

# **TED<sup>x</sup>** Thaltej Youth

<sup>x</sup> = independently organized TED event

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## **ISO 9001:2015 Audit Report (For Week 4 - April)**

**ISO 9001:2015 – Monthly Internal Audit Report**

**Week:** Fourth Week of April

**Standard:** ISO 9001:2015 – Quality Management System

**Submitted by:** Fenil Shah, Organizer

## 1. Introduction & Objective

This report documents the quality assurance actions, structural changes, observations, and improvement measures undertaken at TEDxThaltej Youth during the first week of May 2025. As part of ongoing ISO 9001:2015 compliance, the team continues to reinforce its quality management structure through transparent decision-making, documentation, and cross-departmental responsibility.

This week was particularly important due to multiple incidents of disengagement in the Operations Department, leading to formal incident reports, leadership review, and immediate restructuring to uphold TEDxThaltej Youth's commitment to excellence.

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## 2. Department Accountability and Compliance Actions

The Operations Department experienced quality breakdowns, including non-responsiveness and failure to participate in structured planning. Following internal evaluation by the Director of Operations and Deputy Director, two formal **Incident Reports** were submitted. These outlined lack of attendance, poor documentation practices, and neglect of operational responsibility. These documents were reviewed by the Office of the Organizer.

The Organizer authorized a new **official order** (TEDXTY-ON-OPS-001) restructuring the team and formally appointing **Ms. Kaneesha Shah** as **Deputy Director of Operations**. The order was issued to all team members and circulated on letterhead. All internal policies and expectations were reiterated in this communication.

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## 3. Quality Policy Enforcement and Public Transparency

Following an internal speaker review, the Speaker Support Team—with compliance oversight—removed a speaker (Ms. Krupa Nishar) after reviewing AI usage, video quality, and team collaboration concerns. The removal followed structured review, voting, and documentation of earlier feedback. A **Press Release** was issued (Press Release 4), ensuring public transparency and adherence to TEDx brand responsibility.

The Office of the Organizer also issued multiple formal notices (TEDXTY-NT-002), warnings, and access revocations in coordination with the Data Privacy Policy.

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## 4. Internal Meeting Logs and Compliance Reminders

- Meetings were conducted to realign team expectations.
  - A disciplinary attendance message was issued for Operations members to attend mandatory meetings.
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- Leave request forms were introduced and made compulsory.
  - Messages were sent clearly warning that no member may bypass compliance structures without prior written permission from the Organizer's office.
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## **5. Quality Challenges Observed**

- Breakdown of coordination in Operations impacted the functioning of dependent teams.
  - One speaker candidate showed delayed responsiveness and misinterpreted internal feedback, leading to friction.
  - Email accountability and version control between internal and external communication required close supervision by Directors.
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## **6. Corrective Measures & Preventive Steps**

- Clear and decisive actions were taken on disengaged team members and inappropriate speaker fit.
  - New access control systems are being rolled out to ensure speaker data is secure and only available while active in the lineup.
  - The Press & Media Team was directed to issue clarifications where changes in public announcements were needed.
  - Meetings are now logged, and follow-up reports must be filed with the Office of the Organizer weekly.
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## **7. Supporting Documents (Available Upon Request)**

- TEDXTY-IR-OPS-001: Incident Report 1 (Operations)
  - TEDXTY-IR-OPS-002: Incident Report 2 (Operations)
  - TEDXTY-ON-OPS-001: Official Operations Restructuring Order
  - Press Release 4: Speaker Lineup Update
  - TEDXTY-NT-002: Formal Warning & Internal Notice
  - WhatsApp logs and speech evaluation records
  - Volunteer & Director meeting minutes
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## **8. Closing Notes**

The week ending 3 May 2025 has highlighted both the resilience and accountability systems within TEDxThaltej Youth. Despite challenges in execution by a key department, swift

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actions ensured minimal disruption to overall functioning. The team continues to follow a culture of documentation, responsibility, and structured action aligned with ISO 9001:2015. The appointment of a Deputy Director, improved access controls, and continued compliance meetings serve as long-term quality safeguards.

The Organizer, despite being unavailable due to academic commitments, has empowered the internal structure to respond with clarity and strength — a true demonstration of system maturity under ISO standards.

## **END OF AUDIT REPORT**