



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

Name of Organization: *Hyperjet Technologies Pvt Ltd*

NC No. : *02 of 05*

Section : *Management*

Team Leader : *D. N. S. Kesavapunnulage*

Relevant Standard : *ISO 9001-2015* Auditor :

Relevant Clause : *ISO 9001:2015 (5.3c)* Date of audit : *14.10.2018*

Relevant company document : *Quality manual*

Non-conformity detected:

Category : Major/Minor

*Top management of the company has not assigned and communicated responsibilities and authorities on reporting the performance of Quality management system and opportunities for improvement*

.....  
Auditor

*[Signature]*  
.....  
Team Leader

.....  
Auditee

Correction:

*Define responsibilities and authorities regarding QMS.*

*[Signature]*  
.....  
Auditee

*20/12/18*  
.....  
Date

Root cause for Non-conformity:

*Lack of Awareness*

*[Signature]*  
.....  
Auditee

*20/12/18*  
.....  
Date

Corrective action:

Date of completion:

Develop responsibility matrix and  
Communicate through displays &  
emails. and Assigned through  
Job Description.



20/12/18

Auditee

Date

Verification of corrective action:

NC Closed/Opn

Satisfied



2018.12.30

Auditor

Date

Effectiveness of corrective action:

Effectiveness is satisfactory for corrective  
action implemented.



2019/1/18

Auditor

Date

## Responsibility Matrix

**Legend**      L - Lead Role    S - Supporting Role

	MD/CEO/ Directors	Plant Mgr	EHS Mgr	HR Mgr	Admin Exec	Import dept	Purchasing dept	Engineerin g dept	Plant Exec Supervisors	Workmen	WWTP Operator
Establish the overall direction and commitment to prevent pollution	L										
Communicate importance of Environment Management System		L	L	S					S		
Audit planing		S	L					S	S		
Coordinate the audits		S	L					S	S		
Track/analyze new regulations			L	S							
Repair reports required by regulations.			L	S							
Liaise with regulatory bodies and obtain relevant permits			L	S							
Comply with applicable regulatory requirements	L	L	L	L	S	S	S	S	S	S	
Train employees		S	L	S					S		
Coordinate communications with interested parties			S	L							
Communicate with contractors on environment expectations			L					L	S	S	
Communicate with suppliers on environment expectations			S			L	L				
Confirm with organization's environment requirements	L	L	L	S	S	S	S	S	S	S	
Monitor key processes		S	L	S	S			L	L		
Coordinate emergency response process			L					S	L	L	
Handling of waste water treatment plant		L	S						L		L
Handling of solid waste management system		S			L			S	S	S	
Establish environment objectives and targets			L					S			
Environment Non conformity reporting	L	L	L	L	L	L	L	L	L	L	L
Identify environment aspects and review EAIA periodically		S	L					S	S		
Develop and implement Environment operational control procedures		S	L					S	S		
Maintain EMS records and documented information		S	L					S	S		
Contribute of new ideas to prevent the pollution	S	L	L	S			S	L	S	S	