INDEXPO CERTIFICATION LIMITED

MANAGEMENT SYSTEMS CERTIFICATION SCHEME

STAGE II AUDIT REPORT
ISO 9001:2008

Latex Lanka International Pvt Ltd

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STAGE II AUDIT REPORT – ISO 9001:2008

1. **NAME OF ORGANIZATION :** Latex Lanka International Pvt Ltd
2. **REGISTERED ADDRESS** : No.308/17 B, Maganmana road, Homagama, Sri Lanka
3. **FACTORY/ OUTLET/ LOCATIONS :** same as 2
4. **CONTACT PERSON :**

4.1 Name : Mr.Sanjeewa Nawarathna **4.2Designation :** Director

4.3 Telephone : 0114573000 **Mobile** : 077 7639609 **Fax :** 0112857006

4.4 E-mail : latexlanka@gmail.com

5. **APPLICABLE STANDARD** : ISO 9001:2008
6. **FILE NO.** : IMSC-QMS-23
7. **APPLICABLE SECTOR** : Manufacturing of Water proofing paint
8. **SCOPE OF CERTIFICATION** : Manufacturing of water proofing paint
9. **NO. OF EMPLOYEES** : 20
10. **DATE OF AUDIT** : 2016-06-20
11. **TYPE OF AUDIT** : Stage II
12. **AUDIT TEAM** :

Mr. D.N.S.Kuruppumullage Lead Auditor

13. **SCOPE OF CERTIFICATION :** Activities pertaining to the Manufacturing of Water Proofing Paint

14.SIGNATURE FOR CONFIRMATION OF SCOPE

The above scope is confirmed.

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SIGNATURE

15. QUALITY MANAGEMENT SYSTEM

15.1 General requirements(4.1 of ISO 9001): Key and support processes have been identified and their interactions determined. Validation of processes for production and service provision (7.5.2) excluded from the scope with justifications.

15.2 Documentation requirements (4.2 of ISO 9001):

15.2.1Control of documents(4.2.3 of ISO 9001): : Documented procedure available covering the requirements of **4.2.3** of ISO 90001 : 2008 and implemented. Master list of documents available.

15.2.2 Control of records (4.2.4 of ISO 9001 : Documented procedure covering the requirements of **4.2.4** of ISO 9001: 2008for Control of records was available and implemented. List of records available.

Document and record numbering system to be improved.(OB 01)

15.3Management responsibility (5 of ISO 9001)

15.3.1Management commitment(5.1 of ISO 9001) : Commitment of the top management was evident. Managing Director and Director were interviewed and found that they are well aware of their responsibilities.

15.3.2Customer focus(5.2 of ISO 9001): Top management ensures that customer requirements are met as per the customer requirements.

15.3.3 Quality policy (5.3 of ISO 9001): : Quality policy is communicated through displaying in prominent places. System is at the inception however provision is available for review of the Quality policy.

15.4Planning(5.4 of ISO 9001):

15.4.1Quality objectives(5.4.1 of ISO 9001) :Quantifiable quality objectives have been established communicated to relevant personnel.

15.5Responsibility, authority & communication(5.5 of ISO 9001):

15.5.1Responsibility & authority: Organizational chart was available. Responsibilities and authorities are defined and communicated to relevant personnel.

15.5.2Management Representative : QA Executive has been appointed as the Management Representative.

15.5.3 Internal communication: Internal communication is through e-mails, memos and discussions.

15.6 Management review(5.6 of ISO 9001): Frequency is defined as biannual and the last Management Review meeting has been conducted and minutes were available. Decisions taken at the MRM has been implemented. All agenda items have been discussed as per 5.6.1 of ISO 9001 and recorded.

15.7 Resource management (6 of ISO 9001):

15.7.1 Provision of resources (6.1 of ISO 9001): Resources needed for the implementation of the QMS has been provided by the management.

15.7.2 Human resources(6.2 of ISO 9001): Human and other resources necessary for the

implementation of the QMS have been provided by the organization. Skill matrix and Training plan for 2016 was available.

15.7.3 Infrastructure (6.3 of ISO 9001) : Infrastructure needed for the implementation of the QMS have been provided by the organization.

15.7.4 Work environment (6.4 of ISO 9001): Work environment needed for the implementation of the QMS have been provided by the organization.

15.8 Product realization (7 of ISO 9001):

15.8.1Planning of product realization (7.1 of ISO 9001) :Quality plans available for purchasing raw materials, design and development, distribution and sale.

Certain factory developed quality assurance test have not been standardized. (NCR 01)

15.8.2 Customer related process (7.2 of ISO 9001) :The organization has determined the customer requirements including those not stated by the customer but necessary for intended use.

15.8.3Design and development (7.3 of ISO 9001) : Overall responsibility of design and development activities of the organization is vasted with product Manager.

15.8.4 Purchasing (7.4 of ISO 9001)

15.8.4.1Purchasing process : All purchase orders are reviewed and approved prior to releasing to the supplier.

Supplier evaluations have been carried out. However no evidence available at the time of audit (NCR 02)

Specification for certain incoming materials have not been available. (OB 02)

15.8.4.2Verification of purchased product : Incoming inspections carried out and records available.

15.8.5Production and service provision (7.5 of ISO 9001)

15.8.5.1Control of production and service provision (7.5.1 of ISO 9001) : Production and service provision is carried out under controlled conditions.

15.8.5.2 Validation of processes for production and service provision (7.5.2 of ISO 9001) : Excluded from scope.

15.8.5.3Identification and traceability (7.5.3 of ISO 9001) : Identification and traceability maintain and all process and products are assigned a unique reference number and customer traceability.

15.8.5.4 Customer property (7.5.4 of ISO 9001) : customer property has been excluded from the manual as it is not relevant to the company.

15.8.5.5 Preservation of product (7.5.5 of ISO 9001): Organization ensures that the product is preserved throughout product realization.

15.8.Control of monitoring and measuring equipment(7.6 of ISO 9001): Relevant equipment has been calibrated.

15.9 Measurement, analysis and improvement (8 of ISO 9001):

15.9.1 Monitoring and measurement (8.1 of ISO 9001): Monitoring and measurement has been carried out.

15.9.1.1Customer satisfaction (8.2 of ISO 9001): Questionnaire has been developed for customer feedback.

15.9.1.2Internal audits (8.2.2 of ISO 9001): A documented procedure covering the requirements of 8.2.2 of ISO 9001:2008 is available and implemented. Internal audit plan for 2016 available and corrective actions have been taken for the non-conformities detected at the internal audit.

15.9.1.3 Monitoring and measurement of processes (8.2.3 of ISO 9001): Organization has applied suitable methods for monitoring and measurement of processes.

15.9.1.4 Monitoring and measurement of product (8.2.4 of ISO 9001): Organization has applied suitable methods for monitoring and measurement of products.

15.10 Control of non-conforming product (8.3 of ISO 9001): Documented procedure covering the requirements of **8.3** of ISO 9001: 2008 for Control of non-conforming products was available and implemented.

15.11Analysis of data(8.4 of ISO 9001): Organization has determined the types of data to be collected and relevant data has been collected and customer satisfaction data has been analysed.

15.12Improvement (8.5 of ISO 9001):

15.12.1Continual improvement : Company is committed to continually improve the effectiveness of the management system through the use of quality policy, quality objectives, audit results, analysis of data, management review , corrective and preventive action implementation.

15.12.2Corrective action (8.5.2 of ISO 9001): Documented procedure covering the requirements of **8.5.2** of ISO 9001: 2008 for Corrective actions was available.

15.12.3 Preventive action (8.5.3 of ISO 9001): Documented procedure covering the requirements of **8.5.3** of ISO 9001: 2008 for Preventive actions was available.

16. Major Non-conformities : None.

17.Minor Non-conformities (two 02):

17.1 Certain factory developed quality assurance test have not been standardized. (NCR 01)

17.2 Supplier evaluations have been carried out. However no evidence available at the time of audit (NCR 02)

18. Corrective action requests (CAR) : --

19. Observations/Opportunities for improvement :

19.1 Document and record numbering system to be improved.(OE 01)

19.2 Specification for certain incoming materials have not been available. (OB 02)

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SIGNATURE OF LEAD AUDITOR

2016-06-20
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DATE

- Page 06 of 06 is for internal purposes only.

20.RECOMMENDATION BY TEAM LEADER:

Recommended to grant the certification subjected to the complet on and subsequent verification of corrective action for all two (02) minor non conformities raised.

2016-06-20

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SIGNATURE OF TEAM LEADER ... . **DATE**

21.RECOMMENDATION BY CERTIFICATION MANAGER:

All the NCR, have been closed. Hence recomend to submit the report to certification committee.

.... 2016/08/09
SIGNATURE OF CERTIFICATION MANAGER **DATE**

21. APPROVAL FOR SUBMISSION TO THE CERTIFICATION COMMITTEE

Appd.

..... 2016/08/09
SIGNATURE OF DIRECTOR **DATE**