

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

|             |                                                                                                                                                                    |                     |                      |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|
| Company:    | Nilgiri Estates                                                                                                                                                    | Date of site visit: | 18.04.218 (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?<br>Are the forms serial nos mentioned in the Hire charges register?                                   | Yes<br>Yes          |                      |
| 2.          | Is the 'Material issue authorization forms' used at site?<br>Are the form's serial nos mentioned in the stock register?                                            | Yes<br>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?                                                                                                                            | No                  |                      |
| 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?                                                                                                     | 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?                                                                  | 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?                                                                                         | No                  |                      |
| 18.         | Are gate passes being properly maintained and correctly filled?                                                                                                    | No                  |                      |
| 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                 |                      |

| 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 <ol style="list-style-type: none"> <li>1. Material issue forms are not updated database (updated till 14.04.2018)</li> <li>2. PO's &amp; WO's are not generated in lead time Req No 71242,71240,71241,71239,71231,71225,71216 and 71214.</li> <li>3. Gate passes not maintained properly. Gate passes No 7131 &amp; 7130 not mentioned charges.</li> </ol> |                       |                            |
| Suggestions: Yes <ol style="list-style-type: none"> <li>4. Scrap to be sold out.</li> <li>1. Keys to be labeled properly.</li> </ol>                                                                                                                                                                                                                                       |                       |                            |