Name of the Organization	Atik Enterprise	
Address	Green Complex, Nr. Old R.T.O. Office,Navapara, Bhavnagar	
Site Address (If any)		
No. of Employees	5	
No. of Shift	1	
E mail id	info@atikenterprise.com	
Contact Person	Juned Saiyad	
Telephone/Fax	9825289198	
Scope	Supply and Exports of Used, Unused, Reconditioned Ship Machineries, Equipments & Spares	
Technical Area		
Audit Team	Lead Auditor: Auditor: Technical Expert	No of Mandays:
Starting date of Audit		
End date of Audit		
Brief about the organization		
Purpose of Audit	To verify the implementation of the Quality Management System as per the ISO 9001:2015 Standards Requirement, verification of records for the conformity of the implementation.	

CHANGE DETAIL:

Audit Duration for Stage 2	
Are quoted man-days adequate?	
Any change in employee detail?	
Any Change in Scope?	
Any additional Information:	

ATTENDENCE SHEET:

NAME OF PERSON	DESIGNATION
Juned Saiyad	Export Department
Ibrahim Saiyad	Owner

SUMMARY OF AUDIT

AREA OF IMPROVEMENTS	

Non Conformities Raised

____Minor/Major Non-conformance identified in the Stage 2 audit, details of Non Conformance in F50

Please respond by using your own corrective action form and include the root cause analysis with systemic corrective action. Failure to include root cause analysis with systemic corrective action will result in your responses being rejected by Lead Auditor

Team Leader Declaration (Tick or cross Each Column as per applicability)	
	Auditing is based on a sampling process of the available information
	Audit is combined, joint or integrated;
	The effectiveness of corrective actions taken regarding previously identified
	nonconformities has verified
	outcomes are effective and complying.
	The internal audit and management review process are effective and complying with the requirements.
	The scope of certification is appropriate.
	The capability of the management system to meet applicable requirements and expected
	The audit objectives has been fulfilled and achieved.

Recommendation:

	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 Issuance of Certificate. The organization can use the AQC Mark
	The quality system complies with the requirements of the reference standard with exception of minor NC: Congratulations, Team Leader is pleased to put forward a recommendation for Issuance of the certificate of Organization upon off-site verification of closure of all minor NC within 60 days from the date of Stage 2 audit. Responses to the non-conformances should be submitted to AQC 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 Issuance of Certificate and at this time. Follow-up audit 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 Issuance of certification may recommended. If all non-conformances are not closed within 60 days, a full reassessment may be required.
	Not Recommended: Organization is not recommended for Issuance of certificate at this time. Full Stage 2 audit is required as the organisation has not implemented the system and process at pace. .
	Proposed Audit Date for 1st Surveillance Audit .....(mm/dd/yy)

Sign Off : (Date)	
AQC Report Submission	Client Acceptance for Report
Name of Team Leader: Signature:	Name: Sign × Designation:

ATIK ENTERPRISE AUTHORISED PERSON

AUDIT CHECKLIST

VERIFICATION OF DOCUMENTED INFORMATION & RCORDS AS PER STD REQUIREMENT (C- Conformity, NC-Non Conformity, O-Observation)		
Clause Number	**C/NC/O**	**Document Verification detail with statement of Conformity**
4.1 understanding the organization and its context (Determination of external and Internal Issues)		
4.2 Understanding the needs and expectations of interested parties (Determination, Monitor & Review of the Interested Parties)		

4.3 Determining the scope of the quality management system (Boundaries and Type of Product and Services and any requirement not applicable)		
4.4 Quality management system and its processes (Established , Implement and maintained, process and Interaction of Process)		
5.1.1 Leadership & Commitment (Statement of ensurity)		
5.1.2 Customer focus (statement of conformity)		
5.2 Quality policy (Establish, Implement, Maintain, communicated and understood)		
5.3 Organizational roles, responsibilities and authorities		
6.0 Planning		
6.1 Actions to address risks and opportunities (Risk Assessment has done with prevention of undesirable effects)		
6.2 Quality objectives and planning to achieve them (Documented, Measurable, Monitored and communicated)		
6.3 Planning of changes (As per 4.4) and Purpose, resource availability and allocation		
7.1 Resources (Need of External resources, People, Infrastructure, Environment, Calibration records, Organisational Knowledge)		
7.2 Competence (Employee records & Competence skill matrix)		
7.3 Awareness (Quality Policy, Objectives & Effectiveness of QMS)		
7.4 Communication (what, who, when, whom, how)		
7.5 Documented information (External Origin, Creation, Updation, Distribution, Preservation, version control, Retention and disposition)		
8.1 Operational planning and control (Plan, Implement and control of process, documented information for process carried our as planned and Conformity of product or services)		
8.2.1 Customer communication (Enquiries, Contract, order, feedback, complaints)		

8.2.2 Determining of Requirements for products and services (Objective evidence for record of contract review and approval, Record verification of Statutory & Regulatory shall be referred here, record for communication of changes, legal requirements need to be re-verified if any concerns identified in Stage 1 audit or any new product added)		
8.2.3 Review of the requirements for products and services (Documented Information for Result of review and any new requirements for product or services)		
8.2.4 Changes to requirements for products and services (the changed documents is aware and approved by relevant person)		
8.3 Design and Development (D&D)		
8.3.1 General Establish, Maintain and Implement the D&D Process		
8.3.2 D&D Planning (Record reference) 7.3.3 D&D Inputs (Record reference for the inputs) 8.3.4 D&D Controls (Record reference & Approval) 8.3.5 D&D Outputs (Record reference for outputs) 8.3.6 D&D Changes (Record reference for changes, approved, validated & verified before implementation & actions as necessary)		
8.4.1 Control of externally provided processes, products and services (documented Information for criteria for the evaluation, selection, monitoring of performance and re-evaluation		
8.4.2 Type and extent of control (Control Verification)		
8.4.3 Information for external providers (Competence and qualification of external provider)		
8.5.1 Control of production and service provision (Records verified work instructions for the processing including delivery and post-delivery activities, characteristic of product, equipments use and availability for monitoring and measurement)		

8.5.2 Identification and Traceability (Records verified for identification batch no or serial no in process as well as final dispatch)		
8.5.3 Property belonging to customers or external providers (Documented Information of Lost or damaged property)		
8.5.4 Preservation of output (objective evidence for meeting the defined storage conditions for handling, packaging, storage and protection)		
8.5.5 Post-delivery activities (Life time, maintenance, Warranty & Guarantee, Final Disposal)		
8.5.6 Control of changes (Documented Information change review result, person who is authorized to changes		
8.6 Release of products and services (Planned Arrangement documented information for acceptance criteria and authorized person traceability)		
8.7 Control of nonconforming outputs (Documented Information for Non conformity, action taken, concession, authority deciding action)		
9.1.1 Monitoring, Measurement analysis and evaluation		
9.1.2 Customer Satisfaction (Analysis of Customer Satisfaction)		
9.1.3 Analysis and Evaluation		
9.2 Internal Audit (Frequency and Documented Information for Implementation of Audit Program and the audit result)		
9.3 Management Review (Frequency, Input, Output, Documented Information for MRM Results)		
10.1 Improvement – General		
10.2 Nonconformity and Corrective action (Documented Information for nature of NC and result of action taken)		
10.3 Continual improvement		

END OF REPORT