

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

**AUDIT REPORT FOR STAGE I AUDIT**

**Part-A General**

1. **Auditor's Name and Designation** : Mahesh D Chilakwad, Ex Sc E & External Auditor
2. **Date(s) of the Audit** : 29 September 2024
3. **Application/ License No.** : QMS/WR/A – APP 2024086909
4. **Audit standards** : IS/ISO 9001:2015
5. **Name & Address of the organization** : M/s Rajesh India Manufacturing Private Limited,  
Plot no 4, Survey No 190, Opposite Universal College of  
Engineering, Poman Village Road, Near HP Petrol  
Pump, Kaman Bhiwandi Road, Vasai (E ), Dist: Palghar - 401208
6. **Sites Covered** : As above

**Part-B Review of client's Management System Documentation**

1. **Product/Service Description** : Design, manufacturing of machinery/equipment for precious metal refining, chemical industries and pharmaceutical Industries.
2. **Technical Area:** Other general purpose machines and metal forming machines & machine tools
3. **CPA Code** : 28.21 & 28.41
4. **IMS Manual/Apex Doc** :
  - i) Title: QMS manual
  - ii) Issue No. 01, Rev No 00 date of issue: 01.08.2024
  - iii) Number of amendments (*if any*) : No revisions done so far
5. **Procedures and other major related Documents:** Attach list of mandatory procedures /Other procedures and records [Annexure –I] – Only two procedures, process charts (details enclosed)

**PART-C OTHER INFORMATION RELATED TO SITE**

1. **Understanding of the requirements of the standard**
  - a) Identification of key performance/ Significant aspects: Not applicable since application is for QMS
  - b) Identification of processes: Processes IDENTIFIED SEPARATELY as process charts
  - c) Identification of objectives: Found established & addressed separately
2. **Confirmation of the information provided in the application:**
3. **Scope of the management system** : **Please see Annexure –III: Scope letter attached**  
(Please attach declaration from Applicant)
4. **Single site/Multiple site/Locations with remarks** : **Please see Annexure : Single site as above**  
(Please attach declaration from applicant)
5. **Time allocation for second stage audit** : **Please see Annexure- IV: attached .**  
(Use Time scale estimation module)
6. **Legal and statutory requirements** : **Please see Annexure : There are no legal requirements applicable for the manufacture of such equipments**  
(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

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**Part-D Implementation of System**

1. Last Internal audit – 22 Aug 2024 but internal audit reports are yet to be prepared.
2. Any non-conformity raised during (1) : ~~Yes~~/No.
3. Any NC still pending : ~~Yes~~/ No
4. Last Management Review undertaken on : 24 Aug 2024 (Freq 6 monthly). MRM Minutes are yet to be prepared.
5. For audit of Integrated Management Systems, level of integration\*:Not Applicable-~~Nil/Partly/Complete~~  
\*level of integration is explained in MSC-G6.2-02
6. Any issues of concern : ~~Yes~~/No. If Yes, Please see Annexure –V : N.A.
7. Recommendation /Comments, if any: Applicant desires to have stage 2 audit during Oct 2024 (02 auditors for 4.5 days for QMS certification).
8. Recommendations regarding documentation adequacy : Adequate /~~Not Adequate~~

9. Recommendations regarding implementation : Ready for Stage-2 Audit ~~or Not Ready~~  
(Give reasons if not ready)

10. Total Time recommended for Stage -II audit : [4.5] mandays. Draft Schedule and Draft Audit matrix are placed as Annexure VI & 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.*

11. Whether operations are carried out in shifts : ~~Yes~~/No.
12. If yes, whether audit is required to be carried out : ~~Yes~~/No  
in other shifts other than general shift:
13. If No, give reasons: N.A.
14. Recommendations for further action : Stage 2 audit may planned during Oct 2024 for 4.5 mandays for QMS with 02 auditors on mutually convenient dates. ( QMS Certification)



Signature of Auditor :  
Name : M D Chilakwad

Date : 29 Sept 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

DDG(W)

Signature of MSCO ( W):

**Name:**

**Date:**

**Annexure III – Scope letter**

**Annexure IV – Time estimation sheet**

**Annexure VI – Draft certification audit schedule**

**Annexure VII – Audit plan matrix**

Annex VIII – Audit logsheet

Annex IX – Details of documents verified

**Details of Verification done (Stage 1 audit)**

**Annex IX**

1. Application No: QMS/WR/A-APP2024086909 for IS/ISO 9001:2015
2. Name of the Organisation: M/s Rajesh India Mfg Pvt Ltd, Kaman, Vasai (E )
3. Name of Contact person: Ms Pooja Painuli, Director cum MR (9284217867)  
Email: accounts2rajeshindiamfg.com
4. Documents verified: i. QMS Manual; Issue 01; Rev No 00; dated 01.08.2024  
ii. Common procedures: There are only 02 procedures viz Procedure for Control of Documents (RIMPL/QP/MR/COD/01) and Procedure for Internal Audit (RIMPL/QP/MR/IA/01); There are process charts established for Design/development (RIMPL/PC/DD24); Basic refining process (RIMPL/PC/PROD24); Process chart for purchase (RIMPL/PC/PUR24); Business process chart (RIMPL/PC)  
iii. Annexures as mentioned below:
  - iv. Organisation chart
  - v. Roles, responsibilities & authorities
  - vi. QMS Policy
  - vii. context of the organization (Risk chart RIMPL/MR/F/01)
  - viii. objectives
  - ix. needs & expectations of interested parties(Risk chart RIMPL/MR/F/01)
  - x. Risks & opportunities chart(Risk chart RIMPL/MR/F/01)
  - xi. Internal audit schedule - internal audit reports are yet to be prepared
  - xii. Management review – MRM minutes are yet to be prepared.
  - xiii. Design & development activity details to be addressed in QMS manual under cl 8.3.
5. Total manpower contributing to QMS is 11 & others in simple functions as indicated in time escalation sheet
6. Customer feedback details & customer complaint register found maintained
7. **Applicant is ready and desire to have stage 2 audit during Oct 2024 (02 auditors for 4.5 mandays)**



**Draft Certification Audit Schedule**

Annex VI

(Audit schedule has been prepared for QMS)

Our Ref : QMS/WR/A-APP2024086909 for IS/ISO 9001:2015

Auditee: M/s Rajesh India Mfg Pvt Ltd, Vasai

Auditing Body: Bureau of Indian Standards

Audit Dates: Day 1, Day 2, Day 3

Audit Team: Team Leader (TL – 2.5 mandays) &amp; Auditor (A – 2 mandays)

Day 1:

Time	Activity/Branch	Auditor	Auditee
1000 -1030h	Opening meeting	TL + A	As per enclosed list
1030-1100h	Quick visit of factory	---do---	
1100 – 1300h	MR (including training)	TL	
--do--	Sales & Marketing	A	
1300 – 1400h	Lunch break		
1400 – 1730h	MD (Recruitment & training)	TL	
---do--	Purchase	A	
1730 -1800h	Interaction with auditee regarding day's audit finding	TL + A	

Day 2:

Time	Activity/Branch	Auditor	Auditee
1000 -1300h	Design dept	TL	
---do---	Stores, packing & dispatch	A	
1300 – 1400h	Lunch break		
1400 -1730h	Production (planning, fabrication, assembly)	TL	
--do--	QC	A	
1730 -1800h	Interaction with auditee regarding day's audit finding	TL + A	

Day 3: (FN)

Time	Activity/Branch	Auditor	Auditee
1000 – 1130h	Customer service dept	TL	
1130 – 1200h	MD	TL	
1200 - 1300h	Audit report preparation, closure of NC if any, interaction with auditee	TL	
1300 -1330h	Closing meeting	TL	As per enclosed list

**29 September 2024**

**A. QMS**

- i. MD & MR : 4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.6, 8.7, 9.1, 9.2, 9.3, 10.1, 10.2, 10.3
- ii. Sales & Marketing: 4.1, 4.2, 4.4, 5.2, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5.3, 8.1, 8.2, 8.7, 9.1, 9.2, 10.1, 10.2, 10.3
- iii. Design dept: 4.1, 4.2, 4.4, 5.2, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5.3, 8.1, 8.3, 8.5, 8.6, 8.7, 9.1, 9.2, 10.1, 10.2, 10.3
- iv. Purchase: 4.1, 4.2, 4.4, 5.2, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5.3, 8.1, 8.4, 8.7, 9.2, 10.1, 10.2, 10.3
- v. Stores, pkg & dispatch: 4.4, 5.2, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5.3, 8.1, 8.5.4, 8.7, 9.2, 10.1, 10.2, 10.3
- vi. Production : 4.4, 5.2, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 7.5.3, 8.1, 8.5, 8.7, 9.2, 10.1, 10.2, 10.3
- vii. QC: 4.4, 5.2, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 7.5.3, 8.1, 8.5, 8.6, 8.7, 9.2, 10.1, 10.2, 10.3
- viii. Customer service dept: 4.4, 5.2, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 7.5.3, 8.1, 8.5, 8.7, 9.2, 10.1, 10.2, 10.3

# BUREAU OF INDIAN STANDARDS

Application/Licence Number : QMS/WR/A-  
APP2024086909

Date : 27-09-2024

Time Scale calculation review : QMS		
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 .	90
3	Number of personnel partly concerned with certification scope	11
4	Effective number of personnel as per clause 6.3.1 & 6.3.2 ((3) + 25% of (2))	34
5	Number of personnel in first shift.	59
6	Number of personnel in other shifts.	0
7	Number of personnel in other shifts for mutually exclusive activities.	0
8	<b>Total Number of effective personnel (1)+(4)+(5)+(6)+(7)</b>	<b>93</b>
9	Category of risk	Low complexity
10	Total time for audit(I + II Stage) as per table 6	7
11	Duration for stage I audit(clause 6.4.1)	1
12	Duration for stage II audit(80% of (10), minimum)	6
13	Duration for stage II audit after reduction/increase for complexity(tables 4 & 5)	4.5

Complexity factors for reducing time	
S.NO.	Description
1	Similar function is carried out by large number of personnel
2	Very small site( Example – office complex only)
3	Repetitive process like same service delivered by many people

Complexity factors for increasing time	
S.NO.	Description

**Final II stage audit time proposed : 4.5 man days**

**For Surveillance : 2 man days**

**For Recertification : 4 man days**

**Reason for complexity assessment : Manufacturing not covered elsewhere**

**Remarks : THIS IS A SINGLE SITE APPLICATION**

**Signature :**

**Auditor : M D Chilakwad**

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

**MSCO**



**RAJESH INDIA**  
MANUFACTURING PVT. LTD.

## Scope for Certification

“Design, Manufacture and Supply of Precious Metal Refinery Machines/equipment, Effluent Treatment Plant, Scrubber unit along with some accessories for chemical Industry, Food Industry and Pharma Laboratories.”



*M. Lakshmi*  
29 Sept 2024



## Observations and findings

Ref: QMS/WR/A - APP 2024086909

Auditee: M/s Rajesh India mfg Pvt Ltd, Vasai

Stage 1 audit date: 29 Sept 2024 (29.09.2024)

Auditor: M.D. Chitakwad.

Findings for actions: -

- 1) As informed, internal audit was done on 22 Aug 2024; however internal audit reports are yet to be prepared.
- 2) As informed, Mgt Review was conducted on 24 Aug 24; however MRM minutes are yet to be prepared.
- 3) Organisation chart prepared to be inserted in QM under cl. 5.1.
- 4) Details related to design activity needs to be addressed under cl. 8.3 of QMS manual.

Asked MR to inform BIS once above actions are completed so as to plan for certification audit at the earliest.

MR.



M  
Chitakwad

M.D. Chitakwad  
BIS Auditor  
29 Sept 2024

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

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

Name & address of applicant/Licensee: M/s Rajesh India mfg Pvt Ltd  
Vasav (E) Management System Standard Audited : IS/ISO 9001:2015

Tele: 9284217867 Email: accounts@rajoshindiamfg.com Type of Audit: Initial/Surveillance/Renewal Stage 1  
 Please use BLOCK LETTERS

S.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		
01	982	M.D. CHILAKWAD	Auditor	29.09. 2024	01	—		



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

Note: 1. Duration - Total time (to nearest half day) On-Site. Time spent on actual auditing activities including Opening & Closing meetings. Off-Site. Time spent on planning/preparation, document review 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