

Modi Properties & Inv. Pvt. Ltd - Site Audit Report by N. Narendar Reddy

Company:	AEDIES Developers LLP	Date of site visit:	07.03.20
Site:	MGA	Approved by:	Praveen. B
Visited & prepared by:	N. Narendar Reddy	Sing	
Sl No	Description	Remarks	
1.	QC checking files		
	A. QC check RCC file	Yes, But QC stamp & PM sign is not there.	
	B. QC check Brick work file	QC check request not raised, next stage work started.	
	C. QC Check stage I	NA	
	D. QC Check stage II	NA	
	E. QC Check stage III	NA	
	F. QC Check stage IV	NA	
	G. QC Self check files RCC	Yes	
	H. QC Self check files brick work	NA	
2.	Drawing Files		
	A. Block wise center line drawing file	Yes	
	B. Block wise RCC working plan file	Yes	
	C. Block wise brickwork file	Yes	
	D. Block wise electrical Drg file	Yes	
	E. Block wise plumbing Drg file	NA	
	F. All drawings A3 original file	Yes	
	G. Survey plans file	Yes	
	H. Amenities block file	NA	
	I. Furniture design and model flat file	NA	
	J. Cancelled Drg file	NA	
	K. Layout and utility drawing file.	Yes	
	L. Compound wall drawing file	NA	
	M. OHT drawing file	NA	
	N. A & A file	NA	
	O. Possession letter file	NA	
	P. Circular files	Yes a. Red file not maintain at site (Old/Cancelled circulars)	
	Q. MOM file	Yes	
	R. Task List file	Yes	
	S. Schedule file	Yes	
3.	AMC Files	NA	

4.	Admin Misc Files	a. Security, HK consolidated files not maintain b. Internet, MI camera's Details file not maintains.
5.	All database registers:	
	A. Hire charges Register	Yes
	B. Building material Register	Yes(Condition poor)Regular basis not Signing by PM & Admin)
	C. General inward Register	Yes
	D. Out ward register	Yes
	E. Moment Register	Yes
	F. Worker ID Register	Yes (Condition poor)
	G. Cement register	Yes
	H. Electricity consumption register	Yes
	I. Rent record register	Yes (Not Updated from 1 month)
	J. Gate pass book	Yes
	K. Job work book	Yes ,Not started
	L. Visitor Register	Yes
	M. 3 in 1 register	Yes
6.	Log Books	
	A. Bills & DC's Log book	Yes
	B. Contractors Bills inward logbook	Not available at site
	C. Generator logbook	NA
	D. Turnkey contractors logbook	Not updated, and weekly basis scanned copy's not sent to respective accountant.
	Complaints: Above remarks to be corrected, admin filings very poor,need improvement.	
	Suggestions :Explained All admin works to lady engineers.	