

Audit Report for Audit ID - AU0017-1

Purchase Department Audit

Audit Score

100/100

Details

Audit	AU0017
Scheduled Audit	AU0017-1
Location	Hyderabad
Hotel	GreenPark Hotel- GPH
Department	Purchase
Checklist	Purchase Department Audit
Audit Type	Internal
Auditor	Uday Kiran Kavaturu
Start Date	01-01-2018
End Date	30-01-2018
Submitted Date	31-01-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	0
Chronic Issues	0

Comparison

GREENPARK HOTEL- GPH PURCHASE DEPARTMENT AUDIT				
PURCHASE DEPARTMENT AUDIT		Jan 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Purchases Review	● 100	-	-
2	Meetings & Market Survey	● 100	-	-
3	Policy Compliance and Documentation	● 100	-	-
4	Receiving	● 100	-	-
5	Stores	● 100	-	-
Audit Score		● 100	-	-

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

Audit Questionnaire

Section: Purchases Review

Subsection: Purchase Requisition

- 1: Online Purchase Requisition with 2 Level Authorisation

Rating: 10

Attachments :

IMG_20180131_105815.jpg

IMG_20180131_105821.jpg

IMG_20180131_105827.jpg

- 2: Daily Perishable order through online

Rating: 10

- 3: Review of Pending Indents at Regular intervals

Rating: 10

- 4: Closing of Not Required Requisitions

Rating: 10

Section: Purchases Review

Subsection: Purchase Orders

- 1: Comparative and upload scan copy along with PO

Rating: 10

- 2: Online Purchase orders with 3 level Authorization

Rating: 10

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

Rating: 10

- 4: Pending Purchase orders Review

Rating: 10

- 5: Closing of not required purchase orders

Rating: 10

- 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: 10

- 2: Market Survey conducted in 1st week of month
Rating: 10
- 3: Market survey has representatives of Finance, Kitchen and Purchase
Rating: 10
- 4: Recording of Observations of market survey as per SOP guidelines
Rating: 10
- 5: Purchase committee meeting minutes recorded as per SOP guidelines - twice in a month
Rating: 10
- 6: Approvals for Price Increase by Committee
Rating: 10

Section: Policy Compliance and Documentation

Subsection: Policy Compliance

- 1: Debit note raised for short Supplies
Rating: 10
- 2: Time spent by vendor in the hotel monitored
Rating: 10

Section: Policy Compliance and Documentation

Subsection: Documentation

- 1: Purchase order office copy files with relevant attachments
Rating: 10
- 2: All cheques dispatched to supplier in time
Rating: 10
- 3: Recording of late supplies and quality issues to supplier through mail
Rating: 10

Section: Receiving

Subsection: Receiving

- 1: Online Integration of Weighing scale with PMS to Pickup Weight automatically
Rating: 10
- 2: Weighing of material using our hotel crates only and not of Vendor
Rating: 10
- 3: Online Print of GRN
Rating: 10
- 4: Photo of Item being Weighed captured in PMS
Rating: 10

- 5: IP camera when interrupted generating Alerts
Rating: 10
- 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
Rating: 10
- 8: All Stockable items are received in the presence of user department representative
Rating: 10
- 9: Vegetables and Fruits are Pre-washed before weighing
Rating: 10
- 10: Temperature Check of Forzen, Dairy and meat products
Rating: 10
- 11: Vendor ID Cards are issued and checked
Rating: 10
- 12: Authorization form for items received without PO is attached to GRN
Rating: 10
- 13: Supply timing of Vendor monitored by using vendor-ID punch report
Rating: 10

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
Rating: 10
- 5: Non Moving Items Valued for more than 60 days - General Store
Rating: 10
- 6: Non Moving Items Valued for more than 60 days - Engineering Stores
Rating: 10
- 7: Non Moving Items Valued for more than 60 days - Kitchen Stewarding Stores

Rating: 10

8: Non Moving Items Valued for more than 60 days - Liquor Store

Rating: 10

9: Non Moving Items Valued for more than 60 days - Soft drink Stores

Rating: 10

10: Store Closing stock of Last month - F&B Stores

Rating: 10

11: Store Closing stock of Last month - General

Rating: 10

12: Store Closing stock of Last month - Engineering

Rating: 10

13: Store Closing stock of Last month - Kitchen Stewarding

Rating: 10

14: Store Closing stock of Last month - Liquor Stores

Rating: 10

15: Store Closing stock of Last month - Soft drinks

Rating: 10

16: Stock out items are monitored

Rating: 10

17: Issue of material only against Indent

Rating: 10

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

Rating: 10