

ESTATES HSE WEST

Audit Date: 9th March 2009

Audited Procedure: 302 Management Review Procedure, dated 12/9/07, Revision 1

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 Management Review Meeting conducted at defined intervals?	Last Management Review Meeting conducted April 08. Next Due April 08			
2.	Do all Managers or relevant employees attend the meeting	Yes Meeting attended by Gerry, Niamh Mooney and Louise Naughton.			
3	Did the Management Review Meeting follow a set agenda?	Yes. The agenda followed was the same as the previous year.			
4.	Were action items raised at the Management Review closed out.	The Management Review Meeting scheduled for April 09 will review the action items raised at the previous meeting.			
5.	Read the procedure and note any other issue with it.	Reference are still being made to Technical Services.	Obs	Remove these referenced.	