

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

Company:	Nilgiri Estates	Date of site visit:	26.09.17 (Thursday)
Site:	Nilgiri Estates	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?	Yes
	Are the forms serial nos mentioned in the Hire charges register?	Yes
2.	Is the 'Material issue authorization forms' used at site?	Yes
	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
	No. of security personal as approved?	
5.	Is scrap properly arranged and sold as and when required?	No
6.	Is the Crèche 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?	Na
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?	No
15.	Is job work register being properly maintained?	No
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 & De'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

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31/5/17

List of stores checked	Stores checked (Y /N)	Qualitative rating (G/A/P)
Electrical	Yes	Good
Cement	Yes	Average
Plumbing - PVC	Yes	Average
Plumbing - GI	Yes	Average
Sanitary	Yes	Good
CP fittings	Yes	Good
Tiles	Yes	Average
Lift	-	-
General Material	Yes	Good
Tools	Yes	Average
Doors & hardware	Yes	Good
Misc.	-	-
Remarks on default in following standard procedures: Nil		
Remarks on corrections made in registers or database: Nil		
Complaints: Yes		
1. Remarks on site report of weekly not signed by admin and Project Manager. 2. Latest internal memo and circular file not marinating properly (latest memo's and circulars not filed) 3. The following requisitions are not enclosed PO's and WO's. 70915,70914,70913,70912,70911,70910,70909,70908,70907,70906,70905 & 70904. 4. The following jobwork sheets are not signed by contractor. 23285,23277 & 23258 5. Stores to be re-arrange properly. 5. Building material inward & hire charges inwards not attested by Admin, PM and security on daily basis. 7. Security staff is not in full uniform. 8. Housekeeping staff members are irregular (speak to Mr. Gopi) 9. Model flats and site office not maintaining properly. 10. Keys are not labeled properly. (photographs enclosed) 11. Labour quarters lights with 60 wat bulbs. 12. Electrical panel boards are not in lock & key, properly not installed. 13. Coffee machine not working.		
Suggestions: Yes		
1. Labour quarters surrounding to be cleaned. 2. Steel scrap is storing at labour quarters. 3. Near Villa no 01 bore is not working, pump is under repair. 4. Near Main gate bore is not working, pump is under repair. 5. Near Villa No 72, bore is not working, pump repaired and to be installed.		



