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| **TVEC** |  | **QMS Check List; to be perfected by the training provider/ centre** |

III/05/46/01

***This check list has to be duly completed by the training provider and handed over to the TVEC along with Quality Manual and six procedures***

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| **No.** | **Compulsory requirements** | **Yes** | **No** | | **Comments/give evidence of documents** | |
| 1.0 | Is MR formally appointed to look after the QMS | **□** | **□** | |  | |
| 2.0 | Is Quality Manual | **□** | **□** | |  | |
| 3.0 | Are Six procedures developed | **□** | **□** | |  | |
| 4.0 | Are Internal Quality Audits conducted as per the procedure | **□** | **□** | |  | |
| 5.0 | Are MR meetings properly conducted | **□** | **□** | |  | |
| 6.0 | Are documents of nine activities available | **□** | **□** | |  | |
|  | | | | | | |
| **1.0** | **Management Representative** | | | | | |
| 1.1 | Is MR responsibilities of QMS clearly defined and attended | □ | □ | |  | |
| 1.2 | Is MR a senior officer of the training center | □ | □ | |  | |
| 1.3 | Is MR properly trained and attended workshops on QMS | □ | □ | |  | |
| 1.4 | Is MR conducting awareness programmes on QMS for staff | □ | □ | |  | |
| 1.5 | Is MR committed for maintenance of QMS in the centre | □ | □ | |  | |
| 1.6 | Is MR actively engaging in internal audits and MR meetings | □ | □ | |  | |
|  | | | | | | |
| **2.0** | **Quality Manual requirements** | | | | | |
| 2.1 | Is Quality Policy signed and adhered by the CEO/Head | □ | □ | |  | |
| 2.2 | Are Quality Objectives proper and adhered by the CEO/Head | □ | □ | |  | |
| 2.3 | Are MR’s and CEO’s responsibilities of QMS addressed | □ | □ | |  | |
| 2.4 | Are six procedures addressed | □ | □ | |  | |
| 2.5 | Is training process fully addressed | □ | □ | |  | |
| 2.6 | Is customer feedback/satisfaction measuring mechanism addressed | □ | □ | |  | |
| 2.7 | Is data analyzing and its mechanism addressed | □ | □ | |  | |
| 2.8 | Is copies of Quality Manual properly controlled | □ | □ | |  | |
| 2.9 | Is Quality Manual properly numbered with revision status | □ | □ | |  | |
| 2.10 | Is there a page of amendments to Quality Manual and it is properly filled | □ | □ | |  | |
|  | | | | | | |
| **3.0** | **Six procedure requirements** | | | | | |
| 3.1 | Is procedure for internal audit address audit plan/schedule, frequency, impartiality, report, NCR (root cause, correction, corrective action, effectiveness of corrective action) | □ | □ | |  | |
| 3.2 | Is procedure for document control address document control mechanism, obsolete documents, disposition, distribution, control of e- documents, external documents | □ | □ | |  | |
| 3.3 | Is procedure for data control address security, password/backup for e-data, storing, removal/erasing | □ | □ | |  | |
| 3.4 | Is procedure for control of non-conforming products/services address segregation, reissue, reuse, issue of NCR, correction, corrective action | □ | □ | |  | |
| 3.5 | Is procedure for corrective action address correction, corrective action, effectiveness of corrective action of NCR issued as a result of internal audits, control of non-conformities | □ | □ | |  | |
| 3.6 | Is procedure for preventive action address foreseeing of issues and take action beforehand | □ | □ | |  | |
|  |  |  |  | |  | |
| **4.0** | **Internal Quality Audit requirements** | **Yes** | | **No** | | **Comments/give evidence of documents** |
| 4.1 | Are audits conducted according to the plan/schedule | □ | □ | |  | |
| 4.2 | Are reports, NCR, observations generated | □ | □ | |  | |
| 4.3 | Are follow up audits conducted, NCRs cleared, effectiveness monitored | □ | □ | |  | |

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| **5.0** | **MR meeting requirements** | **Yes** | **No** | | **Comments/give evidence of documents** | |
| 5.1 | Are MR meetings chaired by CEO/Head | □ | □ | |  | |
| 5.2 | Are MR coordinated the meeting and full quorum attended | □ | □ | |  | |
| 5.3 | Are previous minutes taken, as per agenda meeting conducted | □ | □ | |  | |
| 5.4 | Quality Policy, objectives, NCRs, correctives actions, preventive actions, improvements, customer satisfaction, training delivery issues discussed | □ | □ | |  | |
| 5.5 | Are minutes signed by the MR and properly distributed | □ | □ | |  | |
|  | | | | | | |
| **6.0** | **Document requirements for nine activities** | **Yes** | | **No** | | **Comments/give evidence of documents** |
| 6.1 | Is a check list maintained on activities related to academic staff; not limiting to selection criteria, selection, performance evaluation, CPD, ToR, attendance | □ | □ | |  | |
| 6.2 | Is a check list maintained on activities related to training equipment/material purchase; not limiting to proper purchasing, proper order of equipment, availability, consumables, agreements, supplier list, safety & health issues | □ | □ | |  | |
| 6.3 | Is a check list maintained on activities related to environment/ infrastructure; not limiting to fire safety, utilities, light, ventilation, first aid, class rooms, labs, workshops, common amenities | □ | □ | |  | |
| 6.4 | Is a check list maintained on activities related to use of training materials; not limiting to NCS, curricula, assessment materials | □ | □ | |  | |
| 6.5 | Is a check list maintained on activities related to continuous & final assessments; not limiting to results, data, time tables, question papers, practical | □ | □ | |  | |
| 6.6 | Are check lists maintained on activities related to training delivery; not limiting to training plan, time tables, lesson plan, lessons, registries | □ | □ | |  | |
| 6.7 | Is a check list maintained on activities related to student enrolment; not limiting to entry criteria, selection, interviews, database | □ | □ | |  | |
| 6.8 | Is a check list maintained on activities related to customer satisfaction; not limiting to student, parents, employers feedback | □ | □ | |  | |
| 6.9 | Is a check list maintained on activities related to Financial reviews; not limiting to costing of courses, balance sheet, P & L | □ | □ | |  | |
|  |  |  |  | |  | |
| **7.0** | **Registration and accreditation requirements** | **Yes** | **No** | | **Comments/give evidence of documents** | |
| 7.1 | Whether Institute registered with TVEC | □ | □ | | When its expiry - | |
| 7.2 | If yes indicate the ‘P’ Number |  |  | |  | |
| 7.3 | Whether the course intend to award NVQ is accredited | □ | □ | | When its expiry - | |

**Above information given are true & correct and activities are carried out continuously in the training centre by the staff. We ensure the Quality of training delivery in our centre through maintenance of QMS requirements stipulated by the TVEC.**

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|  |  |  | **Name of the CEO/Head** | **Signature** | **Date** |
| **Institution:** |  | |  |  |  |
| **Address:** |  | | **Name of the MR** | **Signature** | **Date** |
| **Contact details:** | **Tele:**  **e-mail:** | |  |  |  |

**General Observation of TVEC: Signature:**

**Recommendation of Director (NVQ): Signature:**