Site:		MMKLLP	Date of site visit:	13.07.20 to 18.	07.20
		GHT	From / To time:		
Visited		V.Ravi	Approved by	B.Praveen	
Previou	is date of audit:	-	Sign:		
Sl No	Description			SOP followed (Yes / No)	Remarks
1.	Requisition Fi	les:			
	a. Pending & c maintained.	Yes			
	b. Requisitions	Yes			
	c. MRN update			Yes	
		and attached to re	equisitions.	Yes	
		updated in requisi		Yes	
			signed by Project	Yes	
	Manager on	•			
2.		uisition details by	site report:		
	a. Remark on r	Yes			
	properly & tallying with pending requisition file.b. PM signed the above reports.			Yes	
	c. Remark on r	Yes			
	d. Is purchase i	Yes			
3.	Stores & Stock:				
	a. Site has to p	Yes			
	b. Stores are be secured prop	Yes			
		are labelled prope		NA	
	d. Stock value steel & tiles,	Yes			
			rial provided by site.	NA	
		ck matching db-al		No	
		files maintained		Yes	
			orms & file maintained	Yes	
		ed authorization	form by signed by	Yes	
		rial lying outside t	the stores provided by site.	Yes	
	k. Steel & MS material stock stored at designated place.			Yes	
4.	Authorization forms:				
	A. Hire charges and building material inward record printed and signed on daily basis.			Yes	
	b. PM has sign				
) Rema		following standar	d procedures:		
Complai		10110 WIIIZ Standar	a procedures.		
Suggesti					

Company	y:	MMKLLP	Date of site visit:	13.07.20 to 18.07.20
Site:		GHT	From / To time:	
Visited &	& prepared by:	V.Ravi	Approved by	B.Praveen
	Previous date of audit MMKLLP		Date of site visit:	13.07.20 to 18.07.20
Sl No		Description	SOP Followed (Yes / No)	Remarks
1.	Site Registers:			
	a. Hire charges	Register.	Yes	
	b. Building ma	terial Register.	Yes	
	c. General inwa	ard Register.	Yes	
	d. Out ward reg	gister.	Yes	
	e. Moment Reg	gister.	Yes	
	f. Worker ID R	Register.	Yes	
	g. Cement regis	ster.	Yes	
	h. Electricity co	onsumption registers.	Yes	
	i. Rent record	register.	NA	
	j. Gate pass bo	ook.	Yes	
	k. Job work bo	ok.	Yes	
	1. Visitor Regis	ster.	Yes	
	m. 3 in 1 registe	er (DL, Alcohol, RC).	Yes	
	n. M-Codex reg	gister.	Yes	
	0	naterial, Hire, General Inward register ing for Turnkey contractor.	Yes	
	p. MD commer	nt Register	Yes	
2.	Log Books:			
	a. Bills & DC's	s Log book	Yes	
	b. Turnkey con	tractor's inward with bill copies.	No	
	c. Generator lo	gbook	No	
	d. Consultant c	omments book	Yes	
	e. Deliver van / Car Log book.		Yes	
3.	Turnkey contract	tors logbook:		
	a. Annexure of	A,B,C files	Yes	
	b. Milestone report file.c. Annexure E1, E2 & F file		Yes	
			-	
	d. Turnkey Ma	terial inward & outward register.	Yes	

	e. Turnkey contractor material issued logbook.	Yes	
	f. Turnkey contractor's material issued statement sent to HO file.	-	
1.	Filing of plans:		
	a. Block / villa wise center line drawing file.	Yes	
	b. Block / villa wise RCC working plan file.	Yes	
	c. Block / villa wise brickwork file.	NA	
	d. Block / villa wise electrical Drg file.	NA	
	e. Block / villa 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.	Yes	
	k. Layout and utility drawing file.	Yes	
	Compound wall drawing file.	Yes	
	m. OHT drawing file.	NA	
	n. Sanction plan file	Yes	
	o. Circular files (Red, Blue & Black files).	Yes	
	p. Keys handing over letter file.	NA	
	q. MOM file.	Yes	
	r. Task list file.	Yes	
	s. Schedule file.	Yes	
5.	Filing of office documents:		
	a. Equipment bills & warranty file. (For each type equipment).	No	
	b. Electricity Sanction file.	No	
	c. ENV clearance/CFE File.	NA	
	d. Fire NOC file.	NA	
	e. Correspondence file.	Yes	
Ď.	A & A Files (Block / Villa wise).	NA	
<u>'. </u>	Possession Letter files.	NA	
8.	Tenant declaration / NOC file.	NA	
).	Project manager / Admin Expenses card file.	NA	
	ks on default in following standard procedures: Nil		
	laints:		
Sugge	stions:		

Company Name:		MMKLLP	Date of site visit:	13.07.20 to 18.07.20
Project Name:		GHT	From / To time:	
Visited	by:	V.Ravi	Approved by	B.Praveen
Previou	s audit date:		Audit date:	
Sl No		Description	SOP Followed (Yes/No)	Remarks
1.	Creche			
	a) Creche Oper	ational.	NA	
	b) Creche teach 09.00 AM to	ner and Ayya attending as per timings 17.30 PM.	NA	
	c) Midday mea	ls provided.	NA	
	d) No of childre	ens.	NA	
2.	Labour quarters			
	a) No. of labour	r quarters.	20	
	b) No. of occup	pied labour quarters.	Nil	
	c) No. of toilets	3.	04	
	d) No. of washr	rooms.	02	
	e) Electrical power connection.		Yes	
	f) Provision of water & electricity for labour quarters.		Yes	
3.	Pumps & Equipe			
		y file maintained.	NA	
	b) List of pump	s & Equipement file maintained.	No	
		uters & pheripherals file.	No	
	/	connections file.	No	
	e) List of meters & submeters file.		Yes	
4.	Model Units			
	a) Model villas / flats maintained properly.		NA	
	b) Club House maintained properly.		NA	
	c) Swimming pool maintained properly.		NA	
		en spaces maitained properly.	NA	
	e)			

Remarks on defualt in following standard procedures :
Complaints:
Suggesstions: informed to lady engineers to maintaain the relevent files which is above mentioned.

Company		MMKLLP	Date of site visit:	13.07.20 to 18.07.20
Project		GHT	From / To time:	
Visited	by:	V.Ravi	Approved by	B.Praveen
Previou	s audit date:	MMKLLP	Date of site visit:	13.07.20 to 18.07.20
Sl No	Description		SOP Followed (Yes/No)	Remarks
1.	Safety measuren	nents at site		
	a) No visitor he	elmets at security kiosk.	10	
	b) Quality & cl	eanness of helmets (G/A/P)	Good	
	c) Labours wor	king without helmets & masks	Nil	
	d) Safety belts / helmets.		Yes	
	e) Safety net provided (in apartment projects)		NA	
	f) Infrared thermo meter being used.		No	
	g) PVC 500 ltr water tank & Sanitizer is provided.h) Power tools being used with Al-Service wire.i) Is DB box are locked properly		Yes	
			Yes	
			Yes	
	j) Is vacant vil	las / flats are locked properly	NA	

Remarks	on default in following standard procedures: Nil
Complair	nts:
Suggestic	ons:

Company Name:		MMKLLP	Date of site	13.07.20 to
			visit:	18.07.20
Projec	ct Name:	GHT	From / To	
			time:	
Visite	ed by:	V.Ravi	Approved	B.Praveen
			by	
Previo	ous audit date:	MMKLLP	Date of site	13.07.20 to
			visit:	18.07.20
Sl		Description	SOP followed	Remarks
No			(Yes/No)	(Breif
				Discription)
MMC				
1.	Monthly Maintenance File.		NA	
2.	MMC logbook	manual.	NA	
3.	No. Of units wi	th arreras of more than 2 months of MMC.	NA	
4.	MMC arrears n	otice file.	NA	
5.	MMC regular f	ile.	NA	
6.	MMC receipt b	ook maintained properly.	NA	
7.	Cash collection	in MMC from customers.	NA	
8.	MMC receipt b	ook certified by accounts on weekly basis.	NA	
9.	Equipment AMC list file.		Yes	
10.	All registers & DC books certfied by stores incharge.		Yes	
11.	C.C TV camera	as list file.	No	
12.	Security service	es regular file.	No	

Remarks on default in following standard procedures: Nil					
Complaints:					
Suggestions:					

Comp	pany Name: MMKLLP	Date of site visit:	13.07.20 to 18.07.20
Projec	ct Name: GHT	From / To time:	
Visite	d by: V.Ravi	Approved by	B.Praveen
Previo	ous audit date:	Sing:	
Sl No	Description	SOP followed (Yes/No)	Remarks
1.	Security Services		
	e) No. of security sanctioned as per circular.	03	
	f) No. of security regularly present.	03	
	g) Uniform is maintained by all security.	Yes	
	h) No. of sticks & Torch lights provided.	Yes	
	i) Security supervisor is maintained registers properly.	Yes	
2.	House keeping		
	k) No. of sweepers & boys sanctioned in builder A/c.	1.5	1 -Office Boy 0.5- Sweeper
	1) No. of Sweepers & other operators (Machine boys & Lift operators sanctioned in association A/c.	Nil	•
	m) Uniforms is maitained by all house keeping staff.	Yes	
	n) Housekeeping schedule is maintained properly.	Yes	As per site instructions
3.	Gardening Services		
	g) No. of Gardeners sanctioned in Builder A/c.	01	Semi skilled
	h) No. of Gardeners Sanctioned in Association A/c.	Nil	
	i) Gardening schedule is maintained properly.	Yes	As per site instructions
	j) Tools are maintaining at site properly.	Yes	
4.	C.C Cameras		
	a) No of cameras sanctioned at site.	02	
	b) No of cameras not working at site.	Nil	
	c) Time laps camera data backup sending time to time.	NA	
	rks on default in following standard procedures:		
	plaints:		
Sugge	estions :		

Visited by: V.Ravi Approved by B.Praveen Previous date of audit: SI No Description SOP followed (Yes / No) Requisition Files: a. Pending & completed requisitions files properly maintained. b. Requisitions are signed by project manager. c. MRN updated. d. PO's printed and attached to requisitions. e. Inward no's updated in requisitions. f. Is all site related registers are signed by Project Manager on daily basis? 2. Remarks on requisition details by site report: a. Remark on requisition details by site report is prepared properly & tallying with pending requisition file. b. PM signed the above reports. c. Remark on requisition details by site report file is maintained properly. d. Is purchase reply report attached to above. Yes	Compai	ny:	MMKLLP	Date of site visit:	13.07.20 to 18.	07.20
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3. Stores & Stock: a. Site has to provided list of store room. b. Stores are being properly arranged material wise & yes secured properly with Barcode stickers. c. Store rooms are labelled properly. d. Stock value less than 5 Lacs (exclude value of cement, yes steel & tiles, building material). e. List of unused and extra material provided by site. NA f. Physical stock matching db-all stores. g. Stock report files maintained properly. h. Material issue authorization forms & file maintained yes properly. i. Material issued authorization form by signed by engineers. j. List of material lying outside the stores provided by site. X steel & MS material stock stored at designated place. 4. Authorization forms: a. Hire charges and building material inward record printed and signed on daily basis. b. PM has signed above. Yes Complaints:			Yes			
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b. PM has signed above. Yes Remarks on default in following standard procedures: Complaints:					Yes	
Remarks on default in following standard procedures: Complaints:			Yes			
Complaints:				rd procedures:		
*			Tonowing Standa	ra procedures.		
DAVESTIONS A COULDED STORE OF DECLEVED DICTORITY			ore to be clear pr	onerly		

Company	y:	MMKLLP	Date of site visit:	13.07.20 to 18.07.20
Site:		GHT	From / To time:	
Visited &	& prepared by:	V.Ravi	Approved by	B.Praveen
	Previous date of audit MMKLLP		Date of site visit:	13.07.20 to 18.07.20
Sl No		Description	SOP Followed (Yes / No)	Remarks
1.	Site Registers:			
	a. Hire charges	Register.	Yes	
	b. Building ma	terial Register.	Yes	
	c. General inwa	ard Register.	Yes	
	d. Out ward reg	gister.	Yes	
	e. Moment Reg	gister.	Yes	
	f. Worker ID R	Register.	Yes	
	g. Cement regis	ster.	Yes	
	h. Electricity co	onsumption registers.	Yes	
	i. Rent record	register.	NA	
	j. Gate pass bo	ook.	Yes	
	k. Job work bo	ok.	Yes	
	1. Visitor Regis	ster.	Yes	
	m. 3 in 1 registe	er (DL, Alcohol, RC).	Yes	
	n. M-Codex reg	gister.	Yes	
	0	naterial, Hire, General Inward register ing for Turnkey contractor.	Yes	
	p. MD commer	nt Register	Yes	
2.	Log Books:			
	a. Bills & DC's	s Log book	Yes	
	b. Turnkey con	tractor's inward with bill copies.	No	
	c. Generator lo	gbook	No	
	d. Consultant c	omments book	Yes	
	e. Deliver van / Car Log book.		Yes	
3.	Turnkey contract	tors logbook:		
	a. Annexure of	A,B,C files	Yes	
	b. Milestone report file.c. Annexure E1, E2 & F file		Yes	
			-	
	d. Turnkey Ma	terial inward & outward register.	Yes	

	e. Turnkey contractor material issued logbook.	Yes	
	f. Turnkey contractor's material issued statement sent to HO file.	-	
1.	Filing of plans:		
	a. Block / villa wise center line drawing file.	Yes	
	b. Block / villa wise RCC working plan file.	Yes	
	c. Block / villa wise brickwork file.	NA	
	d. Block / villa wise electrical Drg file.	NA	
	e. Block / villa 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.	Yes	
	k. Layout and utility drawing file.	Yes	
	Compound wall drawing file.	Yes	
	m. OHT drawing file.	NA	
	n. Sanction plan file	Yes	
	o. Circular files (Red, Blue & Black files).	Yes	
	p. Keys handing over letter file.	NA	
	q. MOM file.	Yes	
	r. Task list file.	Yes	
	s. Schedule file.	Yes	
5.	Filing of office documents:		
	a. Equipment bills & warranty file. (For each type equipment).	No	
	b. Electricity Sanction file.	No	
	c. ENV clearance/CFE File.	NA	
	d. Fire NOC file.	NA	
	e. Correspondence file.	Yes	
	A & A Files (Block / Villa wise).	NA	
<u>. </u>	Possession Letter files.	NA	
3.	Tenant declaration / NOC file.	NA	
)	Project manager / Admin Expenses card file.	NA	
	ks on default in following standard procedures: Nil		
	laints:		
lugge	stions:		

Company Name:		MMKLLP	Date of site visit:	13.07.20 to 18.07.20
Project Name:		GHT	From / To time:	
Visited by: V.Ravi		V.Ravi	Approved by	B.Praveen
Previous audit date:		Audit date:		
Sl No	Description		SOP Followed (Yes/No)	Remarks
1.	Creche			
	a) Creche Operational.		NA	
		b) Creche teacher and Ayya attending as per timings 09.00 AM to 17.30 PM.		
	c) Midday mea	ls provided.	NA	
	d) No of childre	ens.	NA	
2.	Labour quarters			
	a) No. of labour quarters.		20	
	b) No. of occupied labour quarters.		Nil	
	c) No. of toilets.		04	
	d) No. of washrooms.		02	
	e) Electrical power connection.		Yes	
	f) Provision of water & electricity for labour quarters.		Yes	
3.	Pumps & Equipement.			
	a) Water supply file maintained.		NA	
	b) List of pumps & Equipement file maintained.		No	
	c) List of computers & pheripherals file.		No	
	d) List of wifi connections file.		No	
	e) List of meters & submeters file.		Yes	
4.	Model Units			
	a) Model villas / flats maintained properly.		NA	
	b) Club House maintained properly.		NA	
	c) Swimming pool maintained properly.		NA	
	d) Parks and open spaces maitained properly.		NA	
	(e)			

Remarks on defualt in following standard procedures :
Complaints:
Suggesstions: informed to lady engineers to maintaain the relevent files which is above mentioned.

Company		MMKLLP	Date of site visit:	13.07.20 to 18.07.20
Project		GHT	From / To time:	
Visited by:		V.Ravi	Approved by	B.Praveen
Previous audit date:		MMKLLP	Date of site visit:	13.07.20 to 18.07.20
Sl No	Description		SOP Followed (Yes/No)	Remarks
1.	Safety measurements at site			
	a) No visitor he	elmets at security kiosk.	10	
	b) Quality & cleanness of helmets (G/A/P)		Good	
	c) Labours wor	king without helmets & masks	Nil	
	d) Safety belts / helmets.		Yes	
	e) Safety net pi	rovided (in apartment projects)	NA	
	f) Infrared ther	mo meter being used.	No	
	g) PVC 500 ltr	water tank & Sanitizer is provided.	Yes	
	h) Power tools	being used with Al-Service wire.	Yes	
	i) Is DB box at	re locked properly	Yes	
	j) Is vacant vil	las / flats are locked properly	NA	

Remarks	on default in following standard procedures: Nil
Complain	nts:
Suggestie	ons:

Company Name:		MMKLLP	Date of site	13.07.20 to
			visit:	18.07.20
Project Name:		GHT	From / To	
			time:	
Visite	ed by:	V.Ravi	Approved	B.Praveen
			by	
Previo	ous audit date:	MMKLLP	Date of site	13.07.20 to
			visit:	18.07.20
Sl		Description	SOP followed	Remarks
No			(Yes/No)	(Breif
				Discription)
MMC				
1.	Monthly Maint	enance File.	NA	
2.	MMC logbook	manual.	NA	
3.	No. Of units wi	th arreras of more than 2 months of MMC.	NA	
4.	MMC arrears notice file.		NA	
5.	MMC regular file.		NA	
6.	MMC receipt book maintained properly.		NA	
7.	Cash collection in MMC from customers.		NA	
8.	MMC receipt b	ook certified by accounts on weekly basis.	NA	
9.	Equipment AM	C list file.	Yes	
10.	All registers &	DC books certfied by stores incharge.	Yes	
11.	C.C TV camera	as list file.	No	
12.	Security service	es regular file.	No	

Remarks on default in following standar	rd procedures: Nil
Complaints:	
Suggestions:	

Comp	pany Name: MMKLLP	Date of site visit:	13.07.20 to 18.07.20
Project Name: GHT		From / To time:	
Visited by: V.Ravi		Approved by	B.Praveen
Previo	ous audit date:	Sing:	
Sl No	Description	SOP followed (Yes/No)	Remarks
1.	Security Services		
	e) No. of security sanctioned as per circular.	03	
	f) No. of security regularly present.	03	
	g) Uniform is maintained by all security.	Yes	
	h) No. of sticks & Torch lights provided.	Yes	
	i) Security supervisor is maintained registers properly.	Yes	
2.	House keeping		
	k) No. of sweepers & boys sanctioned in builder A/c.	1.5	1 -Office Boy 0.5- Sweeper
	1) No. of Sweepers & other operators (Machine boys & Lift operators sanctioned in association A/c.	Nil	•
	m) Uniforms is maitained by all house keeping staff.	Yes	
	n) Housekeeping schedule is maintained properly.	Yes	As per site instructions
3.	Gardening Services		
	g) No. of Gardeners sanctioned in Builder A/c.	01	Semi skilled
	h) No. of Gardeners Sanctioned in Association A/c.	Nil	
	i) Gardening schedule is maintained properly.	Yes	As per site instructions
	j) Tools are maintaining at site properly.	Yes	
4.	C.C Cameras		
	a) No of cameras sanctioned at site.	02	
	b) No of cameras not working at site.	Nil	
	c) Time laps camera data backup sending time to time.	NA	
Rema	rks on default in following standard procedures:		
	plaints:		
Sugge	estions :		