Annexure (A)

Modi Properties Pvt. Ltd - Site Audit Report

Company:	Nilgiri Estates	Date of site visit:	07.12.2020
Site:	Nilgiri Estates	From / To time:	09.30 to 18.00 Hrs
Visited by:	Ravi & Balakrishna	Prepared by:	Ravi
Previous date of audit:		Sign:	

Sl No		Description	SOP followed (Yes / No)	Remarks
1.		Requisition Files:	Yes	
	a.	Pending & completed requisitions files properly maintained.	No	
	b.	Requisitions are signed by project manager.	No	
	c.	MRN updated.	Yes	
	d.	PO's printed and attached to requisitions.	Yes	
	e.	Inward no's updated in requisitions.	No	
	f.	Is all site related registers are signed by Project Manager on daily basis?	No	
2.		Remarks on requisition details by site report:		
	a.	Remark on requisition details by site report is prepared properly & tallying with pending requisition file.	No	
	b.	PM signed the above reports.	No	
	c.	Remark on requisition details by site report file is maintained properly.	Yes	
	d.	Is purchase reply report attached to above.	No	
3.		Stores & Stock:		
	a.	Site has to provided list of store room.	Yes	
	b.	Stores are being properly arranged material wise & secured properly with Barcode stickers.	No	Material wise to be segregate
	c.	Store rooms are labelled properly.	No	
	d.	Stock value less than 5 Lacs (exclude value of cement, steel & tiles, building material).	Yes	
	e.	List of unused and extra material provided by site.	No	
	f.	Physical stock matching db-all stores.	No	
	g.	Stock report files maintained properly.	No	
	h.	Material issue authorization forms & file maintained properly.	No	
	i.	Material issued authorization form by signed by engineers.	No	
	j.	List of material lying outside the stores provided by site.	Yes	
	k.	Steel & MS material stock stored at designated place.	Yes	
4.		Authorization forms:		
	a.	Hire charges and building material inward record printed and signed on daily basis.	Yes	
	b.	PM has signed above.	No	
Remarks on default in following standard procedures: Yes				
Complaints: 1) So many requsitions (16 No's) are not signed by engineer (Req no 175024 to 175052).				

Annexure (A)

2) Missing requisition no’s are not mentioning on remarks on requisitions detials by site report. 3) Material not received requisition numbers are not mentioning in site report. 4) There is no aatchment of purchase reply site report. 5) There is no PM / Engg signature on stock report file. 6) MRN inward numbers are not mentioning on requsitions. 7) Electrical material & other material (Example: Dr. Fixit chemical, Switches, Blank plates & copper wire coil and LED Tube lights are keeping in site office instead of stores - Photographs enclosed). 8) Stores materialto be segregate with material wise with help of concerned labour. 9) As per MOM one camera to shift opposite of security kiosk, but not yet fixed and also this camera is not working. 10) Site office correspondance files not maitaing properly.
Suggestions : Explained to Lady engineers & Sandesh to rectify the errors and follow the SOP’s.

Annexure (B)

Modi Properties Pvt. Ltd - Site Audit Report

Company:	Nilgiri Estates	Date of site visit:	07.12.2020
Site:	Nilgiri Estates	From / To time:	09.30 to 18.00 Hrs
Visited & prepared by:	Ravi & Balakrishna	Prepared by:	Ravi
Previous date of audit		Sing:	

Sl 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	But not doing 18.10.2020
	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	In DC outward logbook there is no receiver & Admin signature from 07.11.20 to 04.12.20
	b. Turnkey contractor's inward with bill copies.	NA	
	c. Generator logbook	Yes	
	d. Consultant comments book	NA	
	e. Deliver van / Car Log book.	Yes	

Annexure (B)

3.	Turnkey contractors logbook:		
	a. Annexure of A,B,C files	Yes	
	b. Milestone report file.	Yes	
	c. Annexure E1, E2 & F file	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.	No	
4.	Filing of plans:		
	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.	Yes	
	h. Amenities block file.	Yes	
	i. Furniture design and model flat file	Yes	
	j. Cancelled Drg file.	Yes	
	k. Layout and utility drawing file.	Yes	
	l. Compound wall drawing file.	Yes	
	m. OHT drawing file.	Yes	
	n. Sanction plan file	Yes	
	o. Circular files (Red, Blue & Black files).	Yes	
	p. Keys handing over letter file.	No	
	q. MOM file.	Yes	
	r. Task list file.	No	
	s. Schedule file.	No	
5.	Filing of office documents:		
	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	
6.	A & A Files (Block / Villa wise).	Yes	
7.	Possession Letter files.	Yes	
8.	Tenant declaration / NOC file.	No	
9.	Project manager / Admin Expenses card file.	No	
Remarks on default in following standard procedures: Yes			
Complaints:Ther is no Engineer signature on Material inward registers & Hire charges registers on daily basis			

Annexure (B)

Suggestions :