	Indian Oil Corporation Limited

Panipat Hydrogen Generation Unit
Praxair India Private Limited

Linde Plant-Project ID **2910A70M**	Client Project ID **NA**	
Linde Plant-Project Code **Panipat_HGU**	Client Project Code **NA**	
Linde Document No. **0022MC5770-(RQSC-0001) W-PQ 9500 (EN)**	Client Document No. **NA**	Client Rev. **NA**

Confidential

Comments:	Dpt.:	Date:
000	GCIEQ	19. Mar 2024
Name:	Balvant Parmar	

PROJECT QUALITY PLAN

A ☒ No further submission. Document accepted as final.
P ☐ Incorporate comments and resubmit the document.
X ☐ Document not accepted and rejected.

This review does not constitute of acceptance or approval of design details, calculations, analysis, test methods, or material developed or selected by the supplier and does not relieve supplier from full compliance with specifications and contractual obligations.

Linde Engineering
Date: 20. Mar 2024 Dept.: ENDIM
Name: Hardikkumar Vyas

Vendor Name **VISHAL ENTERPRISE**	Vendor Project Number **VE/2023-24/09**
Vendor Document Number **VE/LINDE/HGU/QP/01**	Vendor Document Revision **REV.1**

IFR	02	07.03.2024	SHIVANG DIWAKAR	HARDIK PRAJAPATI	HARDIK PRAJAPATI	
IFR	01	03.02.2024	SHIVANG DIWAKAR	HARDIK PRAJAPATI	HARDIK PRAJAPATI	
Status	**Issue**	**Date**	**Prepared**	**Reviewed**	**Approved**	**Remark**

CONTENT

1 SCOPE

The scope of this plan includes all structural fabrication & installation specific activities of Construction Management up to Final Inspection and Handover to Steady State.

The plan is applicable to all the functions/departments, involved directly or indirectly in influencing the quality of construction management activities including support services such as contracts, HR and Training for the **Panipat_HGU structural steel fabrication project.**

2 PURPOSE

The purpose of the Plan is to define the Construction quality management system for ensuring and demonstrating that the service and plant provided under the control of Project management team conform to the specified requirements in the project specification.

The Construction Quality Plan is the principal quality document for VISHAL ENTERPRISE Construction crew. The Plan is based on the Project requirements, and provides the quality practices and resources relevant to the Construction Quality Management.

The Construction Quality Plan (hereafter referred to as the Plan) describes the Construction organization and responsibilities and both the Quality Assurance and Quality Control Systems.

The Plan is a Construction Management document to demonstrate that VISHAL ENTERPRISE Construction Management Group have specified the objectives and vision, established a system of procedures to accomplish them; assigned duties, delegated authority, and set up suitable testing, inspection, examination, and audit program to verify that required standards of performance have been achieved.

3 DISTRIBUTION & INTENDED AUDIENCE

LEI: Linde Engineering India Pvt. Ltd

VE: Vishal Enterprise

4 CONSTRUCTION QUALITY PLAN

Vishal Enterprise exists to provide reliable, innovative and competitive Solution to help its customers succeed. We can only succeed in our mission by leading the projects we undertake within performance, time and cost. We consequently have a "Quality" mission and we believe that our customers are the authority in deciding whether we are living up to our core purpose

5 ABBAREVIATIONS

Abbreviations	Definitions
CA(R)	Corrective Action (Request)
RCM	Residential Construction Manager
CMS	Construction Material Store
CQH	Construction Quality Head (Area Manager Construction Quality Control)
DCC	Document Control Centre
DR	Discrepancy Report
EIC	Engineer In Charge
EPCM	Engineering, Procurement, and Construction Management
FOR	Field Observation Report
HOTO	Hand Over Take Over
HR	Human Resource
HSE	Health, Safety & Environment
ISO	International Organization for Standardization
KPI	Key Performance Indicator
L&D	Learning & Development
MOM	Minutes of Meeting
NCR	Non-Conformance Report
NDT	Non-Destructive Testing
PA(R)	Preventive Action (Request)
PM	Project Manager
PMT	Project Management Team
PWHT	Post Weld Heat Treatment
QA	Quality Assurance
RFQ	Request For Quotation
TPIA	Third Party Inspection Agency
A (UT)	Automated (Ultrasonic Testing)
W.O.	Work Order
WPS	Welding Procedure Specification

W.R.T.	With Respect To
WTG	Welding Technology Group
N.A	Not Applicable

1

6 REFERENCE DOCUMENTS

SR.NO.	DOCUMENT DESCRIPTION	DOCUMENT NUMBER & REV.
1	LEI Quality Plan - Construction	&AG (2910A70M) W-PQ 9500 (EN), ISSUE 02

7 DEFINITIONS

Audit: Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which quality control criteria are fulfilled.

Improvement: Scope of improvement in the working system including quality management system, which may improve the product quality.

Non-conformance: Deviations from the specified requirements.

Objective evidence: Data supporting the incident.

Observation: - Near to nonconformance which may lead to future nonconformity.

Quality Performance Indicator (QPI): Quality Level of Construction work in quantitative form based on the observations during planned /unplanned surveillance and planned audit.

Records: Documents, which get generated based on the quality results obtained while executing the job.

Surveillance: An Inspection methodology, where random observation of the controls of process activities viz. welding, PWHT, NDT, Painting etc. are carried out to ensure that controls are in place and proper methodology as per requirement is followed.

8 COMMUNICATION

Any correspondence exchanged between VE & Linde to be done as per attached Vendor Communication Protocol. (Annexure – II)

9 CONSTRUCTION MANAGEMENT ORGANIZATION & RESPONSIBILITY

Organization

The overall construction management shall be as per the organization chart (Annexure–II).

Responsibilities for Quality

Site In charge will be responsible for the establishment, implementation and maintenance of the construction quality system. The responsibility and necessary accountability will be delegated as appropriate to the following:

- Site In charge
- All Discipline Engineers / Supervisors

10 QUALITY ASSURANCE SYSTEM

The construction quality assurance system is applied to all activities under the scope of construction management services including monitoring, inspection and testing.

The construction quality assurance system is implemented through following documents:

- This quality plan, which defines the objectives and demonstrates how the system is applied to meet intent of Quality Manual.
- Construction Procedures including the quality control procedures which specify the activities and responsibilities and provide the direction to meet the required quality standards. These procedures are required to be tailor made w.r.t. specific job.
- Work Instructions/Method Statements which define the detailed methods for the performance of the specific activities and for the preparation of project deliverables, and the associated quality controls described in this Plan.
- Inspection and test plans/checklist which define the different stages of inspection/checking and the degree of involvement of different persons/functions and the reporting formats where the record of checking will be documented.

1 The Quality Assurance System is developed and maintained as per project specification requirements for ensuring that the quality requirements of Construction activities are implemented and maintained.

11 CONSTRUCTION QUALITY OBJECTIVES

Quality Objectives have been derived from “Project Quality Concept” to translate the Quality Vision into working system. Every Departments / Projects Managers will focus their activities to monitor and achieve the Construction Quality Objectives.

To plan and produce all products as per customer specifications & standards.

To exceed norms related to health, safety and environment.

To develop required competence among our employees and to develop team spirit.

To reduce internal rework by formulating systems and constant adherence to them.

VE Quality Objectives as per Attached **Annexure-I**

12 QUALITY CONTROL SYSTEM

All company personnel are responsible for the quality control of their own construction activities as per approved job specific quality plan. Personnel are responsible for construction and contract management as per following details.

- **Input Control:**

- **Document and Record Control:-**

Responsibility: - Planning Engineer

Only Issued for Construction (IFC) status documents are to be used for Construction management activities.

Documents received as input to Construction activities are routed through planning department. All documents will be transmitted to all technical department/site engineers, through transmittal note.

All final certification work will be verified with respect to the latest IFC document. Any old revision of the documents will be marked suitably to indicate the status and to prevent its unintended use.

Sub-agencies are responsible for the document control and record control for their scope of services.

Responsibility: - Quality Engineer

Quality Engineer shall be maintained all the approved procedures, Work Instructions, Methodology, ITPs and WPS.

VE has prepared documents as considered necessary to ensure effective planning, operations and controls of its processes.

The records needed to show effective implementation of the QMS and its control has been prepared. These records are controlled as per procedure for Control of Records.

- **Control of Materials: -**

Responsibility: - Material Coordinator

Material controllers are responsible for the control of received materials and equipment from client, if any defect observed in free issued material; it will be intimated to client for the repair/replacement.

All consumable which forms the part of the final product of construction work will be procured only form approved Vendor. However, based on the performance, QA /QC coordinator may carry out further testing of all such consumable to verify the conformance.

Material controller is responsible for storage of material and ensures proper identification and traceability of materials while material received and also during construction and fabrication stage. Receipt storage preservation and issue of project materials and documentation.

- **Resource Management: -**

Responsibility: - Site In charge

All resource e.g., equipment, facilities, finance, information, materials, computer software, personnel, services and space will be planned and organized as detailed in the Project Execution Plan.

- **Training of Supervision Personnel: -**

Responsibility: - Site In charge

The necessary competence in terms of qualification, training, knowledge, skills and experience should be defined for personnel working on the Construction Work.

All persons recruited for supervision work will be competent to perform the function. Competency of the personnel will be identified based on competency requirement of the job.

RCM is responsible for organizing structured training against the identified need to improve the competency of the personnel.

RCM will establish a direct communication with other department for identification and organization of training and certification.

Training Calendar shall be established by Site In charge/Planning Engineer.

- **Process Control**

- **Job Supervision and Process Control: -**

Responsibility: - Site In charge

Before the start of work, lesson learnt, and any other specific requirements will be communicated through start-up meeting by the concerned discipline leads.

Quality Lead Engineer of the respective area will ensure that specific and continuous training is conducted on lesson learnt, in addition to the specific training based on the audit/surveillance observations and deviations.

All the resources that have been planned will be organized.

All Concerned engineers will get the job executed from identified contractors with identified resources as per the agreed quality management system. The competency and/or qualification of the personnel engaged for the job will be verified before the start of work.

All Concerned engineer will observe the actual execution of work in comparison to the planned quality requirements and bring out the difference (if any), carry out root cause analysis and initiate action to remove the cause identified.

- **Inspection and Testing: -**

Responsibility: - QA/QC Head

Job specific ITP will be prepared and will obtain the approval from Client. All concerned engineers will carry-out inspection as per job specific inspection and test plan (ITP) during various phases of execution and ensure rectification of the deficiency before the work is allowed to be passed on for next operation. All standard quality procedures, ITPS and reporting formats will be available at work spot.

For the purpose of Construction Supervision, implementation of Inspection & Test plans, preparation /compilation of Records, activity wise responsibilities will be as follows.

Type of work	**Responsibility of quality control & records**	**Responsibility of inspection &testing**
Structural works	Structural & QC Engineers and records as per ITP	Structural Engineers and testing as per project specification (NDT)

Area QA / QC Engineers is also responsible for carrying out surveillance of all work and publish non-conformance when detected during job execution. RCM and his team will be responsible for implementation of corrective action.

Incident reporting: -wherever rework is involved due to nonconforming product/process, concerned discipline engineers will be responsible to record the rework to facilitate proper analysis and necessary corrective action to avoid such problems in future. It is mandatory to report all such incidents to the overall interest of the project to initiate necessary corrective and preventive action well in time. The incident log/register will be maintained.

- **Identification and Traceability: -**

Identification and traceability will be maintained as per specification requirements for the Inward material, during fabrication and after painting as detailed in the inspection and test plans.

- **Control of Monitoring & Measuring instruments:-**

All discipline engineer will ensure that all instruments used for monitoring and measuring the processes /final product are calibrated and log maintained.

- **Handling, Storage and Preservation:-**

Material coordinator is responsible for development and implementation of specific Handling, Storage and Preservation of all materials and equipment.

Quality coordinator will carry out periodic surveillance to ensure that the procedure for materials storage and preservation at site store is implemented and followed.

- **Control of Field Noncompliance:-**

Responsibility: - QA/QC Engineers

All non-conformance detected during job execution will be controlled and documented.

- **Corrective and Preventive Actions:-**

Responsibility: - QA/QC Engineers

All corrective and preventive actions taken against NCR and Audit/surveillance findings or feedback will be controlled and documented.

- **Quality Audit/Surveillance:-**

Responsibility: - Internal Auditor

Six monthly scheduled quality audits will be conducted based on area wise, as per audit schedule. Construction Quality achievement status will be reported along with other observations and noncompliance in the Audit Report. In addition to the Scheduled audit, planned and unplanned surveillance will be carried to verify the maintenance of the agreed quality system. Any noncompliance observed during the planned and unplanned surveillance will be reported with root cause analysis and responsibility.

Site In charge will identify discipline engineer for active participation in the Audit / Surveillance activity and subsequent liquidation of audit findings.

- **Quality Review Meeting:**

Responsibility: - QA/QC Head

For each area, Quality review meeting will be conducted at planned interval along with all company personnel to review the suitability of their quality management system and changes required. This review meeting will be conducted for each area with the involvement of site in charge and supervisors.

The input of area quality meeting will be

a) Audit/Surveillance Result of the technical function and working nature.
b) Incident Reporting/observation status root cause analysis.
c) Quality Objective achievement status.
d) Status of action related to last review.
e) Recommendation/Improvement suggestion and action.

The MOM of the quality review meeting will be published by the QA/QC Team with clear action points covering commitment against Improvement of the present status of achievement of Quality Vision.

- **Quality Monitoring:-**

Responsibility: - QA/QC Engineers

The following quantitative quality rating will be followed to reflect the quality level achievement status.

Refer Annexure-I

- **Quality Reporting**

Responsibility: - QA/QC Engineer.

Management information system towards the achievement of project quality report will be published in weekly once, will be reported by Site In charge.

- **Control of Output**

Responsibility: - Discipline Engineers / Supervisors

During execution and after completion of work; inspection, testing and acceptance all stage wise inspection records will be compiled per procedure for project system handover dossier and will be handed over to client after mechanical completion.

- **Lesson Learnt & Quality Improvement**

Responsibility: - QA/QC Head

All deficiencies recorded during the job execution will be compiled, analyzed and the requirement of modification of existing plan, procedures will be identified jointly by Site In charge and Quality Head.

Necessary training plan will be forwarded to share those learning to training department to include in their training plan.

Management review meeting shall be established once in a month & shall be documented information.

13 PRODUCT REALIZATION

Planning

The product realization is planned in a manner consistent with the requirements of other processes of the QMS.

While planning product realization quality objectives, requirement of product, process, procedures, standards, and specifications are taken into considerations.

Review of Requirements of the Product

The organization reviews the requirements of the product prior to its commitment to the customer.

The review consists of:

a) Clarity in the product requirements
b) Resolution of any difference between contract/order and quotation/product catalogue
c) Organization's ability to meet the requirements

Customer Communication

The organization ensures that effective communication is maintained with the customer.

Inspection and Testing

Based on scope of work, client specification; inspection and testing requirements shall be carried out.

a) Incoming Materials Inspection
b) Piping Spools Inspection
c) Structural items inspection
d) Pre and Post Welding Inspection
e) Painting Inspection

Control of product and service provision

Product and Service provision shall be controlled through the implementation of standard procedures and/or job instructions, as appropriate to the process complexity/criticality and client specification requirements.

Monitoring and measurement of processes activities shall be undertaken at planned intervals using appropriate monitoring and measurement devices, to ensure the continued conformance of process capability.

Identification and Traceability

Item identification shall be maintained during all phases of receipt, storage, and dispatch. Identification of incoming components will be confirmed against delivery dockets and heat numbers shall be check against the material test certificates.

Preservation of Product

The materials are stored in appropriate racks in stores designated for the purpose. The fabricated spool or structures and equipment at shop floor are properly covered to avoid settling of dust particles, machining burrs, welding spatters etc. when not under fabrication. The surrounding area is cordon off for safety chain railing to avoid damage. The records of the incoming and outgoing material are maintained at Stores Department.

The materials are properly handled and moved with the help of overhead rail lifting hooks and Forklift vehicle available at shop floors. This utility avoids any damages caused during material movement within shop floor.

The materials, which are prone to rust, are coated with red oxide paint or any anti-corrosive material as specified by customer during storage and dispatch. Materials are suitably loaded during mobilization, to avoid damages to its surface or cause any accidents. Packing of the semi or finished product is done as per requirement to take adequate measure of safety.

Control of Monitoring and Measuring Devices

The Quality Control In-charge or Nominated Representative shall ensure that inspection and test equipment used are certified.

14 MEASUREMENT, ANALYSIS AND IMPROVEMENT

Customer Satisfaction

The Project Manger shall implement methods of collating data to establish levels of satisfaction/dissatisfaction, and identify the current and future needs of the client and any opportunities for improvement by communicating with the customer, customer complaints and correspondence.

Internal Quality Audit

The QA/QC In-charge or the nominated representative shall develop an audit plan for project activities to determine whether the system and practices employed by VE are conforming with agreed and specified requirements and are suitable and effective. Frequency for Quality Audit shall be once in a 6 month. Actions arising from audits shall be addressed by the project manager to address potential areas of concern.

Monitoring and measurement process

Management practices and associated systems shall be subjected to ongoing review to identify actual/potential deviations from planned performance objectives and potential initiatives for process improvement.

Monitoring and measurement product

Product characteristics shall be progressively monitoring and measured to verify conformance to planned/specified requirements.

Control of Non-Conforming Product

In case a product does not conform to its requirements, the nonconforming product is identified and controlled to prevent its unintended use or delivery. Specific responsibility and authority for dealing with non-conforming products are assigned. Records are maintained of the nature of nonconformities and any subsequent action taken.

Analysis of data

The project manager shall analyse data collated during monitoring and measuring activities for inclusion and consideration during management reviews. Any inappropriate trends identified during the management reviews shall be investigated and opportunities for improvement implemented.

Corrective action

If non-conformity is noticed a suitable corrective action is taken to eliminate the cause of the nonconformity in order to prevent its reoccurrence. It is ensured that the corrective action is appropriate to the effect of the non-conformities encountered.

Preventive action

On the basis of analysis of data, the organization determines possible preventive actions to eliminate the causes of potential nonconformities. The preventive action should be appropriate to the effect of the potential problem.

15 DEVIATION

Any deviation against the project specifications to be raised in the attached Deviation format and details should be maintained in the Deviation log. (Annexure – IV).

16 RESOURCE MEASUREMENT

Human Resources

The Project Manager shall ensure that all personnel whose duties influence the safe execution of the work in accordance with the time, conformance or cost requirements are

selected on the basis of prerequisite qualifications and competencies with due regard being given to skill levels, experience, awareness of quality and HSE requirements, ability to follow procedures and instructions, team spirit.

Competence, Awareness and Training

The project manager shall identify and implement the training requirements to ensure required levels of safety, quality and personnel expertise are developed and maintained.

Infrastructure

The project manager shall coordinate the availability of the site facilities, plant and related support services required to meet the requirement of the contract program.

Work Environment

To achieve conformity to the product requirement, the top management shall provide suitable and safe work environment such good lighting, bearable sound level, comfortable temperature, personal protection gears etc.

17 VENDOR / SUB CONTRACTOR QAULIFICATION / SELECTION

Vendor / Sub Contract shall be qualified as per the VE Quality System Procedure: VE/QSP/30.

18 ANNEXURES

ANNEXURE-I: PROJECT QUALITY OBJECTIVES

ANNEXURE-II: VENDOR COMMUNICATION PROTOCOL

ANNEXURE-III: PROJECT ORGANOGRAM

ANNEXURE-IV: DEVIATION FORMAT & LOG

ANNEXURE-V: INSPECTION NOTIFICATION

ANNEXURE-VI: NCR FORMAT

ANNEXURE-VII: VENDOR AUDIT FORMAT

ANNEXURE-I: PROJECT QUALITY OBJECTIVES

- To conduct minimum four Quality Awareness training per month.
- Monthly final dimensional / fabrication error in structural fabrication to be less than 1%.
- Open NCR beyond due date

1

$$KPI = \frac{\sum \text{No of open NCR beyond due date} \times 100}{\sum \text{No of open NCR}}$$

- Unit: %
- Source: &AG-(2910A70M) W-LX 9512 (EN) – Handling of Non-Conformity (NC) – Log
- Warning value limit: < 25%
- Frequency: monthly, with chart
- Variants: To COMPANY, From Client & From Audit
- Information value: Quality of follow up for NCR
- Mitigating actions: find root cause of failure to achieve desired target value of <25%
- Distribution: Internal, relevant Construction Contractor.

1

- Acceptance Ratio of NOI's

$$KPI = \frac{\sum \text{No of NOI rejected} \times 100}{\sum \text{No NOI Raised and closed}}$$

- Unit: %
- Source: &AG-(2910A70M) W-LX 9511 (EN) - Notification if Inspection (NOI) - Log
- Warning value limit: > 98%
- Frequency: monthly, with chart
- Variants: Client, Company
- Information value: Quality of internal Inspection procedure
- Mitigating actions: find root cause of failure to achieve desired target value of >98%
- Distribution: Internal, Client, relevant Construction COMPANY.

ANNEXURE-II: VENDOR COMMUNICATION PROTOCOL

VISHAL ENTERPRISE

PROPOSED COMMUNICATION MATRIX Rev 00 Date : 29.01.2024

Client: Linde Engineering India Pvt Ltd	PROJECT : 2910A70M - Panipat Hydrogenation Unit

DESCRIPTION	VE	
	TO	CC
Engineering / drawings	Name: Parth Kadam Ph: +91 8460685693 Email: parthkadam@vrishal.com	nareshkanzaria@vrishal.com vishalplanning@vrishal.com
Central planning + client coordination	Name: Naresh Kanzaria Ph: +91 9974009081 Email: nareshkanzaria@vrishal.com	parthkadam@vrishal.com nareshkanzaria@vrishal.com hardikprajapati@vrishal.com blpatel@vrishal.com htnaik@vrishal.com
Progress Reporting	Name: Piyush Chaudhri Mob. : +91 9558569010 Email: vishalplanning@vrishal.com	parthkadam@vrishal.com nareshkanzaria@vrishal.com hardikprajapati@vrishal.com htnaik@vrishal.com blpatel@vrishal.com vishalmasada9342@gmail.com
QA/QC, NDT	Name: Hardik Prajapati Mob. : +91 9967680028 Email: hardikprajapati@vrishal.com	parthkadam@vrishal.com vishalplanning@vrishal.com nareshkanzaria@vrishal.com blpatel@vrishal.com htnaik@vrishal.com shivangdiwakar7@gmail.com
Safety	Name: Debashish Malik Mob. : +91 8249981463 vishaldahejhse@vrishal.com	parthkadam@vrishal.com vishalplanning@vrishal.com nareshkanzaria@vrishal.com blpatel@vrishal.com htnaik@vrishal.com vishalmasada9342@gmail.com
Commercial	Name: Naresh Kanzaria Ph: +91 9974009081 Email: nareshkanzaria@vrishal.com	htnaik@vrishal.com vishalmasada9342@gmail.com blpatel@vrishal.com

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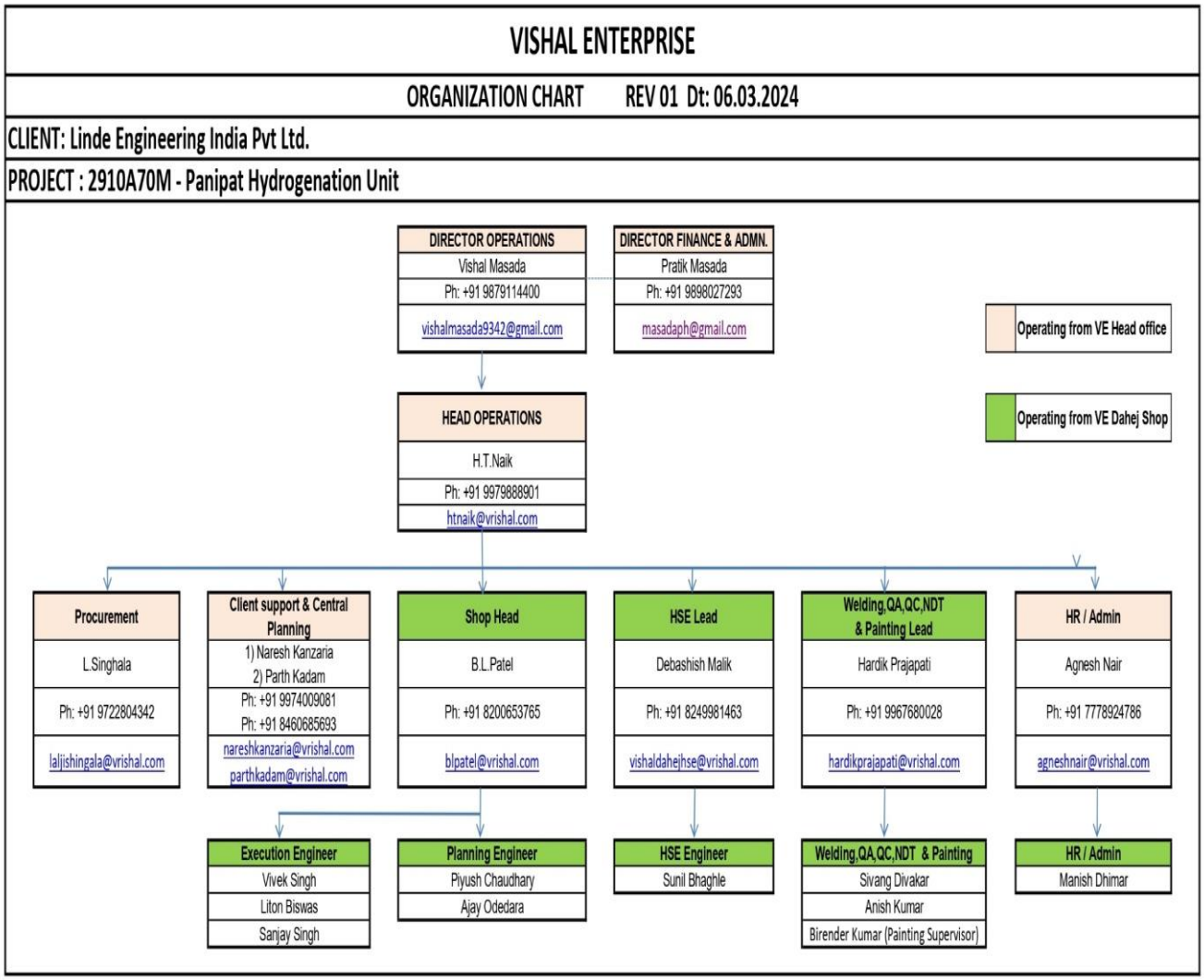
ANNEXURE-III: PROJECT ORGANOGRAM



Contact Person :		
1)	For surface preparation and coating	Hardik Prajapati Ph: +91 9967680028 hardikprajapati@vrishal.com
2)	For lifting, shifting, loading, and transportation.	Ajay Odedara Ph: +91 7016172250 ajayodedara74@gmail.com
3)	Shop Planing & Day To Day Activities	Piyush Chaudhary Ph: +91 9558569010 vishalplanning@vrishal.com

ANNEXURE-IV: DEVIATION FORMAT & LOG

Concession Request / Deviation Permit - Log

Doc No: &AG (2910A70M)-W-LX 9508 (EN)

Page 1 of 1 pages

Proj. No: 2910A70M

Proj. Name: Panipat_HGU

CR No.	issue date	CR subject	Contractor	Discipline	Status (Linde)	Date	Status (Client)	Date	Implementation date	Remarks

ANNEXURE-V: INSPECTION NOTIFICATION

Linde

Notification of Inspecton (NOI) - Log

Doc No: &AG-(2910A70M)-W-LX 9511(EN)

Page 1 of 1 pages

Proj. No: 2910A70M

Proj. Name: Panipat_HGU

NOI No.	issue date	NOI subject	Contractor	Discipline	Status (Linde)	Date	Status (Client)	Date	Implementation date	Remarks

ANNEXURE-VI: NCR FORMAT

VISHAL ENTERPRISE & VRISHAL ENGINEERING PRIVATE LIMITED GROUP OF COMPANIES

PROJECT:	
NON-CONFORMITY REPORT (INTERNAL)	
NCR NO:	NCR RAISED BY:
DATE:	NCR RAISED TO:
LOCATION:	
Description of Non-Conformity: Classification of NC:	
Proposed Corrective Action:	
Root Cause:	
Correction:	
Corrective Action:	

VE/QA/FORMAT/25 REV.2

INITIATOR	RECEIVER
NAME:	NAME:
SIGN:	SIGN:
DATE:	DATE:

Closer Comment(s):
Final approval: Yes / No

CLOSURE OF NCR	
QA QC MANAGER	PROJECT MANAGER
NAME:	NAME:
SIGN:	SIGN:
DATE:	DATE:

VE/QA/FORMAT/25 REV.2

ANNEXURE-VII: VENDOR AUDIT FORMAT

VE/QA/FORMAT/45 REV.01

VISHAL ENTERPRISE & VRISHAL ENGINEERING PRIVATE LIMITED GROUP OF COMPANIES

INTERNAL/VENDOR AUDIT OBSERVATION REPORT

REPORT NO	
REPORT DATE	
AUDIT DATE	
AUDITOR	
AUDITEE	
LOCATION	
PRODUCT / PROCESS AUDIT	

Guidelines for Scoring

Score	
10	Requirements Fully complied with
8	Requirements mainly complied with; minor deviations
6	Requirements partly complied with; larger deviations
4	Requirements inadequately complied with; serious deviations
0	Requirements not complied with

Final Score

Total Score :	
Percentage Score: (Total score achieved) x 100 / (Max. Possible Score)	Percentage Score :

Note :

1. Scoring pattern given above to be followed for each checkpoint.
2. If a particular clause is completely absent, scoring will be '0'.

Remarks on the Audit Results :

VE/QA/FORMAT/45 REV.01

VISHAL ENTERPRISE & VRISHAL ENGINEERING PRIVATE LIMITED GROUP OF COMPANIES

INTERNAL/VENDOR AUDIT OBSERVATION REPORT

Sr. No.	Check Point	Objective Evidence	Score
1.0	**System Maintenance**		
1.1	Documents Control System		
1.2	Control of Monitoring & Measuring devices		
1.3	Maintenance of production equipment		
1.4	Corrective & Preventive Action		
1.5	Control of Non-conforming Product		
1.6	Training of Personnel		

VE/QA/FORMAT/45 REV.01

VISHAL ENTERPRISE & VRISHAL ENGINEERING PRIVATE LIMITED GROUP OF COMPANIES

INTERNAL/VENDOR AUDIT OBSERVATION REPORT

Sr. No.	Check Point	Objective Evidence	Score
2.0	**Material Process Control**		
2.1	Designated Storage area		
2.2	System of ensuring that material is accepted or cleared from dispatched end		
2.3	Identification / inspection status		
2.4	Orderliness & cleanliness		
2.5	Monitoring of shelf life items		

VE/QA/FORMAT/45 REV.01

VISHAL ENTERPRISE & VRISHAL ENGINEERING PRIVATE LIMITED GROUP OF COMPANIES

INTERNAL/VENDOR AUDIT OBSERVATION REPORT

Sr. No.	Check Point	Objective Evidence	Score
3.0	**Personnel Qualification**		
3.1	Training Record		
3.2	Qualification & Competency of inspection / NDE personnel		
3.3	Interact with approved welders, inspector, special process operators at random to reconfirm 3.1 & 3.2		
3.4	List of Approved Welder List / Special process operators		
3.5	Awareness programs / campaign / Incentive system		
3.6	Display of Quality information		

VE/QA/FORMAT/45 REV.01

VISHAL ENTERPRISE & VRISHAL ENGINEERING PRIVATE LIMITED GROUP OF COMPANIES

INTERNAL/VENDOR AUDIT OBSERVATION REPORT

Sr. No.	Check Point	Objective Evidence	Score
4.0	**Operating Equipment / Plant Capacity**		
4.1	System to ensure latest revision is available with changes highlighted		
4.2	Legibility of documents		
4.3	Process parameters monitoring and evidence of control		
4.4	Evidence of approved / required consumables used during manufacturing		
4.5	Frequency of changing / replacing the consumables		
4.6	Calibration of Welding M/c , portable Ovens , mother oven , pressure gauge , mechanical instruments		

VE/QA/FORMAT/45 REV.01

VISHAL ENTERPRISE & VRISHAL ENGINEERING PRIVATE LIMITED GROUP OF COMPANIES

INTERNAL/VENDOR AUDIT OBSERVATION REPORT

4.7	Calibration of NDE / Calibration of test equipment		
4.8	Calibration status instruments under use & unique identification number		
4.9	Calibration standards traceable to national / international standards		
4.10	Display of operating / Work instructions		

Sr. No.	**Check Point**	**Objective Evidence**	**Score**
5.0	**Transport / Component handling / Storage / Packaging**		
5.1	Storage – Finished / machined product areas adequately preserved & protected		

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5.2	Handling of special material with suitable equipment		
5.3	Keeping products away from environmental influences		
5.4	Component / batch labeling or marking		
5.5	Removal of invalid identifications		

Sr. No.	**Check Point**	**Objective Evidence**	**Score**
6.0	**Defect Analysis / Correction / continual improvement**		
6.1	Inspection Reports		
6.2	Data Recording (qty produced, key inspection parameters, etc....)		