

TED^x Thaltej Youth

^x = independently organized TED event



ISO 9001:2015 Audit Report (For April 2025)

ISO 9001:2015 – Monthly Internal Audit Report

Month: April 2025

Standard: ISO 9001:2015 – Quality Management System

Submitted by: Fenil Shah, Organizer

1. Introduction & Objective

This report presents the quality-related actions, improvements, observations, and corrective steps undertaken by TEDxThaltej Youth during April 2025. As part of our ISO 9001:2015 compliance, we are documenting all activities related to maintaining, improving, and institutionalizing quality management practices across all departments. This was our first month of full ISO implementation, and efforts were focused on system creation, policy enforcement, internal team accountability, and documentation management.

2. Quality Compliance Team Formation

In April, a **Quality Compliance Team** was formally announced and implemented. The team includes all Directors, Heads of departments, Program Directors, and two Advisors. The roles of this team are to maintain weekly quality check-ins, track compliance with internal policy and processes, and flag any deviations from the TEDxThaltej Youth quality standards.

A message from the Organizer (Fenil Shah) was sent to the group to announce the team formation. It also stated that the team would be responsible for ensuring that ISO principles are followed throughout all team structures and that Directors and Heads would now act as quality leads within their departments. This team now meets weekly and shares updates through internal communication channels.

3. Policies Created and Implemented

In April 2025, TEDxThaltej Youth created and implemented multiple critical internal policy documents, each aligned with the ISO 9001:2015 requirement for documented procedures, internal controls, and risk prevention.

Policies drafted, reviewed, and published:

- Quality Policy
- Integrity & Authenticity Policy (specific to speaker and volunteer content originality)
- Conflict of Interest Policy
- Volunteer Commitment Policy
- Speaker Agreement Policy
- Code of Conduct Policy
- No Refund Policy
- Data Privacy Policy (co-linked with ISO 20121)
- Media Consent Policy

All policies were written in simple, clear formats and shared with all team members digitally. Each Director has been made responsible for ensuring their team's awareness and adherence.

No printed documents are used; all policies are stored and maintained on encrypted drives and shared via internal cloud folders.

4. Department-Level Quality Activities

Speaker Support Team:

- A structured content review system was created and implemented.
- A 22-page Speaker Evaluation Framework was introduced and briefed to the team by the Organizer.
- Plagiarism detection tools such as Turnitin and iThenticate were introduced.
- AI content was found in multiple speaker applications and flagged immediately.
- Applicants were either disqualified or asked to revise.
- Speakers are required to submit original scripts, and the Speaker Support Team has authority to deny stage access if TEDx rules are not followed.

Volunteer Management:

- Commitment guidelines were issued and shared with all volunteers.
- Expectations for minimum attendance, weekly response, and final-event week roles were clarified.
- Volunteers who were found disengaged were noted, and reminders were sent.

Operations & Production:

- Documentation of team meetings, planning timelines, and checklists was formalized.
- All work is now saved weekly using consistent naming formats in a shared cloud system.

Communication & Outreach:

- Outreach Heads have begun documenting where they go, who they speak to, and what response they receive.
- This is now tracked for transparency and accuracy, avoiding informal or inconsistent methods.

5. Internal Meetings and Reporting Systems

All major departments met at least once a week. Minutes of meetings are recorded in Google Drive and saved by the Director or Head. These meetings include:

- Weekly reviews

- Department status reports
- Notes on ongoing tasks
- Any issues raised

Each team is now required to submit updates every weekend via message or document. All Directors report to the Organizer or Co-Organizer with their team's progress.

6. Quality Challenges Observed

- Multiple speaker applications and some volunteer answers were clearly written using AI with no personal tone or originality.
 - Some teams were not saving meeting minutes or updating their shared folders regularly.
 - Initial understanding of what ISO 9001 requires (in simple terms) was missing among a few volunteers.
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7. Corrective Actions Taken

- The **Integrity & Authenticity Policy** was created to clearly ban AI-written content in applications and speeches.
 - Weekly quality updates are now required from every team lead.
 - Organizer personally explained quality compliance expectations in one-on-one calls with several departments.
 - Simplified documentation and naming conventions were created to reduce confusion.
 - Internal education and alignment with ISO values began in late April and will continue.
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8. Supporting Files Available for Review (Upon Request)

- Quality Compliance Team announcement message
 - Final versions of all policy documents
 - Screenshots of cloud folder organization
 - Meeting minutes from Speaker Support, Operations, Outreach
 - Documented AI-generated case notes
 - Speaker Evaluation Framework
 - Weekly team update logs
 - WhatsApp or email summaries shared by Heads
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9. Closing Notes

April 2025 was a foundational month in building TEDxThaltej Youth's quality systems. The ISO 9001:2015 standard has been deeply embedded into the way our student team thinks, acts, and records its work. While there were challenges around content control and file tracking, we have built a system to identify, correct, and improve with full accountability.

Going forward, we aim to scale quality check-ins, provide ISO training to newer team members, and introduce a quality audit trail that spans from policy to execution to impact.

END OF AUDIT REPORT