

## ESTATES HSE WEST

Audit Date: 18<sup>th</sup> May 2009

Audited Procedure: 104 Procedure for maintenance plan march 2005

Auditee: Tony Mc Bride.

ref	Question	Answer	Nc/obs	Action planned By whom expected completion date	Closed out date and verification details
1.	Is there a maintenance plan available?	Reviewed maintenance plan for 2009. Included is all 3 hospitals description of work, fire and safety, estates, location of work.			
2.	Is the plan issued out?	This plan has been issued Jan 09 to the Manager - Mark Sparling, Estate Manager - Joe Hoare,			
3.	Was the plan approved?	List and priorities are approved by Manager and Estates Manager.			
4.	Was the plan funded?	Funding was sought by Joe Hoare from Estates Central.			

		Correspondence has been received back on this through Joe. Funding still awaiting.			
5.	Read and review the procedure are there other issues with the procedure.	Reference are made to Technical Services Supervisor and Officer.	Nc	Remove references to Technical Services.	