**CENTRAL TOOL ROOM & TRAINING CENTRE,BHUBANESWAR**

**Action Plan for maintaining the management Systems of**

**AS-9100 (Aerospace QMS), ISO 9001:2008 (QMS),**

**ISO 14001:2004(EMS),OHSAS 18001 :2007Certification Continuation.**

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| **SL NO** | **ACTIVITIES** | **PERIODICITY** |
| 01 | Closing of NCRs within stipulated time as specified by Certification bodies | As per certification body’s requirement |
| 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 |
| 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 once |
| 04 | Review and compliance with the Statutory/Regulatory compliance as appropriately applicable for the organization with respect to corresponding Management System Certification. | yearly |
| 05 | 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  |
| 06 | 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 |
| 07 | Creating awareness Programme for employees, trainees and contractors as per need assessment by HR | yearly |
| 08 | Health check up camp for employees and contractual personnel | Yearly |
| 09 | Checking of water, Air, Noise, Quality of Compressed air | Yearly |
| 10 | Review and updating the documents | Yearly  |
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