

AUDITOR: LOUISE NUAGHTON
DATE OF AUDIT: 23RD JANUARY
SCOPE OF THE AUDIT: QUALITY MANAGEMENT SECTION
AUDITEE: CLODAGH HANRATTY, GERRY MACNAMARA, ALL TECHNICAL SERVICES STAFF
AUDIT NO: 1/2006

none

REF. NO	NC/ OBS/ OBJECTIVE EVIDENCE/ AUDIT TRAIL	PERSON RESP.	NC/OBS	CAR NO RAISED
1.	<p>QUALITY MANAGEMENT SYSTEM AUDITED ON 23RD JANUARY 2006.</p> <p>QUALITY RECORDS PROCEDURE</p> <ul style="list-style-type: none"> RECORD CONTROL PROCEDURE DRAFTED PROCEDURE FINALISED TODAY. PROCEDURE CIRCULATED TO ALL COPY HOLDERS TODAY. CHECKED RECORDS LISTING WITH STAFF MEMBERS IN PLASSEY. - OK <p>DOCUMENT AND DATA CONTROL</p> <ul style="list-style-type: none"> DOCUMENT CONTROL PROCEDURE IN DRAFTED MASTER DOCUMENT LIST NOT UP TO DATE ELECTRONIC DATA SERVER BACKUP SYSTEM IN PLACE IN HSE. NO OBSOLETE OBSOLETE YET. CHECKED DOCUMENT APPROVAL, ISSUES WITH SOME PROCEDURE NOT APPROVED IN MANUALS CIRCULATED. ISSUE NOW BEING ADDRESSED BY DOCUMENT CONTROLLER. A LIST OF CONTROLLED COPY HOLDERS IN QUALITY MANUAL. COPY HOLDERS HAVE SIGNED ACCEPTANCE OF THEIR COPY OF THE PROCEDURES MANUAL. QUALITY MANUAL NOT ISSUED OUT YET <p>NON CONFORMING AND CORRECTIVE AND PREVENTATIVE ACTION PROCEDURES (CUSTOMER COMPLAINTS)</p>	<p>NIAMH</p> <p>NIAMH</p>	<p>NC</p> <p>NC</p>	

<ul style="list-style-type: none"> · EXAMINED CONTENTS OF PROCEDURE WITH CLODAGH. · AN EXTRA PAGE WAS IN THE NON CONFORMING PROCEDURE. IT NEEDS TO BE REMOVED – PAGE 4 OF 4. · 5 C/PAR HAVE BEEN RAISED TO DATE. CLODAGH HANRATTY WAS THE ORIGINATOR OF ALL OF THEM. REVIEWED STATUS OF ALL SOME CLOSED OUT. ISSUES RAISED WERE VARIED, FIRE SAFETY, PLANNING PERMISSION ETC. · NEED TO INFORM OTHER DEPARTMENTS OF THE NEED TO RAISE P/CAR <p>INTERNAL AUDIT PROCEDURES</p> <ul style="list-style-type: none"> · NO INTERNAL AUDIT SCHEDULE IN PLACE FOR 2005/6. · A FULL SET OF INTERNAL AUDITS CURRENTLY BEING CARRIED OUT. · PROCEDURE CONTENTS REVIEWED AND FOUND TO BE OK. <p>OBJECTIVE AND TARGETS AND CONTINUOUS IMPROVEMENT</p> <ul style="list-style-type: none"> · OBJECTIVE AND TARGETS NEED TO BE FINALISED. · QIP SYSTEM IN PLACE TO PLAN QUALITY IMPROVEMENT PROGRAMMES, REVIEWED QIP SYSTEM, ITEMS BEING FOLLOWED UP BY GERRY MAC NAMARA. · A FORMAL REVIEW OF QIP'S WILL TAKE PLACE AT THE NEXT MANAGEMENT REVIEW MEETING. <p>MANAGEMENT REVIEW MEETING</p> <ul style="list-style-type: none"> · MANAGEMENT REVIEW MEETING PLANNED TO TAKE PLACE NEXT WEEK. <p>CUSTOMER FEEDBACK</p> <ul style="list-style-type: none"> · THE HSE HAS A DEPARTMENT FOR LOGGING, ANALYSING AND FOLLOWING UP CUSTOMER COMPLAINTS AND COMMENTS TO COMPLETION. HSE TECHNICAL SERVICES ARE INFORMED AS ISSUES ARISE. <p>QUALITY MANUAL CHECKED CONTENTS OF THE QUALITY MANUAL, RECENTLY DRAFTED ALL REFERENCES CORRECT, SCOPE OF SYSTEM DEFINED, EXCLUSIONS EXPLAINED, ORGANISATION CHART INCLUDED.</p> <p>NO REVISION HAVE TOOK PLACE YET.</p>	<p>NIAMH</p> <p>CLODAGH/ LOUISE</p> <p>LOUISE</p> <p>CLODAGH</p> <p>GERRY</p>	<p>NC</p> <p>OBS</p> <p>NC</p> <p>OBS</p> <p>OBS</p>
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