

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

|             |                         |                     |                    |
|-------------|-------------------------|---------------------|--------------------|
| Company:    | Modi Realty Miryalaguda | Date of site visit: | 14.03.17 (Tuesday) |
| Site:       | AVR Gulmohar Home       | 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?<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?<br>No. of security personal as approved?                                                     | Yes        |
| 5.     | Is scrap properly arranged and sold as and when required?                                                                                                          | Yes        |
| 6.     | Is the Creche running properly with midday meals?                                                                                                                  | Na         |
| 7.     | Keys are properly labeled and numbered?                                                                                                                            | Na         |
| 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?<br>There is no 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? | No         |
| 13.    | Do weekly reports tally with registers?                                                                                                                            | Yes        |
| 14.    | There are no receipts of building material before 9 am and after 6 pm without due authorization?                                                                   | Yes        |
| 15.    | Is job work book being properly maintained?                                                                                                                        | No         |
| 16.    | Is the attendance recorder properly installed and used? Is the ID no. register properly maintained?                                                                | No         |
| 17.    | Has security supervisor ensured that all vacant flats & villas are locked?                                                                                         | Na         |
| 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 construction 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 out side 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<br>✓ 1. Cement register not updated after several reminders, register updated on 14.03.17.<br>✓ 2. Hire Charges register not signed by engineer /pm from 05.03.17 (every week given instruction)<br>✓ 3. Job work booklet not maintaining properly, they are not taking contractors signatures omsheet.<br>✓ 4. In Biometric device some of the labour attendance showing improper, labours are not swiping properly.<br>(5) 5. Weekly vouchers are not submitting in HO at in time.<br>✓ 6. Material delay to delivery at site MRM, Most of the material stocked at Nilgiri Estates, Transportation delay from purchase dept. |                       |                            |
| Suggestions: Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |                            |