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IND-EXPO

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

Name of Organization: Quick grow natural products.

NC No.: 02 of 02.

Section: Management.

Team Leader: D. N. S. Kurupporullage

Relevant Standard: ISO 9001:2015

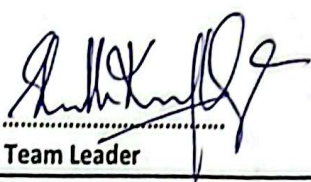
Auditor : -

Relevant Clause: 5.3

Date of audit: 2018-10-30

Relevant company document: Organization structure.

Non-conformity detected: Category: Major/Minor  
Certain responsibilities related to quality management systems are not clearly identified & delegated.

- .....	 .....	.....
Auditor	Team Leader	Auditee

Correction:  
Relevant people were notified with the responsibilities related to the quality management system after identification.

Bharmilka	2018-11-02
Auditee	Date

Root cause for Non-conformity:  
Lack of awareness

Bharmilka	2018-11-02
Auditee	Date

Corrective action:

Date of completion:

All staff is notified & delegated responsibilities  
& this will be practised in future

Shamika.....

2018-11-15

Auditee

Date

Verification of corrective action:

NC Closed/Open

Corrective action verified as effective

H. S. Kund.....

2018-11-17

Auditor

Date

Effectiveness of corrective action:

.....  
Auditor

.....  
Date

# ROLES & RESPONSIBILITIES

QG/RR/01

## Chairman

- Responsible for the overall control of all matters concerning the company.
- Responsible of effective and efficient implementation of the company.
- Responsible for overall financial & business development matters of the company.
- Responsible for sales and distribution.

## General Manager

- Responsible for general administration training and all personnel matters of the company.
- Responsible for all functions in the Mill.
- Responsible for overall purchase & manufacture of the company.
- Responsible for production targets and delivery.
- Responsible Planning of production.
- Responsible for meeting the production targets.
- Responsible for implementation of GMP & QMS.
- Responsible liaising with regulatory bodies.
- Responsible for establishment of QMS policy.

## Admin Manager

- In charge of all payments of salary, EPF, ETF & etc.
- Responsible for all administrative related activities
- Responsible for general administration training and all personnel matters of the company

## Supervisor

- Responsible for accepting all good quality pith and chips.
- Responsible for verification of purchased pith and chips
- Responsible for rejections of lots where the products do not conform to the standards.
- Responsible for giving approval for payments related to the purchasing.
- Responsible for keeping records related to the purchasing.
- Responsible executing the production plan.
- Function as in charge of production process.
- Responsible for relevant record keeping.
- Responsible for maintaining cleanliness and orderliness in the production area.
- Responsible for making stock records
- Responsible for issuing goods
- Responsible for issuing goods as per FIFO system.
- Responsible for ensuring the preservation and protection of products.
- Responsible for maintaining cleanliness and orderliness of the stores area.
- Responsible for carrying our preventive maintenance schedules.
- Maintain relevant records.
- Responsible for attending machine break downs.

## Machine Operators

- Responsible for proper operation of the machine.
- Responsible for maintaining records.
- Responsible for maintaining cleanliness and orderliness in the stores area.

Issue No. : 01

Issue Date :2018-03-25

Reviewed and approved by: GM Rev No. :1

Rev. Date: 2018.11.20

Issued by :AO

### **Factory Manager**

- Responsible for all functions in the Factory.
- Responsible for overall purchase & manufacture of the company.
- Responsible for production targets and delivery.
- Responsible Planning of production.
- Responsible for meeting the production targets.
- Responsible for implementation of GMP & QMS.
- Responsible liaising with regulatory bodies.
- Responsible for maintain of Process Non-Conformities.
- 

### **Accountant**

- Responsible for all the accounting procedures and all financial transactions.
- Responsible for financial matters to the Director.
- Responsible for giving approval for payments related to the purchasing.
- Responsible for keeping records related to the purchasing.
- Responsible for communicate with customer.
- Collection of information and data related to QMS from all processes.
- Analysis of collected information and data to submit Management review meeting and improvement.

### **Admin Officer**

- Responsible for handling of Customer Complaints.
- Responsible for keeping records training

### **Stores Keeper**

- Responsible for making stock records
- Responsible for issuing goods
- Responsible for issuing goods as per FIFO system.
- Responsible for ensuring the preservation and protection of products.
- Responsible for maintaining cleanliness and orderliness of the stores area.\

### **Technician**

- Responsible for carrying our preventive maintenance schedules.
- Maintain relevant records.
- Responsible for attending machine break downs.

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