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

Company:	Nilgiri Estates	Date of site visit:	03.01.17(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? 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?	Yes
5.	Is scrap properly arranged and sold as and when required?	Yes
6.	Is the Creche running properly with midday meals?	No
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? There is no misuse of electric power.	Yes
11.	Are requisitions properly filed and signed by project manager?	Yes
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.	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 & Dc's Inward\outward register being properly maintained	Yes
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?	No

List of stores checked	Stores checked (Y /N)	Qualitative rating (G/A/P)
Electrical	Yes	Good
Cement	Yes	Good
Plumbing – PVC	Yes	Good
Plumbing –GI	Yes	Good
Sanitary	-	-
CP fittings	-	Good
Tiles	Yes	Good
Lift	-	-
General Material	Yes	Good
Tools	Yes	Good
Doors & hardware	Yes	Good
Misc.	-	-

Remarks on default in following standard procedures: Nil

Remarks on corrections made in registers or database: Nil

Complaints: Yes

Stock differences after physical verification on 03.01.17.

Sl. No	Material	Physical qty at stores:	Qty as per stock report:
1	Panel doors 26x82	1	17
2	Panel doors 37x82	2	22
3	Door stoppers	106	40
4	SS cylindrical lock	44	22
5	SS Mortise lock	16	19
6	SS hinges	180	134
7	Pvc pipe 1x1.2	254	370
8	Mcb 16amps	90	36
9	Mcb 6amps	78	38
10	2way modular plates	120	140
11	6way modular plates	230	376
12	8way modular plates	36	118
13	Modular switch blank plates	640	460
14	15 amps modular socket	30	80
15	6 amps modular socket	50	210
16	Step dimmer	34	42
17	6A modular switch	600	700
18	16A modular switches	49	230
19	1/18 multistand wires	25	80
20	3/20 multistand wires	19	39

Suggestions: Nil