

Operational Audit Report

Issue Date 12/03
Page 3 of 11

- Minor IN's

IN 2031, due March Vehicle Day Hire Register, 5-11-1 is uncontrolled. This audit has identified form 5-11-1 is yet to be controlled, IN Minor –FP2-1/1.

- **IN Minor– FP -1/4** Improvement Notices are not closed out in a time frames as specified by SOP 2-3 Directorate Improvement

IN 2032, due March, Andrew Brown training for Restricted Electrical License for Testing and Tagging, is not recorded in the CHRIS. Review of CHRIS shows Andrew Brown training record does not include DES33D, Electrical Tag and Testing. Andrew made a commitment during the audit to bring in his certificate on June 4th, to register course completion in the CHRIS, so as to close this IN.

It was also observed that Training Course code DES33D has also been allocated to Spill Response Control Training. (Attach. 1, Training record for Craig Windon)

- **IN OFI-FP-1/5** Consider allocating unique codes for training courses in the CHRIS system to ensure that required training has been completed. i.e. DES33D allocated for Electrical tag and Testing and Spill Response Training. Course code ENGCON (which appears a miscellaneous course code) is allocated to both Conflict Resolution and Stress Management.

- Selected Opportunities for Improvement.

IN 2028, due Aug , The Unserviceable tag does not identify what the tag is for e.g. it does not state the equipment is unserviceable. The format of the Out Of Service tag was reviewed by Trevor Sweetnam to standardise amongst the 3 sites. A good standardised text based format was decided. An improvement suggestion from individual sites to colour code the tags, clearly differentiating equipment to owner depots, has now also been implemented. This IN can be closed out.

IN 2126, due Mar, Vehicle log book form uncontrolled form. The current version 3-9 (in ESSOP) is 16/4/. Up to 16/04 log records for vehicle, registration number 755.KMX were recorded on the old formats. No copies of the updated format were sighted in the vehicles' manual. Vehicle log book for 208. LNC Plant 25457, had the correct form.

- **IN Minor-FP -1/6** The system does not always ensure that published current versions of controlled forms are distributed at all points of use. I.e. no hard copies of 3-9 Vehicle log book were located in vehicle 755.KMX.
- **IN OFI-FP -1/7** Following publishing of updated forms, consider controlled distribution to all points of use. This could be managed through the procedure issue check list, 7-40. The checklist could be modified, or another format developed such as a document distribution master list, to track the percentage distribution to all hard copy controlled locations, i.e. Form 3-9, distributed to all vehicles.

Staff Meetings

The minutes of Small Plant Staff Meetings for May 13th and April 15th sighted. Minutes of April 15th were reviewed in detail. The meeting number for this meeting was 01. A number of issues observed.

- Progress updates of action items dated back to 19/6/
- Suggest to include the manager of Fleet and Plant, Dean Guthridge to the distribution list of minutes so as to address prolonged action items
- Minutes were recorded on the Standard Meeting Action Plan from 3-2. ESD SOP. Dated 16/05/ Rev 3, the current version as listed by the ESD SOP Contents page (16/04/10) Rev 7 dated 21/08/09, titled Engineering Services Meeting Minute Template. (Note: The version in the hard copy manual was Rev 6 dated 13/05/)

IN Minor-FP -1/8 The system does not always ensure that staff meeting minutes are recorded on the latest controlled version of the Engineering Services Meeting Minute Template. I.e. for meeting April 15th, the minutes were recorded on version 3, 16/05/, of 3-2. The current version is 7, dated 21/08/.

PLEASE NOTE: ONCE THIS DOCUMENT IS PRINTED IT BECOMES AN UNCONTROLLED DOCUMENT

c:\users\kure and associates\01 commercial business\03 31 \06 06 fleet and plant \06 03 fleet and plant services master 8-5
_operational_audit_report_1203[1].docm