

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

Company	MMRK-LLP	Audited by	Lokesh
Site	GHT	Sign	<i>[Signature]</i>
Project manager name	A suresh	Date	03-03-2023
Sign		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, DL	✓	24.	Creche teacher	✓
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	N.A	29.	Locking stores after office hours/barcode	✓
7.	Labour wearing helmet	✓	30.	Housekeeping - strength, uniform, quality of work	✓
8.	Labour wearing safety shoes	x	31.	Security - strength, uniform, quality of work	✓
9.	Labour wearing jacket after dark/ lab space sites	N.A	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	07	34.	Compound wall quality	✓
12.	Labour quarters occupied	07	35.	Security kiosk & gates management	✓
13.	Labour quarters vacant	NIL	36.	Security lighting	✓
14.	Labour rent register	✓	37.	Security cameras	✓
15.	No. of functional toilets	03	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	N.A	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:

[Signature]

APPROVED BY

03 MAR 2023

A. SURESH
PROJECT MANAGER

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.