**1. QMS Co-ordinator & GENERAL PROCEDURES:-**

1. How do you measure effectiveness of system for working of your company? How do you collect necessary information for the same? Are you getting information for corrective action taken and it’s effectiveness for discussion in the management review meeting?
2. Have you considered the context of the organization’s overall business activities and issues and environmental conditions affected by your activities? To whom you have identified your interested parties?
3. What are the needs and expectations of interested parties in Environment management system? What procedure or process is followed to understand interested parties requirements ? How do you establish the EMS? How do you bring continual improvement in Environment management system in accordance of ISO 9001-2015?
4. How do you plan for management review meeting and who are committee member? Do you circulate agenda for Management review meetings in advance? Do you prepare minutes of Management review meeting with the actions decided in management review meeting? How do you monitor effectiveness of the system? Are you having any quantifiable objectives for management review? When do you review it?.
5. Have you done any planning for how to achieve the environmental objectives? Does this plan cover what will be done, resource details and responsibilities, target date? How the results are evaluated including indicators for achievement of this objective?
6. Have you update risks based on investigation and opportunities determined during planning? How do you ensure corrective action taken is appropriate to the effects of the Non conformities encountered?
7. How do you improve the suitability, adequacy, and effectiveness of the QMS to enhance performance? Have you determined is there needs or opportunities that are addressed as a part of continual improvement?
8. Are you doing follow-up for completion of action decided in Management review meetings? How? What is input and output of Management review meetings?
9. Does the master list for documented information? Show us latest revision of Quality Manual and other documented information? How do you inform all the persons for changes in any documents? Who is responsible for approval and control of different types of documents? How do you get information for changes in the procedure / documented information? How do you inform to all the concerned person?
10. How documents are identified for control/uncontrolled & obsolete?
11. Do you preserve obsolete documents? Where do you preserve it?
12. Do you have list of trained auditors? Who has given training to them as per ISO 9001:2015? How many days? Have you made audit plan & audit schedule? During auditing do the auditor check and monitor results of Quantifiable criteria reported by the functional heads? Does all the NCR’s communicated to respective function heads? Are they closed? Have you prepared plan for internal quality audit for whole year? How do auditors carry out internal quality audit? Explain us how do you use audit checklist? Have you done any audit summary for department-wise / Clause-wise audit findings? How do you close NCR?
13. How do you carryout audit for Purchase department? Have you checked effectiveness of training given and competence of auditors? How?