

Audit Report for Audit ID - AU00250-1

Security Department Audit Report

Audit Score


79/100

Details

| | |
|-----------------|----------------------------------|
| Audit | AU00250 |
| Scheduled Audit | AU00250-1 |
| Location | Hyderabad |
| Hotel | GreenPark Hotel- GPH |
| Department | Security |
| Checklist | Security Department Audit Report |
| Audit Type | Internal |
| Auditor | Sreenivas V |
| Start Date | 28-09-2018 |
| End Date | 20-11-2018 |
| Submitted Date | 31-12-2018 |
| Status | Completed |
| Assigned By | Administrator Account |
| Non-Compliance | 11 |
| Chronic Issues | 0 |

Comparison

GREENPARK HOTEL- GPH SECURITY DEPARTMENT AUDIT REPORT

| SECURITY DEPARTMENT AUDIT REPORT | | Sep 2018 | VARIANCE | % of Increase / Decrease (-/ +) |
|----------------------------------|---------------------|--|----------|---------------------------------|
| S.No | Sections | SCORE OBTAINED | | |
| 1 | Controls | 91 | - | - |
| 2 | Fire Safety | 83 | - | - |
| 3 | Disaster Management | 67 | - | - |
| 4 | Patrol | 92 | - | - |
| 5 | Parking | 55 | - | - |
| 6 | CCTV Cameras | 86 | - | - |
| Audit Score | |  79 | - | - |

| | | |
|---|-----------------|------------------|
|  | 80-100 = Green | Good / Excellent |
|  | 61-79 = Yellow | Average |
|  | 60 below is Red | Poor / Fair |

Non-Compliance

Section: Controls

Subsection: Service Gate

- 1: check if Visitor Passes are issued with Photo Identity and monitored through system

NC

☒ No

Observation Text :

visitor management system not been used

Section: Fire Safety

Subsection: Fire Safety

- 1: All Extinguishers of appropriate Type are placed **NC**

☒ No

Observation Text :

Extinguisher not placed in Banquet kitchen Mustang bar Extinguisher not placed

- 2: Smoke detectors, manual call points, fire extinguishers are free of obstruction **NC**

☒ No

Observation Text :

Main kitchen : Water container was placed in front of Co2 extinguisher

Section: Disaster Management

Subsection: Disaster Management

- 1: Monthly Mock drills conducted by core functional team **NC**

☒ No

Observation Text :

Last mock drill was conducted in the month of November 2017

Section: Patrol

Subsection: Patrol

- 1: Check and carry wireless set while going to Patrol **NC**

☒ No

Section: Parking

Subsection: Parking

- 1: Two way traffic center line is in order **NC**

☒ No

Observation Text :

Needs to be done

- 2: check that direction arrows are in order **NC**

☒ No

Observation Text :

Need to be repainted

- 3: Lighting at entrances and driveways are adequate **NC**

☐ No

Observation Text :

Need lightning at Two wheeler parking

- 4: Graphics and Signs in place and legible **NC**

☐ No

Observation Text :

Not placed

- 5: Option Matrix Upload file Validation (To be deleted) **NC**

☒ Very Good Parking

Section: CCTV Cameras

Subsection: CCTV Cameras

- 1: Check data storage of 90 days is maintained **NC**

☐ No

Observation Text :

Only 35 days back up

Chronic

No chronic issues found

Audit Questionnaire

Section: Controls

Subsection: Entry

1: Check if under vehicle Scanning is done and baggage is checked with hand held metal detector

☐ Yes

2: Boom barrier is Working ☒ Not Applicable

3: Check if ANPR system recording is working

☐ Yes

4: Check if DFMD beeps for metal objects

☐ Yes

5: Check baggage passing through X-ray Scanner ☒ Not Applicable

Section: Controls

Subsection: Service Gate

1: check if Visitor Passes are issued with Photo Identity and monitored through system

NC

☐ No

Observation Text :

visitor management system not been used

2: Check if scrap / garbage is checked using HHMD

☐ Yes

3: Monitor Staff Cash Register

☐ Yes

4: Lost and Found Items

☐ Yes

5: Staff not in duty coming to the hotel

☐ Yes

Observation Text :

After making necessary entries staff are allowed inside. In time and out time are noted.

6: Monitoring of Non returnable gate pass as per SOP

☐ Yes

7: Contract workers - Entry and Exist monitoring

☐ Yes

8: Items brought by Contractors for Events - monitored

☒ Yes

Section: Fire Safety

Subsection: Fire Safety

1: All Extinguishers of appropriate Type are placed **NC**

☐ No

Observation Text :

Extinguisher not placed in Banquet kitchen Mustang bar Extinguisher not placed

2: Fire alarm and smoke detectors are checked

☒ Yes

3: Monthly check of extinguishers for Expiry

☒ Yes

4: Exhaust hoods above the cooking range free from accumulation of oil in the inner side of duct

☒ Yes

5: Check of leakage of HSD around DG set

☒ Yes

Observation Text :

No leakage was observed

6: Alarm and manual call points are tested

☒ Yes

7: Adequate water supply available for sprinklers and hydrant

☒ Yes

8: Smoke detectors, manual call points, fire extinguishers are free of obstruction **NC**

☐ No

Observation Text :

Main kitchen : Water container was placed in front of Co2 extinguisher

9: Whether hoses are available in all fire hose boxes

☒ Yes

10: Jockey pump operating at set pressure

☒ Yes

11: See fire exit door and staircase are of blockage free

☒ Yes

12: Check if all emergency lights are working

☒ Yes

13: Please identify the problems observed during the due course of actions. ☒ Not Applicable

Section: Disaster Management

Subsection: Disaster Management

1: Monthly Mock drills conducted by core functional team **NC**

☐ No

Observation Text :

Last mock drill was conducted in the month of November 2017

2: Disaster Management team list updated on board and new members are nominated in the place of left employees

☐ Yes

3: Monthly DM meeting minutes recorded and actioned

☐ Yes

Section: Patrol

Subsection: Patrol

1: Check and carry wireless set while going to Patrol **NC**

☐ No

2: Observe and report unusual events like noise, smell, temperature, leaks etc.,

☐ Yes

3: See fire exit door and staircase are blockage free

☐ Yes

4: Check any water leakage on the staircase

☐ Yes

5: Check all shaft doors are closed

☐ Yes

6: Check all artifacts to see no objects are kept inside

☐ Yes

7: Check for suspicious movement of persons

☐ Yes

8: Check for Room DND for more than a day

☐ Yes

9: See if vehicles pass the same area repeatedly at a slower or faster than normal rate

☐ Yes

10: Check for Vehicles with multiple passengers

☐ Yes

11: check for Dirty vehicles with clean license plates or vice versa

☒ Yes

12: Check for persons consuming alcohol in parked vehicles

☒ Yes

13: Check for any unidentified objects lying for long

☒ Yes

Section: Parking

Subsection: Parking

1: Speed limit of vehicles must be 20 kmph

☒ Yes

2: To check for Vehicles are parked in sequence as per floor plan

☒ Yes

3: Two way traffic center line is in order **NC**

☒ No

Observation Text :

Needs to be done

4: Check for any vehicles parked for over a day

☒ Yes

Observation Text :

Checking is been carried out on daily basis

5: check that direction arrows are in order **NC**

☒ No

Observation Text :

Need to be repainted

6: Convex mirrors are provided for two way traffic ramps ☒ Not Applicable

7: Lighting at entrances and driveways are adequate **NC**

☒ No

Observation Text :

Need lightning at Two wheeler parking

8: Telephone and manual call points in parking lot are in order ☒ Not Applicable

9: Graphics and Signs in place and legible **NC**

☒ No

Observation Text :

Not placed

10: Check for any spill over of oil or leakage of water

☒ Yes

Observation Text :

Checked no leakage found

11: Staff vehicles are parked at designated area

☒ Yes

12: Option Matrix Upload file Validation (To be deleted) **NC**

☒ Very Good Parking

13: Vendor vehicles are parked at designated area

☒ Yes

Section: CCTV Cameras

Subsection: CCTV Cameras

1: check Whether all DVR and NVR are working

☒ Yes

2: Check whether all cameras are working

☒ Yes

3: Check data storage of 90 days is maintained **NC**

☒ No

Observation Text :

Only 35 days back up

4: check IP cameras at all critical points are working

☒ Yes

5: Check Email alert being received when camera not working

☒ Yes

6: Check UPS supply to all cameras is working

☒ Yes

7: Check ANPR system working

☒ Yes

Section: Swimming Pool

Subsection: Swimming Pool

1: Depth Markings - Clearly Marked / Visible ☒ Not Applicable

2: Prohibition signage - Noticeably displayed (No diving etc) ☒ Not Applicable

3: Set of Pool Rules - Noticeably displayed ☒ Not Applicable

4: Life Guard Available and Not available displayed ☒ Not Applicable

5: Barricading at Night Carried out ☒ Not Applicable