

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

Company:	Silver Oak Villas LLP	Date of site visit:	22.5.19(Wednesday)
Site:	SOVLLP	From / To time:	09:30 to 16:00
Visited by:	Praveen	Prepared by:	Praveen
Previous date of audit:	12.04.19	Sign:	
Sl No	Description	Remarks	
1.	Material shifting authorization forms issued in last 30 days.	Sl. No. 184642 to Sl. No. 184648	
2.	Material issue authorization forms issued in last 30 days	Sl. No. 276108 to Sl. No. 276114 276200 to 290001	
3.	Total value of stock maintained at site as per stock register. Exclude steel, cement, building material, lifts, etc.	Rs.10 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: 22.05.19	
5.	Admin to provide explanation for material lying outside storerooms.	Letter date -Na-	
6.	Last scrap sold	Date -Na- & value - Na-__	
7.	Admin to provide list of vacant /possession given units.	Certified list date: 22.05.19	
8.	Admin to provide list of additions & alterations given by customers.	Certified list date: - 22.05.19	
9.	Admin to provide list of MMC arrears from db.	Certified list date: - Na-	
10.	Admin to provide list of keys and qualitative rating of labeling.	Good	
11.	Admin to prepare list of utility bills paid during preceding month.	Certified list date: 22.05.19	
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?	No	
14.	Is Security properly dressed?	Yes	
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.	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.	Yes	
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?	04 No's
	b) No. of security regularly present?	04 No's
	c) No. of sticks provided?	04 No's
	d) No. of torch lights provided?	02 No's
28.	a) No. of children attending Crech	08 No's
	b) Creche teacher and Ayya timing?	9.30am to 5pm
	c) Average no. of meals provided per day	-Na-
	d) Quality of crèche	Average
29.	a) No. of helmets maintained with security.	Nil
	b) Quality & cleanliness of helmets (G/A/P)	Na
30.	a) No. of labour quarters?	32 No's
	b) Occupied labour quarters?	32 No's
	c) No. of labour quarters in poor condition?	04 No's
	d) No. of toilets?	04 No's
	e) No. of washrooms?	04 No's
31.	a) No. of quarters in violation of electric supply rules.	02 No's
	b) Provision of water for labour quarters?	Yes
	c) Quality of toilets/washroom, cleanliness.	Average
32.	a) No. of pending requisitions in file?	26 No's
	b) No. of pending requisitions in weekly report?	07 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	04 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.	Nil4366 to 4386 (20)
	b) No. of sheets not in compliance with rules	Nil
	c) No. of sheets scanned and send within specified time.	17 No's
34.	a) No. of vacant flats/villas where stage – III/IV is completed.	16 No's
	b) No. of such units not locked.	Nil
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.	12 No's
	b) No. of gate passes not properly filled.	03 No's
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	Average
Plumbing –GI	Yes	Average
Sanitary	Yes	Average
CP fittings Tiles	-	-
Lift	-	-
General Material	Yes	Average
Tools	Yes	Average
Doors & hardware	Yes	Average
Misc. -	Yes	Average
Remarks on default in following standard procedures: Nil		
Remarks on corrections made in registers or database: Nil		
Complaints: Yes		
1. Store rooms to be arrange properly. 2. Need to check physical quantity of material (given advice to Mr. Sanjay to check and re-arrange the material properly send the report as soon as possible).		
Suggestions :Nil		