වැඩ මුළුවේ දේශන ඇගයීම

29 මාර්තු 2011

1 දේශන මාතෘකාව — ආරක්ෂිත ආහාරයක් නිෂ්පාදනය කිරීමේදී පිළිපැදිය යුතු නිවැරදි ක්‍රමවේදයන්

2 දේශකයාගේ නම — ආචාර්ය ජානකී ගුණරතන

a) ඉතා ප්‍රයෝජනවත් ✓
b) ප්‍රයෝජනවත්
c) සාමාන්‍යයෙන් ප්‍රයෝජනවත්
d) ප්‍රයෝජනවත් නැත

3 දේශකයායේ ඇගයීම — [1] සාමාන්‍යයයි — [5✓] ඉතා හොඳයි

a) තොරතුරු ප්‍රමානවත් බව — 1 2 3 4 5 ✓

b) පැහැදිලි බව — 1 2 3 4 5 ✓

c) දේශක ඇගයීම — 1 2 3 4 5 ✓

d) කාලය කලමණාකරනය — 1 2 3 4 5 ✓

4 වෙනත් අදහස් .....

.....

.....

IND-EXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICAT ON SCHEME
ADEQUACY AUDIT REPORT –ISO 9001:2008

1. **NAME OF ORGANIZATION :** Lanka Autolands (Pvt) Ltd
2. **REGISTERED ADDRESS:** No. 126, Industrial Estate, Katuwana Road, Homagama, Sri Lanka.
3. **FACTORY/~~OUTLET~~ LOCATIONS :** Attached to File
4. **CONTACT PERSON :**

4.1 Name: Mr.U.W.R Wimala gunarathna **4.2 Designations:** Manager

4.3 Telephone: 011- 2855493 **Mobile:** 071-5329800

4.4 E-mail: autolandhomagama@gmail.com

5. **APPLICABLE STANDARD :** ISO 9001:2008
6. **FILE NO. :** IMSC-QMS-22
7. **APPLICABLE SECTOR : C22.1.1**
8. **SCOPE OF CERTIFICATION:** retreading of Tyres
9. **DATE OF ADEQUACY AUDIT :** 2015-04-03
10. **NAME OF REVIEWING OFFICER :** Isuru Ilangakoon
11. **MANUAL DETAILS :**

11.1QMS Manual: Issue; 01 Issue Date: 2015-01-10 Rev. No. : 00;

11.2 Company Profile: Submitted with the Application

11.3 Distribution list: Attached

11.4 Revision History Record: Attached

12. **ISO 9001: 2008 QUALITY MANAGEMENT SYSTEM REQUIREMENTS**

වැඩ මුළුවේ දේශන ඇගයීම

29 මාර්තු 2011

1 දේශන මාතෘකාව — ආරක්ෂිත ආහාරයක් නිෂ්පාදනය කිරීමේදී පිළිපැදිය යුතු නිවැරදි ක්‍රමවේදයන්

2 දේශකයාගේ නම — ආචාර්ය ජානකී ගුණරතන

a) ඉතා ප්‍රයෝජනවත් ✓
b) ප්‍රයෝජනවත්
c) සාමාන්‍යයෙන් ප්‍රයෝජනවත්
d) ප්‍රයෝජනවත් නැත

3 දේශකයායේ ඇගයීම — 1 සාමාන්‍යයයි — 5 ✓ ඉතා හොඳයි

a) තොරතුරු ප්‍රමානවත් බව — 1 2 3 4 5 ✓

b) පැහැදිලි බව — 1 2 3 4 5 ✓

c) දේශක ඇගයීම — 1 2 3 4 5 ✓

d) කාලය කලමණාකරනය — 1 2 3 4 5 ✓

4 වෙනත් අදහස් .....

.....

.....

ISO 9001 Clause	ISO 9001 Requirement	Manual Reference	Compliance		Deficiency	Remarks
			Yes	No		
4.1	**General requirements**					
a)	Scope	Sec 4.0 P 05 f 09	Yes		-----	
b)	Processes	Sec 4.0 P 01 f 09	Yes		-----	
c)	Outsourcing	Sec 4.0 P 01 f 09	Yes		-----	
d)	Exclusions	Sec 4.0 P 05 f 09	Yes		-----	
4.2	**Documentation Requirement**				-----	
4.2.1	**General**				-----	
a)	QMS policy, objectives and targets	Sec 4.0 P 05 f 09	Yes		-----	
b)	Quality Manual	Quality Manual	Yes		-----	
c)	Documented Procedures and records	Procedure Manual	Yes		-----	
d)	Process interactions	Sec 4.0 P 01 f 09	Yes		-----	
4.2.2	**Quality Manual**		Yes		-----	
a)	Quality manual	Quality Manual	Yes		-----	
b)	Documented procedure is for 6 procedures	Procedure Manual	Yes		-----	
4.2.3	**Control of Documents**				-----	
a)	Procedure for Control of documents	Sec 4.0 P 07 f 09 P-COD-00	Yes		-----	
b)	Approval of documents for adequacy prior to use		Yes		-----	
c)	Review and update as necessary and re-approval		Yes		-----	
d)	Changes and current status of documents identified		Yes		-----	
e)	Availability of current version at relevant points of use		Yes		-----	
f)	Documents remain legible and identifiable		Yes		-----	
g)	Documents of external origin determined and their distribution controlled			**No**	Not addressed	
h)	Obsolete documents recalled and if retained suitably identified		Yes		-----	
4.2.4	**Control of Records**				-----	
a)	Documented Procedure available for the identification, storage , protection, retrieval, retention and disposal of records	Sec 4.0 P 08 f 09 P-COR-00	Yes		-----	
b)	Ensure records remain legible, identifiable and traceable		Yes		-----	

වැඩ මුළුවේ දේශන ඇගයීම

29 මාර්තු 2011

1 දේශන මාතෘකාව — ආරක්ෂිත ආහාරයක් නිෂ්පාදනය කිරීමේදී පිළිපැදිය යුතු නිවැරදි ක්‍රමවේදයන්

2 දේශකයාගේ නම — ආචාර්ය ජානකී ගුණරතන

a) ඉතා ප්‍රයෝජනවත් ✓
b) ප්‍රයෝජනවත්
c) සාමාන්‍යයෙන් ප්‍රයෝජනවත්
d) ප්‍රයෝජනවත් නැත

3 දේශකයායේ ඇගයීම — 1 සාමාන්‍යයයි — 5 ඉතා හොඳයි

a) තොරතුරු ප්‍රමානවත් බව

1	2	3	4	5 ✓

b) පැහැදිලි බව

1	2	3	4	5 ✓

c) දේශක ඇගයීම

1	2	3	4	5 ✓

d) කාලය කලමණාකරනය

1	2	3	4	5 ✓

4 වෙනත් අදහස් .....

.....

.....

ISO 9001 Clause	ISO 9001 Requirement	Manual Reference	Compliance		Deficiency	Remarks
			Yes	No		
5	**Management Responsibility**					
5.1	**Management Commitment**					
a)	Communicating the importance of customer and regulatory requirements within the company	Sec 5.0 P 01 f 10	yes			
b)	Establishing the Quality Policy & Objectives		Yes	----		
c)	Conducted Management Review		Yes	----		
d)	Ensure of availability of resources		Yes	----		
5.2	**Customer Focus**					
a)	Ensured that customer requirements met with the customer satisfaction	Sec 5.0 P 01 f 10	Yes.	----		
5.3	**Quality Policy**			----		
a)	Appropriate to the purpose of organization	Sec 5.0 P 02 f 10	Yes	----		
b)	Commitment to comply with the requirements of QMS		Yes	----		
c)	Continually improve the effectiveness of QMS		Yes	----		
d)	Statement to establish and review quality objectives		Yes	----		
e)	Communicate the policy to all staff and other stakeholders		Yes	----		
f)	Review for continual suitability		Yes	----		
5.4	**Planning**			----		
5.4.1	**Quality Objectives**					
a)	Establishing Measurable Objectives	Sec 5.0 P 03 f 10	Yes			
b)	Consistent with the Quality Policy		Yes			
5.4.2	**Quality Management System Planning**					
a)	Planning of the QMS has done to meet the requirements in 4.1 and quality objectives		Yes			
b)	Maintaining the integrity of the QMS during the planning process		Yes			
5.5	**Responsibility, authority and communication**					
5.5.1	**Responsibility & Authority** Responsibilities & authorities defined & communicated	Sec 5.0 P 04 f 10	Yes			

වැඩ මුළුවේ දේශන ඇගයීම

29 මාර්තු 2011

1 දේශන මාතෘකාව — ආරක්ෂිත ආහාරයක් නිෂ්පාදනය කිරීමේදී පිළිපැදිය යුතු නිවැරදි ක්‍රමවේදයන්

2 දේශකයාගේ නම — ආචාර්ය ජානකී ගුණරතන

a) ඉතා ප්‍රයෝජනවත්	✓
b) ප්‍රයෝජනවත්	
c) සාමාන්‍යයෙන් ප්‍රයෝජනවත්	
d) ප්‍රයෝජනවත් නැත	

3 දේශකයායේ ඇගයීම — 1 සාමාන්‍යයයි — 5 ඉතා හොඳයි

a) තොරතුරු ප්‍රමානවත් බව

1	2	3	4	5
			✓	

b) පැහැදිලි බව

1	2	3	4	5
				✓

c) දේශක ඇගයීම

1	2	3	4	5
				✓

d) කාලය කලමණාකරනය

1	2	3	4	5
				✓

4 වෙනත් අදහස් .....

.....

.....

ISO 9001 Clause	ISO 9001 Requirement	Manual Reference	Compliance		Deficiency	Remarks
			Yes	No		
5.5.2	**Management Representative**					
	Appoint a MR	Sec 5.0 P 07 f 10	Yes			
	Responsibilities of the MR is defined • Ensuring of process needed for QMS are established, implemented and maintained. • Reporting to top management on the performances and need for improvements for QMS. • Ensure awareness on customer requirements throughout the organization	Sec 5 0 P 07 f 10	Yes			
5.5.3	**Internal Communication** A procedure /mechanism is available for communication within the organization	Sec 5.0 P 8 f 10	Yes			
5.6	**Management Review**					
5.6.1	**General** Reviewing of QMS at define intervals to ensure its continuing suitability, adequacy and effectiveness.	Sec 5.0 P 10 f 10	Yes			
5.6.2	**Review input**					
a)	Results of internal audits	Sec 5.0 P 10 f 10	Yes			
b)	Customer feedback		Yes			
c)	Process performance		Yes			
d)	Status of corrective and preventive actions		Yes			
e)	Follow up from previous MRM Meetings		Yes			
f)	Changes, affect the QMS			No	Not addressed	
g)	Recommendations for improvement			No	Not addressed	
5.6.3	**Review Output**					
a)	Improvement of the effectiveness of QMS and its processes	Sec 5.0 P 10 f 10	Yes			
b)	Improvement of product related to customer requirements		Yes			
c)	Resource needs		Yes			

Self Assessment Form For Crowns for Food Hygiene Scheme

The Crowns for Food Hygiene Scheme has been launched by Ind-Expo Certification Limited to encourage and improve the standards of Food hygiene within the country. The main objective of this programme is to continuously enhance food hygiene standards in the catering sector in Sri Lanka

- You DO NOT have to return this form to Audit Team - it is provided to assist you in improving the Hygienic level of your establishment

Please note that this checklist is not exhaustive and it is only a guideline

Registration Have you obtained and /or renewed the mandatory License from your licensing authority? If No – contact your al licensing authority	□Yes □No

Food Safety Management System	
Do you have an appropriately documented Food Safety Management System based on HACCP ?	□Yes □No
Is there a person assigned to implement Food safety Management system?	□Yes □No
Have you identified and reduced or eliminated food safety problems (hazards) which could occur within your business? e.g. bacterial, chemical or physical contamination.	□Yes □No
Have you introduced safe methods of working and good hygiene practices (controls) in place to stop the above hazards occurring?	□Yes □No
Do you make regular checks (monitor) to make sure your controls are working?	□Yes □No
When things have gone wrong in the controls Do you take corrective actions and record them? (Eg. Temperature record sheets)	□Yes □No

Structure and Cleaning	
Do the design and construction of your premises meet legal requirements?	□Yes □No
Are floors, walls and ceilings in good condition?	□Yes □No
Are the food preparation surfaces kept in good condition ?	□Yes □No
Is your food establishment free from pests? (rats, mice, insects etc)	□Yes □No
Do you have a environment friendly and hygienic waste disposal method?	□Yes □No

INDEXPO CERTIFICATION LIMITED

CROWNS FOR FOOD HYGIENE SCHEME

FH

ISO 9001 Clause	ISO 9001 Requirement	Manual Reference	Compliance Yes	Compliance No	Deficiency	Remarks
6	**Resource Management**					
6.1	**Provision of resources** Provide resource needed to implement & maintain QMS & continually improve its effectiveness.					
	Have you provided sufficient number of clean toilet facilities ?		Yes		□Yes □No	
	Do you have a clean water supply and storage system ?(In case you have a overhead tank consider the cleaning aspect of the tank on a regular basis)				□Yes □No	
	Do you have an effective cleaning system using effective cleaning Materials?				□Yes □No	
6.2	**Human Resources**					
6.2.1	**General** Evidence that personnel performing work are competent based on education, training, skills & experience.					
	Do you and your staff use clean protective over-clothing? (There should be a suitable place store such clothing and facility to clean them)		Yes		□Yes □No	
	Are work surfaces and equipment kept clean and sanitised / disinfected?				□Yes □No	
	Are floors, walls and ceilings kept clean?				□Yes □No	
6.2.2	**Competence, training and awareness** The organization has determined the necessary competence for personnel performing work affecting product quality					
a)	Do you have a documented cleaning schedule and a responsible person to implement?		Yes		□Yes □No	
	Do you have adequate surface drainage and sanitary dust bins				□Yes □No	
b)	Provided training or taken action to satisfy		Yes			
	Do you have satisfactory facility for solid waste disposal				□Yes □No	
c)	Evaluate the effectiveness of actions taken	Sec 5.0	Yes			
d)	Ensured that its personnel are aware of the relevance and importance of their activities and how they contribute to obtaining the quality objectives	P 1 f 03 & P 2 f 03	Yes			
	Training , and supervision of Food Handlers					
e)	Maintained appropriate records of education, training, skills and Experience		Yes			
	Do your staff understand your Food Safety Management System and follow good food handling practices and personal hygienic standards which are documented?				□Yes □No	
6.3	**Infrastructure** The organization has determined, provided and maintained the infrastructure to achieve conformity to product requirements including					
	Do you display messages to communicate good personal and general Food hygienic practices?		Yes		□Yes □No	
	Are there sufficient Hand washing facilities				□Yes □No	
a)	Buildings, workspace and associated utilities		Yes			
	Have your staff received food hygiene training and/or adequate instruction and supervision?				□Yes □No	
b)	Process equipment (both hardware and software)		Yes			
c)	Supporting services					
6.4	**Work environment** managed to achieve conformity to product requirements		Yes			

Note
1.All Food establishments are expected to have at least one person with a formal qualification in food hygiene who also can train the other staff
2 All Food handlers are expected to go through a Food safety training course similar to CIEH (Chartered Institute of Environmental Health(UK)) level 1.

Do you have a documented system for staff to report any illnesses including infectious diseases of the staff member or his family ? □Yes □No

Do you have a system to check health condition of your staff on a annual basis? □Yes □No

Hygienic Practices	
Do you have facilities and procedures to control any risk of food contamination?	□Yes □No
Do you have a reliable method to check the quality and food safety of all incoming materials?	□Yes □No
Do you have a system to store Raw and processed foods ensuring any cross contamination?	□Yes □No
Do you have a record of the expiry dates of any raw or processed foods stored and ensure usage before the expiry date ?	□Yes □No
Do you segregate food items from cleaning and other chemicals?	□Yes □No
Do you use thermometer (Whose accuracy should be checked and calibrated) to check and record temperatures in cooking, heating etc and keep records?	□Yes □No
Do you make sure food is thoroughly cooked? (e.g. by using a probe thermometer)	□Yes □No
Do you keep foods at the right temperature? i.e. chilled foods kept below 8°C. Hot food is cooked and/or reheated to a centre temperature above 75°C or stored above 63°C.	□Yes □No
Do you check and control the Hygienic condition of delivery vehicles used for Food transport and delivery ?	□Yes □No
Do you identify equipment such as chopping boards to avoid cross contamination ?	□Yes □No

Notes / Questions to ask when inspected

ISO 9001 Clause	ISO 9001 Requirement	Manual Reference	Compliance		Deficiency	Remarks
			Yes	No		
7	**Product Realization**					
7.1	**Planning of product realization** Planning & development of the processes evidenced, and are they consistent with requirements.		Yes			
a)	Quality objectives and requirements for the product	Sec 7 0 P 1 f 16	Yes			
b)	The need to establish processes, documents and provide resources specific to the product		Yes			
c)	Required verification, validation, monitoring, inspection and test activities specific to the product and the criteria for acceptance		Yes			
d)	Records needed to provide evidence that the realization processes and resulting product meet requirements		Yes			
7.2	**Customer related processes**					
7.2.1	**Determination of requirements related to the product**					
a)	Requirements specified by the customer including delivery activities	Sec 7.0 P 3 f 16	Yes			
b)	Requirements not specified by customer but necessary for specified or intended use		Yes			
c)	Statutory and regulatory requirements related to the product		Yes			
d)	Additional requirements established by the organization		Yes			
7.2.2	**Review of requirements related to the product requirements** Reviewed prior to commitment to supply.					
a)	Product requirements are defined		Yes			
b)	Contract or order requirements differing from those previously expressed are resolved		Yes			
c)	The organization has the ability to meet defined requirements		Yes			
7.2.3	**customer communication**					
a)	Product information		Yes			

4.8 A check list shall be maintained for monitoring the hygienic condition of the vehicles used for transport and delivery of food .

4.9 Colour codes shall be used for the identification of chopping boards to prevent cross contamination.

ISO 9001 Clause	ISO 9001 Requirement	Manual Reference	Compliance		Deficiency	Remarks
			Yes	No		
b)	Inquiries, contracts or order handling, including amendments		Yes			
c)	Customer feedback, including customer complaints		Yes			
7.3	**Design and Development**	Excluded				
7.3.1	**Design and development planning**					
a)	Has the organization determined the design and development stages including interfaces					
b)	The review, verification and validation for each stage and design.					
c)	The responsibilities and authorities for design & development					
7.3.2	**Design and development inputs**					
a)	Functional and performance requirements					
b)	Applicable statutory and regulatory requirements					
c)	Where applicable, information derived from previous similar designs.					
d)	Any other requirements essential for design and development.					
7.3.3	**Design and development outputs** There is a format to facilitate verification against the design and approved prior to release					
a)	Meet the input requirements for design and development					
b)	Provide appropriate information for purchasing, production and for service provision					
c)	Contain or reference product acceptance criteria					
d)	Specify the characteristics of the product that are essential for its safe and proper use					
7.3.4	**Design and development review** reviews of design and development performed to planned arrangements to		Yes			
a)	Evaluate the ability of the results of design and development to meetrequirements		Yes			
b)	Identify and problems and propose necessary actions		Yes			
7.3.5	**Design and development verification.**					
7.3.6	**Design and development validation**					
7.3.7	**Control of design and development changes**					

වැඩ මුළුවේ දේශන ඇගයීම

29 මාර්තු 2011

1 දේශන මාතෘකාව — ආරක්ෂිත ආහාරයක් නිෂ්පාදනය කිරීමේදි පිළිපැදිය යුතු නිවැරදි ක්‍රමවේදයන්

2 දේශකයාගේ නම — ආචාර්ය ජානකී ගුණරතන

a) ඉතා ප්‍රයෝජනවත් ✓
b) ප්‍රයෝජනවත්
c) සාමාන්‍යයෙන් ප්‍රයෝජනවත්
d) ප්‍රයෝජනවත් නැත

3 දේශකයායේ ඇගයීම — 1 සාමාන්‍යයයි — 5 ඉතා හොඳයි

a) තොරතුරු ප්‍රමානවත් බව — 1 2 3 4 ✓5

b) පැහැදිලි බව — 1 2 3 4 ✓5

c) දේශක ඇගයීම — 1 2 3 4 ✓5

d) කාලය කලමණාකරනය — 1 2 3 ✓4 5

4 වෙනත් අදහස් .....

.....

.....

UNIDO

ISO 9001 Clause	ISO 9001 Requirement	Manual Reference	Compliance		Deficiency	Remarks
			Yes	No		
7.4	**Purchasing**					
7.4.1 a)	**Purchasing Process** Purchasing ensure purchased product meets specified requirements suppliers evaluated & selected based on ability to support requirements.	Sec 7 0 P 7 f 16	Yes			
b)	Evaluation of suppliers		Yes			
c)	Criteria for selection, evaluation and re-evaluation are established		Yes			
7.4.2	**Purchasing information**					
a)	Requirements for approval of product, procedures, processes and equipment		Yes			
b)	Quality management system requirements		Yes			
7.4.3	**Verification of purchased product** receiving inspection or other suitable activities implemented to insure that purchased products meet requirements	Sec 7.0 P 7 f 16	Yes			
7.5	**Production and service provision**					
7.5.1	**Control of production and service provision**					
a)	Availability of information that describes the characteristics of the product		Yes			
b)	Work instructions available		Yes			
c)	Suitable equipment in use		Yes			
d)	Monitoring and measuring devices available and in use	Sec 7.0 P 8 f 16	Yes			
e)	Monitoring and measurement implemented		Yes			
f)	Release, delivery and post-delivery activities implemented			**No**	**Not addressed**	
7.5.2	**Validation of processes for production and service provision** Where output cannot be verified by subsequent monitoring and measurement.	**Excluded**	Yes			
a)	Defining the ability to achieve planned results					
b)	criteria defined for review and approval of the processes					
c)	approval of equipment and qualification of personnel					
d)	use of specific methods and procedures					
e)	requirements for records					
f)	Revalidation					

The graded levels of expectations for the questions expected from the assessors are given below in relation to each of the questions. This information is provided to create uniformity of assessment by assessors. Where a question is not relevant to the organization (ex: Question 51 is not applicable if there is no buffet; Question 53 is not applicable if no take away food is available) it may be marked NA and not used in identifying the total eligible marks.

	CRITERIA	3	2	1	0	NA
A	**Management**					
1.	Food safety is identified and documented as a key area in the policy of the catering organization					
	Document available in public display [3] *Document available in file & staff aware of it [2]*					
2.	A manager responsible for attending to food safety aspects is available					
	Full time manager available [3] *Part time manager available [2]* *Cook is serving as manager [1]*					
3.	The manager has obtained training on food safety and is knowledgeable					
	Possesses degree with Food science as major component [3] *Possesses food safety diploma [2]* *Has followed training in Food safety [1]*					
4.	The manager has prepared a sketch of the food preparation and serving premises with the functions identified.					
	The separation of functions to prevent contaminations is identified and adhered to [3] *The separation of functions identified is followed only partly [2]*					
5.	A flow diagram for food preparation and serving activities is available and it identifies critical control points					
	Correct flow diagram and CCP [3] *No CCP only flow diagram [2]* *Incomplete flow diagram [1]*					
6.	Manager maintains documented procedures and activities to achieve food safety					
	Possesses food safety management system [3] *Has some documents addressing actions to be taken to ensure food safety and records of actions taken [2]* *Has collected some literature on food safety [1]*					

ISO 9001 Clause	ISO 9001 Requirement	Manual Reference	Compliance		Deficiency	Remarks
			Yes	No		
7.5.3	**Identification and traceability** product been identified by suitable means with status of product and control of identification evident.	Sec 7.0 P 10 f 16	Yes			
7.5.4	**Customer property** customer property identified, verified, and protected.	Sec 7.0 P 11 f 16	Yes			
7.5.5	**Preservation of product** evidence that the product is protected during all phases of processing including delivery	Sec 7.0 P 13,14 f 16	Yes			
7.6	**Control of monitoring and measuring equipment** Have requirements been determined and is monitoring and measurement equipment					
a)	Calibrated or verified at specified intervals or prior to use to standard traceable to N.I.S.T. and recorded	Sec 7 0 P 7 f 16	Yes			
b)	Adjusted or re-adjusted as necessary					
c)	Identified to enable the calibration status to be determined					
d)	Safeguarded from adjustments that would invalidate the measurement result					
e)	Protected from damage and deterioration during handling, maintenance and storage					
f)	Assessment of previous measuring results when the equipment is found not to conform to requirements			*No*	*Not addressed*	
e)	Ability of computer software to satisfy the intended application			*No*	*Not addressed*	

ISO 9001 Clause	ISO 9001 Requirement	Manual Reference	Compliance		Deficiency	Remarks
			Yes	No		
8	**Measurement, analysis and improvement**					
8.1	**General** - planning and implementation of monitoring, measurement, analysis and improvement processes	Sec 8.0 P 1 f 12	Yes			
a)	Demonstrate conformity of the product		Yes			
b)	Ensure conformity of the quality management system		Yes			
c)	Continually improve the effectiveness of the quality management system		Yes			
8.2	**Monitoring and measurement**					
8.2.1	**Customer satisfaction** methods and metrics to measure the customers perception of requirements being met	Sec 8.0 P 2 f 12	Yes			
8.2.2	**Internal audit** Internal audits performed at planned intervals based on status and importance of processes and area to be audited by independent auditors to determine if the quality management system	Sec 8.0 P 3 f 12 Internal Audit Procedure	Yes			
a)	Conforms to the ISO standard and quality system requirements		Yes			
b)	effectively implemented and maintained		Yes			
8.2.3	**Monitoring and measurement of processes** Do monitoring and measurement methods show whether planned results are obtained; If not obtained are corrective actions taken to ensure conformity of product	Sec 8.0 P 5 f 12	Yes			
8.2.4	**Monitoring and measurement of product** evidence to support monitoring and measurement at appropriate stages of the process has taken place. Conformance to requirements demonstrated Product release in conformance to requirements	Sec 8.0 P 6 f 12	Yes			
8.3	**Control of nonconforming product** Identification of products which does not conform the product requirements.	Sec 8.0 P 8 f 12 Procedure for Control of Non – Conforming Product	Yes			
a)	Taking action to eliminate detected nonconformity		Yes			
b)	Authorizing its use, release or acceptance under concession by a relevant authority and customer where applicable		Yes			
c)	Taking action to preclude its original intended use or application		Yes			

ISO 9001 Clause	ISO 9001 Requirement	Manual Reference	Compliance		Deficiency	Remarks
			Yes	No		
8.4	**Analysis of data** Data available to demonstrate the suitability and effectiveness of the quality management system and to evaluate continual improvement effectiveness		Yes			
a)	Customer satisfaction	Sec 8.0 P 9 f 12	Yes			
b)	Conformity to product requirements		Yes			
c)	Characteristics and trends of processes and products including opportunities for preventive action		Yes			
d)	Suppliers		Yes			
8.5	**Improvement**					
8.5.1	**Continual improvement** Evidence to show the effectiveness of the quality management system is continually improved through use of quality policy, quality objectives, audit results, analysis of data, corrective and preventive actions and management review.	Sec 8.0 P 10 f 12	Yes			
8.5.2	**Corrective Action** Action to eliminate the cause of nonconformities and documented in a procedure for		Yes			
a)	Reviewing nonconformities (including customer complaints)	Sec 8.0 P 12 f 12	Yes			
b)	Determining the causes of nonconformities		Yes			
c)	Evaluating the need for action to ensure that nonconformities do not recur	Procedure for Corrective action	Yes			
d)	Determining and implementing action needed		Yes			
e)	Records of the results of action taken		Yes			
f)	Reviewing corrective action taken		Yes			
8.5.3	**Preventive Action** procedure provide for and is evidence available to show action to eliminate the cause of potential nonconformities and does the procedure define requirements for		Yes			
a)	Determining potential nonconformities and their causes	Sec 8.0 P 12 f 12	Yes			
b)	Evaluating the need for action to prevent occurrence of nonconformities	Procedure for Preventive action	Yes			
c)	Determining and implementing action needed		Yes			
d)	Records of results of action taken		Yes			
e)	Reviewing preventive action taken		Yes			

SIGNATURE OF REVIEWING OFFICER

2015-04-03
DATE