Audit Report (Stage 1) ----

Organisation: **VISAT ENGINEERING COLLEGE**
Audits (ZA): **Q 12381/2023**

Master Data of Organisation	
Name of Organisation	VISAT ENGINEERING COLLEGE
Name of corporate group (in case of multi site organization only)	
Street	Vijnan Nagar, Nelloorupara, Mutholapuram Post, Elanji, Ernakulam District
Postcode / Town / Country	686665 / Kerala / India
Contact	Ms.Divya Nair (MR), Dr.Anoop K. J (Ptincipal), Mr.Pramod Nair (Director – Administrator)
E-Mail	asst-prof-divya@visat.ac.in, principal@visat.ac.in, director-admin@visat.ac.in
Phone	VISAT ENGINEERING COLLEGE
Multi-site organisation	All sites are listed in: ☐ Audit reference data sheet ☐ Separate listing ☐ Audit program/ATEA (calculation)
Shift operation	
System documentation: (Revision / Issue)	VISAT/EOMS/MDI/2022, Issue No: 01, Rev: 00, Dated: 07.02.2022
Language	English, Tamil

Audit profile ?		
Contract ID (ZE):	Q 12381	
Standards under contract / Audit type	ISO 21001 : 2018 Stage 1 Audit ☐ Transition audit ☐ (Partly) Remote	: ☐ Transition audit ☐ (Partly) Remote
	: ☐ Transition audit ☐ (Partly) Remote	: ☐ Transition audit ☐ (Partly) Remote
Surveillance mode		
Audit team leader	Sathish Kumar R (SR)	
Audit team	Nil	
Technical expert	Nil	
Trainee	Nil	
Observer	Nil	

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TÜV NORD
Zertifizierung

Audited Standards		
ISO 21001 : 2018		Stage 1 Audit
Certificate ID (TP):	NA	Valid until: NA
Scope: Providing Educational Services Leading to Bachelor's Degree in Engineering & Technology.		
Industry / Sector (EA, TB, …)	37	
Non-applicability of chapters:	Clause 8.3, Clause 7.1.5	
No. of considered persons:	42	No. of sites (incl. HQ): ONE (1)
Lead auditor:	Sathish Kumar R	Audit ID (ZA): Q 12381/2023
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Certificate ID (TP):		Valid until:
Scope:		
Industry / Sector (EA, TB, …)		
Non-applicability of chapters:		
No. of considered persons:		No. of sites (incl. HQ):
Lead auditor:		Audit ID (ZA):
--- :		---
Certificate ID (TP):		Valid until:
Scope:		
Industry / Sector (EA, TB, …)		
Non-applicability of chapters		
No. of considered persons:		No. of sites (incl. HQ):
Lead auditor:		Audit ID (ZA):
--- :		---
Certificate ID (TP):		Valid until:
Scope:		
Industry / Sector (EA, TB, …)		
Non-applicability of chapters:		
No. of considered persons:		No. of sites (incl. HQ):
Lead auditor:		Audit ID (ZA):

Details for Stage 1 – Audit		
Stage 1		
Duration Stage 1 (including document review)	ISO 21001 : 2018	1,00 person-day(s)
	--- :	0,00 person-day(s)
	--- :	
	--- :	0,00 person-day(s)
		0,00 person-day(s)
Date Stage 1	08.03.2023 – 08.03.2023	1,00 total
Remote Auditing (ICT) tools used, if any		
☐ Skype ☐ MS Teams ☐ Webex ☐ Zoom ☒ Google Meet ☐ Others : Please specify		

Stage 1 result			
System documentation			
The system documentation was reviewed with the following result::			
ISO 21001:2018	---	---	---
☐ q.v. attached checklist(s) for system documentation			
Readiness			
Relevant areas of the organisation were visited during a tour of the site and individual employees were asked about their activities and the management system on a random sample basis in order to gain an impression of employee awareness.			
ISO 21001:2018	---	---	---
Internal audits and assessments of the management system			
Planning and implementation of the internal audit and the management system reviews were checked using the available documented informations.			
ISO 21001:2018	---	---	---
If individual requirements have been assessed as "identified areas of concern", the areas of concern are described in more detail in the "detailed results" section.			

Detailed results

The evaluation of the audit results basically follows the scheme shown below:

Stage	Classification	Meaning
IAC	Identified areas of concern	Areas of concern that have been identified during stage 1 audit and could be classified as a nonconformity during stage 2 audit.
CM	Comments	Special situation and information to be traced in next audit.

No.	IAC (Identified area of concern)	Area / Process	Standard:clause
1.	1.Process of Review Frequency for Context of Organization is not evident in Manual 2.Context for which now only department view is demonstrated, however context related to and perview of Top Management has to be updated in the manual.	Documentation	ISO 21001:2018, Clause 4.1
2.	1.Process of Review Frequency for Needs and Expectations is not evident in Manual. 2.Needs and Expectation is not Identified for Management, Legal and Regulatory Bodies, Guest Faculties.	Documentation	ISO 21001:2018, Clause 4.2
3.	Justification for Exclusion of 8.3 for Product has been defined and verified, however the design / Development related to Service (Teaching) process is not addressed.	Documentation	ISO 21001:2018, Clause 4.3
4.	Process Map doesnt address about the sequence and Interaction of Library and Examination (Internal) Process.	Documentation	ISO 21001:2018, Clause 4.4
5.	Manual address the Special needs education, However the facilties and Procedure for how to handle and how will the institute supports the special needs for temporary issue can be elobrated.	Documentation	ISO 21001:2018, Clause 5.1.3
6.	Responsability and Authorities defined and verified, However the Authority of approving the Corrective action for Internal Audit NC raised can be updated.	Documentation	ISO 21001:2018, Clause 5.3
7..	Risk and Opportunity related to Teaching has been evidenced and verified, However the Risk and Opportunity related to micro level activity may be adressed for betterment	Documentation	ISO 21001:2018, Clause 6.1
8.	Objectives defined and Monitoring done which is verified, However the Objective can be in Measurable and Frequency related to Monitoring can be revisited for betterment.	Documentation	ISO 21001:2018, Clause 6.2
9.	Additional Requirements for Special Needs education has been addressed in Manual, However the What skill required, what abilities required, how Adaptive Instruction given, how Ciriculam modification will be done is not defined.	Documentation	ISO 21001:2018, Clause 8.1.3
10.	Internal Audit Procedure defined evidneced and Internal Audit Conducted, However Internal Audit for Top Management, Library, Admission Process is not demostrated in the Audit Report and As well as Audit Schedule. (Clause Number refernece also not evident)	Documentation	ISO 21001:2018, Clause 9.2

No.	IAC (Identified area of concern)	Area / Process	Standard:clause
11.	MRM Procedure evidenced and conducted as per the Procedure However the Agenda points related to Performance of EOMS, Internal Audit Result, PTA meeting discussion can be recorded.	Documentation	ISO 21001:2018, Clause 9.3

No.	CM (Comments)	Area / Process	Standard:clause
	Nil		

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TÜV NORD *Zertifizierung*

Recommendation of audit team: Result

☒ The audit team is convinced that the Stage 2 can be performed as scheduled without limitations.

☐ The audit team is convinced that the Stage 2 can be performed as scheduled but the organisation must ensure, however, that the areas of concern that have been identified, have been effectively corrected before the scheduled date.

☐ The audit team is convinced that effective correction of the areas of concern that have been identified, must be verified before the Stage 2 can be conducted (repeat Stage 1).

The conclusion of Stage1 shall specifically include comments related to compliance of the following points (for EnMS only)

- Confirmation of scope and boundaries of the EnMS for certification; _____
- Review of a graphical or narrative description of the organizations facilities, equipment, systems_____
- Processes for the identified scope and boundaries; _____
- confirmation of the number of EnMS effective personnel, energy sources, significant energy uses_____
- Annual energy consumption, in order to confirm the audit duration_____
- review of the documented results of the energy planning process _____
- List of the energy performance improvement _____

Recommendation of audit team: Plan for stage 2 (duration, team, sites etc..)

The comments regarding the Stage 2 and the surveillance program were drawn up based on the results of the above audit activities

☒ The audit team is convinced that the scheduled provisions for Stage 2 are adequate.
(No certification decision is required).

☐ The audit team identifies in Stage 1 - audit significant facts having impact on the management system or the scheduled audit and certification process.
The Certification Body shall decide on next steps, e.g. if stage 1 or parts thereof shall be repeated.

　　Proposal of audit team how to continue:

　　☐ Further details in annex

　　Review and approval by Certification Body for :　　　　/　　　/　　　/

Name:	Sathish Kumar	Date:	08th March 2023

Signature

Decision of of the Certification Body (as applicable)
Decision about proposals of audit team corresponding to modified provisions for stage 2 of audit: Proposals of audit team are accepted   ☐ Further details in annex

Name:	Date:

Signature