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

Company:	Vista Homes	Date of site visit:	02.01.2020(Thursday)
Site:	Vista Homes	From / To time:	09:30 to 18:00
Visited by:	Praveen. B	Prepared by:	Praveen. B
Previous date of audit:	11.12.19	Sign:	

Sl No	Description	Remarks
1.	Material shifting authorization forms issued in last 30 days.	Sl. No. 6238 to 6374
2.	Material issue authorization forms issued in last 30 days	Sl. No.70080 to 71264
3.	Total value of stock maintained at site as per stock register. Exclude steel, cement, building material, lifts, etc.	Rs. 07.35 lakhs.
4.	Admin/sales to certifying that Site office, Clubhouse and Model Flats are properly maintained and cleaned on a daily basis in writing.	Letter date: 02.01.2020
5.	Admin to provide explanation for material lying outside storerooms.	Letter date: Na
6.	Last scrap sold	Date 25.07.19 & value Rs 20,160
7.	Admin to provide list of vacant /possession given units.	Certified list date: 02.01.2020
8.	Admin to provide list of additions & alterations given by customers.	Certified list date: - 02.01.2020
9.	Admin to provide list of MMC arrears from db.	Certified list date: 02.01.2020
10.	Admin to provide list of keys and qualitative rating of labeling.	Average
11.	Admin to prepare list of utility bills paid during preceding month.	Certified list date: 02.01.2020
12.	Are material shifting forms serial nos mentioned in the Hire charges register?	Yes
13.	If above stock value exceeds Rs. 5 lakhs – has letter of explanation been collect from Admin at site?	Letter date: Not provided
14.	Is Security properly dressed?	Yes
15.	Is scrap properly arranged?	Yes
16.	Is the online payments details/register updated by Admin Officer regularly?	Yes
17.	Are attendance, building material, inward, hire charges, cement, outward, electricity, etc., maintained properly and signed by engineer and admin officer at site?	Yes
18.	No. of weekly reports of labour/hire charges/ material received not tallying with registers.	Yes
19.	Inward no. & dates for receipts of building material before 9 am and after 6 pm. Collect letter of explanation from Admin in case of default.	NA
20.	Is the attendance recorder properly installed and used? Is the ID no. register properly maintained?	Yes Yes
21.	Are Bills & Dc's Inward\outward register being properly maintained	Yes
22.	Stores and stock statement are properly arranged / maintained?	Yes
23.	Is the construction circular spiral bound in good condition? Is file for latest circulars and internal memos properly maintained?	Yes

24.	Are hire charges and building material photographs being printed from database within one working day?	Yes
25.	Stock report quantity tallies with physical quantity?	Yes
26.	Is turnkey contractors material exchange logbook maintaining properly?	Yes
27.	a) No. of security sanctioned?	02 No’s
	b) No. of security regularly present?	02 No’s
	c) No. of sticks provided?	02 No’s
	d) No. of torch lights provided?	01 No’s
28.	a) No. of children attending Crech	12 No’s
	b) Creche teacher and Ayya timing?	9.30am to 5pm
	c) Average no. of meals provided per day	11 No’s
	d) Quality of crèche	Average
29.	a) No. of helmets maintained with security.	08 No’s
	b) Quality & cleanliness of helmets (G/A/P)	Average
30.	a) No. of labour quarters?	65 No’s
	b) Occupied labour quarters?	55 No’s
	c) No. of labour quarters in poor condition?	Nil
	d) No. of toilets?	05 No’s
	e) No. of washrooms?	05 No’s
31.	a) No. of quarters in violation of electric supply rules.	Nil
	b) Provision of water for labour quarters?	Yes
	c) Quality of toilets/washroom, cleanliness.	Average
32.	a) No. of pending requisitions in file?	53 No’s
	b) No. of pending requisitions in weekly report?	19 No’s
	c) No. of requisitions not signed by project manager	Nil
	d) No of weekly reports not signed by project manager	Nil
	e) No. of PO/WOs not attached	10 No’s
	f) No. of requisitions where material received are not updated.	Nil
33.	a) No. of job work sheets issued in last 30 days.	14 No’s
	b) No. of sheets not in compliance with rules	Nil
	c) No. of sheets scanned and send within specified time.	14 No’s
34.	a) No. of vacant flats/villas where stage – III/IV is completed.	03 No’s
	b) No. of such units not locked.	Nil
35.	a) No. of units with arrears of more than 2 months MMC.	60 No’s
	b) No. of active pages in MMC collection log book.	40 No’s
36.	a) Gate passes issued in last 30 days.	05 No’s
	b) No. of gate passes not properly filled.	Nil
37.	a) No. of bills/DCs that were not sent to HO within 2 working days, during the last 30 days.	Nil
38.	a) No. of storerooms.	01 No’s
	b) No. of rooms within stores.	06 No’s
	c) No. of rooms not properly secured.	Nil

List of stores checked	Stores checked(Yes/No)	Qualitative rating(G/A/P)
Electrical	Yes	Good
Cement	Yes	Average
Plumbing – PVC	Yes	Good
Plumbing –GI	Yes	Good
Sanitary	Yes	Average
CP fittings Tiles	Yes	Average
Lift	Yes	Good
General Material	Yes	Average
Tools	Yes	Average
Doors & hardware	Yes	Average
Misc. -	-	-
Remarks on default in following standard procedures: Nil		
Remarks on corrections made in registers or database: Nil		
Complaints: Nil		
Suggestions :Nil		