

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

| Company:    | Modi Realty Miryalaguda                                                                                                                                            | Date of site visit: | 31.07.18 (Tuesday) |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|
| Site:       | AVR Gulmohar Homes                                                                                                                                                 | From / To time:     | 11:00 to 16:00     |
| Visited by: | Praveen                                                                                                                                                            | Prepared by:        | Praveen            |
| Other:      |                                                                                                                                                                    | Sign:               |                    |
| Sl No.      | Description                                                                                                                                                        | Remarks             |                    |
| 1.          | Is the 'Material shifting authorization forms' used at site?<br>Are the forms serial nos mentioned in the Hire charges register?                                   | Yes<br>Yes          |                    |
| 2.          | Is the 'Material issue authorization forms' used at site?<br>Are the form's serial nos mentioned in the stock register?                                            | Yes<br>Yes          |                    |
| 3.          | Are the Site office, Clubhouse and Model Flats properly maintained and cleaned on a daily basis?                                                                   | No                  |                    |
| 4.          | Is Security properly dressed and are provided with a stick and torch? No. of security personal as approved?                                                        | Yes                 |                    |
| 5.          | Is scrap properly arranged and sold as and when required?                                                                                                          | Yes                 |                    |
| 6.          | Is the Creche running properly with midday meals?                                                                                                                  | No                  |                    |
| 7.          | Keys are properly labeled and numbered?                                                                                                                            | No                  |                    |
| 8.          | Is use of helmets and safety belts properly enforced? Are 12 nos. neat and clean white helmets stocked at security cabin in apartment projects for customers?      | Na                  |                    |
| 9.          | Is utility bills and payments details/register updated by Admin Officer regularly?                                                                                 | Yes                 |                    |
| 10.         | Is the condition of labour quarters, water and sanitation facility in order?<br>Is there misuse of electric power?                                                 | Yes                 |                    |
| 11.         | Are requisitions properly filed and signed by project manager?                                                                                                     | No                  |                    |
| 12.         | Are attendance, building material, inward, hire charges, cement, outward, electricity, etc., maintained properly and signed by engineer and admin officer at site? | Yes                 |                    |
| 13.         | Do weekly reports tally with registers?                                                                                                                            | Yes                 |                    |
| 14.         | Are there any receipts of building material before 9 am and after 6 pm without due authorization?                                                                  | Yes                 |                    |
| 15.         | Is job work register being properly maintained?                                                                                                                    | No                  |                    |
| 16.         | Is the attendance recorder properly installed and used? Is the ID no. registered properly maintained?                                                              | Yes                 |                    |
| 17.         | Has security supervisor ensured that all vacant flats & villas are locked?                                                                                         | Na                  |                    |
| 18.         | Are gate passes being properly maintained and correctly filled?                                                                                                    | Yes                 |                    |
| 19.         | Are Bills & Dc's Inward\outward register being properly maintained                                                                                                 | Yes                 |                    |
| 20.         | Stores and stock registers are properly arranged / maintained?                                                                                                     | Yes                 |                    |
| 21.         | Is the constructions circular spiral bound in good condition? Is file for latest circulars and internal memos properly maintained?                                 | Yes                 |                    |
| 22.         | Are hire charges and building material photographs being printed from database within one working day?                                                             | No                  |                    |
| 23.         | Are store rooms properly secured?                                                                                                                                  | Yes                 |                    |
| 24.         | There is no material lying outside the storerooms?                                                                                                                 | Yes                 |                    |
| 25.         | Stock Register quantity tallies with physical quantity?                                                                                                            | Yes                 |                    |

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| 26.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Is turnkey contractor's material exchange log book maintaining properly? | Yes                        |
| List of stores checked                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Stores checked (Y /N)                                                    | Qualitative rating (G/A/P) |
| Electrical                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes                                                                      | Average                    |
| Cement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes                                                                      | Good                       |
| Plumbing – PVC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes                                                                      | Average                    |
| Plumbing –GI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | -                                                                        | -                          |
| Sanitary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | -                                                                        | -                          |
| CP fittings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | -                                                                        | -                          |
| Tiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | -                                                                        | -                          |
| Lift                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | -                                                                        | -                          |
| General Material                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Yes                                                                      | Good                       |
| Tools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Yes                                                                      | Good                       |
| Doors & hardware                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | -                                                                        | -                          |
| Misc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | -                                                                        | -                          |
| Remarks on default in following standard procedures: Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                          |                            |
| Remarks on corrections made in registers or database: Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                          |                            |
| Complaints: Yes. <ol style="list-style-type: none"> <li>1. Building material and hire inwards are not authorized by Admin and PM on daily basis from 28.07.2018.</li> <li>2. PO's &amp; WO's are not enclosed for Req No 52349,52395, 52411 and 52406 after lead time.</li> <li>3. Requisitions are not signed by Engineer/PM Req No 52425,52424,52423,52419,52416,52415, 52414 &amp; 52417</li> <li>4. Job work sheets are not signed by contractors, Sl.No 1934,1930,1924,1918,1921 &amp; 1916</li> <li>5. The following code rates to be updated in stock statement report. Code Nos: 2114,2370,2371,2372,2205,2211,2213,2214,4525,4620,4696,6031,6127,6610,10230,7053,7123,7158,7328,7350,7351,7183,7265,7367,7287,11001,7529,7578,8014,8023,8026,8069,8106,8184,8501,8529,9524,9501 and 9580.</li> <li>6. Keys to be labeled properly as per advice.</li> <li>7. Required to deploy 01 sweeper for maintain site office and model villa.</li> <li>8. Assign one sub meter for office and model villa as per policy.</li> <li>9. Minor error are solved at site same day.</li> </ol> |                                                                          |                            |
| Suggestions: <ol style="list-style-type: none"> <li>1. Office staff members are not displaying their ID cards in office ours/site visit.</li> <li>2. Office and stores to be re arrange properly.</li> <li>3. There is an absent of creach teacher for four days.</li> <li>4. Sweeper to be deploy for office and model villa purpose (Cleaning required).</li> <li>5. Broadband, local person is ready to provide at site (site new office).</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                          |                            |