

## ESTATES HSE WEST

Audit Date: 12<sup>th</sup> May 2009  
 Audited Procedure: Preparation of projects briefs - Capital projects - Programme 28<sup>th</sup> Feb 2005 Revision 0  
 Auditor: Louise Naughton  
 Auditee: Noel  
 Details : Job – Westbury Health Clinic.

ref	Question	answer	Nc/obs	Action planned By whom expected completion date	Closed out date and verification details
1.	Are the <b>Key stakeholders involved in the briefing team.</b>	Westbury health centre. <ul style="list-style-type: none"> <li>• Assessment of need conducted. By Health Service</li> <li>• Briefing Team – Ester Conlon – Health Manager, LHM, Capital projects.</li> </ul>			
2.	Is the brief compiled by the briefing team.	Westbury Health Centre brief available.			
3	Was an <b>option appraisal</b> carried out.	The options are examined by Capital Projects and needs and costs. 2/ 3 options examined and available on file.			
4.	<b>Initial walk around survey.</b>	Survey carried out to Ensure that it was			

		suitable. Carried out for Westbury job.			
5.	Was <b>strategic vision</b> taken into account?	No of patients looked at etc. The same process examined although this is not an acute Hospital.			
6.	Was <b>Site description and site services examined?</b>	Is the location suitable, space suitable, ground condition. <b>Survey carried out for this job externally.</b>			
7.	Is there an <b>assessment of need</b> conducted and does it include Current service profile, Demographics and Activity levels?	Available for job in Westbury.			
8.	Was <b>Functional Content survey</b> carried out?	This forms part of the project brief. The <b>brief is available for this project.</b>			
9.	Was a <b>schedule of accommodation</b> carried out for this job?	<b>This is part of the project brief. Ok</b>			
10.	<b>Operational policies</b> are part of the project brief. Interfaces between departments.	<b>This is part of the project brief. Ok</b>			
11.	Was <b>communication</b> considered in the project brief?	<b>This is part of the project brief. Ok</b>			
12.	Were <b>external traffic examined</b> , cars helicopters etc.	<b>This is part of the project brief. Ok</b>			
13.	Were <b>internal traffic examined</b> , patients, visitors, staff etc.	<b>This is part of the project brief. Ok</b>			

14.	Is <b>departmental requirements example</b> – type of accommodation.	<b>This is part of the project brief. Ok</b>			
15.	Does the <b>brief include mechanical and electrical requirements?</b>	<b>Yes. It is included in the project brief.</b>			
16.	Does <b>the brief include civil and structural engineering requirements?</b>	The survey was conducted externally.			
17.	Did the design conform to <b>Building regulations?</b>	All M and E, Architurtect, Contractors follow building regulations.			
18.	Were <b>costing conducted for the job?</b>	A package is used for initial costings.			
19.	Was <b>the brief submitted for approval to HSE?</b>	The Signed brief is available for the Westbury job.			
20.	Read and review the procedure are there other issues with the procedure.	No Reference are made to Technical Services.			