

ISO MEETING TECHNICAL SERVICES – CLARE MAINTENANCE

PRESENT: LIAM KEEHAN
GERRY MAC NAMARA
NIAMH MOONEY
LOUISE NAUGHTON

SUBJECT: TO DISCUSS WORK FOLLOWING THE INTERNAL
AUDIT IN MAINTENANCE IN ENNIS ON 12TH
FEBRUARY 2008.

DATE: 12TH FEBRUARY 2008

WORK TO BE DONE BY LIAM KEEHAN:

1. MAINTENANCE REQUEST PROCEDURE TO BE DRAFTED BY 12TH MARCH 2008
2. CONTRACTS DAY LABOUR PROCEDURE – OUTSOURCING PLUMBERS, ELECTRICIANS ETC TO BE DRAFTED BY 12TH MARCH 2008.
3. TRAINING PROCEDURES TO BE DRAFTED TO INCLUDE TRAINING RECORDS, VERSATILITY CHARTS, TRAINING PLAN BY THE 12TH MARCH 2008.

LOUISE NAUGHTON WILL VISIT ENNIS END MARCH TO REVIEW PROGRESS OF THESE PROCEDURES.