Annexure (A to F)

Modi Properties Pvt. Ltd - Site Audit Report

Company:	Nilgiri Estates	Date of site visit:	07.09.20 to 15.09.20
Site:	-	From / To time:	
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.	No	
	e. Inward no's updated in requisitions.	No	
	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	
	c. Store rooms are labelled properly.	Yes	
	d. Stock value less than 5 Lacs (exclude value of cement, steel & tiles, building material).	No	
	e. List of unused and extra material provided by site.	No	
	f. Physical stock matching db-all stores.	No	
	g. Stock report files maintained properly.	Yes	
	h. Material issue authorization forms & file maintained properly.	No	
	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	
Remarks on default in following standard procedures: Yes			
Complaints:			
Suggestions :Informed to Lady engineers to make a present stock list and send it to audit. After Md's approval for adjustmant of stock and remining Sop's explained to them.			

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Site:		-	From / To time:	
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.		Yes	
	g. Cement register.		Yes	
	h. Electricity consumption registers.		Yes	
	i. Rent record register.		Yes	
	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		NA	
	d. Consultant comments book		NA	
	e. Deliver van / Car Log book.		Yes	
3.	Turnkey contractors logbook:			
	a. Annexure of A,B,C files		Yes	
	b. Milestone report file.		Yes	
	c. Annexure E1, E2 & F file		Yes	
	d. Turnkey Material inward & outward register.		Yes	

Annexure (A to F)

	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	
	b. Block / villa wise RCC working plan file.	Yes	
	c. Block / villa wise brickwork file.	Yes	
	d. Block / villa wise electrical Drg file.	Yes	
	e. Block / villa wise plumbing Drg file.	Yes	
	f. All drawings A3 original file.	Yes	
	g. Survey plans file.	Yes	
	h. Amenities block file.	Yes	
	i. Furniture design and model flat file	Yes	
	j. Cancelled Drg file.	Yes	
	k. Layout and utility drawing file.	Yes	
	l. Compound wall drawing file.	Yes	
	m. OHT drawing file.	NA	
	n. Sanction plan file	Yes	
	o. Circular files (Red, Blue & Black files).	Yes	
	p. Keys handing over letter file.	No	
	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).	No	
	b. Electricity Sanction file.	No	
	c. ENV clearance/CFE File.	NA	
	d. Fire NOC file.	NA	
	e. Correspondence file.	Yes	
6.	A & A Files (Block / Villa wise).	Yes	
7.	Possession Letter files.	Yes	
8.	Tenant declaration / NOC file.	No	
9.	Project manager / Admin Expenses card file.	No	
Remarks on default in following standard procedures: Nil			
Complaints:			
Suggestions :			

Annexure (A to F)

Modi Properties Pvt. Ltd - Site Audit Report

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Project Name:	-	From / To time:	
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.	No	
	b) Creche teacher and Ayya attending as per timings 09.00 AM to 17.30 PM.	-	
	c) Midday meals provided.	-	
	d) No of childrens.	06	
2.	Labour quarters		
	a) No. of labour quarters.	10	
	b) No. of occupied labour quarters.	10	
	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 & pheripherals 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.	No	
	c) Swimming pool maintained properly.	No	
	d) Parks and open spaces maitained properly.	No	

Remarks on defualt in following standard procedures :
Complaints :
Suggesstions : informed to lady engineers to retify above mentioned issues.

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Project	-	From / To time:	
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)	Good	
	c) Labours working without helmets & masks	NA	
	d) Safety belts / helmets.	NA	If required they are using.
	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 Al-Service wire.	Yes	
	i) Is DB box are locked properly	Yes	
	j) Is vacant villas / flats are locked properly	Yes	

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

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Project Name:		-	From / To time:	
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.		Yes	
2.	MMC logbook manual.		No	
3.	No. Of units with arreras of more than 2 months of MMC.		Yes	
4.	MMC arrears notice file.		No	
5.	MMC regular file.		No	
6.	MMC receipt book maintained properly.		Yes	
7.	Cash collection in MMC from customers.		No	
8.	MMC receipt book certified by accounts on weekly basis.		No	
9.	Equipment AMC list file.		No	
10.	All registers & DC books certfied 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: Yes
Complaints:
Suggestions : Maintenance collection is not happening regular basis, as lot of villas are having MMC dues. Instructed to Lady engineer how to followup to customers.

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Project Name:		-	From / To time:	
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.		05	
	f) No. of security regularly present.		05	
	g) Uniform is maintained by all security.		Yes	
	h) No. of sticks & Torch lights provided.		Yes	
	i) Security supervisor is maintained registers properly.		Yes	
2.	House keeping			
	k) No. of sweepers & boys sanctioned in builder A/c.		02	01- Boy 01 - Sweeper
	l) No. of Sweepers & other operators (Machine boys & Lift operators sanctioned in association A/c.		04	Sweepers
	m) Uniforms is maitained by all house keeping staff.		No	
	n) Housekeeping schedule is maintained properly.		No	
3.	Gardening Services			
	g) No. of Gardeners sanctioned in Builder A/c.		Nil	
	h) No. of Gardeners Sanctioned in Association A/c.		05	
	i) Gardening schedule is maintained properly.		No	
	j) Tools are maintaining at site properly.		No	
4.	C.C Cameras			
	a) No of cameras sanctioned at site.		05	
	b) No of cameras not working at site.		02	
	c) Time laps camera data backup sending time to time.		NA	
Remarks on default in following standard procedures: Yes				
Complaints:				
Suggestions : C.C cameras are not working properly, it has to check throughly with help of site electrician.				