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

Company:	Mehta & Modi Realty Kowkoor LLP	Date of site visit:	17.10.19 (Wednesday)
Site:	Greenwood Heights	From / To time:	09:30 to 18:00
Visited by:	Praveen/Sanjeev	Prepared by:	Praveen. B
Previous date of audit:	16.08.2019	Sign:	

Sl No	Description	Remarks
1.	Material shifting authorization forms issued in last 30 days.	Sl.no : Not updated
2.	Material issue authorization forms issued in last 30 days	Sl.No Na
3.	Total value of stock maintained at site as per stock register. Exclude steel, cement, building material, lifts, etc.	Rs. Na
4.	Admin/sales to certifying that Site office, Clubhouse and Model Flats are properly maintained and cleaned on a daily basis in writing.	Later date: Na
5.	Admin to provide explanation for material lying outside storerooms.	Later date: Na
6.	Last scrap sold	Date -Na- & value -Na-
7.	Admin to provide list of vacant /possession given units.	Certified list date: Na
8.	Admin to provide list of additions & alterations given by customers.	Certified List date: Na
9.	Admin to provide list of MMC arrears from db.	Na
10.	Admin to provide list of keys and qualitative rating of labeling.	Na
11.	Admin to prepare list of utility bills paid during preceding month.	Certified list date: Na
12.	Are material shifting forms serial nos mentioned in the Hire charges register?	No
13.	If above stock value exceeds Rs. 5 lakhs – has letter of explanation been collect from Admin at site?	Later date: Na
14.	Is Security properly dressed?	No
15.	Is scrap properly arranged?	Na
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.	Nil
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.	Nil
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?	Na
23.	Is the construction circular spiral bound in good condition? Is file for latest circulars and internal memos properly maintained?	No
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?	No

26.	Is turnkey contractors material exchange logbook maintaining properly?	No
27.	a) No. of security sanctioned?	02 No's
	b) No. of security regularly present?	02 No's
	c) No. of sticks provided?	No
	d) No. of torch lights provided?	No
28.	a) No. of children attending Crech	Na
	b) Creche teacher and Ayya timing?	Na
	c) Average no. of meals provided per day	Na
	d) Quality of crèche	Na
29.	a) No. of helmets maintained with security.	Na
	b) Quality & cleanliness of helmets (G/A/P)	Na
30.	a) No. of labour quarters?	Na
	b) Occupied labour quarters?	Na
	c) No. of labour quarters in poor condition?	Na
	d) No. of toilets?	Na
	e) No. of washrooms?	Na
31.	a) No. of quarters in violation of electric supply rules.	Na
	b) Provision of water for labour quarters?	Na
	c) Quality of toilets/washroom, cleanliness.	Na
32.	a) No. of pending requisitions in file?	18 No's
	b) No. of pending requisitions in weekly report?	13 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	06 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.	03 No's
	b) No. of sheets not in compliance with rules	Nil
	c) No. of sheets scanned and send within specified time.	03 No's
34.	a) No. of vacant flats/villas where stage – III/IV is completed.	Na
	b) No. of such units not locked.	Na
35.	a) No. of units with arrears of more than 2 months MMC.	Na
	b) No. of active pages in MMC collection log book.	Na
36.	a) Gate passes issued in last 30 days.	Nil
	b) No. of gate passes not properly filled.	Na
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.	Na
	b) No. of rooms within stores.	Na
	c) No. of rooms not properly secured.	Na

List of stores checked	Stores checked(Yes/No)	Qualitative rating(G/A/P)
Electrical	No	-
Cement	No	-
Plumbing – PVC	No	-
Plumbing –GI	No	-
Sanitary	No	-
CP fittings Tiles	No	-
Lift	No	-
General Material	No	-
Tools	No	-
Doors & hardware	No	-
Misc. -	No	-
Remarks on default in following standard procedures: Nil		
Remarks on corrections made in registers or database: Nil		
Complaints: Yes 1. Shifting forms serial no are not mention in hire charges. 2. Material issue forms are not updated. 3. In gate passes not mentioning properly purpose, charges and material type. 4. Security supervisor has to replace in GHT site, he is not capable and informed to S.P sing for replace. 5. Requisition files are not updated, material received but requisition not updated with inward no and date lying in pending requisition file. 6. Po/Wo are not enclosed with requisitions. 7. Movement register not maintaining properly ate (there is no employee signatures in register). 8. There is no helmets at site, 9. Electricity consumption register not updated. 10. 3-in-1 register not implemented at site (given instruction to maintain). 11. There is no turnkey contractors register at site. 12. There are no construction circular files at site. 13. There is no phone for security (prepaid landline phone) 14. Employees are not displaying there ID cards in working hours.		
Suggestions :Nil		