

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

Company:	Nilgiri Estates	Date of site visit:	08.06.17(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
2.	Are the forms serial nos mentioned in the Hire charges register?	Yes
3.	Is the 'Material issue authorization forms' used at site?	Yes
4.	Are the form's serial nos mentioned in the stock register?	Yes
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?	Yes
8.	Is scrap properly arranged and sold as and when required?	Yes
9.	Is the Creche running properly with midday meals?	Yes
10.	Keys are properly labeled and numbered?	Yes
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?	Yes
14.	Is there misuse of electric power?	Yes
15.	Are requisitions properly filed and signed by project manager?	Yes
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?	No
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 & Dc's Inward\outward register being properly maintained	Yes
24.	Stores and stock registers are properly arranged / maintained?	Yes
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?	Yes
27.	Are store rooms properly secured?	Yes
28.	There is no material lying outside the storerooms?	Yes
29.	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	Good
Lift	-	Average
General Material	Yes	-
Tools	Yes	Good
Doors & hardware	Yes	Average
Misc.	Yes	Good
	-	-
Remarks on default in following standard procedures: Nil		
Remarks on corrections made in registers or database: Nil		
Complaints: Nil		
Suggestions: Yes		
✓ 1. Left balance material in villas to be collect and stored at store rooms. ✓ 2. Torch lights to be order for security. ✓ 3. Store stock list to be updated with physical quantity. ✓ 4. Labour quarters surrounding to be cleaned.		