

# Audit Report for Audit ID - AU00343-1

## VA-Security - Fire Safety Controls

Audit Score


78/100

### Details

Audit	AU00343
Scheduled Audit	AU00343-1
Location	Hyderabad
Hotel	Marigold Hotel
Department	Security
Checklist	VA-Security - Fire Safety Controls
Audit Type	External
Auditor	Saritha C
Start Date	20-12-2018
End Date	27-12-2018
Submitted Date	27-12-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	16
Chronic Issues	0

## Comparison

### MARIGOLD HOTEL VA-SECURITY - FIRE SAFETY CONTROLS

VA-SECURITY - FIRE SAFETY CONTROLS		Dec 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Controls	77	-	-
2	Operations	78	-	-
3	Fire Safety	80	-	-
Audit Score		 78	-	-

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

# Non-Compliance

## Section: Controls

### Subsection: Security Display

- 1: Does the unit display the Fire Extinguisher layout (Location wise) at the security gate?

**NC**

Rating: 7

#### Observation Text :

No such display but the updated list maintaining Location Wise details. (As on 27-Nov-18) Response:- Due to security reasons did not display. The same is not available from the beginning.

- 2: Does the unit display the Hotel/Unit/Property's layout at the security gate? **NC**

Rating: 7

#### Observation Text :

No such display, Layouts were provided at the time of our audit verification. (As on 27-Nov-18) Response:- Due to security reasons did not display. The same is not available from the beginning.

## Section: Controls

### Subsection: Gate Pass

- 1: Are all the RGPs are serially numbered? **NC**

Rating: 7

#### Attachments :

Book3-DiscrepanciesinReturnableGatePasses\_20181226\_152021.xlsx

#### Observation Text :

RGPs serially numbered. A) Few RGPs were cancelled and no reasons were written on the Gate passes, in 27 instances. ( Sample Size : April '18 to 27th Nov '18)  
Response :- From now on reasons will be mentioned in the RGP.

- 2: Are all the NRGP's are serially numbered? **NC**

Rating: 7

#### Attachments :

Book4-DiscrepanciesinNonReturnableGatePasses\_20181226\_152123.xlsx

#### Observation Text :

NRGP's serially numbered. A) Few NRGP's were cancelled and no reasons were written on the Gate passes, in 11 instances. ( Sample Size : April '18 to 27th Nov '18)  
Response:- From now on reasons will be mentioned in the NRGP.

- 3: Status of long pending RGPs to be given and whether the security monitor the long pending RGPs at frequent intervals? **NC**

Rating: 7

#### Attachments :

Book6-PENDINGRETURNABLEGATEPASSESASON27-NOV-18\_20181226\_152331.xlsx

Book7-RETURNABLEGATEPASSESASON27-  
NOV-18,NOTYETRECEIVED\_20181226\_152339.xlsx

Observation Text :

A) In 14 instances, materials sent through returnable gate passes were pending to be received, ranging from 4 to 629 days beyond the expected date as on 27-Nov-18. B) Material sent were received as on 27-Nov-18, However no inward stamp was available on the physical copy of RGP in 25 instances. ( Sample Size : As on 27-Nov-18) Response:- We will discuss about the long pending RGPs in the meeting and the action will be taken accordingly. Missed out to put inward stamp. Will get the same done now.

- 4: Is there any abnormal delay in receiving RGP materials from the vendor? **NC**

Rating: 7

Attachments :

Book8-

DELAYINRECEIVINGTHEMATERIALFROMTHEEXPECTEDDATEOFRETURN  
\_20181226\_152442.xlsx

Observation Text :

Delay in receiving the material from the expected date of return, ranging from 10 to 149 days in 39 instances. ( Sample Size : As on 27-Nov-18) Response:- Depends on the communication with the user department.

**Section:** Controls

**Subsection:** Safety Controls

- 1: Whether walkie talkies are used by the security guards and whether the licenses are up to date? **NC**

Rating: 7

Observation Text :

3 Nos. walkie talkies available but the same not working since months. Purchase of new walkie talkies given for DMS approval. Response:- The 3 walkie talkies are dead. Purchase for the same is given for DMS approval.

- 2: Are all the CCTVs in working condition? **NC**

Rating: 7

Attachments :

Book8a-CAMERA'SNOTWORKING\_20181226\_153106.xlsx

Observation Text :

Total No. of CCTVs available are 123 Nos. and 15 Nos. of CCTVs were not in working condition since 29-Oct-18. ( Sample Size: As on 08-Dec-18) Response:- The same has been communicated to the IT department and Few of the CCTVs have been repaired and repair of others is in progress.

- 3: Does the unit monitoring CCTV footages at all hours? **NC**

Rating: 7

Observation Text :

Unit will not monitor the footages all the time. ( Sample Size : As on 08-Dec-18)

**Section: Operations****Subsection: Records or Registers and Controls**

- 1: Are all the Visitor pass/tags are serially numbered? **NC**

Rating: 7

Observation Text :

No serial number printed on the Visitors Slips. And further observed that few of the Visitors tags were missing. ( Sample Size: As on 27-Nov-18) Response:- Will speak to IT and get it done.

- 2: Does the unit maintain Security Log book and are updated properly? **NC**

Rating: 7

Observation Text :

On verification of Security Log Book, the same was not updated during the Night Shifts from 01-Aug-18 to 16-Sept-18, 01-Oct-18 to 06-Oct-18 and 03-Nov-18 to 07-Nov-18. (As on 27-Nov-18) Response:- The supervisor was not available on the following days reported. However the same is updated in Time office log book.

- 3: Does the unit maintain Cash register and are updated properly? **NC**

Rating: 7

Attachments :

QUE39\_DOC\_20181226\_211231.xlsx

Observation Text :

A) Outward Cash is Higher than Inward Cash without any approvals. B) In 8 instances, Out Time, Cash & Employee signature not available on the Cash Entry register. ( Sample Size: April ' 18 to 27-Nov-18)

- 4: Does the unit maintain Tips register and are updated properly? **NC**

Rating: 7

Observation Text :

A copy of Tips payable for the month to the employees will be available and the same was filed. No documentation / Register was maintained for cross verification of the same. However, cash register is maintained but tips amount not updated in the register (As on 27-Nov-18)

- 5: Does the unit maintain Dry & Wet Garbage registers and are updated properly? **NC**

Rating: 7

Observation Text :

KST Manager signatures not available on the Garbage Register, for the following dates : 14th Apr '18, 8th May '18, 18th June '18, 20th to 22-June-18 and 24th to 26-Nov-18

**Section: Operations****Subsection: Others**

- 1: Whether the agreement for deploying security guards are renewed and signed? **NC**

Rating: 7

## Observation Text :

The agreement with OM SAI PROFESSIONAL DETECTIVE & SECURITY SERVICES (P) LTD. was expired on 31-Dec-17. Payment of Rs.34.28 Lakhs done after the expiry of agreement as on 27-Nov-18. (Sample Size: NA)

2: Do security guards conducting continuous/multiple shifts in a day? **NC**

Rating: 7

## Attachments :

QUE50\_DOC\_20181226\_212522.xlsx

QUE50\_DOC\_20181226\_212527.xlsx

## Observation Text :

On verification of Attendance In / Out Time Register with the Attendance Register ( Excel Sheet ) of Security Supervisors, Guards, Drivers for the month of OCT '18 , the following were observed : A) Continuous two shifts of duties for 24 hours of Security Guards were observed in 11 instances. B) Difference as per Attendance In/Out Time Register and Attendance Register for Security Guards and Drivers, in 16 instances. ( Sample Size: Oct '18 100% Response: Continues shifts were done by the security guards In case of shortage. Will try to take action on the same. Will check and revert the cases.

## Chronic

No chronic issues found

# Audit Questionnaire

## Section: Controls

### Subsection: Security Display

1: Does the unit display the specimen copy of the authorised signatories at the security gate?

Rating: 8

Observation Text :

Displayed (As on 27-Nov-18)

2: Does the unit display the emergency contact numbers like, Police, Fire, Nearest Hospital, HOD, etc..?

Rating: 8

Observation Text :

Displayed (Sample Size: As on 27-Nov-18)

3: Does the unit display the Fire Extinguisher layout (Location wise) at the security gate?

**NC**

Rating: 7

Observation Text :

No such display but the updated list maintaining Location Wise details. (As on 27-Nov-18) Response:- Due to security reasons did not display. The same is not available from the beginning.

4: Does the unit display the Hotel/Unit/Property's layout at the security gate? **NC**

Rating: 7

Observation Text :

No such display, Layouts were provided at the time of our audit verification. (As on 27-Nov-18) Response:- Due to security reasons did not display. The same is not available from the beginning.

5: Does the unit display the Emergency Evacuation map at the security gate?

Rating: 8

Observation Text :

Displayed. (As on 27-Nov-18)

6: Does the unit display the updated Disaster Management Board at the security gate?

Rating: 8

Observation Text :

Displayed and updated the same (As on 27-Nov-18)

## Section: Controls

### Subsection: Gate Pass

1: Does the unit maintain RGP (Returnable Gate Pass) & NRGP (Returnable Gate



Pass)?

Rating: 9

Observation Text :

Unit will maintain RGP (Returnable Gate Pass) and NRGP (Returnable Gate Pass) and the same will be updated in SIMS SOFTWARE.

2: Are all the RGPs are serially numbered? **NC**

Rating: 7

Attachments :

Book3-DiscrepanciesinReturnableGatePasses\_20181226\_152021.xlsx

Observation Text :

RGPs serially numbered. A) Few RGPs were cancelled and no reasons were written on the Gate passes, in 27 instances. ( Sample Size : April '18 to 27th Nov '18)  
Response :- From now on reasons will be mentioned in the RGP.

3: Are all the NRGPs are serially numbered? **NC**

Rating: 7

Attachments :

Book4-DiscrepanciesinNonReturnableGatePasses\_20181226\_152123.xlsx

Observation Text :

NRGPs serially numbered. A) Few NRGPs were cancelled and no reasons were written on the Gate passes, in 11 instances. ( Sample Size : April '18 to 27th Nov '18)  
Response:- From now on reasons will be mentioned in the NRGP.

4: Does the unit maintain RGP and NRGP register and are updated properly?

Rating: 8

Observation Text :

Found Satisfactory ( Sample Size : April '18 to 27th Nov '18)

5: Are all the RGPs and NRGPs authorized as per the policy?

Rating: 8

Observation Text :

Found satisfactory. ( Sample Size : April '18 to 27th Nov '18)

6: Status of long pending RGPs to be given and whether the security monitor the long pending RGPs at frequent intervals? **NC**

Rating: 7

Attachments :

Book6-PENDINGRETURNABLEGATEPASSESASON27-  
NOV-18\_20181226\_152331.xlsx

Book7-RETURNABLEGATEPASSESASON27-  
NOV-18,NOTYETRECEIVED\_20181226\_152339.xlsx

Observation Text :

A) In 14 instances, materials sent through returnable gate passes were pending to be received, ranging from 4 to 629 days beyond the expected date as on 27-Nov-18. B) Material sent were received as on 27-Nov-18, However no inward stamp was

available on the physical copy of RGP in 25 instances. ( Sample Size : As on 27-Nov-18) Response:- We will discuss about the long pending RGPs in the meeting and the action will be taken accordingly. Missed out to put inward stamp. Will get the same done now.

7: Is there any abnormal delay in receiving RGP materials from the vendor? **NC**

Rating: 7

Attachments :

Book8-

DELAYINRECEIVINGTHEMATERIALFROMTHEEXPECTEDDATEOFRETURN  
\_20181226\_152442.xlsx

Observation Text :

Delay in receiving the material from the expected date of return, ranging from 10 to 149 days in 39 instances. ( Sample Size : As on 27-Nov-18) Response:- Depends on the communication with the user department.

## **Section: Controls**

### **Subsection: Safety Controls**

1: Whether the HR department personnel has the practise of verifying the first aid boxes and its components monthly and are re-filled based on the same?

Rating: 8

Observation Text :

First aid boxes will be at Time office-Security Dept. and Engineering Dept.

2: Is there any expired medicines/tablets in the First aid box? Physical verification of first aid boxes at various departments to be done and availability, non-availability to be reported

Rating: 8

Observation Text :

No expiry stock available. ( Sample Size : As on 03-Dec-18)

3: Does the unit carrying out the frisking activity for visitors/vendors while entering /exiting the premises?

Rating: 8

Observation Text :

Satisfactory

4: Whether walkie talkies are used by the security guards and whether the licenses are up to date? **NC**

Rating: 7

Observation Text :

3 Nos. walkie talkies available but the same not working since months. Purchase of new walkie talkies given for DMS approval. Response:- The 3 walkie talkies are dead. Purchase for the same is given for DMS approval.

5: Whether all the HHMD (Hand Held Metal Detectors) are in working condition and are physically verified and tallied and in case of variance action has been taken?

Rating: 8

Observation Text :

Satisfactory. ( Sample Size : As on 03-Dec-18)

6: Does the unit maintain baggage X-Ray scanner and all the guests luggage / baggage are scanned?

Rating: 8

Observation Text :

Satisfactory. ( Sample Size : As on 03-Dec-18)

7: Is DFMD (Door Frame Metal Detector) has been placed at the guest/employee entrance of the hotel and are in working condition and no guest are allowed to enter bypassing the same?

Rating: 8

Observation Text :

Satisfactory. ( Sample Size : As on 03-Dec-18)

8: Are all metals and explosives calibrated in DFMD available at the unit?

Rating: 8

Observation Text :

Satisfactory. ( Sample Size : As on 03-Dec-18)

9: Are CCTVs installed at the hotel is adequate and whether all the areas of the hotel are covered and whether all are in working condition?

Rating: 8

Observation Text :

Adequate CCTVs installed and all the areas of the hotel covered. ( Sample Size : As on 03-Dec-18)

10: Does the unit follows data back up procedures for CCTVs installed at the hotel?

Rating: 8

Observation Text :

Data back up will be taken every month.

11: Are all the CCTVs in working condition? **NC**

Rating: 7

Attachments :

Book8a-CAMERA'SNOTWORKING\_20181226\_153106.xlsx

Observation Text :

Total No. of CCTVs available are 123 Nos. and 15 Nos. of CCTVs were not in working condition since 29-Oct-18. ( Sample Size: As on 08-Dec-18) Response:- The same has been communicated to the IT department and Few of the CCTVs have been repaired and repair of others is in progress.

12: Does the unit monitoring CCTV footages at all hours? **NC**

Rating: 7

## Observation Text :

Unit will not monitor the footages all the time. ( Sample Size : As on 08-Dec-18)

13: Does the unit verify if any guest room is on DND for more than 12hrs during the day (the room to be checked by team consisting of Front Office Manager, Security Manager, and Executive Housekeeper. Any guest refuses service for couple of time it should be brought in to the notice of above team immediately)

Rating: 8

## Observation Text :

DND for more than 12 Hrs. have been checked by the Security guards and the same updated in the register.

**Section:** Operations**Subsection:** Records or Registers and Controls

1: Does the unit maintain the Visitor Pass/tags and are updated the register properly?

Rating: 8

## Attachments :

Book1-

VISITEDDEPARTMENTMANAGERANDVISITORSSIGNATURENOTAVAILABL  
EONVISITORSLIPS\_20181226\_153327.xlsx

## Observation Text :

On verification of Visitors Slips, observed that Visited Department Manager's signature and Visitor's signature was not available on the slips, in 5 instances. (Sample Size: As on 27-Nov-18) Response:- Missed out in a few instances. Will monitor henceforth.

2: Are all the Visitor pass/tags are serially numbered? **NC**

Rating: 7

## Observation Text :

No serial number printed on the Visitors Slips. And further observed that few of the Visitors tags were missing. ( Sample Size: As on 27-Nov-18) Response:- Will speak to IT and get it done.

3: Does the unit maintain record for the food taken from the unit to other units with the signature of Security, F&B Controls(Finance) teams.

Rating: 8

## Observation Text :

Satisfactory. (As on 05-Dec-18)

4: Does the unit maintain inward & outward registers and are updated properly?

Rating: 8

## Observation Text :

Satisfactory. (As on 27-Nov-18)

5: Does the unit maintain Security attendance register and are updated properly (no single person to sign on behalf of others?)

Rating: 8

Observation Text :

No such instances. Satisfactory. (Sample Size: Oct '18)

- 6: Does the unit maintain Security Log book and are updated properly? **NC**

Rating: 7

Observation Text :

On verification of Security Log Book, the same was not updated during the Night Shifts from 01-Aug-18 to 16-Sept-18, 01-Oct-18 to 06-Oct-18 and 03-Nov-18 to 07-Nov-18. (As on 27-Nov-18) Response:- The supervisor was not available on the following days reported. However the same is updated in Time office log book.

- 7: Does the unit maintain Key register and are updated properly??

Rating: 8

Observation Text :

Satisfactory. (As on 27-Nov-18)

- 8: Does the unit maintain Contract attendance register and are updated properly?

Rating: 8

Observation Text :

Satisfactory. (As on 27-Nov-18)

- 9: Does the unit maintain Staff & Executive movement registers and are updated properly?

Rating: 8

Observation Text :

Satisfactory. (As on 27-Nov-18)

- 10: Does the unit maintain employee's sleeping register?

Rating: 8

Observation Text :

Satisfactory. (As on 27-Nov-18)

- 11: Does the unit maintain Two wheeler & Car parking registers and are updated properly?

Rating: 8

Observation Text :

Satisfactory. (As on 27-Nov-18)

- 12: Does the unit maintain Valet Car parking register and are updated properly?'

Rating: 8

Observation Text :

Maintaining Tags and found Satisfactory. (As on 06-Dec-18)

- 13: Does the unit maintain Cash register and are updated properly? **NC**

Rating: 7

Attachments :

QUE39\_DOC\_20181226\_211231.xlsx

## Observation Text :

A) Outward Cash is Higher than Inward Cash without any approvals. B) In 8 instances, Out Time, Cash & Employee signature not available on the Cash Entry register. ( Sample Size: April ' 18 to 27-Nov-18)

14: Does the unit maintain Mobile register are updated properly?

Rating: 8

## Observation Text :

Register is not available. However, Tags are maintained. (As on 27-Nov-18)

15: Does the unit maintain Tips register and are updated properly? **NC**

Rating: 7

## Observation Text :

A copy of Tips payable for the month to the employees will be available and the same was filed. No documentation / Register was maintained for cross verification of the same. However, cash register is maintained but tips amount not updated in the register (As on 27-Nov-18)

16: Does the unit maintain Dry & Wet Garbage registers and are updated properly? **NC**

Rating: 7

## Observation Text :

KST Manager signatures not available on the Garbage Register, for the following dates : 14th Apr '18, 8th May '18, 18th June '18, 20th to 22-June-18 and 24th to 26-Nov-18

17: Does the unit maintain Water register and are updated properly??

Rating: 8

## Observation Text :

Satisfactory. (As on 27-Nov-18)

18: Does the unit follow and maintain the record for the procedure of verification of Lost and Found High value(above Rs.500/-)items.

Rating: 8

## Observation Text :

Physical verification of lost and found high value items were verified as on 08-Dec-18 with the records and the same found Satisfactory. (As on 08-Dec-18)

19: Does the unit maintain Fuel/Gas register and are updated properly?

Rating: 8

## Observation Text :

Satisfactory. (As on 27-Nov-18)

**Section: Operations****Subsection: Others**

1: Whether the agreement for deploying security guards are renewed and signed? **NC**

Rating: 7

## Observation Text :

The agreement with OM SAI PROFESSIONAL DETECTIVE & SECURITY SERVICES (P) LTD. was expired on 31-Dec-17. Payment of Rs.34.28 Lakhs done after the expiry of agreement as on 27-Nov-18. (Sample Size: NA)

- 2: Whether all the proper supportings are available for the payments made to the Contractor for Security Guards deploying?

Rating: 8

## Observation Text :

ESIC payments made by OM SAI PROFESSIONAL DETECTIVE & SECURITY SERVICES (P) LTD. Have been verified for the month of Sept '18 and observed that few employee names were not available in the list. (Sample Size: NA)

- 3: Whether minimum qualification and age defined in the agreement

Rating: 8

## Observation Text :

No such clause was mentioned in the agreement, minimum qualification 10th passed

- 4: Are there any clause for replacement of security guards, if in case of any absenteeism? Is there any penalty clause for non adherence of the terms and conditions?

Rating: 8

## Observation Text :

No such clause was adhered

- 5: Do security guards conducting continuous/multiple shifts in a day? **NC**

Rating: 7

## Attachments :

QUE50\_DOC\_20181226\_212522.xlsx

QUE50\_DOC\_20181226\_212527.xlsx

## Observation Text :

On verification of Attendance In / Out Time Register with the Attendance Register ( Excel Sheet ) of Security Supervisors, Guards, Drivers for the month of OCT '18 , the following were observed : A) Continuous two shifts of duties for 24 hours of Security Guards were observed in 11 instances. B) Difference as per Attendance In/Out Time Register and Attendance Register for Security Guards and Drivers, in 16 instances. ( Sample Size: Oct '18 100% Response: Continues shifts were done by the security guards In case of shortage. Will try to take action on the same. Will check and revert the cases.

- 6: Does the security guards present for the weighment of materials during inwards?

Rating: 8

## Observation Text :

Satisfactory

- 7: Food authorisation slip are available for all the food item taken out by staff?

Rating: 8

Observation Text :  
satisfactory

8: Does the unit obtain approval for the reimbursement towards damage to guest vehicles if any? (upto Rs.20,000/-Unit Head, Rs.0.50Lakh-Dy. Head Operations & above Rs.0.50Lakh-Head of Operations & Head of Finance -Corporate)

Rating: 8

Observation Text :  
Satisfactory

9: Does the unit arrange vehicle for the Cashier to withdraw the cash from bank?( and a Security Guard to accompany the Cashier)

Rating: 8

Observation Text :  
Security guard will be accompanied with the cashier for the withdrawal of cash from the bank.

**Section: Fire Safety**

**Subsection: Fire Fighting**

1: Has the unit placed the Fire Extinguishers (FEs) as per the approved Fire Extinguisher layout?

Rating: 8

Observation Text :  
No such layout but list with location wise fire extinguishers is maintained. And the same verified and found satisfactory.

2: Are Fire Alarms installed at the unit?

Rating: 8

Observation Text :  
Available

3: Are the control panel of the Fire alarms are in accessible condition?

Rating: 8

Observation Text :  
In accessible condition, one is at Time Office - Security dept. and another one at Engineering dept.

4: Are smoke detectors and water sprinklers installed at the unit?

Rating: 8

Observation Text :  
Available

5: When is the last time the fire sprinklers and gas smoke detectors are tested?

Rating: 8

Observation Text :  
Every six months fire sprinklers will do the servicing and checking and every month



gas smoke detectors will be tested and the same reported, found satisfactory.

6: Is there any record maintained by the security department for conducting the test of water sprinklers pipe once in a year with the help of Fire department?

Rating: 8

Observation Text :

Record maintaining.

7: Are FEs placed in accessible manner?

Rating: 8

Observation Text :

Satisfactory

8: Whether sand buckets are placed and the sand are refilled regularly?

Rating: 8

Observation Text :

Satisfactory

9: Whether new joiners are inducted on the safety techniques of the hotel?

Rating: 8

Observation Text :

Satisfactory

10: Whether there is any emergency alarm button is installed in the cold freezer room in the event of door lock?

Rating: 8

Observation Text :

Satisfactory

11: Whether the laundry chute landing area is free of clutter?

Rating: 8

Observation Text :

Satisfactory

12: Whether the emergency squad details are displayed?

Rating: 8

Observation Text :

Satisfactory

13: Whether the security guards or the manager are trained in CPR?

Rating: 8

Observation Text :

Satisfactory

14: Whether gas banks and diesel storage area are clearly marked and no smoking signage is displayed and are there sand buckets placed and refilled?

Rating: 8

Observation Text :

Satisfactory

15: Whether assembly area in the event of any emergency is identified and informed to all the employees of the unit?

Rating: 8

Observation Text :

Satisfactory

16: Whether the hotel layouts and emergency layouts are properly displayed in all the floors / or in the rooms?

Rating: 8

Observation Text :

Emergency layouts displayed in the rooms not in all the floors.

17: Whether the emergency exits are marked and highlighted and are clutter free?

Rating: 8

Observation Text :

Satisfactory

18: Are all the FEs in working condition & refilled within the due date of servicing?

Rating: 8

Observation Text :

All the Fire Extinguishers are working condition and refilled within the due date. ( Sample Size : As on 03-Dec-18)

19: Are the refilling dates of all the FEs falling on the same date?

Rating: 8

Observation Text :

The FE refilling date does not fall in the same date.

20: Are there any spare FEs available for back up purpose at the unit?

Rating: 8

Observation Text :

Quarterly basis, servicing will be done for all the fire extinguishers

21: Is there any expired FEs at the unit?

Rating: 8

22: Does the security guards know how to operate FEs?

Rating: 8

Observation Text :

Satisfactory

23: Does the unit conducts FFT training (Fire Fighting Techniques) for Security guards

once in 3 or 6 months?

Rating: 8

Observation Text :

Every month the same will be conducted to the Security guards

24: Does the unit maintain the record for fire/mock drills conducted?

Rating: 8

Observation Text :

Every 6 months, mock drills will be conducted