



URS CERTIFICATION LIMITED

(UNITED REGISTRAR OF SYSTEMS LTD)

URS/RKNEC/SUR/01

21.11.2014

To,
The Principal,
Shri Ramdeobaba college of Engineering,
Katol Road, Nagpur
Fax: 0712-2583237

Sub: Surveillance Audit. ISO 9001:2008

Dear Sir,

Please find enclosed the audit program of the Surveillance Audit Plan for Quality Management System planned on **24.11.14**. Main purpose of this audit is to verify compliance of your Quality Management System in accordance with your QMS Manual, Procedures and practices to the requirements of ISO 9001:2008. Audit will be conducted as per the program and will commence with an opening meeting on date **24.11.14** at **10.00am**.

The audit will be conducted with a minimum of disruption to your normal work, hence we would request you to arrange knowledge persons i.e. Management Representative and / or guide (if required in case of split of audit team in two or more groups) to be available to accompany the auditors during the audit. We also request you to provide free access to the location / site(s) and availability of pertinent documents like manual, relevant procedures and work instructions to the audit team during the audit. We would also require office facilities like telephone, photocopying and meeting room etc.

It is important that the management personnel to attend both opening and closing meeting; hence we request you to arrange the availability of these personnel.

We hope you will find above audit program in order; however you are free to discuss the audit plan with the Lead Auditor considering your work schedules.

Thanking you and assuring you our prompt value added and best services at all times.

Yours faithfully,

Audit Manager

Type of audit:	Surveillance Audit
Standard / Date of issue:	ISO 9001: 2008
Audit period on site (due date):	24.11.2014
Company / Client:	Shri R.K.N.ENGINEERING COLLEGE, KATOL ROAD, NAGPUR
Street / P.O. box:	KATOL ROAD
Post code / City:	NAGPUR
Audit responsible:	PRINCIPAL
Act. QMH Revision date	Issue 01 / Rev.00, Dt. 01.04.2009
Lead auditor & Co-ordinator Auditor	Auditor-I Auditor-II
Number of shifts / audited	General Shifts
Audit language(s):	English

Date	Time	Organizational unit/Location	Name	Event/Element	Auditors	
24.11.14	10:00am	OPENING MEETING (Auditor-I & II)				
24.11.14	10.30 a.m. to 12.00 pm	Electronic Engg.	DH	4.2.4, 4.2.3, 5.2, 6.3, 6.4, 7.1, 7.2.1, 7.2.2, 7.2.3, 7.4.1, 7.4.2, 7.4.3, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.6, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4, 8.3, 8.4, 8.5.2, 8.5.3	Auditor-I	
24.11.14	10.30 a.m. to 12.00 pm	Electronics Design & Technology	DH	4.2.4, 4.2.3, 5.2, 6.3, 6.4, 7.1, 7.2.1, 7.2.2, 7.2.3, 7.4.1, 7.4.2, 7.4.3, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.6, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4, 8.3, 8.4, 8.5.2, 8.5.3	Auditor-II	
24.11.14	12.00pm to 1.30pm	Electrical Engg.	DH	4.2.4, 4.2.3, 5.2, 6.3, 6.4, 7.1, 7.2.1, 7.2.2, 7.2.3, 7.4.1, 7.4.2, 7.4.3, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.6, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4, 8.3, 8.4, 8.5.2, 8.5.3	Auditor-I	
24.11.14	12.00pm to 1.30pm	Construction and Maintenance	DH	4.2.4, 4.2.3, 5.2, 6.3, 6.4, 7.1, 7.2.1, 7.2.2, 7.2.3, 7.3, 7.4.1, 7.4.2, 7.4.3, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.6, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4, 8.3, 8.4, 8.5.2, 8.5.3	Auditor-II	
24.11.14	1.30pm to 2.30pm	Lunch				Auditor-I,II
24.11.14	2.30pm to 4.00pm	MCA	Head	4.2.4, 4.2.3, 5.2, 6.3, 6.4, 7.1, 7.2.1, 7.2.2, 7.2.3, 7.4.1, 7.4.2, 7.4.3, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.6, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4, 8.3, 8.4, 8.5.2, 8.5.3	Auditor-I	
24.11.14	2.30pm to 4.00pm	MBA	Head	4.2.4, 4.2.3, 5.2, 6.3, 6.4, 7.1, 7.2.1, 7.2.2, 7.2.3, 7.4.1, 7.4.2, 7.4.3, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.6, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4, 8.3, 8.4, 8.5.2, 8.5.3	Auditor-II	
24.11.14	4.00pm to 05.00 pm	MR & Top Management	MR & Director	4.2.4, 4.2.3, 5.2, 6.3, 6.4, 7.1, 7.2.1, 7.2.2, 7.2.3, 7.4.1, 7.4.2, 7.4.3, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.6, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4, 8.3, 8.4, 8.5.2, 8.5.3	Auditor-I & II	
24.11.14	5.00pm to 5.30pm	CLOSING MEETING (Auditor-I & II)				
<p>The organization has to put room at the audit team disposal for their vote. The auditors need to be accompanied by the auditee responsible during the audit.</p>						