

HSE TECHNICAL SERVICES

AUDITOR: LOUISE NAUGHTON
DATE OF AUDIT: 22nd June 2006
SCOPE OF THE AUDIT: MAINTENANCE BUT ALSO REVIEWED - CAPITAL PROJECTS, TRAINING – CLARE AREA
AUDITEE: LIAM KEEHAN, JIM ENRIGHT, COLETTE CROWE.
AUDIT NO:

NOTES FROM THE AUDIT.

none

RECOMMENDATIONS FROM AUDIT: RECTIFY THE NC'S AND OBS FOUND DURING THIS AUDIT BEFORE EXTERNAL AUDIT TO ISO 901:2000 BY CERTIFICATION BODY

REF. NO	NC/ OBS/ OBJECTIVE EVIDENCE/ AUDIT TRAIL	PERSON RESP.	NC/OBS	CAR NO RAISED
1.	MAINTENANCE ASSET MANAGEMENT REGISTER PROCEDURE NO 102 – <ul style="list-style-type: none">· ALL ASSETS IN THE CLARE REGION ARE CONTROLLED THROUGH REGIONAL HOSPITAL IN LIMERICK. MAINTENANCE PLAN PROCEDURE NO 104 – <ul style="list-style-type: none">· PLAN IN PLACE FOR 2006, FORMAT GOOD, PLAN DATED APRIL 2006, PRESENTED BY LIAM KEEHAN, PLAN DIVIDED UP INTO ELDERLY CARE, CLARE MENTAL HEALTH, CLARE COMMUNITY CARE SERVICES, OTHER CARE GROUPS, CLARE TECHNICAL SERVICES DEPT.· REVIEWED 2005 PLAN, FORMAT NOT AS CLEAR AS 2006 PLAN.· PROGRESS OF PLAN PRESENTED IN ACHIEVEMENTS DATED 2005, THIS IS BROKEN DOWN INTO THREE SAME GROUPS.· SYSTEM IN PLACE IN ENNIS IN LINE WITH DOCUMENTED PROCEDURE IN MASTER PROCEDURES MANUAL			

	<p>MAINTENANCE REQUEST PROCEDURE NO 106 –</p> <ul style="list-style-type: none"> · THE PROCEDURE IN THE MASTER DOCUMENT MANUAL ONLY COVERS THE REGIONAL HOSPITAL IN LIMERICK. · THE PROCEDURE IN PLACE IN CLARE IS DIFFERENT THAN THAT. · A DOCUMENTED PROCEDURE IS REQUIRED TO BE PUT FOR ENNIS. COLETTE HAS ALREADY DRAFTED A PROCEDURE, THIS NEEDS TO BE FORMATTED AND PUT IN THE MASTER DOCUMENTS MANUAL. · REVIEWED DRAFT PROCEDURE FOR MAINTENANCE REQUESTS – PROCEDURE IS FOLLOWED CHECKED FILE · REVIEWED MAINTENANCE REQUEST FILE FOR ENNISTYMON HEALTH CENTRE, MILTON MALBAY HEALTH CENTRE AND SHANNON DENTAL CLINIC. - OK <p>GENERAL</p> <ul style="list-style-type: none"> · PROCEDURE IN PLACE IN ENNIS FOR CONTRACT WORK AND HIRE OF CONTRACT LABOUR ON DAY WORKS THESE PROCEDURES ARE FOLLOWED – SUGGEST PUTTING A SITE SPECIFIC PROCEDURES MANUAL IN PLACE TO COVER PROCEDURES SPECIFIC TO SITES. · TRAINING RECORDS OF STAFF AVAILABLE ON SITE TRAINING VERSATILITY CHART IN PLACE. NO PROCEDURE YET IN TECHNICAL SERVICES, FOR TRAINING PLAN OR MAINTAINING TRAINING RECORDS. <p>EQUIPMENT DECOMMISSIONING PROCEDURE NO 109 –</p> <ul style="list-style-type: none"> · CONTROLLED THROUGH LIMERICK. <p>CONTRACTS/ GENERAL</p> <p>FILING – NO ACCESS TO ALL RECORDS IN TECHNICAL SERVICES WHEN CLERICAL OFFICER IS OUT. ALSO FILING SYSTEM NOT KNOWN TO OTHER STAFF.</p> <p>CONTROL OF RECORDS PROCEDURE REQUIRED THIS WILL INCLUDE, ACCESS/ AVAILABILITY TO RECORDS AND RECORD FILING SYSTEM.</p>		<p>NC</p> <p>OBS</p> <p>NC</p> <p>NC</p>	
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