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

Company:	Bloomdale residency genome valley	Date of site visit:	23.10.19(Wednesday)
Site:	BRGV	From / To time:	09:30 to 15:00
Visited by:	Praveen. B/Sanjeev.M	Prepared by:	Praveen. B
Previous date of audit:	25.09.2019	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. not updated
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.	Na
5.	Admin to provide explanation for material lying outside storerooms.	Na
6.	Last scrap sold	Date -Na- & value -Na-
7.	Admin to provide list of vacant /possession given units.	Na
8.	Admin to provide list of additions & alterations given by customers.	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.	Not provided
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?	Na
14.	Is security properly dressed?	No
15.	Is scrap properly arranged?	Yes
16.	Is the online payments details/register updated by Admin Officer regularly?	No
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.	No
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?	No
25.	Stock report quantity tallies with physical quantity?	No
26.	Is turnkey contractors material exchange logbook maintaining properly?	Yes
27.	a) No. of security sanctioned?	1.5 No's
	b) No. of security regularly present?	1.5 No's
	c) No. of sticks provided?	01 No's
	d) No. of torch lights provided?	01 No's
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.	Nil
	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?	Nil
	d) No. of toilets?	Na
	e) No. of washrooms?	Na
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.	Poor
32.	a) No. of pending requisitions in file?	02 No's
	b) No. of pending requisitions in weekly report?	Not updated
	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	Nil
	f) No. of requisitions where material received are not updated.	Nil
33.	a) No. of job work sheets issued in last 30 days.	02 no's
	b) No. of sheets not in compliance with rules	Nil
	c) No. of sheets scanned and send within specified time.	04 No's
34.	a) No. of vacant flats/villas where stage – III/IV is completed.	Nil
	b) No. of such units not locked.	Nil
35.	a) No. of units with arrears of more than 2 months MMC.	Nil
	b) No. of active pages in MMC collection log book.	Nil
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.	06 No's
38.	a) No. of storerooms.	01 No's
	b) No. of rooms within stores.	Nil
	c) No. of rooms not properly secured.	Nil

List of stores checked	Stores checked(Yes/No)	Qualitative rating(G/A/P)
Electrical	Yes	Average
Cement	Yes	Average
Plumbing – PVC	-	-
Plumbing –GI	-	-
Sanitary	-	-
CP fittings Tiles	-	-
Lift	-	-
General Material	-	-
Tools	-	-
Doors & hardware	-	-
Misc. -	Yes	Average

Remarks on default in following standard procedures: Nil

Remarks on corrections made in registers or database: Nil

Complaints: Yes

1. Material Issue forms are not updated.
2. Material shifting farms are not updated.
3. Material shifting forms serial nos mentioned in the Hire charges register
4. CC Cameras not yet installed.
5. Remarks are site reports file not updated.
6. All database registers to be labeled properly.
7. There are no PM signatures on following registers on daily basis.
   a. General material registers.
   b. Hire charges register.
   c. Cement register.
   d. Building material register.
8. 3-in-1 register not implemented at site
9. Electricity consumption register to be updated at site.

Suggestions :Yes