


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

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

NC No. : *01 of 04*

Section : *MR*

Team Leader : *SC Banmuraeuchi*

Relevant Standard : *ISO 9001:2008*

Auditor : *Psun I Langakoon*

Relevant Clause : *4.2.4*

Date of audit : *2015-07-18*

Relevant company document : *List of Record*

Non-conformity detected

Category : *Major/Minor*

Some of
retention period of some records are not established,
eg: Master list of record

Psun
.....
Auditor

SC
.....
Team Leader :

Correction:

Retention period of all records will be established.

Channika
.....
Auditee

2015/08/23
.....
Date

Root cause for Non-conformity

Part 05, QAP 02 of the Quality Manual has not been followed.

Channika
.....
Auditee

2015/08/23
.....
Date



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Corrective action

Date of completion:

Part 05, QAP 02 of the Quality Manual will be followed in future, and All records retention time was established

Chauhan

Auditee

2015/08/23

Date

Verification of corrective action

NC Closed/Open

Evidence of implementing agreed corrective actions have been produced & verified.

Prasanna

Auditor

2015/08/26

Date

Effectiveness of corrective action

Satisfactory

[Signature]

Auditor

2016/09/27

Date

LIST OF RECORDS - N & A Engineering Services (Pvt) Ltd				Department/ Section :- Planning & Drafting				
NO	RECORD TITLE	RECORD CODE	GENERATED AT	DESTINATION	RESPONSIBILITY	RETENTION TIME	DIPOSA METHOD	REMARKS
1	Construction Management (Beruwala PB)	CE/CM/01	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
2	Construction Management (Mathugama PB)	CE/CM/01	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
3	Construction Management (Naula PB)	CE/CM/01	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
4	Construction Management (PB Common Information)	CE/CM/01	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
5	Construction Management (Venura Mendis)	CE/CM/01	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
6	Construction Management (Iconic & Ceylinco)	CE/CM/01	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
7	Construction Management (Eusafaly, Capitat Trust & Ceylinco)	CE/CM/01	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
8	Construction Management (Hettigoda City)	CE/CM/01	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
9	Construction Management (Asiri Hospital)	CE/CM/01	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
10	Construction Management (Sentra Supercity)	CE/CM/01	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
11	Construction Management (Kodithuwakku Residence)	CE/CM/01	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
12	Construction Management (Malabe Commercial Development)	CE/CM/01	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
13	Construction Management (Rekawa Hofe)	CE/CM/01	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	

LIST OF RECORDS - N & A Engineering Services (Pvt)Ltd				Department/ Section :- Planning & Drafting				
NO	RECORD TITLE	RECORD CODE	GENERATED AT	DESTINATION	RESPONSIBILITY	RETENTION TIME	DIPOSAL METHOD	REMARKS
14	Concrete Test Reports (Beruwala PB)	QA&QC/REP/01	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
15	Concrete Test Reports (Naula PB)	QA&QC/REP/02	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
16	Concrete Test Reports (Mathugama PB)	QA&QC/REP/04	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
17	Concrete Test Reports (Venura Mendis)	QA&QC/REP/05	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
18	Concrete Test Reports (Rococo Hotel)	QA&QC/REP/06	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
19	Concrete Test Reports (Eusafaly Residence)	QA&QC/REP/06	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
20	Concrete Test Reports (Manikkawasagam)	QA&QC/REP/07	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
21	Concrete Test Reports (KKB Residence)	QA&QC/REP/08	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
22	Quality Management System (Internal Audit Reports)	ISO/QMS/01	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
23	Quality Management System (Re-Certification & Other)	ISO/QMS/02	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
24	Quality Management System (Document Formats)	ISO/QMS/03	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	
25	Quality Management System (ICTAD Information)	ISO/QMS/04	HO - Planning & Drafting	HO - Planning & Drafting	QAE	5 Years	Recycling	