

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author details the various methods used to collect and analyze the data. This includes both primary and secondary research techniques. The primary research involved direct observation and interviews with key stakeholders, while secondary research focused on reviewing existing literature and reports.

The third part of the document presents the findings of the study. It highlights several key trends and patterns observed in the data. These findings are then compared against the initial hypotheses to determine their validity. The results indicate that there are significant differences between the expected and actual outcomes in certain areas.

Finally, the document concludes with a series of recommendations based on the research findings. These suggestions are aimed at improving the efficiency and effectiveness of the processes being studied. The author also notes the limitations of the study and suggests areas for future research to further explore these issues.



IND-EXPO CERTIFICATION LIMITED
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
ATTENDANCE RECORD

OPENING MEETING

Stage I/ Stage II/ Final Assessment/ Surveillance/Recertification/Witness Audit/ Special Audit

Name of the Organization S.N.T. Enterprises

Date of Assessment: 2019/06/30

	NAME OF ATTENDEE	DESIGNATION	DEPT./SECTION	SIGNATURE
1	Sunil Tennakoon	Proprieter		
2	Dilini Peries	Account Clerk	Account	
3	Nawosha Rajapaksha	Account Clerk	Account	
4	Damika Chandani	HR Clerk	HR	
5	Jayani Niwanthika	Sales Officer	Sale	
6	Nilaksha Ferdinando	sales Assistent	sale	
7	Jiayani Dilhani	sales Assistent	sale	
8	shehara Fazeed	sales Assistent	Sale	
9	Nelum Ganga	Stores supervisor	Stores	
10	udith Hiroshana	stores supervisor	Stores	
11	Aberathna Herath	Knitting supervisor	Knitting	
12	saman Bandara	Knitting supervisor	Knitting	
13	sumeda Maltawarachchi	Inspection	Knitting	
14	Jayanthi Dasanayaka	Incharg sewing	Garment	
15	Nirmal Prasanna	collar supervisor	collar	
16	D.N.S.Keeruppunullage	Team Leader	Ind-Expo	
17	Arune Amarasinghe	Auditor	Indexp	

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In the second section, the author details the various methods used to collect and analyze the data. This includes both primary and secondary sources, as well as the specific statistical techniques employed to interpret the results. The goal is to provide a comprehensive overview of the research methodology.

The third part of the document presents the findings of the study. It highlights the key trends and patterns observed in the data, along with any significant correlations or anomalies. The author also discusses the implications of these findings for the field of study.

Finally, the document concludes with a summary of the main points and a list of references. This provides a clear and concise overview of the entire study, as well as a way for other researchers to access the original sources of information.

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INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
ATTENDANCE RECORD

CLOSING MEETING

Stage I/ Stage II/ Final Assessment/ Surveillance/Recertification/Witness Audit/ Special Audit

Name of the Organization SNT Enterprises

Date of Assessment: 20/08/2016

	NAME OF THE ATTENDEE	DESIGNATION	DEPT./SECTION	SIGNATURE
1	Sunil Tennakoon	Proprieter.		
2	Dilini Peiris	Account clerk	Account	
3	Nawosha Rajapaksha	Account clerk	Account	
4	Damwika Chandani	HR clerk	HR	
5	Jayani Niwanthika	Sales Officer	Sale	
6	Nilaksha Ferdinando	Sales Assistant	Sale	
7	Gayani Dilhani	Sales Assistant	Sale	
8	Shehara Fareed	Sales Assistant	Sale	
9	Nelum Ganga	Stores Supervisor	Stores	
10	Udith Hiroshana	Stores Supervisor	Stores	
11	Aberathna Herath	Knitting supervisor	Knitting	
12	Saman Bandara	Knitting supervisor	Knitting	
13	Sumeda Mallowarachchi	Inspection	Knitting	
14	Jayanthi Dasanayaka	Incharge sewing	Garment	
15	Nirmal Prasanna	Collar supervisor	Collar.	
16	D.N.S. Kuruppenmullage	Team Leader	Ind Expo	
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