

ATR required by 6pm on 26/7/17

TIE

by Phooja

NR

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

file

Company:	Nilgiri Estates	Date of site visit:	11.07.17(Tuesday)
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?	No	
2.	Are the forms serial nos mentioned in the Hire charges register?	No	
3.	Is the 'Material issue authorization forms' used at site?	No	
4.	Are the form's serial nos mentioned in the stock register?	No	
5.	Are the Site office, Clubhouse and Model Flats properly maintained and cleaned on a daily basis?	Yes	
6.	Is Security properly dressed and are provided with a stick and torch?	Yes	
7.	No. of security personal as approved?		
8.	Is scrap properly arranged and sold as and when required?	No	
9.	Is the Creche running properly with midday meals?	Yes	
10.	Keys are properly labeled and numbered?	No	
11.	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	
12.	Is utility bills and payments details/register updated by Admin Officer regularly?	Yes	
13.	Is the condition of labour quarters, water and sanitation facility in order?	No	
14.	Is there misuse of electric power?		
15.	Are requisitions properly filed and signed by project manager?	No	
16.	Are attendance, building material, inward, hire charges, cement, outward, electricity, etc., maintained properly and signed by engineer and admin officer at site?	Yes	
17.	Do weekly reports tally with registers?	Yes	
18.	Are there any receipts of building material before 9 am and after 6 pm without due authorization?	Yes	
19.	Is job work register being properly maintained?	Yes	
20.	Is the attendance recorder properly installed and used? Is the ID no. registered properly maintained?	Yes	
21.	Has security supervisor ensured that all vacant flats & villas are locked?	Yes	
22.	Are gate passes being properly maintained and correctly filled?	Yes	
23.	Are Bills & De's Inward/outward register being properly maintained	No	
24.	Stores and stock registers are properly arranged / maintained?	No	
25.	Is the constructions circular spiral bound in good condition? Is file for latest circulars and internal memos properly maintained?	Yes	
26.	Are hire charges and building material photographs being printed from database within one working day?	No	
27.	Are store rooms properly secured?	Yes	
28.	There is no material lying outside the storerooms?	No	
29.	Stock Register quantity tallies with physical quantity?	No	

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. Left balance material in villas to be collect and stored at store rooms.
2. Stock statement not tallied with physical quantity, Stock to be update.
1. Panel boards are not in lock and key.
2. Steel to store in designated place.
3. Scrap to be sold.
4. Bills and De register not updated from 06.07.17.
5. Bills and DC's are lying in site.
6. Material issue and material shifting forms are not maintaining at site.
7. PO's are not enclosed for requisitions after 03 days. Req No are 70702,70700,70699 & 70695
8. There is no back modem for site.
9. Keys are not labeled properly.

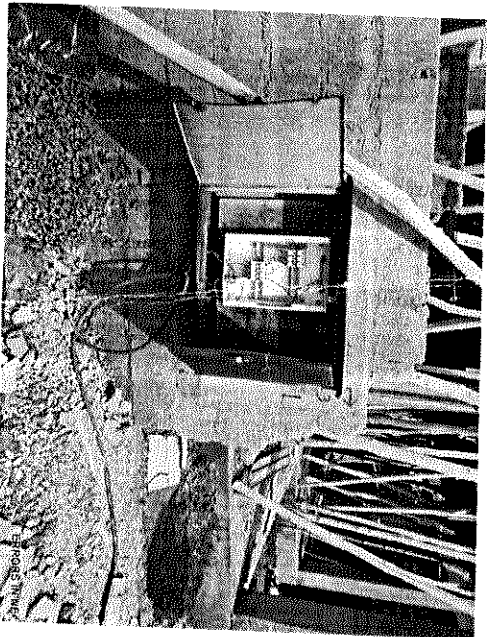
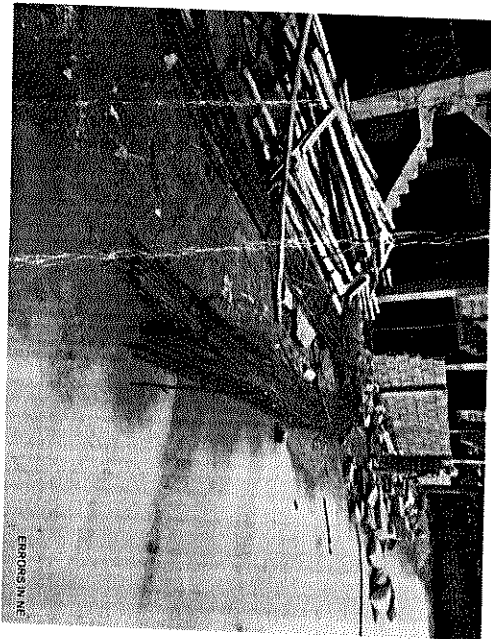
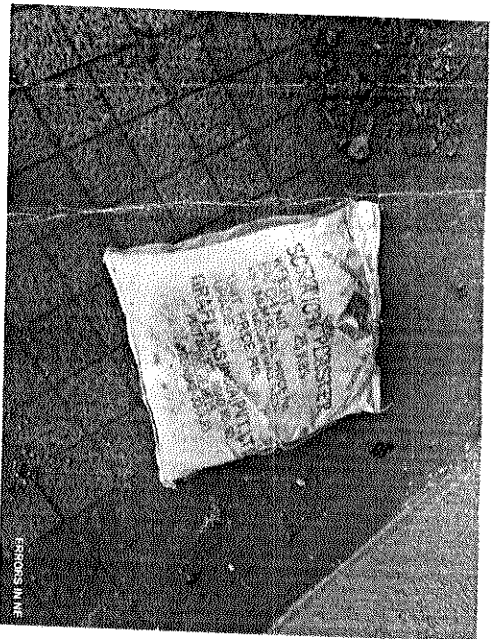
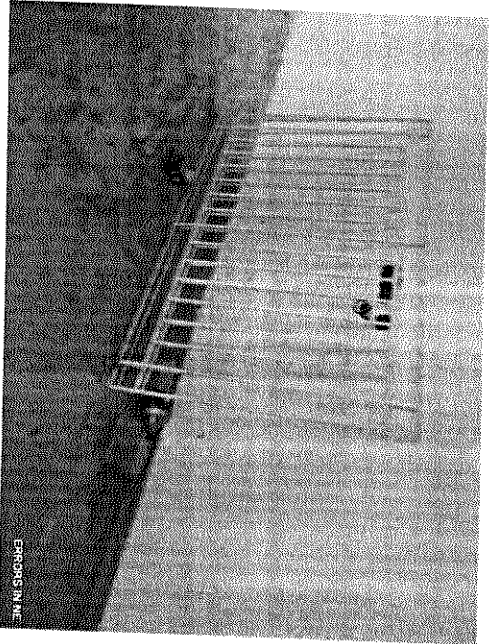
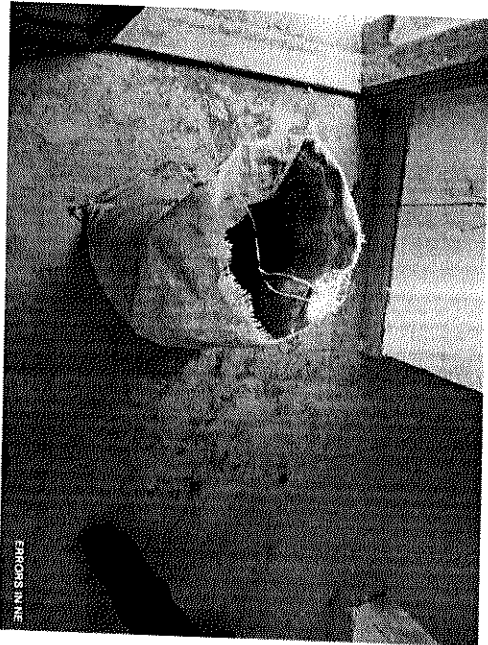
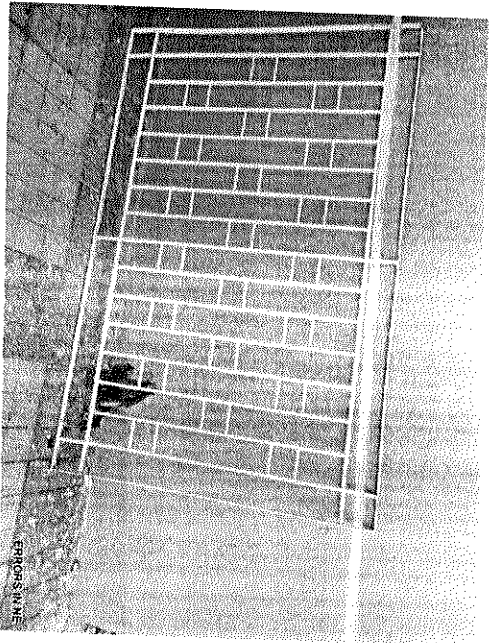
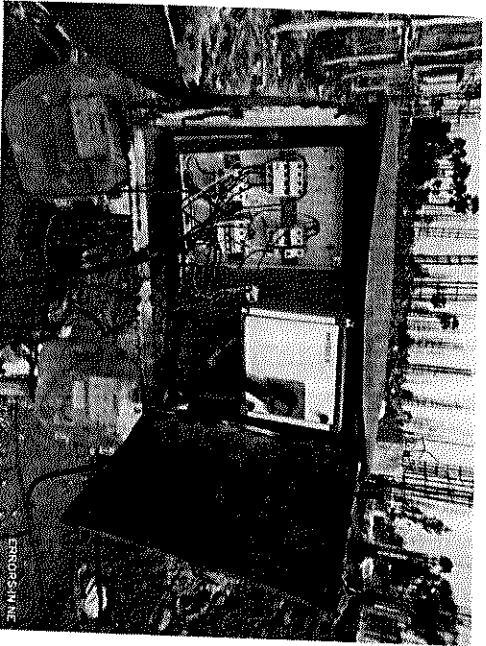
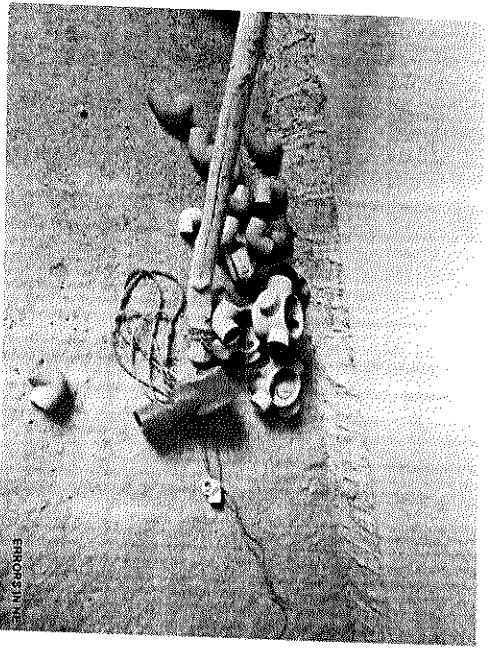
Suggestions: Yes

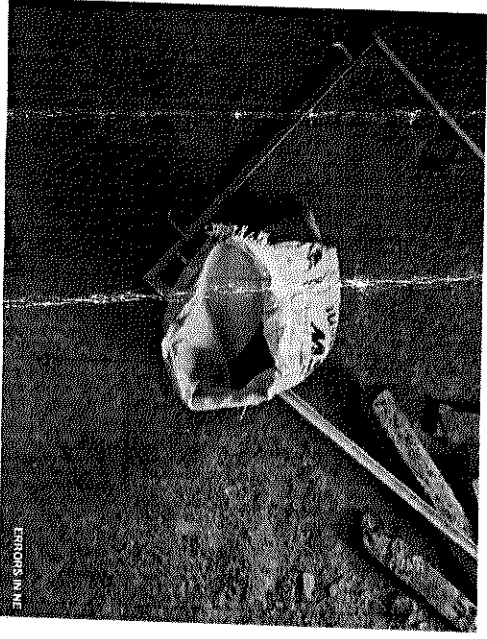
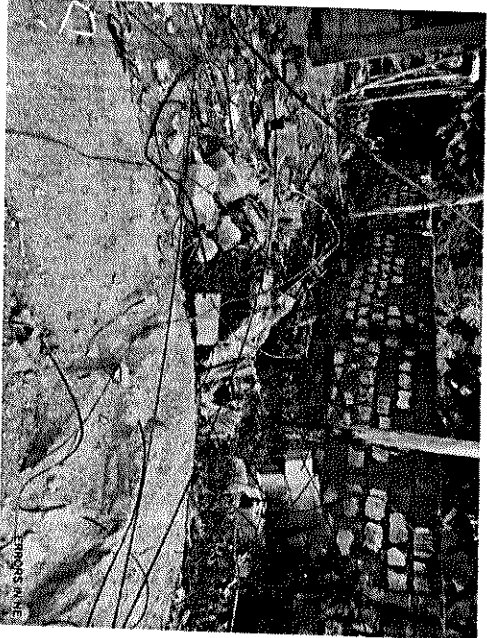
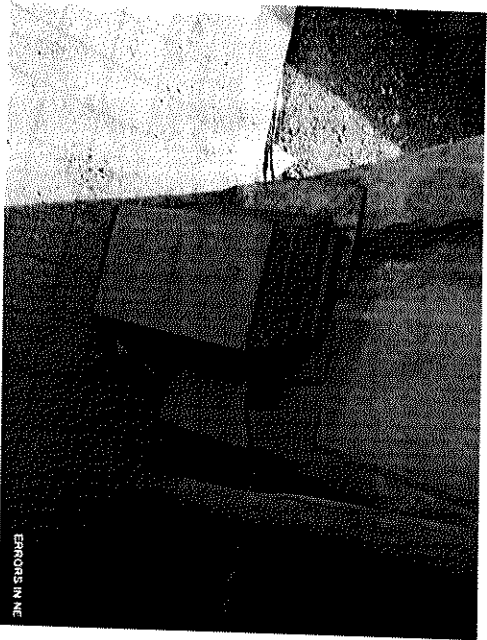
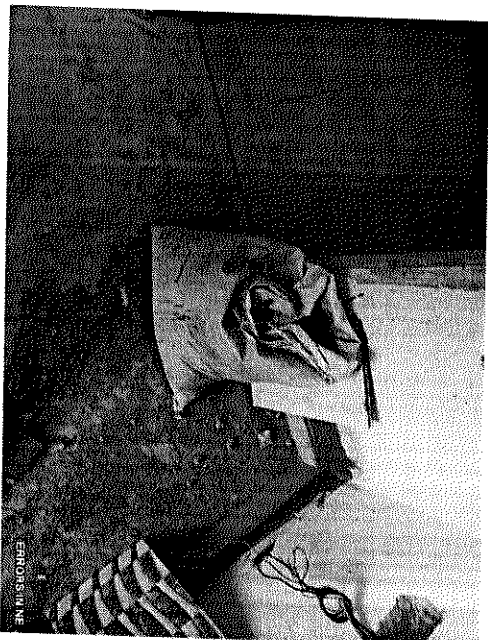
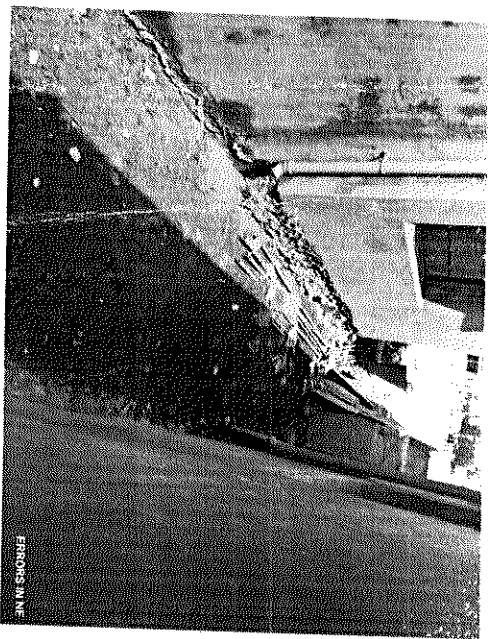
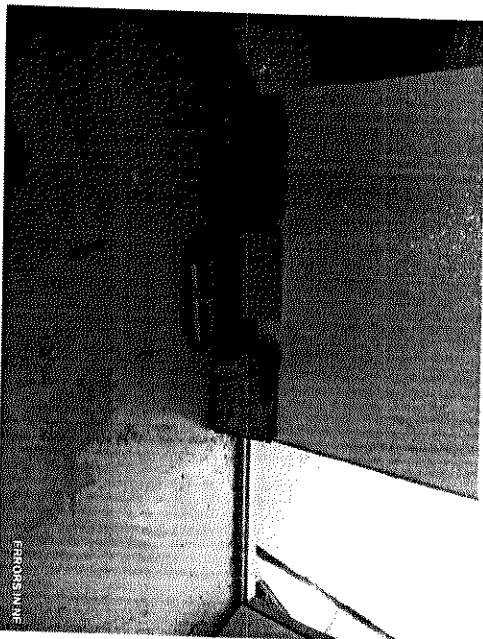
1. Labour quarters surrounding to be cleaned.
2. Data base registers to be labeled properly.

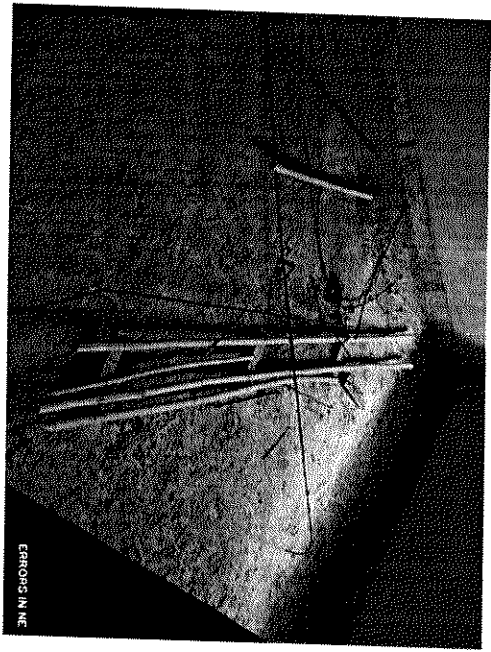
Admin works explained & trained to Mr. Bhoja Naik.

1. Biometric devise
 - a. Explained about how to use bio metric devise.
 - b. How to do entries workers and employees ID's
 - c. Uploading of attendance log.
 - d. Difference in payments of on/ac, Dept and job work.
 - e. Making of vouchers.
 - f. Preparing of job work note
 - g. Maintenance of admin files.
 - h. Day to day circulars files (filing)
2. Database & database registers
3. How to write register (inward, outward, Bills and De's, building material and etc...
4. Requisition file.
 - a. How to file the requisitions and maintain of requisitions file of Requisition pending and requisition completed
 - b. How to file a PO WO for requisitions
 - c. How to prepare remarks on site report of purchase dept

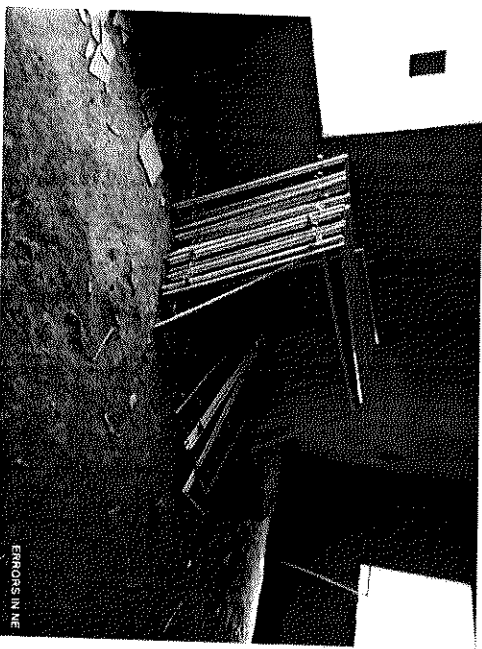
- d. Procedure of writing out ward gate passes.
 - e. Procedure of writing, material shifting and material issues forms at site.
 - 5. Miscellaneous
 - a. Explained how to maintain key labeling and key registers.
 - b. Explained how to update utility payment record in Google docs.
 - c. Explained about not to accept building material before 9am and after 6pm.
- Without due authorization.







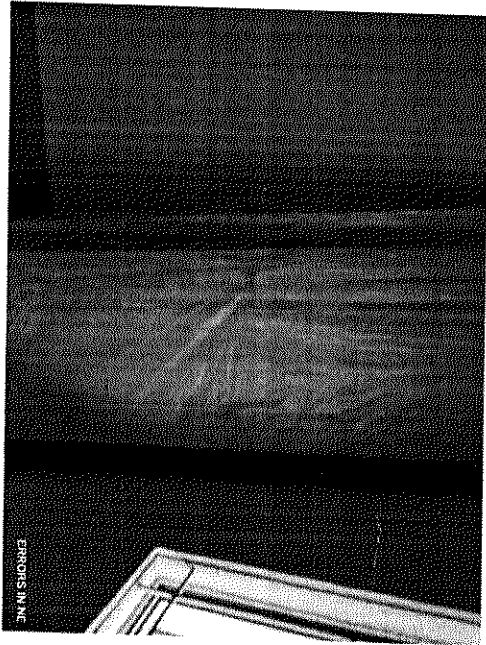
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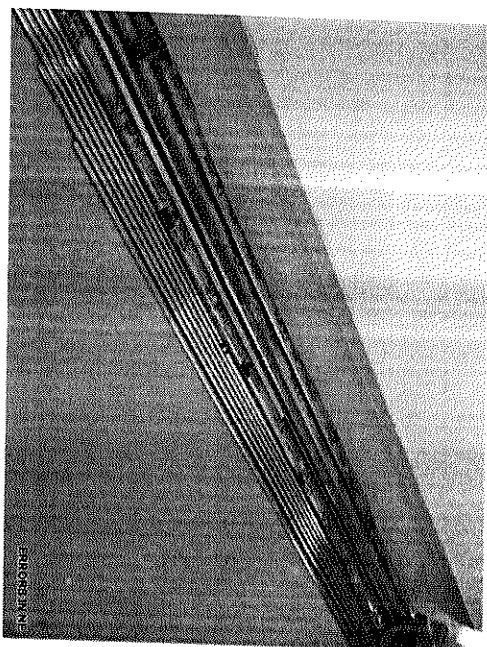
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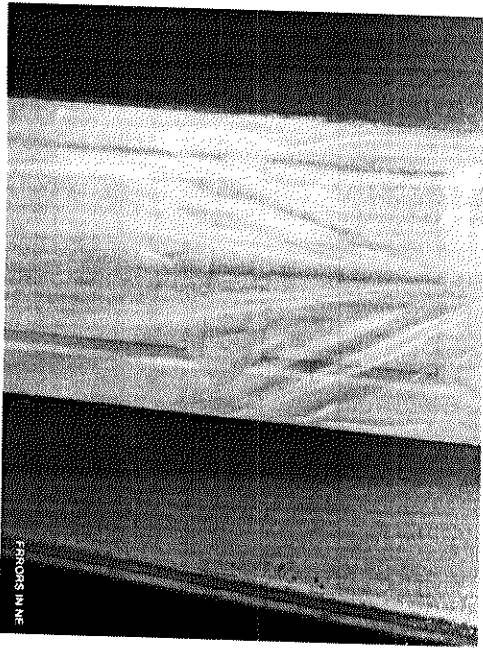
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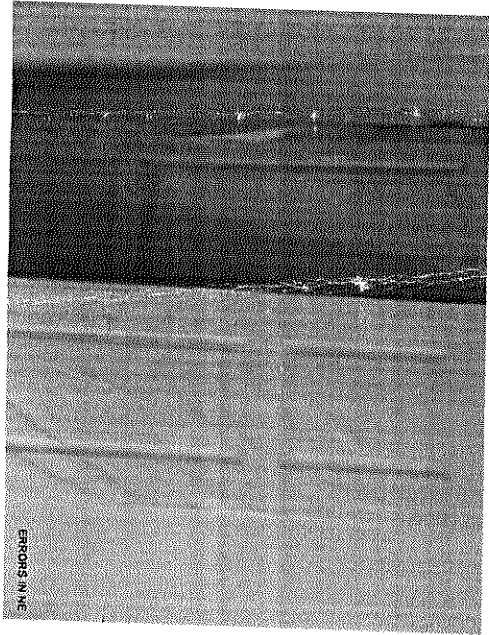
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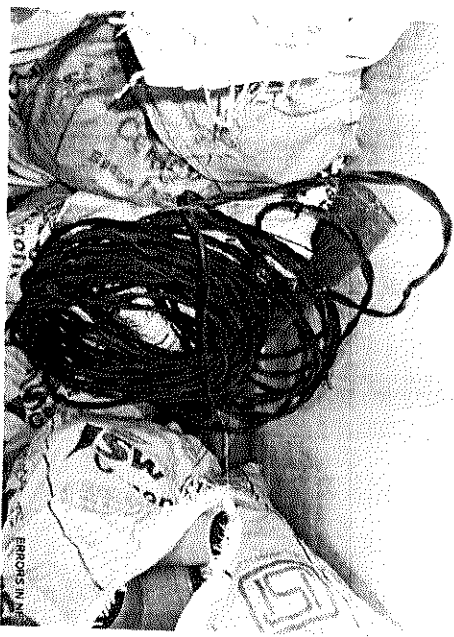
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