



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

Name of Organization: *N & A Engineering Services (Pvt) Ltd* NC No. : 03 of 07
 Section : *HR* Team Leader : *Mr. S C Banumathchi*
 Relevant Standard : *ISO 9001:2008* Auditor : *Ms. Felicia Weerawardena*
 Relevant Clause : *8.2.2* Date of audit : *2014-04-29*
 Relevant company document : *Evaluation records*

Non-conformity detected

Category : Major/Minor

Evaluation of the training on ISO 9001 requirements have not been evaluated.

Felicia Weerawardena

Auditor

S C Banumathchi

Team Leader :

Correction:

Training Evaluation for given trainings will be carried out

[Signature]

Auditee

Root cause for Non-conformity

Focus has not been laid on evaluation of training

[Signature]

Auditee

Corrective action proposed/implemented:

Date of completion:

Training on ISO 9001 requirements was evaluated.

Training Incharge was instructed to carry out training evaluation just after the completion of training

[Signature]

Auditee

2014.06.13.
Date

Verification of corrective action

NC Closed/Open

There is documentary evidence produced to demonstrate implementation of corrective action

[Signature]

Auditor

2014/08/02
Date

Effectiveness of corrective action

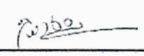
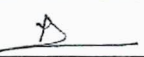
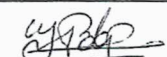
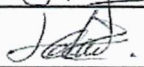
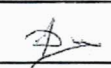
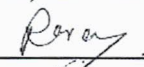

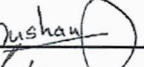
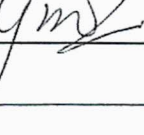
status of implementer's corrective actions verified & found to be effective

[Signature]

Auditor

2015-07-18
Date

Attendance list of ISO 9001 Requirement Training

No	Name	Designaion	Signature
1	D.M.M.S. Angamma	Assistant Accountant	
2	W.A. Prabath	Assistant Accountant	
3	R.S.P. Pradeep	HR Executive	
4	D.L. Ranathunga	Assistant Accountant	
5	W.D.R.D. Jugantha	Assistant Accountant	
6	G.R. Satharasi	Account Assistant	
7	T.L.S. Malaka	Account Assistant	
8	P.S.U.P. Numara	M and E Engineer.	
9	K. Srinivas Nilakanta	mep project.	
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
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21			
22			
23			
24			
25			

**INDEXPO CERTIFICATION LIMITED;
MINUTES OF CERTIFICATION COMMITTEE**

MINUTES OF THE 07th CERTIFICATION COMMITTEE HELD ON 2013-06-28 AT 1000 h IN THE CNCI AUDITORIUM

PRESENT	
NAME	DESIGNATION
Dr Jaanaki Gooneratne	Chairman
Prof. A. Bamunarachchi	Member
Mr C D R A Jayawardena	Member
Ms. Hasanika Piyasena	Secretary
REGRETS	
NAME	DESIGNATION
Dr Ilmi Hewajulige	Member

ITEM 1: Welcome by the Director
Secretary of the Certification Committee welcomed the members and briefed them on the objective of the meeting.

Dr Jaanaki as appointed by the previous meeting (held on 2013-06-07) chaired the Certification Committee. Previous meeting minutes of the minutes of the previous meeting were tabled and confirmed.

ITEM 3: Matters arising out of the minutes of the previous meeting
None

ITEM 4: Discussion of Certification Documents of the Clients

ITEM 4.1:
The team members reviewed the audit findings of International Foodstuff Company Agri Bio-Tech as per the ISO 22000:2005 standard. The client details were presented by the Secretary of the Certification Committee and on a request made by the committee members Ms Felicia who was an auditor for the system audit was invited to verify certain issues.

Details were verified and the Committee granted approval for certification.

ITEM 5: Any Other Business

Secretary brought to the notice of the Committee that a non-conformity was raised at the SLAB Surveillance Audit conducted on 2013-06-14, that the Certification Committee Members do not have auditor training as per Clause 7.2.3 of ISO ISO/TS 22003: 2007. Secretary further said that in view of this a new clause has been added to PM-QP-07 Procedure for Management Committee as follows:
"At least one member of the Certification Committee shall have successfully completed the Lead auditor course in the relevant discipline"
In fulfillment of the above Dr. Ilmi Hewajulige of ITI who has successfully completed the ISO 22000 Lead Auditor Course has been appointed to the committee. However she informed that she is unable to participate due to her previous commitment.

The meeting was adjourned at 11.00h

[Signature]
Secretary Certification Committee

Date
2013-06-28



N & A Engineering Services (Pvt) Ltd
 No : 81/B, Awissawella Road, Nawagamuwa,
 Ranala. Tel : 011-4444311 Fax : 011-4402454
 Email : info@naengineering services.com

**TRAINING
EVALUATION FORM**

Title of Training :- ISO 9001 Requirements

Location of Training :- N & A Head Office

Trainer :- Mr. M. G. Jayarathne

Date :- 15.02.2014

Your feedback is valuable to us and is appreciated. N & A is committed to continual improvement and suggestions will be considered for future training needs.

Criteria	Strongly Agreed	Agreed	Neutral	Disagree	Strongly Disagree
	4	3	2	1	0
1		✓			
2			✓		
3		✓			
4		✓			
5		✓			
6		✓			
7		✓			
8	✓				
9		✓			
10			✓		
11		✓			
12		✓			

13	What did you like most about this training ?	—
14	What aspects of training could be improved?	Time allocation for each section should be extend.
15	How do you hope to change your practice as a result of this training?	Change the thinking about ISO Management system
16	What additional of this training would you like to have in the future?	Conduct more Training sessions.
17	Other Comments	—

Document Number : HRM/EVL - 01

Issue No: 01

Issued Date : 2014.01.01

Issued by : Management Representative

Revision No: 0

Revised Date : -

Reviewed and Approved by : Managing Director

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[Faint handwriting, possibly a signature or a specific note]

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Criteria		Strongly Agreed	Agreed	Neutral	Disagree	Strongly Disagree
		4	3	2	1	0
1	The Objective of the Training were clearly defined		✓			
2	Participation and interaction were encouraged		✓			
3	The topics covered were relevant to me		✓			
4	The content of training was well organized and easy to follow			✓		
5	The materials provided were helpful	✓				
6	This training experience will be useful in my future works		✓			
7	The trainer was knowledgeable about the training topics		✓			
8	The trainer was well prepared for training			✓		
9	The training met my expectations		✓			
10	The time allocated for the training was sufficient		✓			
11	Instructions of training were clear and understandable		✓			
12	Facilities provided for training were adequate and comfortable	✓				

13	What did you like most about this training ?	purchasing Process.				
14	What aspects of training could be improved?	requirements need to be explain from Small Level				
15	How do you hope to change your practice as a result of this training?	It was effected forme to Change my thinking about ISO Requirements.				
16	What additional of this training would you like to have in the future?	Each processes need to be explain farther.				
17	Other Comments	It is better, it the training can arrange a whole day.				

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	4	3	2	1	0
1		✓			
2		✓			
3		✓			
4		✓			
5	✓				
6		✓			
7		✓			
8		✓			
9	✓				
10			✓		
11	✓				
12		✓			

13	What did you like most about this training ?	—
14	What aspects of training could be improved?	It is better, IF the trainings can arrange section by section infuture.
15	How do you hope to change your practice as a result of this training?	It was affected to remove my thinking about ISO Management system.
16	What additional of this training would you like to have in the future?	Trainings need to be conduct in regular Internals.
17	Other Comments	—

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	Email : info@naengineering services.com					
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Location of Training :- N & A Head Office			Trainer :- Mr. M. G. Jayarathne			
			Date :- 15.02.2014			
<i>Your feedback is valuable to us and is appreciated. N & A is committed to continual improvement and suggestions will be considered for future training needs.</i>						
Criteria		Strongly Agreed	Agreed	Neutral	Disagree	Strongly Disagree
		4	3	2	1	0
1	The Objective of the Training were clearly defined	✓				
2	Participation and interaction were encouraged			✓		
3	The topics covered were relevant to me			✓		
4	The content of training was well organized and easy to follow		✓			
5	The materials provided were helpful	✓				
6	This training experience will be useful in my future works			✓		
7	The trainer was knowledgeable about the training topics	✓				
8	The trainer was well prepared for training	✓				
9	The training met my expectations			✓		
10	The time allocated for the training was sufficient			✓		
11	Instructions of training were clear and understandable		✓			
12	Facilities provided for training were adequate and comfortable		✓			
13	What did you like most about this training?	about organization of the training				
14	What aspects of training could be improved?	Training need to carry out about relevant section for relevant persons.				
15	How do you hope to change your practice as a result of this training?	Every work need to be carry out by systematic manner.				
16	What additional of this training would you like to have in the future?	More training sessions need to be carry out for familiar to the system				
17	Other Comments	—				
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	4	3	2	1	0
1		✓			
2		✓			
3		✓			
4			✓		
5		✓			
6		✓			
7	✓				
8	✓				
9		✓			
10			✓		
11		✓			
12		✓			

13	What did you like most about this training ?	
14	What aspects of training could be improved?	Requirements need to be explain from starting early stage.
15	How do you hope to change your practice as a result of this training?	Need to improve positive thinking about ISO Requirements.
16	What additional of this training would you like to have in the future?	Training Programmes need to be Conduct By Allocating more time to Each Section
17	Other Comments	

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		4	3	2	1	0
1	The Objective of the Training were clearly defined		✓			
2	Participation and interaction were encouraged			✓		
3	The topics covered were relevant to me			✓		
4	The content of training was well organized and easy to follow		✓			
5	The materials provided were helpful		✓			
6	This training experience will be useful in my future works		✓			
7	The trainer was knowledgeable about the training topics		✓			
8	The trainer was well prepared for training	✓				
9	The training met my expectations			✓		
10	The time allocated for the training was sufficient		✓			
11	Instructions of training were clear and understandable			✓		
12	Facilities provided for training were adequate and comfortable		✓			
13	What did you like most about this training ?	—				
14	What aspects of training could be improved?	—				
15	How do you hope to change your practice as a result of this training?	If you conduct more training sessions it is better to improve our knowledge about ISO system				
16	What additional of this training would you like to have in the future?	—				
17	Other Comments	—				
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	4	3	2	1	0
1		✓			
2		✓			
3		✓			
4		✓			
5		✓			
6		✓			
7		✓			
8	✓				
9		✓			
10			✓		
11		✓			
12		✓			

13	What did you like most about this training ?	Presentation skills of the Trainer
14	What aspects of training could be improved?	More time need to allocate for above kind of training
15	How do you hope to change your practice as a result of this training?	Need to think differently about ISO requirements
16	What additional of this training would you like to have in the future?	More trainings needs to be carryout at regular intervals
17	Other Comments	This training need to be carryout other officers according to their level

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	4	3	2	1	0
1		✓			
2		✓			
3			✓		
4		✓			
5		✓			
6		✓			
7		✓			
8	✓				
9		✓			
10			✓		
11		✓			
12		✓			

13 What did you like most about this training? Presentation of the trainer.

14 What aspects of training could be improved? More time required to cover each topic.

15 How do you hope to change your practice as a result of this training? Need to practice ISO Management System for improve effectiveness.

16 What additional of this training would you like to have in the future?

17 Other Comments

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