

M.G. CONTRACTORS PRIVATE LIMITED		INTERNAL QUALITY AUDIT PLAN		RECORD NO.: QF/MR/13 REVISION: 00
DEPARTMENT	O Plan- June 26	O Plan- June 27	O Plan- June 28	
	● Cond.- 17-06-26 & 18-06-26	O Cond.-	O Cond.-	
MANAGEMENT	●	O	O	
SALES & MARKETING	●	O	O	
PURCHASE	●	O	O	
STORE	●	O	O	
PRODUCTION	●	O	O	
MACHINE MAINTENANCE	●	O	O	
QUALITY CONTROL & CALIBRATION	●	O	O	
DISPATCH	●	O	O	
HR & TRAINING	●	O	O	
MR	●	O	O	

O : PLANNED

● : CONDUCTED.



Management Representative

This is to inform you that **Internal Quality Audit No.01** shall be held on **17-06-26 & 18-06-26**.

Management Representative in consent of **DIRECTOR** has selected following H.O.D's as Internal Quality Auditors of various departments
Please sign against your name to confirm the intimation & ensure presence in time.

Department	Auditee	Auditor	Date	Scope of the Audit	Signature	
					Intimation (16-06-26)	Presence (17&18-06-26)
MANAGEMENT	Mr. Atul Kumar Garg	Mr. Kamal Deep	17-06-26	As per ISO 9001:2015 Std. Requirements & SOPs		
	Mr. Surinder Chugh					
SALES & MARKETING	Mr. Rishabh Govil	Mr. Kamal Deep	17-06-26	As per ISO 9001:2015 Std. Requirements & SOPs		
	Mr. Dinesh					
PURCHASE	Mr. Amit Kumar Garg	Mr. Kamal Deep	17-06-26	As per ISO 9001:2015 Std. Requirements & SOPs		
	Mr. Raghunandan Singh					
STORE	Mr. Yuvraj Singh	Mr. Kamal Deep	17-06-26	As per ISO 9001:2015 Std. Requirements & SOPs		
	Mr. Varinder Singh					
PRODUCTION	Mr. Raghbir Singh	Mr. Kamal Deep	17-06-26	As per ISO 9001:2015 Std. Requirements & SOPs		
	Mr. Jay Parikh					
M/C MAINTENANCE	Mr. Ravi Kant	Mr. Kamal Deep	18-06-26	As per ISO 9001:2015 Std. Requirements & SOPs		
	Mr. Hargyan Singh					
QUALITY CONTROL & CALIBRATION	Mr. Prem Pal	Mr. Kamal Deep	18-06-26	As per ISO 9001:2015 Std. Requirements & SOPs		
	Mr. Uzzwal Sharma					
DISPATCH	Mr. Deepak Saini	Mr. Kamal Deep	18-06-26	As per ISO 9001:2015 Std. Requirements & SOPs		
	Mr. Tanuj Kumar					
HR & TRAINING	Mr. Rajesh Manager	Mr. Kamal Deep	18-06-26	As per ISO 9001:2015 Std. Requirements & SOPs		
	Mr. Sadique Ansari					
MIR	Mr. Uzzwal Sharma	Mr. Kamal Deep	18-06-26	As per ISO 9001:2015 Std. Requirements & SOPs		

ISSUED BY: MR

APPROVED BY: GM

M.G. CONTRACTORS PRIVATE LIMITED	INTERNAL QUALITY AUDIT NON-CONFORMANCE REPORT	RECORD No.: QF/MR/16 REVISION :00
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Date: 17-06-26	Auditee Dept.: Sales & Marketing	Audit Ref: IQA No. -01	NCR No.: 01	Auditor: Mr. Kamal Deep
Major	✓ Minor	Standard & Clause: 9.1.2		Auditee Rep.: Mr. Dinesh Mr. Deepak Saini

Non-conformance (With Objective Evidence):

Customer Satisfaction Survey is not received from any customer.

Disposition:

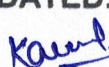
Customer Satisfaction Survey format has been sent again to all the customers to get feedback from their end.

Root Cause:

Client was not responded timely

PROPOSED CORRECTIVE ACTION:		Action Taken	Completion Date
Instructions given to the Concern person to maintain the record. MR will check it on randomly basis.		Same as suggested.	23-06-26
Proposed Completion Date: 23-06-26	Actual Completion Date: 23-06-26	Representative (Auditee):  	

Clearance Report (to be completed by Auditor:)

VERIFICATION DETAILS : Verified by MR by checking the record	STATUS : Closed	VERIFIED BY / DATED: MR 23-06-26  
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M.G. CONTRACTORS PRIVATE LIMITED	INTERNAL QUALITY AUDIT NON-CONFORMANCE REPORT	RECORD No.: QF/MR/16 REVISION :00
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Date: 17-06-26	Auditee Dept.: Purchase	Audit Ref: IQA No. - 01	NCR No.:02	Auditor: Mr. Kamal Deep
Major	✓ Minor	Standard & Clause: 7.4.3		Auditee Rep.: Mr. Amit Kumar Garg Mr. Raghunandan Singh

Non-conformance (With Objective Evidence):

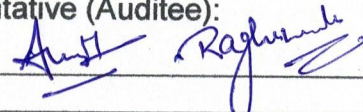
M/s Saggu Fasteners for HSFG Bolt is not updated in Approved Supplier List.

Disposition:

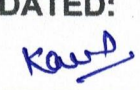
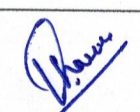
It will be updated

Root Cause:

Due to over occupied

PROPOSED CORRECTIVE ACTION:		Action Taken	Completion Date
Instructions given to the Purchase I/C to maintain the record. MR will check it on randomly basis to avoid the repeatability of the same.		Same as suggested.	23-06-26
Proposed Completion Date: 23-06-26	Actual Completion Date: 23-06-26	Representative (Auditee): 	

Clearance Report (to be completed by Auditor:)

VERIFICATION DETAILS : Verified via checking the record	STATUS : Closed	VERIFIED BY / DATED: MR 23-06-26  
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M.G. CONTRACTORS PRIVATE LIMITED	INTERNAL AUDIT SUMMARY	Record No: QF/MR/17 Revision : 00
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1.0 Audit Report No.: IQA No. -01

2.0 Audit Team : Mr. Kamal Deep, Mr. Uzzwal Sharma

3.0 Date of Actual Audits : 17 & 18-06-26

4.0 Total No. of Non-Conformance reported: 02

5.0 No of Non-Conformance Major: Nil

6.0 No of Non-Conformance Minor: 02

7.0 No. of Observation: --

8.0 Enclosures: QF/MR/13-16

9.0 Signature of Auditors:

Kamal

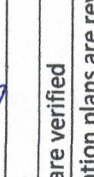
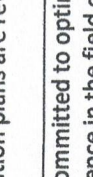
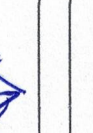
Uzzwal

Date: 17&18-06-26

10.0 Review By Management representative:

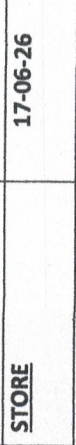
Uzzwal

Signature of Management Representative

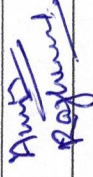
DEPARTMENT:	DATE:	AUDITEE	AUDITEE SIGNATURE	AUDITOR	AUDITOR SIGNATURE
PRODUCTION & DISPATCH	17-06-26 18-06-26	Mr. Raghubir Singh Mr. Jay Parikh Mr. Ravi Kant Mr. Tanuj Kumar	   	Mr. Kamal Deep Mr. Uzzwal Sharma	 

S.NO.	CLAUSE REQUIREMENTS	YES/NO	OBJECTIVE EVIDENCE
1.	Identification of associated risks in the processes	YES	Risks are verified
2.	Adequacy of mitigation plans associated with significant risks	YES	Mitigation plans are reviewed in the Risk analysis record.
3.	Awareness of quality policy & quality objectives	YES	IE is committed to optimizing the customer satisfaction and strives to achieve the goal of excellence in the field of manufacturing Quality Fabricated Structural Components.
4.	Achievement of quality objectives	YES	It is a collection of business process focused on consistently meeting customer requirement and enhancing their satisfaction.
5.	Availability of SOPs (Standard operating procedure) & W/Is (Work Instructions)	YES	Document No.WI-01 to WI-10 is available.
6.	List of Documents & Records	YES	Records are available and updated.
7.	Communication of Job Responsibilities	YES	Quality Management Manual 9001: 2015 clause No. 5.3 Organizational Roles, Responsibilities And Authorities.
8.	Training Need Identification	YES	Document No. QF/MR/009, QF/MR/010 & QF/MR/011 records available.
9.	Availability of Control Plan	YES	Standard Quality Plan, Manufacturing Quality Plan, Customer Quality Plan, Indian standard and TDC available.
10.	Production Panning / Sales Order Availability	YES	All sales order hard copies are available.
11.	Production Report	YES	Production Plan (Monthly) (Soft), Cutting Plan (Soft), Cutting Report , Daily Progress Report records available.
12.	Control of NCP (nonconforming product) & CA(Corrective action and Preventive action)	YES	Control of NCP record is verified
13.	Verification of Machine Down time with that of Maintenance section	YES	Service department monthly report
14.	General House Keeping	YES	Maintaining the 5s activities (Sort, Stabilize, Sweep, Standardize and Sustain)
15.	Machine Numbering	YES	List of Machine Document No. QF/MNT/01 records available.
16.	Product Preservation	YES	Quality Management Manual 9001: 2015 clause No. 8.5.4 for the product Preservation
17.	Analysis of Data	YES	Analysis of data is being done by regular monitoring per Project.
18.	CIP (Continual improvement process) Detail	YES	--
19.	Determination of requirements related to products/ services and its review	YES	Packing list, LR, Dispatched challan records are maintained.

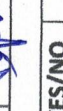
M.G. CONTRACTORS PRIVATE LIMITED	INTERNAL QUALITY AUDIT CHECKLIST	DOCUMENT NO. : QF/MR/015 REVISION NO.: 00
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DEPARTMENT:	DATE:	AUDITEE	AUDITEE SIGNATURE	AUDITOR	AUDITOR SIGNATURE
STORE	17-06-26	Mr. Yuvraj Singh Mr. Varinder Singh		Mr. Kamal Deep Mr. Uzzwal Sharma	

S.NO.	CLAUSE REQUIREMENTS	YES/NO	OBJECTIVE EVIDENCE
1	Identification of associated risks in the processes	YES	New Risks are reviewed
2	Adequacy of mitigation plans associated with significant risks	YES	Mitigation Plan is reviewed in Risk Register.
3	Awareness of quality policy & quality objectives	YES	IE is committed to optimizing the customer satisfaction and strives to achieve the goal of excellence in the field of manufacturing Quality Fabricated Structural Components.
4	Achievement of quality objectives	YES	Quality Objectives are achieved and objective monitoring sheet is verified.
5	Availability of SOPs (Standard operating procedure) & W/Is (Work Instructions)	YES	Document No. WI-01 to WI-10 is available.
6	List of Documents & Records	YES	Document No. QF/MR/001 records available.
7	Communication of Job Responsibilities	YES	Quality Management Manual 9001: 2015 clause No. 5.3 Organizational Roles, Responsibilities And Authorities.
8	Training Need Identification	YES	Document No. QF/MR/009, QF/MR/010 & QF/MR/011 records available.
9	Availability of Control Plan	YES	Standard Quality Plan, Manufacturing Quality Plan, Customer Quality Plan, Indian standard and TDC available.
10	Verification of Purchased product	YES	Document No. QF/QC/002 Invoice and material test certificate available.
11	Control of NCP (nonconforming product) & CAPA (Corrective action and Preventive action)	YES	Document No. QF/MR/14 records available.
12	Ensurance of FIFO (first-in, first-out)	YES	Inventory record data maintained in computer.
13	Proper Identification	YES	Material Item identification display in store.
14	Any product out of shelf life	YES	Record maintained in register for the expired shelf life products.
15	House keeping	YES	Maintaining the 5s activities (Sort, Stabilize, Sweep, Standardize and Sustain)
16	Stock keeping	YES	Maintaining the stock in record register.
17	Requisition to purchase	YES	PR requisitions slips are available.
18	Placement of flammable material	YES	Separate place marked for flammable material.
19	Placement of gas cylinders	YES	Separate place marked for gas cylinder.
20	Storage & preservation of electrodes	YES	Separate place marked for Electrode.
21	Provision for storing NCP (nonconforming product)	YES	Record is being maintained and items are separated placed with identification.
22	Control over outstanding processes	YES	All records maintained in register.

DEPARTMENT:	DATE:	AUDITEE	AUDITEE SIGNATURE	AUDITOR	AUDITOR SIGNATURE
PURCHASE	17-06-26	Mr. Amit Kumar Garg Mr. Raghunandan Singh		Mr. Kamal Deep Mr. Uzzwal Sharma	

S.NO.	CLAUSE REQUIREMENTS	YES/NO	OBJECTIVE EVIDENCE
1	Identification of associated risks in the processes	YES	Risks are reviewed in risk register
2	Adequacy of mitigation plans associated with significant risks	YES	- Regular follow-up with supplier. - Supplier deliveries are prioritized, so highest priority items will be received first. - Proper scrutiny of documents and physical inspection of material before unloading and acceptance.
3	Awareness of quality policy & quality objectives	YES	IE is committed to optimizing the customer satisfaction and strives to achieve the goal of excellence in the field of manufacturing Quality Fabricated Structural Components.
4	Achievement of quality objectives	YES	It is a collection of business process focused on consistently meeting customer requirement and enhancing their satisfaction.
5	Availability of SOPs (Standard operating procedure) & W/Is (Work Instructions)	YES	Document No. WI-01 to WI-10 is available.
6	List of Documents & Records	YES	Approved Supplier List is updated
7	Communication of Job Responsibilities	YES	Quality Management Manual 9001: 2015 clause No. 5.3 Organizational Roles, Responsibilities And Authorities.
8	Training Need Identification	YES	Document No. QF/MR/009, QF/MR/010 & QF/MR/011 records available.
9	Availability of Control Plan	YES	Standard Quality Plan, Manufacturing Quality Plan, Customer Quality Plan, Indian standard and TDC available.
10	List of approved supplier list	No	M/s Saggu Fasteners for HSFG Bolt is not updated in Approved Supplier List.
11	Supplier performance	Yes	Supplier performances are verified
12	Chasing pending POs.	YES	By E-mail status of pending POs confirmed.
13	Analysis of data	YES	Analysis of data are being done by regular monitoring per PO.

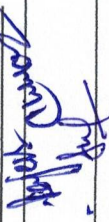
DEPARTMENT:	DATE:	AUDITEE	AUDITEE SIGNATURE	AUDITOR	AUDITOR SIGNATURE
SALES & MARKETING	17-06-26	Mr. Rishabh Govil Mr. Dinesh Mr. Deepak Saini	  	Mr. Kamal Deep Mr. Uzzwal Sharma	

S.NO.	CLAUSE REQUIREMENTS	YES/NO	OBJECTIVE EVIDENCE
1.	Identification of associated risks in the processes	YES	Risks are reviewed in the risk register
2.	Adequacy of mitigation plans associated with significant risks	YES	- Management shall remain in touch with marketing team for the procurement of future orders and explore the new customers and markets domestic as well as export. - Addition of value product, Automation of processes capacity building by adding new infrastructure
3.	Awareness of quality policy & quality objectives	YES	ASAP is committed to optimizing the customer satisfaction and strives to achieve the goal of excellence in the field of manufacturing Quality Fabricated Structural Components.
4.	Achievement of quality objectives	YES	It is a collection of business process focused on consistently meeting customer requirement and enhancing their satisfaction.
5.	Availability of SOPs (Standard operating procedure) & W/Is (Work Instructions)	YES	Document No.WI-01 to WI-10 is available.
6.	List of Documents & Records	YES	Document No. QF/MR/01 records available.
7.	Communication of Job Responsibilities	YES	Quality Management Manual 9001: 2015 clause No. 5.3 Organizational Roles, Responsibilities And Authorities.
8.	Training Need Identification	YES	Document No. QF/MR/009, QF/MR/010 & QF/MR/011 records available.
9.	Availability of Control Plan	YES	Standard Quality Plan, Manufacturing Quality Plan, Customer Quality Plan, Indian standard and TDC available.
10.	Communication with customers related to enquiries, new product development and feedback	NO	Customer Satisfaction Survey is not received from any customer.
11.	Disposal of customer complaints	YES	Actions taken against Customer Complaint Analysis.
12.	Analysis of Data	YES	Analysis of data is being done by regular monitoring quarterly.
13.			

M.G. CONTRACTORS PRIVATE LIMITED	INTERNAL QUALITY AUDIT CHECKLIST	DOCUMENT NO. : QF/MR/015 REVISION NO.: 00
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DEPARTMENT:	DATE:	AUDITEE	AUDITEE SIGNATURE	AUDITOR	AUDITOR SIGNATURE
MAINTENANCE	18-06-26	Mr. Hargyan Singh Mr. Prem Pal		Mr. Kamal Deep Mr. Uzzwal Sharma	

S.NO.	CLAUSE REQUIREMENTS	YES/NO	OBJECTIVE EVIDENCE
1.	Identification of associated risks in the processes	YES	Risks are reviewed.
2.	Adequacy of mitigation plans associated with significant risks	YES	Periodic Preventive & Predictive Maintenance of Machines/Equipments as per the Laid down Maintenance Schedules are being carried out & their proper 'Record Keeping' is being done in order to increase the 'Overall Equipment Effectiveness'.
3.	Awareness of quality policy & quality objectives	YES	Quality Objectives are being achieved by regular Monitoring of available Data.
4.	Achievement of quality objectives	YES	Available as per Documents.
5.	Availability of SOPs (Standard operating procedure) & W/Is (Work Instructions)	YES	Document No.WI-01 to WI-10 is available.
6.	List of Documents & Records	YES	list of machines as well as preventive machine maintenance plan is made. Fire extinguishers are identified and refilling status is mentioned on sticker also.
7.	Communication of Job Responsibilities	YES	Quality Management Manual 9001: 2015 clause No. 5.3 Organizational Roles, Responsibilities And Authorities.
8.	Training Need Identification	YES	Document No. QF/MR/009, QF/MR/010 & QF/MR/011 records available.
9.	Compliance of legal requirements	YES	Fire extinguishers are refilled.
10.	Control of NCP (nonconforming product) & CAs (Corrective actions)	YES	Document No. QF/QC/014 records available. NCP & CAs are being controlled & record is being maintained.
11.	Analysis of Data	YES	Analysis of data is being done by regular monitoring monthly.

M.G. CONTRACTORS PRIVATE LIMITED		INTERNAL QUALITY AUDIT CHECKLIST		DOCUMENT NO. : QF/MR/015 REVISION NO.: 00	
DEPARTMENT:	DATE:	AUDITEE	AUDITEE SIGNATURE	AUDITOR	AUDITOR SIGNATURE
HR & TRAINING	18-06-26	Mr. Rajesh Manager Mr. Sadique Ansari		Mr. Kamal Deep Mr. Uzzwal Sharma	

S.NO.	CLAUSE REQUIREMENTS	YES/NO	OBJECTIVE EVIDENCE
1.	Identification of associated risks in the processes	YES	Risk register is reviewed
2.	Adequacy of mitigation plans associated with significant risks	YES	Adequacy of mitigation plans are made in the risk register.
3.	Awareness of quality policy & quality objectives	YES	ASAP is committed to optimizing the customer satisfaction and strives to achieve the goal of excellence in the field of manufacturing Quality Fabricated Structural Components.
4.	Achievement of quality objectives	YES	It is a collection of business process focused on consistently meeting customer requirement and enhancing their satisfaction.
5.	Availability of SOPs (Standard operating procedure) & W/Is (Work Instructions)	YES	Document No.WI-01 to WI-10 are available.
6.	List of Documents & Records	YES	Records are available and maintained.
7.	Communication of Job Responsibilities	YES	Quality Management Manual 9001: 2015 clause No. 5.3 Organizational Roles, Responsibilities And Authorities are available.
8.	Basic Competence & Training Need Identification	YES	Basic Competence Requisite Record & Training Needs are identified
9.	Compliance of training calendar	YES	Training Calendar is made
10.	Monitoring the effectiveness of conducted training	YES	Monitoring the effectiveness of conducted training is verified
11.	Analysis of Data	YES	Analysis of data are being done by regular monitoring half yearly.

M.G. CONTRACTORS PRIVATE LIMITED		INTERNAL QUALITY AUDIT CHECKLIST		DOCUMENT NO.: QF/MR/015 REVISION NO.: 00	
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DEPARTMENT:	DATE:	AUDITEE	AUDITEE SIGNATURE	AUDITOR	AUDITOR SIGNATURE
Top Management & MR	17-06-26 18-06-26	Mr. Atul Kumar Garg Mr. Surinder Chugh Mr. Uzzwal Sharma		Mr. Kamal Deep	

S.NO.	CLAUSE REQUIREMENTS	YES/NO	OBJECTIVE EVIDENCE
1.	Identification of associated business risks & its periodic up-dating	YES	Risk register is reviewed.
2.	Adequacy of mitigation plans associated with significant risks	YES	Identification of training and arranging training. Implementing regular tracking system & immediate action, if required.
3.	Review of quality policy & quality objectives	YES	It is a collection of business process focused on consistently meeting customer requirement and enhancing their satisfaction.
4.	Timely Execution of Internal audits	YES	Document No.: QF/MR/13 to QF/MR/17 records available.
5.	Compliance of Management reviews	YES	Document No. QF/MR/06 & QF/MR/07 records available.
6.	Any change in applied QMS	YES	Document No. QF/MR/02 records available.
7.	Any inclusion of new in product range	YES	Open web girders is manufactured.
8.	Significant change in organization chart / job profiles	YES	Quality Management system Doc. No. ASAP/QMM Annexure -I is available for the organization chart & job profiles.
9.	Resource requirements	YES	Covered painting facility is required for the metalizing & paint application for Power, Hydrocarbons, Railway & allied structures /components.
10.	Any change in legal requirements & adherence of Legal compliances	YES	Legal requirements are being complied & records are being maintained.
11.	Any change in documents(Internal / External)	YES	Record & List of Documents are being maintained.
12.	Effectiveness of taken corrective actions	YES	Work Instruction W-01-W-10 are implementing for the effectiveness of corrective actions.

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Quality Control	18-06-26	Mr. Uzzwal Sharma Mr. Deepak Saini		Mr. Kamal Deep	

S.NO.	CLAUSE REQUIREMENTS	YES/NO	OBJECTIVE EVIDENCE
1.	Identification of the inspection measuring test equipments	YES	Calibration Stickers are pasted on testing equipments to check the status of calibration
2.	Awareness of quality policy & quality objectives	YES	ASAP is committed to optimizing the customer satisfaction and strives to achieve the goal of excellence in the field of manufacturing Quality Fabricated Structural Components.
3.	Control of NCP & CA	YES	Control of NCP Record is updated Doc. No. QF/QC/14.
4.	To check the quality plans for incoming inspection, In-process inspection & final inspection	YES	Quality plans are found ok in Record No. QP- 01, QP-02 & QP-03
5.	Incoming inspection record- customer supplied	YES	Incoming material inspection record is updated.
6.	DPT report	YES	Record is being maintained. QF/QC /06
7.	Fit up inspection report	YES	Record is found updated in record no. QF/QC /07
8.	Cutting inspection report	YES	Record is found updated in record no. QF/QC /04
9.	TPI (Third Party Inspection Record)	YES	Record is found updated in record no. QF/QC /11
10.	List of IMTEs	YES	List of IMTEs are updated. In doc. No. QF/QC /01
11.	Calibration records	YES	Calibration record of Vernier Caliper is calibrated from NABL Lab.
12.	Internal Calibration record	YES	N/A
13.	Final Inspection Record	YES	Final Inspection record is being maintained in record no. QF/QC /09
14.	Calibration plan	YES	Calibration plan is found ok in record no. QF/QC /01