

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

112

|             |                 |                     |                     |
|-------------|-----------------|---------------------|---------------------|
| Company:    | Nilgiri Estates | Date of site visit: | 31.08.17 (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 forms 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?                                                                                              | Yes     |
|       | No. of security personal as approved?                                                                                                                              |         |
| 5.    | Is scrap properly arranged and sold as and when required?                                                                                                          | Yes     |
| 6.    | Is the Crecche running properly with midday meals?                                                                                                                 | Yes     |
| 7.    | Keys are properly labeled and numbered?                                                                                                                            | Yes     |
| 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?                                                    | Yes     |
| 11.   | Are requisitions properly filed and signed by project manager?                                                                                                     |         |
| 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     |

| 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. Building material received at site before 9am and after 6pm.  
26.08.17, 13:30 robo sand 600 cft. (Venkatesh supplier)  
17.08.17, 13:27 6mm material (Venkatesh supplier).
2. Some of the Job work sheets are not signed by contractors.
3. Our wards report is not updated in database.
4. HP printer 1018 is not working of sales team (cables to be replaced).
5. Engineers system UPS is not working.
6. Sales system UPS is not working.
7. There is no back up modem for site.

Suggestions: Yes

1. Labour quarters surrounding to be cleaned.
2. Torch lights to be order for security.
3. There is a broadband of act fiber/ Beam feasibility at site, we can take a connection for site. (Venkatesh - Mob: 9505518556)

Motors at site: Nilgiri Estates.

| Sl.No | Motors            | HP    | Quantity | Condition                | Remarks    |
|-------|-------------------|-------|----------|--------------------------|------------|
| 1     | Diesel Motors     | 5 HP  | 01       | Working condition        | Dewatering |
| 2     | Diesel Motors     | 5 HP  | 01       | Not working under repair | Dewatering |
| 3     | Submersible (KSB) | 3HP   | 01       | Working condition        | Dewatering |
| 4     | Monoblock         | 1.5HP | 01       | Not working under repair | Dewatering |
| 5     | Submersible       | 1.5HP | 02       | Working condition        | Dewatering |