

Audit Report for Audit ID - AU0065-1

Purchase Department Audit







Audit Score

63/100

Details

Audit	AU0065
Scheduled Audit	AU0065-1
Location	Visakhapatnam
Hotel	GreenPark Hotel- GPV
Department	Purchase
Checklist	Purchase Department Audit
Audit Type	Internal
Auditor	Murthy CH V V S
Start Date	01-08-2017
End Date	31-08-2017
Submitted Date	06-02-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	24
Chronic Issues	0

Comparison

GREENPARK HOTEL- GPV PURCHASE DEPARTMENT AUDIT				
PURCHASE DEPARTMENT AUDIT		Aug 2017	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Purchases Review	 67	-	-
2	Meetings & Market Survey	 65	-	-
3	Policy Compliance and Documentation	 40	-	-
4	Receiving	 51	-	-
5	Stores	 92	-	-
Audit Score		 63	-	-

	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
- 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 **NC**
Rating: 6
- 2: Online Purchase orders with 3 level Authorization **NC**
Rating: 6
- 3: E-mail of Purchase order to Vendor working in PMS **NC**
Rating: 0
- 4: Pending Purchase orders Review
Rating: 8
- 5: Closing of not required purchase orders
Rating: 8
- 6: Review of Cancelled Purchase orders
Rating: 10
- 7: Cash purchases not to exceed Rs.10000 **NC**
Rating: 0

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: 7
- 5: Purchase committee meeting minutes recorded as per SOP guidelines - twice in a month **NC**
Rating: 7
- 6: Approvals for Price Increase by Committee **NC**
Rating: 5

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 **NC**
Rating: 7
- 2: All cheques dispatched to supplier in time **NC**
Rating: 7
- 3: Recording of late supplies and quality issues to supplier through mail **NC**
Rating: 6

Section: Receiving**Subsection:** Receiving

- 1: Online Integration of Weighing scale with PMS to Pickup Weight automatically **NC**
Rating: 7
- 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 **NC**
Rating: 6
- 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: 5
- 8: All Stockable items are received in the presence of user department representative **NC**
Rating: 7
- 9: Vegetables and Fruits are Pre-washed before weighing
Rating: 10
- 10: Temperature Check of Forzen, Dairy and meat products **NC**
Rating: 0
- 11: Vendor ID Cards are issued and checked **NC**
Rating: 5
- 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 **NC**
Rating: 7

17: Issue of material only against Indent
Rating: 8

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