

ESTATES HSE WEST

Audit Date: 12th June 2009
 Audited Procedure: 107 Procedure for staff Training revision 0
 Auditor: Louise Naughton
 Auditee: Jim Enright Department.

ref	Question	Answer	Nc/obs	Action planned By whom expected completion date	Closed out date and verification details
1.	Review contents of the procedure to ensure that the procedure reflect staff training.	Procedure was reviewed by Jim Enright and found to reflect practices.			
2.	Is there a designated Health and Safety Rep?	Rodger Carey acting Forman is the Delegated Health and Safety Representative.			
3.	Are certificates of courses maintained on file?	Yes Abrasive wheel training conducted 16/6/08 by Michael Brennan. 8 employees attended the course			
4.	Is mandatory training carried out with staff?	Yes, Safe pass, Abrasive wheels, Fire and Safety training etc reviewed records on file and found ok.			
5.	Is the training matrix up to date?	Reviewed the training matrix and found it to be up to date today.			
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. Item 4 makes reference to Technical Service.	This was done and procedure now at rev 01 dated 12/6/09