	INTERNAL AUDIT CHECKLIST CUM REPORT	Format No. GIPL/IA/03 Rev. 01, Eff. Dt. 05/01/2026

PROCESS/DEPARTMENT:- MR/QMS

DATE OF AUDIT:- 08,09,10, 11, 12.06.2026

PROCESS OWNER:- Mr Varun Mathur

S.NO	CHECK POINTS	Classification	OBSERVATION
1	Evidence of determination of **Understanding the Organization and its CONTEXT** *(4.1)*	O+	Context of the organization is maintained in GIPL/QSM/04 of QMS Manual
2	Evidence of determination of INTERESTED PARTIES and their requirements *(4.2)*	O+	Intrested parties idetified in GIPL/QSM/04 of QMS Manual
3	Did you determine the needs and expectations of your interested parties?	O+	Needs and expectation determined of all intrested parties.
4	Did you identify those that have become compliance obligations (requirements)?	O+	Legal register is maintained and all compliance obligation included.
5	Evidence of review and verification for SCOPE of Quality management system (4.3)	O+	Scope:- MANUFACTURING & FABRICATION OF SUPER STRUCTURAL STEEL PRODUCTS
6	Did you define and document the scope of your Quality management system (QMS)?	O+	Scope:- MANUFACTURING & FABRICATION OF SUPER STRUCTURAL STEEL PRODUCTS
7	Evidence demonstrating integrated management system reflects requirements (4.4) Is company established, implemented, maintained and continually improve a Integrated management system, including the processes needed and their interactions, in accordance with the requirements of this International Standard.	O+	Interaction of the process defined Appendix A of QMS Manual
8	Evidence of Leadership and Commitment of TOP MANAGEMENT (5.1)	O+	All resources provided in time,role & responsibilities and KPIs defined for all employees, QMS management system improved continually.
9	Is customer satisfaction maintained ,customer satisfaction are determined and addressed (5.1.2)	O+	Customer feedback maintained in GIPL/MKT/03 and excellent feedback found from all customers.
10	Evidence Quality management system (QMS POLICY) has been reviewed and is consistent with intent of ISO 9001:2015, (5.2) Approved, Communicated, understood and relavant to intrested patries?	O+	QMS Policy has been defined in GIPL/QSM/05-02 of QMS Manual and communicated within the company.

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11	Evidence that organizational ROLES, RESPONSIBILITIES , AUTHORITIES & ACCOUTABITIES have been appropriately assigned, resourced and communicated. (5.3)	O+	Roles, responsibilities, authorities and accountabilities are maintained in Appendix C, of QMS Manual.
12	Evidence that RISKS AND OPPPORTUNITIES related to QMS, processes and other issues have been identified and addressed. (6.1.1)	O+	Risk and opportunities are defined in QSM 06-01 and all QMS process included.
13	Evidence that QMS OBJECTIVES have been established that are consistent with the Quality policy, are MEASURABLE, MONITORED, COMMUNICATED & UPDATED as appropriate (6.2.1)	O+	QMS objectives have been established and maintained in GIPL/QSM/05-02.
14	Evidence of planning actions to achieve IMS OBJECTIVES, including: WHAT will be done; what RESOURCES will be required; WHO will be responsible; WHEN it will be completed; HOW results will be evaluated, including indicators for monitoring progress (6.2.2)	O+	QMS objectives defined as what, who, when, how and maintained in GIPL/QSM/06
15	Evidence that process for INTERNAL & EXETERNAL COMMUNICATIONS has been established consistent with ISO9001:2015, a) on what it will communicate; b) when to communicate; c) with whom to communicate; d) how to communicate; e) who communicates.	O+	Internal and external communication is maintained in QMS Mnaual - GIPL/QSM/07-01 as per communication matrix as defined in section - 7.4 a communication matrix.
16	Evidence that DOCUMENTED INFORMATION is consistent with ISO 9001:2015.	O+	Procedure for control of documents and records have been established and maintained in QP- 17, Rev. 00
17	Is all record identified,listed and contreolled with ISO 9001:2015	O+	All records are identified as per documents& records matrix as defined in section 7.3 of HSEQ Manual and a master list of documents established & maintained GIPL/ML/01.
18	Is control of documented information maintained a) distribution, access, retrieval and use; b) storage and preservation, including preservation of legibility; c) control of changes (e.g. version control); d) retention and disposition. with ISO 9001:2015.	O+	Documents issue register (GIPL/ML/01) is maintained to all relevant department and stage lacation also defined in list of document GIPL/ML/01, Rev. no shown for any changes in documents. Retention period also defined in master list of document GIPL/ML/01.
19	Evidence that organization is MONITORING, MEASURING, ANALYZING AND EVALUATING (9.1) with ISO 9001:2015	O+	Organization is monitoring, Measuring, Analyzing, Evaluation their performance.

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20	Evidence that orgainization is analyse and evaluate as a) conformity of products and services; b) the degree of customer satisfaction; c) the performance and effectiveness of the quality management system; d) if planning has been implemented effectively; e) the effectiveness of actions taken to address risks and opportunities; f) the performance of external providers; g) the need for improvements to the quality management system. (9.1.3) with ISO 9001:2015	O+	All data will be analysed and shown by the porganization during next audit.
21	Internal Audit Results *(9.2)* *(using process-approach)* *List of auditor, Audit plan, Audit schedule criteria and scope of audit, previous audit result -inputs, outputs, performance to targets, process linkages / interactions.* *Nc closed or not* *All taken corrective action effective* *- Full internal Audit to ISO 9001:2015.*	O+	Internal audit plan has been prepared and maintained in GIPL/IA/01 and internal audit schedule communicated to all process owner and evidenced in GIPL/IA/02. Internal audit has been conducted on 08,09,10, 11, 12.06.2026 and 2 NCs minor NCs observed. All process has been audited as defined in interaction of the process and evidenced in GIPL/IA/03 Corrective action taken on all 2 NC and maintained in GIPL/IA/05
22	Records of **Management Review** *(9.3)* Completed to ISO 9001:2015, requirements after completion of the Internal Audit. Management review outputs 9.3.3 a) opportunities for improvement; b) any need for changes to the quality management system; c) resource needs. The organization shall retain documented information as evidence of the results of management reviews.	O+	Management review meeting is conducted at once in a yearly. MRM cerculer is communicated to all process owner and top management . All required agenda as per precedure QP-16 included in Management review meeting and discussed each & every agenda and obsevation will be note down in the same MRM report with responsibility and target date. MRM meeting will be conducted on 24.06.2026 with covering all agenda.
23	Is there any evidence for continual improvement in QMS	O+	Continual improvement record is being maintained.

Positive observation:- O+

Opportunity for improvement:-OI

Non-Nonformance:- NC

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	INTERNAL AUDIT CHECKLIST CUM REPORT	Format No. GIPL/IA/03 Rev. 01, Eff. Dt. 05/01/2026

PROCESS/DEPARTMENT:- HR/Training DATE OF AUDIT:- 08,09,10, 11, 12.06.2026

PROCESS OWNER:- Narendra Singh

S.No.	CHECK POINTS	Classification	OBSERVATION
1	Evidence that the organization has determined and provided RESOURCES needed for the establishment, implementation, maintenance and continual improvement of IMS (7.1)	O+	List of employees -GIPL/TRG/05-1 list of machine, etc evidenced and arranged as per requirement
2	Is there safe and hygenic work enviroment provided as a) social (e.g. non-discriminatory, calm, non-confrontational); b) psychological (e.g. stress-reducing, burnout prevention, emotionally protective); c) physical (e.g. temperature, heat, humidity, light, airflow, hygiene, noise).	O+	Very hygenic work environment
3	Evidence organization has a process in place to determine necessary COMPETENCE, necessary training and documented information to support competence supporting requirements of ISO 9001:2015,(7.2)	O+	Competance matrix for has been established and maintained in GIPL/TRG/02
4	evidence of the necessary competence of person(s) doing work under its control that affects the performance and effectiveness of the integrated management system; 7.2	O+	Training attendance record maintained in training attendance record GIPL/TRG/05 , training plan was verified and found updated till DATE
5	evidence of competent on the basis of appropriate education, training, or experience; 7.2)	O+	education, training, or experience maintained in Individual folder
6	Is training needs identified, Evidence of training plan' Evidence of training. (7.2)	O+	Training needs identified for all employees and maintained in GIPL/TRG/06, Training plan is prepared and maintained in GIPL/TRG/01 Training is being given as per training plan and maintained in training attendance record GIPL/HR/05
7	Evidence of evaluation the effectivenes. (7.2)	O+	Training effectiveness evaluated.
8	Documented information supporting AWARENESS of persons working under the organizations control of QMS policy and objectives; Risk their contribution toward an effective QMS; understanding the benefits of enhanced environmental performance and implications of not conforming with QMS and fulfilling compliance obligations (7.3)	NC	Awreness training eg. QMS Policy given to all employees and maintained in training attendance record GIPL/HR/05 Quality Policy is not communicated to Production employees. NC 01 Roles and responsibilities are not understood with Purchase Team NC 02
9	Evidence of Organizational knowledge as per internal sources external sources (7.1.6) with ISO 9001:2015	O+	Mr. Mathur is identified as the key person of the organization as required organizatonal knowledge.

Positive observation:- O+

Opportunity for improvement:-OI

Non-Conformance:- NC

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	INTERNAL AUDIT CHECKLIST CUM REPORT	Format No. GIPL/IA/03 Rev. 01, Eff. Dt. 05/01/2026

PROCESS/DEPARTMENT:- Marketing

DATE OF AUDIT:- 08,09,10; 11, 12.06.2026

PROCESS OWNER:- Prehlad Chand

S.No.	CHECK POINTS	Classification	OBSERVATION
2	Are Customer Requirement and Their Monitoring ? (8.2) with ISO 9001:2015	O+	Yes customer requirement is monitored Through Enquiry Formte - GIPL/MKT/04. Enquiry comes through mail. Also maintained Purchase order file GIPL/MKT/01
3	Are Order Enquiry Reviewed ? (8.2) with ISO 9001:2015	O+	All new enquiry is revied and maintained review register. Enquiry Formte - GIPL/MKT/04 and Proposal file - GIPL/MKT/05
4	Order Processing like :- Product Information, Enquires, Contracts or Order Handling, Including Amendments and Customer Feedback, Including Customer Complaints ? (8.2) with ISO 9001:2015	O+	Product Information, Enquires, Contracts or Order Handling, Including Amendments and Customer Feedback, Including Customer Complaints is monitored and record maintained by Proposal File GIPL/MKT/05
5	There are any system to control of engineering change. (8.3) with ISO 9001:2015	O+	Procedure for Engineering change is etablished and maintained in QP-04
6	Are the Organization Shall have the ability to communicate necessary information, Including data, in a Customer specified language ? (8.2) with ISO 9001:2015	O+	Yes communication with customer is done as customer specified language by mail and ph.
7	Is customer complants filed and take corrective action ? (8.2) with ISO 9001:2015	O+	All customer complaint is monitored in customer complaint register GIPL/MKT/02 and same appropriate action maintained in same formats. Also maintaing Customer Feedback - GIPL/MKT/03 File. List of customer also found maintained - GIPL/MKT/06

Positive observation:- O+

Opportunity for improvement:-OI

Non-Conformance:- NC

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	INTERNAL AUDIT CHECKLIST CUM REPORT	Format No. GIPL/IA/03
		Rev. 01,
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PROCESS/DEPARTMENT:- Purchase DATE OF AUDIT:- 08,09,10, 11, 12.06.2026

PROCESS OWNER:- Ashutosh srivastava

S.No.	CHECK POINTS	Classification	OBSERVATION
2	criteria for the evaluation, selection, monitoring of performance, and re-evaluation of external providers, based on their ability to provide processes or products and services in accordance with requirement is determined? (8.4.1) with ISO 9001:2015	O+	Supplier selection criteria defined in QP-02 and no new supplier added, Supplier Registration form GIPL/PUR/04, Indent form - GIPL/PUR/02
3	Evidence of supplier approval method and approved supplier list (8.4.2) with ISO 9001:2015	O+	Approved supplier list is maintained and documented in GIPL/PUR/03 and all supplier has been covered in the approved supplier list.
4	Evidence of Information for external providers for the processes, products and services to be provided (8.4.3) with ISO 9001:2015	O+	Purchase order is being maintained for information with external providers and maintained in GIPL/PUR/01
5	Evidence of Information for external providers for the approval of products and services; methods, processes and equipment; the release of products and services;(8.4.3) with ISO 9001:2015	O+	Purchase order is maintained for information with external providers
6	Evidence of Information for external providers for performance/Evaluation to be applied by the organization.(8.4.3) with ISO 9001:2015	O+	Supplier Evaluation is being maintained in GIPL/PUR/05

Positive observation:- O+

Opportunity for improvement:-OI

Non-Conformance:- NC

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	INTERNAL AUDIT CHECKLIST CUM REPORT	Format No. GIPL/IA/03 Rev. 01, Eff. Dt. 05/01/2026

PROCESS/DEPARTMENT:- Quality - DATE OF AUDIT:- 08,09,10, 11, 12.06.2026

PROCESS OWNER:- Rahul Goyal

S.No.	CHECK POINTS	Classification	OBSERVATION
2	the characteristics of the products to be produced, the services to be provided, or the activities to be performed;(8.5) with ISO 9001:2015	O+	Set up inspection and Incoming inspection are being carried out and maintained in - Incoming Inspection GIPL/QA/01
3	is there any controls used for the manufacturing process control, including verification of job set-ups;(8.5) with ISO 9001:2015	O+	Set up inspection and Inprocess inspection are being carried out and maintained in GIPL/QA/02
4	is there any implementation of actions to prevent human error;(8.5) with ISO 9001:2015	O+	Work instruction displyed at all related area preodically training given
5	the appointment of competent persons, including any required qualification;(7.2 & 8.5) with ISO 9001:2015	O+	All employee are competent as per competency criteria.
6	are suitable for the specific type of monitoring and measurement activities being undertaken or list prepared;(7.1.5.1) with ISO 9001:2015	O+	List of Calibration plan maintained in GIPL/QA/08
7	calibrated or verified, or both, at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards (7.1.5.2) with ISO 9001:2015	O+	Calibration is performed once in a year as per calibration plan GIPL/QA/08 and performed by a NABL approved lab.
8	is all measurement equipement identified in order to determine their status?(7.1.5.2) with ISO 9001:2015	O+	All measurment equipment is identified with an unique number.
9	safe guarded from adjustments, damage or deterioration that would invalidate the calibration status and subsequent measurement results (7.1.5.2) with ISO 9001:2015	O+	All measuring equipment is taken in the specified place and identified box and daily checked before use.
10	Evidence of verification of externally provided processes, products and services.(8.4.2) with ISO 9001:2015	O+	Incoming inspection is being carried out for all externally provded products and maintained in GIPL/QA/01 Onsite audit done for verification of externally provided process.
11	is there any controls used for the manufacturing process control, including verification of job set-ups and preodically verification ;(8.5) with ISO 9001:2015	O+	Set up part inspection and inprocess inspection are being carried out as per control plan and maintained in GIPL/QA/02, Final Inspection- GIPL/QA/05
12	to verify that the product and service requirements have been met with customer requirement at product release stage.evidence of conformity with the acceptance criteri traceability to the person(s) authorizing the release. (8.6)with ISO 9001:2015	O+	Final inspection is being carried out for all batch and maintained in GIPL/QA/05 .100% Traceability maintained by Marking.

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13	ensure that outputs that do not conform to their requirements are identified and controlled to prevent their unintended use or delivery and segregation, containment, return or suspension of provision of products and services. (8.7.1) with ISO 9001:2015	O+	100% testing is performed and sagrigate if any non conformity found and action is taken.
14	Is after a customer complaint and implementation of the associated corrective action and people awareness;(8.5) with ISO 9001:2015	O+	All corrective action is implemented within the organization as well as all employee is aware for the same.
15	react to the nonconformity and, as applicable: take action to control and correct it; deal with the consequences;evaluate the need for action to eliminate the cause(s) of the nonconformity, in order that it does not recur or occur elsewhere, by:reviewing and analysing the nonconformity; determining the causes of the nonconformity;determining if similar nonconformities exist, or could potentially occur; implement any action needed;review the effectiveness of any corrective action taken; update risks and opportunities determined during planning, if necessary; make changes to the quality management system, if necessary.(10.2.1)with ISO 9001:2015	O+	Action is being taken to control & eliminate the non conformity and maintained in GIPL/QA/06

Positive observation:- O+

Opportunity for improvement:-OI

Non-Conformance:- NC

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	INTERNAL AUDIT CHECKLIST CUM REPORT	Format No. GIPL/IA/03
		Rev. 01,
		Eff. Dt. 05/01/2026

PROCESS/DEPARTMENT:- Production DATE OF AUDIT:- 08,09,10, 11, 12.06.2026

PROCESS OWNER:-Rupesh Bhati

S.No.	CHECK POINTS	Classification	OBSERVATION
2	the characteristics of the products to be produced, the services to be provided, or the activities to be performed;(8.5) with ISO 9001:2015	O+	Set up inspection and Inprocess inspection are being carried out and maintained in GIPL/QA/01
3	the results to be achieved;(8.5) with ISO 9001:2015	O+	Inprocess inspection is being carried out and maintained in GIPL/QA/02
4	the use of suitable infrastructure and environment for the operation of processes and personal protective equipment. ;(8.5) with ISO 9001:2015	O+	PPEs, normal tempreture maintained within the company.
5	the appointment of competent persons, including any required qualification;(8.5) with ISO 9001:2015	O+	All employee are competent as per competency criteria.
6	the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement;(8.5) with ISO 9001:2015	O+	All Critical procesess is validated once in a year.
7	is there any implementation of actions to prevent human error;(8.5) with ISO 9001:2015	NC	Machine operating manuals or work instructions are not available at the point of use -NC -04
8	Is there implementation of release, delivery and post-delivery activities.(8.5) with ISO 9001:2015	O+	Customer feedback is being taken
9	is there any controls used for the manufacturing process control, including verification of job set-ups;(8.5) with ISO 9001:2015	O+	Set up part inspection and inprocess inspection are being carried out as per control plan and maintained in GIPL/QA/02.
10	Is the organization produces nonconforming product and prevent to shipped to the customer;(8.5) with ISO 9001:2015	O+	Final inspection & 100% test is carried out for all batch and maintained in GIPL/QA/05
11	Is after a customer complaint and implementation of the associated corrective action and people awareness;(8.5) with ISO 9001:2015	O+	All corrective action is implemented within the organization as well as all employee is aware for the same.
12	is Work instruction/ process control standard communicated to and understood by the employees who are responsible for performing the work (8.5) with ISO 9001:2015	O+	Work instruction/ process control standard is displayed at all functional area and all work instruction is written in hindi.

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13	The organization shall control the unique identification of the outputs when traceability is a requirement (8.5.2) with ISO 9001:2015	O+	Stencile is being used to maintaine traceability in the all products.

Positive observation:- O+

Opportunity for improvement:-OI

Non-Conformance:- NC

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	INTERNAL AUDIT CHECKLIST CUM REPORT	Format No. GIPL/IA/03
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PROCESS/DEPARTMENT:- Store and Dispatch DATE OF AUDIT:-08,09,10, 11, 12.06.2026

PROCESS OWNER:-Umesh Dubey

S.No.	CHECK POINTS	Classification	OBSERVATION
2	Are the Material handling System available ? (8.5.4) ISO 9001:2015	O+	Bins, trolly, Cranes and lifter is being used for material handling.
3	Are the Storage System properly maintained ? (8.5.4) ISO 9001:2015	O+	Storage system is maintained with proper identification of material, proper rack, and proper packaging with quantity.
4	Are the Inventory optmization recorded ? (8.5.4) ISO 9001:2015	O+	Excell sheet is being maintained for inventory within the company.
5	Are the Packaging instruction available ? (8.5.4) ISO 9001:2015	O+	Yes packing standard available with visualization and displayed at packing area as required and maintained.
6	Are the Finished good storage Systematically maintained ? (8.5.4) ISO 9001:2015	O+	Yes finished goods is being strored with proper tagging & identification.
7	Are there FIFO System maintained ? (8.5.4) ISO 9001:2015	O+	Yes FIFO & 5S system is being maintained at all process such as Receipt store, manufacturing process, WIP, and finished goods store.

Positive observation:- O+

Opportunity for improvement:-OI

Non-Conformance:- NC

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	INTERNAL AUDIT CHECKLIST CUM REPORT	Format No. GIPL/IA/03 Rev. 01, Eff. Dt. 05/01/2026

PROCESS/DEPARTMENT:- Maintenance DATE OF AUDIT:-08,09,10, 11, 12.06.2026

PROCESS OWNER:-Avdhesh Kumar

S.No.	CHECK POINTS	Classification	OBSERVATION
1	Is there maintained a list of machine utilities and plant layout (7.1.3.1) with ISO 9001:2015	NC	List of machine is maintained in GIPL/PRD/01 and also drawn plant layout. Housekeeping around machines is poor, affecting efficient operation - NC-03
3	evidence of preventive maintenance frequency and maintenance done as per defined frequency (7.1.3.1) with ISO 9001:2015	O+	Preventive maintainance Schedule (GIPL/ENG/02) is prepared and Preventive maintenance Check Point(GIPL/ENG/03) done as per plan.
4	evidence of breakdown maintenance and analysis on repeatable breakdown (7.1.3.1) with ISO 9001:2015	O+	Machine breakdown History Card is maintained in GIPL/ENG/01 and action taken.
5	Loose and open wire within the organization (7.1.4) with ISO 9001:2015	O+	No loose wire and open wire within the organization.
6	Evidence of DG set and compressor maintenace (7.1) ISO 9001:2015	O+	DG set (125 KV) and compressor maintenance record available.
7	Is list of critical spare parts maintained (8.5.4) with ISO 9001:2015	O+	List of critical spare parts(GIPL/PRD/01) available and maintained.

Positive observation:- O+

Opportunity for improvement:-OI

Non-Conformance:- NC

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Internal Audit Summary

Format NO.GIPL/IA/04	
Rev. 00, Dt.	
Eff. Dt. 05/01/2026	

S.NO.	AUDIT DATE	CLAUSE	DEPARTMENT	FINDINGS	RESPONSIBILITY	TARGET DATE
1	08,09,10,11 & 12 June 2026	5.2	HR/Training	Quality Policy is not communicated to Production employees.	Mr Narendra Singh	19.06.2026
2	08,09,10,11 & 12 June 2026	5.3	MR	Roles and responsibilities are not understood with Purchase Team	Mr Varun Mathur	19.06.2026
3	08,09,10,11 & 12 June 2026	7.1.3	MAINTENANCE	Housekeeping around machines is poor, affecting efficient operation	Mr Avdhesh Kumar	19.06.2026
4	08,09,10,11 & 12 June 2026	7.1.3 & 8.4	PRODUCTION	Machine operating manuals or work instructions are not available at the point of use	Mr Rupesh Bhati	19.06.2026

PREPARED BY

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Approved By:-

	NON CONFORMANCE REPORT	FORMAT NO: GIPL/IA/05 REV. NO.: 00 Effect Date:05/01/2026

DEPARTMENT : HR/ Training

DATE OF AUDIT: 08,09,10,11 & 12 June 2026

AUDITORS: R. K. MISHRA **Clause No.** 5.2

NONCONFORMANCE :

Quality Policy is not communicated to Production nemployees.

AUDITORS **(AUDITEE-DEPTT HEAD)**

ROOT CAUSE ANALYSIS

Quality Policy awareness training was ineffective.
The Quality Policy was not adequately displayed or communicated throughout the workplace.

RESP.: **M.R.**

CORRECTION & CORRECTIVE ACTION PLANNED

The Quality Policy was communicated to the concerned employees immediately.
Copies of the Quality Policy were displayed in relevant work areas.
Conduct Quality Policy awareness training for all employees.
Display the approved Quality Policy prominently in all departments.

TARGET DATE:-18.06.2026

RESPONSIBILITY: | **HR/ Training**

AUDITEE

CORRECTIVE ACTION VERIFIED

Verified and close

(M.R.)/Auditor

	NON CONFORMANCE REPORT	FORMAT NO: GIPL/IA/05 REV. NO.: 00 Effect Date:-05/01/2026

DEPARTMENT : MR

DATE OF AUDIT: 08,09,10,11 & 12 June 2026

AUDITORS: R. K. MISHRA **Clause No.** 5.3

NONCONFORMANCE :

Roles and responsibilities are not understood with Purchase Team

AUDITORS (AUDITEE-DEPTT HEAD)

ROOT CAUSE ANALYSIS

Employees were not provided adequate awareness or induction regarding their roles

RESP.: M.R.

CORRECTION AND CORRECTIVE ACTION PLANNED

The approved job description and responsibility matrix were shared with the Purchase Team. Conduct awareness training on departmental responsibilities and applicable ISO 9001 requirements.

TARGET DATE:- 18.06.2026
RESPONSIBILITY: MR

AUDITEE

CORRECTIVE ACTION VERIFIED

Verified and close

(M.R.)Auditor **R. K. Mishra**

NON CONFORMANCE REPORT

FORMAT NO: GIPL/IA/05
REV. NO.: 00
Effect Date:-05/01/2026

DEPARTMENT :
MAINTENANCE

DATE OF AUDIT: 08,09,10,11 & 12 June 2026

AUDITORS: R. K. MISHRA

Clause No. 7.1.3

NONCONFORMANCE :

Housekeeping around machines is poor, affecting efficient operation

AUDITORS **(AUDITEE-DEPTT HEAD)**

ROOT CAUSE ANALYSIS

Cleaning schedule was not effectively implemented or monitored.

RESP.: **M.R.**

CORRECTION AND CORRECTIVE ACTION PLANNED

The production area was cleaned immediately, and accumulated waste was removed.
Train production personnel on 5S and housekeeping requirements.

TARGET DATE:- 18.06.2026

RESPONSIBILI
Maitenance Manager

AUDITEE

CORRECTIVE ACTION VERIFIED

Verified and close

(M.R.)/Auditor **R. K. Mishra**

	NON CONFORMANCE REPORT	FORMAT NO: GIPL/IA/05 REV. NO.: 00 Effect Date:-05/01/2026

DEPARTMENT :
Production

DATE OF AUDIT: 08,09,10,11 & 12 June 2026

AUDITORS: R. K. MISHRA

Clause No. 7.1.3 & 7.5

NONCONFORMANCE :

Machine operating manuals or work instructions are not available at the point of use

AUDITORS Mr RK Mishra

(AUDITEE-DEPTT HEAD)

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ROOT CAUSE ANALYSIS

Work instructions were not issued or displayed at the machine.

RESP.: M.R.

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CORRECTION AND CORRECTIVE ACTION PLANNED

The latest approved operating manual/work instruction was provided and displayed at the machine.
Ensure approved work instructions are available at all relevant machines and workstations.

TARGET DATE:- 18.06.2026

RESPONSIBILITY:

Production Manager

AUDITEE

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CORRECTIVE ACTION VERIFIED

Verified and close

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(M.R./Auditor)

R. K. Mishra

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