

Audit Report for Audit ID - AU00219-1

Security Department Audit Report

Audit Score

87/100

Details

| | |
|-----------------|----------------------------------|
| Audit | AU00219 |
| Scheduled Audit | AU00219-1 |
| Location | Hyderabad |
| Hotel | Marigold Hotel |
| Department | Security |
| Checklist | Security Department Audit Report |
| Audit Type | Internal |
| Auditor | Sreenivas V |
| Start Date | 27-09-2018 |
| End Date | 20-11-2018 |
| Submitted Date | 31-12-2018 |
| Status | Completed |
| Assigned By | Administrator Account |
| Non-Compliance | 9 |
| Chronic Issues | 0 |

Comparison

MARIGOLD HOTEL SECURITY DEPARTMENT AUDIT REPORT

| SECURITY DEPARTMENT AUDIT REPORT | | Sep 2018 | VARIANCE | % of Increase / Decrease (-/ +) |
|----------------------------------|---------------------|----------------|----------|---------------------------------|
| S.No | Sections | SCORE OBTAINED | | |
| 1 | Controls | 92 | - | - |
| 2 | Fire Safety | 83 | - | - |
| 3 | Disaster Management | 100 | - | - |
| 4 | Patrol | 92 | - | - |
| 5 | Parking | 75 | - | - |
| 6 | CCTV Cameras | 86 | - | - |
| 7 | Swimming Pool | 80 | - | - |
| Audit Score | | ● 87 | - | - |

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

Non-Compliance

Section: Controls

Subsection: Service Gate

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

NC

☒ No

Observation Text :

Visitor passes are issued but Photo identity software not been used.

Section: Fire Safety

Subsection: Fire Safety

- 1: All Extinguishers of appropriate Type are placed **NC**

☒ No

Attachments :

QUE148_IMG_20181117_105902.jpg

Observation Text :

1) DCP extinguisher placed instead of Co2 in Cafeteria 2) Opposite linen room near electrical panel box no extinguisher been placed.

- 2: Fire alarm and smoke detectors are checked **NC**

☒ No

Attachments :

QUE149_IMG_20181116_160016.jpg

QUE149_IMG_20181116_162044.jpg

Observation Text :

1) Service floor smoke detector cap not removed (stair case 6) 2) Room no 1108 sprinkler placed up side down 3) Smoke detectors not active in lobby level (Checked at IT department,Front office Back area and opposite guest lift landing)

Section: Patrol

Subsection: Patrol

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

☒ No

Observation Text :

Walky talky not functioning

Section: Parking

Subsection: Parking

- 1: Check for any vehicles parked for over a day **NC**

☒ No

- 2: Lighting at entrances and driveways are adequate **NC**

☒ No

Observation Text :

Lighting can be improved in Basements and Drive way

3: Vendor vehicles are parked at designated area **NC**

☒ No

Observation Text :

Swiggy pick up vehicles are parked near Transformer yard besides Main porch

Section: CCTV Cameras

Subsection: CCTV Cameras

1: Check data storage of 90 days is maintained **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

☒ Yes

Observation Text :

Under body Scanning is done and boot is checked. Scanning of baggage is not carried out with hand held metal detector.

2: Boom barrier is Working

☒ Yes

3: Check if ANPR system recording is working

☒ Yes

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

NC

☐ No

Observation Text :

Visitor passes are issued but Photo identity software not been used.

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

Observation Text :

Monitored. Allowed after making necessary entries.

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 **NC**

☒ No

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Attachments :

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QUE149_IMG_20181116_162044.jpg

Observation Text :

1) Service floor smoke detector cap not removed (stair case 6) 2) Room no 1108 sprinkler placed up side down 3) Smoke detectors not active in lobby level (Checked at IT department,Front office Back area and opposite guest lift landing)

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

Attachments :

QUE151_IMG_20181116_171909.jpg

QUE151_IMG_20181116_172000.jpg

QUE151_IMG_20181116_172244.jpg

QUE151_IMG_20181116_172548.jpg

5: Check of leakage of HSD around DG set

☒ Yes

Observation Text :

No leakage observed

6: Alarm and manual call points are tested

☒ Yes

Attachments :

QUE153_IMG_20181116_155201.jpg

7: Adequate water supply available for sprinklers and hydrant

☒ Yes

8: Smoke detectors, manual call points, fire extinguishers are free of obstruction

☒ Yes

9: Whether hoses are available in all fire hose boxes

☒ Yes

10: Jockey pump operating at set pressure

☒ Yes

11: See fire exit door and staircase are of blockage free

☒ Yes

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

☒ Yes

Section: Patrol

Subsection: Patrol

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

☒ No

Observation Text :

Walky talky not functioning

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

☒ Yes

3: See fire exit door and staircase are blockage free

☒ Yes

- 4: Check any water leakage on the staircase

☒ Yes

Observation Text :

Checked no leakage found

- 5: Check all shaft doors are closed

☒ Yes

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

☒ Yes

- 7: Check for suspicious movement of persons

☒ Yes

Observation Text :

Checked nothing was found.

- 8: Check for Room DND for more than a day

☒ Yes

Observation Text :

No records were found

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

☒ Yes

- 10: Check for Vehicles with multiple passengers

☒ Yes

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

☒ Yes

Observation Text :

Nothing such was found or reported

- 12: Check for persons consuming alcohol in parked vehicles

☒ Yes

Observation Text :

Nothing such movements were observed or reported

- 13: Check for any unidentified objects lying for long

☒ Yes

Section: Parking

Subsection: Parking

- 1: Speed limit of vehicles must be 20 kmph

☒ Yes

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

☒ Yes

3: Two way traffic center line is in order

☒ Yes

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

☒ No

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 **NC**

☒ No

Observation Text :

Lighting can be improved in Basements and Drive way

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

☒ Yes

Observation Text :

No telephones are placed

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

13: Vendor vehicles are parked at designated area **NC**

☒ No

Observation Text :

Swiggy pick up vehicles are parked near Transformer yard besides Main porch

Section: CCTV Cameras

Subsection: CCTV Cameras

1: check Whether all DVR and NVR are working

☒ Yes

2: Check whether all cameras are working

☒ Yes

Observation Text :

Camera near purchase to ladies staff lockers removed.

- 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
☒ Yes

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