

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

Company	GMR LLP	Audited by	Lokesh kumar
Site	GMR	Sign	<i>B. Lokesh</i>
Project manager name	Ram prasad	Date	17.02.23
Sign	<i>Ram prasad</i>	Previous audit date	

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, DI	✓	24.	Creche teacher	✓
2	Breath analyser available	✓	25.	No. of storerooms	66
3	Report of bracing material	✓	26.	Storeroom secured	✓
4	Staff wearing helmet	xx	27.	Material lying outside stores being shifted to stores	✓
5	Staff wearing safety shoes	xx	28.	Security and condition of stores	✓
6.	Staff wearing jacket after dark	x	29.	Locking stores after office hours/barcode	✓
7.	Labour wearing helmet	xx	30.	Housekeeping - strength, uniform, quality of work	✓
8.	Labour wearing safety shoes	xx	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	96	34.	Compound wall quality	x
12.	Labour quarters occupied	90	35.	Security kiosk & gates management	x
13.	Labour quarters vacant	6	36.	Security lighting	✓
14.	Labour rent register	✓	37.	Security cameras	✓
15.	No. of functional toilets	12	38.	Visitors register	✓
16.	No. of functional wash areas	07	39.	Visitors helmets	x
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	x
22.	Barication where required	✓	45.	No. of sick labours	NIL
23.	Safety signage	-	46.		

Remarks/recommendations:

Note: a Any additional remarks or information may be sent by way of email addressed to site and copy marked to MD, Asharya, others. b This report to be sent by email 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

APPROVED
17-FEB-2023