

**IND-EXPO CERTIFICATION LIMITED**  
**MANAGEMENT SYSTEMS CERTIFICATION SCHEME**  
**CORRECTIVE ACTION PLAN FOR NON-CONFORMITIES**

For all non-conformities kindly complete this form and submit with evidence within two months.

Name of organization :

Type of audit : Stage II / Surveillance / Re-certification/Special audit (delete whichever is inapplicable)

Date/s of audit :

NCR No.	Non-conformity	Corrective actions taken & Date of implementation	Evidence of implementation
01.	The Quality Policy of the organization is not effectively communicated through out the organization.	Awareness programmes on the Quality Policy has been prepared at regular periods on both locations.	Evidence here with.
02.	Roles and responsibilities of Managers and other important personal has not been documented and not included in the organization -al chart for Spring Manufacturing division (location 2).	Sufficient awareness given to top management and MR on clauses 5.3 of ISO 9001:2015 QMS to be apply for Location 2.	Evidence here with.
03.	There is no evidence for effective training evaluation.	A new format for training evaluation was made and approved.	copy of the new training evaluation format here with.
04.	Company has not given (to all staff members) an awareness on changes required and its applicability to the existing quality management system with regard to ISO 9001:2015	awareness Programme on the ISO 9001:2015 QMS has been prepared at regular periods on both locations.	Evidence here with.
05.	Certain documents has not approved prior to issue. eg:- Management review minutes Internal Audit Schedule. work instruction at location 2 (ex: cutting)	A perusal was conducted to every document an ensure to display the necessary wordism.	Evidence here with.

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 Signature of Management Representative /FSTL /EMR

15/03/2017  
 Date

**OBSERVATIONS AND RECOMMENDATIONS**

Recommended.

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 Signature of Team Leader/Lead Auditor

2017-04-02  
 Date

Doc. No.: QP-19-F-02

Issue No. : 07

Issue Date : 2015-01-30

Reviewed and approved by : Director

Issued by : Management Representative