

ESTATES HSE WEST

Audit Date: 9th March 2009
 Audited Procedure: 301 Document and Date Control, dated 9/11/04, Revision 0
 Auditor: Louise Naughton
 Auditee: Niamh Mooney

ref	question	answer	Nc/obs	Action planned By whom expected completion date	Closed out date and verification details
1	Is the Master document list available to all Estates employees?	Currently a large job has been done on setting up all Estates documents on the server for all Estate staff to view.			
2	Is the Master document list up to date?	Yes the master document list was updated in March 09.			
3	Are document changes controlled through the use of the corrective action form?	A car is raised to control the updates to procedures. One will be raised to control update to procedure 301 to rev 1.			
4.	Do all Estate staff have access by computer to the Estates procedures?	Yes all Estates staff have computer access and will have access to procedures once these are set up on the server.			
5.	Are records on the server backed up?	Yes. Server is backed up automatically every day.			

6.	Can changes to procedure only be controlled by the Quality Management Representative or delegate?	A "read only" will be set up for Estate employee to view documents. This is currently being set up.			
7.	Read and review the procedure are there other issues with the procedure.	Reference are still made to Technical Services and Form no xxx.	obs	Remove references to Technical services and Form no xxx.	