

ESTATES HSE WEST

Audit Date: 19th March 2009

Audited Procedure: 306 Quality Records Procedure, dated 09/11/05, 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 there an Quality Records Procedure in place as required by ISO 9001:2008?	Yes there is a quality records procedure and it need updating to remove references to Technical Services.			
2.	Is the CAR/PAR system used to control the introduction and revision to all quality records?	Yes, it is the system that will be used if there are new quality records introduction or revision.			
3	Is there a quality records listing in place? Does it cover retention times, responsibility, disposal filing and location of records?	Yes. Dated Jan 2006.			
4.	Is the Quality Records listing up to date?	Yes at the present time.			
5	Are there any quality records not listed on the Quality records listing?	None identified at present.			
6.	Read the procedure and note any issues.	The procedure needs to be reviewed to remove references to Technical Services.	Obs.	Update procedure to remove reference to Technical Services.	