

Annexure (A)

Modi Properties Pvt. Ltd - Site Audit Report

Company:	Nilgiri Estates	Date of site visit:	10.02.21
Site:	NE	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.	Yes	
	b. Requisitions are signed by project manager.	Yes	
	c. MRN updated.	Yes	
	d. PO's printed and attached to requisitions.	Yes	
	e. Inward no's updated in requisitions.	Yes	
	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.	Yes	
	b. PM signed the above reports.	Yes	
	c. Remark on requisition details by site report file is maintained properly.	Yes	
	d. Is purchase reply report attached to above.	Yes	
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.	Yes	
	d. Stock value less than 5 Lacs (exclude value of cement, steel & tiles, building material).	No	
	e. List of unused and extra material provided by site.	Yes	
	f. Physical stock matching db-all stores.	No	
	g. Stock report files maintained properly.	Yes	
	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.	NA	
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) Stores material to be segregate on weekly basis.			
2) Site incharge to be sign all relevent documents on daily basis.			

Annexure (B)

Modi Properties Pvt. Ltd - Site Audit Report

Company:		Nilgiri Estates	Date of site visit:	10.02.21
Site:		NE	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	
	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.		NA	
	c. Generator logbook		Yes	
	d. Consultant comments book		No	
	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	Only Club House.
	n. Sanction plan file	Yes	
	o. Circular files (Red, Blue & Black files).	Yes	Need to update
	p. Keys handing over letter file.	No	
	q. MOM file.	Yes	
	r. Task list file.	Yes	
	s. Schedule file.	Yes	
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.	NA	
	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 & Suggestions: Yes			
1) Regular Followup to customers regarding maintenance charges based on MMC Logbook.			
2) Tenants declation file to be maintain properly along with NOC and must follow SOP's of tenenat declation details before occupying the villa.			
3) To be Implement Bio-metric reader at Club house bases on Internal memo 912-93			
Suggestions : Explained to lady engineers to rectify above corrections at the earliest.			