

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

Company		Audited by		B. Lokesh	
Site		Sign		27.01.2023	
Project manager name		Date		Previous audit date	
Sign		T. Madhu			
Note: 1. Tick with green indicating No. of stores in red indicating corrections required by site. 3. Mark xx in red in case of default and re-training is required. 4. Mark xx in green if 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	✓
2.	Breath analyser available	✓	25.	No. of storerooms	2
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	✓	30.	Housekeeping - strength, uniform, quality of work	✓
8.	Labour wearing safety shoes	✓	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	-	34.	Compound wall quality	✓
12.	Labour quarters occupied	-	35.	Security kiosk & gates management	✓
13.	Labour quarters vacant	-	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	01	39.	Visitors helmets	✓
17.	Provision for water to labour	✓	40.	First aid kit	✓
18.	Creche	✓	41.	Phone at security kiosk	✓
19.	Mid-day meals provided in creche	✓	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.		

marks/recommendations:

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.