Circular No. 116(i) – Admin Division Date: 13.05.2019

Sub.: Check list for Site Audit Report

The check list for audit by Admin Manager for proper record keeping, filing and following procedures is now revised and included in the report that (admin manager – audit) has to submit to M.D.

- Audit for all the sites must be taken up once in a fortnight without fail. Praveen to be primarily responsible for audit, however in his absence Jai Kumar/Hemendra may take up the audit.
- Audit report may be accompanied by photographs wherever necessary. Copy of audit report to be forwarded to project manager / admin officer at site. However, confidential or sensitive information can be sent to M.D. by way of a separate email, if required.
- Audit by admin officers of other sites shall be discontinued.

Soham Modi

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

Company:		Date of site visit:	
Site:		From / To time:	
Visited by:		Prepared by:	
Other:		Sign:	

Sl No.	Description			Remarks
1.	Material shifting authorization forms issued in last 30 days.			Sl. No. ___ to Sl. No. ____
2.	Are these forms serial nos mentioned in the Hire charges register?			Yes
3.	Material issue authorization forms issued in last 30 days			Sl. No. ___ to Sl. No. ____
4.	Total value of stock maintained at site as per stock register. Exclude steel, cement, building material, lifts, etc.			Rs. ____ lakhs.
5.	If above stock value exceeds Rs. 5 lakhs – has letter of explanation been collect from Admin at site?			
6.	Admin/sales to certifying that Site office, Clubhouse and Model Flats are properly maintained and cleaned on a daily basis in writing.			Letter date: ____________
7.	No. of security sanctioned. No. of security regularly present. No. of sticks, no. of torch lights.			
8.				
9.				
10.	Is Security properly dressed?			Yes
11.	Is scrap properly arranged?			Yes
12.	Last scrap sold			Date & value
13.	No. of children attending Crech, average no. of meals provided per day. Creche teacher and ayya timing? Quality of crèche			Yes good/average/ poor
14.	Admin to provide list of keys and qualitative rating of labeling.			Certified list date: ________
15.	No. of helmets maintained with security. Quality & cleanliness of helmets (G/A/P)			Yes
16.	Admin to prepare list of utility bills paid during preceding month.			Certified list date: ________
17.	Is the online payments details/register updated by Admin Officer regularly?			
18.	No. of labour quarters, occupied labour quarters, No. of labour quarters in poor condition, No. of toilets, No. of washrooms, Quality of toilets/washroom, cleanliness. Provision of water. No. of quarters in violation of electric supply rules.			Yes
19.	No. of pending requisitions in file. No. of pending requisitions in weekly report. No. of requisitions not signed by project manager. No of weekly reports not signed by project manager.			Yes

	No. of PO/WOs not attached. No. of requisitions where material received are not updated.	
20.	Are attendance, building material, inward, hire charges, cement, outward, electricity, etc., maintained properly and signed by engineer and admin officer at site?	Yes
21.	No. of weekly reports of labour/hire charges/ material received not tallying with registers.	Yes
22.	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
23.	No. of job work sheets issued in last 30 days. No. of sheets not in compliance with rules. No. of sheets scanned and send within specified time.	Yes
24.	Is the attendance recorder properly installed and used? Is the ID no. register properly maintained?	Yes
25.	No. of vacant flats/villas where stage – III/IV is completed. No. of such units not locked.	Yes
26.	Admin to provide list of vacant /possession given units.	Certified list date: ________
27.	Admin to provide list of additions & alterations given by customers.	Certified list date: ________
28.	Admin to provide list of MMC arrears from db.	Certified list date: ________
29.	No. of units with arrears of more than 2 months MMC. No. of active pages in MMC collection log book.	
30.	Gate passes issued in last 30 days. No. of gate passes not properly filled.	Yes
31.	Are Bills & Dc's Inward\outward register being properly maintained	Yes
32.	No. of bills/DCs that were not sent to HO within 2 working days, during the last 30 days.	
33.	Stores and stock registers are properly arranged / maintained?	Yes
34.	Is the construction circular spiral bound in good condition? Is file for latest circulars and internal memos properly maintained?	Yes
35.	Are hire charges and building material photographs being printed from database within one working day?	Yes
36.	No. of storerooms. No. of rooms within stores. No. of rooms not properly secured.	Yes
37.	Admin to provide explanation for material lying outside storerooms.	Letter date_____
38.	Stock Register quantity tallies with physical quantity?	Yes

List of stores checked	Stores checked (Y /N)	Qualitative rating (G/A/P)
Electrical		
Cement		
Plumbing – PVC		
Plumbing –GI		
Sanitary		
CP fittings		
Tiles		
Lift		
General Material		
Tools		
Doors & hardware		
Misc.		
Remarks on default in following standard procedures: Nil		
Remarks on corrections made in registers or database: Nil		
Complaints: Nil		
Suggestions: Nil		