GALVANO STRUCTURES INDIA PVT. LTD.

CERTIFICATION AUDIT REPORT

STAGE 1

Audited company: GALVANO STRUCTURES INDIA PVT. LTD.

	Name and surname	Date	Signature
Report prepared by: lead auditor	MR, A. KHAN	05-09-2024	
Reviewed by:	MR. SHIKHIR MATTA	11-09-2024	

OPENING MEETING

Attendees	*Designation*	*Sign*	*Attendees*	*Designation*	*Sign*

TOPICS FOR DISCUSSION	√
Introduction of I.C.L staff	√
Introduction of company staff	√
Confirm statement of confidentiality.	√
Confirm the assessment standard (e.g. ISO 9001:2015).	√
Confirm number of sites, employees, working hours (eg shift patterns, early finishes, holiday shutdowns etc. Details of major changes within the company (staff, new processes, business, premises,**confirmation of relevant work safety, emergency and security procedures for the audit team;**)	√
Confirm scope of registration. (MANUFACTURING & SUPPLY OF BRIDGE BEARINGS & EXPANSION JOINTS)	√
confirmation of the status of findings of the previous certification,review or audit and their status(NO).	√
confirmation that, during the audit, the client will be kept informed of audit progress and any concerns;	√
Explain how assessment will be undertaken • Refer to assessment programme • Describe method of non-compliance reporting • **Language of audit and reporting** • Major non-compliance early warning • Assessors need to question individuals not just guides • Closing meeting and who should be present	√
Confirm status of company's management system.	√
Confirm guides are available.	√

Confirm office facilities are available.	√
Confirm lunch arrangements.	√
Review H & S and Trade Union arrangements.	√
Invite questions.	√
Final preparation for team (10 minutes)	√

Name of the Organization	GALVANO STRUCTURES INDIA PVT LTD	
Address	D-14, SITE-B, SURAJPUR INDUSTRIAL AREA, GREATER NOIDA, GAUTAM BUDDHA NAGAR, UTTAR PRADESH-201308	
Site Address (If any)	NO	
No. of Employees	45	
E mail id	Galvano.bearings@gmail.com	
Name of Management representative	APARNA DUGGAL	
Telephone/Fax	9810796188	
Scope	MANUFACTURING & SUPPLY OF BRIDGE BEARINGS & EXPANSION JOINTS	
EA Code/Category	06	
Exclusions	NIL	
Audit Team	LEAD AUDITOR	A.KHAN
Date of Audit	05-09-2024	
Brief about the organization (Legal Entity, Characteristics of business areas, Quality assets and Technology used)	The undersigned is a qualified electrical engineer with an experience of 35+ years in manufacturing, specialising in 3-phase synchronous motors used in railways, C.R coils, FHP motors and pumps and 3-phase industrial motors Some of our esteemed customers whom we've had long partnerships with include Fortune 500 companies like G.E. Motors Ltd. & ABB Ltd., other electrical majors like Autometers Secheron Ltd., Crompton Greaves Ltd., Bajaj Electricals Ltd., Symphony Limited and BCH Electric Limited.	
Audit Objective	a) Ensure that the client's management system documentation meets the requirements of the standard/specification. **b)** To conform that the client organization adheres to its own policies, Objectives and procedure and all the requirement of the QMS and ICL standard and other normative documents. **c)** To collect Quality for planning of stage II audit and determine the client's readiness for stage II audit including interval between stage I and Stage II audits.	

Audit Duration for Stage 1	
Are quoted man-days adequate?	2 days
Any change in employee detail since application?	NO
Any Change in Scope since application?	NO
Any additional Quality regarding change since application	NO

REQUIREMENTS	**Status C/NC/O**	**COMMENTS**
QMS Manual Reference	C	Quality manual Available of I.S.O 9001:2015
Is Quality Policy and Objectives	C	Quality Policy Available in Records and Director Room also

REQUIREMENTS	Status C/NC/O	COMMENTS
(includes framework of Objective, Legal, statutory and contractual requirements, aligned with Risk Management and criteria of Risk Evaluation)		
Is scope of QMS Included in Manual and having boundaries?	C	Yes Certification Scope is mentioned in Quality Manual
Does manual include Details of exclusions with justifications?	C	Yes Manual Covered all Point of I.S.O 9001:2015 STd
Is Quality Risk Assessment process defined? (Method , Identification of assets, threats and vulnerabilities, Impact on organization CIA, owner, Risk Register, Acceptable Risk level, Method of selection of Control)	C	Risk Assisment Sheet Available in Quality Manual
Is Quality Risk Treatment process prepared drafted and approved? (Report and plan no. date)	C	Yes Quality Risk Treatment process prepared drafted and approved
The results of the Quality risk assessments and risk treatment documented?	C	Yes all Results of Quality risk assesment is documented as per plant working
Are other procedure or control in support of QMS are defined and documented? (Incident Management, Business Continuity Plan etc)	C	Procesures and Records are Available
Are records required by ISO 9001:2015 are documented, implemented and maintained.	C	Yes required by ISO 9001:2015 are documented, and Records implemented
Are Internal audits conducted as planned and evidence of the audit programme(s) and the audit results available (Frequency, Date of Last Internal Audit, Conducted by)	N.C	Internal Audit not Conducted as per plan
Are Management reviews conducted as planned? (Frequency, Date of Last MRM , Chaired by, Agenda)	N.C	MRM Non Conducted as per plan

REQUIREMENTS	Status C/NC/O	COMMENTS
Evidence of the nature of nonconformities identified and any subsequent actions taken and corrective actions available	C	Non-Confermity Identified of process and action taken
Are evidences of the monitoring and measurement results documented?	C	Measuring Results available and Records found
Are Quality Incidents recorded? Is there evidence of resolving the same?	C	Quality Incident are recorded
Are there any open Quality Incidents?	C	No
Is evidence of the competence of the Quality resources available?	C	Compitency Matrix is Available
Is Operational planning and control Quality documented?	C	Control Plan is Available od Motors
Is Documented Quality determined as necessary for the effectiveness of the QMS?	C	Yes
Are all requirements for documented Quality, Implemented and maintained?	C	All Requirement of Documented Quality is Implenented
Is there any outsourced process Which is not covered in the scope but effecting the organization and is controlled by organisation?	C	No Any Outsource process
Any Statutory and/or regulatory requirements applicable to organization or technical area identified and complied with?	C	Yes all Requirement is Effective and Ok

Observations

(Areas Of Concerns Which May Be Identified As Non Conformities During Stage 2 Audit)

	Quality parameters not taken into consideration while evaluating the suppliers for their services
	Internal audit not conducted as per plan, and MRM nor done as per plan

Non Conformities Raised

Internal Audit not Conducted as per Plan
MRM Not conducted as per plan

SUMMARY (including general observations/comments)
Internal Audit plan A/v but Audit not conducted in month of May-22 MRM not conducted in Last 1 Year

RECOMMENDATION	

Sign Off : Date	
ICL Report Submission	Client Acceptance for Report
Name of Auditor – Signature:	Name: Sign Designation:

GALVANO STRUCTURES INDIA PVT. LTD.

CLOSING MEETING

Attendees	*Designation*	*Sign*	*Attendees*	*Designation*	*Sign*

TOPICS FOR DISCUSSION	√
Thank the client for their hospitality, assistance and co-operation.	√
Confirm the assessment standard (e.g. ISO 9001:2015).	√
Confirm any special scheme requirements e.g., HACCP	√
Confirm scope of registration	√
Confirm statement of confidentiality.	√
Explain assessment was based on a sample.	√
Explain non-compliances.	√
Invite the client to discuss the non-compliances.	√
Inform the client of recommendation for registration/ non-registration or continued registration, **about complaints handling process.**	√
Obtain client signature on reports.	√
If non-registered explain appeals procedure.	√
Explain and agree corrective action process.	√
Explain certificate issue process (initial assessment only)	√
Explain surveillance arrangements.	√
Confirm client has a copy of the current regulations.	√
Explain the rule for use of marks.(surveillance only)	√
Check use/non use of marks. (surveillance only)	√