

Audit Report for Audit ID - AU00290-2

VA- Surprise Night Verification Security Q2

Audit Score

81/100

Details

Audit	AU00290
Scheduled Audit	AU00290-2
Location	Hyderabad
Hotel	AVASA Hotel
Department	Security
Checklist	VA- Surprise Night Verification Security Q2
Audit Type	External
Auditor	Saritha C
Start Date	16-04-2019
End Date	23-04-2019
Submitted Date	20-04-2019
Status	Completed
Assigned By	Administrator Account
Non-Compliance	4
Chronic Issues	2

Comparison

AVASA HOTEL VA- SURPRISE NIGHT VERIFICATION SECURITY Q2					
VA- SURPRISE NIGHT VERIFICATION SECURITY Q2		Nov 2018	Apr 2019	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED	SCORE OBTAINED		
1	Operations	85	81	-4	-4.71%
Audit Score		● 85	● 81	-4	-4.71%

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

Non-Compliance

Section: Operations

Subsection: Others

1: Any Security guard worked two or more shifts ? **NC**

Rating: 7

Observation Text :

In a couple of instances security guards(Mr. Saroj & Mr. Sumanth) did continuous 2shifts on 08-Mar-19

2: Any long pending RGPs past the expected return date ? **NC**

Rating: 7

Attachments :

QUE116_DOC_20190420_113629.xlsx

Observation Text :

In 21 instances material sent on returnable basis were pending to be received for 4-515 days. (SAMPLE SIZE: As on 14-Mar-19)

3: Whether the details of employees sleeping at bunker matches with physical presence or availability. **NC**

Rating: 7

Attachments :

QUE120_DOC_20190420_113656.xlsx

Observation Text :

An employee was sleeping in the bunker, however there was no entry in the security register. Reply: Security personnel was unwell. Missed out to mention in the register.

4: Whether Reason and Approval obtained for cancelled NRGP? **NC**

Rating: 7

Observation Text :

In a Solitary instance, NRGP was not cancelled by the concerned instead the same was left blank. (NRGP No-918) Note: All 3 copies were available.

Chronic

Section: Operations

Subsection: Others

1: Any Security guard worked two or more shifts ? **NC**

Rating: 7

Observation Text :

In a couple of instances security guards(Mr. Saroj & Mr. Sumanth) did continuous 2shifts on 08-Mar-19

2: Any long pending RGPs past the expected return date ? **NC**

Rating: 7

Attachments :

QUE116_DOC_20190420_113629.xlsx

Observation Text :

In 21 instances material sent on returnable basis were pending to be received for 4-515 days. (SAMPLE SIZE: As on 14-Mar-19)

Audit Questionnaire

Section: Operations

Subsection: Others

1: Any deviations in Security Patrolling report & Valet Car Parking Register ?

Rating: 9

Observation Text :

Verified and found satisfactory. (SAMPLE SIZE: As on 14-Mar-19)

2: Any Security guard worked two or more shifts ? **NC**

Rating: 7

Observation Text :

In a couple of instances security guards(Mr. Saroj & Mr. Sumanth) did continuous 2shifts on 08-Mar-19

3: Are all the departments locked ?

Rating: 9

Observation Text :

Verified and found satisfactory.

4: Are RGP approved ?

Rating: 9

Observation Text :

Verified and found satisfactory. (SAMPLE SIZE: As on 14-Mar-19)

5: Any long pending RGPs past the expected return date ? **NC**

Rating: 7

Attachments :

QUE116_DOC_20190420_113629.xlsx

Observation Text :

In 21 instances material sent on returnable basis were pending to be received for 4-515 days. (SAMPLE SIZE: As on 14-Mar-19)

6: Are NRGP approved ?

Rating: 8

Observation Text :

Verified and found satisfactory. (SAMPLE SIZE: As on 14-Mar-19)

7: Where there any receipt of material during the ODD Hrs and was the ODD Hour register updated ?

Rating: 8

Observation Text :

Verified and found satisfactory.

8: Is garbage collected on a daily basis ? And is there any deviation ?

Rating: 9

Observation Text :

Verified and found satisfactory.

9: Whether the details of employees sleeping at bunker matches with physical presence or availability. **NC**

Rating: 7

Attachments :

QUE120_DOC_20190420_113656.xlsx

Observation Text :

An employee was sleeping in the bunker, however there was no entry in the security register. Reply: Security personnel was unwell. Missed out to mention in the register.

10: Whether Reason and Approval obtained for cancelled NRGP? **NC**

Rating: 7

Observation Text :

In a Solitary instance, NRGP was not cancelled by the concerned instead the same was left blank. (NRGP No-918) Note: All 3 copies were available.

11: Whether Key register updated accordingly ?

Rating: 8

Observation Text :

Verified and found satisfactory.

12: CC Cameras working and monitoring to be verified?

Rating: 8

Observation Text :

Verified and found satisfactory.

13: Whether service note are updated in the Fire extinguishers?

Rating: 8

Observation Text :

Verified and found satisfactory.

14: Are the security guards carry out Frisking activity?

Rating: 9

Observation Text :

Verified and found satisfactory.