

Audit Report for Audit ID - AU0026-1

Purchase Department Audit

Audit Score

61/100

Details

Audit	AU0026
Scheduled Audit	AU0026-1
Location	Visakhapatnam
Hotel	GreenPark Hotel- GPV
Department	Purchase
Checklist	Purchase Department Audit
Audit Type	Internal
Auditor	Murthy CH V V S
Start Date	01-03-2017
End Date	30-03-2017
Submitted Date	01-02-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	32
Chronic Issues	0

Quick View

GREENPARK HOTEL- GPV PURCHASE DEPARTMENT AUDIT				
PURCHASE DEPARTMENT AUDIT		01st Feb 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Purchases Review	55	-	-
2	Meetings & Market Survey	37	-	-
3	Policy Compliance and Documentation	34	-	-
4	Receiving	62	-	-
5	Stores	80	-	-

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 **Non-Compliant**

Rating Value : 0

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

Rating Value : 8

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

Rating Value : 8

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 **Non-**

Compliant

Rating Value : 5

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

Compliant

Rating Value : 0

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 **Non-Compliant**
Rating Value : 0

2: Market Survey conducted in 1st week of month **Non-Compliant**
Rating Value : 0

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 : 5

5: Purchase committee meeting minutes recorded as per SOP guidelines - twice in a month **Non-Compliant**
Rating Value : 7

6: Approvals for Price Increase by Committee **Non-Compliant**
Rating Value : 0

Section: Policy Compliance and Documentation

Subsection: Policy Compliance

1: Debit note raised for short Supplies **Non-Compliant**
Rating Value : 0

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 : 6

2: All cheques dispatched to supplier in time **Non-Compliant**
Rating Value : 5

3: Recording of late supplies and quality issues to supplier through mail **Non-Compliant**
Rating Value : 6

Section: Receiving**Subsection:** Receiving

1: Online Integration of Weighing scale with PMS to Pickup Weight automatically **Non-Compliant**
Rating Value : 7

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 **Compliant**
Rating Value : 9

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

department representative **Non-Compliant**

Rating Value : 6

9: Vegetables and Fruits are Pre-washed before weighing

Compliant

Rating Value : 10

10: Temperature Check of Forzen, Dairy and meat products

Compliant

Rating Value : 8

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 **Compliant**

Rating Value : 8

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
Compliant
Rating Value : 9

5: Non Moving Items Valued for more than 60 days - General
Store **Compliant**
Rating Value : 8

6: Non Moving Items Valued for more than 60 days -
Engineering Stores **Compliant**
Rating Value : 8

7: Non Moving Items Valued for more than 60 days - Kitchen
Stewarding Stores **Non-Compliant**
Rating Value : 7

8: Non Moving Items Valued for more than 60 days - Liquor
Store **Compliant**
Rating Value : 10

9: Non Moving Items Valued for more than 60 days - Soft drink
Stores **Compliant**
Rating Value : 9

10: Store Closing stock of Last month - F&B Stores **Non-Compliant**
Rating Value : 6

11: Store Closing stock of Last month - General **Non-Compliant**

Rating Value : 6

12: Store Closing stock of Last month - Engineering **Non-Compliant**

Rating Value : 6

13: Store Closing stock of Last month - Kitchen Stewarding **Non-Compliant**

Rating Value : 7

14: Store Closing stock of Last month - Liquor Stores **Non-Compliant**

Rating Value : 7

15: Store Closing stock of Last month - Soft drinks **Non-Compliant**

Rating Value : 7

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

Rating Value : 6

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

Rating Value : 8

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

Rating Value : 10