

## System generated audit report

Organization name:Netmagic Solutions

Department Name :Order Management

Management representative:Shailesh

Management representative email:shailesh@mr.com

Created On: 01-04-14 | Audit Rating : No Rating

Start date: : 01-04-14 | End date: : 01-04-14

Auditor : Vishant Pai | Auditee : Vishant

Location : Nirlon

Status :

### Finding 1

Observation: Verification of Education (From SSC to Second Highest education level) and Employment (First employment to Second last employment) though screened by Screening Agency (CRP) was not reflected in any of the screening reports assessed.

Corrective Action :

Risk Rating : High

Status : CAPA Pending

Closed On : 08-04-14

### Finding 2

Observation: Screening report of Employee NM790 was marked as GREEN by CRP though the report was insufficient due to pending documents of earlier employments. Suggest CRP to submit interim reports if the same is pending for Information or documents. After receipt of complete information and documents and after screening of the candidate Final report is submitted.

Corrective Action :

Risk Rating : High

Status : CAPA Pending

Closed On : 08-04-14

### Finding 3

Observation: It is suggested that Screening reports are stored in KnowledgeTree instead of Personal email inbox and as backup measures alternatively to be filed along with the Personal Files of an employee

Corrective Action :

Risk Rating : Medium

Status : CAPA Pending

Closed On : 08-04-14

### Finding 4

Observation: It was observed that declarations were not collected for the employees in the event of Late submission of documents or information. Secondly, it was further observed that Follow-ups made on such cases were verbal.

Suggest a declaration to be collected from such employees and stringent follow-ups to be done to collect missing documents and information. There should be minimum time to be given to revert on the missing information and documents.

Refer Employee ID: NM790, NM759, NM776, NM762,NM777

Corrective Action :

Risk Rating : High

Status : CAPA Pending

Closed On : 08-04-14

Finding 5

Observation: As per process it is mandated to check for Past 2 employers, however only 1 employer (Lionsbridge) was screened in case of Employee – Ravindra Poojary (EID: 776).

Suggest both his past employers to be screened as per process

Corrective Action : We have entered CAPA now lets see what happens

Risk Rating : Critical

Status : Under review

Closed On : 15-04-14