

Name of Organization: Toronto Engineering (Pvt) Ltd

NC No. : of

Section : Production

Team Leader : Aruna Amaradasa

Relevant Standard : ISO 9001: 2015

Auditor :

Relevant Clause : 7.15.2

Date of audit: 2022-11-02

Relevant company document :

Non-conformity detected:

Category : Major/Minor

Process of measurement traceability is not effective

Eg: Calibrated meter rule is not safeguarded from damage or deterioration that would invalidate the calibration status.

.....
Auditor

.....
Team Leader

.....
Auditee

Correction:

Arranged the table to keep calibrated meter rules.

Attach - 08 - photograph of the calibrated meter ruler kept on the table.

.....
Auditee

.....
Date
04/11/2022

Root cause for Non-conformity:

The store keeper has hanged the calibrated meter ruler manually ^{in the rack} due to space issue in the stores by mistake.

.....
Auditee

.....
Date
04/11/2022

Doc. No. : QP-18-F-01

Issue No. : 07
Rev No : 00

Issue Date : 2018-01-02
Rev Date : 00

Reviewed and approved by : Director

Issued by Management Representative

Corrective action:

Date of completion:

Informed the store keeper (04/11/2022)
to keep the calibrated meter
rules on the table considering
safeguard of the tools.
The fore man will check the keeping
of Rules once a week to confirm
the safety of the rules.

X.....
Auditee

04/11/2022
Date

Verification of corrective action:

NC Closed/Open

Corrective action is satisfied

.....
Auditor

2022-12-5
Date

Effectiveness of corrective action:

.....
Auditor

.....
Date

Doc. No. : QP-18-F-01

Issue No. : 07

Issue Date : 2018-01-02

Rev No : 00

Rev Date : 00

Reviewed and approved by : Director

Issued by Management Representative

Name of Organization: Toronto Engineering (Pvt) Ltd

NC No. : , of

Section : Management

Team Leader: Aruna Amaradasa

Relevant Standard: ISO 9001:2015

Auditor :

Relevant Clause : 7.4

Date of audit: 2022-11-02

Relevant company document :

Non-conformity detected:

Category: Major/Minor

Process of external communication is not effective
Fg: There is no evidence of communication with
CEA prior to expiry of EPL.

.....
Auditor

.....
Team Leader

.....
Auditee

Correction: Reminded the District office of Gampaha,
CEA to visit the Factory + issue the
Environmental protection licence with
immediate effect. Send a letter in this regard.
(Attach. - 01)

.....
Auditee

.....
Date

Root cause for Non-conformity: The matters with regard to the
renewal of Environmental protection licence have
been communicated over the phone & did not
issue any letters/emails in this regard

.....
Auditee

.....
Date

Doc. No. : QP-18-F-01

Issue No. : 07

Issue Date : 2018-01-02

Rev No : 00

Rev Date : 00

Reviewed and approved by : Director

Issued by Management Representative



IND-EXPO CERTIFICATION LIMITED
 INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
 NON-CONFORMITY REPORT

Corrective action:

Date of completion:

visited the Rampah District office of CBA & remind the issuing of Environmental protection licence

Obtained the Environmental protection licence on _____

(Attach - 02 - copy of Environmental protection licence)

[Signature]

Auditee

.....
 Date

Verification of corrective action:

NC Closed/Open

corrective action is satisfied

[Signature]

Auditor

2022-12-5

Effectiveness of corrective action:

.....
 Auditor

.....
 Date

Doc. No. : QP-18-F-01

Issue No. : 07

Issue Date : 2018-01-02

Rev No : 00

Rev Date : 00

Reviewed and approved by : Director

Issued by Management Representative

Name of Organization: Toronto Engineering (Pvt) Ltd

NC No. : 1 of

Section : Management

Team Leader : Arun Amaradasa

Relevant Standard : ISO 9001 : 2015

Auditor : Isuru Ilankoon

Relevant Clause : 9.3.2

Date of audit: 2022-11-02

Relevant company document :

Non-conformity detected:

Category : Major/Minor

Certain Management review meeting inputs have not been discussed

eg: Monitoring & measuring result
 internal & external issues

Isuru
 Auditor

SPJ
 Team Leader

Isuru
 Auditee

Correction:

- (a) checked the information on monitoring & measuring results & updated the relevant records.
- (Attach-03 - Trial report/Felting Machine. (Attach-05 - Bra cup Modification)
- (Attach-04 - Trial inspection report/Felting Machine)
- (b) checked the actions taken on internal & external issues & prepared relevant reports.

Attach-06a Summary of No pay leave & leave taken by employees during ...04/11/2022
 Auditee (Year 2022) Date

Root cause for Non-conformity:

All the Management review meeting inputs have been discussed as per QMS & relevant actions were also taken. But the relevant information has not been recorded as per the requirement.

Isuru
 Auditee

.....
 Date

Doc. No. : QP-18-F-01

Issue No. : 07
 Rev No : 00

Issue Date : 2018-01-02
 Rev Date : 00

Reviewed and approved by: Director

Issued by Management Representative

Attach. 6b - Quality objective proposal on Reducing of leaves of employees.

Attach 6c - Invoice from Cast iron Supplier Dilan Company

Corrective action:

Date of completion:

The Action plan has been prepared 25/11/2022
to monitor the actions taken
for all the Management
review meeting inputs.

(Attach - 07 - Action Plan & the progress
Report prepared for comments in
Management Review meeting of
27.04.2022) 25/11/2022

Auditee

Date

Verification of corrective action:

NC Closed/Open

corrective action is satisfied

Auditor

Date

Effectiveness of corrective action:

Auditor

Date

Doc. No. : QP-18-F-01

Issue No. : 07

Issue Date : 2018-01-02

Rev No : 00

Rev Date : 00

Reviewed and approved by : Director

Issued by Management Representative

Torento Engineering Private Ltd

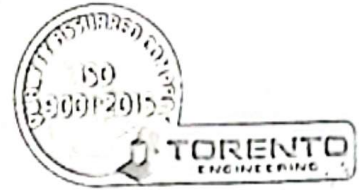
Manufactures of Industrial, Garment Shoe Machinery and Cutting Dies

Office / Factory: No. 2A, Weboda East, Weboda, Sri Lanka

Tel/Fax : +94(0) 11 2972433, +94(0) 11 5670231

Web : www.torento.biz

Email : info@torento.biz



ගරු අධ්‍යක්ෂකතුමා,
මධ්‍යම පරිසර අධිකාරිය,
ගම්පහ දිස්ත්‍රික් කාර්යාලය.

ටොරෙන්ටෝ ඉංජිනේරින් (පුද්) සමාගම,
2A / වැඩි බඩ නැගෙනහිර,
වැඩිබඩ.
08.11.2022

ගරු අධ්‍යක්ෂකතුමනි,

පාරසරික ආරක්ෂණ බලපත්‍රය අලුත්කිරීම

උක්ත කාරණය පිළිබඳව 05.09.2022 දිනයේ ලිපිය සම්බන්ධවයි. මේ සම්බන්ධව ලැබුණු බලපත්‍ර අනුව කර්මාන්තශාලාව අධික්ෂණය කිරීම සඳහා රු.13596.32 ක මුදලක් මධ්‍යම පරිසර අධිකාරියේ ගිණුම් අංක - 000009577532 ව ලංකා බැංකුවේ ගම්පහ ශාඛාවෙන් 29.10.2022 දින ගෙවීම සිදුකර ඇත.

උක්ත කාරණාවට අදාළ විමර්ශනයන් සිදුකර 2022 වර්ෂයට අදාළව පාරසරික ආරක්ෂණ බලපත්‍රය අලුත් කිරීම සිදුකර සහතිකය ලබාදෙන මෙන් ඔබතුමාගෙන් කාරුණිකව ඉල්ලා සිටිමු.

ස්තූතියි.

මෙයට,

අධ්‍යක්ෂක,

එම්.ඩී.එස්. ශාන්ත

ටොරෙන්ටෝ ඉංජිනේරින් පුද්ගලික සමාගම

.....
M.D.S. Shantha
Director
Management Consultant &
Projects Coordination
TORENTO ENGINEERING (PVT) LTD

TRIAL REPORT

(Attach - 03)

Name of the Product **Felding machine**

FO/PR/04

Job No **IMO 1526**

Date - **01/04/2022**

Tested Sections	Methodology	Period	Verified	Remarks	Date	Done By	
						Name	Sign
1 Electrical System	Check all Electrical fittings in order.	8hrs	OK	<div style="border: 1px solid black; padding: 5px;"> QC PASSED QC Date ... 5/22 </div>	20/05/2022	A.K.	
	Check starting/running Amp	8hrs	OK				
	Check Temperature of the motor.	8hrs	OK				
	Check all bolts & Nuts are properly tightened	highly tightened 8hrs	OK				
2 Mechanical System	Check wheel alignment	0.5 hrs	OK		20/05/2022	A.K.	
	Check the belt were tightened	0.1 hr	OK				
	Check Main shaft key perfectly fitted.	0.1 hr	OK				
	Check Main shaft End Flange fitted.	0.1 hr	OK				
3 PLANTIFIC-SYSTEM	all grease nipples fitted and greased.	0.1 hr	OK		20/05/2022	A.K.	
	Run machine for one hour and	0.1 hr	OK				
4 Operational Test	Check and record Bearing temperature	0.5 hr	OK		20/05/2022	A.K.	
	at every 10 minutes.	0.5 hr	OK				

ISSUED DATE

20TH OF JUNE, 2018

REVISION

DATE OF

REVISION NO 0

(Attach - 04)

TORONTO ENGINEERING (PVT) LTD

Trial / Inspection Report

JOB NO:- IMO 1528

Item Felting Machine

Date

Model No. 111 25

Serial No. 0008 - 22 / 0009 - 22 / 0010 - 22 / 0011 - 22 / 0012 - 22

Client IDC Securities Ltd. India

12/05/2022

MS code: 846 229


Specification		
Motor	GL-200L1-6	25 HP, 50Hz, 3 ph, 980 RPM
Pully Dia	Cast Iron	886 mm.
Crank Shaft Dia	Bright Steel	80 mm
Main Bearing	Bronze	ID 80, OD 105, L 145
Timber	Hora treated	ACQ outdoor type treatment

Test Results

Machine running period 60 minutes

Temperature report						
	Bearing 1	Bearing 2	Bearing 3	Starting Amp	*/ Δ	Run
After 10 minutes	30 °C	33 °C	30 °C	49	18	6
After 20 minutes	34 °C	49 °C	40 °C		18	6
After 30 minutes	36 °C	49 °C	43 °C		18	6
After 40 minutes	39 °C	51 °C	48 °C		18	6
After 50 minutes	39 °C	54 °C	51 °C		18	6
After 60 minutes	41 °C	56 °C	52 °C		18	6


Senior Technician

QC PASSED
Checked 
5/25

IMO1528



TRIAL REPORT

(Attach - 05)

Name of the Product: Bra cup modification (BRA CUP modification)
 Job No: IRO 1568
 Date: 05/09/2022
 FO/PR/04

Tested Sections	Methodology	Period	Verified	Remarks	Date	Done By	
						Name	Sign
1 Electrical System	Heating checked	30 min	ok		02/06/16	V.A.N.R. Pruthi	M/D Dandekar
2 Mechanical System	Mould up / down checked	15 min	ok		9/25	Dandekar	[Signature]
3 Pneumatic System	All fittings checked	1 hr.	ok				
4 Operational Test							

ISSUED DATE: 20TH OF JUNE, 2018
 DATE OF REVISION:

REVISION NO 0

QC PASSED
 QC
 Date 9/9/22

(Attach - 6b)

Quality objective of HR department - Torento Engineering Company (PVT) Ltd

Responsible :- HR Officer , Department Heads

08th April 2022


Quality Objective - Reduce number of No pay leave days & no. of employees leave taken per month by 25% to improve the work efficiency of the factory.

Explanation - It was observed that number of no. pay leave & leave days of some employees , were very high & it was badly effected to the manufacturing process .

The activities with regard to the above quality objective are explained bellow.

1. Monitor the No. of No pay leave taken in all the department from January to May 2022. In which the No pay & number of leave days were high.
2. Obtain following information on no pay leave & leave taken employees during above duration.
 - a. Names of employees , department & number of days no pay leave /leave taken.
 - b. Dates of no. pay leave/ leave taken & the reasons with the document for proof for leave taken /no pay leave taken, as an evident. (Ex. If the employee was sick need a medical certificate from a doctor)
3. Check the number of leave taken as a percentage from January to May , discuss with the management & decide the expected percentage to reduce the total number of no pay leave & leave days per month.
4. Discuss the matters with relevant employees , the respective department heads & suggest solutions to reduce the leave taken /no pay leave per month & communicate them to employees.
5. Monitor, how the leave will be taken by employees from July to October / 2022.
6. Analyze the information on leave taken by the employees from July to October /2022 as explained bellow.
 - a. Names & departments of employees that leave taken & No pay leave taken.
 - b. Reasons for leave taken & no pay leave.
 - c. Submitting of evidences to prove the leave requirement such as medical certificates, evidence letters etc.
7. Identify the employees that more than 2 days leave taken per month & discuss with them the reasons
8. Check the progress of the project by considering the information on leave taken from July to October / 2022.
9. Prepare the project report considering decisions on corrective actions to reduce the more number of leave taken per month.
10. Submit the report to management , discuss the corrective measures , obtain the management approval for the same & apply them for future incidents as continuous improvement activity.
11. Monitor the progress by monitoring number of leave taken & no pay leave taken employees monthly.

Prepared by:- 
HR Officer

Approved by:- 
Director. ,Management t consultant

(Attach - 6C)

A.D.N. Dulan.

Invoice from Cast iron
Purchased from
Dulan cast iron
(New supplier)

Cash Sale

Date: 17/10/2022

Toronto Engineer

Sl. No.	Description	Qty	Rate	Amount
1	Dulan Cast iron			
2				
3	292.750 kg x 425			124420.00
4				
5				
6				
7				
8	R.S 124420/-			
9				
10				
11	10			
12	GOOD RECEIVED KAN 22/10/24			
13				
Total Amount				124420.00

New Supplier - of Cast Iron:-

Dulan Cast iron Supplier, Malambur

Checked by -

[Signature] 17/10/2022
Purchasing officer

Approved by -

[Signature]
Director, Management consultant

Toronto Engineering Company Ltd, We Code
 Report on Leave Taken, No Pay Leave & Late Attendance of employees
 year 2022

01/11/2022

Date - 07/11/2022

Report on leave taken no pay and late attendance of employees

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
January	14	14	14	14	14	14	14	14	14	14	14	14	14
February	14	14	14	14	14	14	14	14	14	14	14	14	14
March	14	14	14	14	14	14	14	14	14	14	14	14	14
April	14	14	14	14	14	14	14	14	14	14	14	14	14
May	14	14	14	14	14	14	14	14	14	14	14	14	14
June	14	14	14	14	14	14	14	14	14	14	14	14	14
July	14	14	14	14	14	14	14	14	14	14	14	14	14
August	14	14	14	14	14	14	14	14	14	14	14	14	14
September	14	14	14	14	14	14	14	14	14	14	14	14	14
October	14	14	14	14	14	14	14	14	14	14	14	14	14
November	14	14	14	14	14	14	14	14	14	14	14	14	14
December	14	14	14	14	14	14	14	14	14	14	14	14	14
Total	14	14	14	14	14	14	14	14	14	14	14	14	14

Prepared by -

M. J. ...
 HR Officer

Approved by:-

A. J. ...
 Director, Management Consultant

Date - 07/11/2022

Reviewed & Approved by

Action plan & Report on results of actions taken for the matters discussed at the 1st Management Review Meeting -TORONTO Engineering Company (PVT) Ltd

Date of MR meeting conducted -27th April 2022

Doc. No.- FO/MR/02.

Date of progress report prepared- 25. 11. 2022

1. Attendees -

Director , Management consultant
Director , Administration

(Attachment No:-07:-Evidence of Corrective action of ISO 9001 Audit- 2022)

HR Officer Sales & Marketing Manager Production Foreman
Accounts Officer Purchasing Officer Store Keeper

There are some pending/ incomplete works have been discussed at the 1st management review meeting, the action plan prepared for the same & the progress of those matters as at November 2022 are explained bellow.

Item	Description	Decision /Action taken & results	Responsibility	Period of action taken
1.	<p>The status of the matters discussed at the previous management review meeting.</p> <p>a. Affect of Corona pandemic situation & the transport issues due to lack of fuel.- The attendance of employees have been reduced.</p>	<p>i. Implemented required hygiene practices among factory staff , customers visited the factory to control the situation & the factory is functioning under control at present.</p> <p>ii. The transport issue due to lack of fuel:- Provide fuel allowance to employees that used personal transport.</p> <p>iii. The factory operates from Monday to Friday till 6.00pm with extra one hour per day from May/ 2022 & able to work additional 5 hours per week. Hence the Saturday is considered as a holiday.</p>	<p>HR Officer</p> <p>Director , Management consultant,</p> <p>Director Admin, & HR Officer</p>	<p>From Jan. 2022</p> <p>From June 2022.</p> <p>From May 2022</p>
	<p>b. Customer complaints - There were 06 no of complaints received during year 2021 & need to identify the route causes & implement corrective actions with immediate effect.</p>	<p>Identified the route causes of the complaints & corrected them. It was decided to consider the above corrective actions to control the defects of future machine productions.</p>	<p>Director, Management consultant, Production Foreman & Team leaders of the production Dept.</p>	<p>From March/ 2022</p>
	<p>c. The small scale shoe manufactures were unable to purchase shoe machineries due to high prices of the said machines.</p> <p>There were only 60 no. of shoe manufactures have purchased the machineries, who were able to afford the cost of the machine. Suggest to carryout some improvements of the machines, positively with</p>	<p>The shoe manufacturing machines have been redesigned including some manual operations & the value of the machine could be reduced by 65 % approximately, when compared with the original machine.</p> <p>It was observed that additional 20 customers purchased the redesigned machines & the total shoe manufacturing customers have been increased up to 80 nos. as at November 2022. It was observed that the customer base has been improved by 33.3 % .</p>	<p>Director , Management consultant, Team Leader, Shoe cutting die unit.</p>	<p>From March/ 2022</p>

2	<p>deduction of the prices in a affordable range for small scale shoe manufactures.</p> <p>The effectiveness of actions taken to address risk & opportunities – (Internal issues)</p> <p>a. Less activities on sales & marketing.</p>	<p>i. Participated to the exhibition organized by Industrial Development Board , conducted at BMICH , Colombo from 2nd to 6th February 2022 & displayed recently manufactured machines used for various requirements.</p> <p>ii. Arrangements were made to e. mail the product catalogues to interested customers with the assistance of Telecom. Company.</p> <p>iii. <u>Customer visits</u>- Introduced a new Laptop to explain specially, the operation of new Toronto brand machineries to the customers during customer visits. It was observed that the customers understood very easily, the solutions for their requirement & able to maintain the customer satisfaction at higher level. As a results of these activities there are 16 Number of customers placed their orders for new machines from March to October / 2022.</p>	<p>Sales Manager, Director , management consultant</p>	<p>February/ 2022</p> <p>February/ 2022</p> <p>March /2022</p>
3	<p>Performance of quality objectives-</p> <p>Quality objectives have been implemented to improve the effectiveness of some processes.</p> <p>a. Improved the production plan to carry out manufacturing of machines effectively as per customer requirements.</p>	<p>a. There are some issues observed in the production department due to un availability of required raw materials, leave taken of experienced technicians etc. Improved the purchasing process by implementing a quality objective.</p> <p>The production foreman monitored the manufacturing process in all the units very closely & identify the issues relevant to production & solve them with immediate effect with the assistance of relevant departments . The material request notes of relevant machines have been submitted to stores in advance to obtain materials on time. Decided to transfer the machine parts after fabricating, to electrical unit to carry out wiring process. The process of each units have been restricted to the production plan. The manufacturing of machine have been carried out as per the production plan & all the machines were delivered to customers on time.</p>	<p>Director, Management consultant, Production Foreman, Team leaders of the production Dept. & Sales manager</p>	<p>From April /2022</p>
4	<p>External issues-</p> <p>a. Quantities of cast iron purchased were insufficient.</p>	<p>Carried out supplier visits to identify the cast iron suppliers as per the company requirement but only two new suppliers were identified. The purchasing officer is planning to identify the suppliers from abroad to import the cast iron with immediate effect.</p> <p>New suppliers:-</p> <ol style="list-style-type: none"> 1. Delan Cast iron suppliers, Malambe- They are able to supply the cast iron in medium sizes at reduced prices with 	<p>Purchasing Officer, Director Management Consultant</p>	<p>March / 2022</p>

		effect from March/ 2022. 2. Luxman cast iron suppliers, Athurugiriya - This supplier was found out recently & discussions are going on to visit the supplier.	Team Leader / Electrical, Production Foreman.	From May 2022.
5	Customer satisfaction & feed back from relevant interested parties.- i. Customer complaints- There were 06 no. of customer complaints received during year 2021 but only 03 complaints received as at November 2022.	a. Reasons for two complaints of year 2022 were the Elements of loom heat machines were burnt & this was very rare incident. Those complaints were received after the manufacturing of 1.5 to 02 years. The foreman & the team leader of Electrical unit check the materials used for elements, supervise the preparation of said element closely, to minimize the defects.		
6	Adequacy of resources- Some materials were not available with the routine suppliers due to present economic situation in the country & has to find out new suppliers.	Decided to maintain a sufficient buffer stock for items required frequently. Special attention was given to purchase quality approved materials only to reduce the purchased material returns.	Purchasing Officer, Director Management Consultant	From March 2022.
7	Monitoring & measuring of results- a. Quality approval for new machines after manufacturing- i. All the new machines are tested carrying out trial run & the information have been recorded in the trial record. It was observed that some trial records were not filled completely.	a. Trial record has been filled to check the performance of fabricating, electrical, painting & assembling units. Separate parameters have been decided to confirm the performance of all the production units & need to carryout all the testing & record them in the trial record accordingly. (Attachments:- No. 03- Trial report of Felting machine Atch. No. 04- trial Inspection report on Felting machine Atch.- No. 05- Trial report on Bracup modification machine)	Director, Management consultant, Production Foreman, Team leaders of the production Dept. & Sales manager	From April/ 2022
8	Changes in internal & external issues- Internal issues a. Stock management should be further improved. Observed some stock variations during stock counts.	a. Stock management- The store keepers carry out quantity checks weekly to confirm the stock quantities of the materials. The account officer carries out random checks of the materials to verify the stock. There are no any stock variations from April/ 2022.	Account officer, Store keeper	From March 2022
9	Projects carried out on Internal & external issues- Project:- Reduce number of No pay leave & leave taken per month by employees to improve the work efficiency. i. The no pay leave & number of leave taken by some	Quality objective- A improvement project has been carried out to control the no pay leave & number of leave taken by employees. (Project proposal- Attachment No. 6a. - Project proposal on reducing of no. of No pay leave & leave taken employees by 15%) Find out the information/ reasons on leave taken & the absenteeism of employees from April	Director, Administration, HR Officer, Production Foreman & Team leaders	From March/ 2022

No pay

<p>employees, were high & it was affected to the factory performances.. (See attachment:- 6a employees per month. 6b.- Summary of no pay leave & leave taken employees per month.)</p>	<p>to May/ 2022. Discuss with the employees & implement corrective actions to reduce the absenteeism/ & number of leave taken. (Data- Year 2022)</p> <table border="1"> <thead> <tr> <th>Before project-</th> <th>April</th> <th>May.</th> <th colspan="2">Average</th> </tr> </thead> <tbody> <tr> <td>No. of No pay employees –</td> <td>04</td> <td>04</td> <td colspan="2">04</td> </tr> <tr> <td>Total No. of No pay leave days-</td> <td>20</td> <td>16</td> <td colspan="2">18</td> </tr> <tr> <td>No of leave taken – April.</td> <td></td> <td>May.</td> <td colspan="2">Average</td> </tr> <tr> <td>No of employees-</td> <td>22</td> <td>21</td> <td colspan="2">22</td> </tr> <tr> <td>No of leave days-</td> <td>37.75</td> <td>32</td> <td colspan="2">34.9</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>After project-</th> <th>August.</th> <th>Sept.</th> <th>Oct.</th> <th>Aver.</th> </tr> </thead> <tbody> <tr> <td>No. of No pay leave employees –</td> <td>14</td> <td>12</td> <td>10</td> <td>12</td> </tr> <tr> <td>Total No. of No pay leave days-</td> <td>19.5</td> <td>24.5</td> <td>21.25</td> <td>21.75</td> </tr> <tr> <td>No of leave taken –August.</td> <td></td> <td>Sept.</td> <td>Oct</td> <td>Average</td> </tr> <tr> <td>No of employees-</td> <td>12</td> <td>05</td> <td>10</td> <td>09</td> </tr> <tr> <td>No of leave days-</td> <td>26.75</td> <td>4.75</td> <td>7.75</td> <td>13.1</td> </tr> </tbody> </table> <p>It was observed that as per the average values, the number of employees leave taken per month have been reduced by 59% as at September / 2022 .</p> <p>Decided to carryout this monitoring activity on leave taken of employees by, HR Officer continuously. But the no pay leave taken of employees have not been controlled successfully to personal reasons & the economic situation in the country.</p>	Before project-	April	May.	Average		No. of No pay employees –	04	04	04		Total No. of No pay leave days-	20	16	18		No of leave taken – April.		May.	Average		No of employees-	22	21	22		No of leave days-	37.75	32	34.9		After project-	August.	Sept.	Oct.	Aver.	No. of No pay leave employees –	14	12	10	12	Total No. of No pay leave days-	19.5	24.5	21.25	21.75	No of leave taken –August.		Sept.	Oct	Average	No of employees-	12	05	10	09	No of leave days-	26.75	4.75	7.75	13.1	<p>NO pay</p>	
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Kuneth

ISO Coordinator

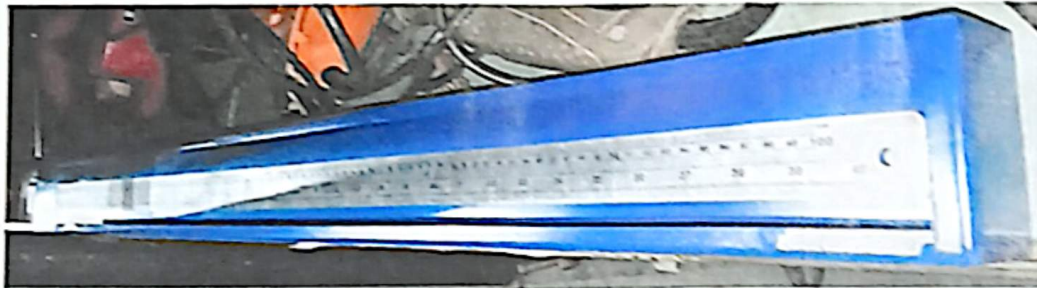
Date...25.11.2022

[Signature]

Director, Management Consultant

Attachment No 06

Photograph of the calibrated meter rules kept with safe guarded conditions



Prepared By: Wasantha Desappriya
22-12-01
Store Keeper,
Date: 2022.12.01
Wasantha Desappriya.

Approved By: P.L. De Soysa
Director
P.L. De Soysa.