

Admin Audit Report – Team C – Safety procedures, Labour welfare, Security of stores,

Company	SOVLLP	Audited by	Lokesh
Site	SOV-3	Sign	<i>[Signature]</i>
Project manager name	K.Purshotham	Date	06-01-2023
Sign	<i>[Signature]</i>	Previous audit date	22-12-2022

Note: 1. Tick with green indicating SOP is followed. 2. Mark x in red indicating corrections required by site. 3. Mark xx in red in case of default and re-training is required. 4. Mark xxx in red if SOP is not implemented. 5. Mark NA in green if not applicable.

S no.	Description	Rating	S no.	Description	Rating
1.	3 in one register for RC, alcohol, DL	✓	24.	Creche teacher	NA
2.	Breath analyser available	✓	25.	No. of storerooms	03
3.	Report of bracing material		26.	Storeroom secured	✓
4.	Staff wearing helmet	✓	27.	Material lying outside stores being shifted to stores	✓
5.	Staff wearing safety shoes	✓	28.	Security and condition of stores	✓
6.	Staff wearing jacket after dark	✓	29.	Locking stores after office hours/barcode	✓
7.	Labour wearing helmet	NA	30.	Housekeeping – strength, uniform, quality of work	✓
8.	Labour wearing safety shoes	NA	31.	Security - strength, uniform, quality of work	✓
9.	Labour wearing jacket after dark/ lab space sites	✓	32.	Gardening - strength, uniform, quality of work	✓
10.	Labour wearing safety harness	✓	33.	Upkeep of equipment of housekeeping and gardening	✓
11.	No. of labour quarters	116	34.	Compound wall quality	✓
12.	Labour quarters occupied	88	35.	Security kiosk & gates management	✓
13.	Labour quarters vacant	28	36.	Security lighting	✓
14.	Labour rent register		37.	Security cameras	✓
15.	No. of functional toilets	04	38.	Visitors register	✓
16.	No. of functional wash areas	09	39.	Visitors helmets	✓
17.	Provision for water to labour	✓	40.	First aid kit	✓
18.	Creche	NA	41.	Phone at security kiosk	✓
19.	Mid-day meals provided in creche	NA	42.	Emergency contact list	✓
20.	Quality of scaffolding	✓	43.	Maintenance of tools & machinery	✓
21.	Construction electric power supply safety	✓	44.	Sufficient stock of safety material	✓
22.	Barication where required	✓	45.	No. of sick labours	NIL
23.	Safety signage	-	46.		

Remarks/recommendations: *Labour Quarters surrounding should be clean.*

Note: a. Any additional remarks or information may be sent by way of email addressed to site and copy marked to MD, Ashaiya, others. b. This report to be sent by viber on same day in site group. c. Original to be sent to MD. d. Summary of helmets, safety shoes, jackets to be attached to this report.