

HSE TECHNICAL SERVICES

AUDITOR: LOUISE NUAGHTON
DATE OF AUDIT: 13TH OCTOBER 2006
SCOPE OF THE AUDIT: CORPORATE MANAGEMENT FUNCTION
AUDITEE: GERRY MC NAMARA, JACKLINE KENNY
AUDIT NO: 4/2006

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.	<p>CORPORATE MANAGEMENT FUNCTION</p> <p>ENERGY MANAGEMENT PROCEDURE NO 401 –</p> <ul style="list-style-type: none">· REVIEWED PRESENTATION C AND AG REPORT 2005, THIS PRESENTATION, ENVIRONMENTAL HEALTH OFFICERS, ADMINISTRATION AND MEDICAL STAFF. THIS PRESENTATION REVIEWED GOOD PRACTICE NOTES 1 TO 9 FOR SEGREGATION OF WASTE.· WASTE HAZARDOUS POLICY REVIEWED.· REVIEWED C1 AND TSF FORMS USED.· REVIEWED FEB 05 RISK WASTE SEGREGATION DOCUMENT. <p>PAYMENT PROCEDURE FOR TECHNICAL SERVICES PROCEDURE NO 402 –</p> <ul style="list-style-type: none">· CHECKED CONTROL OVER CONTRACTORS PAYMENTS WITH JEAN NASH ON CONTRACTOR MANAGEMENT SYSTEM.· PAYMENT CARD SET UP FOR TOM HAYES, CHECKED G.D.L.A. NO 169/ 04 DATE ON SYSTEM 7TH DEC 2004 FOR 112K, CAPITAL PROJECT CODE B8331 61.· ITEM SENT FOR BATCHING TO LAURA, LAURA AND JEAN REVIEW PRINT OF TO CONFIRM PAYMENT. LAURA PRINTS AND UPDATE TO ACTIVATE AUTOMATIC PAYMENT. <p>HEALTH CARE RISK WASTE MANAGEMENT PROCEDURE NO 403 –</p> <ul style="list-style-type: none">· REVIEWED NATIONAL ENERGY AWARDS - SUSTAINABLE ENERGY AWARDS REVIEWED DETAILS PREPARED FOR AWARDS CAMPAIGN. DATED 2005.· REVIEWED L1 BUILDING REGULATIONS DOCUMENT.			

	<p>OPENING OF TENDERS PROCEDURE NO 404 –</p> <ul style="list-style-type: none"> · REVIEWED TENDER OPENING DOCUMENT FOR THURLES HOSPITAL, 8 TENDERS OPENED, REVIEWED BY 8 HSE EMPLOYEES DATED 5/12/03. · REVIEWED PROCEDURE WITH JOE AND GERRY. <p>BUILDING CONDITIONS SURVEY PROCEDURE NO 415 –</p> <ul style="list-style-type: none"> · REVIEWED BUILDINGS CONDITIONS SURVEY FOR 1ST FLOOR HOWLEYS QUAY, SHANNON STREET, LIMERICK. SURVEY CONDUCTED ON 22/4/2005. · RESULTS MAINTAINED ON SYSTEM, SURVEY CONDUCTED BY JOHN MAGNER. · REVIEWED PROCEDURE WITH JOE AND GERRY. <p>APPROVAL FOR PROPERTY DISPOSAL PROCEDURE NO 416 –</p> <ul style="list-style-type: none"> · REVIEWED DOCUMENT USED FOR DISPOSAL OF PROPERTY – FOR OLD DISPENSARY THOMAS STREET, RATHKEALE, CO. LIMERICK. DATED 15TH APRIL 2005. · REVIEWED PROCEDURE AND SYSTEM WITH GERRY AND JOE. AND ANGELA. <p>APPROVAL FOR PROPERTY ACQUISITIONS PROCEDURE NO 417 –</p> <ul style="list-style-type: none"> · REVIEWED PROPERTY ACQUISITION OF CORBALLY SITE. DATED 28TH SEPTEMBER 2005., REVIEWED EMAIL. · REVIEWED PROCEDURE AND SYSTEM WITH GERRY AND JOE. AND ANGELA. <p>HSE APPROVAL OF LEASES PROCEDURE NO 418 & INTERNAL APPROVAL FOR LEASES PROCEDURE NO 419 –</p> <ul style="list-style-type: none"> · REVIEWED LEASEHOLD TRANSACTIONS FOR THE COTTAGE 60 DUBLIN ROAD. DATED 2ND MARCH 2005. · REVIEWED INTERNAL APPROVAL FOR THE COTTAGE DUBLIN ROAD, DATED 25TH FEB 2005, EMAIL FORM JACQUELINE KENNY TO BERNARD GLOSTER GENERAL MANAGER PCCC. · REVIEWED PROCEDURE AND SYSTEM WITH GERRY AND JOE. AND ANGELA. <p>INTERNAL APPROVAL FOR OTHER PROPERTY TRANSACTION PROCEDURE NO 420 –</p> <ul style="list-style-type: none"> · REVIEWED AS PART OF PROCEDURE 416 AND 417 			
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