

Audit Report for Audit ID - AU00245-1

Material Management Functions


Audit Score

75/100

Details

Audit	AU00245
Scheduled Audit	AU00245-1
Location	Hyderabad
Hotel	Marigold Hotel
Department	Purchase
Checklist	Material Management Functions
Audit Type	Internal
Auditor	Rama Govinda Reddy
Start Date	17-10-2018
End Date	24-10-2018
Submitted Date	22-10-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	6
Chronic Issues	0

Comparison

MARIGOLD HOTEL MATERIAL MANAGEMENT FUNCTIONS				
MATERIAL MANAGEMENT FUNCTIONS		Oct 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Purchase Function	75	-	-
Audit Score		 75	-	-

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

Non-Compliance

Section: Purchase Function

Subsection: Material Management

- 1: Material received, but GRN was not made. **NC**
Rating: 7
Attachments :
QUE40_DOC_20181022_163600.xls
- 2: 3 Quotations is not collecting for issuing of purchase orders **NC**
Rating: 7
Attachments :
QUE41_DOC_20181022_163644.xls
- 3: While receiving the provisional items Expiry dates are not entered in IDS. **NC**
Rating: 6
- 4: Same Items purchased different rates. **NC**
Rating: 7
Attachments :
QUE46_DOC_20181022_163756.xls
- 5: Pending PO. **NC**
Rating: 7
Attachments :
QUE47_DOC_20181022_163809.xls
- 6: Vegetables are receiving as per specifications. **NC**
Rating: 7

Chronic

No chronic issues found

Audit Questionnaire

Section: Purchase Function

Subsection: Material Management

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

Rating: 8

Attachments :

QUE39_DOC_20181022_163544.xls

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

Rating: 7

Attachments :

QUE40_DOC_20181022_163600.xls

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

Rating: 7

Attachments :

QUE41_DOC_20181022_163644.xls

4: GRN'S made in old date.

Rating: 8

Attachments :

QUE42_DOC_20181022_163659.xls

5: Non moving food items found in stores.

Rating: 8

Attachments :

QUE43_DOC_20181022_163718.xls

6: Non moving General items found in stores.

Rating: 8

Attachments :

QUE44_DOC_20181022_163735.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 :

QUE46_DOC_20181022_163756.xls

9: Pending PO. **NC**

Rating: 7

Attachments :

QUE47_DOC_20181022_163809.xls

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

Rating: 7

11: ODD hours Material receipts and approvals.

Rating: 8

12: Non moving Soft drinks items in stores.

Rating: 9

Attachments :

QUE50_DOC_20181022_163905.xls