Circular No. 116(i) – Admin Division Date: 13.05.2019

Sub.: Check list for Site Audit Report

The check list for audit by Admin Manager for proper record keeping, filing and following procedures is now revised and included in the report that (admin manager – audit) has to submit to M.D.

* Audit for all the sites must be taken up once in a fortnight without fail. Praveen to be primarily responsible for audit, however in his absence Jai Kumar/Hemendra may take up the audit.
* Audit report may be accompanied by photographs wherever necessary. Copy of audit report to be forwarded to project manager / admin officer at site. However, confidential or sensitive information can be sent to M.D. by way of a separate email, if required.
* Audit by admin officers of other sites shall be discontinued.

Soham Modi

Modi Properties & Inv. Pvt. Ltd - Site Audit Report by Praveen

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Company: | |  | | Date of site visit: | |  | |
| Site: | |  | | From / To time: | |  | |
| Visited by: | |  | | Prepared by: | |  | |
| Other: | |  | | Sign: | |  | |
| Sl No. | Description | | | | | | Remarks |
|  | Material shifting authorization forms issued in last 30 days. | | | | | | Sl. No. \_\_\_ to Sl. No. \_\_\_\_ |
|  | Are these forms serial nos mentioned in the Hire charges register? | | | | | | Yes |
|  | Material issue authorization forms issued in last 30 days | | | | | | Sl. No. \_\_\_ to Sl. No. \_\_\_\_ |
|  | Total value of stock maintained at site as per stock register. Exclude steel, cement, building material, lifts, etc. | | | | | | Rs. \_\_\_\_ lakhs. |
|  | If above stock value exceeds Rs. 5 lakhs – has letter of explanation been collect from Admin at site? | | | | | |  |
|  | Admin/sales to certifying that Site office, Clubhouse and Model Flats are properly maintained and cleaned on a daily basis in writing. | | | | | | Letter date: \_\_\_\_\_\_\_\_\_\_\_ |
|  | No. of security sanctioned. No. of security regularly present. No. of sticks, no. of torch lights. | | | | | |  |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
|  | Is Security properly dressed? | | | | | | Yes |
|  | Is scrap properly arranged? | | | | | | Yes |
|  | Last scrap sold | | | | | | Date & value |
|  | No. of children attending Crech, average no. of meals provided per day. Creche teacher and ayya timing? Quality of crèche | | | | | | Yes  good/average/ poor |
|  | Admin to provide list of keys and qualitative rating of labeling. | | | | | | Certified list date: \_\_\_\_\_\_\_ |
|  | No. of helmets maintained with security. Quality & cleanliness of helmets (G/A/P) | | | | | | Yes |
|  | Admin to prepare list of utility bills paid during preceding month. | | | | | | Certified list date: \_\_\_\_\_\_\_ |
|  | Is the online payments details/register updated by Admin Officer regularly? | | | | | |  |
|  | No. of labour quarters, occupied labour quarters, No. of labour quarters in poor condition, No. of toilets, No. of washrooms, Quality of toilets/washroom, cleanliness. Provision of water. No. of quarters in violation of electric supply rules. | | | | | | Yes |
|  | No. of pending requisitions in file. No. of pending requisitions in weekly report. No. of requisitions not signed by project manager. No of weekly reports not signed by project manager. No. of PO/WOs not attached. No. of requisitions where material received are not updated. | | | | | | Yes |
|  | Are attendance, building material, inward, hire charges, cement, outward, electricity, etc., maintained properly and signed by engineer and admin officer at site? | | | | | | Yes |
|  | No. of weekly reports of labour/hire charges/ material received not tallying with registers. | | | | | | Yes |
|  | Inward no. & dates for receipts of building material before 9 am and after 6 pm. Collect letter of explanation from Admin in case of default. | | | | | | Yes |
|  | No. of job work sheets issued in last 30 days. No. of sheets not in compliance with rules. No. of sheets scanned and send within specified time. | | | | | | Yes |
|  | Is the attendance recorder properly installed and used? Is the ID no. register properly maintained? | | | | | | Yes |
|  | No. of vacant flats/villas where stage – III/IV is completed. No. of such units not locked. | | | | | | Yes |
|  | Admin to provide list of vacant /possession given units. | | | | | | Certified list date: \_\_\_\_\_\_\_ |
|  | Admin to provide list of additions & alterations given by customers. | | | | | | Certified list date: \_\_\_\_\_\_\_ |
|  | Admin to provide list of MMC arrears from db. | | | | | | Certified list date: \_\_\_\_\_\_\_ |
|  | No. of units with arrears of more than 2 months MMC. No. of active pages in MMC collection log book. | | | | | |  |
|  | Gate passes issued in last 30 days. No. of gate passes not properly filled. | | | | | | Yes |
|  | Are Bills & Dc’s Inward\outward register being properly maintained | | | | | | Yes |
|  | No. of bills/DCs that were not sent to HO within 2 working days, during the last 30 days. | | | | | |  |
|  | Stores and stock registers are properly arranged / maintained? | | | | | | Yes |
|  | Is the construction circular spiral bound in good condition? Is file for latest circulars and internal memos properly maintained? | | | | | | Yes |
|  | Are hire charges and building material photographs being printed from database within one working day? | | | | | | Yes |
|  | No. of storerooms. No. of rooms within stores. No. of rooms not properly secured. | | | | | | Yes |
|  | Admin to provide explanation for material lying outside storerooms. | | | | | | Letter date\_\_\_\_\_ |
|  | Stock Register quantity tallies with physical quantity? | | | | | | Yes |

|  |  |  |
| --- | --- | --- |
| List of stores checked | Stores checked (Y /N) | Qualitative rating (G/A/P) |
| Electrical |  |  |
| Cement |  |  |
| Plumbing – PVC |  |  |
| Plumbing –GI |  |  |
| Sanitary |  |  |
| CP fittings |  |  |
| Tiles |  |  |
| Lift |  |  |
| General Material |  |  |
| Tools |  |  |
| Doors & hardware |  |  |
| Misc. |  |  |
| Remarks on default in following standard procedures: Nil | | |
| Remarks on corrections made in registers or database: Nil | | |
| Complaints: Nil | | |
| Suggestions: Nil | | |