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| **AUDIT NO.** | | |  | | **AUDIT DATE** | | **09.02.18** | | |
| **NAME OF THE AUDITOR** | | | **Mr. T.N. Chandramouli & Dr. Shijith Kumar C** | | | | | | |
| **NAME OF THE AUDITEE** | | | **Dr. Animesh Barman** | | | | | | |
| **DEPARTMENT/FUNCTION** | | | **Academic Section** | | | | | | |
| **SL NO** | Audit Observations | | | | | **Attribute to**  **ISO 9001:2008 Clause** | | Status |
| "OI" “O+”“NC” |
|  | The documents have been properly labeled and well maintained.  Document retrieval efficiency is good. | | | | | 4.2 | | O+ |
|  | Verified Process Manual. Control of Processes is not getting reflected in the Flow Chart. | | | | | 4.2 | | OI |
|  | Tested the knowledge of the staff on processes and found satisfactory. | | | | | 6.2 | | O+ |
|  | Checked the actions taken to address risks and opportunities and verified the related documents: Clinical Code of Conduct and Department Meeting Minutes (ACA/R/SS/21, Docu. No,SS/FF/22/2016-17 dated 20.09.17) – Found satisfactory | | | | | 6.1 | | O+ |
| 4 | The environment for the operation of processes (psychological) is found satisfactory. Verified Mentors List (SH/ACA/Mentors/2017-18 dated 03.07.17 | | | | | 7.1.4 | | O+ |
| 5 | Addressing customer requirements suitably-Verified Work Instruction No. ACA/W1/08 dated 08.02.16 and document No. ACA/R/SS/03 Application from Ms. Shilpa N dated 17.01.18 | | | | | 8.5.5 | | O+ |
| 6 | Verified Measures of Performance. The student feedback is not updated | | | | | 9 | | OI |
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| **Signature of the auditor** | |  | | **Signature of the auditee** | |  | | | |