GALVANO STRUCTURES INDIA PVT. LTD.

CERTIFICATION AUDIT REPORT

STAGE 2

Audited company: GALVANO STRUCTURES INDIA PVT. LTD.

	Name and surname	Date	Signature
Report prepared by: lead auditor	TEHZEEBUL ARFIN	08-09-2024	
Reviewed By:	A. KHAN	11-09-2024	

OPENING MEETING

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

TOPICS FOR DISCUSSION	√
Introduction of ICL 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. (please record scope) MANUFACTURING & SUPPLY OF BRIDGE BEARINGS & EXPANSION JOINTS	√
confirmation of the status of findings of the previous certification,review or audit and their status(if applicable).	
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, **methods and procedures to be used to conduct the audit based on sampling** • Describe method of non-compliance reporting & **conditions under which the audit may be prematurely terminated;** • **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/Technical Category	06	
Exclusions	NIL	
Audit Team	LEAD AUDITOR	A.KHAN
Date of Audit	11-09-2024	
Brief about the organization		
Audit Objective	a) Ensure that the clients' 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 verify the implementation of the Information Security Management System as per the Standards Requirement, verification of records for the conformity of the implementation.	

Audit Duration for Stage II	
Are quoted man-days adequate?	1
Any change in employee detail since Stage I ?	15
Any Change in Scope since Stage I ?	No
Any additional Information regarding change since Stage I.	No

ISO 9001-2015 QMS Requirements	C/O/NCR	Comments
4.1 Understanding the organization and its context	C	Yes
4.2 Understanding the needs and expectations of interested parties	C	Yes

ISO 9001-2015 QMS Requirements	C/O/NCR	Comments
4.3 Determining the scope of the quality management system	c	Yes
4.4 Quality management system and its processes	c	Department wise procedure are defined.
5.1 Leadership and commitment *5.1.1 General* *5.1.2 Customer focus*	c	Yes records are available.& record found satisfactory.
5.2 Policy *5.2.1 Developing the quality policy* *5.2.2 Communicating the quality policy*	c	Quality policy are made & displayed .

ISO 9001-2015 QMS Requirements	C/O/NCR	Comments
5.3 Organizational roles, responsibilities and authorities	C	Yes, Department wise roles and responsibilities are defined.
6.1 Actions to address risks and opportunities	C	Yes
6.2 Quality objectives and planning to achieve them	C	Yes, Quality objectives are define and record are available .
6.3 Planning of changes	C	Yes records are available.& record found satisfactory.
7.1 Resources *7.1.1 General* *7.1.2 People* *7.1.3 Infrastructure* *7.1.4 Environment for the operation of processes* *7.1.5 Monitoring and measuring resources* *7.1.5.1 General* *7.1.5.2 Measurement traceability*	C	Yes records are available.& record found satisfactory.

ISO 9001-2015 QMS Requirements	C/O/NCR	Comments
7.1.6 Organizational knowledge	C	Yes records are available.& record found satisfactory.
7.2 Competence	C	Yes Compitency matrix are available. (F/HRD-01)
7.3 Awareness	C	Training procedures are available and records are found satisfactory.
7.4 Communication	C	Yes Communication matrix is available.
7.5 Documented information 7.5.1 General a) Has the organizations QMS included the documented information required by the standard? b) Information deemed by the Organisation as required 7.5.2 Creating and updating When creating documented information; has the Organisation ensured appropriate; identification and	C	Yes control document procedures are define, and related document found ok.

ISO 9001-2015 QMS Requirements	C/O/NCR	Comments
description, format, review and approval? 7.5.3 Control of documented information a) Has the documented information controlled to ensure; availability, suitability and protection b) Has the Organisation addressed; distribution, access retrieval and use, storage and preservation, change control, retention and disposition Has the External documents, Documented Information of External Origin controlled as other Documented Information?		
8. Operation **8.1 Operational planning and control** a) Has the Organisation planned, implemented and controlled all the processes? b) Has the Organisation implemented plans to achieve objectives? c) Has the Organisation controlled planned changes and review consequences of unplanned changes? d) Has the Organisation ensured that the outsourced processes are determined and controlled? **Documented Information.** Information necessary to have confidence that processes are being carried out as planned.	C	Yes records are available.& record found satisfactory.

ISO 9001-2015 QMS Requirements	C/O/NCR	Comments
8.2 Requirements for products and services 8.2.1 Customer communication 8.2.2 Determining the requirements for products and services 8.2.3 Review of the requirements for products and services 8.2.4 Changes to requirements for products and services	c	Yes records are available.& record found satisfactory.
8.3 Design and development of products and services *8.3.1 General* *8.3.2 Design and development planning* *8.3.3 Design and development inputs* *8.3.4 Design and development controls* *8.3.5 Design and development outputs* *8.3.6 Design and development changes* Has the Organisation implemented risk treatment plan and retain documentation? **Documented Information.** Results of Risk Treatment is required		N/A
8.4 Control of externally provided processes, products and services *8.4.1 General* *8.4.2 Type and extent of control* *8.4.3 Information for external providers*	c	Yes records are available.& record found satisfactory.
8.5 Production and service provision *8.5.1 Control of production and service provision* *8.5.2 Identification and traceability* *8.5.3 Property belonging to customers or external providers* *8.5.4 Preservation* *8.5.5 Post-delivery activities* *8.5.6 Control of changes*	c	Yes records are available.& record found satisfactory.
8.6 Release of products and services	c	Yes records are available.& record found satisfactory.

ISO 9001-2015 QMS Requirements	C/O/NCR	Comments
8.7 Control of nonconforming outputs	C	Yes records are available.& record found satisfactory.
9.1 Monitoring, measurement, analysis and evaluation *9.1.1 General* *9.1.2 Customer satisfaction* *9.1.3 Analysis and evaluation*	C	Yes records are available.& record found satisfactory.
9.2 Internal audit	C	Internal audit plan and record are available.
9.3 Management review *9.3.1 General* *9.3.2 Management review inputs* *9.3.3 Management review outputs*	C	MRM record found OK.
10 Improvement *10.1 General* *10.2 Nonconformity and corrective action* *10.3 Continual improvement*	C	Yes records are available. & record found satisfactory.

OBSERVATIONS

01 Minor/Major Non conformance identified in the Stage 2 audit, details of Non Conformance in CAR From (ICL FM0058)

(Note: The detailed NC is to be submitted and accepted by the client on **ICL FM0058***)*

Summary of Audit

Yes	initial certification – **Initial Certification**
	post audit
	Surveillance Cum Transfer
	Modification
	Renewal
	Upgrade from
	other :

Yes	Issuance of the certificate

	use of the ICL & EGAC Logo as per Guidance for Usage of Logo
	refusal of the certificate
	post audit
	modification of the current certificate (registration and expiration date remain unchanged)
	other :

	The quality system complies with the requirements of the reference standard: Congratulations, on the basis of the above summary, Lead Auditor is pleased to put forward a recommendation for conducting next stage of assessment.
	The quality system complies with the requirements of the reference standard with exception of minor NC: Congratulations, Lead Auditor is pleased to put forward a recommendation for registration of Organization upon off-site verification of closure of all issues within 60 days from the date of Stage 2 audit. Responses to the non-conformances should be submitted to ICL and must include supporting evidence of closure to allow for off-site verification. In responding to the non-conformances, the organization should consider the root cause of the non-conformance and the potential for related issues in other parts of system. If all non-conformances are not closed within 60 days, a full reassessment may be required.
	Evidence of major non conformities: Organization is not recommended for next assessment at this time. A follow-up assessment will be scheduled to allow for on-site verification and closure of all issues within 60 days from the date of Stage 2. Once all non-conformances are closed, the recommendation for registration can be made. Responses to the non- conformances should be submitted to ICL within 45 days and must include supporting evidence. In responding to the non-conformances, the organization should consider the root cause of the non-conformance and the potential for related issues in other parts of system. If all non-conformances are not closed within 60 days, a full reassessment may be required.
	Not Recommended: Organization is not recommended for next assessment at this time. A Stage 2 will be required. To progress the application for registration, please respond to each non-conformances, with a plan showing proposed actions, timescales and responsibilities for resolution. The organization should consider the root cause of the non-conformance and the potential for related issues in other parts of the system.
Proposed Audit Date for Surveillance Audit On or Before	

Confirmation of details for certificate printing:

Organization name:	
Physical location(s):	
Certification Scope:	MANUFACTURING & SUPPLY OF BRIDGE BEARINGS & EXPANSION JOINTS

Next Audit type:

Next audit date:

Note: The next surveillance audit, if applicable, will be performed as per the attached Surveillance Schedule (FM 0092). In case of recertification, the audit program shall be communicated by the CAB to the client, well in advance, for acceptance of the same. The gap between two consecutive audits (Stage II, surveillance and re-certification, as applicable) shall not exceed 12 months. Any delay in audit shall be dealt as per ICL condition for certification on the website, www.iclcert.com

Auditor declares that all the documents shall be kept confidential **Lead Auditor** Name: TEHZEEBUL ARFIN Signature:	Client declares that he/she agrees with the audit report, including next audit schedule, non-conformities and recommendations, and has received a copy of the report. GALVANO STRUCTURES INDIA PVT. LTD. **Client representative** Name: Signature: Director

Attachments:

1. Surveillance schedule
2. Non-conformance report: Nos.
3. Observations & Improvements: Yes/NA

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.	√
Obtain client signature on reports.	√

If non-registered explain appeals procedure.	√
information about complaints handling process.	√
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)	√
Clients' consent for information on public domain	√
Check use/non use of marks. (surveillance only)	√

For ICL Office Use Only

I also confirm that the following documents have been reviewed and are attached

Fully completed application form	Y	
Auditor Intimation and Allocation form signed by the auditor and nominated team.	Y	
Stage one checklist showing correct client reference no, name of auditor, details of scope and exclusions.	Y	
Closed NCR from stage one (if applicable) that included acceptable corrective action	Y	
Stage one summary report signed by the client and auditor, which includes reference and acceptance of any claimed exclusions (ISO 9001 only), a stage two/surveillance audit plan for the correct number of days and a clear recommendation.	Y	
Stage two process based checklist which shows clear evidence of a process based audit being conducted, clear evidence (including location) of any site visited, adequate coverage of all clauses, evidence of compliance with any applicable legislation and evidence to support all activities covered by the scope.	Y	
Stage two Summary Report signed by the auditor and client which contains a clear recommendation and plan for the next visit	Y	
Complete nonconformity report that have been clearly written with clear audit evidence with supporting evidence of corrective action as required to justify closing out the NC	Y	
From the information available was the auditor fully impartial when conducting the audit and making the recommendation.	Y	
Any additional comments		

Authorised Reviewer (Office)

Name .....Signed .....Dated.....