

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

Name of Organization : Bopitiga Auto Enterprises  
NC No. : 02 of 05  
Section : HR Team Leader : Mr. D.N.S. Kuruppumullage  
Relevant Standard : ISO 9001:2015 Auditor : -  
Relevant Clause : 5.3 Date of audit : 15.02.2017  
Relevant company document : JD file

Non-conformity detected

Category : Major/Minor


Roles and responsibilities of Managers and other important personnel has not been documented and not included in the organizational chart for Spring Manufacturing division [location:2]

.....  
Auditor

  
.....  
Team Leader :

Correction:


The organizational chart including the roles and responsibilities of the important personnel were documented.

  
.....  
Auditee

18/02/2017  
.....  
Date

Root cause for Non-conformity

lack OF awarness over the requirment mentioned in clause 5.3 OF ISO 9001:2015 Quality Management System For location 02.

  
.....  
Auditee

18/02/2017  
.....  
Date

**e**  
IND-EXPO  
IND-EXPO CERTIFICATION LIMITED  
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Corrective action

Date of completion:

Sufficient awareness given to top Management and MR on clause 5.3 OF ISO 9001:2015 QMS applying for location 02.

[Signature]  
Auditee

22/02/2017  
Date

Verification of corrective action

NC Closed/~~Open~~

Satisfactory

[Signature]  
Auditor

2017-04-02  
Date

Effectiveness of corrective action

Satisfied

[Signature]  
Auditor

2018-06-05  
Date

Doc. No. : QP-18-F-01

Issue No. : 06

Issue Date : 2014-06-09

Reviewed and approved by : Director

Issued by Management Representative

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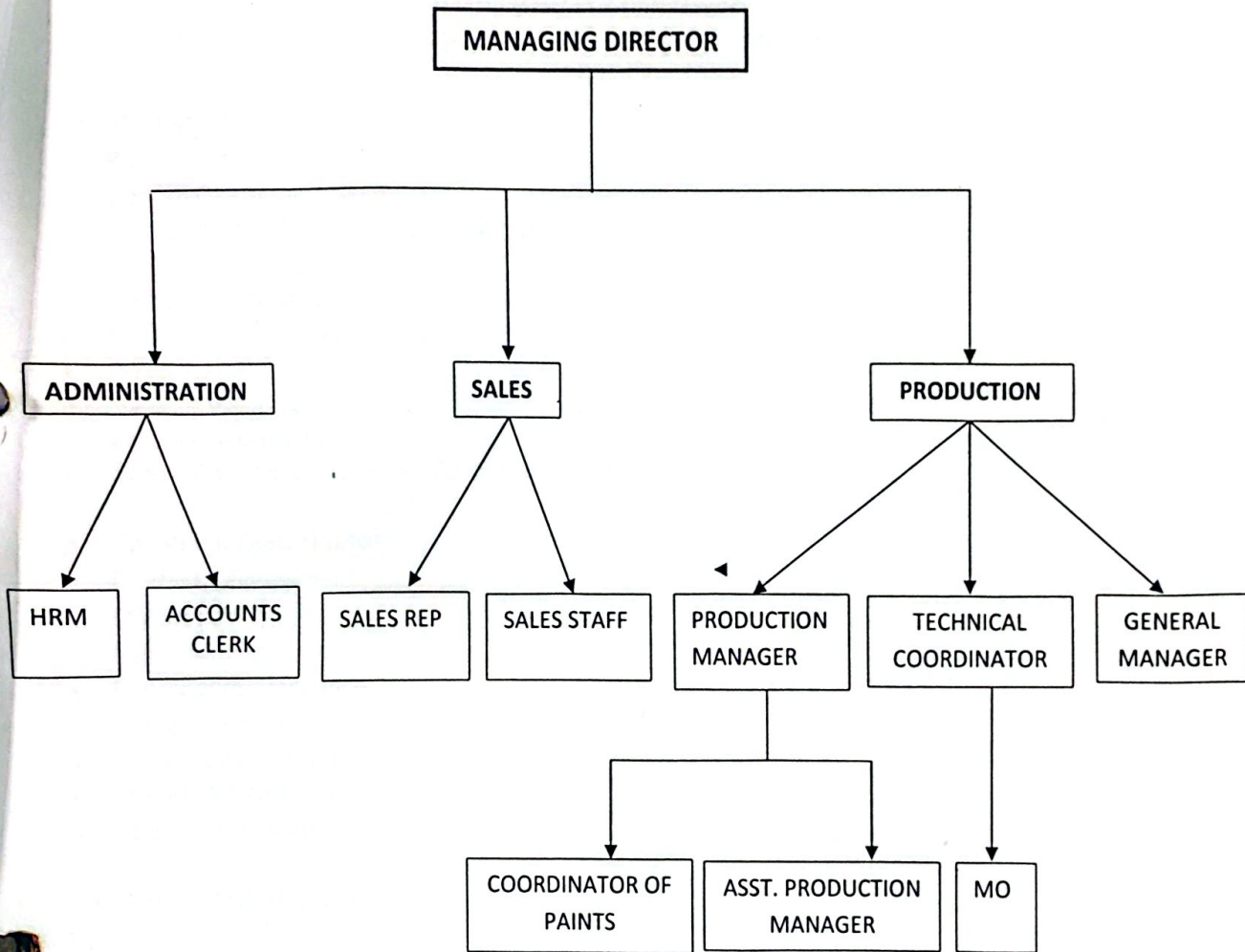


**BOPITIYA AUTO SPRINGS**

**Quality Management System Manual**

General	Revision No : 00	Revision Date :	
Date of Issued : 2017.02.24	Page No :		

**ORGANIZATIONAL CHART**



DOC. NO :	ISSUE DATE : 24.02.2017	
APPROVED BY : Managing Director	ISSUED BY: Asst. MR	



GENERAL	REVISION NO: 00	REVISION DATE:
DATE OF ISSUE: 2017.02.24	PAGE NO: 01 of 01	

**B DESCRIPTION**

**ISO 9001:2015 QUALITY MANAGEMENT SYSTEM  
EMPLOYEE'S JOB DESCRIPTIONS**

**1) Managing Director**

- Provision of resources
- Smooth flow of the business
- Commitment to Quality management system

**2) General Manager**

- Handling daily attendance report
- Preparing OT
- Handling leave records
- Ordering of leaf spring materials
- Handling of all documents and coordination with ISO

**3) Technical Coordinator**

- Product development
- Labour handling
- Machine maintenance
- Electrical maintenance
- Burner maintenance
- Process development
- Planning & Checking Daily of Machine Operation.
- Coordination with ISO

**4) Production Manager**

- Handling Production of leaf springs
- Smooth production flow
- Monitoring of eye rolling
- Monitoring of Cambering
- Monitoring of Checking
- Training and development

**5) Asst. Production Manager**

- Checking of production sections
- Hardness testing
- Ensure each section is in accordance with the working instructions
- Coordination with ISO

**6) Coordinator of Paints**

- Monitoring of numbering
- Monitoring of Painting
- Final Checking and quality
- Order completion

DOC. NO:	ISSUE DATE: 2017.02.24
APPROVED BY: Managing Director	ISSUE BY: Asst. MR