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

Company:	B & C Estates	Date of site visit:	07.12.17 (Thursday)
Site:	B & C Estates	From / To time:	10:00 to 18:00
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?	No
4.	Is Security properly dressed and are provided with a stick and torch? No. of security personal as approved?	No
5.	Is scrap properly arranged and sold as and when required?	Yes
6.	Is the Creche running properly with midday meals?	Yes
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?	Yes
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?	Yes
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?	No
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	Yes	Good
Plumbing –GI	Yes	Average
Sanitary	Yes	Good
CP fittings	Yes	Good
Tiles	Yes	Average
Lift	Yes	Average
General Material	Yes	Good
Tools	Yes	Average
Doors & hardware	Yes	Good
Misc.	-	-

Remarks on default in following standard procedures: Nil

Remarks on corrections made in registers or database: Nil

Complaints: Yes

1. Building Material & Hire charges inwards are not certified by admin on daily basis.
2. PO's & WO's are not generated and not enclosed for requisitions after lead time. Req No are:
   84448 dt 25.11.2017
   84495 dt 14.11.2017
   84538 dt 21.11.2017
   84546 dt 23.11.2017
   84553 dt 25.11.2017
   84560 dt 28.11.2017
   84562 dt 28.11.2017
   84565 dt 29.11.2017
3. In clubhouse there no proper electrical dressing for TV units and Tata sky(photographs enclosed).
4. There is no full uniform for housekeeping and security staff.

Suggestions : Nil