



भाकृअनुप- भारतीय मसाला फसल अनुसंधान संस्थान
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH
(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)
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F.No.9-1/2013-Estt/

12th November 2014

CIRCULAR

The Certification Audit Team for ISO 9001:2008 will be visiting IISR, Kozhikode for their Stage (1) Audit on 13.11.2014. All the Divisions / Sections are requested to keep themselves ready to explain various requirements and also answer their queries. The Audit Plan Activity is as given below.

Activity	Expected timing
1. Meet the Director	10.00 a.m
2. Opening meeting (with all Dept. Heads)	10.30 a.m
3. Site Audit / Facilities verification	11.00 a.m
4. Lunch break	01.00 p.m
5. Documents / Manuals review	02.00 p.m
6. Closing meeting / discussion of observations	04.30 p.m

All the Head of Divisions / Members of QS Committee, ISO Internal Audit and ISO Committee are requested to be present during the meeting / audit. The observations if any, given by the auditors need to be addressed before the 2nd Stage Audit. Therefore, all the concerned are requested to take note of the same for implementation.

This is issued with the approval of Director.

(K V Pillai)

Administrative Officer

To

1. The Head of Divisions
2. Finance & Accounts Officer, IISR, Kozhikode
3. Dr. A Ishwara Bhat / Mr. K Jayarajan / Estate Officer / CPC / EMC /
4. Scientist in charge, Chelavoor
5. Head, CRC Appangala
6. The Programme Coordinator i/c KVK
7. Intranet