

HSE TECHNICAL SERVICES

AUDITOR: LOUISE NAUGHTON
DATE OF AUDIT: 1st February 2006
SCOPE OF THE AUDIT: MAINTENANCE
AUDITEE: TONY MC BRIDE
AUDIT NO: 5/2006

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>MAINTENANCE</p> <p>CONTINGENCY PLAN PROCEDURE NO 101 –</p> <ul style="list-style-type: none">· ONE CONTINGENCY PLAN FOR EACH HOSPITAL· THE SERVICES OFFICER IN CHARGE OF PLAN· THE PLAN WAS UPDATED 12 MONTHS AGO· PLAN IN PLACE FOR 4 YEARS· PLAN ACTIVATED AS REQUIRED THE PLAN WELL IN PLACE ANDS TESTED AS NEEDED.· SPOKE WITH TONY MC BRIDE ON THIS <p>ASSET MANAGEMENT REGISTER PROCEDURE NO 102 –</p> <ul style="list-style-type: none">· ASSET MANAGEMENT REGISTER MAINTAINED LIVE ON SYSTEM· UPDATED ONLY LAST WEEK WITH FRIDGES FOR KITCHEN AREAS· TEMPLATE SHEET DRAFTED BY TECHNICIANS, AS ASSET RECEIVED AND SUBMITTED TO SERVICES MANAGER IN MAINTENANCE DEPT FOR UPDATING· LARRY MURPHY ELECTRICIAN SERVICES PERSON IN CHARGE OF UPDATING REGISTER· CODE FOR MAKING CHANGES TO ASSET MANAGEMENT REGISTER WITH ELECTRICAL SERVICES MANAGER LARRY MURPHY· SPOKE WITH TONY MC BRIDE ON THIS			

	<p>MAINTENANCE PLAN PROCEDURE NO 104 –</p> <ul style="list-style-type: none"> · PLAN ALMOST COMPLETED FOR 20004/2005 PLAN FOR CAPITAL PROSPECTIVE FOR EXPENDITURE · LAST YEAR 2004 ALL ELECTRICAL INSULATION TE4STING COMPLETED FOR ALL HOSPITALS CARRIED OUT. · ELECTRICAL TESTING OF INSULATION CARRIED OUT NORMALLY OVER A 4-YEAR PERIOD. · REVIEWED MECHANICAL DRAWINGS ON FILE FOR REGIONAL HOSPITAL IN ALL LOCATIONS. · REVIEWED ELECTRICAL DRAWINGS ON FILE FOR REGIONAL HOSPITAL IN ALL LOCATIONS · SPOKE WITH TONY MC BRIDE AND DRAWINGS OFFICE WHEN AUDITED PROCEDURE. <p>MAINTENANCE REQUEST PROCEDURE NO 106 –</p> <ul style="list-style-type: none"> · HELP DESK ANSWERING SERVICE N PLACE BETWEEN 8.30AM AND 5.00PM · ON CALL IN PLACE AFTER THESE HOURS · REVIEWED FILE OF 11,000 JOBS ROUTED THROUGH MAINTENANCE DEPT FOR 2005. · 95% OF JOBS RECEIVED FOR 2005 ARE NOW CLOSED OUT OTHERS WAITING PARTS ETC. · SPOKE WITH TONY MC BRIDE · CONTROL SYSTEM IN PLACE FOR AUTOMATIC ALERT OF MAINTENANCE REQUIRED IN BUILDING MANAGEMENT SYSTEM. · JOBS ARE THEN ROUTED TO THE HELP DESK AND ISSUED OUT THERE. · REVIEWED PRINT OFF JOB ALLOCATION FOR FRIDAY 27/1/06, JOBS ALLOCATED TO INDIVIDUAL PEOPLE TO CARRY OUT. · JOB SHEET PRINTED OUT 3 TIMES DAILY FOR ADDRESSING. <p>GENERAL –</p> <ul style="list-style-type: none"> · JOB SHEET REPORT (INTERNAL SERVICE REPORT) IN PLACE NO PROCEDURE TO STATE SYSTEM OF OPERATION. <p>EQUIPMENT DECOMMISSIONING PROCEDURE NO 109 –</p> <ul style="list-style-type: none"> · TO BE AUDITED WITH BERNARD LENNON AT NEXT SESSION OF INTERNAL AUDITS. 	TONY MC BRIDE	NC	
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