

ESTATES HSE WEST

Audit Date: 9th March 2009
 Audited Procedure: 305 Internal Audit Procedure, dated 09/11/04, Revision 0
 Auditor: Louise Naughton
 Auditee: Niamh Mooney

ref	question	answer	Nc/obs	Action planned By whom expected completion date	Closed out date and verification details
1.	Is an audit plan developed for the year?	Yes. Internal Audit schedule in place for 2009.			
2.	Are audits schedule on the basis of the importance of the area to be audit and on results of previous audit conducted in the area.	Yes. QMS and certain other procedures are scheduled to be audited once a year.			
3	Are the auditors independent of the areas being audited?	Yes. External qualified consultant used to conduct internal audits.			
4.	Is an audit checklist used for the audit?	Yes. Standard audit checklist is prepared against each procedure this year.			
5	Is an audit trail maintained	Yes. Audit trail maintained for each audit conducted on the QMS section this march.			
6	If obs/ nc are identified are details of action to be taken decided on and a person assigned to take action?	Yes. Actions to be taken are stated in the audit report of the march 2009 audits on the QMS.			

7	Are nc/obs from internal audits followed up to completion?	Yes. Reviewed all old audit reports and all obs/ ncs raised and signed off as complete.			
8	Is the full iso system audited at least once every two years?	Yes. Reviewed the internal audit plan for 2009			
6.	Read the procedure and note any issues.	The procedure needs to be reviewed to remove references to Technical Services.	Obs.	Update procedure to remove reference to Technical Services.	