



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

Name of Organization: Hyper Jet Technologies Pvt Ltd.

NC No.: 01 of 02.

Section: Management.

Team Leader: Mr. D.N.S. Kurupparamillage.

Relevant Standard: ISO 9001:2015

Auditor: —

Relevant Clause: 4.2, 4.4.

Date of audit: 2019-11-18

Relevant company document: —

Non-conformity detected:

Category: Major/Minor

Company has not reviewed the external & internal issues, interested parties & their need and expectation & risks and opportunities arising from same on performance of QMS.

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Auditor


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Team Leader


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Auditee

Correction:

Identify external & internal issues, interested parties & their need and expectations on QMS


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Auditee

29/11/19
.....
Date

Root cause for Non-conformity:

Lack of awareness and knowledge.


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Auditee

29/11/19
.....
Date



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

Corrective action:

Date of completion:

Identify all the interested parties and their need, expectations, Risk and Opportunities related to QMS and how we can address those things

Identify all the internal and external issues and how to address those.

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Auditee

29/11/19
.....
Date

Verification of corrective action:

NC Closed/Open

Corrective action implemented is satisfactory therefore
NC closed.

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Auditor

2019/12/02
.....
Date

Effectiveness of corrective action:

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Auditor

.....
Date

EXTERNAL AND INTERNAL ISSUES RELEVANT TO THE ORGANIZATION

External circumstances (organizational characteristic and Information security)

| Issue Type | Issues | Control measures |
|-----------------------|---|---|
| Legal | Violations of legal conditions Upcoming legal conditions | Periodical compliance evaluation |
| Regulatory | Enforcement of new regulations or changes to the existing regulations | Frequent communication between regulatory bodies. |
| Financial | New taxes | Revise the product price Change in business scope |
| Technological | Cost effective new technological changes. | Researches through product development unit |
| Natural | Tsunami | Insurance coverage and establishing emergency plan |
| Competitive Cooperate | Decrease in market share | Marketing campaign Price revision Added values to the product |


2019 / 12 / 2

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| Reviewed by: | MR-EMS | Signature: | Date: 05/04/2019 |
| Approved by: | Director | Signature: | Date: 05/04/2019 |

Internal characteristics or conditions of the organization

| Issue Type | Issue Details | Control measures |
|---|--|--|
| Organization's activities | Accidents Emergencies/Environmental Issues (Leadership support, resource availability, technology) | Establish safety culture Establish & maintain EMS |
| Culture | Employees stop respecting others cultural needs | Increase employee relationship |
| Capabilities (i.e. People, knowledge, processes, systems) | Employees not change with new technology Competency gap between the technology | Training and awareness programs Sharing knowledge/establishing recruitment criteria |

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|---------------------|----------|-------------------|-------------------------|
| Reviewed by: | MR-EMS | Signature: | Date: 05/04/2019 |
| Approved by: | Director | Signature: | Date: 05/04/2019 |

NEEDS AND EXPECTATION OF INTEREST PARTIES

| Interested Parties | Needs | Expectation | Compliance Obligations | Company Standards |
|--------------------|---|---|---|---|
| Customer | Buy reliable and durable products | Minimize rejects at installations and products with longer life | Some of the telecommunication materials should have TRC license | Provide durable and reliable products and materials and transport by vehicles with less environmental impacts |
| Supplier | Minimize environmental impacts due to no of shipments | Bulk purchase to minimize the no of shipments | | Purchase reliable and durable products |
| State | Proper dispose of telecommunication materials | Operations with less environmental damage | | Execute operations complying with government regulations |
| Neighbors | Avoid public nuisance | Operate on a silence and clam and quit manner | | Increase consciousness and respect the interest of neighboring parties |
| Employees | Harmless environment | Work in an environmentally safe place | Comply with iso requirements/ Paying ETP/EPF | Create an environmentally friendly work practice |

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| Reviewed by: | MR-EMS | Signature: | Date: 05/04/2019 |
| Approved by: | Director | Signature: | Date: 05/04/2019 |



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

Name of Organization: Hyper Jet Technologies Pvt Ltd.

NC No. : 02 of 02.

Section : Management.

Team Leader : Mr. D.N.S. Kuruppumkapp.

Relevant Standard : ISO 9001:2015

Auditor : Ms. Chalani Jayasuriya

Relevant Clause : 7-5

Date of audit : 2019-11-18

Relevant company document : Master list.

Non-conformity detected:

Category : Major/Minor

It has been observed that the company dispose obsolete documents ~~through~~ without considering the information it is contained under confidentiality requirement.

Ex:- method of disposal mentioned in master list of documents as disposal through licensed waste collectors without considering the confidentiality of documents.

Auditor

Team Leader

Auditee

Correction:

Before Disposing the Document We need to Shred all the Confidential Documents.

Auditee

29/11/19
Date

Root cause for Non-conformity:

Lack of Awareness and ignoring the Confidentiality

Auditee

29/11/19
Date

Corrective action:

Date of completion:

Changed the Disposal Document procedure to a effective method. Shredding the all Confidential document and all company information Included documents and giving it to Licensed Waste collectors.



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Auditee

29/11/19.....

Date

Verification of corrective action:

NC Closed/~~Open~~

Corrective Action implement is satisfactory. Therefore NC closed.



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Auditor

2019/12/02.....

Date

Effectiveness of corrective action:

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Auditor

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Date

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|----|--------|---|--------------------------------|--------------|-----------|---|
| | | list of Social responsibility | | | | |
| 08 | 6/P/1 | IMS-SWOT Analysis and Action Plan | Marketing Executive | ISO Cupboard | TWO YEARS | Shredding and giving to Licenced Waste Collectors |
| 09 | 6/R/5 | EMS-Water reading | Quality Assurance Officer | ISO Cupboard | TWO YEARS | Shredding and giving to Licenced Waste Collectors |
| 10 | 6/R/6 | EMS-Electricity Reading | Quality Assurance Officer | ISO Cupboard | TWO YEARS | Shredding and giving to Licenced Waste Collectors |
| 11 | 6/SM/1 | EMS-Significance Aspect Summary Sheet of Main Operation | Operational Excellence Manager | | TWO YEARS | Shredding and giving to Licenced Waste Collectors |
| 12 | 6/RG/2 | EMS-Aspect Impact register | Operational Excellence Manager | | TWO YEARS | Shredding and giving to Licenced Waste Collectors |
| 13 | 6/P/2 | BCMS-Recovery Plan | | | TWO YEARS | Shredding and giving to Licenced Waste Collectors |
| 15 | 6/L/2 | BCMS-Event Log | | | TWO YEARS | Shredding and giving to Licenced Waste Collectors |
| 16 | 6/P/3 | BCMS-Functional Recovery Plan | | | TWO YEARS | Shredding and giving to Licenced Waste Collectors |

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| Reviewed by: | MR-IMS | Signature : | Date: 05/04/2019 |
| Approved by: | Director | Signature : | Date: 05/04/2019 |

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MASTER LIST OF IMS RECORDS

Date: 29th November 2019

| No | ID No. | Type of Record | Responsible Person | Location | Retention Period | Method of Disposal |
|----|--------|---|--------------------------------|--------------|------------------|---|
| 01 | 4/RG/1 | IMS-Legal Register | Director | ISO Cupboard | TWO YEARS | Shredding and giving to Licenced Waste Collectors |
| 02 | 4/L/1 | EMS-Interest parties List-EMS | Operational Excellence Manager | | TWO YEARS | Shredding and giving to Licenced Waste Collectors |
| 03 | 4/L/2 | EMS-External Internal Issues | Operational Excellence Manager | | TWO YEARS | Shredding and giving to Licenced Waste Collectors |
| 04 | 4/P/1 | IMS-Quality Action Plan | Quality Assurance Officer | ISO Cupboard | TWO YEARS | Shredding and giving to Licenced Waste Collectors |
| 05 | 5/L/1 | SRMS-List of interest parties need and expectation - SR | QA Officer | | TWO YEARS | Shredding and giving to Licenced Waste Collectors |
| 06 | 5/MX/1 | IMS-Responsibility Matrix | Operational Excellence Manager | ISO Cupboard | TWO YEARS | Shredding and giving to Licenced Waste Collectors |
| 07 | 6/I/1 | SRMS-Core subjects issue | QA Officer | | TWO YEARS | Shredding and giving to Licenced Waste Collectors |

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| Reviewed by: | MR-IMS | Signature : | Date: 05/04/2019 |
| Approved by: | Director | Signature : | Date: 05/04/2019 |