

Audit Report for Audit ID - AU00352-1

Material Management Functions


Audit Score

72/100

Details

Audit	AU00352
Scheduled Audit	AU00352-1
Location	Chennai
Hotel	GreenPark Hotel- GPC
Department	Purchase
Checklist	Material Management Functions
Audit Type	Internal
Auditor	Rama Govinda Reddy
Start Date	24-12-2018
End Date	29-12-2018
Submitted Date	24-12-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	8
Chronic Issues	0

Comparison

GREENPARK HOTEL- GPC MATERIAL MANAGEMENT FUNCTIONS				
MATERIAL MANAGEMENT FUNCTIONS		Dec 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Purchase Function	72	-	-
Audit Score		 72	-	-

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

Non-Compliance

Section: Purchase Function

Subsection: Material Management

- 1: Delay in receiving material from vendors which ordered through PO. **NC**
Rating: 6
Attachments :
QUE162_DOC_20181224_132326.xls
- 2: Material received, but GRN was not made. **NC**
Rating: 6
Attachments :
QUE163_DOC_20181224_132335.xls
- 3: 3 Quotations is not collecting for issuing of purchase orders **NC**
Rating: 6
Attachments :
QUE164_DOC_20181224_132353.xls
- 4: While receiving the provisional items Expiry dates are not entered in IDS. **NC**
Rating: 6
- 5: Same Items purchased different rates. **NC**
Rating: 7
Attachments :
QUE169_DOC_20181224_132444.xls
- 6: Pending PO. **NC**
Rating: 7
Attachments :
QUE170_DOC_20181224_132458.xls
- 7: Vegetables are receiving as per specifications. **NC**
Rating: 7
- 8: ODD hours Material receipts and approvals. **NC**
Rating: 7
Attachments :
QUE172_DOC_20181224_132516.xls

Chronic

No chronic issues found

Audit Questionnaire

Section: Purchase Function

Subsection: Material Management

1: Delay in receiving material from vendors which ordered through PO. **NC**

Rating: 6

Attachments :

QUE162_DOC_20181224_132326.xls

2: Material received, but GRN was not made. **NC**

Rating: 6

Attachments :

QUE163_DOC_20181224_132335.xls

3: 3 Quotations is not collecting for issuing of purchase orders **NC**

Rating: 6

Attachments :

QUE164_DOC_20181224_132353.xls

4: GRN'S made in old date.

Rating: 8

Attachments :

QUE165_DOC_20181224_132410.xls

5: Non moving food items found in stores.

Rating: 9

Attachments :

QUE166_DOC_20181224_132420.xls

6: Non moving General items found in stores.

Rating: 9

Attachments :

QUE167_DOC_20181224_132429.xls

7: While receiving the provisional items Expiry dates are not entered in IDS. **NC**

Rating: 6

8: Same Items purchased different rates. **NC**

Rating: 7

Attachments :

QUE169_DOC_20181224_132444.xls

9: Pending PO. **NC**

Rating: 7

Attachments :

QUE170_DOC_20181224_132458.xls

10: Vegetables are receiving as per specifications. **NC**

Rating: 7

11: ODD hours Material receipts and approvals. **NC**

Rating: 7

Attachments :

QUE172_DOC_20181224_132516.xls

12: Non moving Soft drinks items in stores.

Rating: 8

Attachments :

QUE173_DOC_20181224_132529.xls

13: Delay in receiving material (against PO).

Rating: 8

Attachments :

QUE174_DOC_20181224_132548.xls