



	Activity	Responsibility	Top Management
PLAN	Prepare <u>discipline & leave policies</u> and circulate to all employees. Prepare <u>statutory – regulatory compliance</u> schedule and assign responsibilities	MD/ DIR / MGR. HR	Support for preparation & finalization of policies. If required appoint external consultant
DO	Maintain <u>leave record</u> for all employees Implement <u>statutory – regulatory compliance schedule</u> Prepare <u>Assets List</u> identifying plantwise assets and their asset coding .	HR assistant MGR HR	Periodically review the compliance w.r.t schedule Ensure proper terms and conditions in the contract before approval.
CHECK	Monitor employee behaviour & receive information from plant / concerned head regarding <u>grievances / indiscipline & record</u> . Monitor amendments to legal requirements and their applicability to us.	MGR HR HR asst.	Periodically review the compliance w.r.t schedule
ACT	Take appropriate measures to improve the indiscipline of any employee . If legal amendments are applicable to us ensure revision to schedule Inform contractor to initiate actions to correct & avoid failures in future .	MGR HR/ HR asst.	

Note - Underlined text above indicates documents & records..

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