



GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Control No.	General Observations and Opportunities for Improvement	Audit Date:	October 07, 2021	Audited Area/Department:	Office for the Head for Grounds and Landscape Maintenance	PLANNED ACTIONS		Status
						Action Items	Target Date	
GLMO-OFI-21-01	Ensure that the office has files of the PDS/PDF of the head of the unit.			Retrieve the PDS and PDF of GLMO head from PPO and file in the office			January 2022	Zandro Israel
GLMO-OFI-21-02	Ensure that the updated QP is posted in the temporary office (nursery) of GLMO.			Post the updated QP in the nursery (temporary office of GLMO)			January 2022	Roden Troyo Zandro Israel
GLMO-OFI-21-03	Consider to request/purchase additional mowers (2) and grass cutters (4).			Purchase request will be made for 2022			January 2022	Roden Troyo
GLMO-OFI-21-04	Consider to make/written request to OVPAF for the renovation of the nursery.			Letter request will be sent to OVPAF			January 2022	Roden Troyo
GLMO-OFI-21-05	Consider to gather customer feedback specifically for the unit.			Gather feedback from costumers using the consumer satisfaction survey forms			January 2022	Zandro Israel
GLMO-OFI-21-06	Ensure that unit have a documented procedure of its processes or activities.			Request controlled copies of documented procedures from ODQA			January 2022	Roden Troyo Zandro Israel