

Audit Report for Audit ID - AU0046-1

Security Department Audit Report

Audit Score


63/100

Details

Audit	AU0046
Scheduled Audit	AU0046-1
Location	Hyderabad
Hotel	GreenPark Hotel- GPH
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	21
Chronic Issues	0

Comparison

GREENPARK HOTEL- GPH SECURITY DEPARTMENT AUDIT REPORT

SECURITY DEPARTMENT AUDIT REPORT		May 2017	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Controls	82	-	-
2	Fire Safety	83	-	-
3	Disaster Management	67	-	-
4	Patrol	50	-	-
5	Parking	36	-	-
6	CCTV Cameras	57	-	-
Audit Score		 63	-	-

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

☒ No

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

☒ No

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

1: Monthly Mock drills conducted by core functional team **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: Check for Vehicles with multiple passengers **NC**

☒ No

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

☒ No

6: 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: Two way traffic center line is in order **NC**
☒ No
- 3: Check for any vehicles parked for over a day **NC**
☒ No
- 4: check that direction arrows are in order **NC**
☒ No
- 5: Telephone and manual call points in parking lot are in order **NC**
☒ No
- 6: Graphics and Signs in place and legible **NC**
☒ No
- 7: Check for any spill over of oil or leakage of water **NC**
☒ No

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

- 1: Check data storage of 90 days is maintained **NC**
☒ No
- 2: Check Email alert being received when camera not working **NC**
☒ No
- 3: Check ANPR system working **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 ☒ Not Applicable

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

☒ Yes

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

☒ Yes

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 **NC**

☒ No

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
- 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
☒ Yes
- 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

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
☒ Yes

- 3: Two way traffic center line is in order **NC**
☐ No
- 4: Check for any vehicles parked for over a day **NC**
☐ No
- 5: check that direction arrows are in order **NC**
☐ No
- 6: Convex mirrors are provided for two way traffic ramps ☒ Not Applicable
- 7: Lighting at entrances and driveways are adequate
☐ Yes
- 8: Telephone and manual call points in parking lot are in order **NC**
☐ No
- 9: Graphics and Signs in place and legible **NC**
☐ No
- 10: Check for any spill over of oil or leakage of water **NC**
☐ No
- 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
☐ Yes

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

- 1: check Whether all DVR and NVR are working
☐ Yes
- 2: Check whether all cameras are working
☐ Yes
- 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 **NC**
☐ No
- 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 ☒ Not Applicable

2: Prohibition signage - Noticeably displayed (No diving etc) ☒ Not Applicable

3: Set of Pool Rules - Noticeably displayed ☒ Not Applicable

4: Life Guard Available and Not available displayed ☒ Not Applicable

5: Barricading at Night Carried out ☒ Not Applicable