Audit Report for Audit ID - AU0072-1

<u>Purchase Department Audit</u>

Audit Score

66/100

Details

Audit	AU0072
Scheduled Audit	AU0072-1
Location	Chennai
Hotel	GreenPark Hotel- GPC
Department	Purchase
Checklist	Purchase Department Audit
Audit Type	Internal
Auditor	Murthy CH V V S
Start Date	01-06-2017
End Date	30-06-2017
Submitted Date	31-01-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	16
Chronic Issues	0

Comparison

GREENPARK HOTEL- GPC
PURCHASE DEPARTMENT AUDIT

PURCHASE DEPARTMENT AUDIT		Jun 2017	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Purchases Review	88	-	-
2	Meetings & Market Survey	52	-	-
3	Policy Compliance and Documentation	48	-	-
4	Receiving	45	-	-
5	Stores	95	-	-
Audit Score		⬤ 66	-	-

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

Non-Compliance

Section: Purchases Review
Subsection: Purchase Orders

1: Pending Purchase orders Review   **NC**
 Rating: 7

2: Closing of not required purchase orders   **NC**
 Rating: 7

Section: Meetings & Market Survey
Subsection: Committee Meeting and Market Survey

1: Market Survey conducted in 1st week of month   **NC**
 Rating: 2

2: Recording of Observations of market survey as per SOP guidelines   **NC**
 Rating: 0

3: Purchase committee meeting minutes recorded as per SOP guidelines - twice in a month   **NC**
 Rating: 5

4: Approvals for Price Increase by Committee   **NC**
 Rating: 6

Section: Policy Compliance and Documentation
Subsection: Policy Compliance

1: Debit note raised for short Supplies   **NC**
 Rating: 0

2: Time spent by vendor in the hotel monitored   **NC**
 Rating: 0

Section: Receiving
Subsection: Receiving

1: Online Integration of Weighing scale with PMS to Pickup Weight automatically   **NC**
 Rating: 6

2: Online Print of GRN   **NC**
 Rating: 6

3: IP camera when interrupted generating Alerts   **NC**
 Rating: 0

4: Random Check of atleast 5 items by F&B Controller   **NC**
 Rating: 6

5: Vegetables and Fruits are Pre-washed before weighing   **NC**
    Rating: 0

6: Vendor ID Cards are issued and checked   **NC**
    Rating: 0

7: Authorization form for items received without PO is attached to GRN   **NC**
    Rating: 0

8: Supply timing of Vendor monitored by using vendor-ID punch report   **NC**
    Rating: 0

Chronic

No chronic issues found

Audit Questionnaire

Section: Purchases Review
Subsection: Purchase Requisition

1: Online Purchase Requisition with 2 Level Authorisation
   Rating: 10

2: Daily Perishable order through online
   Rating: 10

3: Review of Pending Indents at Regular intervals
   Rating: 8

4: Closing of Not Required Requisitions
   Rating: 8

Section: Purchases Review
Subsection: Purchase Orders

1: Comparative and upload scan copy along with PO
   Rating: 9

2: Online Purchase orders with 3 level Authorization
   Rating: 10

3: E-mail of Purchase order to Vendor working in PMS
   Rating: 8

4: Pending Purchase orders Review   **NC**
   Rating: 7

5: Closing of not required purchase orders   **NC**
   Rating: 7

6: Review of Cancelled Purchase orders
   Rating: 10

7: Cash purchases not to exceed Rs.10000
   Rating: 10

Section: Meetings & Market Survey
Subsection: Committee Meeting and Market Survey

1: Purchase Committee meeting by 15th of Month
   Rating: 8

2: Market Survey conducted in 1st week of month   **NC**
   Rating: 2

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

4: Recording of Observations of market survey as per SOP guidelines   **NC**
   Rating: 0

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

6: Approvals for Price Increase by Committee   **NC**
   Rating: 6

Section: Policy Compliance and Documentation
Subsection: Policy Compliance

1: Debit note raised for short Supplies   **NC**
   Rating: 0

2: Time spent by vendor in the hotel monitored   **NC**
   Rating: 0

Section: Policy Compliance and Documentation
Subsection: Documentation

1: Purchase order office copy files with relevant attachments
   Rating: 8

2: All cheques dispatched to supplier in time
   Rating: 8

3: Recording of late supplies and quality issues to supplier through mail
   Rating: 8

Section: Receiving
Subsection: Receiving

1: Online Integration of Weighing scale with PMS to Pickup Weight automatically   **NC**
   Rating: 6

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

3: Online Print of GRN   **NC**
   Rating: 6

4: Photo of Item being Weighed captured in PMS   ☑ Not Applicable

5: IP camera when interrupted generating Alerts   **NC**
   Rating: 0

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

7:   Random Check of atleast 5 items by F&B Controller   **NC**
     Rating: 6

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

9:   Vegetables and Fruits are Pre-washed before weighing   **NC**
     Rating: 0

10:   Temparature Check of Forzen, Dairy and meat products
     Rating: 8

11:   Vendor ID Cards are issued and checked   **NC**
     Rating: 0

12:   Authorization form for items received without PO is attached to GRN   **NC**
     Rating: 0

13:   Supply timing of Vendor monitored by using vendor-ID punch report   **NC**
     Rating: 0

Section: Stores
Subsection: Stores

1:   All Stores Ledgers are processed till last month
     Rating: 10

2:   Physical stock check and updation in PMS
     Rating: 10

3:   Physical Stock Variance Report Signed by FM
     Rating: 10

4:   Non Moving Items Valued for more than 60 days - F&B stores   ☑ Not Applicable

5:   Non Moving Items Valued for more than 60 days - General Store   ☑ Not Applicable

6:   Non Moving Items Valued for more than 60 days - Engineering Stores   ☑ Not Applicable

7:   Non Moving Items Valued for more than 60 days - Kitchen Stewarding Stores   ☑ Not Applicable

8:   Non Moving Items Valued for more than 60 days - Liquor Store   ☑ Not Applicable

9:   Non Moving Items Valued for more than 60 days - Soft drink Stores   ☑ Not

Applicable

10: Store Closing stock of Last month - F&B Stores ☑ Not Applicable

11: Store Closing stock of Last month - General ☑ Not Applicable

12: Store Closing stock of Last month - Engineering ☑ Not Applicable

13: Store Closing stock of Last month - Kitchen Stewarding ☑ Not Applicable

14: Store Closing stock of Last month - Liquor Stores ☑ Not Applicable

15: Store Closing stock of Last month - Soft drinks ☑ Not Applicable

16: Stock out items are monitored
Rating: 8

17: Issue of material only against Indent
Rating: 9

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