



INTERNAL AUDIT SCHEDULE 2015

QMS System Documentation	Process Owner	Date	Auditor
Quality Manual	<i>Rosemary/Declan</i>	Revised April 2015	n/a
<i>Customer Focus</i>			
<i>Leadership</i>			
<i>Engagement of People</i>			
<i>Continual Improvement</i>			
<i>Process Approach</i>			
<i>Evidence-Based Decision Making</i>			
<i>Relationship Management</i>			
Quality Policy	<i>Rosemary/Declan</i>	Published Sept 2014	n/a
Customer Charter	<i>Rosemary/Declan</i>	Revised April 2015	n/a
QMS Process	Process Owner	Date	Auditor
Training and Development	<i>Ber</i>	26/03/2015	Trish Bourke
Documentation Control	<i>Teresa</i>	14/04/2015	Joachim Barnett
Continual Improvement	<i>Sandra</i>	15/04/2015	Siobhan Morrissey
Purchasing and Supplier Management	<i>Bridie</i>	10/04/2015	Teresa Langan
Communications	<i>Rosemary/Declan</i>	16/04/2015	Kim O Mahony
Internal Audit/Self-assessment	<i>Valerie</i>	24/03/2015	Yvonne Coughlin
Key Business Processes	Process Owner	Date	Auditor
Accounts Receivable	<i>Sean/Michelle/Tanya</i>	20/03/2015	Teresa Langan
Banking and Treasury	<i>Liam/Maria</i>	17/04/2015	Valerie Moore
Budget Support Process	<i>Declan/Valerie</i>	16/04/2015	Joachim Barnett
Full Economic Costing	<i>Valerie</i>	19/03/2015	Patricia Moriarty
Capital Projects Accounting Process	<i>Liam</i>	Y/E Sept 2014	PWC
Expense Claims and Payments Process	<i>Patrick</i>	23/03/2015	Valerie Moore
Financial Reporting and Audits Process	<i>Liam</i>	Y/E Sept 2014	PWC
Financial Systems Control Process	<i>Ber/Niamh/Teresa</i>	Y/E Sept 2014	PWC
Fixed Assets Control Process	<i>Liam/Maria</i>	Y/E Sept 2014-20/2/15	PWC-Teresa Langan
Procurement Control Process	<i>Majella</i>	26/03/2015	Patricia Bourke
Purchasing Control Process	<i>Bridie</i>	26/03/2015	Patricia Bourke
Purchase Payments Process (AP)	<i>Olivia</i>	20/03/2015	Siobhan Morrissey
Research Finance Process	<i>Sandra</i>	Y/E Sept 2014	PWC
Staff and Pensions Payroll Process	<i>Catriona</i>	Y/E Sept 2014	PWC
Student Fees Process	<i>Clare</i>	Y/E Sept 2014	PWC