

Audit Report for Audit ID - AU0018-1

Purchase Department Audit

Audit Score

64/100

Details

Audit	AU0018
Scheduled Audit	AU0018-1
Location	Hyderabad
Hotel	Green Park Hyderabad
Department	Purchase
Checklist	Purchase Department Audit
Audit Type	Internal
Auditor	Murthy CH V V S
Start Date	01-11-2017
End Date	30-11-2017
Submitted Date	22-01-2018
Status	Completed
Assigned By	admin admin
Non-Compliance	24
Chronic Issues	0

Quick View

GREEN PARK HYDERABAD PURCHASE DEPARTMENT AUDIT				
PURCHASE DEPARTMENT AUDIT		22nd Jan 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Purchases Review	72	-	-
2	Meetings & Market Survey	62	-	-
3	Policy Compliance and Documentation	60	-	-
4	Receiving	48	-	-
5	Stores	90	-	-

Audit Questionnaire

Section: Purchases Review**Subsection:** Purchase Requisition

1: Online Purchase Requisition with 2 Level Authorisation

Compliant

Rating Value : 10

2: Daily Perishable order through online **Compliant**

Rating Value : 10

3: Review of Pending Indents at Regular intervals **Non-Compliant**

Rating Value : 7

4: Closing of Not Required Requisitions **Non-Compliant**

Rating Value : 7

Section: Purchases Review**Subsection:** Purchase Orders

1: Comparative and upload scan copy along with PO **Non-Compliant**

Rating Value : 5

2: Online Purchase orders with 3 level Authorization **Compliant**

Rating Value : 10

3: E-mail of Purchase order to Vendor working in PMS **Non-Compliant**

Rating Value : 6

4: Pending Purchase orders Review **Non-Compliant**
Rating Value : 7

5: Closing of not required purchase orders **Non-Compliant**
Rating Value : 7

6: Review of Cancelled Purchase orders **Compliant**
Rating Value : 10

7: Cash purchases not to exceed Rs.10000 **Non-Compliant**
Rating Value : 0

Section: Meetings & Market Survey

Subsection: Committee Meeting and Market Survey

1: Purchase Committee meeting by 15th of Month **Compliant**
Rating Value : 10

2: Market Survey conducted in 1st week of month **Non-Compliant**
Rating Value : 5

3: Market survey has representatives of Finance, Kitchen and Purchase **Compliant**
Rating Value : 10

4: Recording of Observations of market survey as per SOP guidelines **Non-Compliant**
Rating Value : 0

5: Purchase committee meeting minutes recorded as per SOP guidelines - twice in a month **Non-Compliant**

Rating Value : 6

6: Approvals for Price Increase by Committee **Non-Compliant**

Rating Value : 6

Section: Policy Compliance and Documentation

Subsection: Policy Compliance

1: Debit note raised for short Supplies **Non-Compliant**

Rating Value : 7

2: Time spent by vendor in the hotel monitored **Non-Compliant**

Rating Value : 0

Section: Policy Compliance and Documentation

Subsection: Documentation

1: Purchase order office copy files with relevant attachments

Non-Compliant

Rating Value : 7

2: All cheques dispatched to supplier in time **Compliant**

Rating Value : 8

3: Recording of late supplies and quality issues to supplier through mail **Compliant**

Rating Value : 8

Section: Receiving**Subsection:** Receiving

1: Online Integration of Weighing scale with PMS to Pickup Weight automatically **Non-Compliant**
Rating Value : 6

2: Weighing of material using our hotel crates only and not of Vendor **Compliant**
Rating Value : 10

3: Online Print of GRN **Non-Compliant**
Rating Value : 6

4: Photo of Item being Weighed captured in PMS **Non-Compliant**
Rating Value : 6

5: IP camera when interrupted generating Alerts **Non-Compliant**
Rating Value : 0

6: Kitchen representative present while receiving the Vegetables, Fruits, Mutton, Chicken, Fish and other perishables **Compliant**
Rating Value : 10

7: Random Check of atleast 5 items by F&B Controller **Non-Compliant**
Rating Value : 4

8: All Stockable items are received in the presence of user

department representative **Compliant**

Rating Value : 10

9: Vegetables and Fruits are Pre-washed before weighing **Non-Compliant**

Rating Value : 0

10: Temperature Check of Forzen, Dairy and meat products

Compliant

Rating Value : 10

11: Vendor ID Cards are issued and checked **Non-Compliant**

Rating Value : 0

12: Authorization form for items received without PO is attached to GRN **Non-Compliant**

Rating Value : 0

13: Supply timing of Vendor monitored by using vendor-ID punch report **Non-Compliant**

Rating Value : 0

Section: Stores

Subsection: Stores

1: All Stores Ledgers are processed till last month **Compliant**

Rating Value : 10

2: Physical stock check and updation in PMS **Compliant**

Rating Value : 10

3: Physical Stock Variance Report Signed by FM **Compliant**
Rating Value : 10

4: Non Moving Items Valued for more than 60 days - F&B stores
Rating Value : 0
☒ Not Applicable

5: Non Moving Items Valued for more than 60 days - General Store
Rating Value : 0
☒ Not Applicable

6: Non Moving Items Valued for more than 60 days - Engineering Stores
Rating Value : 0
☒ Not Applicable

7: Non Moving Items Valued for more than 60 days - Kitchen Stewarding Stores
Rating Value : 0
☒ Not Applicable

8: Non Moving Items Valued for more than 60 days - Liquor Store
Rating Value : 0
☒ Not Applicable

9: Non Moving Items Valued for more than 60 days - Soft drink Stores
Rating Value : 0
☒ Not Applicable

10: Store Closing stock of Last month - F&B Stores

Rating Value : 0

☒ Not Applicable

11: Store Closing stock of Last month - General

Rating Value : 0

☒ Not Applicable

12: Store Closing stock of Last month - Engineering

Rating Value : 0

☒ Not Applicable

13: Store Closing stock of Last month - Kitchen Stewarding

Rating Value : 0

☒ Not Applicable

14: Store Closing stock of Last month - Liquor Stores

Rating Value : 0

☒ Not Applicable

15: Store Closing stock of Last month - Soft drinks

Rating Value : 0

☒ Not Applicable

16: Stock out items are monitored **Compliant**

Rating Value : 8

17: Issue of material only against Indent **Non-Compliant**

Rating Value : 6

18: Odd hour issues from stores are taken in the presence of
Security and user department and recorded **Compliant**
Rating Value : 10