

N. NARENDER REDDY
 ASST. MANAGER-AUDIT
 03 NOV 2020
(Signature)

B. PRAVEEN
 AUDIT MANAGER
 03 NOV 2020
VERIFIED BY
(Signature)

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-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.	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 B, E, F2 & F file	NA	

Site: MMMH
 Visited by: N. Narendar Reddy
 Prepared by: N. Narendar Reddy
 Previous date of audit: 28.10.2020
 From / To time: 09.30 to 18.00
 Sign:

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Yes	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.	
Filing of plans:		
Yes	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.	
NA	g. Survey plans file.	
Yes	h. Amenities block file.	
NA	i. Furniture design and model flat file	
NA	j. Cancelled Drg file.	
NA	k. Layout and utility drawing file.	
Yes	l. Compound wall drawing file.	
NA	m. OHT drawing file.	
Yes	n. Sanction plan file	
Yes	o. Circular files (Red, Blue & Black files).	
NA	p. Keys handing over letter file.	
Yes	q. MOM file.	
Yes	r. Task list file.	
NA	s. Schedule file.	
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.	
NA	d. Fire NOC file.	
No	e. Correspondence file.	
NA	A & A Files (Block / Villa wise).	
NA	Possession Letter files.	
NA	Tenant declaration / NOC file.	
NA	Project manager / Admin Expenses card file.	
Remarks on default in following standard procedures: Nil		
Complaints:		
Suggestions :		