

Observations of Auditor during ISO Audit Held on 30th September 2019

Rahul Patil

to me, Prashant, admin, Nilam

Dear Mam,

It was nice experience to audit your organization. I thank all of your staff for coordination and smooth audit process.

Please find my comments as below

1. During audit, it has been observed that some document numbering system is over redundant. The documents are identified with the Term number. Some document don't follow this system. It is advisable to review the document numbering mechanism. (Some department's documents numbers were missing)
2. During the audit, it has been observed that the syllabus is changed as the organization has become Autonomous. As per University guidelines there should be change in syllabus ranging from 5% to 15%. The organization complied to that, but teaching plan was updated in teachers daily diary (Actual Teaching). As this change was on organizational level, it was in everyone's consideration and hence complied to process as per ISO requirements. The organization may review the change management system. For example, if syllabus changes then there should be discussion within the department and Teaching plan should be changed.
3. ISO Internal Audit should be done by a competent ISO Internal Auditor only. The organization should arrange a course for ISO Internal Auditor Course, so that the organization will have competent resources for Internal Audit.

Your organization will receive an Audit Report by back-office team once the audit report is processed at our head office.