

Infrastructure & Services Committee

APPENDIX 1

ICR REGISTER 2008

NCR No	DESCRIPTION	GENERATED BY	ASSIGNED TO	DATE ASSIGNED	COMPLETED DATE
01/08	Review IMS Manual	Paul Szumilas	Paul Szumilas	29/07/2008	
02/08	22/25 July Surveillance Audit SAI Global - Area of Concern. There is no clear evidence that the register for legislative requirements has been updated since last SAI Global audit to address any possible changes to the legal and other requirements e.g. RTA Q4M Clause 4.2.5.	Paul Szumilas	Paul Szumilas Shane Wright	29/07/2008	
03/08	22/25 July Surveillance Audit SAI Global - Area of Concern. Risk identification including aspects and impacts have not been incorporated into the IMS for office based activities e.g. Cessnock City Council main office.	Paul Szumilas	Paul Szumilas Shane Wright	29/07/2008	
04/08	22/25 July Surveillance Audit SAI Global - Area of Concern. The improvement objectives published in the system are out of date and inconsistent with other council objectives.	Paul Szumilas	Paul Szumilas	29/07/2008	
05/08	22/25 July Surveillance Audit SAI Global - Area of Concern. Not all audits have been undertaken in line with the 2008 audit schedule.	Paul Szumilas	Paul Szumilas	29/07/2008	
06/08	22/25 July Surveillance Audit SAI Global - Area of Concern. The corrective action system has not been well utilised. Authorise form System Improvement Request.	Paul Szumilas	Paul Szumilas	29/07/2008	
07/08	22/25 July Surveillance Audit SAI Global - Area of Concern. There has been slippage in management review frequency.	Paul Szumilas	Lew Oldfield, Paul Szumilas	29/07/2008	
08/08	22/25 July Surveillance Audit SAI Global - Opportunities for improvement. Consider more appropriate presentation of the organisations policy in public places.	Paul Szumilas	Paul Szumilas	29/07/2008	
09/08	22/25 July Surveillance Audit SAI Global - Opportunities for improvement. Consider reviewing the specific nature of auditor qualification requirements.	Paul Szumilas	Lew Oldfield	29/07/2008	
10/08	22/25 July Surveillance Audit SAI Global - Opportunities for improvement. Consider reviewing the numbering system for the corrective action process.	Paul Szumilas	Paul Szumilas	29/07/2008	
11/08	22/25 July Surveillance Audit SAI Global - Opportunities for improvement. Consider the identification of actions arising, timeliness and responsibilities for implementation in management review minutes.	Paul Szumilas	Lew Oldfield	29/07/2008	7/08/2008
12/08	22/25 July Surveillance Audit SAI Global - Opportunities for improvement. Consider reviewing the Document and Data Control procedure to reflect current organisational status.	Paul Szumilas	Paul Szumilas	29/07/2008	
13/08	22/25 July Surveillance Audit SAI Global - Opportunities for improvement. Consider the reviewing the dangerous goods signage on the poisons storage shed at the depot.	Paul Szumilas	Paul Szumilas	29/07/2008	
14/08	22/25 July Surveillance Audit SAI Global - Opportunities for improvement. Consider identifying the waste liquid sump adjacent to the depot workshop as a confined space.	Paul Szumilas	Renae Leayr	29/07/2008	
15/08	22/25 July Surveillance Audit SAI Global - Opportunities for improvement. Consider sourcing stormwater pit covers for the depot workshop.	Paul Szumilas	Renae Leayr	29/07/2008	
16/08	22/25 July Surveillance Audit SAI Global - Opportunities for improvement. Consider updating the process for the review of Material Safety Data Sheets.	Paul Szumilas	Renae Leayr	29/07/2008	
		Paul Szumilas	Paul Szumilas	28/07/2008	