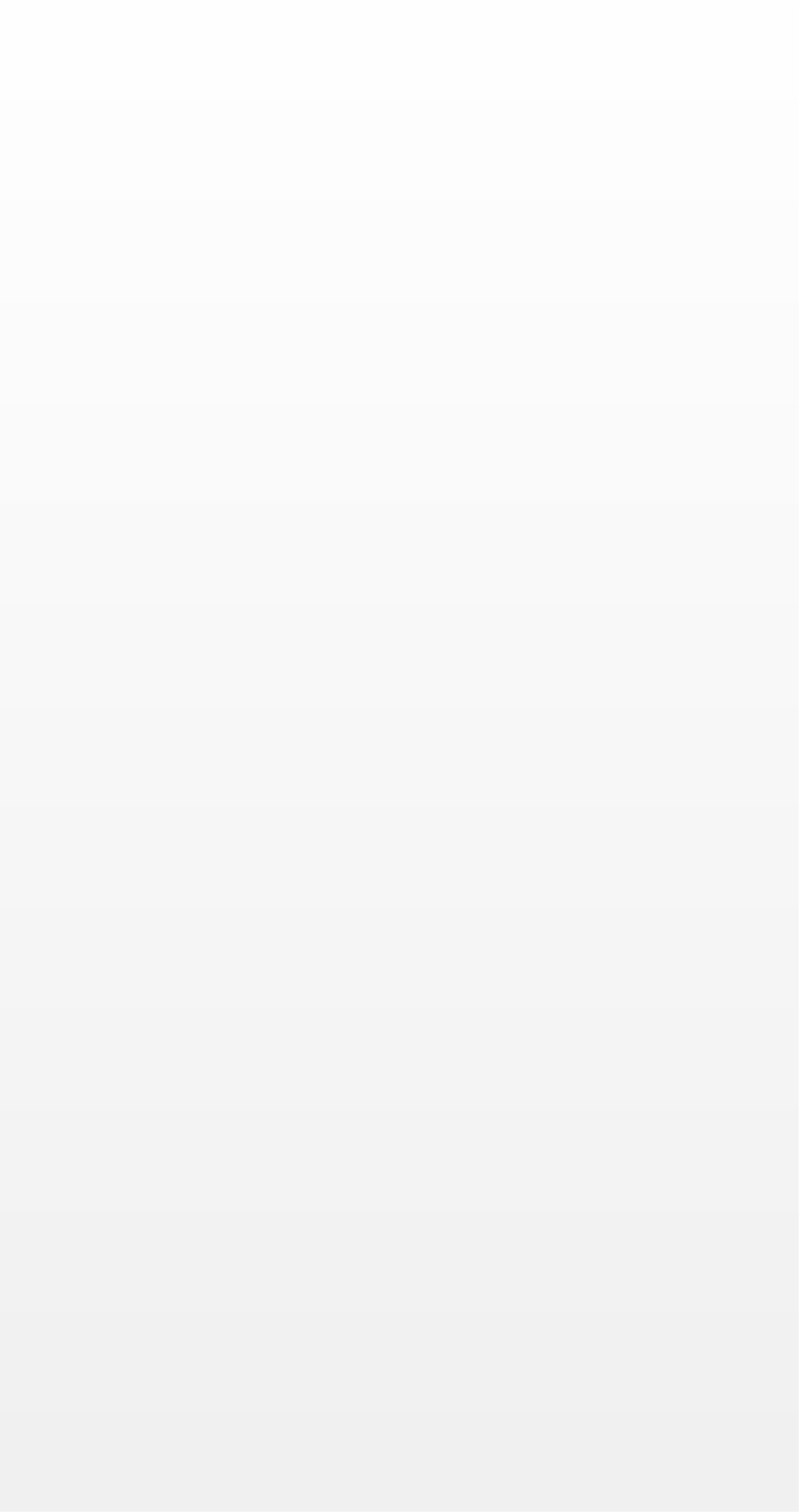
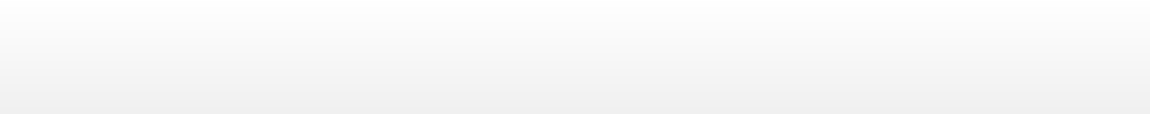
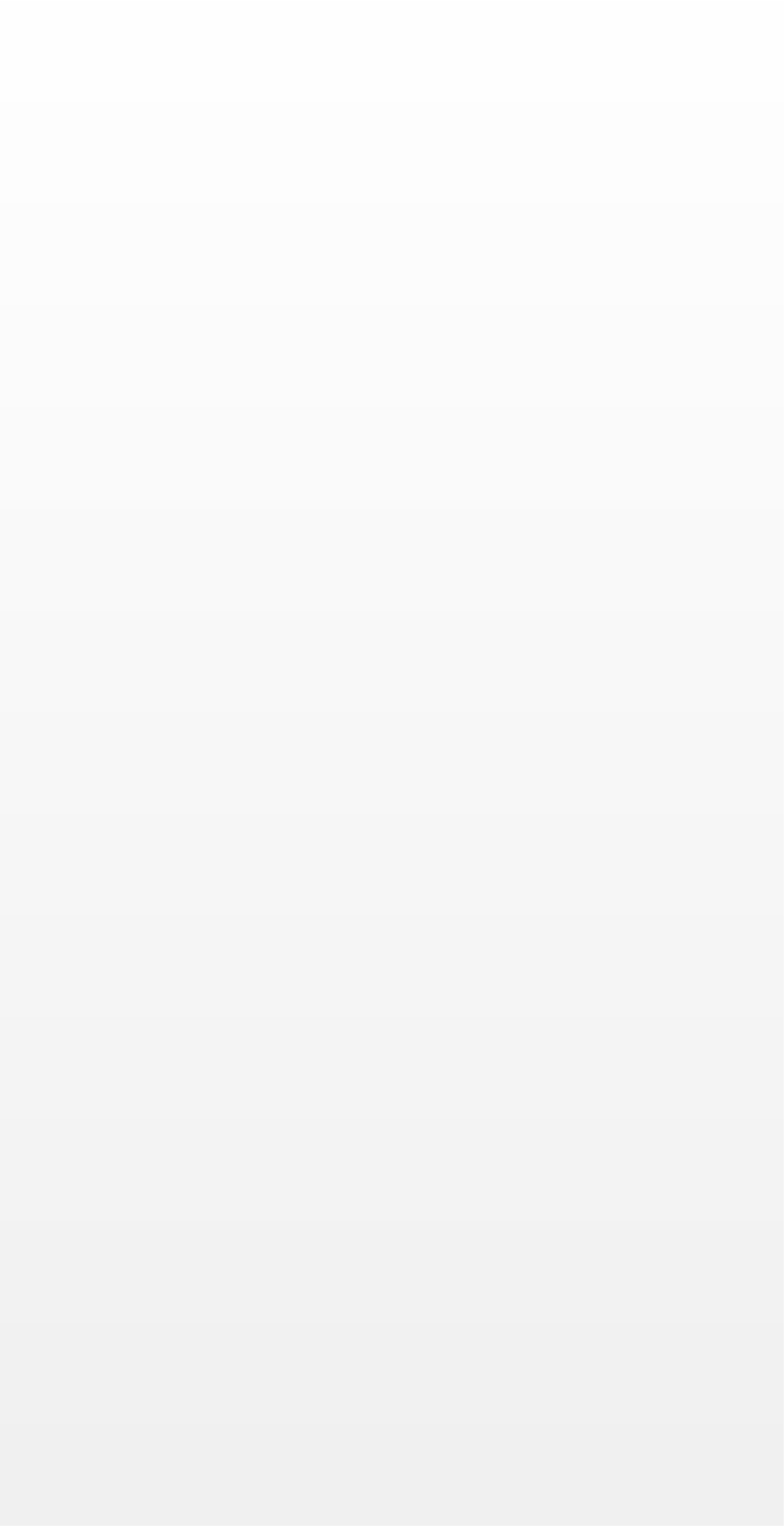
Geçici kabulün yapılacağı tarih yükleniciye bildirilir.

Geçici Kabul heyetince inşaat mahallinde gerekli incelemeler yapılır.

Kabule engel bir durum var mı?

Hayır Geçici kabul

tutanağı hazırlanır ve imzalanır



Evet

Geçici Kabul tutanağı onaylanır.

Eksikliklerin tamamlatılması için sure verilir ve tutanak tutulur

Evet

Eksiklikler yüklenici tarafından tamamlattırılması sağlanır

Eksikliklerin tamamlanması durumunda Kabul tutanağı düzenlenir ve imzalanır

Dosyasına Kaldırılır

KARABÜK ÜNİVERSİTESİ

Yapı İşleri ve Teknik Daire Başkanlığı Yapım İşleri Şube Müdürlüğü

Kesin Kabul İşlemleri İş Akışı

DAİRE BAŞKANI ŞUBE MÜDÜRÜ YAPI DENETİM GÖREVLİSİ YÜKLENİCİ

Kesin Kabul dilekçesi şube Md.Havale edilir

Dilekçe Yapı Denetin Görevlilerine havale edilir.

Gerekli incelemeler yapılır.Kesin Kabule uygun mu?

Hayır

Evet

Kesin Kabul Dilekçesi İdareye verilir.

Eksiklikler Yüklenici tarafından giderilir.

Komisyon onaylanır

Kesin Kabul Komisyonu Oluşturulur

Kesin Kabul Teklif Belgesi hazırlanır.

# 

Yükleniciye Bildirimde bulunulur

Kesin Kabul Komisyonu işyerine giderek yüklenici tarafından yapılan işleri muayene ederek inceleme yapar

Evet İş Kesin Kabule

Kesin Kabul Tutanağı Düzenlenir

Hazır mı?

Hayır

Kesin Kabul tutanağı onaylanır

Eksiklikler tutanakla belirtilir.

Eksikliklerin tamamlanması için yeterli sure belirlenir, tutanaktan birer suret yapı denetim görevlisine ve yükleniciye verilir.

Eksikliklerin yüklenici tarafından tamamlanması sağlanır

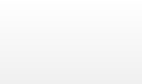
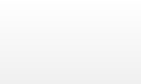
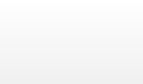
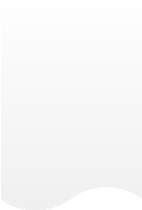
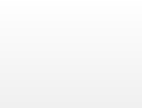
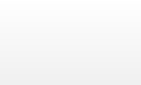
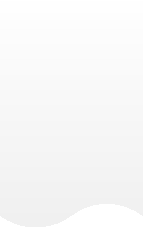
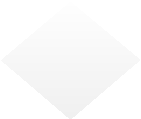
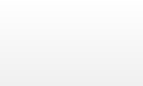
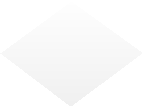
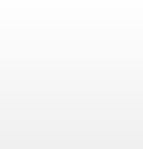
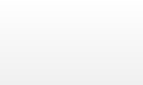
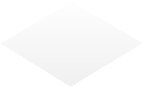
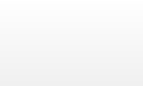
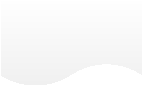
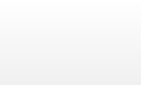
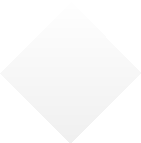
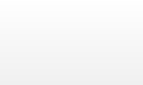
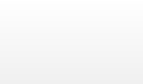
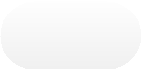
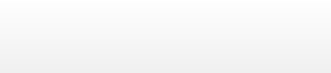
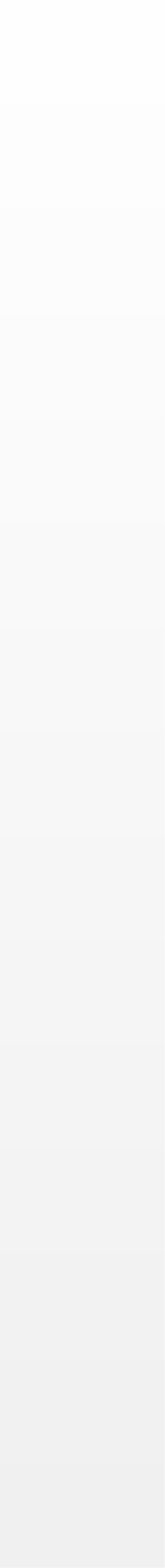
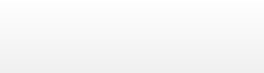
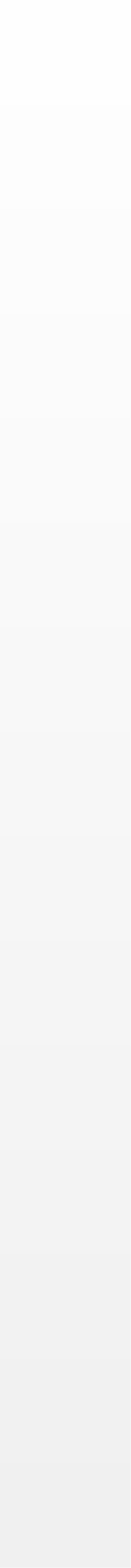
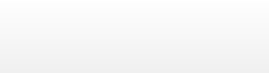
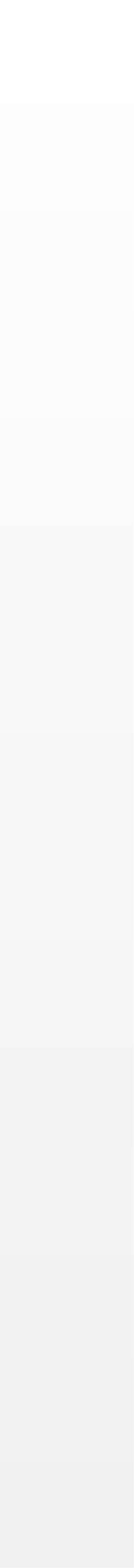
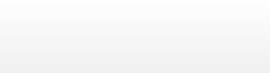
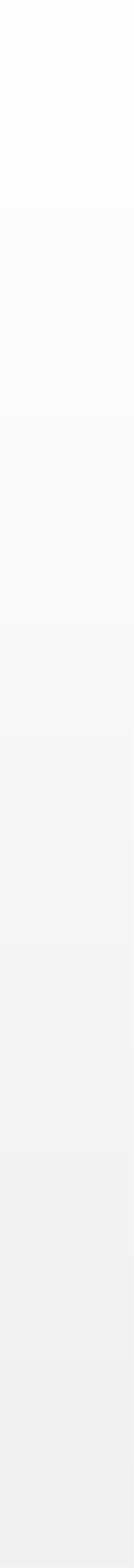
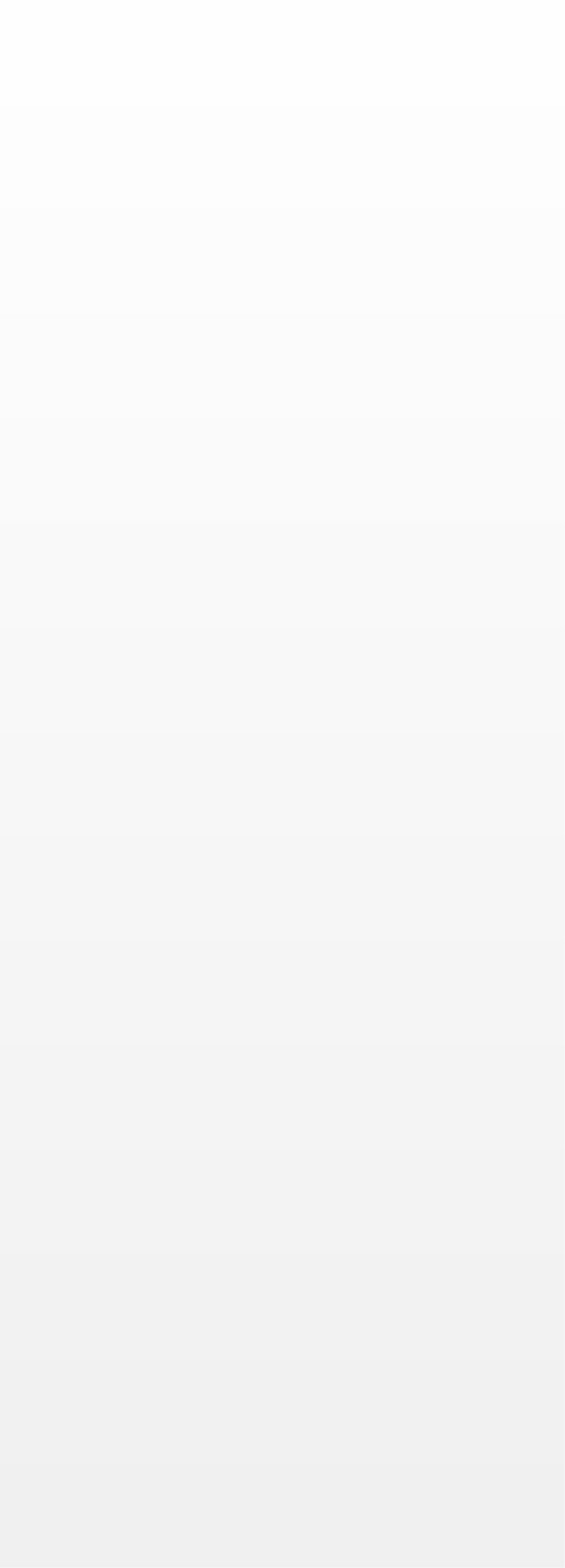
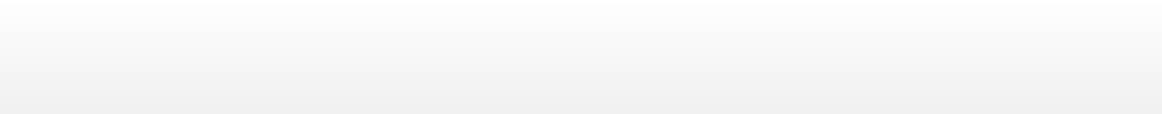
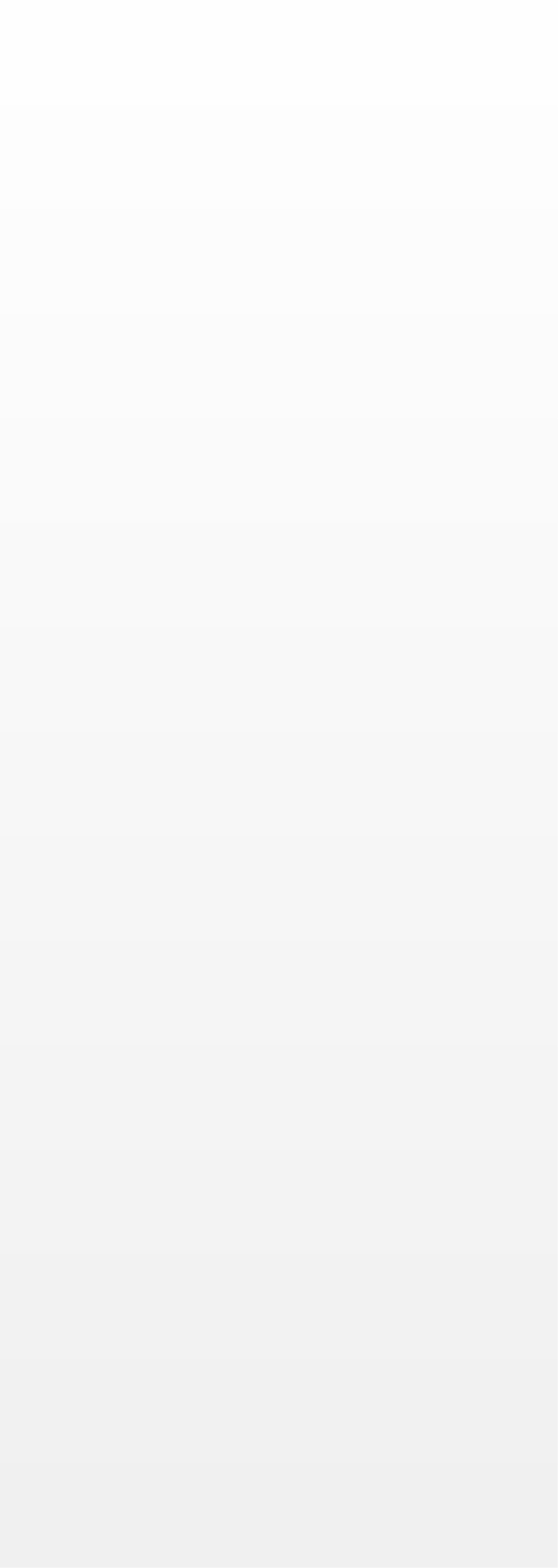
Eksikliklerin tamamlanması üzerine yapı denetim görevlilerince durum tutanağa bağlanır ve imzalanarak onaya gönderilir.

Eksikliklerin giderilmesi için yükleniciye bildirimde bulunulur.

Kesin Kabul tutanağının dağıtımı yapılır

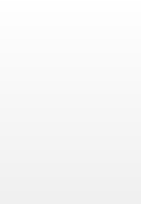
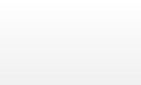
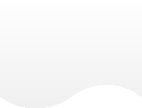
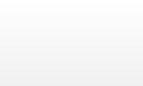
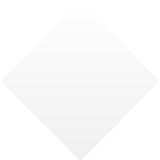
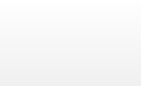
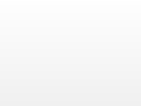
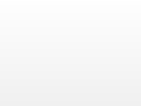
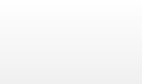
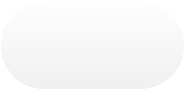
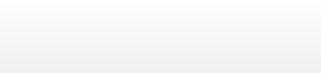
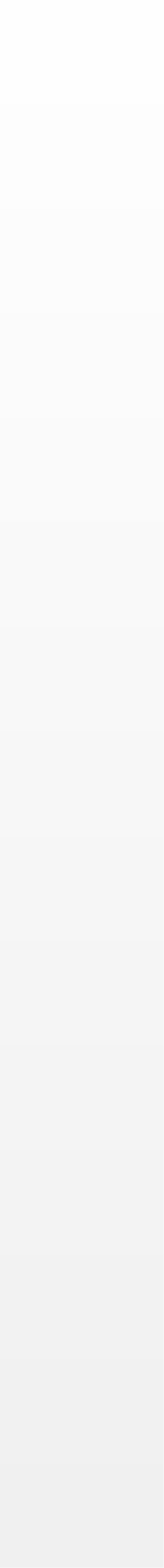
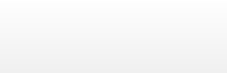
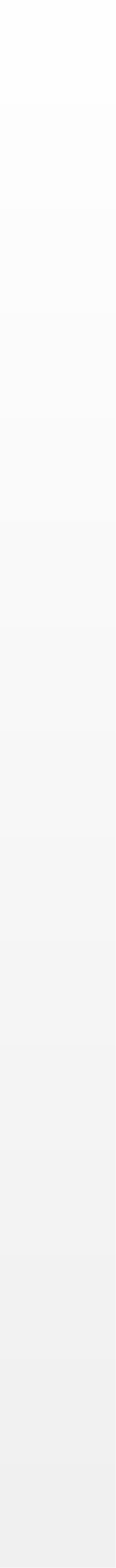
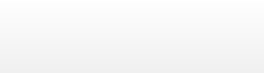
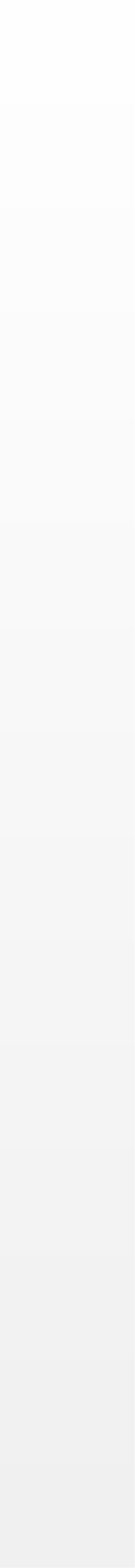
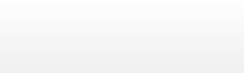
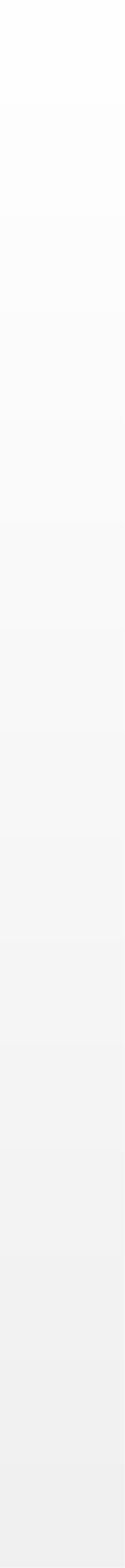
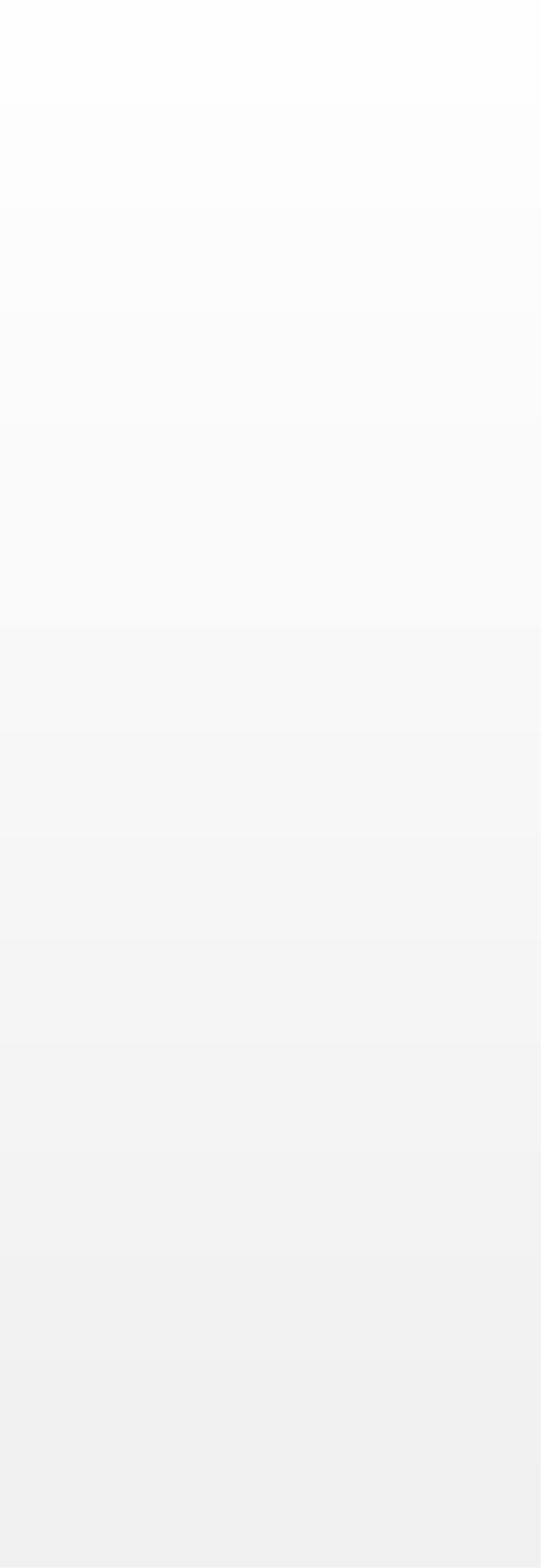
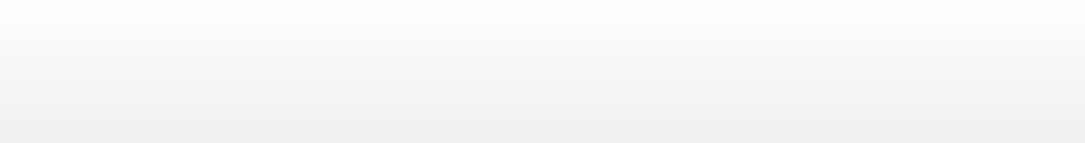
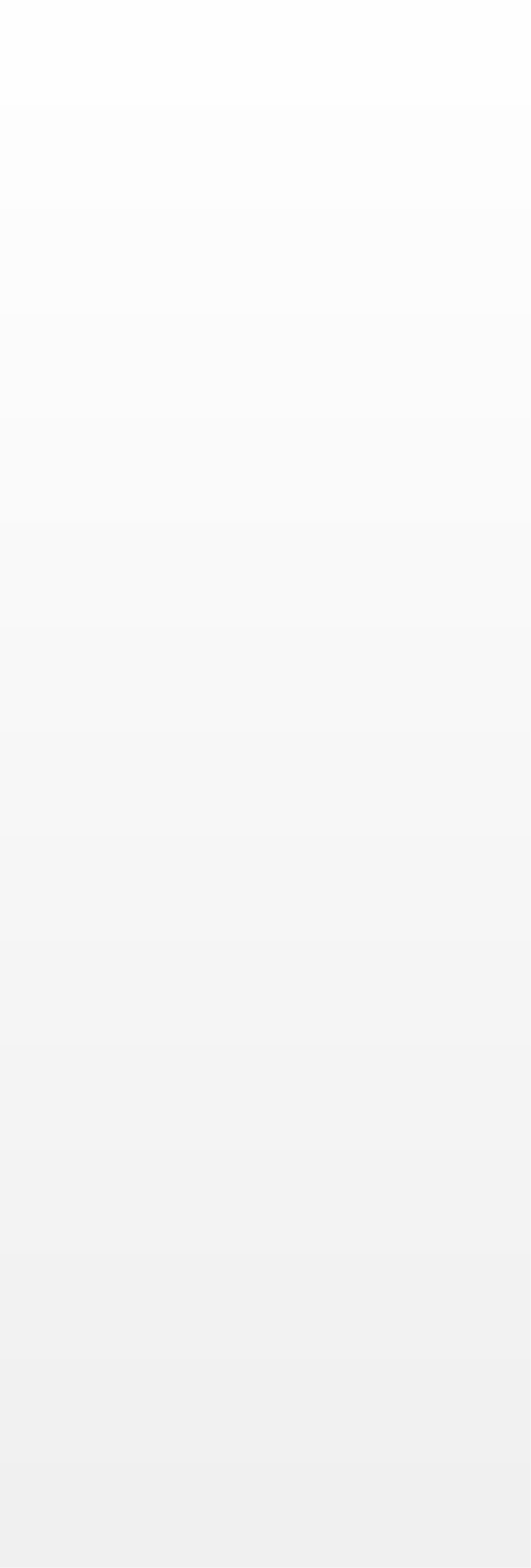
Kesin Kabul Tutanağı gönderilir

Kesin Kabul Tutanağı gönderilir



Dosyasına kaldırılır

KARABÜK ÜNİVERSİTESİ



Yapı İşleri ve Teknik Daire Başkanlığı

Yapım İşleri Şube Müdürlüğü

Kesin Hesap İşlemleri ve Kesin Teminatın İadesi İş Akışı

DAİRE BAŞKANI ŞUBE MÜDÜRÜ YAPI DENETİM GÖREVLİSİ YÜKLENİCİ

Kesin Hakediş Dilekçesi Şub.Md Havale edilir.

Yüklenici Tarafından Kesin Hesap Dilekçesi verilir.

Kesin Hakediş Dilekçesi Yapı Denetim elemanlarına havale edilir.

Kesin Hakediş Raporunun düzenlenmesi ve imzalanması

Kesin Hakediş Raporu yüklenici veya vekili tarafından imzalanır

Kesin Hakediş

Raporu Başkana Onaya

Gönderilir.

Kesin Hakediş Raporu onaylandı mı?

Hayır

Evet

Gerekli düzeltmeler yapılarak onay için tekrar gönderilir

Kesin hakediş tahakkuka bağlanır ve yükleniciye gönderilir

Kesin Hesap Raporu Yükleniciye gönderilir

Teminatın çözülmesi

Kesin kabulün ve kesin hesabın onaylanmasından sonra SGK’dan getireceği ilişiksiz belgesi ile, yüklenici teminatının geri kalanını çözülmesi için İdareye dilekçe ile başvuru