

Audit Report for Audit ID - AU00183-2

VA- Surprise Verification Security Q1

Audit Score

90/100

Details

Audit	AU00183
Scheduled Audit	AU00183-2
Location	Chennai
Hotel	GreenPark Hotel- GPC
Department	Security
Checklist	VA- Surprise Verification Security Q1
Audit Type	External
Auditor	Venkat Associates
Start Date	20-07-2019
End Date	25-07-2019
Submitted Date	24-07-2019
Status	Completed
Assigned By	Administrator Account
Non-Compliance	1
Chronic Issues	0

Comparison

GREENPARK HOTEL- GPC VA- SURPRISE VERIFICATION SECURITY Q1

VA- SURPRISE VERIFICATION SECURITY Q1		Aug 2018	Jul 2019	VARIANCE	% of Increase / Decrease (-/+)
S.No	Sections	SCORE OBTAINED	SCORE OBTAINED		
1	Operations	90	90	0	0%
Audit Score		● 90	● 90	0	0%

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

Non-Compliance

Section: Operations

Subsection: Procedural Controls

1: Is the garbage picked up and is the register updated with complete details on a daily basis ? **NC**

☒ No

Attachments :

QUE136_DOC_20190724_114250.xlsx

Observation Text :

The register maintained records only the time of vehicle that comes for pick up. There is no process of screening for any cutlery in the dry and wet garbage. The unit has lost Rs.3,948/- for the month Jun'19 as per MIS report of KST Department. This loss could also have been due to mix up of the cutlery items in the garbage which has not been checked. This loss can be curtailed to an extent by performing the aforesaid process. GPV has the practise of maintaining a register where the security records such cutleries found during screening the garbage.

Chronic

No chronic issues found

Audit Questionnaire

Section: Operations

Subsection: Procedural Controls

1: Is the inward of material updated in security material inward register with complete details ?

☒ Yes

Observation Text :

Yes all the details were complete

2: Is the security guard present during the receipt of material ?

☒ Yes

Observation Text :

Verified and found satisfactory

3: Is Security seal affixed on the invoice during the receipt of material ?

☒ Yes

Observation Text :

Verified on a sample basis and found satisfactory

4: Are different security personnel stationed at the receiving area ?

☒ Yes

Observation Text :

Yes different security personnel stationed at the receiving area

5: Is the key of garbage room always with the security department ?

☒ Yes

Observation Text :

Yes

6: Is the garbage picked up and is the register updated with complete details on a daily basis ? **NC**

☒ No

Attachments :

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Observation Text :

The register maintained records only the time of vehicle that comes for pick up. There is no process of screening for any cutlery in the dry and wet garbage. The unit has lost Rs.3,948/- for the month Jun'19 as per MIS report of KST Department. This loss could also have been due to mix up of the cutlery items in the garbage which has not been checked. This loss can be curtailed to an extent by performing the aforesaid process. GPV has the practise of maintaining a register where the security records such cutleries found during screening the garbage.

7: Is NRGP raised for the scrap sale with authentication of the concern and security seal

?

☒ Yes

Observation Text :

Verified on a sample basis and found satisfactory

8: Is the detailed report (with details of Weighing, Counting, Prepared and Verified By) of scrap available and the same handed over to Accounts?

☒ Yes

9: Is the scrap stored only in the specified area ?

☒ Yes

Observation Text :

Yes

Section: Operations

Subsection: Others

1: Is the Odd Hour register available with adequate approvals ?

☒ Yes

Observation Text :

Verified on a sample basis and found satisfactory