

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

Company:	Modi & Modi Constructions	Date of site visit:	28.01.16 (Thursday)
Site:	Nilgiri Estates / Nilgiri Homes	From / To time:	09:30 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?	Yes	
4.	Is Security properly dressed and are provided with a stick and torch? No. of security personal as approved?	No	
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? There is no misuse of electric power.	Yes	
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?	No	
13.	Do weekly reports tally with registers?	Yes	
14.	There are no receipts of building material before 9 am and after 6 pm without due authorization?	Yes	
15.	Is job work book being properly maintained?	Yes	
16.	Is the attendance recorder properly installed and used? Is the ID no. register 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 & De's Inward/outward register being properly maintained	No	
20.	Stores and stock registers are properly arranged / maintained?	Yes	
21.	Is the construction 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 out side 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	Good
Sanitary	-	-
CP fittings	-	-
Tiles	Yes	Good
Lift	Yes	Good
General Material	Yes	Average
Tools	Yes	Good
Doors & hardware	Yes	Average
Misc.	-	-
Remarks on default in following standard procedures: Nil		
Remarks on corrections made in registers or database: Nil		
Complaints: Yes 1) Visitors register not signed by sales executive/manager. 2) Keys are not properly labeled and numbered. 3) Security persons are not in full uniform. 4) Utility bills and payments details record is not updated. 5) Requisitions are not signed by engineer, Req No are 47251, 47250. 6) Database registers are not signed by engineer from 09.01.16 (Hire charges and building material). 7) Bills and Dc's register not updated from 06.01.16 (Dc's are not entered in register) and delay in sending bills to ho within two days. 8) Bore sub-meter is not working from 14.01.16(register not updated). 9) Stores database is not updated (with opening balances)		
Suggestions: Yes 1. Housekeeping and gardening schedule to be update.		

Sand
by
20/2/16
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