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

Company:	Paramount Estates	Date of site visit:	12.04.2018 (Thursday)
Site:	Paramount Avenue	From / To time:	10:00 to 18:00
Visited by:	Praveen	Prepared by:	Praveen
Other:		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?	No
4.	Is Security properly dressed and are provided with a stick and torch? No. of security personal as approved?	Yes Yes
5.	Is scrap properly arranged and sold as and when required?	Yes
6.	Is the Creche running properly with midday meals?	No
7.	Keys are properly labeled and numbered?	Yes
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?	Yes
9.	Is utility bills and payments details/register updated by Admin Officer regularly?	Yes
10.	Is the condition of labour quarters, water and sanitation facility in order? Is there misuse of electric power?	No Yes
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?	Yes
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?	Yes
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?	Yes
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?	Yes
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?	No
24.	There is no material lying outside the storerooms?	No
25.	Stock Register quantity tallies with physical quantity?	

List of stores checked	Stores checked (Y /N)	Qualitative rating (G/A/P)
Electrical	Yes	Good
Cement	Yes	Average
Plumbing – PVC	Yes	Good
Plumbing –GI	Yes	Average
Sanitary	Yes	Good
CP fittings	Yes	Good
Tiles	Yes	Average
Lift	Yes	Average
General Material	Yes	Average
Tools	Yes	Average
Doors & hardware	Yes	Good
Misc.	-	-

Remarks on default in following standard procedures: Nil

Remarks on corrections made in registers or database: Nil

Complaints: Yes

1. Building Material & Hire charges inwards are not certified by security, admin on daily basis. From 09.04.2018
1. Stores to be re arrange properly.
2. Material issue forms not updated from 09.04.18 in purchase database.
3. Housekeeping staff are not in full uniform.
4. PO's/WO's are not enclosed to requisitions
   Req no 64676,64674,64673,64672,64671,64670,64669,64668,64667,64666, 64663 and 64657.
5. Material received and filed in requisition completed file without inward number and date of material received.
6. Club house gym glass has broken.
7. Club house toilets not cleaning properly.
8. Keys are not labeled.
9. Above minor errors are solved at site.

Suggestions: Yes

1. Given instructions to admin to check physical quantity of stock and send a report as soon as possible.