

Annexure (B & C)
Modi Properties Pvt. Ltd - Site Audit Report

Company:	Modi Properties Pvt. Ltd.	Date of site visit:	01-06-2020 to 15-06-2020
Site:	MPL	From / To time:	09.30 to 18.00
Visited by:	G.Balakrishna	Prepared by:	G.Balakrishna
Sl No	Description	Maintaining (Yes / No)	Remarks
1	Requisition Files		
	a) Is Requisitions files properly maintained at site?	Yes	
	b) Is requisitions are signed by project manager?	Yes	
	c) Is material received requisitions are updating on daily basis with MRN ?	Yes	
	d) Is PO's are enclosed on requisitions properly?	Yes	
	e) Is pending material is follow-up to suppliers on daily basis?	Yes	
	f) Is there any pending requisition more than 2 months?	No	
	g) Is all site related registers are signed by Project Manager on daily basis?	Yes	
2	Remarks on requisition details by site report		
	a) Is a remark on requisition details by site report is preparing properly?	Yes	
	b) Is a remark on requisition details by site report file is maintaining properly?	Yes	
	c) Is purchase reply report is filing on to site report properly with remarks & site report ?	Yes	
	d) Is site wise requisition file is maintaining	Yes	
3	Stores & Stock		
	a) No. Of store rooms?	06	
	b) Is stores are being properly arranged material wise & secured properly with Barcode stickers ?	Yes	
	c) Is all store rooms are labelled properly	No	
	d) Is stock maintaining more than 5 Lacs (except cement, steel & tiles?)	No	
	e) Is there any unused / not required material is at site?	Yes	
	f) Is physical stock checking on weekly basis (any 1 or 2 stores)?	No	
	g) Stock report files maintaining at site?	Yes	
	h) Stock report quantity tally with physical quantity?	Yes	
	i) Is material issue authorization forms, file is maintaining at site properly?	Yes	
	j) Is there any material issued without authorization by site engineer & material shifting authorization form by signed by engineer on daily basis?	Yes	
	k) Is any material lying outside the stores	Yes	Tiles & door frames, doors
	l) Is steel & MS material stock stored at designated place ?	No	

4	Authorization forms		
	a) Is Hire charges Authorization forms are filled by site engineer & file with Hire charges printout	Yes	
	b) Is there any without authorization form machineries worked at site?	No	
5	Turnkey Contractors Weekly reports as per Circular no 807		
	a) Annexure of ABC sending on time.	Yes	
	b) Milestone report(D) sending on time	Yes	
	c) E1 & E2 sheet sending on time	Yes	
	d) Certified copies of weekly reports filing at site	Yes	
	e) Turnkey Material Inward & outward register maintained at site.	Yes	
	f) Turnkey contractor material issued logbook maintained at site	Yes	
	g) Turnkey contractor's material issued amount debit to their account.	Yes	
	h) Is material inward registers & outward registers are maintaining properly?	Yes	
Remarks on default in following standard procedures: Nil			
Complaints:			
Suggestions :			

Annexure (D)

SI No	Description	Maintaining (Yes / No)	Remarks
1.	All database registers:		
	a) Hire charges Register	Yes	
	b) Building material Register	Yes	
	c) General inward Register	Yes	
	d) Out ward register	Yes	
	e) Moment Register	Yes	
	f) Worker ID Register	Yes	
	g) Cement register	Yes	
	h) Electricity consumption register	Yes	
	i) Rent record register	Yes	
	j) Gate pass book	Yes	
	k) Job work book	Yes	
	l) Visitor Register	Yes	
	m) 3 in 1 register (DL,Alchol,RC)		Need to update on daily basis
	n) M-Codex register	Yes	
	o) Is Building material, Hire, General Inward register are maintaining for Turnkey contractor	Yes	

	p) MD comment Register	Yes	
2.	Log Books		
	a) Bills & DC's Log book	Yes	
	b) Contractors Bills inward logbook	Yes	
	c) Generator logbook	Yes	
	d) Turnkey contractors logbook	Yes	
	e) Deliver van / Car Log book maintain at site?	Yes	
	f) Consultant comments book	Yes	
4.	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	Yes	
	d) Block / villa wise electrical Drg file	Yes	
	e) Block / villa wise plumbing Drg file	Yes	
	f) All drawings A3 original file	Yes	
	g) Survey plans file	Yes	
	h) Amenities block file	No	
	i) Furniture design and model flat file	NA	
	j) Cancelled Drg file	Yes	
	k) Layout and utility drawing file.	Yes	
	l) Compound wall drawing file	No	
	m) OHT drawing file	NA	
	n) Sanction plan file	Yes	
	o) Circular files (Red, Blue & Black)	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) Generator File	Yes	
	b) Pumps & equipment record file	Yes	
	c) Tools & Equipment warranty card files.	Yes	
	d) Utility record file	Yes	
	e) Electricity Sanction file	NA	
6.	A & A Files (Block / Villa wise)	Yes	
7.	Possession Letter files	NA	
8.	Tenant declaration / NOC file	NA	
9.	Project manager / Admin Expenses card file.	Yes	
Remarks on default in following standard procedures: Nil			
Complaints:			
Suggestions :			

Annexure (E & F)

Sl No	Description	Maintaining (Yes/No)	Remarks
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1.	Creche		
	a) Are children attending Creche?	Yes	
	b) Is Creche teacher and Ayya attending as per timings 09.00 AM to 17.30 PM	Yes	
	c) Is Midday meals providing to Creche children's?	NO	
	d) Quality of Creche.	GOOD	
2.	Safety measurements at site		
	a) Is visitor helmets maintaining at security kiosk?	Yes	In site office
	b) Quality & cleanliness of helmets (G/A/P)	Good	
	c) No of labours working without helmets		Majority of labours are not using
	d) Safety belts are maintaining at site?	Yes	
	e) Is safety net implemented at site? (in apartment projects)	Yes	
3.	Labour quarters		
	a) No. of labour quarters?	22	
	b) No. of occupied labour quarters?	22	
	c) No. of labour quarters in poor condition?	No	
	d) No. of toilets?	9	
	e) No. of washrooms?	9	
	f) No. of quarters in violation of electric supply rules.	Nil	
	g) Provision of water & electricity for labour quarters?	Good	
4.	Pumps		
	a) No of Bore well pumps at site	4	
	b) No of Bore well pumps working at site	4	
	c) No of Dewatering pumps	1	
	d) No of dewatering / Bore well pumps under repair	Nil	

Details of Electricity Meter & Sub Meter

Sl. no	Meter no's	Meter type	Meter location	Installed (Yes / No)
1.		Main / Sub meter	Labour quarters	Yes
2.		Main / Sub meter	for work shop purpose	Yes
3.		Main / Sub meter	for OHT pumps purpose	NA
4.		Main / Sub meter	for RO plant purpose	Yes
5.		Main / Sub meter	Site office	Yes
6.		Main / Sub meter	Bore well	Yes
7.		Main / Sub meter	CA Lighting	NA
Remarks on default in following standard procedures: Nil				
Complaints:				
Suggestions :				

Sl No	Description	Maintaining (Yes/No)	Remarks
5.	Security		

	e) No. of security sanctioned as per circular?	Yes	05 members
	f) No. of security regularly present?	Yes	
	g) Is uniform is maintaining by all security staff?	No	Not wearing shoes
	h) No. of sticks & Torch light provided?	Yes	
	i) Is security supervisor is maintaining registers properly?	Yes	
	j) No. of times field officer / agency head visited?	01	Only FO is visiting
6.	House keeping		
	f) No. of sweepers & boys sanctioned in builder A/c?	02	
	g) No. of Sweepers & other operators (Machine boys & Lift operators sanctioned in association A/c?	No	
	h) Is uniform is maintaining by all housekeeping staff from time to time?	No	
	i) Is housekeeping schedule is maintained properly?	NA	
	j) No. of times agency head visited?	Nil	
7.	Gardening Services		
	h) No. of Gardeners sanctioned in Builder A/c?	NIL	
	i) No. of Gardeners Sanctioned in Association A/c?	NA	
	j) Is gardening schedule is maintained properly?	NA	
	k) Tools are maintaining at site properly?	NA	
	l) No. of times agency head visited?	NA	
8.	CC Cameras		
	a) No of cameras sanctioned at site?	02	
	b) No of cameras not working at site?	02	
	c) Time laps camera data backup sending time to time?	-	
9.	As site office is getting locked in time with barcode sticker?	Yes	
Remarks on default in following standard procedures: Nil			
Complaints:			
Suggestions :			

Annexure (G)

Sl No	Description	Maintaining (Yes/No)	Remarks
1.	Safety measurements at site		
	a) Is visitor helmets maintaining at security kiosk?	Yes	
	b) Quality & cleaningness of helmets (G/A/P)	Good	
	c) No of labours working without helmets & masks	No	
	d) Safety belts / helmets are maintaining at site?	No	
	e) Is safety net implemented at site? (in apartment projects)	Yes	
	f) Infrared thermo meter using at site	Yes	
	g) PVC 500 ltr water tank & Sanitizer is maintaining at site	Yes	
	h) Is power tools are using with Al-Service wire?	No	
	i) Is DB box are locked properly	Yes	

j)	Is security maintaining Torch & Latti	No	
k)	Is vacant villas / flats are locking properly	NA	

Remarks on default in following standard procedures: Nil

Complaints:

Suggestions : raise the requisition against Torch & Latti .

Annexure (I & J)

Sl No	Description	Maintaining (Yes/No)	Remarks
MMC			
1.	Monthly Maintenance charges are applicable?	NA	
2.	Is monthly MMC report is maintaining properly at site?	NA	
3.	Admin to provide a list of MMC arrears from DB?	NA	
4.	Is MMC logbook maintaining at site?	NA	
5.	No. of active pages in MMC logbook?	NA	
6.	No. Of units with arrears of more than 2 months of MMC?	NA	
7.	Is MMC arrears notices sent to CR in current month?	NA	
8.	Is MMC certified copy sent to report-audit on monthly basis?	NA	
9.	MMC receipt book is maintaining properly?	NA	
10.	Is there any cash collection in MMC from customers?	NA	
11.	Is weekly basis MMC receipt book certified by accounts?	NA	
List of AMC's			
1.	Is Elevators AMC files are maintaining at site?	NA	
2.	Is RO plant AMC file is maintaining at site?	No	
3.	Is Roots machines AMC's maintaining at site?	NA	
4.	Is coffee machine AMC file is maintaining at site?	No	
5.	Is DG set AMC file is maintaining at site?	No	
6.	Is GYM equipment AMC file is maintaining at site?	NA	
7.	Is swimming Pool AMC file is maintaining at site?	NA	
Remarks on default in following standard procedures: Nil			
Complaints:			
Suggestions :			

1. I helped for lady engineers , that how to upload documents in M-Codex
2. Explain all admin works & new circulars 912/119, 912/106
3. Explained how to follow-up material