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

Name of Organization: N & A Engineering Services (Pvt) Ltd.

NC No. : 01 of 07

Section : Management Representative

Team Leader : S. C. Bamunnarachchi

Relevant Standard : ISO 9001:2008

Auditor : Felicia Weerawardena

Relevant Clause : 4.2.3

Date of audit : 2014.04.29

Relevant company document : Document control process

Non-conformity detected

Category : ~~Major~~/Minor

Following deviations were observed in the document control process.
i) Some of the formats are not controlled.
Eg:- Calibration schedule, Machine Maintenance, Training Need Identification.
ii) Master list of documents not updated.

Auditor **Team Leader :**

Correction:

All Document Formats belongs the company need to be prepare with unique document Identification System and also Master List of Documents need to update according to that

Auditee **Date** 2014.05.05

Root cause for Non-conformity

Less knowledge and Less attention given by company employees about the document Controlling System

Auditee **Date** 2014.05.05

Corrective action proposed/implemented: **Proposed date of completion:**

All Document Formats within the company were identified with unique Document Identification System and Master List of Documents were updated

Auditee **Date** 2014.06.25

Verification of corrective action **NC Closed/~~Open~~**

There is evidence of implementing agreed corrective actions

Auditor **Date** 2014/08/02

Effectiveness of corrective action

Status of implementing corrective actions verified and found to be effective

Auditor **Date** 2015-07-18

MASTER LIST OF DOCUMENTS (EXTERNAL) - N & A Engineering Services (Pvt)Ltd

NO	EXTERNAL CODE	MAIN TITLE & SUB TITLE	DOCUMENT CODE	STATUS			DATE ISSUED	LOCATION	RESPONSIBILITY	INT.	EXT.	REMARKS
				ISSUE	REVISION	AMD.MT						
1	SLS ISO 9001:2008	Quality Management System Requirements		2008							√	
2		Quality Policy		1 2009.03.12						√		
3		Quality Manual		2 2012.06.01						√		
5		Quality Management System - Document Formats		3	2014.01.01					√		
6		Shop and Office Act									√	
7		Workers Compensation Act									√	
8		Standard Bidding Documents - Procurement of Works	ICTAD/SBD/01								√	
9		Standard Bidding Documents	ICTAD/SBD/01 (Volume 01)								√	
10		Standard Bidding Documents	ICTAD/SBD/01 (Volume 02)								√	
11		Condition of Contracts for Works of Building & Civil Engineering	SCA/1								√	
12		Tender Procedure	ICTAD/SMT/19/01								√	
13		Measurements and Bill preparation of Sites	ICTAD/SMT/19/02								√	
14		Building Schedule of Rates	BSR								√	
15												
16												
17												
18												

Validity Period	Prepared by	Chanuka Hasaranga	Signature		Date	25/06/14
AS When Requirements						
Number of Documents as at the Date 14	Approved by	Lalitha Gandhige	Signature		Date	25/06/14

Attachr

MASTER LIST OF DOCUMENTS (INTERNAL) **N & A Engineering Services (Pvt) Ltd**

Tendering & Quantity Surveying

No	Title	Internal Document Code	Iss.	Date of Issued	Rev.	Date of Revised	Type	Remarks
1	Tender Register	TEN & QS/REG -01	3	2014.01.01	0	-	REG	
2	Checklist for Tender	TEN & QS/CHL -01	3	2014.01.01	0	-	CHL	
3	Pre-Tender Site Visit Report	TEN & QS/REP -01	3	2014.01.01	0	-	REP	
4	Reinforcement Bar Schedule	TEN & QS/SCH -01	3	2014.01.01	0	-	SCH	
5	Measurement Sheet	TEN & QS/SHT -01	3	2014.01.01	0	-	SHT	
6	Variation Order Form	TEN & QS/FRM-01	3	2014.01.01	0	-	FRM	

Prepared by	Signature & Date	Approved by	Signature & Date	No.of Documents as at Date Prepared
Chanuka Hasaranga	2014.06.24	Lalitha Ganesh ACM & HR	2014.06.25	06

MASTER LIST OF DOCUMENTS (INTERNAL) **N & A Engineering Services (Pvt) Ltd**

Accounting & Finance

No	Title	Internal Document Code	Iss.	Date of Issued	Rev.	Date of Revised	Type	Remarks
1	Purchase Order	ACC/ORD -01	3	2014.01.01	0	-	ORD	
2	Labour Card	ACC/REC -02	3	2014.01.01	0	-	REC	
3	Petty Cash Approved Note	ACC/VOU -04	3	2014.01.01	0	-	VOU	
4	Payment Voucher	ACC/VOU -03	3	2014.01.01	0	-	VOU	
5	Subcontractor Payment Certificate	ACC/CER -01	3	2014.01.01	0	-	CER	
6	Payment Voucher	ACC/VOU -01	3	2014.01.01	0	-	VOU	
7	Official Receipt	ACC/RPT -01	3	2014.01.01	0	-	RPT	
8	Petty Cash Book	ACC/REC -01	3	2014.01.01	0	-	REC	
9	Cash Payment Voucher	ACC/VOU -02	3	2014.01.01	0	-	VOU	
10	Tax Invoice	ACC/INV -01	3	2014.01.01	0	-	INV	
11	Suppliers Evaluation	ACC/EVL -01	3	2014.01.01	0	-	INV	
12	Subcontractors Evaluation	ACC/EVL -02	3	2014.01.01	0	-	INV	
13	Suppliers List	ACC/LST -01	3	2014.01.01	0	-	LST	
14	Subcontractors List	ACC/LST -02	3	2014.01.01	0	-	LST	

Prepared by	Signature & Date	Approved by	Signature & Date	No.of Documents as at Date Prepared
Chamika Hasaranga QAE	2014/06/24	Lalitha Gamachige ACM & MR	2014/06/25	14

MASTER LIST OF DOCUMENTS (INTERNAL) **N & A Engineering Services (Pvt) Ltd**

Stores Management & Maintenance

No	Title	Internal Document Code	Iss.	Date of Issued	Rev.	Date of Revised	Type	Remarks
1	Calibration Schedule	STM/SCH -01	3	2014.01.01	0	-	SCH	
2	Material Requisition	STM/REQ -01	3	2014.01.01	0	-	REQ	
3	Stores Requisition	STM/REQ -02	3	2014.01.01	0	-	REQ	
4	Purchase Requisition	STM/REQ -03	3	2014.01.01	0	-	REQ	
5	Bin Card	STM/REC -01	3	2014.01.01	0	-	REC	
6	Goods Received Note	STM/REC -02	3	2014.01.01	0	-	REC	
7	Goods Transfer Note	STM/REC -03	3	2014.01.01	0	-	REC	
8	Machinery Running Charts and Fuel Consumption	OPE/CHL -01	3	2014.01.01	0	-	CHL	
9	Vehicle Running Chart	OPE/CHT -01	3	2014.01.01	0	-	CHT	
10	Maintanance/ Repair Job Card	OPE/REC -01	3	2014.01.01	0	-	REC	
11	Defect Notofication Record of Vehicles /Machinaries	OPE/REC -02	3	2014.01.01	0	-	REC	
12	Vehicle/ Machinary Fuel Consumption	OPE/REC -03	3	2014.01.01	0	-	REC	

Prepared by	Signature & Date	Approved by	Signature & Date	No.of Documents as at Date Prepared
Chanuka Hasaranga QAE	2014.06.24	Lalitha Gamaethge ACM & MR	2014.06.25	12

MASTER LIST OF DOCUMENTS (INTERNAL) **N & A Engineering Services (Pvt) Ltd**

Human Resources Management

No	Title	Internal Document Code	Iss.	Date of Issued	Rev.	Date of Revised	Type	Remarks
1	Personal Data	HRM/REC -01	3	2014.01.01	0	-	REC	
2	Training Need Identification	HRM/REC -02	3	2014.01.01	0	-	REC	
3	Internal Memorandum	HRM/MEMO -01	3	2014.01.01	0	-	MEMO	
4	Training Evaluation	HRM/EVL -01	3	2014.01.01	0	-	EVL	
5	Attendance Sheet	HRM/SHT -01	3	2014.01.01	0	-	SHT	
6	Leave Card	HRM/REC -03	3	2014.01.01	0	-	REC	
7	Salary Informatins	HRM/INF -01	3	2014.01.01	0	-	INF	
8	Acceptance of Vehicle	HRM/REC -04	3	2014.01.01	0	-	REC	
9	Overtime Approval Form	HRM/FRM -01	3	2014.01.01	0	-	FRM	
10	Accommodaton Premisses Name List	HRM/LST -01	3	2014.01.01	0	-	LST	
11	Stationary Transfer Note	HRM/REC -05	3	2014.01.01	0	-	REC	
12	Security Payment Schedule	HRM/SCH -02	3	2014.01.01	0	-	SCH	
13	Short Leave Request	HRM/REQ -01	3	2014.01.01	0	-	REQ	

Prepared by	Signature & Date	Approved by	Signature & Date	No.of Documents as at Date Prepared
Chanuka Hasaranga QAE	2014.06.24	Lalithya Gamethya ACA & MR	2014.06.25	13

MASTER LIST OF DOCUMENTS (INTERNAL) **N & A Engineering Services (Pvt) Ltd**

Constuction Project Management

No	Title	Internal Document Code	Iss.	Date of Issued	Rev.	Date of Revised	Type	Remarks
1	Request for Approval	CPM/REQ -01	3	2014.01.01	0	-	REQ	
2	Request for Information	CPM/REQ -02	3	2014.01.01	0	-	REQ	
3	Request for Inspection	CPM/REQ -03	3	2014.01.01	0	-	REQ	
4	Site Instruction	CPM/INS -03	3	2014.01.01	0	-	INS	
5	Wheather Report	CPM/REP -01	3	2014.01.01	0	-	REP	
6	Concerete Inspection & Pour Record	CPM/REC -01	3	2014.01.01	0	-	REC	
7	Health & Safety Checklist	CPM/CHL -01	3	2014.01.01	0	-	CHL	

Prepared by	Signature & Date	Approved by	Signature & Date	No.of Documents as at Date Prepared
Chamukka Hasaranga QAE	Chamukka 2014.06.24	Lalitha Gamaethige ACM & MR	2014.06.25	07

MASTER LIST OF DOCUMENTS (INTERNAL) **N & A Engineering Services (Pvt) Ltd**

Nonconformance Management

No	Title	Internal Document Code	Iss.	Date of Issued	Rev.	Date of Revised	Type	Remarks
1	Non-conformance Report	NCM/REP -01	3	2014.01.01	0	-	REP	
2	Corrective Action Report	NCM/REP -02	3	2014.01.01	0	-	REP	

Prepared by	Signature & Date	Approved by	Signature & Date	No.of Documents as at Date Prepared
Chanuka Hasaranga	2014.06.24	Lalitha Gamaethige ACA & MR	2014.06.25	02

N & A Engineering Services (Pvt) Ltd
No : 81/B, Awissawella Road, Nawagamuwa, Ranala.
Tel : 011-4444311 Fax : 011-4402454
Email : info@naengineering services.com

CALIBRATION SCHEDULE

Reference No :

Project/ Site/ Section :

Year :

Page of

NO	DEVICE	DEVICE CODE	CURRENT LOCATION	FREQUENCY	DONE BY		RESPONSIBILITY	CARIBRATION DUE/DONE											
					INT	EXT		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

Prepared by :	Designation :	Sign :	Date :	KEY		Scheduled
Prepared by :	Designation :	Sign :	Date :			Successfully Completed

Document Number : STM/SCH -01		
Issue No: 03	Issued Date : 2014.01.01	Issued by : Management Representative
Revision No: 00	Revised Date : -	Reviewed and Approved by : Managing Director

	N & A Engineering Service (Pvt) Ltd	MAINTAIN/REPAIR JOB CARD	
	No : 81/B, Awissawella Road, Nawagamuwa, Ranala.		
	Tel : 011-4444311 Fax : 011-4402454	Month	
	Email : info@naengineering services.com	Job No	

LOG NO	
VEHICLE / MACHINE NO	
DESCRIPTION OF MACHINE / VEHICLE	
MODEL	
SERIAL NO	

NATURE OF BREAK DOWN / MAINTAIN				
TE OF BREAK DOWN		TIME		
REPAIR LOCATION				
REPAIR PERSON				
REPAIR ORDER NO				

.....
CHECKED BY

.....
AUTHORIZED BY

REPAIR DETAILS & EXPENSES			
REPAIR / MAINTAINED DONE	REPLACE/REPAIRED SPARE PARTS		EXPENSES
	LABOUR CHARGERS		
	TOTAL		

DATE OF REPAIRED		TIME		
IDLE TIME (HOURS)				

.....
PREPARED BY

.....
CHECKED BY

.....
AUTHORIZED BY

Document Number : OPE/REC - 01		
Issue No : 3	Issued Date: 01/01/2014	Issued By : Management Representative
Revision No : 0	Revised Date:	Reviwed and Approved By : Managing Director

N & A Engineering Services (Pvt) Ltd
No : 81/B, Awissawella Road, Nawagamuwa,
Ranala. Tel : 011-4444311 Fax : 011-4402454
Email : info@naengineering services.com

TRAINING NEEDS IDENTIFICATION RECORD

Name :

Date :

No :

Designation:

Division :

NO	TRAINING NEEDS	0 Very Poor	1 Poor	2 Only Fair	5 Good	8 Very Good	10 Exece-llent	Total Score	Talent Average	Talent Level
		Rank Score								
1	**Management of end results.**									
1.1	Performs assigned tasks									
1.2	Take responsibility for completion									
1.3	Coordination of complex tasks.									
2	**Communication Skills:**									
2.1	Communicates well both verbally and in writing									
2.2	Produces accurate and punctual reports									
2.3	Delivers good presentations, speaks well in front of groups									
2.4	Shares information and ideas with others									
2.5	Has good listening skills									
3	**Initiative:**									
3.1	Tackles problems									
3.2	Takes independent action									
3.3	Seeks out new responsibilities									
3.4	Recognizes and acts on opportunities									
3.5	Generates new ideas									
3.6	Practices self-development									
3.7	Volunteers for team projects									
3.8	Takes initiative to improve own performance									
4	**Job Knowledge:**									
4.1	Understands job duties and responsibilities									
4.2	Has necessary job skills and knowledge									
4.3	Able to rapidly perform complex analysis									
4.4	Has a technical skill, knowledge									
4.5	Understands, operates equipment									
4.6	Keeps current with new developments									
4.7	Keeps job knowledge current									
4.8	Looks for learning opportunities									
4.9	Other job knowledge									
5	**Work Environment/Safety**									
5.1	Promotes mutual respect									
5.2	Keeps workplace safe and clean									
5.3	Supports safety programs									
6	**Adaptability/Flexibility**									
6.1	Adapts to change									
6.2	Is open to new ideas									
6.3	Takes on new responsibilities & handles pressure									
6.4	Plans to meet changing needs.									
6.5	Stays calm, easy to work with when under pressure									
6.6	Creativity/Innovation									
6.7	Generates new ideas									
6.8	Supports change									
6.9	Encourages, supports other's ideas									
7	**Decision Making/Judgment**									
7.1	Problem Solving/Analysis Skill									
7.2	Makes logical, systematic decisions									
7.3	Is biased toward decisive action									