

**IND-EXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICATION SCHEME**

CORRECTIVE ACTION PLAN FOR NON-CONFORMITIES

For all non-conformities kindly complete this form and submit with evidence within two months.

Name of organization :

Type of audit : Stage II / Surveillance / Re-certification/Special audit (delete whichever is inapplicable)

Date/s of audit :

NCR No.	Non-conformity	Corrective actions taken & Date of implementation	Evidence of implementation
01	Quality policy has not been made available to all interested parties.	Indicate as an Agenda point in MR Under Quality policy review and made available for interested parties 20/12/2018	
02	Top Management of the Company has not assigned and communicated responsibilities & Authorities on reporting performance of QMS	Develop responsibility matrix and communicate through displays & emails 20/12/18	
03	Quality Objectives have been established but there are no plans to achieve	Plan will be made with due dates and responsibilities to achieve objectives with monitoring parameters 20/12/18	
04	There is no evidence to prove that the internal audits are being conducted at planned intervals.	Develop Audit plan with time line and audit areas with all information. 20/12/18	
05	Effectiveness of training has not been evaluated.	Develop format for Training effectiveness and will evaluate future training 20/12/18	

Signature of Management Representative /FSTL/EMR

20/12/18
Date

OBSERVATIONS AND RECOMMENDATIONS

ALL NCR'S are closed

Signature of Team Leader/Lead Auditor

2018-12-30
Date

Doc. No.: QP-19-F-02

Issue No. : 07

Issue Date : 2015-01-30

Reviewed and approved by : Director

Issued by : Management Representative