

Audit Report for Audit ID - AU00180-1

VA- Surprise Verification Security Q1


Audit Score

63/100

Details

Audit	AU00180
Scheduled Audit	AU00180-1
Location	Hyderabad
Hotel	AVASA Hotel
Department	Security
Checklist	VA- Surprise Verification Security Q1
Audit Type	External
Auditor	Saritha C
Start Date	03-08-2018
End Date	09-08-2018
Submitted Date	04-08-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	3
Chronic Issues	0

Comparison

AVASA HOTEL VA- SURPRISE VERIFICATION SECURITY Q1				
VA- SURPRISE VERIFICATION SECURITY Q1		Aug 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Operations	63	-	-
Audit Score		 63	-	-

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

Non-Compliance

Section: Operations

Subsection: Procedural Controls

1: Is the inward of material updated in security material inward register with complete details ? **NC**

☒ No

Observation Text :

Observed that LPG expiry date not updating in the inward LPG Register, as on 31-07-18.

2: Is the garbage picked up and is the register updated with complete details on a daily basis ? **NC**

☒ No

Attachments :

Book5_20180803_220122.xlsx

Observation Text :

Garbage Register not updated on 31-07-18 despite of the garbage being handed over.

Section: Operations

Subsection: Others

1: Is the Odd Hour register available with adequate approvals ? **NC**

☒ No

Attachments :

Book6_20180803_220200.xls

Observation Text :

In 4 instances, Authorisation of GM and FM was not available on the Odd hour authorisation slip and delay up to 5 days was observed in raising GRN for the odd hour purchases. (25-07-18 to 31-07-18).

Chronic

No chronic issues found

Audit Questionnaire

Section: Operations

Subsection: Procedural Controls

1: Is the inward of material updated in security material inward register with complete details ? **NC**

☒ No

Observation Text :

Observed that LPG expiry date not updating in the inward LPG Register, as on 31-07-18.

2: Is the security guard present during the receipt of material ?

☒ Yes

3: Is Security seal affixed on the invoice during the receipt of material ?

☒ Yes

4: Are different security personnel stationed at the receiving area ?

☒ Yes

5: Is the key of garbage room always with the security department ?

☒ Yes

6: Is the garbage picked up and is the register updated with complete details on a daily basis ? **NC**

☒ No

Attachments :

Book5_20180803_220122.xlsx

Observation Text :

Garbage Register not updated on 31-07-18 despite of the garbage being handed over.

7: Is NRGP raised for the scrap sale with authentication of the concern and security seal ?

☒ Yes

Section: Operations

Subsection: Others

1: Is the Odd Hour register available with adequate approvals ? **NC**

☒ No

Attachments :

Book6_20180803_220200.xls

Observation Text :

In 4 instances, Authorisation of GM and FM was not available on the Odd hour authorisation slip and delay up to 5 days was observed in raising GRN for the odd

hour purchases. (25-07-18 to 31-07-18).