

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

Company:	Paramount Estates	Date of site visit:	06.06.17(Tuesday)	Remarks
Site:	Paramount Avenue	From / To time:	10:00 to 18:00	Yes
Visited by:	Praveen	Prepared by:	Praveen	Yes
Other:		Sign:		Yes
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
2.	Is the 'Material issue authorization forms' used at site? Are the form's serial nos mentioned in the stock register?			Yes
3.	Are the Site office, Clubhouse and Model Flats properly maintained and cleaned on a daily basis?			Yes
4.	Is Security properly dressed and are provided with a stick and torch? No. of security personal as approved?			Yes
5.	Is scrap properly arranged and sold as and when required?			Yes
6.	Is the Creche running properly with midday meals?			Yes
7.	Keys are properly labeled and numbered?			No
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
11.	Are requisitions properly filed and signed by project manager?			No
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?			Yes
20.	Stores and stock registers are properly arranged / maintained?			No
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

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	Good
Lift	-	Good
General Material	Yes	-
Tools	Yes	Good
Doors & hardware	Yes	Average
Misc.	Yes	Good
Remarks on default in following standard procedures: Nil		
Remarks on corrections made in registers or database: Nil		
Complaints: Yes		
<input checked="" type="checkbox"/> 1. Requisitions are not filled properly, Po's not enclosed Req No 6411,64115,64116,64117,64118,64119 <input checked="" type="checkbox"/> 2. Material received but not updated and not filled in requisitions received file 64072. <input checked="" type="checkbox"/> 3. Key labels are not labeled properly. <input checked="" type="checkbox"/> 4. Electrical items received after 6pm at site inward No 16371,16372. <input checked="" type="checkbox"/> 5. Above minor errors are solved at site.		
Suggestions: Yes.		
1. PMR-I B -509 flat (guest house) mattress are pending.		