

ESTATES HSE WEST

Audit Date: 18th May 2009
 Audited Procedure: 101 Contingency Procedure
 Auditor: Louise Naughton
 Auditee: Tony Mc Bride.

| ref | Question | answer | Nc/obs | Action planned By whom expected completion date | Closed out date and verification details |
|-----|--|--|--------|--|---|
| 1. | Is the contingency Plan up to date? | Yes. The plan is up to date. Dated 31 st March 2005. | | | |
| 2. | Is the plan available to each dept./ person who need it? | The plan is available in the workshops in each location in a folder. | | | |
| 3. | Is the plan reviewed? | The plan is reviewed when systems in place have changed. The systems in place have not changed so the there is no need to update the plan. | Obs. | Re issue procedure at revision 1 to show that it was reviewed. | |
| 4. | Did the appropriate people in the organisation have input into the plan? | Information was got from people concerned and incorporated into the | | | |

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|----|---|---|------|---|--|
| | | plan? | | | |
| 5. | Is there a record of who in the department received training in the content of the procedure? | No record of training/ attendance in place. | Nc | Review plan with appropriate people in the department and maintain attendance record. | |
| 6. | Read and review the procedure are there other issues with the procedure. | Reference are made to Technical Services. | Obs. | Remove reference to Technical Services form the procedure. | |