

MSME TOOL ROOM
CENTRAL INSTITUTE OF TOOL DESIGN, HYDERABAD.

Action Plan for maintaining the management Systems of ISO 9001 : 2008 Certification Continuation.

Sl.No.	ACTIVITES	PERIODICITY/ FREQUENCY	TARGET DATE
01	Closing of NCRs within stipulated time as specified by Certification bodies.	As per Certification body's requirement.	30 days after Certification Audit. 15 day after Internal Audit.
02	Validity of issued certificate for a period of three years from the date of it's issue by complying annual surveillance audit.	03 years	August-2014
03	Ensuring completion of Surveillance Audit / reassessment audit in its due time as per contract, i.e total two no. of audit in each case over the period of 3 years.	Yearly Twice	August, 2012
04	Review and updating the documents For ISO 9001:2008 for reassessment audit.	--	All NCR's cleared in July'2011 and Re-Certification received on 7-2-2012
05	Review and compliance with Statutory/Regulatory compliance as appropriately applicable for the organization with respect to corresponding Management System Certification.	Yearly Twice	June, 2012
06	Conducting Internal audit by CITD internal audit team members at least twice in a year, Frequency of audit can be increased depending upon the requirement from time to time as decided by management.	Yearly Twice	June, 2012
07	Conducting Management Review Meeting at least twice in a year, Frequency of MRM can be increased depending upon the requirement from time to time as decided by management	Yearly Twice	August,2012
08	Creating awareness Programme for employees, trainees and contractors as per need assessment by HR	Yearly	December, 2012
09	Re assessment Audit for Certification of ISO 9001:2008	--	May'2014