

Modi Properties Pvt. Ltd - Site Audit Report

Annexure (A)

Company:	GVRC	Date of site visit:	01-08-20 to 14-08-20
Site:	Innopolis	From / To time:	09.30 am to 18.00 Hrs
Visited by:	V.Ravi	Approved by	B.Praveen
Previous date of audit:	-	Sign:	
Sl No	Description	SOP followed (Yes / No)	Remarks
1.	Requisition Files:		
	a. Pending & completed requisitions files properly maintained.	Yes	
	b. Requisitions are signed by project manager.	Yes	
	c. MRN updated.	Yes	
	d. PO's printed and attached to requisitions.	Yes	
	e. Inward no's updated in requisitions.	Yes	
	f. Is all site related registers are signed by Project Manager on daily basis?	Yes	
2.	Remarks on requisition details by site report:		
	a. Remark on requisition details by site report is prepared properly & tallying with pending requisition file.	Yes	
	b. PM signed the above reports.	Yes	
	c. Remark on requisition details by site report file is maintained properly.	Yes	
	d. Is purchase reply report attached to above.	Yes	
3.	Stores & Stock:		
	a. Site has to provided list of store room.	Yes	
	b. Stores are being properly arranged material wise & secured properly with Barcode stickers.	Yes	Stores to be clean properly
	c. Store rooms are labelled properly.	Yes	
	d. Stock value less than 5 Lacs (exclude value of cement, steel & tiles, building material).	Yes	
	e. List of unused and extra material provided by site.	No	
	f. Physical stock matching db-all stores.	Yes	
	g. Stock report files maintained properly.	Yes	
	h. Material issue authorization forms & file maintained properly.	Yes	
	i. Material issued authorization form by signed by engineers.	Yes	
	j. List of material lying outside the stores provided by site.	Yes	
	k. Steel & MS material stock stored at designated place.	Yes	
4.	Authorization forms:		
	a. Hire charges and building material inward record printed and signed on daily basis.	Yes	
	b. PM has signed above.	Yes	

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Remarks on default in following standard procedures: Yes.
1) Daily basis material issue authorization forms printouts to be file
2) All stores to be clean weekly twice for segregating of material wise.
Complaints: Nil
Suggestions :Informed to Lady engineers for above subject.

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Annexure (B)

Company:	GVRC	Date of site visit:	01-08-20 to 14-08-20
Site:	Innopolis	From / To time:	09.30 am to 18.00 Hrs
Visited & prepared by:	V.Ravi	Approved by	B.Praveen
Previous date of audit	-	Sing:	
Sl No	Description	SOP Followed (Yes / No)	Remarks
1.	Site Registers:		
	a. Hire charges Register.	Yes	
	b. Building material Register.	Yes	
	c. General inward Register.	Yes	
	d. Out ward register.	Yes	
	e. Moment Register.	Yes	
	f. Worker ID Register.	No	Need to enrol new workers ID nos.
	g. Cement register.	No	To be update by security
	h. Electricity consumption registers.	Yes	
	i. Rent record register.	No	Statement to be arrange to accounts
	j. Gate pass book.	Yes	
	k. Job work book.	Yes	
	l. Visitor Register.	Yes	
	m. 3 in 1 register (DL, Alcohol, RC).	Yes	
	n. M-Codex register.	Yes	
	o. Is Building material, Hire, General Inward register are maintaining for Turnkey contractor.	Yes	
	p. MD comment Register	Yes	
2.	Log Books :		
	a. Bills & DC's Log book	Yes	
	b. Turnkey contractor's inward with bill copies.	No	
	c. Generator logbook	Yes	
	d. Consultant comments book	Yes	
	e. Deliver van / Car Log book.	Yes	
3.	Turnkey contractors logbook:		
	a. Annexure of A,B,C files	Yes	
	b. Milestone report file.	NA	

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	c. Annexure E1, E2 & F file	NA	
	d. Turnkey Material inward & outward register.	Yes	
	e. Turnkey contractor material issued logbook.	Yes	
	f. Turnkey contractor's material issued statement sent to HO file.	No	
4.	Filing of plans:		
	a. Block / villa wise center line drawing file.	Yes	For 4545, 2727 & 5600
	b. Block / villa wise RCC working plan file.	Yes	
	c. Block / villa wise brickwork file.	Yes	For 5600
	d. Block / villa wise electrical Drg file.	Yes	For 5600
	e. Block / villa wise plumbing Drg file.	NA	
	f. All drawings A3 original file.	Yes	
	g. Survey plans file.	Yes	
	h. Amenities block file.	NA	
	i. Furniture design and model flat file	Yes	For 5600
	j. Cancelled Drg file.	Yes	
	k. Layout and utility drawing file.	NA	
	l. Compound wall drawing file.	Yes	
	m. OHT drawing file.	NA	
	n. Sanction plan file	Yes	
	o. Circular files (Red, Blue & Black files).	Yes	Red file to be update
	p. Keys handing over letter file.	NA	
	q. MOM file.	Yes	
	r. Task list file.	Yes	
	s. Schedule file.	Yes	
5.	Filing of office documents:		
	a. Equipment bills & warranty file. (For each type equipment).	Yes	RO Plant & Generator
	b. Electricity Sanction file.	Yes	
	c. ENV clearance/CFE File.	Yes	
	d. Fire NOC file.	NA	
	e. Correspondence file.	Yes	
6.	A & A Files (Block / Villa wise).	NA	
7.	Possession Letter files.	NA	
8.	Tenant declaration / NOC file.	NA	
9.	Project manager / Admin Expenses card file.	Yes	
Remarks on default in following standard procedures: Yes			
Complaints:			
Suggestions : Turnkey contractors material issued logbook amount to be debit by site accountant on time to time. As per site, they are sending logbook scan copies to accountant on weekly basis.			

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Annexure (C)

Company Name:	GVRC	Date of site visit:	01-08-20 to 14-08-20
Project Name:	Innopolis	From / To time:	09.30 am to 18.00 Hrs
Visited by:	V.Ravi	Approved by	B.Praveen
Previous audit date:		Audit date:	
Sl No	Description	SOP Followed (Yes/No)	Remarks
1.	Creche		
	a) Creche Operational.	NA	
	b) Creche teacher and Ayya attending as per timings 09.00 AM to 17.30 PM.	NA	
	c) Midday meals provided.	NA	
	d) No of childrens.	04	
2.	Labour quarters		
	a) No. of labour quarters.	20	
	b) No. of occupied labour quarters.	14	
	c) No. of toilets.	02	
	d) No. of washrooms.	02	
	e) Electrical power connection.	Yes	
	f) Provision of water & electricity for labour quarters.	Yes	
3.	Pumps & Equipement.		
	a) Water supply file maintained.	NA	
	b) List of pumps & Equipement file maintained.	Yes	
	c) List of computers & peripherals file.	No	
	d) List of wifi connections file.	No	
	e) List of meters & submeters file.	Yes	
4.	Model Units		
	a) Model villas / flats maintained properly.	NA	
	b) Club House maintained properly.	NA	
	c) Swimming pool maintained properly.	NA	
	d) Parks and open spaces maintained properly.	NA	

Remarks on default in following standard procedures : No
Complaints : Nil
Suggesstions : Sim based wifi routers are subsequently getting signals issue, better to go for other network or else get it connection from local vendor Mr.Jai Pal Reddy (Appolo net 9848375395 & 9963009544)after approval from MD.

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Annexure (D)

Company	GVRC	Date of site visit:	01-08-20 to 14-08-20
Project	MPL	From / To time:	09.30 am to 18.00 Hrs
Visited by:	V.Ravi	Approved by	B.Praveen
Previous audit date:		Audit date:	
Sl No	Description	SOP Followed (Yes/No)	Remarks
1.	Safety measurements at site		
	a) No visitor helmets at security kiosk.	08	
	b) Quality & cleanness of helmets (G/A/P)	Average	
	c) Labours working without helmets & masks	No	Masks to be wear always
	d) Safety belts / helmets.	Yes	
	e) Safety net provided (in apartment projects)	NA	
	f) Infrared thermo meter being used.	Yes	
	g) PVC 500 ltr water tank & Sanitizer is provided.	Yes	
	h) Power tools being used with AI-Service wire.	Yes	
	i) Is DB box are locked properly	Yes	
	j) Is vacant villas / flats are locked properly	NA	

Remarks on default in following standard procedures: Nil

Complaints:

Suggestions : Instructed to Security to cross check all labourers for wearing of Helmets & Masks.

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Annexure (E)

Company Name:	GVRC	Date of site visit:	01-08-20 to 14-08-20
Project Name:	Innopolis	From / To time:	09.30 am to 18.00 Hrs
Visited by:	V.Ravi	Approved by	B.Praveen
Previous audit date:		Audit date:	
Sl No	Description	SOP followed (Yes/No)	Remarks (Breif Discription)
MMC			
1.	Monthly Maintenance File.	NA	
2.	MMC logbook manual.	NA	
3.	No. Of units with arreras of more than 2 months of MMC.	NA	
4.	MMC arrears notice file.	NA	
5.	MMC regular file.	NA	
6.	MMC receipt book maintained properly.	NA	
7.	Cash collection in MMC from customers.	NA	
8.	MMC receipt book certified by accounts on weekly basis.	NA	
9.	Equipment AMC list file.	NA	
10.	All registers & DC books certified by stores incharge.	Yes	
11.	C.C TV cameras list file.	No	
12.	Security services regular file.	No	

Remarks on default in following standard procedures: Nil
Complaints: Nil
Suggestions : Nil

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Annexure (F)

Company Name:	GVRC	Date of site visit:	01-08-20 to 14-08-20
Project Name:	MPL	From / To time:	09.30 am to 18.00 Hrs
Visited by:	V.Ravi	Approved by	B.Praveen
Previous audit date:		Sing:	
Sl No	Description	SOP followed (Yes/No)	Remarks
1.	Security Services		
	e) No. of security sanctioned as per circular.	04	
	f) No. of security regularly present.	04	Day - 02 Night - 02
	g) Uniform is maintained by all security.	Yes	Shoes not wearing
	h) No. of sticks & Torch lights provided.	No	No sticks and Only torch light provided
	i) Security supervisor Is maintained registers properly.	No	
2.	House keeping		
	k) No. of sweepers & boys sanctioned in builder A/c.	02	01 - Sweeper 01 - Boy
	l) No. of Sweepers & other operators (Machine boys & Lift operators sanctioned in association A/c.	NA	
	m) Uniforms is maintained by all house keeping staff.	No	
	n) Housekeeping schedule is maintained properly.	NA	
3.	Gardening Services		
	g) No. of Gardeners sanctioned in Builder A/c.	02	
	h) No. of Gardeners Sanctioned in Association A/c.	NA	
	i) Gardening schedule is maintained properly.	Yes	As per site instructions
	j) Tools are maintaining at site properly.	No	Required one lawn mower & hedge cutters.
4.	C.C Cameras		
	a) No of cameras sanctioned at site.	04	
	b) No of cameras not working at site.	02	Balance 02 cameras to be install at security kiosk
	c) Time laps camera data backup sending time to time.	No	Site has sent to Ho for backup.
Remarks on default in following standard procedures:			
Complaints: Nil			

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Suggestions :

- 1) Gardening tools tob send requisition.
- 2) Timelaps camera has to get from HO.