

MANAGEMENT SYSTEMS CERTIFICATION			FORM
TITLE: Audit Report for Stage-I Audit			
DOC: MSC-F6.2-01	ISSUE: 07	DATE: March 2021	PAGE: 1 of 2
Prepared By: MSCD		Approved By: DDG(MSCD)	

AUDIT REPORT FOR STAGE I AUDIT

Part-A General

1. Auditor's Name and Designation :Vishnu Gupta, External Auditor
Date(s) of the Audit :02 November 2024
3. Application/ License No. :NR/EOMS/A-TMP2024107057
4. Name & Address of the organization : 13 TETRA School Air Force
Air Force Station, Pathankot-145001 (Punjab)
5. Sites Covered :same as given at Sr No. 4

Part-B Review of client's Management System Documentation

1. Product/Service Description: Imparting Technical Type Training on Apache AH-64E (I) and Mi-25U/35 Helicopters in order to enable technicians to undertake all servicing / maintenance activities within the scope of upto 2 line servicing in efficient manner and to conduct training on ground subject for Aircrew to enable them to undertake flying training
2. Technical Area: **Technical Education**
3. CPA Code: **85.32**
4. EOMS Manual/Apex Doc: i) Title: EOMS Manual (Doc. No. 13TS/QMS, Rev No. 00, date: Sep 2024
ii) Date of issue 01/03/2024
iii) Number of amendments (if any):NIL
5. Procedures and other major related Documents: Attach list of mandatory procedures /Other procedures and records [Annexure -I]

PART-C OTHER INFORMATION RELATED TO SITE

1. Understanding of the requirements of the standard
 - a) Identification of key performance/ Significant aspects Yes
 - b) Identification of processes Yes
 - c) Identification of objectives Yes
2. Confirmation of the information provided in the application: **Verified**
3. Scope of the management system : **Please see Annexure -II**
(Please attach declaration from Applicant)
4. Single site/Multiple site/Locations with remarks : **Please see Annexure -III**
(Please attach declaration from applicant)
5. Time allocation for second stage audit : **Please see Annexure- IV**
(Use Time scale estimation module)
6. Legal and statutory requirements : **Please see Annexure - V**
(Please attach declaration from applicant)

NOTES: 1) Refer to MSC-G6.2-04 Guideline for Stage-1 and Stage-2 audit

2) Refer to MSC-G6.2-01 for QMS, G6.2-05, G6.2-06, G6.2-07, G6.2-08, G6.2-09, G6.2-10 to G6.2-15 Guidelines for time scale estimation for respective schemes or G6.2-02 for Integrated or Combined audits as relevant

Part-D Implementation of System

1. Last Internal audit conducted on 27-28 Sept 2024 :Any non-conformity raised during (1) : **Yes/No**.
Any NC still pending : **Yes/No**
NCs raised were not actually NCs. Lack of awareness and incompetent internal auditor. Please see Annexure -VI
2. Last Management Review undertaken on: **01/10/2024; Please see Annexure -VI**
3. For audit of Integrated Management Systems, level of integration*: **Nil/Partly/ Complete**
*Level of integration is explained in MSC-G6.2-02 **NA**
4. Any issues of concern **c: Yes/No**. If Yes, Please see Annexure -VI*

* Note : Attach sheet, if required

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Part-E Recommendations and/or Observation/Comm

1. Recommendations regarding documentation adequacy: Adequate / ~~Not Adequate~~
2. Recommendations regarding implementation: Not Ready for Stage-2 Audit. Please see Please See Annexure -VI
(Give reasons if not ready)

Keeping in view of the observation (Annexure VI), the organization is not presently ready for Stage -2.


3. Total Time recommended for Stage -II audit : [05] mandays

Draft Schedule prepared and attached at Annexure VII

NOTE: Wherever Technical Expert services are utilized along with auditor, expert mandays shall not be part of the audit time. The assessment fee shall be charged only for the audit mandays excluding Technical Expert mandays.

4. Whether operations are carried out in shifts : ~~Yes~~/No.
5. If yes, whether audit is required to be carried out : ~~Yes~~/No
in other shifts other than general shift:
6. If No, give reasons: Working in only one shift
7. Recommendations for further action :

Stage II audit may be planned on receipt of confirmation from the organization for taking action on the observation as issued during the audit

Signature of Auditor: 
Name: VISHNU GUPTA
Date :03/11/2024

For office Use :

Regional office :

PART F - MSCO Review:

1. Time required for Stage -II audit [Justification] :
[Use time calculation sheet]
2. Technical area and number Auditors-experts required:
3. Proposal for Team formation : Attached / Not attached
4. Recommendations

Signature of MSCO (N):
Name:
Date:

DDG(N)



Gp Capt Mukesh Agnihotri
Commanding Officer
IP: 2718 7760
Fax: 0186-234100
E-mail: 25424@personal.iaf.in

ANNEX - I

13 TETTRA School
Air Force Station
Pathankot 145001

13TS/351/2/TRG

02 Nov 2024

Bureau of Indian Standards

LIST OF MANDATORY DOCUMENTS, PROCEDURE AND RECORDS

Dear sir,

1. It is certified that 13 TETTRA School maintains all undermentioned documents, procedures and records for day to day working. The details of documents are placed as Annexure-I.
2. This is for your information and necessary action

Yours sincerely,

Annexure - I

(Refers to Para 1 of

13TS/351/2/TRG

Dated Nov 24)

LIST OF MANDATORY DOCUMENTS, PROCEDURE AND RECORDS

1. EOMS Manual
2. IS/ISO 21001:2018 (EOMS for Educational Organisation – Requirements with guidelines for use)
3. **List of Annexures of EOMS Manual:**
 - a) Management system at 13TS
 - b) Risk in terms of conducting training at 13TS
 - c) Documented information related to 13TS held by various stake holders
 - d) Charter of duties CO
 - e) Charter of duties CI
 - f) Charter of duties Adjutant
 - g) Charter of duties Training Co-Ord Officer (TCO)
 - h) Charter of duties EOMS coordinator
 - i) Charter of duties Tech Adjt
 - j) Charter of duties Asst Adjt
 - k) Charter of duties Course Supervisor
 - l) Charter of duties Unit Warrant Officer (UWO)
 - m) Charter of Duties Unit Examination Board (UEB)
 - n) Charter of duties IC Library
 - o) Charter of duties I/C Training Aids
 - p) Charter of duties I/C ATG & POP
 - q) Charter of duties I/C Skill Development Centre
 - r) Charter of duties I/C Training Plan
 - s) Charter of duties I/C Tool Crib
 - t) Charter of duties I/C CBT Lab
 - u) Duties & responsibilities of invigilator
 - v) Charter of duties UITO
 - w) Charter of duties WOIC IT Section
 - x) Risk and actions to address risks
 - y) Evaluation of actions to address risks
 - z) Planning to achieve objectives
 - aa) Resources provided by the school
 - bb) Resources provided by the external providers
 - cc) Arrangement of facilities and evaluation
4. **List of Manuals:**
 - a) AFO 24/2023
 - b) TCTI – 2023
 - c) IAP 5121
 - d) Guidelines of DGSI
5. **List of Section Order:**

- a) Initial Orientation and Instructional clearance programme for instructors
- b) Guidelines for Weak Trainees and corrective measures
- c) Guidelines for Entry Behavior Test (EBT)
- d) Authorization of Instructors for Evaluation of Answer Sheet
- e) Guidelines for Creation of Practical Test Paper
- f) Formulation of Marking Scheme of Exams
- g) Guidelines for deviation from approved syllabus
- h) Guidelines for assessment and disposal of projects made by trainees
- i) OJT clearance/ proficiency revalidation of instructors
- j) Guidelines for Question Bank and Viva Card Updation
- k) Guidelines for Awarding Best Instructor Rolling Trophy
- l) Standardisation of power point and lesson plan
- m) Guidelines for Question Bank and Viva Card Updation
- n) Guidelines for Course Reports in Case of Indian Army
- o) Guidelines for syllabus Amendment
- p) Authorization of Instructors for evaluation of Answer Sheet

6. Master Index Registers:

- a) List of Register in Planning Cell:
 - I. Deviation register
 - II. Extra class register
 - III. Extra coaching register
 - IV. Records of subjects & classes taken by officer's register
 - V. Instructor loading register (MI-25U/35)
 - VI. Instructor loading register (Apache)
 - VII. Courses loading register
 - VIII. Approved syllabus register
- b) List of Registers in Training Cell:
 - I. Guest lecture register
 - II. Faculty development programme register
 - III. Feedback register
 - IV. Feedback analysis register (Apache)
 - V. Feedback analysis register (MI-25U/35)
 - VI. Suggestion/ feedback register by instructor
 - VII. Training policy and order review register
 - VIII. Out station visit training record register
 - IX. Instructor orientation record register
 - X. End of course feedback follow up register (by trainees)
- c) List of Registers in TCO Section:
 - I. Course commencement/Completion report register
 - II. Quarterly instructor evaluation monitoring register
 - III. Mentor detailment register
 - IV. Course supervisor detailment register
 - V. Book in /out register
 - VI. TCO H/O & T/O register
- d) List of Training Aid Register:
 - I. MI-25U/35 training aid register (structure)
 - II. MI-25U/35 master training aid register

- III. AH-64E(I) & MI-25U/35 3MI register
- IV. MI-25U/35 training aid register (electronics)
- V. MI-25U/35 training aid register (propulsion)
- VI. MI-25U/35 training aid register (weapon)
- VII. MI-25U/35 training aid register (electrical)
- VIII. AH-64 E(I) Apache master training aid register
- IX. AH-64 E(I) Apache training aid register (prop)
- X. AH-64 E(I) Apache training aid register (struc)
- XI. AH-64 E(I) Apache training aid register (electronics)
- XII. AH-64 E(I) Apache training aid register (weapon)
- XIII. AH-64 E(I) Apache training aid register (electrical)
- XIV. Project record register (AH-64E(I) & MI-25U/35)

e) List of Registers in Exam Cell:

- I. TTC register
- II. EBT register
- III. Certificate issue register
- IV. Exam invigilator record register
- V. Instructor details for evaluation of answer sheet register
- VI. Re-test register
- VII. Caution/ warning issue letter register
- VIII. Question bank database register
- IX. Question paper check & grading record register
- X. E-mms sr's monitoring register
- XI. Book in/out register
- XII. Master index register
- XIII. OTES hall book-in & book-out register
- XIV. Blue print ID & question paper ID monitoring register
- XV. Answer sheet indexing register
- XVI. Answer sheet surprise check by CO/CI register
- XVII. Biometric monitoring register
- XVIII. Question bank password register
- XIX. Handing over & taking over register
- XX. DV/ID analysis register
- XXI. Verbal caution by CO/CI

f) List of Classified Registers held by Orderly Room:

- I. Master File Index Register
- II. Brass Seal Mov Register
- III. Temporary I Card Register
- IV. IAFF(O) 307 Register
- V. Destruction of Old AFIC/TIC Register
- VI. Handing Taking Over Register for External Hard Disk
- VII. DMI Talking Points Register

g) List of Unclassified Registers held by Orderly Room:

- I. Issue of dependent ID card
- II. DSR (Rly Forms)
- III. CSD item/loan register
- IV. Document receipt register
- V. Document dispatch register

- VI. Posting In register
- VII. Posting out register
- VIII. Officers mov register
- IX. Signal allotment register
- X. Mail IN register
- XI. Issue of certificate
- XII. CEA register
- XIII. MES complaint register
- XIV. Air warrior card register
- XV. FRW/FORM D register
- XVI. Mail out register
- XVII. Recovery register
- XVIII. RICO AFICIO register
- XIX. Cash TA register
- XX. Details of family member register
- XXI. Master file index register
- XXII. Waste paper register
- XXIII. File movement register
- XXIV. Key orderly register
- XXV. S&C Mail in register
- XXVI. S&C Mail out register
- XXVII. Daily billet inspection register
- XXVIII. STD/FAX register
- XXIX. Level I and II register
- XXX. Misc info register (Elector roll/MACP/GCB ETC.)
- XXXI. Personal IT devices register
- XXXII. Book In/Out register: Airmen
- XXXIII. Minor Offence Register
- XXXIV. Leave Register Officers
- XXXV. Bio Data Airmen/NC(E)
- XXXVI. Mail Out Register
- XXXVII. Mail Follow Up Register
- XXXVIII. DRSS Register
- XXXIX. Passport safe custody Register
- XL. SI, CINEMA, AFWWA Subscription Register
- XLI. Movement In Register
- XLII. Movement Out Register
- XLIII. Social Service/National Building Register
- XLIV. Living Out without family Register
- XLV. Leave Register
- XLVI. E-ticketing register
- XLVII. Unit flight safety and welfare register
- XLVIII. Interview register before & back from leave TD/posting

7) **Internal Audit Report**

8) **MR Record**



Gp Capt Mukesh Agnihotri
Commanding Officer
IP: 2718 7760
Fax: 0186-234100
E-mail: 25424@personal.iaf.in

ANNEX- III

13 TETTRA School
Air Force Station
Pathankot 145001

13TS/351/2/TRG

02 Nov 2024

Bureau of Indian Standards

DECLARATION FOR OPERATION AT SINGLE SITE

Dear sir,

1. It is to intimate that 13 TETTRA School undertakes its training activities at following address: -

13 TETTRA School
Air Force Station, Pathankot
Dist- Pathankot
State: Punjab
PIN: 145001

2. This is for your information and necessary action

Yours sincerely,



Gp Capt Mukesh Agnihotri
Commanding Officer
IP: 2718 7760
Fax: 0186-234100
E-mail: 25424@personal.iaf.in

ANNEX - II

13 TETTRA School
Air Force Station
Pathankot 145001

13TS/351/2/TRG

02 Nov 2024

Bureau of Indian Standards

REQUEST FOR SCOPE FOR EOMS IS/ISO21001:2018

Dear sir,

1. Reference is made to our application No. TEM2024107057 for EOMS certification. The scope of certification will be as follows:-

"Imparting Technical Type Training on Apache AH-64E (I) and Mi-25U/35 Helicopters in order to enable technicians to undertake all servicing / maintenance activities within the scope of upto 2nd line servicing in efficient manner and to conduct training on ground subject for Aircrew to enable them to undertake flying training."

2. All clause of IS/ISO 21001:2018 are applicable except clause of 8.3 (Design and Development of the Educational Products and Services) and clause 8.5.1.6 (Additional Requirements for Special Needs Education) for the reason tabulated below: -

Clause	Reason
8.3	Course designed and developed by Air HQ which is not the scope of this Institute
8.5.1.6	Special Education is not the scope of this school as during recruitment, individual is checked for physical and mental fitness

3. This is for your information and necessary action

Yours sincerely,

Application/Licence Number : TMP2024107057

Date : 02-11-2024

Time Scale calculation review : EOMS		
S.NO.	Description	Number/Man days
1	Number of part time personnel converted to full time(8 h).	0
2	Number of personnel in simple functions .	9
3	Number of personnel partly concerned with certification scope	0
4	Effective number of personnel as per clause 6.3.1 & 6.3.2 ((3) + 25% of (2))	3
5	Number of personnel in first shift.	28
6	Number of personnel in other shifts.	0
7	Number of personnel in other shifts for mutually exclusive activities.	0
8	Total Number of effective personnel (1)+(4)+(5)+(6)+(7)	31
9	Category of risk	Low complexity
10	Total time for audit(I + II Stage) as per table 6	6
11	Duration for stage I audit(clause 6.4.1)	1
12	Duration for stage II audit(80% of (10), minimum)	5
13	Duration for stage II audit after reduction/increase for complexity(tables 4 & 5)	5

Complexity factors for reducing time	
S.NO.	Description
1	No Design

Complexity factors for increasing time	
S.NO.	Description
1	Visit to outsourced functions/ process

Final II stage audit time proposed : 5 man days

For Surveillance : 2 man days

For Recertification : 4 man days

Reason for complexity assessment : Education

Remarks :

Signature :

Auditor : VISHNU GUPTA

Note : In case of activities other than first shift, audit plan shall also include audit of these activities separately.

MSCO



Gp Capt Mukesh Agnihotri
Commanding Officer
IP: 2718 7760
Fax: 0186-234100
E-mail: 25424@personal.iaf.in

ANNEX-V

13 TETTRA School
Air Force Station
Pathankot 145001

13TS/351/2/TRG

02 Nov 2024

Bureau of Indian Standards

**DECLARATION ABOUT COMPLIANCE
OF LEGAL AND STATUTORY REQUIREMENTS**

Dear sir,

1. It is intimated 13 TETTRA School follows all compliance of legal and statutory requirements.
2. This is for your information and necessary action

Yours sincerely,


ANNEX - VI

Bureau of Indian Standards

Application Number: NR/EOMS/A-TMP2024107057

IS/ISO: 21001:2018

Date of Audit: 02/11/2024

Sl Nos.	Observations	Evidence Verified
1	EOMS Coordinator and other concerned persons need Training for awareness about the requirements and implementation and internal audit of EOMS as per IS/ISO 21001:2018.	Discussion
2	Last Internal Audit was held on 27-28 Sept 2024 but it needs to be conducted by trained and competent auditors for each section/activity after planning an audit program with defining audit criteria and scope for ensuring effective implementation of EOMS.	Discussion and Internal Audit Report
3	The Management Review Meeting was held on 01/10/2024 but it needs to cover all input/agenda point as given in clause 9.3.3 of IS/ISO 21001:2018	Discussion and MRM Records
Auditee (Organization) <i>A. Sanyal</i> 13 TETRA School Air Force, Air Force Station, Pathankot-145001 (Punjab)		Sign. of Auditor: Auditor Name: Vishnu Gupta 

Draft Stage II Initial Audit Schedule for EOMS as per IS/ISO 21001:2018**AUDIT DATES** **5 Mandays (2.5 days)****Audit Team** **Team Leader (TL)**
Auditor 1**Day 1:**

Process Deptt./Activity	Time	Auditor	Auditee
Opening Meeting	09:30 h– 10:00 h	All	
Site Visit	10:00 h– 10:30 h	All	
Top Management and MR Activities	10:30 h– 13:00 h	TL	
Technical Coordination Section (TCR)	10:30 h– 13:00 h	1	
LUNCH	13:00 h– 13:30 h		
Top Management and MR Activities Contd... and evaluation of auditors	13:30 h– 17:00 h	TL	
Academic Section	13:30 h– 17:00 h	1	
Review of Day's work and Auditors' Meeting	17:00 h– 17:30 h	All	

Day 2:

Process Deptt./Activity	Time	Auditor	Auditee
Planning Section (TCO-II)	09:30 h– 13:00 h	TL	
Exam Cell	09:30 h– 13:00 h	1	
LUNCH	13:00 h– 13:30 h		
Training Section (TCO-II)	13:30 h– 17:00 h	TL	
Tech Library & IT Section	13:30 h– 17:00 h	1	
Review of Day's work and Auditors' Meeting	17:00 h– 17:30 h	All	

Day 3:

Process Deptt./Activity	Time	Auditor	Auditee
ATG / Purchase	09:30 h– 12:00 h	TL	
Hostel/Mess	09:30 h– 12:00 h	1	
Review of Day's work and Auditors' Meeting Discussions with Auditee and Report Preparation	12:00 h– 13:00 h	All	
Closing Meeting	13:00 h– 13:30 h	All	

Signature of Team Leader**Name:****Date:****Signature of MR****Name:****Date:**

AUDIT LOG SHEET OF PERSONNEL FOR AUDITING
(BIS AUDITOR/EXPERT AND EXTERNAL AUDITOREXPERT)

DOC: MSC-F7.1-04
ISSUE: 04
DATE: OCT 2016
PAGE: 1 OF 1
APPROVED BY: DDG

Name & address of applicant/licensee: 13 TETTRA School Air Force
Air Force Station, Pathankot-145001 (Punjab)

System Standard Audited: EOMS (IS/ISO 21001:2018)

Tele: 9435780231 Email: gyanen.13@gov.in

Type of Audit: Initial/Surveillance / Renewal

Stage I Initial

Please use BLOCK LETTERS


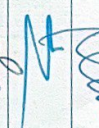

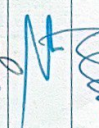























Sl. No.	Employee No/ Auditor Reg No	Names of Auditors/ Expert/Auditor in training	Role of auditor	Date(s) of Audit	Audit Duration (in days) (see Note 1)		Verification by Auditee (Signature, name, position within organization)	BIS Verification (by MSCO(R) for Lead Auditor and Team Leader & by Team Leader for others) Sign., Name & Contact Details
					On Site	Off Site		
1	842	VISHNU GUPTA	TEAM LEADER & EXPERT	02/11/2024	01	0.5	(Mukesh Agnihotri) Group Captain Commanding Officer 13 TETTRA School, AF 02 Nov 24	

Audit carried out on behalf of : Bureau of Indian Standards, Delhi

Note: 1. Duration – Total time (to nearest half day) On-Site Time spent on actual auditing activities including Opening & Closing meetings and report writing. It may be calculated on the basis that overall, for each On-Site day's work around half-day Off-Site time may be required. Completed log sheet should be sent to MSCO(R) who would forward the original to Head (MSCD)/PTO and retain a copy.

MSCO (R)
Head (MSCD) / PTO

ATTENDANCE SHEET FOR OPENING AND CLOSING MEETING ON 02 NOV 24 FOR STAGE-I AUDIT:
13 TETTRA SCHOOL

Sl. No.	Rank	Name & Initials	Opening meeting time	Signature	Closing meeting time	Signature
1.	Gp Capt	Mukesh Agnihotri	0930 hrs		1800 hrs	
2.	Wg Cdr	Rinku Dogra	0930 hrs		1800 hrs	
3.	Stage-I Auditor	Mr. Vishnu Gupta	0930 hrs		1800 hrs	
4.	WO	KK Singh	0930 hrs		1800 hrs	
5.	WO	Anuj Gangal	0930 hrs		1800 hrs	
6.	JWO	K Prajapati	0930 hrs		1800 hrs	
7.	JWO	GK Shukla	0930 hrs		1800 hrs	
8.	Sgt	S Jena	0930 hrs		1800 hrs	
9.	Sgt	K Krishna	0930 hrs		1800 hrs	
10.	Sgt	Anupam Kumar Singh	0930 hrs		1800 hrs	
11.	Sgt	Sonal Mohandas	0930 hrs		1800 hrs	
12.	Sgt	PK Yadav	0930 hrs		1800 hrs	
13.	Sgt	Sumer Singh	0930 hrs		1800 hrs	
14.	Sgt	SK Chauhan	0930 hrs		1800 hrs	
15.	Sgt	SK Shukla	0930 hrs		1800 hrs	
16.	Sgt	P Saikiran	0930 hrs		1800 hrs	