

# Audit Report for Audit ID - AU00540-1

## VA- Surprise Night Verification Security Q2


Audit Score

85/100

### Details

Audit	AU00540
Scheduled Audit	AU00540-1
Location	Visakhapatnam
Hotel	GreenPark Hotel- GPV
Department	Security
Checklist	VA- Surprise Night Verification Security Q2
Audit Type	External
Auditor	Saritha C
Start Date	26-06-2019
End Date	01-07-2019
Submitted Date	26-06-2019
Status	Completed
Assigned By	Administrator Account
Non-Compliance	3
Chronic Issues	0

## Comparison

<b>GREENPARK HOTEL- GPV</b> <b>VA- SURPRISE NIGHT VERIFICATION SECURITY Q2</b>				
VA- SURPRISE NIGHT VERIFICATION SECURITY Q2		Jun 2019	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Operations	85	-	-
Audit Score		 85	-	-

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

# Non-Compliance

**Section:** Operations

**Subsection:** Others

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

Rating: 7

Attachments :

57-PENDINGRGPASON29-MAY-19\_20190626\_161133.xlsx

Observation Text :

In 20 instances, Items were pending to be received by the unit as on 29-May-19 with delay upto 240 days. In 3 instances, Items were depicting in the pending RGPs but the material were under received column. (Sample Size-As on 29-May-19)

- 2: CC Cameras working and monitoring to be verified? **NC**

Rating: 6

Attachments :

67-CCTVFOOTAGENOTDISPLAYED\_20190626\_161306.xlsx

Observation Text :

CCTV footage was not getting displayed in most of the cases in security department.

- 3: Whether service note are updated in the Fire extinguishers? **NC**

Rating: 7

Attachments :

66-WETSANDINSANDBUCKETS\_20190626\_161331.xlsx

Observation Text :

Sand in the sand buckets were moisturized and were not in usable state in case of fire accidents.

## Chronic

No chronic issues found

# 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 29-May-19)

2: Any Security guard worked two or more shifts ?

Rating: 9

Observation Text :

Verified and found satisfactory (Sample Size-As on 29-May-19)

3: Are all the departments locked ?

Rating: 9

Observation Text :

Verified and found satisfactory (Sample Size-As on 29-May-19)

4: Are RGP approved ?

Rating: 9

Observation Text :

Verified and found satisfactory (Sample Size-As on 29-May-19)

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

Rating: 7

Attachments :

57-PENDINGRGPASON29-MAY-19\_20190626\_161133.xlsx

Observation Text :

In 20 instances, Items were pending to be received by the unit as on 29-May-19 with delay upto 240 days. In 3 instances, Items were depicting in the pending RGPs but the material were under received column. (Sample Size-As on 29-May-19)

6: Are NRGP approved ?

Rating: 9

Observation Text :

Verified and found satisfactory (Sample Size-May'19)

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

Rating: 9

Observation Text :

Verified and found satisfactory (Sample Size-May'19)

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

Rating: 9

Observation Text :

Verified and found satisfactory (Sample Size-May'19)

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

Rating: 9

Observation Text :

Verified and found satisfactory (Sample Size-May'19)

10: Whether Reason and Approval obtained for cancelled NRGP?

Rating: 9

Observation Text :

Verified and found satisfactory (Sample Size-May'19)

11: Whether Key register updated accordingly ?

Rating: 9

Observation Text :

Verified and found satisfactory (Sample Size-May'19)

12: CC Cameras working and monitoring to be verified? **NC**

Rating: 6

Attachments :

67-CCTVFOOTAGENOTDISPLAYED\_20190626\_161306.xlsx

Observation Text :

CCTV footage was not getting displayed in most of the cases in security department.

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

Rating: 7

Attachments :

66-WETSANDINSANDBUCKETS\_20190626\_161331.xlsx

Observation Text :

Sand in the sand buckets were moisturized and were not in usable state in case of fire accidents.

14: Are the security guards carry out Frisking activity?

Rating: 9

Observation Text :

Verified and found satisfactory (Sample Size-As on 29-May-19)