

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

Company:	Modi Realty Miryalaguda	Date of site visit:	09.05.17(Tuesday)
Site:	AVR Gulmohar Homes	From / To time:	10:00 to 17:00
Visited by:	Praveen	Prepared by:	Praveen
Other:		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?	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?	Na
6.	Is the Creche running properly with midday meals?	Na
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?	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?	No
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	-	-
Plumbing –GI	-	-
Sanitary	-	-
CP fittings	-	-
Tiles	-	-
Lift	-	-
General Material	-	-
Tools	-	-
Doors & hardware	-	-
Misc.	-	-
Remarks on default in following standard procedures: Nil		
Remarks on corrections made in registers or database: Nil		
Complaints: Yes		
1. Building material register entries not updated in database, <u>due to way bills not received</u> and Mr.Vijay not available in office on Saturdays. 2. Building material received <u>before 9am at site. Inward No: 11288, dt: 02.05.17, Time: 8:30am</u> granite Stones. 3. Above minor errors are solved at site.		
Suggestions: Yes.		
1. Creach to be implement at site 2. Proper lighting to be arrange at site with street lights for night hours. 3. Storage is required at site office, for arrangement of file.		
<u>Trained and Explained Mr. G Rambabu (Sr.Engineer)</u>		
1. Explained about database register and day to day signatures in registers. 2. Explained about biometric device and labour attendance 3. Procedure of vouchers and payments. 4. Explained about Happay card procedure and payments. 5. New happay card to be issue to Mr.G Rambabu. 6. Explained about difference of payments, On/ac, job work and department works and job work booklet procedure. 7. Explained about requisitions and remarks on site report.		