



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

Name of Organization: *NBA Engineering Services (Pvt) Ltd.* NC No. : *06 of 07*
 Section : ~~SS~~ *Management Representative* Team Leader : *S. C. Bamuniarachchi*
 Relevant Standard : *ISO 9001:2008* Auditor : *—*
 Relevant Clause : *8.2.2* Date of audit : *2014.04.29*
 Relevant company document : *Internal Audit procedure.*

Non-conformity detected

Category : *Major/Minor*

No internal audit has been conducted during last twelve months. Procedure QAP 3 identify audit frequency as every six months.

Auditor

Team Leader :

Correction:

Internal Quality Audit need to be carry out with in the next month by covering all Head Office Sections and construction Projects.

Auditee

Date

Root cause for Non-conformity

Less Attention given by responsible officers about conducting Internal Audits and procedure QAP 03 has not been followed.

Auditee

Date

Corrective action proposed/implemented:

Proposed date of completion:

Internal Audit was conducted at 05.06.2014 & 06.06.2014 by covering all Head Office Sections and construction Projects. Procedure QAP 03 will be followed and maintain.

Auditee

Date

Verification of corrective action

NC Closed/Open

There is evidence of conducted internal audit and following up the ~~audit~~ process

Auditor

Date

Effectiveness of corrective action

status of implemented corrective actions verified and found to be effective

Auditor

Date

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

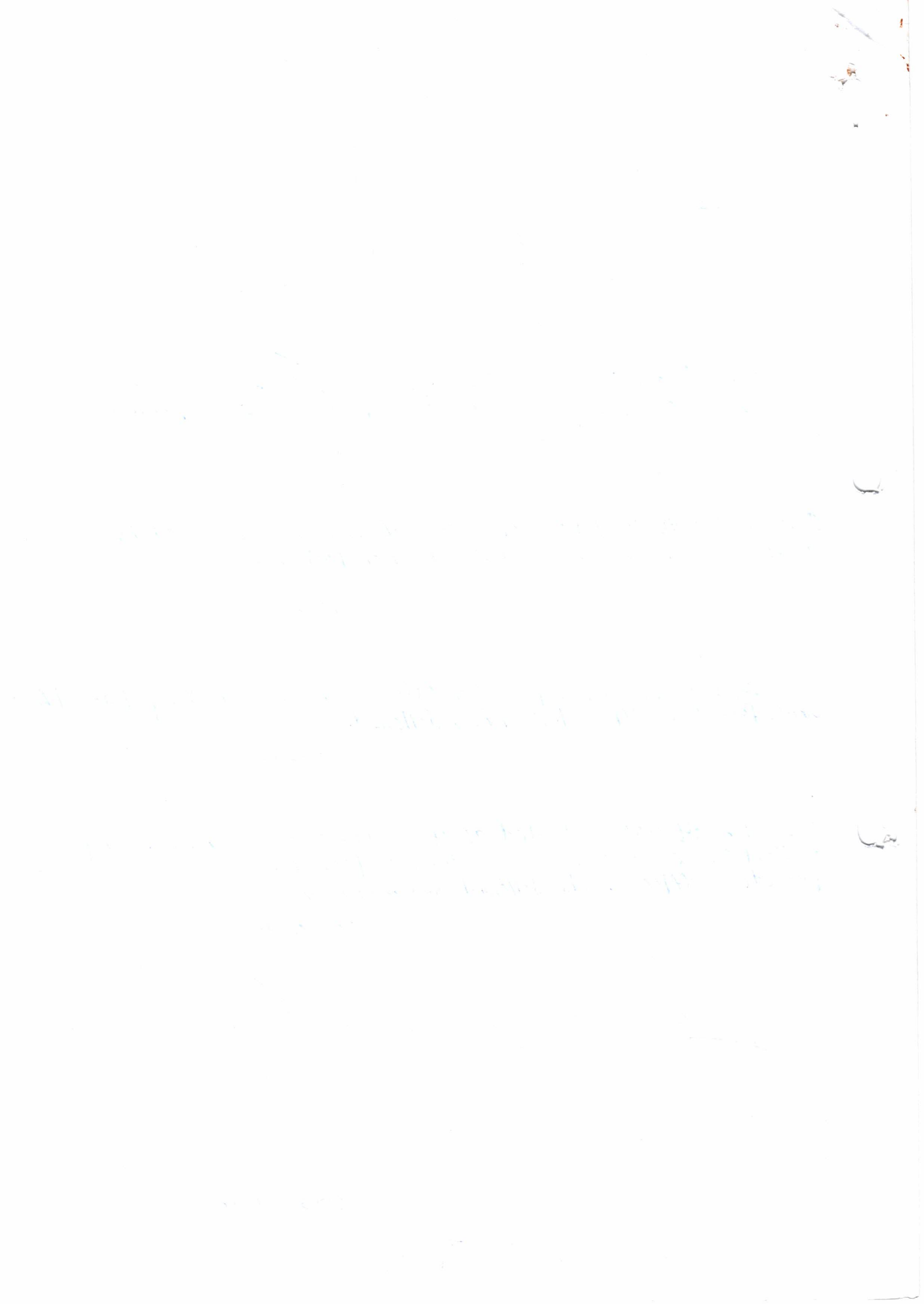
Issue No. : ~~05~~

Issue Date : 2014-04-09

Reviewed and approved by : Director

04

Issued by Management Representative





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

Audit Schedule

From : Management Representative

To : Chairman, Directors, Project Managers, Project Coordinators, Section/Department Heads & Other Managers

Subject : **Internal Quality Audit**

Date : 23.05.2014

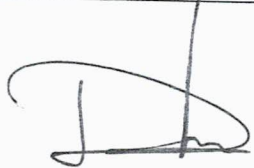
Applicable Documents: ISO 9001:2008 Standard, Quality Manual, Quality Records

This is to notify that an Internal Quality Audit Programme is scheduled to be carried out from **05.06.2014 to 06.06.2014** covering all Projects/Sites, & Departments.

Please ensure that staff members are present on the respective dates.

The QMS will be audited in accordance with Procedure for Internal Auditing, against the Quality Management System Requirements

Section/Project/Site	Audit Team Members	Date & Time
Head Office Sections		
Human Resources	Sampath Senevirathne (MSM) Chanuka Hasaranga (QAE)	Date : 05.06.2014 Time : 08.45 Hrs – 10.15 Hrs
Accounting & Purchasing	Eranda Gunasekara (CQS) Chaminda Prasad (SPM)	Date : 05.06.2014 Time : 08.45 Hrs – 10.15 Hrs
Planning & Drafting	Eranda Gunasekara (CQS) Chaminda Prasad (SPM)	Date : 05.06.2014 Time : 10.30 Hrs – 12.00 Hrs
Main Stores & Maintenance	Pubudu Ranasinghe (CM) Nuresh Rajapaksha (HRM)	Date : 06.06.2014 Time : 13.00 Hrs – 14.30 Hrs
Quantity Surveying	Pubudu Ranasinghe (CM) Nuresh Rajapaksha (HRM)	Date : 06.06.2014 Time : 14.45 Hrs – 16.15 Hrs
Construction Sites		
ICBT Project	Gayan Ariyaratne (CFO) Binara Dilukshan (PC)	Date : 06.06.2014 Time : 15.15 Hrs – 16.45 Hrs
DPJ Project	Gayan Ariyaratne (CFO) Binara Dilukshan (PC)	Date : 06.06.2014 Time : 13.00 Hrs – 14.30 Hrs


Lalithya Gamethige
Management Representative

Document Number : AUD/SCH-02		Issued by : Management Representative
Issue No : 03	Issued Date : 2014.01.01	
Revision No : 00	Revision Date : -	Reviewed and Approved by : Managing Director



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

Audit Schedule

From : Management Representative

To : Chairman, Directors, Project Managers, Project Coordinators, Section/Department Heads & Other Managers

Subject : **Follow-up Audit**

Date : 09.06.2014

Applicable Documents: ISO 9001:2008 Standard, Quality Manual, Quality Records

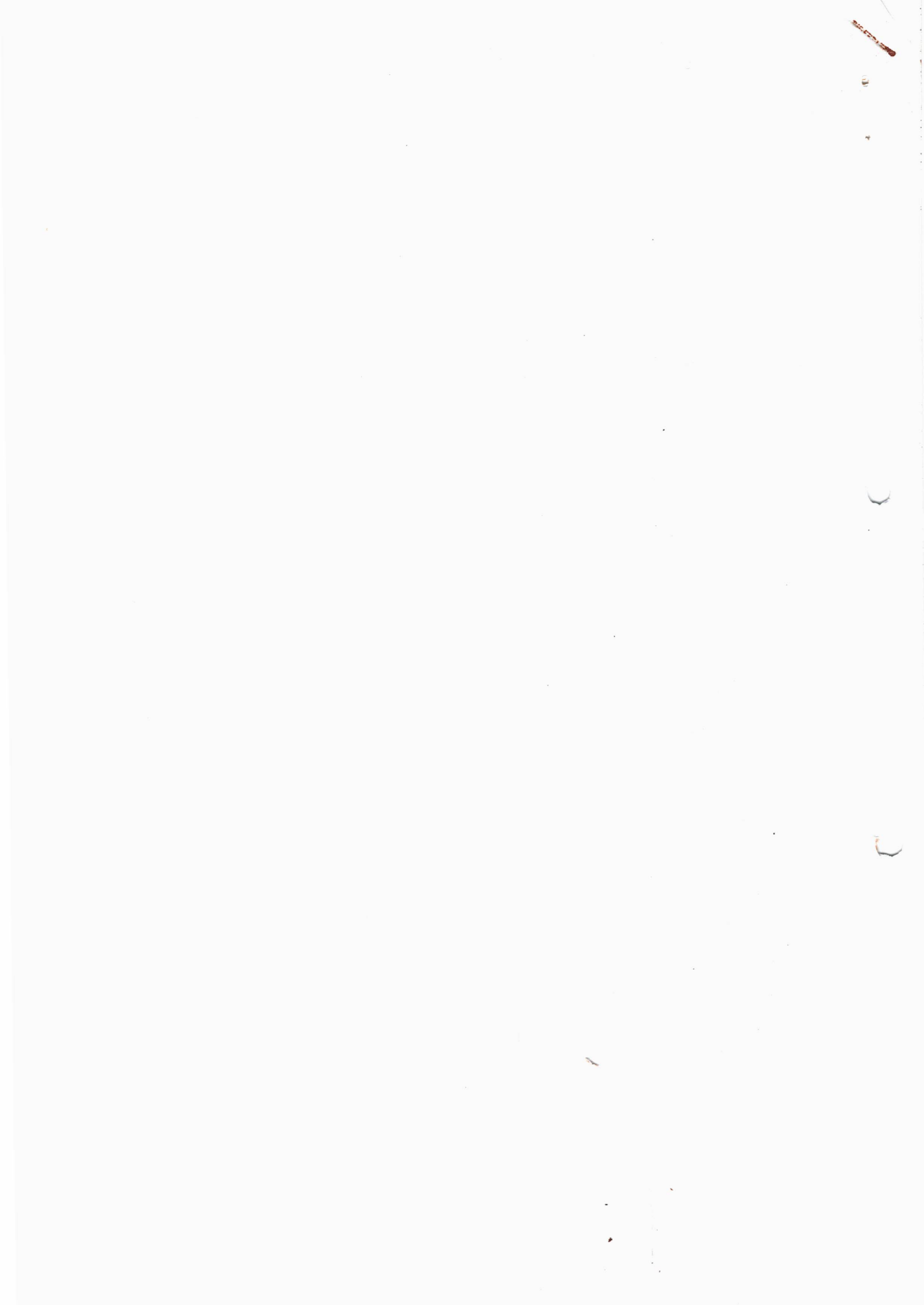
A Follow-up Internal Audit will be carried out at **Head Office Divisions** and **Construction Projects** on **24.06.2014** & **25.06.2014** in order to review the findings made at the internal audit held on 05.06.2014 and 06.06.2014 respectively.


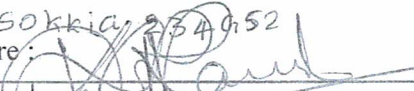
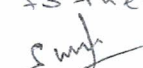

Please make your staff aware of the programme and make responsible auditees available. Your assistance to make the audit success will be highly appreciated.

Section/Project/Site	Audit Team Members	Date & Time
Head Office Sections		
Human Resources	Sampath Senevirathne (MSM) Chanuka Hasaranga (QAE)	Date : 24.06.2014 Time : 09.00 Hrs – 10.00 Hrs
Accounting & Purchasing	Eranda Gunasekara (CQS) Chandima Prasad (SPM)	Date : 25.06.2014 Time : 09.00 Hrs – 10.00 Hrs
Planning & Drafting	Eranda Gunasekara (CQS) Chandima Prasad (SPM)	Date : 25.06.2014 Time : 10.30 Hrs – 11.30 Hrs
Main Stores	Pubudu Ranasinghe (CM) Pradeep Sandamal (HRE)	Date : 24.06.2014 Time : 09.00 Hrs – 10.00 Hrs
Quantity Surveying	Pubudu Ranasinghe (CM) Pradeep Sandamal (HRE)	Date : 24.06.2014 Time : 10.30 Hrs – 11.30 Hrs
Construction Sites		
ICBT Project	Gayan Ariyaratne (CFO) Binara Dilukshan (PC)	Date : 24.06.2014 Time : 09.00 Hrs – 10.00 Hrs
DPJ Project	Gayan Ariyaratne (CFO) Binara Dilukshan (PC)	Date : 24.06.2014 Time : 11.00 Hrs – 12.00 Hrs




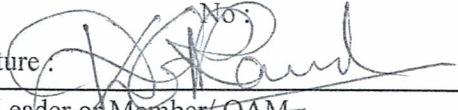
Lalithya Gamethige
Management Representative

Document Number : AUD/SCH-02		Issued by : Management Representative
Issue No : 03	Issued Date : 2014.01.01	
Revision No : 00	Revision Date : -	Reviewed and Approved by : Managing Director


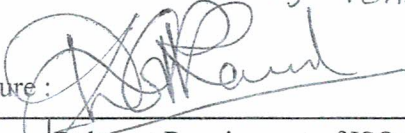




	N & A Engineering Services (Pvt) Ltd		Internal Audit Report
	No : 81/B, Awissawella Road, Nawagamuwa,		
	Ranala. Tel : 011-4444311 Fax : 011-4402454		
	Email : info@naengineering services.com		
Audit No : IA/M.Store & CRM 2014 I			
Department/ Section/ Project	Head Office - Main store & Maintenance		
Date of Audit	06/06/2014		
Audities Name	Sampath seneviratne (MSM)		
Audit Team Leader	Pubudu Ranasinghe (CM)		
Audit Team Member/s	Nuresh Rajapaksha (HRM)		
Type of Audit Finding	<input type="checkbox"/> Observation	<input checked="" type="checkbox"/> Non-Conformity	
Description of Observation/ Non-Conformity			
Calibration Report wasn't available at the Report file for one auto level and NO evidence to proof, whether that machine is calibrated or not. Eg:- serial number - sokkia 234052			
Audit Team Leader / Auditor's Signature: 			
Applicable Document/s	Relevant Requirement of ISO 9001:2008 Standard		
Quality Manual	7.6		
Root Cause for finding/s			
Negligence of Responsible officers, and less considering about the calibration of monitoring & measuring Equipments			
Propose Corrective / Preventive Action/s	To be completed on:		
yearly calibration schedule was prepared by considering all equipments and Responsible officers was nominated to them	24/06/2014		
	To be completed by:		
Audit / Auditor's Representative Signature: 	Main stores Manager (MSM)		
Name & Designation of Follow-up Audit conducted person/s:			
Pubudu Ranasinghe (CM) & Nuresh Rajapaksha (HRM)			
Date of Follow-up Audit carried out : 24/06/2014			
Observation/Non Conformity cleared : Yes: v No:			
If No, New Non Conformity raised : Yes: No:			
Audit Team Leader or Member / MR / QAM Signature: 			
Follow-up Audit comments by MR / Audit Team Leader or Member / QAM			
Verified & OK,			



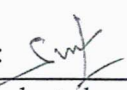
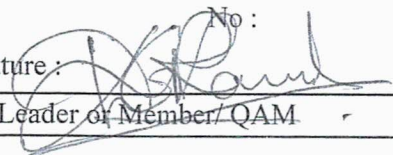
Document Number : AUD/REP-01		
Issue No: 01	Issued Date : 2009.03.16	Issued by : Management Representative
Revision No: 00	Revised Date : -	Reviewed and Approved by : Managing Director

	N & A Engineering Services (Pvt) Ltd	Internal Audit Report
	No : 81/B, Awissawella Road, Nawagamuwa,	
	Ranala. Tel : 011-4444311 Fax : 011-4402454	Audit No : <i>IA/M.Stores.02/2014I</i>
	Email : info@naengineering services.com	
Department/ Section/ Project	Head Office - Main Stores & Maintenance	
Date of Audit	06/06/2014	
Audities Name	Sampath Genevige (MSM)	
Audit Team Leader	Pubudu Ranasinghe (CCM)	
Audit Team Member/s	Nuresh Rajapaksha (HRM)	
Type of Audit Finding	<input type="checkbox"/> Observation	<input checked="" type="checkbox"/> Non-Conformity
Description of Observation/ Non Conformity		
<p>Fire Extinguishers were expired at some fire points. Eg: fire point near The Guard Room, fire point at Timber and steel stores.</p>		
Audit Team Leader/Auditor's Signature: 		
Applicable Document/s	Relevant Requirement of ISO 9001:2008 Standard	
Quality manual	6.3	
Root Cause for finding/s		
Negligence of Responsible officer & Less knowledge about the importance of it.		
Propose Corrective/Preventive Action/s	To be completed on:	
<p>Awareness need to carry out about importance of fire extinguishers extinguishers and officer should assign for maintain all record regarding fire extinguishers belongs to the company.</p>	24/06/2014	
	To be completed by:	
Auditee/Auditee's Representative Signature: 	Main Stores Manager (MSM)	
Name & Designation of Follow-up Audit conducted person/s:		
Pubudu Ranasinghe (CCM) & Nuresh Rajapaksha (HRM)		
Date of Follow-up Audit carried out : 24/06/2014		
Observation/Non Conformity cleared : Yes : <input checked="" type="checkbox"/> No : <input type="checkbox"/>		
If No, New Non Conformity raised : Yes : <input type="checkbox"/> No : <input checked="" type="checkbox"/>		
Audit Team Leader or Member/MR/QAM Signature: 		
Follow-up Audit comments by MR/Audit Team Leader or Member/QAM		
Verified & OK.		



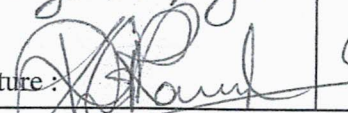
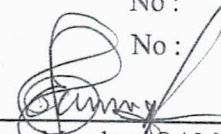
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	No : 81/B, Awissawella Road, Nawagamuwa,		
	Ranala. Tel : 011-4444311 Fax : 011-4402454		Audit No : <i>IA/Ms.Stor.PCR.03/2014</i>
	Email : info@naengineering services.com		
Department/ Section/ Project	<i>Head Office - Main stores & Maintenance</i>		
Date of Audit	<i>06/06/2014</i>		
Audities Name	<i>sampath seneviratne (MSM)</i>		
Audit Team Leader	<i>Pubudu Ranasinghe (CM)</i>		
Audit Team Member/s	<i>Nuresh Rajapaksha (HRM)</i>		
Type of Audit Finding	<input checked="" type="checkbox"/>	Observation	<input type="checkbox"/> Non-Conformity
Description of Observation/ Non-Conformity			
<i>Meters of some vehicles were broken, therefore couldn't identify the next service period by vehicle Running chart.</i>			
Audit Team Leader / Auditor's Signature : 			
Applicable Document/s	Relevant Requirement of ISO 9001:2008 Standard		
<i>Quality Manual</i>	<i>7.6</i>		
Root Cause for finding/s			
<i>Negligence of Responsible officers regarding the keeping of proper record</i>			
Propose Corrective / Preventive Action/s		To be completed on:	
<i>All Company Drivers need to be thoroughly advised to give a list of all damage items of each vehicle at two weeks intervals to main stores manager / nominated Responsible officer.</i>		<i>24/06/2014</i>	
		To be completed by :	
Auditee / Auditee's Representative Signature : 		<i>Main stores Manager (MSM)</i>	
Name & Designation of Follow-up Audit conducted person/s :			
<i>Pubudu Ranasinghe (CM) & Nuresh Rajapaksha (HRM)</i>			
Date of Follow-up Audit carried out : <i>24/06/2014</i>			
Observation/Non Conformity cleared : Yes : <input checked="" type="checkbox"/> No : <input type="checkbox"/>			
If No, New Non Conformity raised : Yes : <input type="checkbox"/> No : <input type="checkbox"/>			
Audit Team Leader or Member / MR / QAM Signature : 			
Follow-up Audit comments by MR / Audit Team Leader or Member / QAM :			
<i>Verified & ok.</i>			


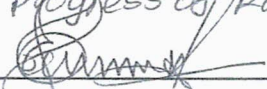

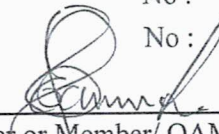
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	No : 81/B, Awissawella Road, Nawagamuwa,	
	Ranala. Tel : 011-4444311 Fax : 011-4402454	Audit No : IA/M.Stor.POPR.01/2014I
	Email : info@naengineering services.com	
Department/ Section/ Project	Head office - Main stores & Maintenance	
Date of Audit	06/06/2014	
Audities Name	Sampath Senaviratne (MSM)	
Audit Team Leader	Pubudu Ranasinghe (CCM)	
Audit Team Member/s	Nuresh Rajapaksha (HRM)	
Type of Audit Finding	<input checked="" type="checkbox"/> Observation	<input type="checkbox"/> Non-Conformity
Description of Observation/ Non-Conformity Physical Balance of some Bin cards were not tally with the Ledger Balance Eg:- Hilti Hammers, Engine oil, concrete Breakers Some Bin cards were found without approval of responsible officers. Eg:- Carocine oil, 10mm & 12mm Reinforcement Bars, Audit Team Leader / Auditor's Signature : 		
Applicable Document/s	Relevant Requirement of ISO 9001:2008 Standard	
Quality Manual	7.5.3	
Root Cause for finding/s Negligence of store keepers & Less attention given by responsible officers about document controlling		
Propose Corrective/Preventive Action/s	To be completed on:	
Awareness Programme should conduct for all store keepers & responsible officers of Main stores & maintenance section.	24/06/2014	
	To be completed by : Main Stores Manager (MSM)	
Auditie / Auditie's Representative Signature : 		
Name & Designation of Follow-up Audit conducted person/s : Pubudu Ranasinghe (CCM) & Nuresh Rajapaksha (HRM)		
Date of Follow-up Audit carried out : 24/06/2014		
Observation/Non Conformity cleared : Yes : <input checked="" type="checkbox"/> No : <input type="checkbox"/>		
If No, New Non Conformity raised : Yes : <input type="checkbox"/> No : <input type="checkbox"/>		
Audit Team Leader or Member/MR/QAM-Signature : 		
Follow -up Audit comments by MR/Audit Team Leader or Member/QAM		
Verified ok.		

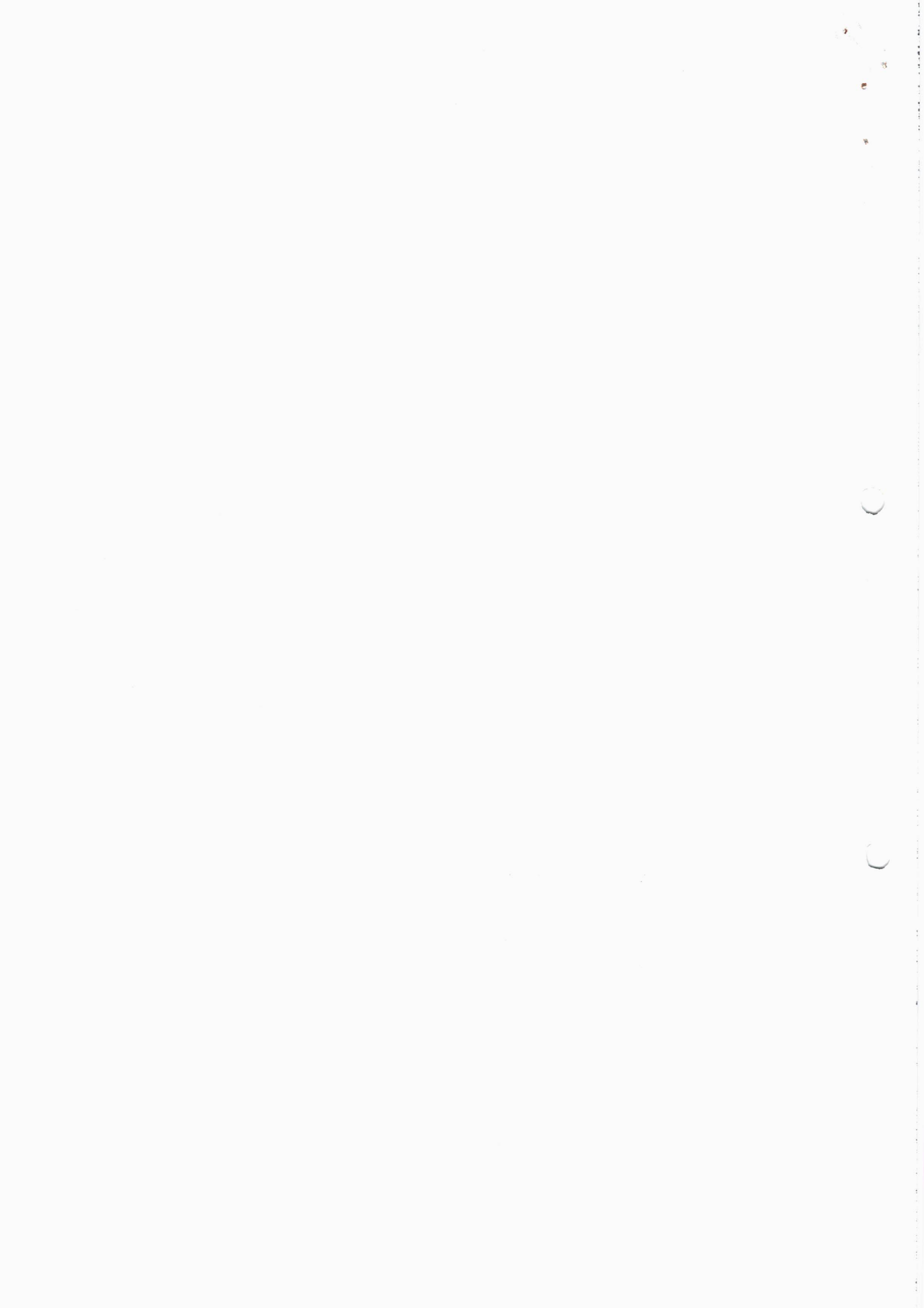
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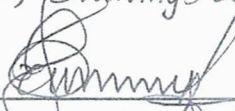

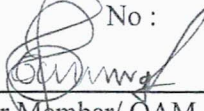
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	Email : info@naengineering services.com	
Department/ Section/Project	Head office - Planning & Drafting	
Date of Audit	05/06/2014	
Audities Name	Pubudu Ranasinghe (CCM)	
Audit Team Leader	Eranda Gunasekara (CCS)	
Audit Team Member/s	Chaminda Prasad (SPM)	
Type of Audit Finding	<input checked="" type="checkbox"/> Observation	<input type="checkbox"/> Non-Conformity
Description of Observation/ Non-Conformity		
Revised work programmes were not available in the project files - for some projects Eg: Revised programme for Ford site, Revised programme for Ratnapura Site		
Audit Team Leader/Auditor's Signature : 		
Applicable Document/s	Relevant Requirement of ISO 9001:2008 Standard	
Quality Manual	4.2.3	
Root Cause for finding/s		
Less attention given by responsible officers about proper record keeping.		
Propose Corrective /Preventive Action/s	To be completed on:	
All updated Revised Programmes are available as a soft copy in the computer, therefore all relevant records need to print for properly updating the project file.	25/06/2014	
	To be completed by :	
Auditie /Auditie's Representative Signature : 	Construction Managers	
Name & Designation of Follow-up Audit conducted person/s :		
Eranda Gunasekara (CCS) & Chaminda Prasad (SPM)		
Date of Follow-up Audit carried out : 25/06/2014		
Observation/Non Conformity cleared : Yes : <input checked="" type="checkbox"/> No :		
If No, New Non Conformity raised : Yes : No :		
Audit Team Leader or Member/ MR/ QAM Signature : 		
Follow -up Audit comments by MR/ Audit Team Leader or Member/ QAM		
Verified & OK.		

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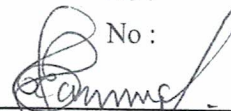
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	Ranala. Tel : 011-4444311 Fax : 011-4402454		Audit No : IA/Plan & Draft 02/2014 I
	Email : info@naengineering services.com		
Department/ Section/Project	Head office - Planning & Drafting		
Date of Audit	05/06/2014		
Audities Name	Dubada Ranasinghe (CCM)		
Audit Team Leader	Eranda Gunasekara (CCS)		
Audit Team Member/s	Chaminda Prasad (SPM)		
Type of Audit Finding	<input checked="" type="checkbox"/> Observation <input type="checkbox"/> Non-Conformity		
Description of Observation/Non-Conformity			
Evidence about the progress of ongoing construction projects - were not available for some projects Eg: Progress of Ford Site, Progress of Ratnapura Site			
Audit Team Leader / Auditor's Signature : 			
Applicable Document/s	Relevant Requirement of ISO 9001:2008 Standard		
Quality Manual	4.2.4		
Root Cause for finding/s			
Negligence of Responsible officers at the department.			
Propose Corrective/Preventive Action/s		To be completed on:	
All records were available as soft Copies. There fore all informations relevant to project progress need to get as hard copy and should insert to project files.		25/06/2014	
Auditie / Auditie's Representative Signature : 		To be completed by : Construction Manager	
Name & Designation of Follow-up Audit conducted person/s :			
Eranda Gunasekara (CCS) & Chaminda Prasad (SPM)			
Date of Follow-up Audit carried out : 25/06/2014			
Observation/Non Conformity cleared : Yes : <input checked="" type="checkbox"/> No : <input type="checkbox"/>			
If No, New Non Conformity raised : Yes : <input type="checkbox"/> No : <input type="checkbox"/>			
Audit Team Leader or Member/MR/ QAM Signature : 			
Follow-up Audit comments by MR/ Audit Team Leader or Member/ QAM			
verified & OK			

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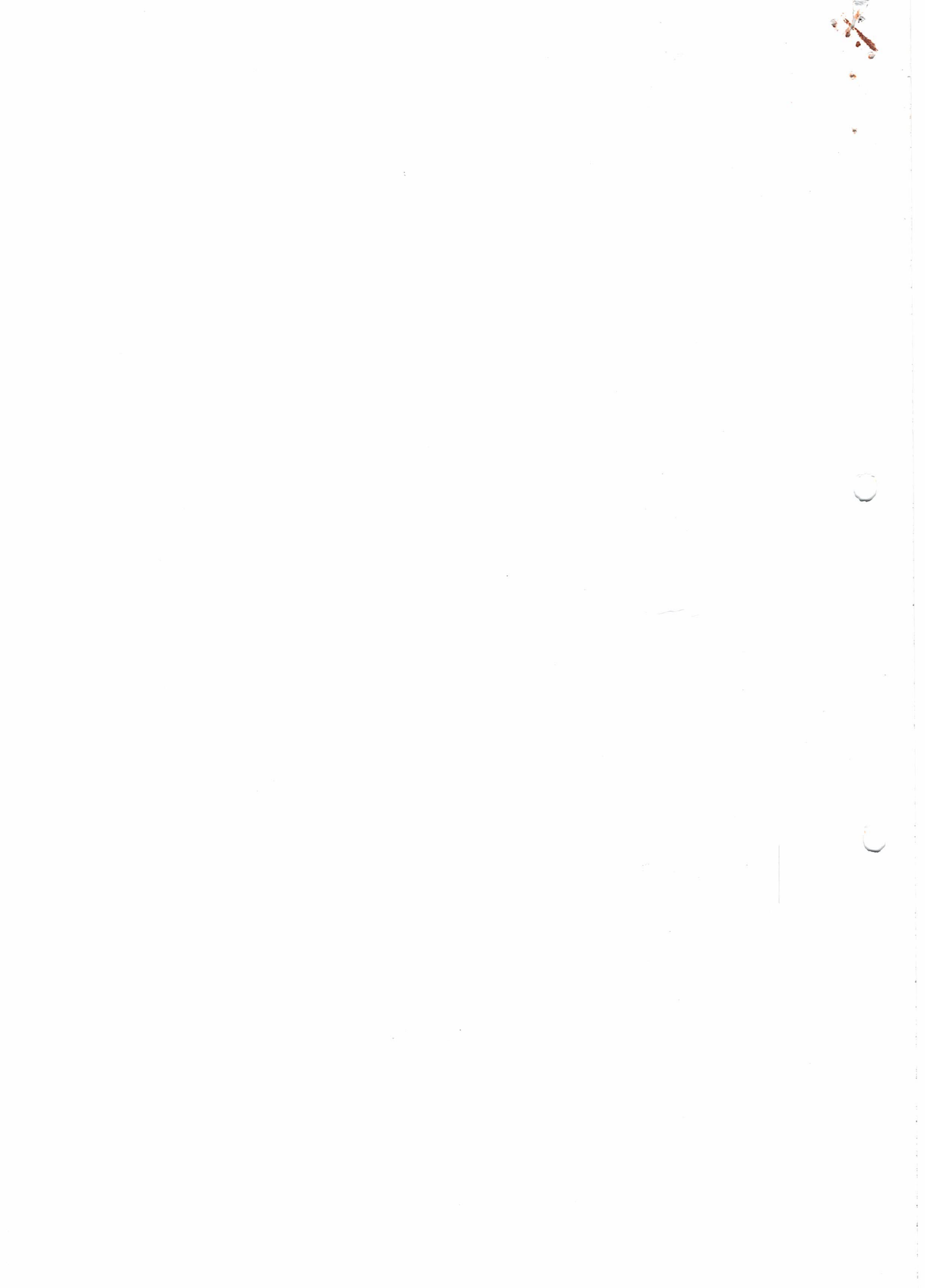
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	Email : info@naengineering services.com		
Department/ Section/ Project	Head Office - Planning & Drafting		
Date of Audit	05/06/2014		
Audities Name	Pubudu Ranasinghe (CM)		
Audit Team Leader	Eranda Gunasekara (CQS)		
Audit Team Member/s	Chaminda Prasad (SPM)		
Type of Audit Finding	<input checked="" type="checkbox"/> Observation	<input type="checkbox"/> Non-Conformity	
Description of Observation/Non-Conformity			
Original Drawings for some projects were not available at the Section. Eg:- Drawings of Maradana Site, Drawings of project near the Kinsey Road.			
Audit Team Leader/Auditor's Signature : 			
Applicable Document/s	Relevant Requirement of ISO 9001:2008 Standard		
Quality Manual	4.2.3		
Root Cause for finding/s			
Negligence of Responsible Officers at the Section.			
Propose Corrective /Preventive Action/s		To be completed on:	
Responsible Officer should nominate to maintain all Original drawings of projects		25/06/2014	
Auditie /Auditie's Representative Signature : 		To be completed by : Construction Manager	
Name & Designation of Follow-up Audit conducted person/s :			
Eranda Gunasekara (CQS) & Chaminda Prasad (SPM)			
Date of Follow-up Audit carried out : 25/06/2014			
Observation/Non Conformity cleared : Yes : <input checked="" type="checkbox"/> No : <input type="checkbox"/>			
If No, New Non Conformity raised : Yes : <input type="checkbox"/> No : <input checked="" type="checkbox"/>			
Audit Team Leader or Member/ MR/ QAM Signature : 			
Follow -up Audit comments by MR/ Audit Team Leader or Member/ QAM			
Verified & OK			


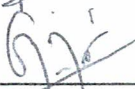
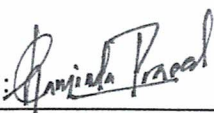
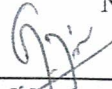
Document Number : AUD/REP-01		
Issue No: 01	Issued Date : 2009.03.16	Issued by : Management Representative
Revision No: 00	Revised Date : -	Reviewed and Approved by : Managing Director

	N & A Engineering Services (Pvt) Ltd	Internal Audit Report
	No : 81/B, Awissawella Road, Nawagamawa, Ranala. Tel : 011-4444311 Fax : 011-4402454 Email : info@naengineering services.com	
Department/ Section/Project		Audit No : IA/Plan & Draft-01/ 2014 I
Head office - Planning & Drafting		
Date of Audit	05/06/2014	
Audities Name	Pubudu Ranasinghe (CM)	
Audit Team Leader	Eranda Gunasekara (COS)	
Audit Team Member/s	Chaminda Prasad (SPM)	
Type of Audit Finding	<input checked="" type="checkbox"/> Observation	<input type="checkbox"/> Non-Conformity
Description of Observation/ Non-Conformity		
Drawing Register were not properly updated. Some Drawings were available at the department without inserting - to the Drawing Register.		
Audit Team Leader/Auditor's Signature : 		
Applicable Document/s	Relevant Requirement of ISO 9001:2008 Standard	
Quality Manual	4.2.4	
Root Cause for finding/s		
Negligence Of the Responsible Officers at the Section.		
Propose Corrective /Preventive Action/s	To be completed on:	
Responsible Officer should nominate to update the Drawing Register at least once in two weeks.	25/06/2014.	
	To be completed by :	
Auditee /Auditee's Representative Signature : 	Construction Manager	
Name & Designation of Follow-up Audit conducted person/s :		
Eranda Gunasekara (COS) & Chaminda Prasad (SPM)		
Date of Follow-up Audit carried out : 25/06/2014		
Observation/Non Conformity cleared : Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>		
If No, New Non Conformity raised : Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>		
Audit Team Leader or Member/ MR/ QAM Signature : 		
Follow -up Audit comments by MR/ Audit Team Leader or Member/ QAM		
Verified & OK.		


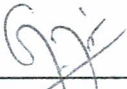


Document Number : AUD/REP-01

Issue No: 01	Issued Date : 2009.03.16	Issued by : Management Representative
Revision No: 00	Revised Date : -	Reviewed and Approved by : Managing Director



	N & A Engineering Services (Pvt) Ltd	Internal Audit Report	
	No : 81/B, Awissawella Road, Nawagamuwa,		
	Ranala. Tel : 011-4444311 Fax : 011-4402454		
	Email : info@naengineering services.com		
Department/ Section/ Project	ICBT - Project		
Date of Audit	06-06-2014		
Audities Name	Chaminda Prasad (SPM)		
Audit Team Leader	Gayas Ariyaratne (CFO)		
Audit Team Member/s	Binara Dilukshan (PC)		
Type of Audit Finding	<input type="checkbox"/> Observation	<input checked="" type="checkbox"/> Non-Conformity	
Description of Observation/ Non-Conformity Site Organizational structure wasn't properly updated, some responsible officers were not inserted into the Organizational chart. In addition to that, responsibilities & Authorities were not cleared.			
Audit Team Leader/Auditor's Signature : 			
Applicable Document/s	Relevant Requirement of ISO 9001:2008 Standard		
Quality Manual	4.2.3		
Root Cause for finding/s Negligence of Responsible officers at the site and less attention given for it			
Propose Corrective/Preventive Action/s	To be completed on:		
site organizational structure should update at least once a month and responsible officers need to be nominate to update it at least once a month	24-06-2014		
	To be completed by : Senior Project Manager		
Auditie /Auditie's Representative Signature : 			
Name & Designation of Follow-up Audit conducted person/s : Gayas Ariyaratne (CFO) & Binara Dilukshan (PC)			
Date of Follow-up Audit carried out : 24-06-2014			
Observation/Non Conformity cleared : Yes : <input checked="" type="checkbox"/> No :			
If No, New Non Conformity raised : Yes : No :			
Audit Team Leader or Member/MR/QAM Signature : 			
Follow -up Audit comments by MR/ Audit Team Leader or Member/QAM Verified & OK.			

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Revision No: 00	Revised Date : -	Reviewed and Approved by : Managing Director

	N & A Engineering Services (Pvt) Ltd	Internal Audit Report
	No : 81/B, Awissawella Road, Nawagamuwa,	
	Ranala. Tel : 011-4444311 Fax : 011-4402454	Audit No : IA/ICBT02/2014I
	Email : info@naengineering services.com	
Department/ Section/ Project	ICBT - Project	
Date of Audit	06-06-2014	
Audities Name	Chaminda Prasad (SPM)	
Audit Team Leader	Gayan Ariyaratne (CFO)	
Audit Team Member/s	Binara Dilukshan (PC)	
Type of Audit Finding	<input checked="" type="checkbox"/> Observation	<input type="checkbox"/> Non-Conformity
Description of Observation/ Non-Conformity		
Evidence wasn't found for verification of Some Electrical works. Eg:- Electrical works at basement floor.		
Audit Team Leader/Auditor's Signature : 		
Applicable Document/s	Relevant Requirement of ISO 9001:2008 Standard	
Quality Manual	8.2.4	
Root Cause for finding/s		
Less knowledge and less attention given by responsible officers about the importance of maintaining evidences of site activities.		
Propose Corrective /Preventive Action/s	To be completed on:	
All responsible officers should be advised to maintain evidences of each & every activities carried out at the site.	24-06-2014	
	To be completed by :	
Auditee/Auditee's Representative Signature : 	Senior Project Managers	
Name & Designation of Follow-up Audit conducted person/s :		
Gayan Ariyaratne (CFO) & Binara Dilukshan (PC)		
Date of Follow-up Audit carried out : 24-06-2014		
Observation/Non Conformity cleared :	Yes : <input checked="" type="checkbox"/>	No :
If No, New Non Conformity raised :	Yes :	No :
Audit Team Leader or Member/MR/QAM Signature : 		
Follow-up Audit comments by MR/Audit Team Leader or Member/QAM		
Verified & OK.		

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

Internal Audit Report

Audit No : IA/ICBT03/2014.I

Department/ Section/ Project	ICBT-. Project
Date of Audit	06-06-2014
Audities Name	Chaminda Prasad (SPM)
Audit Team Leader	Gayao Ariyaratne (CFO)
Audit Team Member/s	Binara Dilukshan (PC)

Type of Audit Finding Observation Non-Conformity

Description of Observation/Non-Conformity
 Consultant given formats were used at the site without authorization of management representative.
 Audit Team Leader/Auditor's Signature :

Applicable Document/s
 Quality Manual
 Relevant Requirement of ISO 9001:2008 Standard
 4.2.3

Root Cause for findings/s
 Negligence and Less Attention given about the document controlling

Propose Corrective /Preventive Action/s All Formats given by the consultants, should be authorized by Management Representative as project specific documents.	To be completed on: 24-06-2014
	To be completed by : Senior Project Managers

Auditee/Auditee's Representative Signature :

Name & Designation of Follow-up Audit conducted person/s :
 Gayao Ariyaratne (CFO) & Binara Dilukshan (PC)
 Date of Follow-up Audit carried out : 24-06-2014
 Observation/Non Conformity cleared : Yes : No :
 If No, New Non Conformity raised : Yes : No :
 Audit Team Leader or Member/MR/QAM Signature :

Follow -up Audit comments by MR/ Audit Team Leader or Member/QAM
 Verified & OK.

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