

HSE TECHNICAL SERVICES

AUDITOR: LOUISE NUAGHTON
DATE OF AUDIT: 1st MAY 2007
SCOPE OF THE AUDIT: CAPITAL PROJECTS
AUDITEE: JOE HOARE
AUDIT NO: 2/2007

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>CAPITAL PROJECTS.</p> <p>PROJECTS BRIEFS PROCEDURE NO 001 – <i>PROJECT AMBULANT DEMENHIA UNIT, AT ITA'S HOSPITAL NEW CASTLE WEST.</i></p> <ul style="list-style-type: none">· SUBMISSION FOR PCCC CAPITAL STEERING COMMITTEE DATED NOV 2006.· SCHEDULE OF TENDERS DATED 26TH APRIL 2007.· PROPOSED UNIT FOR AMBULANT DEMENTIA PERSONS TENDER DOCUMENT DATED APRIL 07· PRE SELECTION MARKETING SHEET MAIN CONTRACTORS DOCUMENTS REVIEWED DATED MARCH 07· OPTION APPRAISAL DOCUMENTS REVIEWED AND COSTS REPORTS DRAFTED BY JOE HOARE.· REVIEWED ENGINEERS SPECIFICATIONS, DRAWINGS, H AND S PLAN,· BILL OF QUANTITIES REVIEWED· INDENTURE OF ENGAGEMENT AND QUANTITY SURVEYOR FILES REVIEWED AUG 01.· PLANNING DETAILS REVIEWED JUNE 2003 REF 02/1669.· PROJECT BRIEF ON FILE. <p>EQUIPMENT TRAINING PROCEDURE NO 105 – <i>PROJECT WESTBURY HEALTH CENTRE</i></p> <ul style="list-style-type: none">· REVIEWED PRICING REPORT FOR MECHANICAL ELECTRICAL AND LIFT			

	<p>INSTALLATIONS DATED 27TH MARCH 2007. (DON O'MALLEY)</p> <ul style="list-style-type: none"> · DRAWINGS ON FILE AND REVIEWED. · STAGE 4/5 COST PLAN DATED 25TH JAN 2007. REVIEWED. · APPROVAL SUPPLIER LIST REVIEWED. · INITIAL APPROVAL DETAILS BY SEAMUS MC NULTY DATED 6TH JULY 20006. · SCHEDULE OF TENDERS REVIEWED DATED 23RD MARCH 2007. <p>COMMISSIONING AND DECOMMISSIONING OF EQUIPMENT PROCEDURE NO 109 – <i>BERNARD RYAN</i></p> <ul style="list-style-type: none"> · PROCEDURE REVIEWED AND FOUND TO BE IN ORDER AND FOLLOWED. · NO CHANGES TO THE PROCEDURE REQUIRED AT PRESENT. <p>EQUIPPING PROCEDURES PROCEDURE NO 013 - <i>PROJECT WESTBURY HEALTH CENTRE</i></p> <ul style="list-style-type: none"> · PROCEDURE REVIEWED AND FOUND TO BE IN ORDER AND FOLLOWED. · REVIEWED TENDER DOCUMENT FOR PHASE ONE PROJECT · REVIEWED TENDER DOCUMENT FOR MECHANICAL SERVICE INSTALLATIONS DATED MARCH 2007 COMPLETE BY DON O'MALLEY AND PARTNERS CONSULTANTS. <p>DESIGN SPECIFICATIONS FOR EQUIPMENT PROCEDURE NO 010 – <i>ENNIS HOSPITAL PROJECT</i></p> <ul style="list-style-type: none"> · PROCEDURE REVIEWED AND FOUND TO BE IN ORDER AND FOLLOWED. · REVIEWED THE SPECIFICATION FOR THE ANAESTHETIC MACHINE FOR ENNIS HOSPITAL PROJECT MAINTAINED ON SYSTEM ELECTRONICALLY. · PROJECT EU 6 IN 2002 - OK <p>EU PUBLIC PROCUREMENT PROCEDURE NO 006 – <i>NEW EQUIPMENT – CATH LAB</i></p> <ul style="list-style-type: none"> · PROCEDURE REVIEWED AND FOUND TO BE IN ORDER AND FOLLOWED. · REVIEWED THE FOLLOWING OF THE EU PROCUREMENT PROCEDURE FOR THE NEW PIECE OF EQUIPMENT IN THE CATH LAB. · TENDER DOCUMENT DATED 11/11/05. · STANDARD LAYOUT USED FOR THE TENDER DOCUMENT - OK 			
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PLANNING APPLICATIONS PROCEDURE NO 008 – *PROJECT - ENNIS GENERAL HOSPITAL DEVELOPMENT PROJECT STAGE ONE*

- DESIGN BRIEF FOR DESIGN TEAM DATED 6TH DEC 2005.
- REVIEWED DRAFT DEVELOPMENT BRIEF DATED JULY 2002.
- REVIEWED PLANNING PERMISSION CERTIFICATE
- PROCEDURE REVIEWED AND FOUND TO BE FOLLOWED.

FIRE CERTIFICATE APPLICATIONS PROCEDURE NO 009 – *PROJECT - ENNIS GENERAL HOSPITAL DEVELOPMENT PROJECT STAGE ONE*

- REVIEWED FIRE SAFETY CERTIFICATE
- REVIEWED PLANNING DOCUMENTS DATED 23RD DECEMBER 2002 REF 02/121.

8 STAGE POST EVALUATION PROCEDURE NO 017 – *RECENT PROJECTS*

- I REVIEWED 8 STAGE POST EVALUATION PROCEDURE,
- IT WAS NOTED THAT THE FILES NEED TO BE ORGANISED MORE. EXAMINE MORE CLOSELY WHEN STAFFING LEVELS ARE BACK TO WHAT'S REQUIRED. REVIEW AT NEXT AUDIT.

POST CONTRACT PROGRESS AND COST CONTROL PROCEDURE NO 012 – *WILL REVIEW THIS PROCEDURE AT NEXT AUDIT OF THIS SECTION. NO PROJECTS AT PRESENT AT THIS STAGE.*

**CONTROL OF BUILDING WORKMANSHIP PROCEDURE NO 018
*WILL REVIEW THIS PROCEDURE AT NEXT AUDIT OF THIS SECTION. NO PROJECTS AT PRESENT AT THIS STAGE.***

	<i>IT WAS NOTED THAT FORMAL PROCEDURES NEED TO BE DEVELOPED FOR THE DRAFTING/ DRAWING OFFICE.</i>	<i>JOE HOARE</i>	<i>OBS</i>	
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