

# Audit Plan (RCA)

Organisation: Shreeyash Pratishthan

Audits (ZA): 2.5-6884/2015



## Master Data of Organisation

Name of Organisation	Shreeyash Pratishthan's Shreeyash College of Engineering & Technology, Shreeyash Institute of Pharmaceutical Education & Research, Shreeyash Institute of Pharmacy	
Name of corporate group (in case of group certification)	NA	
Street	Gut No. 258 (P), Satara Parisar, Near SRPF Camp, Aurangabad – 431010, Maharashtra	
Postcode / Town / Country	431010 Aurangabad / Maharashtra	
Contact	Mr. R.S.Pawar	
E-Mail	principal@sycet.org	
Phone/Fax	0240 6608706 / 710	
Language	English,Marathi,Hindi	
Scope Description	<p>SHREEYASH COLLEGE OF ENGINEERING &amp; TECHNOLOGY 1: Provision of Technical Education at undergraduate level in the branches: Mechanical Engineering, Civil Engineering, Electrical Engineering, Computer Science and Engineering, Electronics and Telecommunication Engineering.</p> <p>2: Provision of Technical Education at postgraduate level in the branches: Mechanical Engineering, Civil Engineering, Electronics and Telecommunication Engineering, Computer Science and Engineering and Master of Business Administration.</p> <p>3: Provision of Technical Education at diploma level in the branches: Mechanical Engineering, Civil Engineering, Electrical Engineering, Electronics and Telecommunication Engineering and Computer Engineering.</p> <p>SHREEYASH INSTITUTE OF PHARMACY Provision of Technical Education at diploma level in Pharmacy.</p> <p>SHREEYASH INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH Provision of Technical Education at diploma and undergraduate level in Pharmacy</p> <p>more description regarding scope in annex</p>	
Industry / Scope (EA, TA, ...)	37.1	

## Audit profile

Standards under contract / Audit type	ISO 9001-2015 Re-certification audit	---	:
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System documentation: Revision / Issue	QM, Rev.00 Issue -.02, dated 01.04.2017		
Surveillance mode	Yearly surveillance		
Audit team leader / responsible	Mr.Amol Joshi		
Audit team	Mr.Nitin Kalyankar		

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Technical expert		
Trainee		
Multisite-organisation	All sites are listed in: <input type="checkbox"/> Audit Reference Data Sheet <input type="checkbox"/> separate Listing <input type="checkbox"/> Audit program/ATEA <input type="checkbox"/> Multisite-certification (Sample)	
Shift operation	Single shift operation	

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Audit Details	
Sites	1
Audit date	17.08.2021 - 18.08.2021
Audit duration	2.50 person days on site (incl. remote locations if applicable) including 0,00 person days for stage 1 audit (separate report)
Remote Auditing (ICT) tools used, if any	<input type="checkbox"/> Skype <input type="checkbox"/> MS Teams <input type="checkbox"/> Webex <input type="checkbox"/> Zoom <input type="checkbox"/> Google Meet <input type="checkbox"/> Others : Please specify

1. Day (Date)						
Nr.	Time <sup>1)</sup>	Site / shift / Business unit	Processes (optional entry)	Auditor (Initials)	Contact <sup>2)</sup>	Focus / Standard Requirement / Chapter/Clause
1.	17.08.2021	SCET				
2.	9:00 to 10.00	--do--	Opening meeting & site visit	AJ, NK	All concern	
3.	10:00 - 11.30	--do--	System doc review, top mgmt	AJ,NK		4.1, 4.2, 4.3, 4.4,7.5, 6.1, 6.2, 6.3, 9.2, 9.3, 10.1, 10.2, 10.3, 7.4
4.	11.30-13.00	--do--	Teaching-learning – SCET-.UG,PG, & MBA + Lab+ Examination & Evaluation	AJ		8.1,9.1.1,8.5.1,8.5.2, 8.5.3,8.5.4 ,8.5.5,8.5.6,8.4.2,8.6,8.7, 7.1.5, 6.0,
5.	13.30-15.00	--do--	Teaching-learning- Diploma Engg & SIP- Dip.Pharmacy+ Lab+ Examination & Evaluation	AJ		8.1,9.1.1,8.5.1,8.5.2, 8.5.3,8.5.4 ,8.5.5,8.5.6,8.4.2,8.6,8.7, 7.1.5, 6.0,
6.	15.00-16.30	--do--	Teaching-learning SIPER-Dip & UG +Lab+ Examination & Evaluation	AJ		8.1,9.1.1,8.5.1,8.5.2, 8.5.3,8.5.4 ,8.5.5,8.5.6,8.4.2,8.6,8.7, 7.1.5, 6.0,
7.	11.30-13.00	--do--	Infrastructure	NK		7.1.1,7.1.2,7.1.3,7.1.4,6.0
8.	13.30-14.00	--do--	Store,Ext.Provider	NK		6.0; 8.4.1,8.4.2,8.4.3,9.1.3,6.1
9.	14.00-16.00	--do--	Admission, Customer related processes, complaints/ Feedback, T & P cell	NK		8.1,8.5,8.6,9.1.3,6.0, 8.2 9.1.2,6.0
10.	16.00-16.30	--do--	Admin, Hr/Training	NK		7.1,7.2,7.3,7.4,7.1.6,6.0
11.	16.30-17.00	--do--	Auditors Time	AJ,NK		
12.	17.00-17.30	--do--	Debriefing of Day 1 End Of Day-1	AJ,NK		
13.	18.08.2021					
14.	09.00-11.00	--do--	Library	AJ		8.1,8.4.2,8.5,8.5.1,8.5.2,8.5.3,8.5.4,8.5.5,8.5.6,8.6, 8.7, 7.1.3, 7.1.4
15.	11.00-13.00	--do--	Workshop	AJ		

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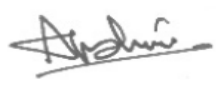
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1. Day (Date)						
Nr.	Time <sup>1)</sup>	Site / shift / Business unit	Processes (optional entry)	Auditor (Initials)	Contact <sup>2)</sup>	Focus / Standard Requirement / Chapter/Clause
19.	13.30-14.00	--do--	Auditors Time	AJ		
20.	14.00-14.30	--do--	Closing Meeting	AJ	As per list	
Elements 4.1,4.2,4.3,4.4,5.2,5.3,6.1,6.2,7.5.1,7.5.2,7.5.3,9.1.3,10.1,10.2,10.3 are applicable to all functions.						
<sup>1)</sup> from to modifications are possible				<sup>2)</sup> To be defined by client		
13.00-13.30—Lunch time				AJ-Amol Joshi,NK—Nitin Kalyankar		

## Justification for Beyond normal working hours not covered during the audit:

Provide your justification if shifts were not covered in your audit. In case there is any extension to the auditing hours beyond 8 hours, kindly record the justification regarding rationale for the same.

Distribution	
Organization, audit team, audit documentation: Mr.Mashalkar	
Editor	
Date:	10.08.2021
Person in charge:	 Mr.Amol Joshi

Explanations:
<ul style="list-style-type: none"> <li>The objective (goal) of the audit is to establish compliance of the management system of the aforementioned organization with the requirements of the aforementioned standard in order to achieve or maintain certification through an independent and accredited certification body. Identification of possibilities to improve the management system can also be a component of the audit and is considered simply to be an enhancement; it does not constitute consultancy or advice with regard to the management system.</li> <li>The audit report is drawn up in German or English and should describe if and how far the requirements of the aforementioned standards are fulfilled.</li> <li>If some requirements of the aforementioned standard are assessed as "not fulfilled" in the audit, it is possible to demonstrate subsequent fulfilment in the form of a review of documents submitted later and/or in the form of a re-audit at the company premises, depending on the type of nonconformity.</li> <li>Any objections to the planned form of the audit should be discussed and solved between the company and the audit team leader before the audit. Any objections to members of the audit team must be communicated to the certification body.</li> <li>All members of the audit team have declared to the certification body in writing that they will keep confidential all information which becomes known to them during the course of the audit and that no inappropriate conflict of interest exists (see Annex).</li> </ul>

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### Annexes (for Certification Body only):

- List of participants
- Declarations of impartiality/confidentiality

A handwritten signature in blue ink, consisting of a circled initial followed by a stylized name, with a long horizontal line underneath.