

Audit Report for Audit ID - AU0045-1

Security Department Audit Report

Audit Score

65/100

Details

Audit	AU0045
Scheduled Audit	AU0045-1
Location	Hyderabad
Hotel	Marigold Hotel
Department	Security
Checklist	Security Department Audit Report
Audit Type	Internal
Auditor	Mr Sreenivas V
Start Date	01-05-2017
End Date	30-05-2017
Submitted Date	02-02-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	22
Chronic Issues	0

Quick View

MARIGOLD HOTEL SECURITY DEPARTMENT AUDIT REPORT

SECURITY DEPARTMENT AUDIT REPORT		02nd Feb 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Controls	83	-	-
2	Fire Safety	67	-	-
3	Disaster Management	67	-	-
4	Patrol	42	-	-
5	Parking	73	-	-
6	CCTV Cameras	43	-	-
7	Swimming Pool	80	-	-

Audit Questionnaire

Section: Controls**Subsection: Entry**

1: Check if under vehicle Scanning is done and baggage is checked with hand held metal detector **Non-Compliant**

- ☐ Yes
☒ No

2: Boom barrier is Working

- ☐ Yes
☐ No
☒ Not Applicable

3: Check if ANPR system recording is working **Non-Compliant**

- ☐ Yes
☒ No

4: Check if DFMD beeps for metal objects **Compliant**

- ☒ Yes
☐ No

5: Check baggage passing through X-ray Scanner **Compliant**

- ☒ Yes
☐ No

Section: Controls**Subsection: Service Gate**

1: check if Visitor Passes are issued with Photo Identity and monitored through system **Compliant**

- ☒ Yes
☐ No

2: Check if scrap / garbage is checked using HHMD **Compliant**

☒ Yes

☐ No

3: Monitor Staff Cash Register **Compliant**

☒ Yes

☐ No

4: Lost and Found Items **Compliant**

☒ Yes

☐ No

5: Staff not in duty coming to the hotel **Compliant**

☒ Yes

☐ No

6: Monitoring of Non returnable gate pass as per SOP

Compliant

☒ Yes

☐ No

7: Contract workers - Entry and Exist monitoring **Compliant**

☒ Yes

☐ No

8: Items brought by Contractors for Events - monitored

Compliant

☒ Yes

☐ No

Section: Fire Safety

Subsection: Fire Safety

1: All Extinguishers of appropriate Type are placed **Compliant**

☒ Yes

☐ No

2: Fire alarm and smoke detectors are checked **Compliant**

☒ Yes

☐ No

3: Monthly check of extinguishers for Expiry **Compliant**

☒ Yes

☐ No

4: Exhaust hoods above the cooking range free from accumulation of oil in the inner side of duct **Compliant**

☒ Yes

☐ No

5: Check of leakage of HSD around DG set **Compliant**

☒ Yes

☐ No

6: Alarm and manual call points are tested **Compliant**

☒ Yes

☐ No

7: Adequate water supply available for sprinklers and hydrant

Non-Compliant

☐ Yes

☒ No

8: Smoke detectors, manual call points, fire extinguishers are free of obstruction **Non-Compliant**

- ☐ Yes
☒ No

9: Whether hoses are available in all fire hose boxes **Non-Compliant**

- ☐ Yes
☒ No

10: Jockey pump operating at set pressure **Compliant**

- ☒ Yes
☐ No

11: See fire exit door and staircase are of blockage free **Non-Compliant**

- ☐ Yes
☒ No

12: Check if all emergency lights are working **Compliant**

- ☒ Yes
☐ No

13: Please identify the problems observed during the due course of actions.

- ☐ option a
☐ option b
☐ option c)(&aaN CAT
☐ Option d
☒ Not Applicable

Section: Disaster Management

Subsection: Disaster Management

1: Monthly Mock drills conducted by core functional team

Compliant

- ☒ Yes

☐ No

2: Disaster Management team list updated on board and new members are nominated in the place of left employees

Compliant

☒ Yes

☐ No

3: Monthly DM meeting minutes recorded and actioned **Non-Compliant**

☐ Yes

☒ No

Section: Patrol

Subsection: Patrol

1: Check and carry wireless set while going to Patrol **Non-Compliant**

☐ Yes

☒ No

2: Observe and report unusual events like noise, smell, temperature, leaks etc., **Compliant**

☒ Yes

☐ No

3: See fire exit door and staircase are blockage free **Non-Compliant**

☐ Yes

☒ No

4: Check any water leakage on the staircase **Compliant**

☒ Yes

☐ No

5: Check all shaft doors are closed **Non-Compliant**

- ☐ Yes
☒ No

6: Check all artifacts to see no objects are kept inside

Compliant

- ☒ Yes
☐ No

7: Check for suspicious movement of persons **Compliant**

- ☒ Yes
☐ No

8: Check for Room DND for more than a day **Compliant**

- ☒ Yes
☐ No

9: See if vehicles pass the same area repeatedly at a slower or faster than normal rate **Non-Compliant**

- ☐ Yes
☒ No

10: Check for Vehicles with multiple passengers **Non-Compliant**

- ☐ Yes
☒ No

11: check for Dirty vehicles with clean license plates or vice versa **Non-Compliant**

- ☐ Yes
☒ No

12: Check for persons consuming alcohol in parked vehicles

Non-Compliant

- ☐ Yes
☒ No

13: Vendor vehicles are parked at designated area

- ☐ Yes
☐ No
☒ Not Applicable

Section: Parking

Subsection: Parking

1: Speed limit of vehicles must be 20 kmph **Non-Compliant**

- ☐ Yes
☒ No

2: To check for Vehicles are parked in sequence as per floor plan **Non-Compliant**

- ☐ Yes
☒ No

3: Two way traffic center line is in order **Non-Compliant**

- ☐ Yes
☒ No

4: Check for any vehicles parked for over a day **Compliant**

- ☒ Yes
☐ No

5: check that direction arrows are in order **Compliant**

- ☒ Yes
☐ No

6: Convex mirrors are provided for two way traffic ramps

Compliant

- ☒ Yes
☐ No

7: Lighting at entrances and driveways are adequate **Compliant**

- ☒ Yes
☐ No

8: Telephone and manual call points in parking lot are in order

Compliant

- ☒ Yes
☐ No

9: Graphics and Signs in place and legible **Compliant**

- ☒ Yes
☐ No

10: Check for any spill over of oil or leakage of water **Compliant**

- ☒ Yes
☐ No

11: Staff vehicles are parked at designated area **Compliant**

- ☒ Yes
☐ No

12: Option Matrix Upload file Validation (To be deleted)

- ☐ Very Good Parking
☐ Pathetic Parking &; arrangment by management
☐ Spacious Area
☐ Stinks
☐ More Parking space needed for &; bike
☐ Its average

☒ Not Applicable**Section: CCTV Cameras****Subsection: CCTV Cameras**1: check Whether all DVR and NVR are working **Non-****Compliant**☐ Yes☒ No2: Check whether all cameras are working **Non-Compliant**☐ Yes☒ No3: Check data storage of 90 days is maintained **Non-Compliant**☐ Yes☒ No4: check IP cameras at all critical points are working **Compliant**☒ Yes☐ No

5: Check Email alert being received when camera not working

Compliant☒ Yes☐ No6: Check UPS supply to all cameras is working **Compliant**☒ Yes☐ No7: Check ANPR system working **Non-Compliant**

- ☐ Yes
☒ No

Section: Swimming Pool**Subsection:** Swimming Pool

1: Depth Markings - Clearly Marked / Visible **Compliant**

- ☒ Yes
☐ No

2: Prohibition signage - Noticeably displayed (No diving etc)

Compliant

- ☒ Yes
☐ No

3: Set of Pool Rules - Noticeably displayed **Compliant**

- ☒ Yes
☐ No

4: Life Guard Available and Not available displayed **Compliant**

- ☒ Yes
☐ No

5: Barricading at Night Carried out **Non-Compliant**

- ☐ Yes
☒ No

Section: Dynamic**Subsection:** Parking

1: This is a Dynamic test.

- ☐ True
☐ False
☒ Not Applicable

--