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

Company:	G.V. Research Centers Pvt. Ltd	Date of site visit:	02.05.19(Tuesday)
Site:	GVRC	From / To time:	09:30 to 16:00
Visited by:	Praveen	Prepared by:	Praveen
Previous audit date	16.04.19	Sign:	

Sl No.	Description	Remarks
1.	Is the 'Material shifting authorization forms' used at site? Are the forms serial nos mentioned in the Hire charges register?	Yes Yes
2.	Is the 'Material issue authorization forms' used at site? Are the form's serial nos mentioned in the stock register?	Yes Yes
3.	Are the Site office, Clubhouse and Model Flats properly maintained and cleaned on a daily basis?	Na
4.	Is Security properly dressed and are provided with a stick and torch? No. of security personal as approved?	No
5.	Is scrap properly arranged and sold as and when required?	Na
6.	Is the Creche running properly with midday meals?	Na
7.	Keys are properly labeled and numbered?	Na
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?	No
9.	Is utility bills and payments details/register updated by Admin Officer regularly?	No
10.	Is the condition of labour quarters, water and sanitation facility in order? Is there misuse of electric power?	Na
11.	Are requisitions properly filed and signed by project manager?	Yes
12.	Are attendance, building material, inward, hire charges, cement, outward, electricity, etc., maintained properly and signed by engineer and admin officer at site?	No
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?	Na
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	No
20.	Stores and stock registers are properly arranged / maintained?	Na
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?	Yes
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
26.	Is turnkey contractor's material exchange log book maintaining properly?	No

List of stores checked	Stores checked (Y /N)	Qualitative rating (G/A/P)
Electrical	-	-
Cement	Yes	Average
Plumbing – PVC	-	-
Plumbing –GI	-	-
Sanitary	-	-
CP fittings	-	-
Tiles	-	-
Lift	-	-
General Material	Yes	Poor
Tools	-	-
Doors & hardware	-	-
Misc.	Yes	Poor
Remarks on default in following standard procedures: Nil		
Remarks on corrections made in registers or database: Nil		
Complaints: Yes. 1. There is no safety helmets at site (Labour -Male & Female) 2. Turnkey contractor's material exchange log book not maintaining at site (already material issued to KSR builders). 3. Electricity consumptions register not maintaining at site. 4. Utility Bills and payments to be updated in Google docs. 5. Delay in sending Bills & Dcs to HO within two days. 6. Hire inward and building inwards photographs are not taking printouts on daily basis.		
Suggestions :Yes 1. Security supervisor has to be replace present security supervisor is not capable. Hold the security payments until he changes the supervisor. 2. One more security guard is required at site, one person not able to handle the material issue, taking photographs, maintain registers, worker attendance. 3. Stock statement to be update and send report instructed to admin.		