

ATR on ADMIN - AUDIT REPORT

File

Company:	NILGIRI ESTATES	Date:	23-06-18
Site:	NE	Prepared by:	MAHESH
Audit by	B. Praveen	Approved by:	Madhusudhan
<u>Audit dated on</u>		<u>31-05-18</u>	

SL.NO	AUDIT COMMENTS	SITE - ADMIN ATR	CERTIFIED BY PROJECT MANAGER
1	Building material received before 9am and after 6pm. a) In ward No : 10283, dt: 25.05.18, time 18:15 – Robo sand. b) In ward No : 10284, dt: 26.05.18, time 18:12 – 20mm Material. c) In ward No : 10277, dt: 18.05.18, time 08:50 – Robo sand. d) In ward No : 10265, dt: 07.05.18, time 8:51 – Robosand	Actually that building material belongs to Anand home line project . before reaching to site Nazeer is informing me in the same time we use to take photographs of load and unload	
2	Childers are playing in work area	That day home line engineer hired out side labour , they have carried childrens to site	
3	Labour quarters are lighted with 60w bulbs	Anand homeline labour quaters	

Certified by:

**Admin Officer
Nilgiri Estates**

Certified by:

**Project Manager
Nilgiri Estates**

h
26/6

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

Company:	Nilgiri Estates	Date of site visit:	31.05.218 (Thursday)
Site:	Nilgiri Estates	From / To time:	09:30 to 18:00
Visited by:	Praveen	Prepared by:	Praveen
Other:		Sign:	
SI 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?	No	
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? Is there misuse of electric power?	No	
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.	Are there any receipts of building material before 9 am and after 6 pm without due authorization?	No	
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 & Dc's Inward/outward register being properly maintained	Yes	
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?	Yes	
25.	Stock Register quantity tallies with physical quantity?	Yes	

26.	Is turnkey contractor's material exchange log book maintaining properly?		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	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. Material issue forms are not updated in database (updated till 26.05.2018) 2. Building and hire inwards are not certified by security, admin & PM on daily basis. 3. Building material received before 9am and after 6pm. a) In ward No : 10283, dt: 25.05.18, time 18:15 – Robo sand. b) In ward No : 10284, dt: 26.05.18, time 18:12 – 20mm Material. c) In ward No : 10277, dt: 18.05.18, time 08:50 – Robo sand. d) In ward No : 10265, dt: 07.05.18, time 8:51 – Robosand 4. The following item rates not updated in database, ID's are 2183,2187,2205,2213,2214,4060,4536,4555,4561,4581,4011,4709,5167,6031,6096,74267057,7331,7333,7160,7166,10116,10154,7267,7268,7368,7312,7316,8014,8023,8098,8501,8519,8529 and 9027. 5. Childers are playing in work area. 6. Labour quarters are lighted with 60w bulbs and halogen.			
Suggestions: Creach to be implement at site with teacher and Ayya.			

Janil
14/6



