

## HSE TECHNICAL SERVICES

**AUDITOR:** LOUISE NUAGHTON  
**DATE OF AUDIT:** 13<sup>TH</sup> OCTOBER 2006  
**SCOPE OF THE AUDIT:** CORPORATE MANAGEMENT FUNCTION  
**AUDITEE:** GERRY MC NAMARA, JACQUELINE KENNY  
**AUDIT NO:** YEAR 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><b>CORPORATE MANAGEMENT FUNCTION</b></p> <p><b>BUILDING CONDITIONS SURVEY PROCEDURE NO 415 –</b></p> <ul style="list-style-type: none"><li>· REVIEWED BUILDINGS CONDITIONS SURVEY FOR PLASSEY BUILDING, LIMERICK. SURVEY CONDUCTED ON 12<sup>TH</sup> APRIL 2005. AUDITOR JOHN MAGNER. TEMPLATE USED WHEN CONDUCTING THE SURVEY. REPORT ON FILE IN CORRECT LOCATION.</li><li>· RESULTS MAINTAINED ON SYSTEM ALSO.</li><li>· REVIEWED PROCEDURE.</li><li>· PLAN TO CARRY OUT BUILDINGS CONDITIONS SURVEY ON A FREQUENT BASIS.</li></ul> <p><b>APPROVAL FOR PROPERTY DISPOSAL PROCEDURE NO 416 –</b></p> <ul style="list-style-type: none"><li>· REVIEWED DOCUMENT USED FOR DISPOSAL OF PROPERTY – FOR OLD DISPENSARY THOMAS STREET, RATHKEALE, CO. LIMERICK. DATED 15<sup>TH</sup> APRIL 2005.</li><li>· REVIEWED PROCEDURE AND SYSTEM WITH JACQUELINE KENNY.</li></ul> <p><b>APPROVAL FOR PROPERTY ACQUISITIONS PROCEDURE NO 417 –</b></p> <ul style="list-style-type: none"><li>· REVIEWED PROPERTY ACQUISITION OF CORBALLY SITE. DATED 28<sup>TH</sup> SEPTEMBER 2005., REVIEWED EMAIL.</li><li>· REVIEWED PROCEDURE AND SYSTEM WITH JACQUELINE KENNY.</li></ul>			

	<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>· REVIEWED COMPUTER SYSTEM AND RECORDS OR PROPERTY REGISTER. RESTRICTED ACCESS TO SYSTEM TO PREVENT UNAUTHORISED CHANGES. 2 EMPLOYEES AND 2 INSURANCE MANAGEMENT EMPLOYEES HAVE ACCESS TO SYSTEM.</li> <li>· PROPERTY UPDATED DAILY AS CHANGES TO PROPERTY OCCUR.</li> <li>· 2 FILING CABINETS IN OPERATION FOR HARD COPY DETAILS, ONE FOR RENTAL PROPERTY AND ONE FOR OWNED PROPERTY. EXAMINED FILE REFERENCE SYSTEM AND FILE IDENTIFICATION, GOOD SYSTEM IN OPERATION.</li> <li>· <b>OWNED PROPERTY:</b></li> <li>· REGIONAL HOSPITAL, LIMERICK. NO 01 REFERENCE, COPY OF DEEDS ON FILE. FILE IN SUITABLE CABINET FILES IN ORDER. ALSO ON FILE THE OUTLINE DEVELOPMENT CONTROL PLAN FOR HOSPITAL.</li> <li>· <b>RENTED PROPERTY:</b></li> <li>· 90 O' CONNELL STREET, LIMERICK. CHILD AND ADOLESCENT MENTAL HEALTH. NO L703 REFERENCE.</li> <li>· HARD COPY OF LEASE AGREEMENTS AND OTHER RELEVANT INFORMATION MAINTAINED ON FILE IN LEASE CABINET.</li> </ul> <p><b>HSE APPROVAL OF LEASES PROCEDURE NO 418 &amp; INTERNAL APPROVAL FOR LEASES PROCEDURE NO 419 –</b></p> <ul style="list-style-type: none"> <li>· REVIEWED LEASEHOLD TRANSACTIONS FOR THE COTTAGE 60 DUBLIN ROAD. DATED 2<sup>ND</sup> MARCH 2005.</li> <li>· REVIEWED INTERNAL APPROVAL FOR THE COTTAGE DUBLIN ROAD, DATED 25<sup>TH</sup> FEB 2005, EMAIL FORM JACQUELINE KENNY TO BERNARD GLOSTER GENERAL MANAGER PCCC.</li> <li>· PROPERTY LEASE NOT GOING AHEAD. REVIEWED DETAILS WITH JACQUELINE KENNY. PLANNING PERMISSION REFUSED.</li> </ul>			
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