

**CENTRAL TOOL ROOM & TRAINING CENTRE**  
**KOLKATA**

**Action Plan for maintaining the management Systems of  
ISO 9001:2008 (QMS), Certification Continuation.**

<b>SL NO</b>	<b>ACTIVITIES</b>	<b>PERIODICITY /FREQUENCY</b>	<b>TARGETDATE</b>
01	Closing of NCRs within stipulated time as specified by Certification bodies	As per certification body's requirement	30 days after Certification 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 ISO 9001:2008	August, 2013
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 . ISO 9001:2008	Yearly Once.	Done on 24.06.2011 and next Scheduled on 5 <sup>th</sup> June, 2012
04	Review and updating the documents FOR ISO 9001 for reassessment audit		May 2012
05	Review and compliance with the Statutory/Regulatory compliance as appropriately applicable for the organization with respect to corresponding Management System Certification.	yearly	Done in June 2011
06	Conducting Internal audit by CTTC 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	Six monthly	November, 2011 May, 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	Six Monthly	November, 2011 May, 2012
08	Creating awareness Programme for employees, trainees and contractors as per need assessment by HR	yearly	July, 2011 April, 2012
09	Re assessment Audit for Certification of ISO 9001:2008		June-2012