

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

Company:	Nilgiri Estates	Date of site visit:	18.09.2018 (Tuesday)
Site:	Nilgiri Estates	From / To time:	09:30 to 18:00
Visited by:	Praveen	Prepared by:	Praveen
Previous audit date	07.08.2018	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?	No	
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?	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?	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?	Yes	
15.	Is job work register being properly maintained?	Yes	
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	No	
20.	Stores and stock registers are properly arranged / maintained?	Yes	
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?	No	
25.	Stock Register quantity tallies with physical quantity?	No	

26.	Is turnkey contractor's material exchange log book maintaining properly?		No
List of stores checked		Stores checked (Y /N)	Qualitative rating (G/A/P)
Electrical		Yes	Good
Cement		Yes	Average
Plumbing – PVC		Yes	Good
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			
- The following item rates not updated in database, ID's are 1047,2088,2370,2183,2187,2205,2213,2214,2279,3112,3120,3135,3142,3144,3167,4011, 4060,4074,4078,4507,4535,4557,4581,4589,4620,4729,4740,4744,4696,6031,7378,7092, 7093,7331,7333,7160,7166,7344,7176,7183,10116,10153,10154,7267,7268,7304,7312,7316 8014,8023,8069,8519,8529,9020,9027,9515,9517 and 9586. - Material issue forms are updated till -15.09.2018 - PO's & WO's are not enclosed for requisitions, Req no 71629,71626,71619,71615,71614,71599,71597,71591,71588,71587,71579,71575,71574 and 71573. - Req No 71631 and general inwards register from 10.09.2018 not signed by PM. - Stock report not tallied with physical quantity. There is excess material of electrical wires. - Stores to be re arrange properly. - Minor errors are solved at site visit			
Suggestions: Yes			
Given instructions to the admin check physical stock with stock statement and send the report ASAP.			