

Modi Properties Pvt. Ltd - Site Audit Report

Company:	GV research centre	Date of site visit:	12.10.2020 to 24.10.2020
Site:	Innapolis	From / To time:	09.30 to 18.00
Visited by:	N.Narendar Reddy	Prepared by:	N.Narendar Reddy
Previous date of audit:	28.10.2020	Sign:	
SI 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-Code 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. Yes c. Generator logbook. NA d. Consultant comments book. Yes e. Deliver van / Car Log book. NA		
3.	Turnkey contractors logbook: a. Annexure of A,B,C files. Yes b. Milestone report file. Yes c. Annexure E1, E2 & F file. NA		

03 NOV 2020

N. NARENDER REDDY
ASST. MANAGER-AUDIT

Annexure (B)

4.	d. Turnkey Material inward & outward register.	Yes	
	e. Turnkey contractor material issued logbook.	Yes	
	f. Turnkey contractor's material issued statement sent to HO file.	Yes	
	Filing of plans:		
4.	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.	NA	
	h. Amenities block file.	Yes	
	i. Furniture design and model flat file	NA	
	j. Cancelled Drg file.	NA	
	k. Layout and utility drawing file.	NA	
	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.	NA	
	q. MOM file.	Yes	
	r. Task list file.	Yes	
	s. Schedule file.	NA	
5.	Filing of office documents:	Yes	
	a. Equipment bills & warranty file. (For each type equipment).	No	
	b. Electricity Sanction file.	No	
	c. ENV clearance/CFE File.	No	
	d. Fire NOC file.	NA	
	e. Correspondence file.	No	
	A & A Files (Block / Villa wise).	NA	
	Possession Letter files.	NA	
	Tenant declaration / NOC file.	NA	
	Project manager / Admin Expenses card file.	NA	
Remarks on default in following standard procedures: Nil			
Complaints:			
Suggestions :			

