

ESTATES HSE WEST

Audit Date: 12th June 2009
 Audited Procedure: 112 Hire of contract Labour on Day Works rev 0
 Auditor: Louise Naughton
 Auditee: Jim Enright Department.

ref	Question	answer	Nc/obs	Action planned By whom expected completion date	Closed out date and verification details
1.	Review annual tenders from Contractors for hourly rates.	Reviewed tenders for painting 16 th Feb 2009. painting tenders issued and returned from 6 contractors, prices got back and tenders sorted according to price. Schedule of tenders received competed on HSE document and signed by Claire Killeen and Jim Enright on n10th Feb 2009 at 3.30pm			
2.	Approval of evening and week end work using the “Hire of Contractors on Day Works Form” or a letter Memo.	Reviewed Hire of Contractors for Day work. Contractor – Joeseph and John Kiely electrical, date January 23 rd 2009. Invoice matched to quote and on file. Request for approval form completed and approved by Care Manager HSE.	obs	Include on item one of the procedure that request for Day works are also issued by email.	This was done and procedure now at rev 01 dated 12/6/09
3.	Are all Day Works recorded	Yes, Excel spread sheet reviewed			

	on the computer system?	today for logging of Day Works.			
4.	Is there an annual report compiled for Day Works?	Yes. Reviewed annual report for Day Works today for year 2008.			
5.	Match the Contractors invoice with a quotation and day works request?	Reviewed Hire of Contractors for Day work. Contractor – Joeseeph and John Kiely electrical, date January 23 rd 2009. Invoice matched to quote and on file. Request for approval form completed and approved by Care Manager HSE.			
6.	Read and review the procedure are there other issues with the procedure.	Reference are made to Technical Services.	Obs.	Remove reference to Technical Services form the procedure. Item no 2 on the procedure remove reference to A/TSS replace with Maintenance Manager	This was done and procedure now at rev 01 dated 12/6/09