



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

Corrective action:

Date of completion:

Future required suppliers will be registered only after signing of an agreement with the company.

14/11/2019

Auditee

Date

Verification of corrective action:

NC Closed/Open

Evidence provided for the corrective action taken is verified.

2019/11/21

Auditor

Date

Effectiveness of corrective action:

Corrective action taken has been effectively implemented.

12/03/2021

Auditor

Date



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

Name of Organization: New kuventex (pvt) Ltd.  
 NC No.: 02 of 03  
 Section: Production Team Leader: D.N.S. Kumppumullage  
 Relevant Standard: ISO 9001:2015 Auditor: -  
 Relevant Clause: 8.4 Date of audit: 05/11/2019  
 Relevant company document: Sub-Contracting process (Manual)

Non-conformity detected: \_\_\_\_\_ Category: Major/Minor  
Bleaching process has been outsourced by the company. However there is no agreement with service provider.

.....  
 Auditor \_\_\_\_\_ Team Leader \_\_\_\_\_ Auditee \_\_\_\_\_

Correction:  
A copy of the Agreement executed between the company and the service provider of the bleaching process is attached hereto.

.....  
 Auditee \_\_\_\_\_ Date 14/11/2019.

Root cause for Non-conformity:  
Due to over looked of the need in the standard.

.....  
 Auditee \_\_\_\_\_ Date 14/11/2019.



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

Corrective action:

Date of completion:

In future JDs will be prepared after reviewing the QMS requirement

*[Signature]*

20/11/2019

Auditee

Date

Verification of corrective action:

NC Closed/Open

Evidence provided for the corrective action taken is verified.

*[Signature]*

2019/11/21

Auditor

Date

Effectiveness of corrective action:

Corrective action ~~system~~ has been effectively implemented

*[Signature]*

2021/03/12

Auditor

Date



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

Name of Organization: New Kuvinitex (Pvt) Ltd.

NC No. : 01 of 03

Section : Management.

Team Leader : D.N.S. Kurupparamulage.

Relevant Standard : ISO 9001:2015

Auditor : —

Relevant Clause : 5.3.

Date of audit : 05/11/2019

Relevant company document :

Non-conformity detected:

Category : Major/Minor

Managing Director, Working Director & Marketing Executive are responsible for implementation of Quality Management System requirement. However, none of their responsibilities indicate requirement to report the performance of QMS and opportunity for improvement for review.

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Auditor

.....  
Team Leader

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Auditee

Correction:

Included duties and responsibilities related to reporting performance of QMS in relevant officers' JDs and communicated to them.

.....  
Auditee

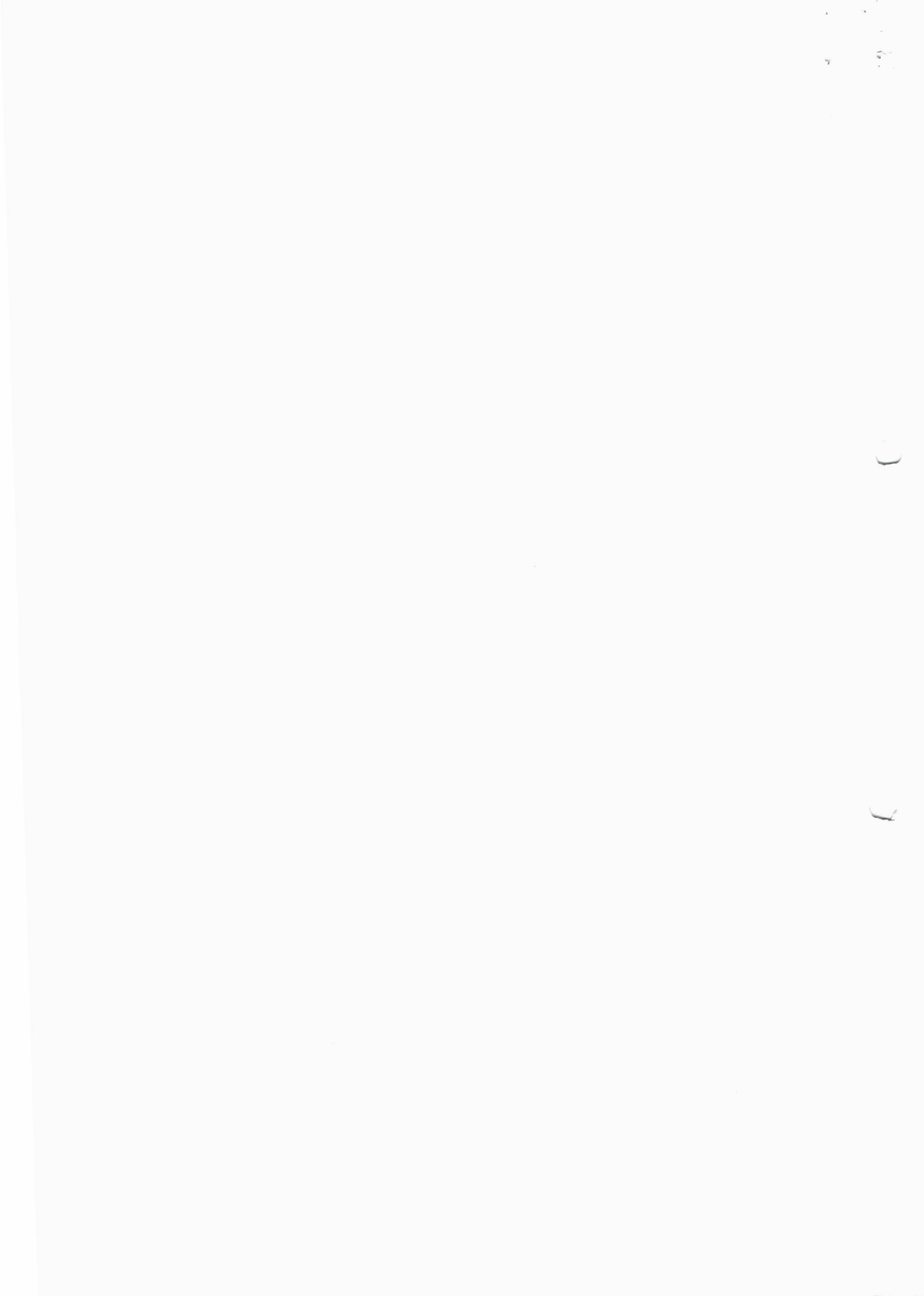
.....  
Date

Root cause for Non-conformity:

Not understanding the importance of requirement to report the performance of QMS and opportunity for improvement for review.

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Auditee

.....  
Date



New Kuvenitex (Pvt) Ltd.

**JOB DESCRIPTION**

Position : **WORKING DIRECTOR**

Department :

Superior Officer : Managing Director

Purpose : To manufacture quality medical textile products meeting the customer satisfaction by maintaining QMS based on the ISO 9001:2015

Duties :

1. HR Management - Maintain proper work environment for the employees; arranging skill and training development programmes. Carry out Employee Satisfaction surveys in time, present the management and take follow up action. Matters related to employee performance appraisal and welfare.
2. Product & Market Management : Inventory management, Quality assurance process, Carry out Risk Identifications, Supplier and Customer Satisfaction Surveys, Handling of customer complaints, Stock verifications and stock control, auditing standards.
3. Maintenance and house keeping process and preventive action process
4. Internal quality audit process

Qualifications :

1. Adv. Dip in Small & Medium Entrepreneurial Business Management – Univ. of Sri Jayawardenapura.
2. Training programme on Trade & Investment, conducted by KOICA in S. Korea.

Experience :

Work experience over 25 years at the Sri Lanka Export Development Board out of which 5 years as an Asst. Director/Marketing

Skills :


Participated in several international trade fairs and exhibitions on medical products.

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Signature of Employee

..... 29/7/2019 .....

Date

.....  


Signature of Superior Officer

..... 3/8/2019 .....

Date

Issue Date : July 17, 2019

Revision Date:

Revision No.

**New Kuvenitex (Pvt) Ltd.**

**JOB DESCRIPTION**

Position : **MARKETING EXECUTIVE (Trainee)**

Department :

Superior Officer : Managing Director and Working Director

Purpose : To promote sales and marketing sectors of the company

Duties :

1. Maintaining of records pertaining to the production, stocks, sales and marketing and submit reports weekly to review performance.
2. Carry out Supplier and Customer surveyors once in three months and submit evaluation reports to the management.
3. Take follow up action on the decisions taken at the management meetings.
4. Carry out any other instructions given by the management to maintain proper QMS of the Company.

Qualifications :

1. GCE Advanced Level Examination (pending results) in commerce subjects.
2. CIMA Stage I

Experience :

Skills :

  
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Signature of Employee

8/8/2019  
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Date

  
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Signature of Superior Officer

18/8/2019  
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Date

Issue Date : July 17, 2019

Revision Date:

Revision No.

**New Kuvenitex (Pvt) Ltd.**

**JOB DESCRIPTION**

Position : **MANAGING DIRECTOR**

Department :

Superior Officer :

Purpose : To manufacture quality medical textile products meeting the customer satisfaction by maintaining QMS based on the ISO 9001:2015 and to be the world class manufacturer in the medical textile products industry.

Duties :

1. Overall supervision, evaluation, monitoring of HR Management, Production Process, Market development, Purchasing & Imports;
2. Quality Assurance Process;
3. Preventive and Corrective action process
4. Management Review process

Qualifications :

1. First-in-Law Degree
2. Dip. In Commerce & Marketing
3. Dip. In SME conducted by JASTECA Japan

Experience :

Work experience over 20 years at executive level at the Sri Lanka State Trading (General) Corpn. out of which 5 years as an Asst. General Manager (Marketing) and 4 years at the private sector company as a General Manager.

Skills :

Participated in several international trade fairs and exhibitions on medical products.

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Signature of Employee

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Date

Issue Date : July 17, 2019

Revision Date:

Revision No.