

CORRECTIVE ACTION REQUEST



Organisation: GMR Institute of Technology	Audit: First Surveillance	CAR number: KNM/GMRIT/A1/01
Process Owner: Dr. Srinivas Prasad	Process: Design and Development of Syllabus & Curriculum – CSE Dept.	Date: 22.07.2016
Auditor: KSVL Narasimha Murthy	Auditee: Dr. Srinivas Prasad	Standard: ISO 9001:2008
Requirement Clause # 4.2.3d		
STATEMENT OF NONCONFORMITY . Relevant QMS Procedure. 'Design and Development' (Doc No. GMRIT/PR-23, Rev No. 00, effective date 15.07.2015) is not available at the point of use, i.e., not available in CSE Department.		
OBJECTIVE EVIDENCE . Relevant Procedure is not evidenced in the CSE Department (Audit is conducted based on document brought by MR)		
ASSESSMENT : NON-CONFORMITY (MAJOR \ MINOR) / OPPORTUNITIES FOR IMPROVEMENT		
..... signature of auditor	 signature of Lead auditor	 signature of auditee

ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION REVIEW (FOR NONCONFORMITIES)

RECTIFICATION PROPOSED	Conducted awareness class about the maintenance of ISO files and procedures with the help of M.R.	
ROOT CAUSES IDENTIFIED:	Why-1 Due to change in In Charge for ISO in the recent past, the new member is not aware of ISO files & procedure Why-2 file related to Design and development was not available as it was sent to exam section for verification & not collected back. Why-3	
CORRECTIVE ACTION PROPOSED.	Conducted awareness programme with the help of M.R. - ISO.	
PROPOSED COMPLETION DATE.	Completed on 17/08/2016. Now the files related to Design and Development are maintained, i.e. Doc No GMRIT/PR-23, Rev. No. 00, effective from 15.07.2015	
SIGNATURE OF AUDITEE/ MR	 DR Srinivas Prasad	DATE 18-08-2016
ASSESSMENT :	SETTLED / UNSETTLED	
Details of verification		
Signature of auditor:	Signature of lead auditor	Date

From MR verified the files at CSE department and found at per ISO return with R. W. 20/08/2016