### Annexure (A)

# Modi Properties Pvt. Ltd - Site Audit Report

Site:   BRGV   From / To time:   09.30 to 18.00 Hrs   Visited by:   Ravi & Balakrishna   Prepared by:   Ravi   SI No   Description   SOP followed (Yes / No)	Compa	ny:	MRGV	Date of site visit:	30-12-2020	
Previous date of audit:  SI No  Description  Description  Description  SOP followed (Yes / No)  1. Requisition Files:  a. Pending & completed requisitions files properly Maintained.  b. Requisitions are signed by project manager.  c. MRN updated.  d. PO's printed and attached to requisitions.  e. Inward no's updated in requisitions.  f. Is all site related registers are signed by Project Manager on daily basis?  2. Remarks on requisition details by site report:  a. Remark on requisition details by site report is prepared properly & tallying with pending requisition file.  b. PM signed the above reports.  c. Remark on requisition details by site report file is maintained properly.  d. Is purchase reply report attached to above.  No  3. Stores & Stock:  a. Site has to provided list of store room.  b. Stores are being properly arranged material wise & secured properly with Barcode stickers.  c. Store rooms are labelled properly.  d. Stock value less than 5 Lacs (exclude value of cement, steel & tiles, building material).  e. List of unused and extra material provided by site.  f. Physical stock matching db-all stores.  g. Stock report files maintained properly.  h. Material issue authorization forms & file maintained properly.  i. Material issue authorization forms by signed by engineers.  j. List of material lying outside the stores provided by site.  4. Authorization forms:  a. Hire charges and building material inward record printed and signed on daily basis.  b. PM has signed above.  Remarks on default in following standard procedures: Yes  Complaints:	1 3		BRGV	From / To time:	09.30 to 18.00	Hrs
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Complaints:	Remarks	L		edures: Yes	l	I
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	_		sitions are not filed in	recevied requisition f	file.	

#### Annexure (A)

- 2) Material not received requisition numbers are not mentioning in site report.
- 3) There is no aatchment of purchase reply site report.
- 4) MRN inward numbers are not mentioning on requsitions.
- 5) Electrical material & other material (Example: lights & Hardware material are keeping in site office instead of stores).
- 6) Stores material to be segregate with material wise with help of concerned labour.
- 7) 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:		MRGV	Date of site visit:	30-12-2020
Site:		BRGV	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	s Register.	Yes	
	b. Building ma	nterial Register.	Yes	
	c. General inw	ard Register.	Yes	
	d. Out ward re	gister.	Yes	
	e. Moment Re	gister.	Yes	
	f. Worker ID	Register.	Yes	
	g. Cement regi	ister.	Yes	
	h. Electricity c	consumption registers.	Yes	
	i. Rent record	d register.	Yes	
	j. Gate pass l	oook.	Yes	
	k. Job work bo	ook.	Yes	
	1. Visitor Reg	gister.	Yes	
	m. 3 in 1 regis	ter (DL, Alcohol, RC).	Yes	
	n. M-Codex re	gister.	Yes	
		material, Hire, General Inward e maintaining for Turnkey	Yes	
	p. MD comme	nt Register	Yes	
2.	Log Books:			
	a. Bills & DC'	s Log book	Yes	
	b. Turnkey con	ntractor's inward with bill copies.	No	
	c. Generator lo	ogbook	NA	
	d. Consultant o	comments book	Yes	
	e. Deliver van	/ Car Log book.	No	Alto car log book not maintaining daily basis.

#### 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	NA	
	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.	NA	
	d. Block / villa wise electrical Drg file.	NA	
	e. Block / villa wise plumbing Drg file.	NA	
	f. All drawings A3 original file.	Yes	
	g. Survey plans file.	Yes	
	h. Amenities block file.	NA	
	i. Furniture design and model flat file	NA	
	j. Cancelled Drg file.	Yes	
	k. Layout and utility drawing file.	Yes	
	1. Compound wall drawing file.	Yes	
	m. OHT drawing file.	NA	
	n. Sanction plan file	Yes	
	o. Circular files (Red, Blue & Black files).	Yes	Red file is not maintaing
	p. Keys handing over letter file.	NA	
	g. MOM file.	Yes	
	r. Task list file.	Yes	
	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).	NA	
7.	Possession Letter files.	NA	
8.	Tenant declaration / NOC file.	NA	
9.	Project manager / Admin Expenses card file.	No	Need to apply one expenses card immeditely with help of Jaya Prakash Sir.
Remar	ks on default in following standard procedures: Yes		· *

Complaints & Suggestions: Yes

1) All correspondance files to be maintain properly.

2) Alto car log book to be maintaned.

Suggestions: Explained to lady engineers to rectify above corrections at the earliest.