



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

Corrective action

Date of completion: 29-06-15

training will be carried out as planned.


.....
Auditee

29-06-15
.....
Date

Verification of corrective action

NC Closed/Open



.....
Auditor

2015-07-07
.....
Date

Effectiveness of corrective action

.....
Auditor

.....
Date


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

Name of Organization: Winstone School of Culinary Art (Pvt) Ltd.

NC No. : 02 of 02

Section : HR

Team Leader: D.M.S. Kuruppumullage

Relevant Standard : ISO 9001:2008

Auditor : Isuru Ilangakoon

Relevant Clause : 6.2.2

Date of audit : 2015-06-21

Relevant company document : Training file

Non-conformity detected

Category : ~~Major~~/Minor

ISO 9001:2008 Quality Management System related training has not been identified for new staff members.

.....
Auditor

.....
Team Leader :

Correction:


A brief description has been given to the new staff members about the QMS and training has been scheduled on the 5th August 2015.


.....
Auditee

26-06-15
.....
Date

Root cause for Non-conformity

New staff members were not recruited at the time of the previous QMS training.


.....
Auditee

26-06-15
.....
Date

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

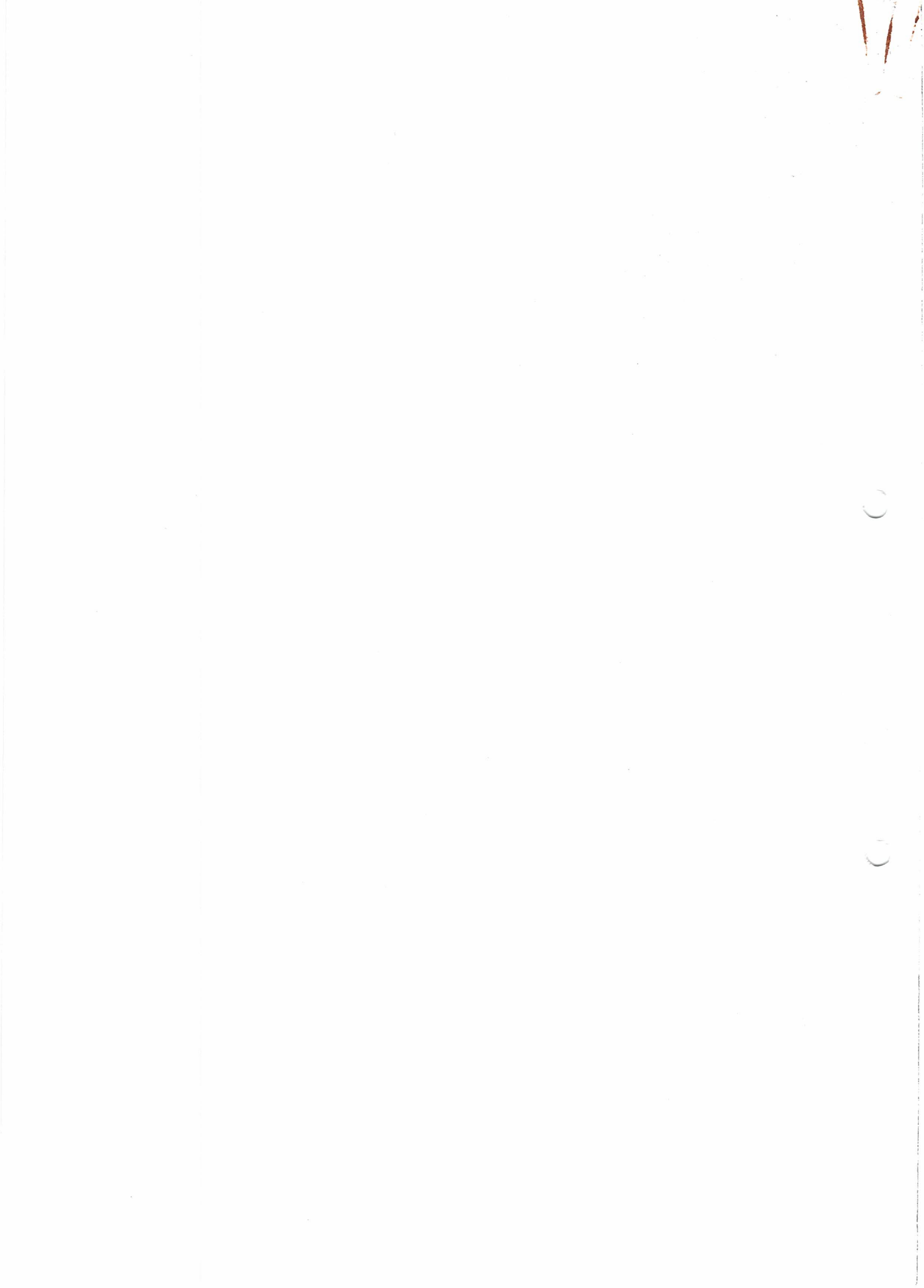
Issue No. : 06

Issue Date : 2014-06-09

Reviewed and approved by : Director

Issued by Management Representative

Page 01 of 02



**WIN-STONE SCHOOL OF CULINARY ART (PVT) LTD;
TRAINING PLAN (2015)**

NAME OF PARTICIPANT	NAME OF TRAINING PROGRAM	January	February	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	REMARKS
Mrs. I Goonewardene	Educational programme on TAFE SA					X								
Mr. M J N Perera	Educational programme on TAFE SA					X								
Mr. L Perera	Awareness programme on TAFE SA								X					
Mr. M. Weerathne	Educational programme on TAFE SA											X		
Mr. L. Gunasekara	Awareness programme on TAFE SA								X					
Mr. Nirosh Madusanka	ISO 9001 : 2008 Awareness Programme								X					
Mr. Gisala Hasun	ISO 9001 : 2008 Awareness Programme								X					



Managing Director

26-06-15

Date



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

Corrective action

Date of completion:

The control of record procedure has been updated.

.....
Auditee

25-06-15

.....
Date

Verification of corrective action

NC Closed/Open

.....
Auditor

2015-07-07

.....
Date

Effectiveness of corrective action

.....
Auditor

.....
Date

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

Name of Organization: Winstone School of Culinary Art (Pvt) Ltd

NC No.: 01 of 02

Section: M.R

Team Leader: D.N.S. Kumbhakar

Relevant Standard: ISO 9001:2008

Auditor: Isuru Itangaton

Relevant Clause: 4.2.4

Date of audit: 2015-06-21

Relevant company document: Control of Record procedure

Non-conformity detected

Category: Major/Minor

Control of record does not address the electronic data and its security.

Isuru

Auditor

[Signature]

Team Leader:

Correction:

Electronic data and its security will be addressed, in the control of record procedure.

[Signature]

Auditee

24.06.15

Date

Root cause for Non-conformity

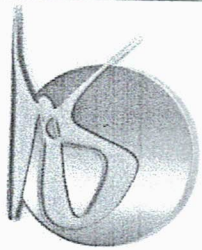
Electronic data and its security has not received in the control of record.

[Signature]

Auditee

24.06.15

Date

	PROCEDURE MANUAL	Doc. No. : PM-QP-02
	Control of Records	Issue No : 01
Issue Date :2012-12-20		
Revision No. :02		
Revision Date :2015-07-06		
		Page No. : 01 of 01

1. **OBJECTIVE** : To define a uniform procedure for the control of records identified within the QMS.

2. **SCOPE** : This procedure is applicable for controlling of records identified in the QMS.

3. **RESPONSIBILITY** : MR & Process Owners

4. REFERENCE

Quality records matrix QP-02-F-01

5. PROCEDURE:

5.1 Each record shall carry a unique identification and records are identified by the title.

5.2 All records shall be maintained in a legible and readily retrievable manner.

5.3 All records shall be indexed and filed in their respective files.

5.4 The retention time of records shall be specified in the List of Records maintained by the MR.

5.5 Each process owner shall ensure that the records they maintain are protected from damage or loss during storage.

5.6 All records shall be sent to MR after completion of the retention period and disposed as defined in the list of records.

5.7 Records in the electronic media shall be controlled by issuing a password.

5.8 Data is regularly backed up in to CDs and stored in a secure area away from the institute.



Reviewed and approved by : Managing Director



Issued by : Management Representative