

# 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	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

## Comparison

### MARIGOLD HOTEL SECURITY DEPARTMENT AUDIT REPORT

SECURITY DEPARTMENT AUDIT REPORT		May 2017	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 Score		 65	-	-

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

# Non-Compliance

## Section: Controls

### Subsection: Entry

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

☒ No

2: Check if ANPR system recording is working **NC**

☒ No

## Section: Fire Safety

### Subsection: Fire Safety

1: Adequate water supply available for sprinklers and hydrant **NC**

☒ No

2: Smoke detectors, manual call points, fire extinguishers are free of obstruction **NC**

☒ No

3: Whether hoses are available in all fire hose boxes **NC**

☒ No

4: See fire exit door and staircase are of blockage free **NC**

☒ No

## Section: Disaster Management

### Subsection: Disaster Management

1: Monthly DM meeting minutes recorded and actioned **NC**

☒ No

## Section: Patrol

### Subsection: Patrol

1: Check and carry wireless set while going to Patrol **NC**

☒ No

2: See fire exit door and staircase are blockage free **NC**

☒ No

3: Check all shaft doors are closed **NC**

☒ No

4: See if vehicles pass the same area repeatedly at a slower or faster than normal rate

**NC**

☒ No

5: Check for Vehicles with multiple passengers **NC**

☒ No

6: check for Dirty vehicles with clean license plates or vice versa **NC**

☒ No

7: Check for persons consuming alcohol in parked vehicles **NC**

☒ No

#### **Section: Parking**

##### **Subsection: Parking**

1: Speed limit of vehicles must be 20 kmph **NC**

☒ No

2: To check for Vehicles are parked in sequence as per floor plan **NC**

☒ No

3: Two way traffic center line is in order **NC**

☒ No

#### **Section: CCTV Cameras**

##### **Subsection: CCTV Cameras**

1: check Whether all DVR and NVR are working **NC**

☒ No

2: Check whether all cameras are working **NC**

☒ No

3: Check data storage of 90 days is maintained **NC**

☒ No

4: Check ANPR system working **NC**

☒ No

#### **Section: Swimming Pool**

##### **Subsection: Swimming Pool**

1: Barricading at Night Carried out **NC**

☒ No

## Chronic

No chronic issues found

# Audit Questionnaire

## Section: Controls

### Subsection: Entry

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

☐ No

2: Boom barrier is Working ☒ Not Applicable

3: Check if ANPR system recording is working **NC**

☐ No

4: Check if DFMD beeps for metal objects

☐ Yes

5: Check baggage passing through X-ray Scanner

☐ Yes

## Section: Controls

### Subsection: Service Gate

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

☐ Yes

2: Check if scrap / garbage is checked using HHMD

☐ Yes

3: Monitor Staff Cash Register

☐ Yes

4: Lost and Found Items

☐ Yes

5: Staff not in duty coming to the hotel

☐ Yes

6: Monitoring of Non returnable gate pass as per SOP

☐ Yes

7: Contract workers - Entry and Exist monitoring

☐ Yes

8: Items brought by Contractors for Events - monitored

☐ Yes

## Section: Fire Safety

### Subsection: Fire Safety

- 1: All Extinguishers of appropriate Type are placed  
☒ Yes
- 2: Fire alarm and smoke detectors are checked  
☒ Yes
- 3: Monthly check of extinguishers for Expiry  
☒ Yes
- 4: Exhaust hoods above the cooking range free from accumulation of oil in the inner side of duct  
☒ Yes
- 5: Check of leakage of HSD around DG set  
☒ Yes
- 6: Alarm and manual call points are tested  
☒ Yes
- 7: Adequate water supply available for sprinklers and hydrant **NC**  
☒ No
- 8: Smoke detectors, manual call points, fire extinguishers are free of obstruction **NC**  
☒ No
- 9: Whether hoses are available in all fire hose boxes **NC**  
☒ No
- 10: Jockey pump operating at set pressure  
☒ Yes
- 11: See fire exit door and staircase are of blockage free **NC**  
☒ No
- 12: Check if all emergency lights are working  
☒ Yes
- 13: Please identify the problems observed during the due course of actions. ☒ Not Applicable

**Section:** Disaster Management**Subsection:** Disaster Management

- 1: Monthly Mock drills conducted by core functional team  
☒ Yes
- 2: Disaster Management team list updated on board and new members are nominated in the place of left employees  
☒ Yes

3: Monthly DM meeting minutes recorded and actioned **NC**

☐ No

**Section: Patrol**

**Subsection: Patrol**

1: Check and carry wireless set while going to Patrol **NC**

☐ No

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

☐ Yes

3: See fire exit door and staircase are blockage free **NC**

☐ No

4: Check any water leakage on the staircase

☐ Yes

5: Check all shaft doors are closed **NC**

☐ No

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

☐ Yes

7: Check for suspicious movement of persons

☐ Yes

8: Check for Room DND for more than a day

☐ Yes

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

**NC**

☐ No

10: Check for Vehicles with multiple passengers **NC**

☐ No

11: check for Dirty vehicles with clean license plates or vice versa **NC**

☐ No

12: Check for persons consuming alcohol in parked vehicles **NC**

☐ No

13: Vendor vehicles are parked at designated area ☒ Not Applicable

**Section: Parking**

**Subsection: Parking**

1: Speed limit of vehicles must be 20 kmph **NC**

☐ No



- 2: To check for Vehicles are parked in sequence as per floor plan **NC**  
☐ No
- 3: Two way traffic center line is in order **NC**  
☐ No
- 4: Check for any vehicles parked for over a day  
☐ Yes
- 5: check that direction arrows are in order  
☐ Yes
- 6: Convex mirrors are provided for two way traffic ramps  
☐ Yes
- 7: Lighting at entrances and driveways are adequate  
☐ Yes
- 8: Telephone and manual call points in parking lot are in order  
☐ Yes
- 9: Graphics and Signs in place and legible  
☐ Yes
- 10: Check for any spill over of oil or leakage of water  
☐ Yes
- 11: Staff vehicles are parked at designated area  
☐ Yes
- 12: Option Matrix Upload file Validation (To be deleted) ☒ Not Applicable

**Section: CCTV Cameras****Subsection: CCTV Cameras**

- 1: check Whether all DVR and NVR are working **NC**  
☐ No
- 2: Check whether all cameras are working **NC**  
☐ No
- 3: Check data storage of 90 days is maintained **NC**  
☐ No
- 4: check IP cameras at all critical points are working  
☐ Yes
- 5: Check Email alert being received when camera not working  
☐ Yes

6: Check UPS supply to all cameras is working

☒ Yes

7: Check ANPR system working **NC**

☒ No

**Section:** Swimming Pool

**Subsection:** Swimming Pool

1: Depth Markings - Clearly Marked / Visible

☒ Yes

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

☒ Yes

3: Set of Pool Rules - Noticeably displayed

☒ Yes

4: Life Guard Available and Not available displayed

☒ Yes

5: Barricading at Night Carried out **NC**

☒ No

**Section:** Dynamic

**Subsection:** Parking

1: This is a Dynamic test. ☒ Not Applicable