

## **ISO MEETING TECHNICAL SERVICES - TIPPERARY**

**PRESENT:** JIM  
HELEN  
PHILIP  
GERRY  
NIAMH  
LOUISE

**SUBJECT:** TO DISCUSS WORK FOLLOWING THE INTERNAL  
AUDIT IN MAINTENANCE IN TIPPERARY ON 7<sup>TH</sup>  
FEBRUARY 2008

**DATE:** 7<sup>TH</sup> FEBRUARY 2008

### **WORK TO BE DONE BY JIM:**

1. MAINTENANCE REQUEST PROCEDURE TO BE DRAFTED BY JUNE 2008
2. CONTINGENCY PLAN TO BE DEVELOPED BASED ON LIMERICK VERSION BY JUNE 2008.
3. .ASSET REGISTER TO BE UPDATED BY JUNE 2008.

LOUISE NAUGHTON WILL VISIT ENNIS END APRIL 2008 TO REVIEW  
PROGRESS OF THESE PROCEDURES.