Quality Manual Audit Plan for 2011/12

				May-11	Jun-11	Jul-11	Aug-11		HMT members / Auditors	
Ref	**Title**	**RO**								
OP3	Right to Repair	SHO tech		AMJ					AMJ	Anita Jamieson
OP9	Repairs at 12a North Road	SHO tech		GM					VS	Vaila Simpson
OP20	Annsbrae Allocation Procedure	GM		RK					GM	George Martin
OP24	Petty Cash	AMJ			GM				RK	Rod Keay
OP33	Disclosure Check Procedure	AMJ		VS						
OP36	Personal Injury Notification Forms	AMJ			VS					Documentation complete
OP43	Keys	VS			RK					
OP48	Moving Adults On	GM			AMJ					ISO Audit
										Expected Aug/Sep 2011
PGN3	Chimney Sweeping	SHO tech		AMJ						
PGN9	Lighting	SHO tech		VS						
PGN14	Laminate Flooring in Upper Flats	VS			RK					
PGN21	Updating of Publicity and Information Materials	AMJ			GM					
	Prepared by Anita Jamieson 17/01/11									