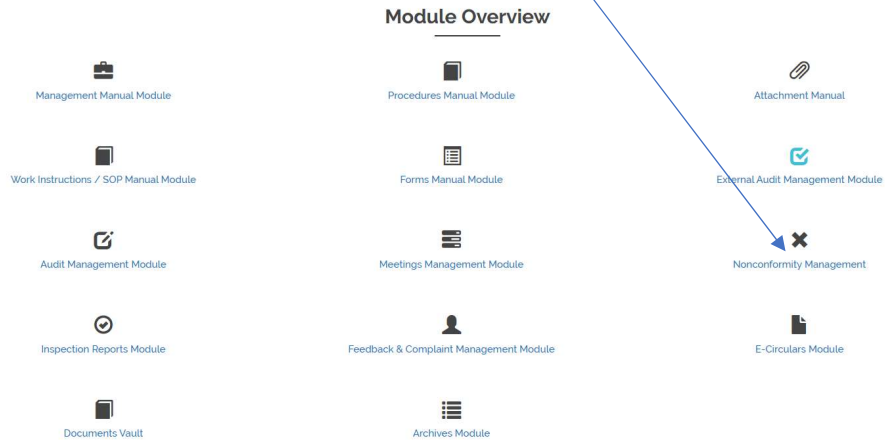


Nonconformity Management


1. You can create 'Non-Conformity / Observation with CAPA Report' with the non-conformity management.
2. Click on the 'Module Overview' at the navigation bar.
3. Following page will open.
4. Click on 'Nonconformity Management'.



Non-Conformity Management Dashboard

1. You will see five options on the 'Non-Conformity Management'.
 - Non-Conformity / Observation with CAPA Report. These NC's and observations are generated during day-to-day operations and activities.
 - Non-Conformity / Observation with CAPA Report (From Audit Report). These reports are automatically generated from the audit report in the audit management module
 - Non-Conformity / Observation with CAPA Status Reports.
 - Non-Conformity / Observation with CAPA Report Statistics.
 - Non-Conformity / Observation with CAPA Report Statistics (From Audit Report).
2. Click on 'Non-Conformity / Observation with CAPA Report' to open the dashboard.

The screenshot shows the 'Non-Conformity Management' dashboard. At the top is a navigation bar with the 'Paperless Make Life Simple' logo on the left and links for 'Module Overview', 'Users', 'User Guide', 'Support', 'Messaging', 'Settings', and 'Logout/CF/RF/Vikrant Kumar' on the right. The main content area is titled 'Non-Conformity Management' and features a central vertical sidebar with three circular navigation buttons. To the left of the sidebar are two menu items, each with a group of three person icons: 'Non-Conformity / Observation with CAPA Report' and 'Non-Conformity / Observation with CAPA Report (From Audit Report)'. To the right of the sidebar are three menu items: 'Non-Conformity / Observation with CAPA Status Reports' (with a bar chart icon), 'Non-Conformity / Observation with CAPA Report Statistics' (with an asterisk icon), and 'Non-Conformity / Observation with CAPA Report Statistics (From Audit Report)' (with an asterisk icon). Blue arrows from the text above point to the first menu item on the left, the top two items on the right, and the bottom item on the right.


3. Upon clicking the 'Non-Conformity / Observation with CAPA Report' the dashboard will open displaying following information.
4. Click on  to start working on a 'Non-Conformity / Observation with CAPA Report'.
5. All inprocess forms show up here.
6. All completed forms show up here.
7. All condemned (trash) forms show up here.
8. All Archived forms show up here.

<< Back

Non-Conformity / Observation with CAPA Report

| S. No. | New | Inprocess | Completed | Condemned | Archived |
|--------|---|-----------|-----------|-----------|----------|
| 1 |  | 6 | 5 | 2 | 3 |

Non-Conformity / Observation with CAPA Report - New Form

1. Click on  to open a new 'Non-Conformity / Observation with CAPA Report' and fill all the relevant details.
2. Click to 'Submit'.
3. By clicking on 'Back' button to go back to the previous page.

[<< Back](#)

Non-Conformity / Observation with CAPA Report

| | |
|-------------|--|
| Report date | |
| 12-02-2024 | |

SECTION 1 - GENERAL INFORMATION

| Category | Raised during | Relating to | Reference clause |
|---|--------------------------------------|---|-----------------------------|
| Select category | Select raised during | ISO 9001:2015 ISO 14001:2015 ISO 22000:2018 ISO 27001:2013 | Enter reference clause here |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | Location of incident | Date of incident | |
| | Enter location of incident here | 12-02-2024 | |
| Department involved / affected | Name of person initiating the report | Department of person initiating the report | |
| Select department involved / affected | Select user | Enter position of person initiating the report | |

SECTION 2 - DETAILS OF INCIDENT

| Description of the incident |
|--|
| Enter description of the incident here |
| Immediate action taken |
| Enter immediate action taken here |
| Actual or potential impact |
| Enter actual or potential impact here |
| Names of those involved or with firsthand knowledge |
| Enter names of those involved or with firsthand knowledge here |

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Select user | Select department | dd-mm-yyyy | | |
| Corrective & preventive action | Select user | Select department | dd-mm-yyyy | | |
| Audit / Verification | Select user | Select department | dd-mm-yyyy | | |
| NC / Observation close out | Select user | Select department | dd-mm-yyyy | | |

[Submit](#)

Non-Conformity / Observation with CAPA Report Saving Email Confirmation

1. Once you submit the added new form the 'E-mail Confirmation' page will open. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
4. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
5. Click on 'Send Mail' and the document will be delivered via email to all recipients with your comments.
6. An alert box will show up then click 'OK.'
7. Click on 'Go to Non-Conformity Management Dashboard' button to go back to the 'Non-Conformity / Observation with CAPA Report' dashboard.
8. Click on 'Go to Inprocess Section' button to go back to the inprocess status 'Non-Conformity / Observation with CAPA Report' dashboard.

Non-Conformity / Observation with CAPA Report, Ref No. NC/017/2024/VK has been saved successfully.

Write comments from sender

You can enter multiple email id's below, separated by commas, for sending this form to any receiver / third party

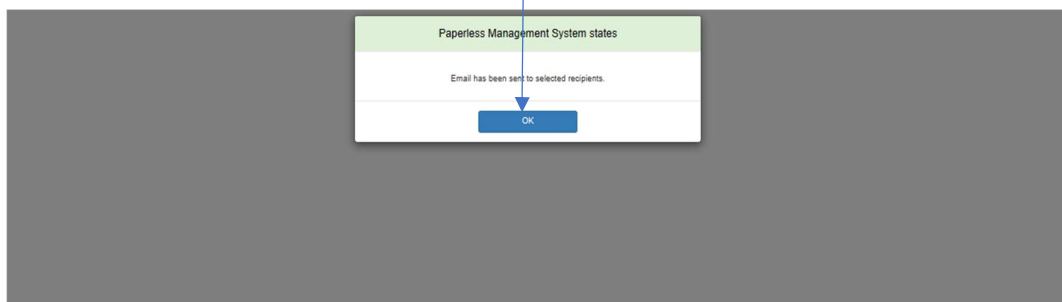
Please select users / clients for creating a working group who shall be involved in working and closure of this form.

| | | | |
|---|--|---------------------------------------|--|
| <input type="checkbox"/> Abhinav Chatterjee | <input type="checkbox"/> Anshu | <input type="checkbox"/> Bela Dewan | <input type="checkbox"/> Bhanu Pratap Singh |
| <input type="checkbox"/> Dewan Sanyal | <input type="checkbox"/> GK Koushik | <input type="checkbox"/> Mayank Gupta | <input type="checkbox"/> Mr. Dhananjay Jashi |
| <input type="checkbox"/> Prabhu | <input type="checkbox"/> Prabodh Agrawal | <input type="checkbox"/> Sanjay Dewan | <input type="checkbox"/> Sanjay Dewan T |
| <input type="checkbox"/> Utkarsh | <input type="checkbox"/> Vikrant Kumar | | |




Send Mail

Go to Non-Conformity Management Dashboard

Go to Inprocess Section



Inprocess Status Dashboard - Non-Conformity / Observation with CAPA Report

1. Click the number shown under 'Inprocess' and go to the inprocess status 'Non-Conformity / Observation with CAPA Report' dashboard.
2. You can see all the details of the 'Non-Conformity / Observation with CAPA Report'.
3. You can view the 'Non-Conformity / Observation with CAPA Report' by clicking on .
4. You can edit the 'Non-Conformity / Observation with CAPA Report' by clicking on.
 - Edit Section 4: Investigation & Root Cause Analysis.
 - Edit Section 5: Corrective & Preventative Action.
 - Edit Section 6: Audit / Verification.
 - Edit Section 7: NC / Observation Close Out.
5. You can only publish the 'Non-Conformity / Observation with CAPA Report' once all sections are completed by clicking on .
6. You can condemn (Condemned: Unfit for use) the 'Non-Conformity / Observation with CAPA Report' by clicking on .
7. By clicking on 'Back' button to go back to the previous page.
8. You can search here any 'Non-Conformity / Observation with CAPA Report'.

[<< Back](#)

Non-Conformity / Observation with CAPA Report

| S. No. | New | Inprocess | Completed | Condemned | Archived |
|--------|---|-----------|-----------|-----------|----------|
| 1 |  | 7 | 5 | 2 | 3 |



















[<< Back](#)

Non-Conformity / Observation with CAPA Report


INPROCESS STATUS

Show 10 entries

Search:

| S. No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-----------------|------------------------|---------------|------------------------|----------------|--------------|----------------|---|---|--|---|---|
| 1 | OFI/022/2024/VK | 21-02-2024 17:47:59 | Vikrant Kumar | | | | | All ok ... |  | Edit Section 4 : Investigation & Root Cause Analysis |  |  |
| 2 | OBS/021/2024/VK | 21-02-2024 17:40:36 | Vikrant Kumar | 21-02-2024 17:49:49 | Vikrant Kumar | | | Incident all ok ... |  | Edit Section 5 : Corrective & Preventative Action |  |  |
| 3 | NC/020/2024/VK | 21-02-2024 17:32:03 | Vikrant Kumar | 21-02-2024 17:49:12 | Vikrant Kumar | | | All ok ... |  | Edit Section 6: Audit / Verification |  |  |
| 4 | NC/019/2024/VK | 21-02-2024 17:04:41 | Vikrant Kumar | 21-02-2024 17:48:44 | Vikrant Kumar | | | Description of the incident paperless management system ... |  | Edit Section 7: NC / Observation Close Out |  |  |
| 5 | NC/018/2024/VK | 15-02-2024 10:24:48 | Vikrant Kumar | 15-02-2024 10:39:34 | Vikrant Kumar | | | Ok1 ... |  | |  |  |
| 6 | OBS/015/2023/VK | 03-11-2023 13:18:52 | Vikrant Kumar | 15-02-2024 12:15:37 | Vikrant Kumar | | | Test 1 ... |  | |  |  |









Viewing the Non-Conformity / Observation with CAPA Report

1. Click on 'View 

Non-Conformity / Observation with CAPA Report

INPROCESS STATUS

Show entries Search:


| S. No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-----------------|---------------------|---------------|---------------------|----------------|--------------|----------------|---|---|--|---------|---|
| 1 | OFI/022/2024/VK | 21-02-2024 17:47:59 | Vikrant Kumar | | | | | All ok ... |  | Edit Section 4 : Investigation & Root Cause Analysis | |  |
| 2 | OBS/021/2024/VK | 21-02-2024 17:40:36 | Vikrant Kumar | 21-02-2024 17:49:49 | Vikrant Kumar | | | Incident all ok ... |  | Edit Section 5 : Corrective & Preventative Action | |  |
| 3 | NC/020/2024/VK | 21-02-2024 17:32:03 | Vikrant Kumar | 21-02-2024 17:49:12 | Vikrant Kumar | | | All ok ... |  | Edit Section 6: Audit / Verification | |  |
| 4 | NC/019/2024/VK | 21-02-2024 17:04:41 | Vikrant Kumar | 21-02-2024 17:48:44 | Vikrant Kumar | | | Description of the incident paperless management system ... |  | Edit Section 7: NC / Observation Close Out | |  |

<< Back

Non-Conformity / Observation with CAPA Report

| Report date | NC / Observation reference No. |
|-------------|--------------------------------|
| 12-02-2024 | NC/017/2024/VK |

SECTION 1 - GENERAL INFORMATION

| Category | Raised during | Relating to | Reference clause |
|---|----------------|---|---|
| Major NC | Internal Audit | ISO 22000:2018 | 1,2,3,4,5 |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | | Location of incident | Date of incident |
| 10 Days | | Delhi | 12-02-2024 |
| Department involved / affected | | Name of person initiating the report | Department of person initiating the report |
| CF - Operations | | Vikrant Kumar | CF - Operations |
|  Signature of person reporting the incident | | | |

SECTION 2 - DETAILS OF INCIDENT

| |
|--|
| Description of the incident |
| Demo1 |
| Immediate action taken |
| Demo2 |
| Actual or potential impact |
| Demo3 |
| Names of those involved or with firsthand knowledge |
| Demo4 |

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Mayank Gupta | CF - Audit | 22-02-2024 | | | |
| Corrective & preventive action | Prabuddh Agrawal | CF - Customer Care | 22-02-2024 | | | |
| Audit / Verification | Sanjay Dewan | CF - Operations | 2024-02-22 | | | |
| NC / Observation close out | Vikrant Kumar | CF - Operations | 22-02-2024 | | | |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| Investigation details | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| | | | |
| Root cause analysis details | | | |
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Mayank Gupta | CF - Audit | | |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| Corrective action details | | | |
|----------------------------|----------------------------------|--------------------|---------------------------------|
| | | | |
| Preventive action details | | | |
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabuddh Agrawal | CF - Customer Care | | |

SECTION 6 - AUDIT / VERIFICATION

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Sanjay Dewan | CF - Operations | | |

SECTION 7 - NC / OBSERVATION CLOSE OUT

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Vikrant Kumar | CF - Operations | | |

Edit Section 4: Investigation & Root Cause Analysis

1. Click on 'Edit Section 4: Investigation & Root Cause Analysis' at the inprocess status 'Non-Conformity / Observation with CAPA Report' dashboard.
2. The edit form will open showing the 'Non-Conformity / Observation with CAPA Report' form showing the entries.
3. Update related details, as necessary.
4. Click on 'Back' to go back to the previous page.

<< Back

Non-Conformity / Observation with CAPA Report

INPROCESS STATUS

Show 10 entries Search:

| S. No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-----------------|------------------------|---------------|------------------|----------------|--------------|----------------|-------------|------|--|---------|-----------|
| 1 | NC/017/2024/VK | 12-02-2024 18:57:12 | Vikrant Kumar | | | | | Demo1 ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |
| 2 | OFI/016/2023/VK | 03-11-2023 13:19:13 | Vikrant Kumar | | | | | Test 1 ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |
| 3 | OBS/015/2023/VK | 03-11-2023 13:18:52 | Vikrant Kumar | | | | | Test 1 ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |

<< Back

Non-Conformity / Observation with CAPA Report

| | |
|-------------|--------------------------------|
| Report date | NC / Observation reference No. |
| 12-02-2024 | NC/017/2024/VK |

SECTION 1- GENERAL INFORMATION

| | | | |
|---|----------------|--------------------------------------|--|
| Category | Raised during | Relating to | Reference clause |
| Major NC | Internal Audit | ISO 22000:2018 | 1,2,3,4,5 |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | | Location of incident | Date of incident |
| 10 Days | | Delhi | 12-02-2024 |
| Department involved / affected | | Name of person initiating the report | Department of person initiating the report |
| CF - Operations | | Vikrant Kumar | CF - Operations |

Signature of person reporting the incident

SECTION 2 - DETAILS OF INCIDENT

| |
|---|
| Description of the incident |
| Demo1 |
| Immediate action taken |
| Demo2 |
| Actual or potential impact |
| Demo3 |
| Names of those involved or with firsthand knowledge |
| Demo4 |

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Mayank Gupta (MG) | CF - Audit | 22-02-2024 | dd-mm-yyyy | dd-mm-yyyy | |
| Corrective & preventive action | Prabuddh Agrawal (PBA) | CF - Customer Care | 22-02-2024 | dd-mm-yyyy | dd-mm-yyyy | |
| Audit / Verification | Sanjay Dewan (SD) | CF - Operations | 22-02-2024 | dd-mm-yyyy | dd-mm-yyyy | |
| NC / Observation close out | Vikrant Kumar (VK) | CF - Operations | 22-02-2024 | dd-mm-yyyy | dd-mm-yyyy | |

SECTION 4 – INVESTIGATION & ROOT CAUSE ANALYSIS

Investigation details

Root cause analysis details

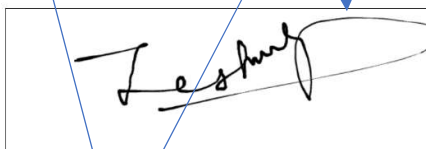
| | Name | Department | Date of completion | Signature |
|--------------------|--------------|------------|--------------------|--|
| Person responsible | Mayank Gupta | CF - Audit | dd-mm-yyyy | <input type="text" value="Signature"/> |

Submit

Send email for signature approval

5. Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.
6. Click to 'Submit'.
7. Click on 'Send email for signature approval' by email.

Paperless Management System Signature Pad



OK
Cancel

Submit

Send email for signature approval

Sending E-mail for Signature Approval (Section 4: Investigation & Root Cause Analysis)

1. Here you can send the email for signature approval as per your choice.
2. Select sender name from the drop-down menu.
3. Write your comment for approver here.
4. Select type of approver from the drop-down menu as 'Investigation & Root cause analysis'.
5. Select / checkbox the 'Non-Conformity / Observation with CAPA Report' approvers here.
6. Click on 'OK' for sending the mail to selected approvers.
7. By clicking on 'Cancel' you can cancel the approval.
8. An alert box will show up then click 'OK'.

The screenshot displays the 'Paperless Management System states' interface. The main window shows a form for sending an email for signature approval. The form includes a 'Person responsible' field with 'Dewan' selected, a 'Submit' button, and a 'Send email for signature approval' button. A 'Select approver' dialog box is open, showing a list of approvers with checkboxes. The 'Vikrant Kumar' checkbox is checked. The dialog box has 'OK' and 'Cancel' buttons. Below the dialog box, a confirmation message states 'Email has been sent to selected approvers.' with an 'OK' button.

Paperless Management System states

Enter root cause analysis details here

Vikrant Kumar (VK)

Approve

Investigation & Root cause analysis

Select approver

| | | | |
|---|---|---------------------------------------|---|
| <input type="checkbox"/> Abhinav Chatterjee | <input type="checkbox"/> Anshu | <input type="checkbox"/> Bela Dewan | <input type="checkbox"/> Bhanu Pratap Singh |
| <input type="checkbox"/> Dewan Sanjay | <input type="checkbox"/> GK Kotaiah | <input type="checkbox"/> Mayank Gupta | <input type="checkbox"/> Mr Dhananjay Joshi |
| <input type="checkbox"/> Prabhu | <input type="checkbox"/> Prabuddh Agrawal | <input type="checkbox"/> Sanjay Dewan | <input type="checkbox"/> Sanjay Dewan 1 |
| <input type="checkbox"/> Uttkarsh Jj | <input checked="" type="checkbox"/> Vikrant Kumar | | |

OK Cancel

Paperless Management System states

Email has been sent to selected approvers.

OK

Request for Approval Non-Conformity / Observation with CAPA Report (Section 4: Investigation & Root Cause Analysis)

1. The approver will receive a new mail for approving the document online without logging in to the application.
2. Click on 'Give Approval' for approving the document.

Approve
To: Dewan Sanjay / From: Vikrant Kumar

Non-Conformity / Observation with CAPA Report

| | |
|-------------|--------------------------------|
| Report date | NC / Observation reference No. |
| 03-11-2023 | NC 012/2023/VK |

SECTION 1 - GENERAL INFORMATION

| | | | |
|---|----------------|--|--|
| Category | Raised during | Relating to | Reference clause |
| Major NC | External Audit | ISO 9001:2015,ISO 22000:2018,ISO 29001:2014,ISO 50001:2018, Customer complaint | |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | | Location of incident | Date of incident |
| 56 Days | | Delhi | 03-11-2023 |
| Department involved / affected | | Name of person initiating the report | Department of person initiating the report |
| CF - Accounts | | Anshu | CF - Customer Care |

SECTION 2 - DETAILS OF INCIDENT

| |
|---|
| Description of the incident |
| Test demo |
| Immediate action taken |
| Demo Test |
| Actual or potential impact |
| No need |
| Names of those involved or with firsthand knowledge |
| Test 1 test 2 |

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Dewan Sanjay | CF - CEO Office | 29-12-2023 | | | |
| Corrective & preventive action | Prabhu | CF - Sales | 29-12-2023 | | | |
| Audit / Verification | Mayank Gupta | CF - Audit | 29-12-2023 | | | |
| NC / Observation close out | Prabuddh Agrawal | CF - Customer Care | 29-12-2023 | | | |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Investigation details | | | |
| | | | |
| Root cause analysis details | | | |
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Dewan Sanjay | CF - CEO Office | | |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| Corrective action details | | | |
|----------------------------|----------------------------------|--------------------|---------------------------------|
| | | | |
| Preventive action details | | | |
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabhu | CF - Sales | | |

SECTION 6 - AUDIT / VERIFICATION

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Mayank Gupta | CF - Audit | | |

SECTION 7 - NC / OBSERVATION CLOSE OUT

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabodh Agrawal | CF - Customer Care | | |

Give Approval

Please login to access it [Login](#)

For any clarifications please write to info@ghse-riskconsultants.com or call at [+919899111109](tel:+919899111109)

Best Regards,
Paperless Management System



This is an auto generated email. Please do not reply to this email message as no reply will be given.



Online Approval of Non-Conformity / Observation with CAPA Report thru E-mail

1. Upon clicking the 'Give Approval' button following page will open with the approvers name.
2. Fill in all the relevant details.
3. If you want to give approval, then select the date.
4. Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.
5. Click the 'Approved' button and the approval will be sent to the requestor.


Give Approval

| Investigation details | | | |
|-----------------------------|----------------------------------|--------------------|---|
| All ok | | | |
| Root cause analysis details | | | |
| Analysis details | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Dewan Sanjey | CF - CEO Office | 15-02-2024 |  |
| | | | Signature Clear |

Approved

Paperless
Make Life Simple

Paperless Management System Signature Pad


OK Cancel

| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
|----------------------------|----------------------------------|--------------------|---------------------------------|
| Dewan Sanjey | CF - CEO Office | 15-02-2024 | <input type="text"/> |
| | | | Signature |

Approved

Approval of Non-Conformity / Observation with CAPA Report by E-mail

1. Once you give the approval the following page will open.
2. Here you can see 'Thanks for giving the approval' message.
3. If you try to approve the same 'Non-Conformity / Observation with CAPA report' again then following message will show up.

Paperless
Make Life Simple

Thanks for giving the approval.

Best viewed in Microsoft Edge / Chrome / Firefox
Copyright © 2018-24. All Rights Reserved
Developed by QHSE Risk Consultants LLP

Paperless
Make Life Simple

You have already given this approval.

Best viewed in Microsoft Edge / Chrome / Firefox
Copyright © 2018-24. All Rights Reserved
Developed by QHSE Risk Consultants LLP

Non-Conformity / Observation with CAPA Report Approval Granted Mail

1. The 'Non-Conformity / Observation with CAPA Report' approval email will be received by the requestor and all approver(s) indicating that the specific approver has approved the management.

| | |
|--|--|
|  |  |
| Approval Granted / Non-Conformity / Observation with CAPA Report Ref No. 012/2023/VK - Nonconformity Management | |
| <p>To: Vikrant Kumar / From: Dewan Sanjay Your approval request dated 03-11-2023 for approving the 'Non-Conformity / Observation with CAPA Report Ref No. 012/2023/VK - Nonconformity Management' has been granted and accordingly the subject document has been approved by Dewan Sanjay.</p> | |
| <p>This is an auto generated email. Please do not reply to this email message as no reply will be given. Copyright © 2018-24 Paperless.net.in. All rights reserved.</p> | |

Please login to access it [Login](#)

For any clarifications please write to us at info@qhse-riskconsultants.com

Best Regards,

Paperless Management System



Edit Section 5: Corrective & Preventative Action

1. Click on 'Edit Section 5: Corrective & Preventative Action' at the inprocess status 'Non-Conformity / Observation with CAPA Report' dashboard.
2. The edit form will open showing the 'Non-Conformity / Observation with CAPA Report' form showing the entries.
3. Update related details, as necessary.
4. Click on 'Back' to go back to the previous page.

[<< Back](#)

Non-Conformity / Observation with CAPA Report

INPROCESS STATUS

Show 10 entries Search:

| S. No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Confirmed |
|--------|-----------------|---------------------|---------------|------------------|----------------|--------------|----------------|-------------|------|--|---------|-----------|
| 1 | NC/017/2024/VK | 12-02-2024 18:57:12 | Vikrant Kumar | | | | | Demo1 | | Edit Section 5 - Corrective & Preventative Action | | |
| 2 | OR/016/2023/VK | 03-11-2023 13:19:13 | Vikrant Kumar | | | | | Test 1 | | Edit Section 4 - Investigation & Root Cause Analysis | | |
| 3 | OBS/015/2023/VK | 03-11-2023 13:18:52 | Vikrant Kumar | | | | | Test 1 | | Edit Section 4 - Investigation & Root Cause Analysis | | |

[<< Back](#)

Non-Conformity / Observation with CAPA Report

| | |
|-------------|--------------------------------|
| Report date | NC / Observation reference No. |
| 12-02-2024 | NC/017/2024/VK |

SECTION 1- GENERAL INFORMATION

| | | | |
|---|--------------------------------------|--|------------------|
| Category | Raised during | Relating to | Reference clause |
| Major NC | Internal Audit | ISO 22000:2018 | 1.2,3,4,5 |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | Location of incident | Date of incident | |
| 10 Days | Delhi | 12-02-2024 | |
| Department involved / affected | Name of person initiating the report | Department of person initiating the report | |
| CF - Operations | Vikrant Kumar | CF - Operations | |

Signature of person reporting the incident

SECTION 2 - DETAILS OF INCIDENT

| |
|---|
| Description of the incident |
| Demo1 |
| Immediate action taken |
| Demo2 |
| Actual or potential impact |
| Demo3 |
| Names of those involved or with firsthand knowledge |
| Demo4 |

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Mayank Gupta (MG) | CF - Audit | 22-02-2024 | dd-mm-yyyy | 13-02-2024 | 9 |
| Corrective & preventive action | Prabuddh Agrawal (PBA) | CF - Customer Care | 22-02-2024 | dd-mm-yyyy | dd-mm-yyyy | |
| Audit / Verification | Sanjay Dewan (SD) | CF - Operations | 22-02-2024 | dd-mm-yyyy | dd-mm-yyyy | |
| NC / Observation close out | Vikrant Kumar (VK) | CF - Operations | 22-02-2024 | dd-mm-yyyy | dd-mm-yyyy | |

SECTION 4 – INVESTIGATION & ROOT CAUSE ANALYSIS

Investigation details

Investigation details

Root cause analysis details

Root cause analysis details

| | Name | Department | Date of completion | Signature |
|--------------------|--------------|------------|--------------------|-----------|
| Person responsible | Mayank Gupta | CF - Audit | 13-02-2024 | |

SECTION 5 – CORRECTIVE AND PREVENTIVE ACTION DETAILS

Corrective action details

Enter corrective action details here

Preventive action details

Enter preventive action details here

| | Name | Department | Date of completion | Signature |
|--------------------|------------------|--------------------|--------------------|-----------------------------------|
| Person responsible | Prabuddh Agrawal | CF - Customer Care | dd-mm-yyyy | <input type="text"/> Signature |

-
-

5. Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.
6. Click to 'Submit'.
7. Click on 'Send email for signature approval' by email.

SECTION 5 – CORRECTIVE AND PREVENTIVE ACTION DETAILS

Paperless Management System Signature Pad

Person responsible: Prabuddh Agrawal, CF - Customer Care, 13-02-2024

Sending E-mail for Signature Approval

(Section 5: Corrective and Preventive Action)

1. Here you can send the email for signature approval as per your choice.
2. Select sender name from the drop-down menu.
3. Write your comment for approver here.
4. Select type of approver from the drop-down menu as 'Corrective and Preventive action'.
5. Select / checkbox the 'Non-Conformity / Observation with CAPA Report' approvers here.
6. Click on 'OK' for sending the mail to selected approvers.
7. By clicking on 'Cancel' you can cancel the approval.
8. An alert box will show up then click 'OK'.

The screenshot displays the 'Paperless Management System states' interface. The main window contains a form for sending an email for signature approval. The form includes a dropdown menu for the sender name (currently 'Vikrant Kumar (VK)'), a text area for the comment ('Please approve'), and a dropdown menu for the type of approver (currently 'Corrective and Preventive action'). Below the form is a 'Select approver' section with a grid of checkboxes for various approvers. Vikrant Kumar is selected. At the bottom of the form are 'OK' and 'Cancel' buttons. To the right of the form are two 'Signature' fields. Below the main window is a smaller window showing a confirmation message: 'Email has been sent to selected approvers.' with an 'OK' button.

Request for Approval Non-Conformity / Observation with CAPA Report (Section 5: Corrective and Preventive Action)

1. The approver will receive a new mail for approving the document online without logging in to the application.
2. Click on 'Give Approval' for approving the document.

Please approve
To: Prabhu / From: Vikrant Kumar

Non-Conformity / Observation with CAPA Report

| Report date | NC / Observation reference No. |
|-------------|--------------------------------|
| 03-11-2023 | NC/012/2023/VK |

SECTION 1 - GENERAL INFORMATION

| Category | Raised during | Relating to | Reference clause |
|---|----------------|--|--|
| Major NC | External Audit | ISO 9001:2015,ISO 22000:2018,ISO 28001:2014,ISO 50001:2018, Customer complaint | |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | | Location of incident | Date of incident |
| 56 Days | | Delhi | 03-11-2023 |
| Department involved / affected | | Name of person initiating the report | Department of person initiating the report |
| CF - Accounts | | Anbu | CF - Customer Care |


SECTION 2 - DETAILS OF INCIDENT

| Description of the incident |
|---|
| Test demo |
| Immediate action taken |
| Demo Test |
| Actual or potential impact |
| No need |
| Names of those involved or with firsthand knowledge |
| Test 1 test 2 |

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Devani Sanjay | CF - CEO Office | 29-12-2023 | | 15-02-2024 | 48 |
| Corrective & preventive action | Prabhu | CF - Sales | 29-12-2023 | | | |
| Audit / Verification | Mayank Gupta | CF - Audit | 29-12-2023 | | | |
| NC / Observation close out | Prabodh Agrawal | CF - Customer Care | 29-12-2023 | | | |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| Investigation details | | | |
|-----------------------------|----------------------------------|--------------------|---|
| All ok | | | |
| Root cause analysis details | | | |
| Analysis details | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Devani Sanjay | CF - CEO Office | 15-02-2024 |  |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| Corrective action details | | | |
|----------------------------|----------------------------------|--------------------|---------------------------------|
| | | | |
| Preventive action details | | | |
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabhu | CF - Sales | | |

SECTION 6 - AUDIT / VERIFICATION

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Mayank Gupta | CF - Audit | | |

SECTION 7 - NC / OBSERVATION CLOSE OUT

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabuddh Agrawal | CF - Customer Care | | |

Give Approval

Please login to access it [Login](#)

For any clarifications please write to info@ghis-riskconsultants.com or call at [+91989911109](tel:+91989911109)



Online Approval of Non-Conformity / Observation with CAPA Report thru E-mail

1. Upon clicking the 'Give Approval' button following page will open with the approvers name.
2. Fill in all the relevant details.
3. If you want to give approval, then select the date.
4. Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.
5. Click the 'Approved' button and the approval will be sent to the requestor.


Give Approval

| Corrective action details | | | |
|----------------------------|----------------------------------|--------------------|---------------------------------|
| all ok | | | |
| Preventive action details | | | |
| Action Details | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabhu | CF - Sales | 15-02-2024 | <input type="text"/> |

Approved

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OK **Cancel**

| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
|----------------------------|----------------------------------|--------------------|---------------------------------|
| Prabhu | CF - Sales | 15-02-2024 | <input type="text"/> |

Approved

Approval of Non-Conformity / Observation with CAPA Report by E-mail

1. Once you give the approval the following page will open.
2. Here you can see 'Thanks for giving the approval' message.
3. If you try to approve the same 'Non-Conformity / Observation with CAPA report' again then following message will show up.

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Thanks for giving the approval.

Best viewed in Microsoft Edge / Chrome / Firefox
Copyright © 2018-24. All Rights Reserved
Developed by QHSE Risk Consultants LLP



Paperless
Make Life Simple

You have already given this approval.

Best viewed in Microsoft Edge / Chrome / Firefox
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Developed by QHSE Risk Consultants LLP

Non-Conformity / Observation with CAPA Report Approval Granted Mail

1. The 'Non-Conformity / Observation with CAPA Report' approval email will be received by the requestor and all approver(s) indicating that the specific approver has approved the management.

| |
|--|
|   |
| Approval Granted / Non-Conformity / Observation with CAPA Report Ref No. 012/2023/VK - Nonconformity Management |
| To: Vikrant Kumar / From: Prabhu Your approval request dated 03-11-2023 for approving the 'Non-Conformity / Observation with CAPA Report Ref No. 012/2023/VK - Nonconformity Management' has been granted and accordingly the subject document has been approved by Prabhu. |
| This is an auto generated email. Please do not reply to this email message as no reply will be given. Copyright © 2018-24 Paperless.net.in. All rights reserved. |

Please login to access # [Login](#)

For any clarifications please write to us at info@qhse-riskconsultants.com

Best Regards,

Paperless Management System



Edit Section 6: Audit / Verification

1. Click on 'Edit Section 6: Audit / Verification' at the inprocess status 'Non-Conformity / Observation with CAPA Report' dashboard.
2. The edit form will open showing the 'Non-Conformity / Observation with CAPA Report' form showing the entries.
3. Update related details, as necessary.
4. Click on 'Back' to go back to the previous page.

<< Back

Non-Conformity / Observation with CAPA Report

INPROCESS STATUS

Show 10 entries Search:

| S. No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-----------------|------------------------|---------------|------------------------|----------------|--------------|----------------|-------------|------|--|---------|-----------|
| 1 | NC/017/2024/VK | 12-02-2024 18:57:12 | Vikrant Kumar | 13-02-2024 13:58:31 | Vikrant Kumar | | | Demo1 ... | | Edit Section 6: Audit / Verification | | |
| 2 | OFI/016/2023/VK | 03-11-2023 13:19:13 | Vikrant Kumar | | | | | Test 1 ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |
| 3 | OBS/015/2023/VK | 03-11-2023 13:18:52 | Vikrant Kumar | | | | | Test 1 ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |

<< Back

Non-Conformity / Observation with CAPA Report

| | |
|-------------|--------------------------------|
| Report date | NC / Observation reference No. |
| 12-02-2024 | NC/017/2024/VK |

SECTION 1- GENERAL INFORMATION

| | | | |
|---|--------------------------------------|--|------------------|
| Category | Raised during | Relating to | Reference clause |
| Major NC | Internal Audit | ISO 22000:2018 | 1,2,3,4,5 |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | Location of incident | Date of incident | |
| 10 Days | Delhi | 12-02-2024 | |
| Department involved / affected | Name of person initiating the report | Department of person initiating the report | |
| CF - Operations | Vikrant Kumar | CF - Operations | |

Signature of person reporting the incident

SECTION 2 - DETAILS OF INCIDENT

| |
|---|
| Description of the incident |
| Demo1 |
| Immediate action taken |
| Demo2 |
| Actual or potential impact |
| Demo3 |
| Names of those involved or with firsthand knowledge |
| Demo4 |

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Mayank Gupta (MG) | CF - Audit | 22-02-2024 | dd-mm-yyyy | 13-02-2024 | 9 |
| Corrective & preventive action | Prabuddh Agrawal (PBA) | CF - Customer Care | 22-02-2024 | dd-mm-yyyy | 13-02-2024 | 9 |
| Audit / Verification | Sanjay Dewan (SD) | CF - Operations | 22-02-2024 | dd-mm-yyyy | dd-mm-yyyy | |
| NC / Observation close out | Vikrant Kumar (VK) | CF - Operations | 22-02-2024 | dd-mm-yyyy | dd-mm-yyyy | |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

Investigation details

Investigation details

Root cause analysis details

Root cause analysis details

| | Name | Department | Date of completion | Signature |
|--------------------|--------------|------------|--------------------|-----------|
| Person responsible | Mayank Gupta | CF - Audit | 13-02-2024 | |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

Corrective action details

Corrective action details

Preventive action details

Preventive action details

| | Name | Department | Date of completion | Signature |
|--------------------|------------------|--------------------|--------------------|-----------|
| Person responsible | Prabuddh Agrawal | CF - Customer Care | 13-02-2024 | |

SECTION 6 - AUDIT / VERIFICATION

Was CA / PA taken effective

Select

| | Name | Department | Date of completion | Signature |
|--------------------|--------------|-----------------|--------------------|-----------------------------------|
| Person responsible | Sanjay Dewan | CF - Operations | dd-mm-yyyy | <input type="text"/> Signature |

Submit

Send email for signature approval

- Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.



6. Select 'Yes' in the 'Was CA / PA taken effective' then click 'Submit'. You will be showing a message "Do you agree with the reports and action under section 4 & 5 and want to submit the audit verification report as 'Yes'." then click 'OK'.
7. Select 'No' in the 'Was CA / PA taken effective' then you will be showing a message "Do you really agree for reporting the effectiveness CA / PA as 'No'. Please note that the previous date of closure will be erased." then click 'Ok'.
8. Click 'Cancel' if you want to cancel the action.
9. Click to 'Submit'.
10. Click on 'Send email for signature approval' by email.

This screenshot shows a form titled "Was CA / PA taken effective" with a dropdown menu set to "Yes". A modal dialog box titled "Paperless Management System states" is overlaid on the form, containing the text: "Do you agree with the reports and action taken under section 4 & 5 and want to submit the audit verification report as 'Yes'." The dialog has an "OK" button. Below the dialog, the form shows fields for "Person responsible" (Prabuddh Agrawal), "Department" (CF - Customer Care), and "Date of completion" (16-02-2024). There are "Submit" and "Send email for signature approval" buttons at the bottom.

This screenshot shows the same form but with the dropdown menu set to "No". The modal dialog box contains the text: "Do you really agree for reporting the effectiveness of CA / PA as 'No'. Please note that the previous dates of closure will be erased." The dialog has "OK" and "Cancel" buttons. Below the dialog, the form shows fields for "Person responsible" (Sanjay D...), "Department" (CF - Customer Care), and "Date of completion" (dd-mm-yyyy). There are "Submit" and "Send email for signature approval" buttons at the bottom. A table titled "SECTION 6 - AUDIT / VERIFICATION" is visible below the form.

| Name | Department | Date of completion | Signature |
|------------------|--------------------|--------------------|-----------|
| Prabuddh Agrawal | CF - Customer Care | dd-mm-yyyy | |

Sending E-mail for Signature Approval

(Section 6: Audit / Verification)

1. Here you can send the email for signature approval as per your choice.
2. Select sender name from the drop-down menu.
3. Write your comment for approver here.
4. Select type of approver from the drop-down menu as 'Audit / Verification'.
5. Select / checkbox the 'Non-Conformity / Observation with CAPA Report' approvers here.
6. Click on 'OK' for sending the mail to selected approvers.
7. By clicking on 'Cancel' you can cancel the approval.
8. An alert box will show up then click 'OK'.

The screenshot displays the 'Paperless Management System states' interface. The main window is titled 'SECTION 6 - AUDIT / VERIFICATION'. It features a 'Select' dropdown menu, a 'Person responsible' field with the name 'Mayank', and a 'Submit' button. Below these is a 'Send email for signature approval' button. A modal window is open, showing a 'Select approver' section with a list of approvers and checkboxes. The 'OK' button is highlighted, and an alert box is shown below it with the message 'Email has been sent to selected approvers.' and an 'OK' button.

Was CA / PA taken effecti

Select

Person responsible Mayank

Submit

Send email for signature approval

Paperless Management System states

Vikrant Kumar (VK)

approve

Audit / Verification

Select approver

| | | | |
|---|---|---------------------------------------|---|
| <input type="checkbox"/> Abhirup Chatterjee | <input type="checkbox"/> Anshu | <input type="checkbox"/> Bela Dewan | <input type="checkbox"/> Bhanu Pratap Singh |
| <input type="checkbox"/> Dewan Sanjay | <input type="checkbox"/> GK Kotiaiah | <input type="checkbox"/> Mayank Gupta | <input type="checkbox"/> Mr Dhananjay Joshi |
| <input type="checkbox"/> Prabhu | <input type="checkbox"/> Prabuddh Agrawal | <input type="checkbox"/> Sanjay Dewan | <input type="checkbox"/> Sanjay Dewan 1 |
| <input type="checkbox"/> Uttkarsh Ji | <input checked="" type="checkbox"/> Vikrant Kumar | | |

OK

Cancel

Paperless Management System states

Email has been sent to selected approvers.

OK

Request for Approval Non-Conformity / Observation with CAPA Report (Section 6: Audit / Verification)

1. The approver will receive a new mail for approving the document online without logging in to the application.
2. Click on 'Give Approval' for approving the document.

Approve
To: Mayank Gupta / From: Vikrant Kumar

Non-Conformity / Observation with CAPA Report

| Report date | NC / Observation reference No. |
|-------------|--------------------------------|
| 03-11-2023 | NC/012/2023/VK |

SECTION 1 - GENERAL INFORMATION

| Category | Raised during | Relating to | Reference clause |
|--|----------------|--|--|
| Major NC | External Audit | ISO 9001:2015,ISO 22000:2018,ISO 29001:2014,ISO 50001:2018, Customer complaint | |
| Agreed time limit for closure (should not be more than 90 days for NC) - in days | | Location of incident | Date of incident |
| 56 Days | | Delha | 03-11-2023 |
| Department involved / affected | | Name of person initiating the report | Department of person initiating the report |
| CF - Accounts | | Anshu | CF - Customer Care |


SECTION 2 - DETAILS OF INCIDENT

| |
|--|
| Description of the incident |
| Test demo |
| Immediate action taken |
| Demo Test |
| Actual or potential impact |
| No need |
| Names of those involved or with firsthand knowledge |
| Test 1 test 2 |


SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Devan Sanjay | CF - CEO Office | 29-12-2023 | | 15-02-2024 | 48 |
| Corrective & preventive action | Prabhu | CF - Sales | 29-12-2023 | | 15-02-2024 | 48 |
| Audit / Verification | Mayank Gupta | CF - Audit | 29-12-2023 | | | |
| NC / Observation close out | Prabuddh Agrawal | CF - Customer Care | 29-12-2023 | | | |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| | | | |
|------------------------------------|----------------------------------|--------------------|---|
| Investigation details | | | |
| All ok | | | |
| Root cause analysis details | | | |
| Analysis details | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Devan Sanjay | CF - CEO Office | 15-02-2024 |  |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| Corrective action details | | | |
|----------------------------|----------------------------------|--------------------|---|
| All ok | | | |
| Preventive action details | | | |
| Action Details | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabha | CF - Sales | 15-02-2024 |  |

SECTION 6 - AUDIT / VERIFICATION

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Mayank Gupta | CF - Audit | | |

SECTION 7 - NC / OBSERVATION CLOSE OUT

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabuddh Agrawal | CF - Customer Care | | |

Give Approval

Please login to access it [Login](#)

For any clarifications please write to info@ghse-riskconsultants.com or call at +919899111109

Best Regards,
Paperless Management System


This is an auto generated email. Please do not reply to this email message as no reply will be given.

Online Approval of Non-Conformity / Observation with CAPA Report thru E-mail

1. Upon clicking the 'Give Approval' button following page will open with the approvers name.
2. If you want to give approval, then select the date.
3. Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.
4. Click the 'Approved' button and the approval will be sent to the requestor.

Give Approval

| | | | |
|-----------------------------|----------------------------------|--------------------|-----------------------------------|
| Was CA / PA taken effective | | | |
| Yes | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Mayank Gupta | CF - Audit | 15-02-2024 | <input type="text"/> Signature |

Approved

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Paperless Management System Signature Pad

Testing 6

OK Cancel

| | | | |
|-----------------------------|----------------------------------|--------------------|--------------------------------------|
| Was CA / PA taken effective | | | |
| Yes | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Mayank Gupta | CF - Audit | 15-02-2024 | <input type="text"/> Signature Clear |

Approved

5. Select 'Yes' in the 'Was CA / PA taken effective' then click 'Submit'. You will be showing a message "Do you agree with the reports and action under section 4 & 5 and want to submit the audit verification report as 'Yes'." then click 'OK'.
6. Select 'No' in the 'Was CA / PA taken effective' then you will be showing a message "Do you really agree for reporting the effectiveness CA / PA as 'No'. Please note that the previous date of closure will be erased." then click 'Ok'.

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Paperless Management System states

Do you agree with the reports and action taken under section 4 & 5 and want to submit the audit verification report as 'Yes'.

OK

Was CA / PA taken effective

Yes

| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
|----------------------------|----------------------------------|--------------------|--|
| Prabuddh Agrawal | CF - Customer Care | 16-02-2024 |  <input type="button" value="Signature"/> <input type="button" value="Clear"/> |

Approved

Paperless
Make Life Simple

Paperless Management System states

Do you really agree for reporting the effectiveness of CA / PA as 'No'.
Please note that the previous dates of closure will be erased.

OK

Cancel

Was CA / PA taken effective

No

| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
|----------------------------|----------------------------------|--------------------|--|
| Prabuddh Agrawal | CF - Customer Care | 16-02-2024 | <input type="text"/> <input type="button" value="Signature"/> |

Approved

Approval of Non-Conformity / Observation with CAPA Report by E-mail

1. Once you give the approval the following page will open.
2. Here you can see 'Thanks for giving the approval' message.
3. If you try to approve the same 'Non-Conformity / Observation with CAPA report' again then following message will show up.

Paperless
Make Life Simple

Thanks for giving the approval.

Best viewed in Microsoft Edge / Chrome / Firefox
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Developed by QHSE Risk Consultants LLP



Paperless
Make Life Simple

You have already given this approval.

Best viewed in Microsoft Edge / Chrome / Firefox
Copyright © 2018-24. All Rights Reserved
Developed by QHSE Risk Consultants LLP

Non-Conformity / Observation with CAPA Report Approval Granted Mail

1. The 'Non-Conformity / Observation with CAPA Report' approval email will be received by the requestor and all approver(s) indicating that the specific approver has approved the management.

| | |
|--|--|
|  |  |
| Approval Granted / Non-Conformity / Observation with CAPA Report Ref No. 012/2023/VK - Nonconformity Management | |
| <p>To: Vikrant Kumar / From: Mayank Gupta Your approval request dated 03-11-2023 for approving the 'Non-Conformity / Observation with CAPA Report Ref No. 012/2023/VK - Nonconformity Management' has been granted and accordingly the subject document has been approved by Mayank Gupta.</p> | |
| <p>This is an auto generated email. Please do not reply to this email message as no reply will be given. Copyright © 2018-24 Paperless.net.in. All rights reserved.</p> | |

Please login to access it [Login](#)

For any clarifications please write to us at info@qhse-riskconsultants.com

Best Regards,

Paperless Management System



Edit Section 7: NC / Observation Close Out

1. Click on 'Edit Section 7: NC / Observation Close Out' at the inprocess status 'Non-Conformity / Observation with CAPA Report' dashboard.
2. The edit form will open showing the 'Non-Conformity / Observation with CAPA Report' form showing the entries.
3. Update related details, as necessary.
4. Click on 'Back' to go back to the previous page.

<< Back

Non-Conformity / Observation with CAPA Report

INPROCESS STATUS

Show entries

Search:

| S. No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-----------------|---------------------|---------------|---------------------|----------------|--------------|----------------|-------------|------|--|---------|-----------|
| 1 | NC/017/2024/VK | 12-02-2024 18:57:12 | Vikrant Kumar | 13-02-2024 14:28:22 | Vikrant Kumar | | | Demo1 ... | | Edit Section 7: NC / Observation Close Out | | |
| 2 | OFI/016/2023/VK | 03-11-2023 13:19:13 | Vikrant Kumar | | | | | Test 1 ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |
| 3 | OBS/015/2023/VK | 03-11-2023 13:18:52 | Vikrant Kumar | | | | | Test 1 ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |

<< Back

Non-Conformity / Observation with CAPA Report

| | |
|-------------|--------------------------------|
| Report date | NC / Observation reference No. |
| 12-02-2024 | NC/017/2024/VK |

SECTION 1- GENERAL INFORMATION

| | | | |
|----------|----------------|----------------|------------------|
| Category | Raised during | Relating to | Reference clause |
| Major NC | Internal Audit | ISO 22000:2018 | 1,2,3,4,5 |

| | | |
|---|--------------------------------------|--|
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | Location of incident | Date of incident |
| 10 Days | Delhi | 12-02-2024 |
| Department involved / affected | Name of person initiating the report | Department of person initiating the report |
| CF - Operations | Vikrant Kumar | CF - Operations |

Signature of person reporting the incident

SECTION 2 - DETAILS OF INCIDENT

| |
|---|
| Description of the incident |
| Demo1 |
| Immediate action taken |
| Demo2 |
| Actual or potential impact |
| Demo3 |
| Names of those involved or with firsthand knowledge |
| Demo4 |

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Mayank Gupta (MG) | CF - Audit | 22-02-2024 | dd-mm-yyyy | 13-02-2024 | 9 |
| Corrective & preventive action | Prabuddh Agrawal (PBA) | CF - Customer Care | 22-02-2024 | dd-mm-yyyy | 13-02-2024 | 9 |
| Audit / Verification | Sanjay Dewan (SD) | CF - Operations | 22-02-2024 | dd-mm-yyyy | 13-02-2024 | 9 |
| NC / Observation close out | Vikrant Kumar (VK) | CF - Operations | 22-02-2024 | dd-mm-yyyy | dd-mm-yyyy | |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| Investigation details | | | | |
|-----------------------------|--------------|------------|--------------------|-----------|
| Investigation details | | | | |
| Root cause analysis details | | | | |
| Root cause analysis details | | | | |
| | Name | Department | Date of completion | Signature |
| Person responsible | Mayank Gupta | CF - Audit | 13-02-2024 | |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| Corrective action details | | | | |
|---------------------------|------------------|--------------------|--------------------|-----------|
| Corrective action details | | | | |
| Preventive action details | | | | |
| Preventive action details | | | | |
| | Name | Department | Date of completion | Signature |
| Person responsible | Prabuddh Agrawal | CF - Customer Care | 13-02-2024 | |

SECTION 6 - AUDIT / VERIFICATION

| Was CA / PA taken effective | | | | |
|-----------------------------|--------------|-----------------|--------------------|-----------|
| Yes | | | | |
| | Name | Department | Date of completion | Signature |
| Person responsible | Sanjay Dewan | CF - Operations | 13-02-2024 | |

SECTION 7 - NC / OBSERVATION CLOSE OUT

| Was CA / PA taken effective | | | | |
|-----------------------------|---------------|-----------------|--------------------|----------------------|
| Select | | | | |
| | Name | Department | Date of completion | Signature |
| Person responsible | Vikrant Kumar | CF - Operations | dd-mm-yyyy | <input type="text"/> |

- Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.



6. Select 'Yes' in the 'Was CA / PA taken effective' then click 'Submit'. You will showing an message "Do you agree with the reports and action under section 4, 5 & 6 and want to submit the audit verification report as 'Yes'." then click 'OK'.
7. Select 'No' in the 'Was CA / PA taken effective' then you will be showing a message "Do you really agree for reporting the effectiveness CA / PA as 'No'. Please note that the previous date of closure will be erased." then click 'OK'.
8. Click 'Cancel' if you want to cancel the action.
9. Click to 'Submit'.
10. Click on 'Send email for signature approval' by email.

SECTION 4 - NC / OBSERVATION CLOSE OUT

Was CA / PA taken effective

Yes

Person responsible: Vikrant Kumar, CF - Operations, 16-02-2024

Buttons: Submit, Send email for signature approval

Modal: Paperless Management System states

Modal text: Do you agree with the reports and action taken under section 4, 5 & 6 and want to submit the closeout report as 'Yes'.

Modal button: OK

Signature field: Signature, Clear

SECTION 7 - NC / OBSERVATION CLOSE OUT

Was CA / PA taken effective

No

Person responsible: Vikrant Kumar, CF - Operations, dd-mm-yyyy

Buttons: Submit, Send email for signature approval

Modal: Paperless Management System states

Modal text: Do you really agree for reporting the effectiveness of CA / PA as 'No'. Please note that the previous dates of closure will be erased.

Modal buttons: OK, Cancel

Signature field: Signature

Non-Conformity / Observation with CAPA Report Updating E-mail Confirmation

1. Once you submit the edit form the 'E-mail Confirmation' page will open. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
4. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
5. Click on 'Send Mail' and the document will be delivered via email to all recipients with your comments.
6. An alert box will show up then click 'OK'.
7. Click on 'Go to Non-Conformity Management Dashboard' button to go back to the 'Non-Conformity / Observation with CAPA Report' dashboard.
8. Click on 'Go to Inprocess Section' button to go back to the inprocess status 'Non-Conformity / Observation with CAPA Report' dashboard.

Non-Conformity / Observation with CAPA Report, Ref No. NC/017/2024/VK has been updated successfully.

Comments from sender

Write comments from sender

You can enter multiple email id's below, separated by commas, for sending this form to any receiver / third party

Please select users / clients for creating a working group who shall be involved in working and closure of this form.

| | | | |
|---|--|---------------------------------------|--|
| <input type="checkbox"/> Abhinav Chatterjee | <input type="checkbox"/> Anshu | <input type="checkbox"/> Beta Dewan | <input type="checkbox"/> Bharat Prasad Singh |
| <input type="checkbox"/> Devesh Sarjey | <input type="checkbox"/> GK Korlah | <input type="checkbox"/> Mayank Gupta | <input type="checkbox"/> Mr Dhananjay Joshi |
| <input type="checkbox"/> Prabhju | <input type="checkbox"/> Prabodh Agrawal | <input type="checkbox"/> Sarjey Dewan | <input type="checkbox"/> Sarjey Dewan 1 |
| <input type="checkbox"/> (jisharshi) | <input type="checkbox"/> Vikrant Kumar | | |

Send Mail

Go to Non-Conformity Management Dashboard

Go to Inprocess Section

Paperless Management System states

Email has been sent to selected recipients

OK

Sending E-mail for Signature Approval

(Section 7: NC / Observation Close Out)

1. Here you can send the email for signature approval as per your choice.
2. Select sender name from the drop-down menu.
3. Write your comment for approver here.
4. Select type of approver from the drop-down menu as 'NC / Observation close out'.
5. Select / checkbox the 'Non-Conformity / Observation with CAPA Report' approvers here.
6. Click on 'OK' for sending the mail to selected approvers.
7. By clicking on 'Cancel' you can cancel the approval.
8. An alert box will show up then click 'OK'.

The screenshot displays the 'Paperless Management System states' interface. The main window is titled 'SECTION 7 - NC / OBSERVATION CLOSE OUT'. It features a 'Was CA / PA taken effective' section with a 'Select' dropdown. Below this is a 'Person responsible' field with 'Dewan' entered. A 'Submit' button and a 'Send email for signature approval' button are visible. The 'Send email for signature approval' dialog box is open, showing a 'Select' dropdown with 'Vikrant Kumar (VK)' chosen. An 'approve' text field is present. Below it, a dropdown menu is set to 'NC / Observation close out'. The 'Select approver' section contains a grid of checkboxes for various users, with 'Vikrant Kumar' checked. At the bottom are 'OK' and 'Cancel' buttons. A second screenshot below shows a confirmation message: 'Email has been sent to selected approvers.' with an 'OK' button.

Request for Approval Non-Conformity / Observation with CAPA Report (Section 7: NC / Observation Close Out)


1. The approver will receive a new mail for approving the document online without logging in to the application.
2. Click on 'Give Approval' for approving the document.

Approve
To: Dewan Sanjay / From: Vikrant Kumar

Non-Conformity / Observation with CAPA Report

| | |
|-------------|--------------------------------|
| Report date | NC / Observation reference No. |
| 02-11-2023 | OBS:015/2023/VK |

SECTION 1 - GENERAL INFORMATION

| | | | |
|---|----------------|---|--|
| Category | Raised during | Relating to | Reference clause |
| Observation | Customer Audit | ISO 14001:2015,ISO 27001:2013,ISO 29001:2014,ISO 50001:2018,Asset damage,Interested party complaint,Other - OHS | 1.2.2.5.3.8 |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | | Location of incident | Date of incident |
| 45 Days | | Bihar | 03-11-2023 |
| Department involved / affected | | Name of person initiating the report | Department of person initiating the report |
| CF - Operations | | Vikrant Kumar | CF - Operations |
|  Signature of person reporting the incident | | | |


SECTION 2 - DETAILS OF INCIDENT

| |
|---|
| Description of the incident |
| Test 1 |
| Immediate action taken |
| Test 2 |
| Actual or potential impact |
| Test 3 |
| Names of those involved or with firsthand knowledge |
| Test 4 |


SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Prabhu | CF - Sales | 20-12-2023 | | 14-02-2024 | 56 |
| Corrective & preventive action | Mayank Gupta | CF - Audit | 20-12-2023 | | 14-02-2024 | 56 |
| Audit / Verification | Prabuddh Agrawal | CF - Customer Care | 20-12-2023 | | 14-02-2024 | 56 |
| NC / Observation close out | Dewan Sanjay | CF - CEO Office | 20-12-2023 | | | |


SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| | | | |
|-----------------------------|----------------------------------|--------------------|---|
| Investigation details | | | |
| Demo1 | | | |
| Root cause analysis details | | | |
| Demo2 | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabhu | CF - Sales | 14-02-2024 |  |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| Corrective action details | | | |
|----------------------------|----------------------------------|--------------------|---|
| Demo3 | | | |
| Preventive action details | | | |
| Demo4 | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Mayank Gupta | CF - Audit | 14-02-2024 |  |

SECTION 6 - AUDIT / VERIFICATION

| Was CA / PA taken effective : Yes | | | |
|-----------------------------------|----------------------------------|--------------------|---|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabuddh Agrawal | CF - Customer Care | 14-02-2024 |  |

SECTION 7 - NC / OBSERVATION CLOSE OUT

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Dewan Sanjay | CF - CEO Office | | |

Give Approval

Please login to access it [Login](#)

For any clarifications please write to info@qlise-riskconsultants.com or call at +919899111109

Best Regards,
Paperless Management System


This is an auto generated email. Please do not reply to this email message as no reply will be given.



Online Approval of Non-Conformity / Observation with CAPA Report thru E-mail

1. Upon clicking the 'Give Approval' button following page will open with the approvers name.
2. If you want to give approval, then select the date.
3. Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.
4. Click the 'Approved' button and the approval will be sent to the requestor.

Give Approval

| | | | |
|-----------------------------|----------------------------------|--------------------|-----------------------------------|
| Was CA / PA taken effective | | | |
| Yes | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Dewan Sanjay | CF - CEO Office | 15-02-2024 | <input type="text"/> Signature |

Approved

Paperless
Make Life Simple

Paperless Management System Signature Pad

Testing 6

OK Cancel

| | | | |
|-----------------------------|----------------------------------|--------------------|-----------------------------------|
| Was CA / PA taken effective | | | |
| Yes | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Dewan Sanjay | CF - CEO Office | 15-02-2024 | <input type="text"/> Signature |

Approved

5. Select 'Yes' in the 'Was CA / PA taken effective' then click 'Submit'. You will be showing a message "Do you agree with the reports and action under section 4, 5 & 6 and want to submit the closeout report as 'Yes'." then click 'OK'.
6. Select 'No' in the 'Was CA / PA taken effective' then you will be showing a message "Do you really agree for reporting the effectiveness CA / PA as 'No'. Please note that the previous date of closure will be erased." then click 'Ok'.

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Paperless Management System states

Do you agree with the reports and action taken under section 4.5 & 6 and want to submit the closeout report as 'Yes'.

OK

Was CA / PA taken effective

Yes

| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
|----------------------------|----------------------------------|--------------------|---------------------------------|
| Mayank Gupta | CF - Audit | 16-02-2024 | Signature Clear |

Approved

Paperless
Make Life Simple

Paperless Management System states

Do you really agree for reporting the effectiveness of CA / PA as 'No'.
Please note that the previous dates of closure will be erased.

OK Cancel

Was CA / PA taken effective

No

| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
|----------------------------|----------------------------------|--------------------|---------------------------------|
| Mayank Gupta | CF - Audit | 16-02-2024 | Signature |

Approved

Approval of Non-Conformity / Observation with CAPA Report by E-mail

1. Once you give the approval the following page will open.
2. Here you can see 'Thanks for giving the approval' message.
3. If you try to approve the same 'Non-Conformity / Observation with CAPA report (From Audit Report)' again then following message will show up.

Paperless
Make Life Simple

Thanks for giving the approval.

Best viewed in Microsoft Edge / Chrome / Firefox
Copyright © 2018-24. All Rights Reserved
Developed by QHSE Risk Consultants LLP

Paperless
Make Life Simple

You have already given this approval.

Best viewed in Microsoft Edge / Chrome / Firefox
Copyright © 2018-24. All Rights Reserved
Developed by QHSE Risk Consultants LLP

Non-Conformity / Observation with CAPA Report Approval Granted Mail

1. The 'Non-Conformity / Observation with CAPA Report' approval email will be received by the requestor and all approver(s) indicating that the specific approver has approved the management.

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Make Life Simple

 **QHSE RISK CONSULTANTS LLP**
Complexity Simplified

Approval Granted / Non-Conformity / Observation with CAPA Report Ref No. 015/2023/VK - Nonconformity Management

To: Vikrant Kumar / From: Dewan Sanjay
Your approval request dated 03-11-2023 for approving the 'Non-Conformity / Observation with CAPA Report Ref No. 015/2023/VK - Nonconformity Management' has been granted and accordingly the subject document has been approved by Dewan Sanjay.

This is an auto generated email. Please do not reply to this email message as no reply will be given.
Copyright © 2018-24 Paperless.net.in. All rights reserved.

Please login to access it [Login](#)

For any clarifications please write to us at info@qhse-riskconsultants.com

Best Regards,

Paperless Management System

 **QHSE RISK CONSULTANTS LLP**
Complexity Simplified

Publishing the Non-Conformity / Observation with CAPA Report

1. Click on 'Publish (🔊)' at the dashboard to publish 'Non-Conformity / Observation with CAPA Report'.
2. Please remember that once you publish the 'Non-Conformity / Observation with CAPA Report' no amendments or changes can be done.
3. Click 'OK' in the alert box if you agree with the statement in the alert box.
4. Click 'Cancel' in the alert box if you do not agree with the statement in the alert box.

<< Back

Non-Conformity / Observation with CAPA Report

INPROCESS STATUS

Show 10 entries
Search:

| S. No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-----------------|------------------------|---------------|------------------------|----------------|--------------|----------------|-------------|------|--|---------|-----------|
| 1 | NC/017/2024/VK | 12-02-2024 18:57:12 | Vikrant Kumar | 13-02-2024 16:11:32 | Vikrant Kumar | | | Demo1 ... | 👁 | | 🔊 | 🗑 |
| 2 | OFI/016/2023/VK | 03-11-2023 13:19:13 | Vikrant Kumar | | | | | Test 1 ... | 👁 | Edit Section 4 : Investigation & Root Cause Analysis | | 🗑 |
| 3 | OBS/015/2023/VK | 03-11-2023 13:18:52 | Vikrant Kumar | | | | | Test 1 ... | 👁 | Edit Section 4 : Investigation & Root Cause Analysis | | 🗑 |

<< Back

Non-Conformity / Observation with CAPA Report

Paperless Management System states

Do you really want to publish this Non-Conformity / Observation with CAPA Report, Ref No. NC/017/2024/VK as you would not be able to edit it after publishing?

OK
Cancel

Show 10 entries
Search:

| S. No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-----------------|------------------------|---------------|------------------------|----------------|--------------|----------------|-------------|------|--|---------|-----------|
| 1 | NC/017/2024/VK | 12-02-2024 18:57:12 | Vikrant Kumar | 13-02-2024 16:11:32 | Vikrant Kumar | | | Demo1 ... | 👁 | | 🔊 | 🗑 |
| 2 | OFI/016/2023/VK | 03-11-2023 13:19:13 | Vikrant Kumar | | | | | Test 1 ... | 👁 | Edit Section 4 : Investigation & Root Cause Analysis | | 🗑 |
| 3 | OBS/015/2023/VK | 03-11-2023 13:18:52 | Vikrant Kumar | | | | | Test 1 ... | 👁 | Edit Section 4 : Investigation & Root Cause Analysis | | 🗑 |

5. Click 'OK' again if you finally agree to publish the 'Non-Conformity / Observation with CAPA Report'.
6. Click 'Cancel' in the alert box if you do not agree with the statement in the alert box.

The screenshot shows a software interface with a confirmation dialog box overlaid on a table. The dialog box, titled "Paperless Management System states", asks "You agree to publish the Form Non-Conformity / Observation with CAPA Report, Ref No: NC/017/2024/VK?". It has "OK" and "Cancel" buttons. Two blue arrows point from the instructions above to these buttons. The background shows a table with columns for S. No., Report Ref No., Initial Date, Submitted By, Last Edited Date, Last Edited By, Published By, Published Date, Description, View, Edit, Publish, and Condemned. The table contains three rows of data.

| S. No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-----------------|---------------------|---------------|---------------------|----------------|--------------|----------------|-------------|------|--|---------|-----------|
| 1 | NC/017/2024/VK | 12-02-2024 18:57:12 | Vikrant Kumar | 13-02-2024 16:11:32 | Vikrant Kumar | | | Demo1 ... | | | | |
| 2 | OFI/016/2023/VK | 03-11-2023 13:19:13 | Vikrant Kumar | | | | | Test 1 ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |
| 3 | OBS/015/2023/VK | 03-11-2023 13:18:52 | Vikrant Kumar | | | | | Test 1 ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |

Non-Conformity / Observation with CAPA Report Publishing E-mail Confirmation

1. Once you submit the document / form for publishing a new page will open. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
4. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
5. Click on 'Send Email'
6. An alert box will show up then click 'OK.'
7. Click on 'Go to Non-Conformity Management Dashboard' button to go back to the 'Non-Conformity / Observation with CAPA Report' dashboard.
8. Click on 'Go to Completed Section' button to go back to the completed status 'Non-Conformity / Observation with CAPA Report' dashboard.



Non-Conformity / Observation with CAPA Report, Ref No. NC/017/2024/VK has been published successfully.

The screenshot displays the 'Non-Conformity / Observation with CAPA Report' publishing interface. At the top, a confirmation message states: "Non-Conformity / Observation with CAPA Report, Ref No. NC/017/2024/VK has been published successfully." Below this, the interface is divided into several sections:

- Comments from sender:** A text area for writing comments from the sender.
- Email Recipients:** A large text area for entering multiple email IDs, separated by commas, for sending the form to any receiver or third party.
- User Selection:** A list of users/clients for creating a working group, each with a checkbox. The list includes: Abhinav Chatterjee, Anshu, Bela Devan, Bhanu Pratap Singh, Deivan Sarjey, GK Koraiah, Mayank Gupta, Mr. Dhananjay Joshi, Prabhu, Prabhodh Agrawal, Sarjey Devan, and Vikrant Kumar.
- Buttons:** A "Send Mail" button is located below the email recipient area. Below the user selection list, there are two buttons: "Go to Non-Conformity Management Dashboard" and "Go to Completed Section".

At the bottom of the interface, a dark grey bar contains a white box with the text: "Paperless Management System states" and "Email has been sent to selected recipients." Below this text is an "OK" button.

Condemned the Non-Conformity / Observation with CAPA Report

1. Click on 'Condemned'  at the 'Non-Conformity / Observation with CAPA Report' dashboard.
2. You can condemn the 'Non-Conformity / Observation with CAPA Report', as appropriate by clicking on .
3. Click 'OK' in the alert box if you agree with the statement in the alert box.

[<< Back](#)

Non-Conformity / Observation with CAPA Report

INPROCESS STATUS

Show entries Search:

| S. No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-----------------|---------------------|---------------|---------------------|----------------|--------------|----------------|-------------|------|--|---------|-----------|
| 1 | NC/017/2024/VK | 12-02-2024 18:57:12 | Vikrant Kumar | 13-02-2024 16:11:32 | Vikrant Kumar | | | Demo1 ... | | | | |
| 2 | OFI/016/2023/VK | 03-11-2023 13:19:13 | Vikrant Kumar | | | | | Test 1 ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |
| 3 | OBS/015/2023/VK | 03-11-2023 13:18:52 | Vikrant Kumar | | | | | Test 1 ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |

Paperless Management System states

Do you really want to condemn this Non-Conformity / Observation with CAPA Report, Ref No. OFI/016/2023/VK?

[<< Back](#)

Non-Conformity / Observation with CAPA Report

INPROCESS STATUS

Show entries Search:

| S. No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-----------------|---------------------|---------------|------------------|----------------|--------------|----------------|-------------|------|--|---------|-----------|
| 1 | OFI/016/2023/VK | 03-11-2023 13:19:13 | Vikrant Kumar | | | | | Test 1 ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |
| 2 | OBS/015/2023/VK | 03-11-2023 13:18:52 | Vikrant Kumar | | | | | Test 1 ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |

5. A message will show up with successfully condemned message.
6. Then you will see 'Go to Non-Conformity Management Dashboard' and 'Go to Condemned Section' button the alert box.
7. By clicking the button 'Go to Non-Conformity Management Dashboard', you will directly go to the 'Non-Conformity / Observation with CAPA Report' Dashboard.
8. By clicking the button 'Go to Condemned Section', you will go to the condemned status 'Non-Conformity / Observation with CAPA Report' dashboard.

Non-Conformity / Observation with CAPA Report, Ref No. OFI/016/2023/VK has been
condemned successfully.

Go to Non-Conformity Management Dashboard

Go to Condemned Section

Completed Status Dashboard - Non-Conformity / Observation with CAPA Report

1. Here you can view all completed status 'Non-Conformity / Observation with CAPA Report'.
2. Click the number shown under 'Completed' and go to the completed status 'Non-Conformity / Observation with CAPA Report' dashboard.
3. You can search here any completed status 'Non-Conformity / Observation with CAPA Report'.
4. You can archive any 'Non-Conformity / Observation with CAPA Report' by clicking on

<< Back

Non-Conformity / Observation with CAPA Report

| S. No. | New | Inprocess | Completed | Condemned | Archived |
|--------|-----|-----------|-----------|-----------|----------|
| 1 | | 5 | 6 | 3 | 3 |

<< Back

Non-Conformity / Observation with CAPA Report

COMPLETED STATUS

Show entries

Search:

| S. No. | Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published Date | Published By | View | Send To Archive |
|--------|---------------------|------------------------|---------------|------------------------|----------------|------------------------|----------------|------|-----------------|
| 1 | NC/017/2024/VK | 12-02-2024 18:57:12 | Vikrant Kumar | 13-02-2024 16:11:32 | Vikrant Kumar | 13-02-2024 16:25:58 | Vikrant Kumar | | |
| 2 | NC/013/2023/VK | 03-11-2023 11:16:01 | Vikrant Kumar | 03-11-2023 11:44:01 | Vikrant Kumar | 03-11-2023 17:25:42 | Vikrant Kumar | | |
| 3 | OBS/007/2022/VK | 11-11-2022 14:07:21 | Vikrant Kumar | 09-10-2023 14:58:04 | Sanjay Dewan 1 | 09-10-2023 14:58:30 | Sanjay Dewan 1 | | |
| 4 | NC/005/2021/VK | 20-10-2021 17:09:50 | Vikrant Kumar | 29-08-2023 18:22:55 | Vikrant Kumar | 29-08-2023 18:24:03 | Vikrant Kumar | | |
| 5 | NC/003/2021/VK | 11-10-2021 15:59:07 | Vikrant Kumar | 11-10-2021 17:12:34 | Vikrant Kumar | 11-10-2021 17:29:06 | Vikrant Kumar | | |
| 6 | CFM/NC/001/2020/SKJ | 31-01-2020 18:59:56 | Vikrant Kumar | 08-08-2020 17:06:57 | Sanjay Dewan | 08-08-2020 17:07:25 | Sanjay Dewan | | |

Showing 1 to 6 of 6 entries

Previous 1 Next


5. Click 'OK' in the alert box if you agree with the statement in the alert box.
6. Click 'Cancel' in the alert box if you do not agree with the statement in the alert box.
7. Again, you will see the alert box of 'Archived Successfully'.
8. Then you will see 'Go to Archives Section' and 'Go to Completed Section' button the alert box.
9. By clicking the button 'Go to Archives Section', you will directly go to the archived status 'Non-Conformity / Observation with CAPA Report' in the archive module.
10. By clicking the button 'Go to Completed Section', you will go to the completed status 'Non-Conformity / Observation with CAPA Report' dashboard.

The screenshot shows a web application interface for 'Paperless Management System states'. A modal alert box is displayed in the center, asking for confirmation to archive a specific report. The alert box contains the following text: 'Do you really want to archive the Form Non-Conformity / Observation with CAPA Report Ref No. NC/017/2024/VK?'. Below the text are two buttons: 'OK' and 'Cancel'. In the background, a table lists several reports with columns for S. No., Ref No., Initial Date, Submitted By, Last Edited Date, Last Edited By, Published Date, Published By, View, and Send To Archive. The table shows 6 entries, with the first entry being the one being archived.

| S. No. | Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published Date | Published By | View | Send To Archive |
|--------|---------------------|---------------------|---------------|---------------------|----------------|---------------------|----------------|------|-----------------|
| 1 | NC/017/2024/VK | 12-02-2024 18:57:12 | Vikrant Kumar | 13-02-2024 16:11:32 | Vikrant Kumar | 13-02-2024 16:25:58 | Vikrant Kumar | | |
| 2 | NC/013/2023/VK | 03-11-2023 11:16:01 | Vikrant Kumar | 03-11-2023 11:44:01 | Vikrant Kumar | 03-11-2023 17:25:42 | Vikrant Kumar | | |
| 3 | OBS/007/2022/VK | 11-11-2022 14:07:21 | Vikrant Kumar | 09-10-2023 14:58:04 | Sanjay Dewan 1 | 09-10-2023 14:58:30 | Sanjay Dewan 1 | | |
| 4 | NC/005/2021/VK | 20-10-2021 17:09:50 | Vikrant Kumar | 29-08-2023 18:22:55 | Vikrant Kumar | 29-08-2023 18:24:03 | Vikrant Kumar | | |
| 5 | NC/003/2021/VK | 11-10-2021 15:59:07 | Vikrant Kumar | 11-10-2021 17:12:34 | Vikrant Kumar | 11-10-2021 17:29:06 | Vikrant Kumar | | |
| 6 | CFM/NC/001/2020/SKJ | 31-01-2020 18:59:56 | Vikrant Kumar | 08-08-2020 17:06:57 | Sanjay Dewan | 08-08-2020 17:07:25 | Sanjay Dewan | | |


The screenshot shows the same 'Paperless Management System states' interface. A modal alert box is displayed, indicating that the archiving process was successful. The alert box contains the text: 'Form Non-Conformity / Observation with CAPA Report has been archived successfully.'. Below the text are two buttons: 'Go to Archives Section' and 'Go to Completed Section'.

Condemned Status Dashboard - Non-Conformity / Observation with CAPA Report

1. Here you can view all condemned status 'Non-Conformity / Observation with CAPA Report'.
2. Click the number shown under 'Condemned' and go to the condemned status 'Non-Conformity / Observation with CAPA Report' dashboard.
3. You can search here any condemned status 'Non-Conformity / Observation with CAPA Report'.
4. You can view any 'Non-Conformity / Observation with CAPA Report' by clicking on .
5. Click on 'Back' to go back to the previous page.

<< Back

Non-Conformity / Observation with CAPA Report

| S. No. | New | Inprocess | Completed | Condemned | Archived |
|--------|---|-----------|-----------|-----------|----------|
| 1 |  | 5 | 6 | 3 | 3 |




<< Back

Non-Conformity / Observation with CAPA Report

CONDEMNED STATUS

Show 10 entries

Search:

| S. No. | Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Condemned Date | Condemned By | View |
|--------|-----------------|------------------------|----------------|------------------------|----------------|------------------------|---------------|---|
| 1 | OFI/016/2023/VK | 03-11-2023 13:19:13 | Vikrant Kumar | | | 13-02-2024 16:43:08 | Vikrant Kumar |  |
| 2 | NC/10/2023/CSD | 19-05-2023 13:27:55 | Sanjay Dewan 1 | 09-08-2023 11:33:12 | Vikrant Kumar | 29-08-2023 18:13:43 | Vikrant Kumar |  |
| 3 | OBS/008/2022/VK | 11-11-2022 14:16:34 | Vikrant Kumar | | | 29-08-2023 18:08:13 | Vikrant Kumar |  |

Showing 1 to 3 of 3 entries


Previous 1 Next

<< Back

Non-Conformity / Observation with CAPA Report

| Report date | NC / Observation reference No. |
|-------------|--------------------------------|
| 04-11-2023 | OFI/016/2023/VK |

SECTION 1 - GENERAL INFORMATION

| Category | Raised during | Relating to | Reference clause |
|---|----------------|---|---|
| Opportunity for Improvement | Customer Audit | ISO 14001:2015,ISO 27001:2013,ISO 29001:2014,ISO 50001:2018,Asset damage,Interested party complaint,Other - OHS | 1,2,2.5,3,8 |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | | Location of incident | Date of incident |
| 30 Days | | Bihar | 03-11-2023 |
| Department involved / affected | | Name of person initiating the report | Department of person initiating the report |
| CF - Operations | | Vikrant Kumar | CF - Operations |
| | | |  Signature of person reporting the incident |

SECTION 2 - DETAILS OF INCIDENT

| |
|--|
| Description of the incident |
| Test 1 |
| Immediate action taken |
| Test 2 |
| Actual or potential impact |
| Test 3 |
| Names of those involved or with firsthand knowledge |
| Test 4 |

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Prabhu | CF - Sales | 04-12-2023 | | | |
| Corrective & preventive action | Mayank Gupta | CF - Audit | 04-12-2023 | | | |
| Audit / Verification | Prabuddh Agrawal | CF - Customer Care | 2023-12-04 | | | |
| NC / Observation close out | Dewan Sanjay | CF - CEO Office | 04-12-2023 | | | |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| Investigation details | | | |
|------------------------------------|----------------------------------|--------------------|---------------------------------|
| | | | |
| Root cause analysis details | | | |
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabhu | CF - Sales | | |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| Corrective action details | | | |
|----------------------------------|----------------------------------|--------------------|---------------------------------|
| | | | |
| Preventive action details | | | |
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Mayank Gupta | CF - Audit | | |

SECTION 6 - AUDIT / VERIFICATION

| Was CA / PA taken effective | | | |
|------------------------------------|----------------------------------|--------------------|---------------------------------|
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabuddh Agrawal | CF - Customer Care | | |

SECTION 7 - NC / OBSERVATION CLOSE OUT

| Was CA / PA taken effective | | | |
|------------------------------------|----------------------------------|--------------------|---------------------------------|
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Dewan Sanjay | CF - CEO Office | | |

Archived Status Dashboard - Non-Conformity / Observation with CAPA Report

1. Here you can view all archived 'Non-Conformity / Observation with CAPA Report'.
2. Click the number shown under 'Archived' and you will go to the archived status 'Non-Conformity / Observation with CAPA Report' dashboard.
3. You can search here any archived status 'Non-Conformity / Observation with CAPA Report'.
4. You can view any 'Non-Conformity / Observation with CAPA Report' by clicking on .
5. Click on 'Back' to go back to the previous page.

Non-Conformity / Observation with CAPA Report

| S. No. | New | Inprocess | Completed | Condemned | Archived |
|--------|-----|-----------|-----------|-----------|----------|
| 1 | | 5 | 6 | 3 | 3 |

<< Back

<< Back

Non-Conformity Management

ARCHIVED STATUS

Show 10 entries

Search:

| S. No. | Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published Date | Published By | Archived Date | Archived By | View |
|--------|----------------------|---------------|------------------------|------------------|------------------------|----------------|------------------------|---------------|------------------------|------|
| 1 | CFM/OBS/002/2020/SKJ | Vikrant Kumar | 31-01-2020 19:16:08 | Vikrant Kumar | 31-01-2020 19:19:41 | Vikrant Kumar | 31-01-2020 19:20:02 | Vikrant Kumar | 13-02-2024 17:33:47 | |
| 2 | NC/003/2021/NK | Vikrant Kumar | 11-10-2021 15:59:07 | Vikrant Kumar | 11-10-2021 17:12:34 | Vikrant Kumar | 11-10-2021 17:29:06 | Vikrant Kumar | 13-02-2024 17:32:29 | |
| 3 | OBS/004/2021/NK | Vikrant Kumar | 13-10-2021 17:45:15 | Vikrant Kumar | 13-10-2021 18:28:29 | Vikrant Kumar | 13-10-2021 18:28:59 | Vikrant Kumar | 13-02-2024 17:29:47 | |
| 4 | NC/005/2021/NK | Vikrant Kumar | 20-10-2021 17:09:50 | Vikrant Kumar | 29-08-2023 18:22:55 | Vikrant Kumar | 29-08-2023 18:24:03 | Vikrant Kumar | 13-02-2024 17:04:21 | |
| 5 | OBS/007/2022/NK | Vikrant Kumar | 11-11-2022 14:07:21 | Sanjay Dewan 1 | 09-10-2023 14:58:04 | Sanjay Dewan 1 | 09-10-2023 14:58:30 | Vikrant Kumar | 13-02-2024 17:03:11 | |
| 6 | NC/013/2023/NK | Vikrant Kumar | 03-11-2023 11:16:01 | Vikrant Kumar | 03-11-2023 11:44:01 | Vikrant Kumar | 03-11-2023 17:25:42 | Vikrant Kumar | 13-02-2024 17:01:39 | |

<< Back

Archive - Non-Conformity / Observation with CAPA Report

| Report date | NC / Observation reference No. |
|-------------|--------------------------------|
| 31-01-2020 | CFM/OBS/002/2020/SKJ |

SECTION 1 - GENERAL INFORMATION

| Category | Raised during | Relating to | Reference clause |
|--|----------------|---|---|
| Observation | Customer Audit | ISO 14001:2015 | Sdfsd |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | | Location of incident | Date of incident |
| 12 Days | | Sdfsd | 31-01-2020 |
| Department involved / affected | | Name of person initiating the report | Department of person initiating the report |
| CF - Collections | | Sdf | Sdf |
| Signature of person reporting the incident | | | |


SECTION 2 - DETAILS OF INCIDENT

| |
|--|
| Description of the incident |
| Sdfs |
| Immediate action taken |
| Sdfs |
| Actual or potential impact |
| Dfsdf |
| Names of those involved or with firsthand knowledge |
| Sdfs |


SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Sdf | CF - Customer Care | 12-02-2020 | | 07-01-2020 | 36 |
| Corrective & preventive action | Sdfs | CF - Audit | 12-02-2020 | | 07-01-2020 | 36 |
| Audit / Verification | Dfsdf | CF - Audit | 2020-02-12 | | 09-01-2020 | 34 |
| NC / Observation close out | Dfsdf | CF - Audit | 12-02-2020 | | 07-01-2020 | 36 |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| Investigation details | | | |
|------------------------------------|----------------------------------|--------------------|---|
| Dfsdf | | | |
| Root cause analysis details | | | |
| Fsdf | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Sdf | CF - Customer Care | 07-01-2020 |  |


SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| Corrective action details | | | |
|----------------------------------|----------------------------------|--------------------|---|
| Sdfs | | | |
| Preventive action details | | | |
| Fsdf | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Sdfs | CF - Audit | 07-01-2020 |  |

SECTION 6 - AUDIT / VERIFICATION

| Was CA / PA taken effective : Yes | | | |
|--|----------------------------------|--------------------|---|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Dfsdf | CF - Audit | 09-01-2020 |  |

SECTION 7 - NC / OBSERVATION CLOSE OUT

| Was CA / PA taken effective : Yes | | | |
|--|----------------------------------|--------------------|---|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Dfsdf | CF - Audit | 07-01-2020 |  |

Non-Conformity Management Dashboard (From Audit Report)

1. Upon clicking the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' the dashboard will open displaying following information.
2. All inprocess forms show up here.
3. All completed forms show up here.
4. All condemned (trash) forms show up here.
5. All Archived Form show here.




<< Back

Non-Conformity / Observation with CAPA Report

(From Audit Report)

| S. No. | New | Inprocess | Completed | Condemned | Archived |
|--------|-----|-----------|-----------|-----------|----------|
| 1 | | 11 | 1 | 0 | 0 |

Inprocess Status Dashboard - Non-Conformity / Observation with CAPA Report (From Audit Report)

1. Click the number shown under 'Inprocess' and go to the inprocess status 'Non-Conformity / Observation with CAPA Report (From Audit Report)' dashboard.
2. You can see all the details of the 'Non-Conformity / Observation with CAPA Report (From Audit Report)'.
3. You can view the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' by clicking on .
4. You can edit the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' by clicking on.
 - Edit Section 4: Investigation & Root Cause Analysis.
 - Edit Section 5: Corrective & Preventative Action.
 - Edit Section 6: Audit Verification.
 - Edit Section 7: NC / Observation Close Out.
5. You can publish the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' by clicking on .
6. You can condemn (Condemned: Unfit for use) the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' by clicking on .
7. By clicking on 'Back' button to go back to the previous page.
8. You can search here any 'Non-Conformity / Observation with CAPA Report (From Audit Report)'.

<< Back

Non-Conformity / Observation with CAPA Report

(From Audit Report)

| S. No. | New | Inprocess | Completed | Condemned | Archived |
|--------|-----|-----------|-----------|-----------|----------|
| 1 | | 11 | 1 | 0 | 0 |












<< Back

Non-Conformity / Observation with CAPA Report


(From Audit Report)

INPROCESS STATUS

Show entries
Search:

| S. No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-----------------|------------------------|---------------|------------------------|----------------|--------------|----------------|---|---|--|---|---|
| 1 | OFI/022/2024/VK | 21-02-2024 17:47:59 | Vikrant Kumar | | | | | All ok ... |  | Edit Section 4 : Investigation & Root Cause Analysis | |  |
| 2 | OBS/021/2024/VK | 21-02-2024 17:40:36 | Vikrant Kumar | 21-02-2024 17:49:49 | Vikrant Kumar | | | Incident all ok ... |  | Edit Section 5 : Corrective & Preventative Action | |  |
| 3 | NC/020/2024/VK | 21-02-2024 17:32:03 | Vikrant Kumar | 21-02-2024 17:49:12 | Vikrant Kumar | | | All ok ... |  | Edit Section 6: Audit / Verification | |  |
| 4 | NC/019/2024/VK | 21-02-2024 17:04:41 | Vikrant Kumar | 21-02-2024 17:48:44 | Vikrant Kumar | | | Description of the incident paperless management system ... |  | Edit Section 7: NC / Observation Close Out | |  |
| 5 | NC/018/2024/VK | 15-02-2024 10:24:48 | Vikrant Kumar | 15-02-2024 10:39:34 | Vikrant Kumar | | | Ok1 ... |  | |  |  |








Viewing the Non-Conformity / Observation with CAPA Report (From Audit Report)

1. Click on 'View ' at the inprocess status 'Non-Conformity / Observation with CAPA Report (From Audit Report)' dashboard.
2. By clicking on 'Back' button to go back to the previous page.

Non-Conformity / Observation with CAPA Report
(From Audit Report)

INPROCESS STATUS


Show entries Search:

| S. No. | Audit Report Ref No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-------------------------------|-------------------|---------------------|--------------|---------------------|----------------|--------------|----------------|--|---|--|---|---|
| 1 | (CFM)AR-Process/04/08/2023/VK | OBSAR/012/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 20-10-2023 18:36:45 | Dewan Sanjay | | | The temperature was not recorded ... |  | |  |  |
| 2 | (CFM)AR-Process/04/08/2023/VK | OBSAR/011/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | | | | | The MOC was not recorded ... |  | Edit Section 4 : Investigation & Root Cause Analysis | |  |
| 3 | (CFM)AR-Process/04/08/2023/VK | OBSAR/10/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | | | | | The signatures in training report were missing ... |  | Edit Section 4 : Investigation & Root Cause Analysis | |  |

Non-Conformity / Observation with CAPA Report
(From Audit Report)

| | |
|--------------------|---------------------------------------|
| Report date | NC / Observation reference No. |
| 23-10-2023 | OBSAR/012/2023/DS |

SECTION 1 - GENERAL INFORMATION

| | | |
|--|---|---|
| Category | Raised during | |
| Observation | Process Audit | |
| Audit criteria | Reference clause | |
| ISO 14001:2015,ISO 27001:2013 | 7.3 | |
| Evidence-1 | Evidence-2 | |
| | | |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | Location of incident | Date of incident |
| 150 Days | Mumbai | 23-10-2023 |
| Department involved / affected | Name of person initiating the report | Department of person initiating the report |
| CF - Operations | Dewan Sanjay | CF - CEO Office |
|  Signature of person reporting the incident | | |

SECTION 2 - DETAILS OF INCIDENT

| |
|--|
| Description of the incident |
| The temperature was not recorded |
| Immediate action taken |
| Started recording immediately |
| Actual or potential impact |
| Product rejection |
| Names of those involved or with firsthand knowledge |
| HOD production, Production supervisor |


SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|--|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Abhirup Chatterjee | CF - Human Resources | 21-03-2024 | 26-10-2023 | 21-10-2023 | 5 |
| Corrective & preventive action | Uttkarsh Ji | CF - CEO Office | 21-03-2024 | 26-10-2023 | 23-10-2023 | 3 |
| Audit / Verification | Mr Dhananjay Joshi | CF - CEO Office | 2024-03-21 | 26-10-2023 | 27-10-2023 | 1 |
| NC / Observation close out | Bhanu Pratap Singh | CF - Operations | 21-03-2024 | 26-10-2023 | 25-10-2023 | 1 |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| | | | |
|------------------------------------|---|---------------------------|---|
| Investigation details | | | |
| Probe was damaged | | | |
| Root cause analysis details | | | |
| No checking | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Abhirup Chatterjee | CF - Human Resources | 21-10-2023 |  |


SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| | | | |
|---|---|---------------------------|---|
| Corrective action details | | | |
| Probe was replaced | | | |
| Preventive action details | | | |
| Probes for all temp baths were checked and replaced where necessary | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Uttkarsh Ji | CF - CEO Office | 23-10-2023 |  |

SECTION 6 - AUDIT / VERIFICATION

| | | | |
|--|---|---------------------------|---|
| Was CA / PA taken effective : Yes | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Mr Dhananjay Joshi | CF - CEO Office | 27-10-2023 |  |

SECTION 7 - NC / OBSERVATION CLOSE OUT

| | | | |
|--|---|---------------------------|---|
| Was CA / PA taken effective : Yes | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Bhanu Pratap Singh | CF - Operations | 25-10-2023 |  |

Edit Section 4: Investigation & Root Cause Analysis

1. Click on 'Edit Section 4: Investigation & Root Cause Analysis' at the inprocess status 'Non-Conformity / Observation with CAPA Report (From Audit Report)' dashboard.
2. The edit form will open showing the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' form showing the entries.
3. Update related details, as necessary.
4. Click on 'Back' to go back to the previous page.

<< Back

Non-Conformity / Observation with CAPA Report

(From Audit Report)

INPROCESS STATUS

Show entries
Search:

| S. No. | Audit Report Ref No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-------------------------------|-------------------|---------------------|--------------|---------------------|----------------|--------------|----------------|--|------|--|---------|-----------|
| 1 | (CFM)AR-Process/04/08/2023/VK | OBSAR/012/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 20-10-2023 18:36:45 | Dewan Sanjay | | | The temperature was not recorded ... | | | | |
| 2 | (CFM)AR-Process/04/08/2023/VK | OBSAR/011/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | | | | | The MOC was not recorded ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |
| 3 | (CFM)AR-Process/04/08/2023/VK | OBSAR/10/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | | | | | The signatures in training report were missing ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |

<< Back

<< Back

Non-Conformity / Observation with CAPA Report

(From Audit Report)

| | |
|--|---|
| Report date <input style="width: 95%;" type="text" value="23-10-2023"/> | NC / Observation reference No. <input style="width: 95%;" type="text" value="OBSAR/10/2023/DS"/> |
|--|---|

SECTION 1- GENERAL INFORMATION

| | |
|--|--|
| Category <input style="width: 95%;" type="text" value="Observation"/> | Raised during <input style="width: 95%;" type="text" value="Process Audit"/> |
| Audit criteria <input style="width: 95%;" type="text" value="ISO 14001:2015,ISO 27001:2013"/> | Reference clause <input style="width: 95%;" type="text" value="Enter reference clause here"/> |
| Evidence-1 | Evidence-2 |

| | | |
|---|--|--|
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days <input style="width: 95%;" type="text" value="Agreed time limit for closeout"/> Days | Location of incident <input style="width: 95%;" type="text" value="Mumbai"/> | Date of incident <input style="width: 95%;" type="text" value="23-10-2023"/> |
| Department involved / affected <input style="width: 95%;" type="text" value="Select department involved / affected"/> | Name of person initiating the report <input style="width: 95%;" type="text" value="Select user"/> | Department of person initiating the report <input style="width: 95%;" type="text" value="Enter position of person initiating the repor"/> |

Signature
Signature of person reporting the incident

SECTION 2 - DETAILS OF INCIDENT

Description of the incident
The signatures in training report were missing

Immediate action taken
Enter immediate action taken here

Actual or potential impact
Enter actual or potential impact here

Names of those involved or with firsthand knowledge
Enter names of those involved or with firsthand knowledge here

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Select user | Select department | 14-02-2024 | dd-mm-yyyy | dd-mm-yyyy | |
| Corrective & preventive action | Select user | Select department | 14-02-2024 | dd-mm-yyyy | dd-mm-yyyy | |
| Audit / Verification | Select user | Select department | 14-02-2024 | dd-mm-yyyy | dd-mm-yyyy | |
| NC / Observation close out | Select user | Select department | 14-02-2024 | dd-mm-yyyy | dd-mm-yyyy | |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

Investigation details
Enter investigation details here

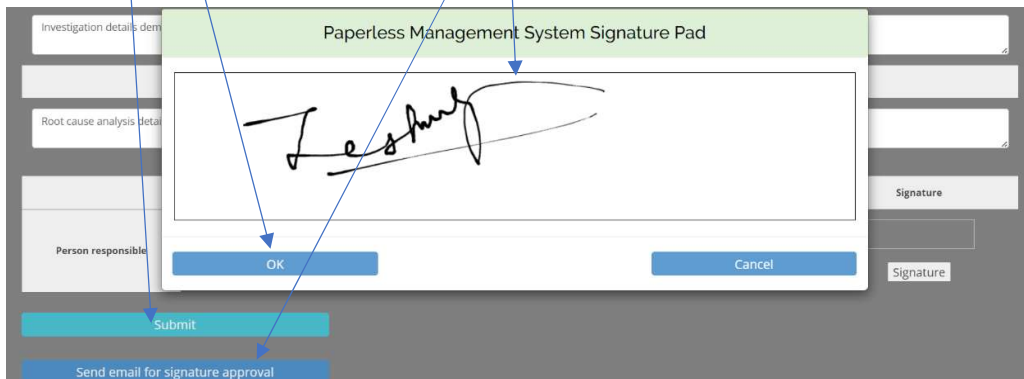
Root cause analysis details
Enter root cause analysis details here

| | Name | Department | Date of completion | Signature |
|--------------------|--------------------------|-----------------------------------|--------------------|-----------|
| Person responsible | Enter name of person res | Enter department of person respor | dd-mm-yyyy | Signature |

Submit

Send email for signature approval

- Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.
- Click to 'Submit'.
- Click on 'Send email for signature approval' by email.



Sending E-mail for Signature Approval (Section 4: Investigation & Root Cause Analysis)

1. Here you can send the email for signature approval as per your choice.
2. Select sender name from the drop-down menu.
3. Write your comment for approver here.
4. Select type of approver from the drop-down menu as 'Investigation & Root cause analysis'.
5. Select / checkbox the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' approvers here.
6. Click on 'OK' for sending the mail to selected approvers.
7. By clicking on 'Cancel' you can cancel the approval.
8. An alert box will show up then click 'OK'.

The screenshot displays the 'Paperless Management System states' interface. It features a dropdown menu for the sender name (Vikrant Kumar (VK)), a text area for the comment (approve), and another dropdown menu for the type of approver (Investigation & Root cause analysis). Below these is a 'Select approver' section with a grid of checkboxes for various users, including Vikrant Kumar (checked). At the bottom are 'OK' and 'Cancel' buttons. A separate alert box at the bottom shows the message 'Email has been sent to selected approvers.' with an 'OK' button.

Request for Approval Non-Conformity / Observation with CAPA Report (From Audit Report)

(Section 4: Investigation & Root Cause Analysis)



1. The approver will receive a new mail for approving the document online without logging in to the application.
2. Click on 'Give Approval' for approving the document.

Approve
To: Vikrant Kumar / From: Vikrant Kumar

Non-Conformity / Observation with CAPA Report (From Audit Report)

| | |
|--------------------|---------------------------------------|
| Report date | NC / Observation reference No. |
| 23-10-2023 | NCAR.008/2023.DS |

SECTION 1 - GENERAL INFORMATION

| | | |
|--|---|---|
| Category | Raised during | |
| Major NC | Process Audit | |
| Audit criteria | Reference clause | |
| ISO 27001:2013 | 6.9 | |
| Evidence-1 | Evidence-2 | |
|  | | |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | Location of incident | Date of incident |
| 10 Days | Mumbai | 23-10-2023 |
| Department involved / affected | Name of person initiating the report | Department of person initiating the report |
| CF - Operations | Vikrant Kumar | CF - Operations |
| | |  Signature of person reporting the incident |

SECTION 2 - DETAILS OF INCIDENT

| |
|--|
| Description of the incident |
| Demo 15 |
| Immediate action taken |
| Demo2 |
| Actual or potential impact |
| Demo3 |
| Names of those involved or with firsthand knowledge |
| Demo4 |

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Vikrant Kumar | CF - Operations | 02-11-2023 | | | |
| Corrective & preventive action | Sanjay Dewan | CF - Operations | 02-11-2023 | | | |
| Audit / Verification | Mayank Gupta | CF - Audit | 02-11-2023 | | | |
| NC / Observation close out | Prabuddh Agrawal | CF - Customer Care | 02-11-2023 | | | |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| | | | |
|------------------------------------|---|---------------------------|--|
| Investigation details | | | |
| | | | |
| Root cause analysis details | | | |
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Vikrant Kumar | CF - Operations | | |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| Corrective action details | | | |
|----------------------------|----------------------------------|--------------------|---------------------------------|
| | | | |
| Preventive action details | | | |
| | | | |
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Sanjay Dewan | CF - Operations | | |

SECTION 6 - AUDIT / VERIFICATION

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Mayank Gupta | CF - Audit | | |

SECTION 7 - NC / OBSERVATION CLOSE OUT

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabuddh Agrawal | CF - Customer Care | | |

Give Approval

Please login to access it [Login](#)

For any clarifications please write to info@phase-riskconsultants.com or call at +919892111109

Best Regards,
Paperless Management System


This is an auto generated email. Please do not reply to this email message as no reply will be given.



Online Approval of Non-Conformity / Observation with CAPA Report (From Audit Report) thru E-mail

1. Upon clicking the 'Give Approval' button following page will open with the approvers name.
2. Fill in all the relevant details.
3. If you want to give approval, then select the date.
4. Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.
5. Click the 'Approved' button and the approval will be sent to the requestor.

Give Approval

| Investigation details | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| all ok | | | |
| Root cause analysis details | | | |
| Analysis details | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Vikrant Kumar | CF - Operations | 15-02-2024 | <input type="text"/> |

Approved

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Paperless Management System Signature Pad

| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
|----------------------------|----------------------------------|--------------------|---------------------------------|
| Vikrant Kumar | CF - Operations | 15-02-2024 | <input type="text"/> |

Signature Pad showing handwritten signature: *Danesh*

Buttons: OK, Cancel

Approved

Approval of Non-Conformity / Observation with CAPA Report (From Audit Report) by E-mail

1. Once you give the approval the following page will open.
2. Here you can see 'Thanks for giving the approval' message.
3. If you try to approve the same 'Non-Conformity / Observation with CAPA report (From Audit Report)' again then following message will show up.

Paperless
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Thanks for giving the approval.

Best viewed in Microsoft Edge / Chrome / Firefox
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Developed by QHSE Risk Consultants LLP

Paperless
Make Life Simple

You have already given this approval.

Best viewed in Microsoft Edge / Chrome / Firefox
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Developed by QHSE Risk Consultants LLP

Non-Conformity / Observation with CAPA Report (From Audit Report) Approval Granted Mail

1. The 'Non-Conformity / Observation with CAPA Report (From Audit Report)' approval email will be received by the requestor and all approver(s) indicating that the specific approver has approve the management.

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Complexity Simplified

Approval Granted / Non-Conformity / Observation with CAPA Report (From Audit Report) Ref No. OBSAR/006/2023/VK - Nonconformity Management

To: Vikrant Kumar / From: Mayank Gupta
Your approval request dated 20-10-2023 for approving the '**Non-Conformity / Observation with CAPA Report (From Audit Report) Ref No. OBSAR/006/2023/VK - Nonconformity Management**' has been granted and accordingly the subject document has been approved by Mayank Gupta.

This is an auto generated email. Please do not reply to this email message as no reply will be given.
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Please login to access it [Login](#)

For any clarifications please write to us at info@qhse-riskconsultants.com

Best Regards,

Paperless Management System

 **QHSE RISK CONSULTANTS LLP**
Complexity Simplified

Edit Section 5: Corrective & Preventative Action

1. Click on 'Edit Section 5: Corrective & Preventative Action' at the inprocess status 'Non-Conformity / Observation with CAPA Report' dashboard.
2. The edit form will open showing the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' form showing the entries.
3. Update related details, as necessary.
4. Click on 'Back' to go back to the previous page.

<< Back

Non-Conformity / Observation with CAPA Report

(From Audit Report)

INPROCESS STATUS

Show entries Search:

| S. No. | Audit Report Ref No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|----------------------------------|---------------------|---------------------|--------------|---------------------|----------------|--------------|----------------|--|------|--|---------|-----------|
| 1 | (CFM)AR-Proccess/04/4/08/2023/VK | OBSAR/01/2/023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 20-10-2023 18:36:45 | Dewan Sanjay | | | The temperature was not recorded ... | | | | |
| 2 | (CFM)AR-Proccess/04/4/08/2023/VK | OBSAR/01/1/2/023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 14-02-2024 10:56:48 | Vikrant Kumar | | | The MOC was not recorded ... | | Edit Section 5 : Corrective & Preventative Action | | |
| 3 | (CFM)AR-Proccess/04/4/08/2023/VK | OBSAR/10/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | | | | | The signatures in training report were missing ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |

<< Back

Non-Conformity / Observation with CAPA Report

(From Audit Report)

| Report date | NC / Observation reference No. |
|-------------|--------------------------------|
| 23-10-2023 | OBSAR/01/1/2023/DS |

SECTION 1- GENERAL INFORMATION

| Category | Raised during | |
|---|--------------------------------------|--|
| Observation | Process Audit | |
| Audit criteria | Reference clause | |
| ISO 14001:2015,ISO 27001:2013 | 1,2,3,4 | |
| Evidence-1 | Evidence-2 | |
| | | |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | Location of incident | Date of incident |
| 10 Days | Mumbai | 23-10-2023 |
| Department involved / affected | Name of person initiating the report | Department of person initiating the report |
| CF - Operations | Vikrant Kumar | CF - Operations |

Signature of person reporting the incident

SECTION 2 - DETAILS OF INCIDENT

| |
|--|
| Description of the incident |
| The MOC was not recorded |
| Immediate action taken |
| Immediate action taken |
| Actual or potential impact |
| Actual or potential impact |
| Names of those involved or with firsthand knowledge |
| Firsthand knowledge |

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Vikrant Kumar (VK) | CF - Operations | 02-11-2023 | dd-mm-yyyy | 14-02-2024 | 104 |
| Corrective & preventive action | Sanjay Dewan (SD) | CF - Operations | 02-11-2023 | dd-mm-yyyy | dd-mm-yyyy | |
| Audit / Verification | Prabuddh Agrawal (PBA) | CF - Customer Care | 02-11-2023 | dd-mm-yyyy | dd-mm-yyyy | |
| NC / Observation close out | Mayank Gupta (MG) | CF - Audit | 02-11-2023 | dd-mm-yyyy | dd-mm-yyyy | |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| |
|------------------------------------|
| Investigation details |
| All ok |
| Root cause analysis details |
| All done |

| | Name | Department | Date of completion | Signature |
|--------------------|---------------|-----------------|--------------------|--|
| Person responsible | Vikrant Kumar | CF - Operations | 14-02-2024 |  |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| |
|--------------------------------------|
| Corrective action details |
| Enter corrective action details here |
| Preventive action details |
| Enter preventive action details here |

| | Name | Department | Date of completion | Signature |
|--------------------|--------------|-----------------|--------------------|-----------------------------------|
| Person responsible | Sanjay Dewan | CF - Operations | dd-mm-yyyy | <input type="text"/> Signature |

[Submit](#)

[Send email for signature approval](#)

5. Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.
6. Click to 'Submit'.
7. Click on 'Send email for signature approval' by email.

SECTION 5 – CORRECTIVE AND PREVENTIVE ACTION DETAILS

Paperless Management System Signature Pad

Enter corrective action details

Enter preventive action details

Person responsible: Prabuddh Agrawal | CF - Customer Care | 13-02-2024

Signature

Signature

OK Cancel

Submit

Send email for signature approval

Sending E-mail for Signature Approval (Section 5: Corrective and Preventive Action)

1. Here you can send the email for signature approval as per your choice.
2. Select sender name from the drop-down menu.
3. Write your comment for approver here.
4. Select type of approver from the drop-down menu as 'Corrective and Preventive action'.
5. Select / checkbox the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' approvers here.
6. Click on 'OK' for sending the mail to selected approvers.
7. By clicking on 'Cancel' you can cancel the approval.
8. An alert box will show up then click 'OK'.

The screenshot illustrates the 'Paperless Management System states' interface. The main window contains a form with the following elements:

- Header: Paperless Management System states
- Form fields: 'Enter corrective action details here', 'Enter preventive action details here', and 'Person responsible' (with 'Sanjay' as the selected value).
- Buttons: 'Submit' (teal) and 'Send email for signature approval' (blue).
- Dropdown menus: 'Vikrant Kumar (VK)' and 'Corrective and Preventive action'.
- Text: 'approve'.

The 'Select approver' dialog box is open, showing a list of approvers with checkboxes:

| | | | |
|---|---|---------------------------------------|---|
| <input type="checkbox"/> Abhirup Chatterjee | <input type="checkbox"/> Anshu | <input type="checkbox"/> Bela Dewan | <input type="checkbox"/> Bhanu Pratap Singh |
| <input type="checkbox"/> Dewan Sanjay | <input type="checkbox"/> GK Kotaiah | <input type="checkbox"/> Mayank Gupta | <input type="checkbox"/> Mr Dhananjay Joshi |
| <input type="checkbox"/> Prabhu | <input type="checkbox"/> Prabuddh Agrawal | <input type="checkbox"/> Sanjay Dewan | <input type="checkbox"/> Sanjay Dewan 1 |
| <input type="checkbox"/> Uttkarsih Ji | <input checked="" type="checkbox"/> Vikrant Kumar | | |

Buttons: 'OK' and 'Cancel'.

Below the main window, an alert box displays the message: 'Email has been sent to selected approvers.' with an 'OK' button.

Request for Approval Non-Conformity / Observation with CAPA Report (Section 5: Corrective and Preventive Action)

1. The approver will receive a new mail for approving the document online without logging in to the application.
2. Click on 'Give Approval' for approving the document.



Approve
To: Sanjay Dewan / From: Vikrant Kumar

Non-Conformity / Observation with CAPA Report

(From Audit Report)

| | |
|-------------|--------------------------------|
| Report date | NC / Observation reference No. |
| 23-10-2023 | NCAR.008/2023/DS |

SECTION 1 - GENERAL INFORMATION

| | | |
|---|--------------------------------------|--|
| Category | Raised during | |
| Major NC | Process Audit | |
| Audit criteria | Reference clause | |
| ISO 27001:2013 | 6.9 | |
| Evidence-1 | Evidence-2 | |
|  | | |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | Location of incident | Date of incident |
| 10 Days | Mumbai | 23-10-2023 |
| Department involved / affected | Name of person initiating the report | Department of person initiating the report |
| CF - Operations | Vikrant Kumar | CF - Operations |
|  Signature of person reporting the incident | | |


SECTION 2 - DETAILS OF INCIDENT

| |
|---|
| Description of the incident |
| Demo 15 |
| Immediate action taken |
| Demo2 |
| Actual or potential impact |
| Demo3 |
| Names of those involved or with firsthand knowledge |
| Demo4 |

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Vikrant Kumar | CF - Operations | 02-11-2023 | | 15-02-2024 | 105 |
| Corrective & preventive action | Sanjay Dewan | CF - Operations | 02-11-2023 | | | |
| Audit / Verification | Mayank Gupta | CF - Audit | 02-11-2023 | | | |
| NC / Observation close out | Prabodh Agrawal | CF - Customer Care | 02-11-2023 | | | |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| | | | |
|-----------------------------|----------------------------------|--------------------|---|
| Investigation details | | | |
| All ok | | | |
| Root cause analysis details | | | |
| Analysis details | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Vikrant Kumar | CF - Operations | 15-02-2024 |  |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| Corrective action details | | | |
|----------------------------|----------------------------------|--------------------|---------------------------------|
| | | | |
| Preventive action details | | | |
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Sanjay Dewan | CF - Operations | | |

SECTION 6 - AUDIT / VERIFICATION

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Mayank Gupta | CF - Audit | | |

SECTION 7 - NC / OBSERVATION CLOSE OUT

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabuddh Agrawal | CF - Customer Care | | |

Give Approval

Please login to access it [Login](#)

For any clarifications please write to info@ghse-riskconsultants.com or call at +919899111109

Best Regards,

Paperless Management System



This is an auto generated email. Please do not reply to this email message as no reply will be given.

Online Approval of Non-Conformity / Observation with CAPA Report (From Audit Report) thru E-mail

1. Upon clicking the 'Give Approval' button following page will open with the approvers name.
2. Fill in all the relevant details.
3. If you want to give approval, then select the date.
4. Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.
5. Click the 'Approved' button and the approval will be sent to the requestor.

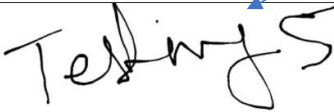
Give Approval

| Corrective action details | | | |
|----------------------------|----------------------------------|--------------------|-----------------------------------|
| All ok | | | |
| Preventive action details | | | |
| Preventive action details | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Sanjay Dewan | CF - Operations | 15-02-2024 | <input type="text"/> Signature |

Approved

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Paperless Management System Signature Pad



OK **Cancel**

| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
|----------------------------|----------------------------------|--------------------|-----------------------------------|
| Sanjay Dewan | CF - Operations | 15-02-2024 | <input type="text"/> Signature |

Approved

Approval of Non-Conformity / Observation with CAPA Report (From Audit Report) by E-mail

1. Once you give the approval the following page will open.
2. Here you can see 'Thanks for giving the approval' message.
3. If you try to approve the same 'Non-Conformity / Observation with CAPA report (From Audit Report)' again then following message will show up.

Paperless
Make Life Simple

Thanks for giving the approval.

Best viewed in Microsoft Edge / Chrome / Firefox
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Paperless
Make Life Simple

You have already given this approval.

Best viewed in Microsoft Edge / Chrome / Firefox
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Developed by QHSE Risk Consultants LLP

Non-Conformity / Observation with CAPA Report (From Audit Report) Approval Granted Mail

1. The 'Non-Conformity / Observation with CAPA Report (From Audit Report)' approval email will be received by the requestor and all approver(s) indicating that the specific approver has approve the management.

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Complexity Simplified

Approval Granted / Non-Conformity / Observation with CAPA Report (From Audit Report) Ref No. OBSAR/006/2023/VK - Nonconformity Management

To: Vikrant Kumar / From: Prabhu
Your approval request dated 20-10-2023 for approving the 'Non-Conformity / Observation with CAPA Report (From Audit Report) Ref No. OBSAR/006/2023/VK - Nonconformity Management' has been granted and accordingly the subject document has been approved by Prabhu.

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Please login to access it [Login](#)

For any clarifications please write to us at info@qhse-riskconsultants.com

Best Regards,

Paperless Management System

 **QHSE RISK CONSULTANTS LLP**
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Edit Section 6: Audit / Verification

1. Click on 'Edit Section 6: Audit / Verification' at the inprocess status 'Non-Conformity / Observation with CAPA Report (From Audit Report)' dashboard.
2. The edit form will open showing the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' form showing the entries.
3. Update related details, as necessary.
4. Click on 'Back' to go back to the previous page.

<< Back

Non-Conformity / Observation with CAPA Report

(From Audit Report)

INPROCESS STATUS

Show 10 entries

Search:

| S. No. | Audit Report Ref No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-------------------------------|-------------------|---------------------|--------------|---------------------|----------------|--------------|----------------|--|------|--|---------|-----------|
| 1 | (CFM)AR-Process/04/08/2023/VK | OBSAR/012/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 20-10-2023 18:36:45 | Dewan Sanjay | | | The temperature was not recorded ... | | | | |
| 2 | (CFM)AR-Process/04/08/2023/VK | OBSAR/011/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 14-02-2024 11:33:59 | Vikrant Kumar | | | The MOC was not recorded ... | | Edit Section 6: Audit / Verification | | |
| 3 | (CFM)AR-Process/04/08/2023/VK | OBSAR/10/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | | | | | The signatures in training report were missing ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |

<< Back

Non-Conformity / Observation with CAPA Report

(From Audit Report)

| | |
|--|--|
| Report date <input style="width: 95%;" type="text" value="23-10-2023"/> | NC / Observation reference No. <input style="width: 95%;" type="text" value="OBSAR/011/2023/DS"/> |
|--|--|

SECTION 1- GENERAL INFORMATION

| | |
|---|--|
| Category <input style="width: 95%;" type="text" value="Observation"/> | Raised during <input style="width: 95%;" type="text" value="Process Audit"/> |
| Audit criteria <input style="width: 95%;" type="text" value="ISO 14001:2015,ISO 27001:2013"/> | Reference clause <input style="width: 95%;" type="text" value="1,2,3,4"/> |
| Evidence-1 | Evidence-2 |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days <input style="width: 95%;" type="text" value="10"/> Days | Location of incident <input style="width: 95%;" type="text" value="Mumbai"/> |
| Department involved / affected <input style="width: 95%;" type="text" value="CF - Operations"/> | Date of incident <input style="width: 95%;" type="text" value="23-10-2023"/> |
| Name of person initiating the report <input style="width: 95%;" type="text" value="Vikrant Kumar"/> | Department of person initiating the report <input style="width: 95%;" type="text" value="CF - Operations"/> |

Signature of person reporting the incident

SECTION 2 - DETAILS OF INCIDENT

| |
|--|
| Description of the incident |
| The MOC was not recorded |
| Immediate action taken |
| Immediate action taken |
| Actual or potential impact |
| Actual or potential impact |
| Names of those involved or with firsthand knowledge |
| Firsthand knowledge |

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Vikrant Kumar (VK) | CF - Operations | 02-11-2023 | dd-mm-yyyy | 14-02-2024 | 104 |
| Corrective & preventive action | Sanjay Dewan (SD) | CF - Operations | 02-11-2023 | dd-mm-yyyy | 14-02-2024 | 104 |
| Audit / Verification | Prabuddh Agrawal (PBA) | CF - Customer Care | 02-11-2023 | dd-mm-yyyy | dd-mm-yyyy | |
| NC / Observation close out | Mayank Gupta (MG) | CF - Audit | 02-11-2023 | dd-mm-yyyy | dd-mm-yyyy | |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| |
|------------------------------------|
| Investigation details |
| All ok |
| Root cause analysis details |
| All done |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| |
|------------------------------------|
| Corrective action details |
| Corrective action details all done |
| Preventive action details |
| Preventive action details all done |

SECTION 6 - AUDIT / VERIFICATION

| | | |
|------------------------------------|--|--|
| Was CA / PA taken effective | | |
| Select | | |

| | Name | Department | Date of completion | Signature |
|---------------------------|------------------|--------------------|--------------------|--|
| Person responsible | Prabuddh Agrawal | CF - Customer Care | dd-mm-yyyy | <input style="width: 100px; height: 20px;" type="text"/> <input type="button" value="Signature"/> |

Submit

Send email for signature approval

- Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.

- Select 'Yes' in the 'Was CA / PA taken effective' then click 'Submit'. You will be showing a message "Do you agree with the reports and action under section 4 & 5 and want to submit the audit verification report as 'Yes.'" then click 'OK'.
- Select 'No' in the 'Was CA / PA taken effective' then you will be showing a message "Do you really agree for reporting the effectiveness CA / PA as 'No'. Please note that the previous date of closure will be erased." then click 'OK'.
- Click 'Cancel' if you want to cancel the action.
- Click to 'Submit'.
- Click on 'Send email for signature approval' by email.

Sending E-mail for Signature Approval

(Section 6: Audit / Verification)

1. Here you can send the email for signature approval as per your choice.
2. Select sender name from the drop-down menu.
3. Write your comment for approver here.
4. Select type of approver from the drop-down menu as 'Audit / Verification'.
5. Select / checkbox the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' approvers here.
6. Click on 'OK' for sending the mail to selected approvers.
7. By clicking on 'Cancel' you can cancel the approval.
8. An alert box will show up then click 'OK'.

The screenshot illustrates the 'SECTION 6 - AUDIT / VERIFICATION' process in the Paperless Management System. The main interface shows a 'Person responsible' field with 'Mayank' selected and a 'Send email for signature approval' button. A modal dialog box titled 'SECTION 6 - AUDIT / VERIFICATION' is open, showing a 'Paperless Management System states' header. Below this, there are fields for 'Vikrant Kumar (VK)' (selected in the dropdown), 'approve' (comment field), and 'Audit / Verification' (type of approver dropdown). The 'Select approver' section contains a grid of checkboxes for various approvers, with 'Vikrant Kumar' checked. At the bottom of the dialog are 'OK' and 'Cancel' buttons. Below the main interface, an alert box displays the message 'Email has been sent to selected approvers.' with an 'OK' button.

Request for Approval Non-Conformity / Observation with CAPA Report (From Audit Report)

1. The approver will receive a new mail for approving the document online without logging in to the application.
2. Click on 'Give Approval' for approving the document.



Approve
To: Mayank Gupta / From: Vikrant Kumar

Non-Conformity / Observation with CAPA Report

(From Audit Report)

| Report date | NC / Observation reference No. |
|-------------|--------------------------------|
| 23-10-2023 | NCAR.008.2023.DS |

SECTION 1 - GENERAL INFORMATION

| Category | Raised during | |
|---|--------------------------------------|--|
| Majet NC | Process Audit | |
| Audit criteria | Reference clause | |
| ISO 27001:2013 | 6.9 | |
| Evidence-1 | Evidence-2 | |
|  | | |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | Location of incident | Date of incident |
| 10 Days | Mumbai | 23-10-2023 |
| Department involved / affected | Name of person initiating the report | Department of person initiating the report |
| CF - Operations | Vikrant Kumar | CF - Operations |
|  Signature of person reporting the incident | | |


SECTION 2 - DETAILS OF INCIDENT

| Description of the incident |
|---|
| Demo15 |
| Immediate action taken |
| Demo2 |
| Actual or potential impact |
| Demo3 |
| Names of those involved or with firsthand knowledge |
| Demo4 |


SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Vikrant Kumar | CF - Operations | 02-11-2023 | | 15-02-2024 | 105 |
| Corrective & preventive action | Sunjay Devan | CF - Operations | 02-11-2023 | | 15-02-2024 | 105 |
| Audit / Verification | Mayank Gupta | CF - Audit | 02-11-2023 | | | |
| NC / Observation close out | Prabuddh Agrawal | CF - Customer Care | 02-11-2023 | | | |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| Investigation details | | | |
|-----------------------------|----------------------------------|--------------------|---|
| All ok | | | |
| Root cause analysis details | | | |
| Analysis details | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Vikrant Kumar | CF - Operations | 15-02-2024 |  |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| Corrective action details | | | |
|----------------------------|----------------------------------|--------------------|---|
| All ok | | | |
| Preventive action details | | | |
| Preventive action details | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Sanjay Dewan | CF - Operations | 15-02-2024 |  |

SECTION 6 - AUDIT / VERIFICATION

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Mayank Gupta | CF - Audit | | |

SECTION 7 - NC / OBSERVATION CLOSE OUT

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabodh Agrawal | CF - Customer Care | | |

Give Approval

Please login to access it [Login](#)

For any clarifications please write to info@ghsc-riskconsultants.com or call at [+919899111109](tel:+919899111109)

Best Regards,
Paperless Management System


This is an auto generated email. Please do not reply to this email message as no reply will be given.

Online Approval of Non-Conformity / Observation with CAPA Report (From Audit Report) thru E-mail

1. Upon clicking the 'Give Approval' button following page will open with the approvers name.
2. If you want to give approval, then select the date.
3. Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.
4. Click the 'Approved' button and the approval will be sent to the requester.

Give Approval

| | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Was CA / PA taken effective | | | |
| Yes | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Mayank Gupta | CF - Audit | 15-02-2024 | <input type="text"/> |
| | | | Signature |

Approved

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Paperless Management System Signature Pad

| | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Was CA / PA taken effective | | | |
| Yes | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Mayank Gupta | CF - Audit | 15-02-2024 | <input type="text"/> |
| | | | Signature |

Approved

5. Select 'Yes' in the 'Was CA / PA taken effective' then click 'Submit'. You will be showing a message "Do you agree with the reports and action under section 4 & 5 and want to submit the audit verification report as 'Yes'." then click 'OK'.
6. Select 'No' in the 'Was CA / PA taken effective' then you will be showing a message "Do you really agree for reporting the effectiveness CA / PA as 'No'. Please note that the previous date of closure will be erased." then click 'Ok'.

Paperless Management System states

Do you agree with the reports and action taken under section 4 & 5 and want to submit the audit verification report as 'Yes'.

OK

Was CA / PA taken effective
Yes

| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
|----------------------------|----------------------------------|--------------------|------------------------------------|
| Prabuddh Agrawal | CF - Customer Care | 16-02-2024 | <i>Prabuddh</i> Signature Clear |

Approved

Paperless Management System states

Do you really agree for reporting the effectiveness of CA / PA as 'No'. Please note that the previous dates of closure will be erased.

OK **Cancel**

Was CA / PA taken effective
No

| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
|----------------------------|----------------------------------|--------------------|---------------------------------|
| Prabuddh Agrawal | CF - Customer Care | 16-02-2024 | Signature |

Approved

Approval of Non-Conformity / Observation with CAPA Report (From Audit Report) by E-mail

1. Once you give the approval the following page will open.
2. Here you can see 'Thanks for giving the approval' message.
3. If you try to approve the same 'Non-Conformity / Observation with CAPA report (From Audit Report)' again then following message will show up.

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Thanks for giving the approval.

Best viewed in Microsoft Edge / Chrome / Firefox
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Paperless
Make Life Simple

You have already given this approval.

Best viewed in Microsoft Edge / Chrome / Firefox
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Developed by QHSE Risk Consultants LLP

Non-Conformity / Observation with CAPA Report (From Audit Report) Approval Granted Mail

1. The 'Non-Conformity / Observation with CAPA Report (From Audit Report)' approval email will be received by the requestor and all approver(s) indicating that the specific approver has approved the report.

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Complexity Simplified

Approval Granted / Non-Conformity / Observation with CAPA Report (From Audit Report) Ref No. OBSAR/006/2023/VK - Nonconformity Management

To: Vikrant Kumar / From: Prabuddh Agrawal
Your approval request dated 20-10-2023 for approving the '**Non-Conformity / Observation with CAPA Report (From Audit Report) Ref No. OBSAR/006/2023/VK - Nonconformity Management**' has been granted and accordingly the subject document has been approved by Prabuddh Agrawal.

This is an auto generated email. Please do not reply to this email message as no reply will be given.
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Please login to access it [Login](#)

For any clarifications please write to us at info@qhse-riskconsultants.com

Best Regards,

Paperless Management System

 **QHSE RISK CONSULTANTS LLP**
Complexity Simplified

Edit Section 7: NC / Observation Close Out

1. Click on 'Edit Section 7: NC / Observation Close Out' at the inprocess status 'Non-Conformity / Observation with CAPA Report (From Audit Report)' dashboard.
2. The edit form will open showing the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' form showing the entries.
3. Update related details, as necessary.
4. Click on 'Back' to go back to the previous page.

<< Back

Non-Conformity / Observation with CAPA Report

(From Audit Report)

INPROCESS STATUS

Show 10 entries

Search:

| S. No. | Audit Report Ref No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|---------------------------------|-------------------|---------------------|--------------|---------------------|----------------|--------------|----------------|--|------|--|---------|-----------|
| 1 | (CFM)AR-Process/04/4/08/2023/VK | OBSAR/012/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 20-10-2023 18:36:45 | Dewan Sanjay | | | The temperature was not recorded ... | | | | |
| 2 | (CFM)AR-Process/04/4/08/2023/VK | OBSAR/011/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 14-02-2024 11:56:05 | Vikrant Kumar | | | The MOC was not recorded ... | | Edit Section 7: NC / Observation Close Out | | |
| 3 | (CFM)AR-Process/04/4/08/2023/VK | OBSAR/10/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | | | | | The signatures in training report were missing ... | | Edit Section 4 - Investigation & Root Cause Analysis | | |

<< Back

Non-Conformity / Observation with CAPA Report

(From Audit Report)

| | |
|--|--|
| Report date <input style="width: 95%;" type="text" value="23-10-2023"/> | NC / Observation reference No. <input style="width: 95%;" type="text" value="OBSAR/011/2023/DS"/> |
|--|--|

SECTION 1- GENERAL INFORMATION

| | |
|--|---|
| Category <input style="width: 95%;" type="text" value="Observation"/> | Raised during <input style="width: 95%;" type="text" value="Process Audit"/> |
| Audit criteria <input style="width: 95%;" type="text" value="ISO 14001:2015,ISO 27001:2013"/> | Reference clause <input style="width: 95%;" type="text" value="1,2,3,4"/> |
| Evidence-1 | Evidence-2 |

| | | |
|---|--|--|
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days <input style="width: 95%;" type="text" value="10"/> Days | Location of incident <input style="width: 95%;" type="text" value="Mumbai"/> | Date of incident <input style="width: 95%;" type="text" value="23-10-2023"/> |
| Department involved / affected <input style="width: 95%;" type="text" value="CF - Operations"/> | Name of person initiating the report <input style="width: 95%;" type="text" value="Vikrant Kumar"/> | Department of person initiating the report <input style="width: 95%;" type="text" value="CF - Operations"/> |

Demo

Signature of person reporting the incident

SECTION 2 - DETAILS OF INCIDENT

| |
|--|
| Description of the incident |
| The MOC was not recorded |
| Immediate action taken |
| Immediate action taken |
| Actual or potential impact |
| Actual or potential impact |
| Names of those involved or with firsthand knowledge |
| Firsthand knowledge |

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Vikrant Kumar (VK) | CF - Operations | 02-11-2023 | dd-mm-yyyy | 14-02-2024 | 104 |
| Corrective & preventive action | Sanjay Dewan (SD) | CF - Operations | 02-11-2023 | dd-mm-yyyy | 14-02-2024 | 104 |
| Audit / Verification | Prabuddh Agrawal (PBA) | CF - Customer Care | 02-11-2023 | dd-mm-yyyy | 14-02-2024 | 104 |
| NC / Observation close out | Mayank Gupta (MG) | CF - Audit | 02-11-2023 | dd-mm-yyyy | dd-mm-yyyy | |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| |
|------------------------------------|
| Investigation details |
| All ok |
| Root cause analysis details |
| All done |

| | Name | Department | Date of completion | |
|--------------------|---------------|-----------------|--------------------|----------------------|
| Person responsible | Vikrant Kumar | CF - Operations | 14-02-2024 | <i>Vikrant Kumar</i> |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| |
|------------------------------------|
| Corrective action details |
| Corrective action details all done |
| Preventive action details |
| Preventive action details all done |

| | Name | Department | Date of completion | Signature |
|--------------------|--------------|-----------------|--------------------|---------------------|
| Person responsible | Sanjay Dewan | CF - Operations | 14-02-2024 | <i>Sanjay Dewan</i> |

SECTION 6 - AUDIT / VERIFICATION

| |
|------------------------------------|
| Was CA / PA taken effective |
| Yes |

| | Name | Department | Date of completion | Signature |
|--------------------|------------------|--------------------|--------------------|-------------------------|
| Person responsible | Prabuddh Agrawal | CF - Customer Care | 14-02-2024 | <i>Prabuddh Agrawal</i> |

SECTION 7 - NC / OBSERVATION CLOSE OUT

| |
|------------------------------------|
| Was CA / PA taken effective |
| Select |

| | Name | Department | Date of completion | Signature |
|--------------------|--------------|------------|--------------------|-----------------------------------|
| Person responsible | Mayank Gupta | CF - Audit | dd-mm-yyyy | <input type="text"/> Signature |

Submit

Send email for signature approval

5. Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.

The screenshot shows a digital signature pad interface. A modal window titled "Paperless Management System Signature Pad" is displayed in the center, containing a white box with a handwritten signature "D. Gupta". Below the signature box are two buttons: "OK" and "Cancel". The background form is partially visible, showing a "Person responsible" field with the name "Mayank Gupta", a "CF - Audit" field, and a date field labeled "dd-mm-yyyy". At the bottom of the form, there are two buttons: "Submit" and "Send email for signature approval".

6. Select 'Yes' in the 'Was CA / PA taken effective' then click 'Submit'. You will showing an message "Do you agree with the reports and action under section 4, 5 & 6 and want to submit the audit verification report as 'Yes'." then click 'OK'.
7. Select 'No' in the 'Was CA / PA taken effective' then you will be showing a message "Do you really agree for reporting the effectiveness CA / PA as 'No'. Please note that the previous date of closure will be erased." then click 'Ok'.
8. Click 'Cancel' if you want to cancel the action.
9. Click to 'Submit'.
10. Click on 'Send email for signature approval' by email.

The screenshot shows the "Paperless Management System states" modal window. The message inside reads: "Do you agree with the reports and action taken under section 4, 5 & 6 and want to submit the closeout report as 'Yes'." Below the message is an "OK" button. The background form shows the "Was CA / PA taken effective" dropdown set to "Yes". The "Person responsible" field contains "Vikrant Kumar", the "CF - Operations" field is selected, and the date field shows "16-02-2024". At the bottom, there are "Submit" and "Send email for signature approval" buttons.

The screenshot shows the "Paperless Management System states" modal window. The message inside reads: "Do you really agree for reporting the effectiveness of CA / PA as 'No'. Please note that the previous dates of closure will be erased." Below the message are "OK" and "Cancel" buttons. The background form shows the "Was CA / PA taken effective" dropdown set to "No". The "Person responsible" field contains "Vikrant Kumar", the "CF - Operations" field is selected, and the date field is labeled "dd-mm-yyyy". At the bottom, there are "Submit" and "Send email for signature approval" buttons.

Non-Conformity / Observation with CAPA Report (From Audit Reports) Updating E-mail Confirmation

1. Once you submit the edit form the 'E-mail Confirmation' page will open. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
4. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
5. Click on 'Send Mail' and the document will be delivered via email to all recipients with your comments.
6. An alert box will show up then click 'OK'.
7. Click on 'Go to Dashboard' button to go back to the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' dashboard.
8. Click on 'Go to Inprocess Section' button to go back to the inprocess status 'Non-Conformity / Observation with CAPA Report (From Audit Report)' dashboard.

Non-Conformity / Observation with CAPA Report (From Audit Report), Ref No: OBSAR/011/2023/DS has been updated successfully.

The screenshot shows the 'E-mail Confirmation' form with the following elements:

- Comments from sender:** A text area for writing comments.
- Email ID field:** A text area with the instruction: "You can enter multiple email id's below, separated by comas, for sending this form to any receiver / third party".
- User Selection:** A list of users with checkboxes for selection. The users listed are: Ashrup Chatterjee, Anshu, Bela Dewan, Bhanu Pratap Singh, Devan Sanjay, GK Kotaliah, Mayank Gupta, Mr. Dhnanjay Joshi, Prabhu, Prabuddh Agrawal, Sanjay Dewan, and Sanjay Dewan 1. Vikrant Kumar is also listed but not visible in the selection area.
- Buttons:** "Send Mail", "Go to Dashboard", and "Go to Inprocess Section".
- Alert Box:** A green box at the bottom stating "Paperless Management System states" and "Email has been sent to selected recipients." with an "OK" button.

Sending E-mail for Signature Approval

(Section 7: NC / Observation Close Out)

1. Here you can send the email for signature approval as per your choice.
2. Select sender name from the drop-down menu.
3. Write your comment for approver here.
4. Select type of approver from the drop-down menu as 'NC / Observation close out'.
5. Select / checkbox the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' approvers here.
6. Click on 'OK' for sending the mail to selected approvers.
7. By clicking on 'Cancel' you can cancel the approval.
8. An alert box will show up then click 'OK'.

The screenshot illustrates the 'SECTION 7 - NC / OBSERVATION CLOSE OUT' process in the Paperless Management System. The main interface includes a 'Was CA / PA taken effective' section with a 'Select' dropdown, an 'Approve' dropdown, and a 'NC / Observation close out' dropdown. Below these is a 'Select approver' section with a grid of checkboxes for various approvers, including Vikrant Kumar (checked). At the bottom are 'OK' and 'Cancel' buttons. A secondary window shows a confirmation message: 'Email has been sent to selected approvers.' with an 'OK' button.

Request for Approval Non-Conformity / Observation with CAPA Report (From Audit Report) (Section 7: NC / Observation Close Out)



1. The approver will receive a new mail for approving the document online without logging in to the application.
2. Click on 'Give Approval' for approving the document.

Approve
To: Prabuddh Agrawal / From: Vikrant Kumar

Non-Conformity / Observation with CAPA Report (From Audit Report)

| | |
|--------------------|---------------------------------------|
| Report date | NC / Observation reference No. |
| 23-10-2023 | NCAR.008.2023.DS |

SECTION 1 - GENERAL INFORMATION

| | | |
|---|---|---|
| Category | Raised during | |
| Major NC | Process Audit | |
| Audit criteria | Reference clause | |
| ISO 27001:2013 | 6.9 | |
| Evidence-1 | Evidence-2 | |
|  | | |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | Location of incident | Date of incident |
| 10 Days | Mumbai | 23-10-2023 |
| Department involved / affected | Name of person initiating the report | Department of person initiating the report |
| CF - Operations | Vikrant Kumar | CF - Operations |
|  Signature of person reporting the incident | | |


SECTION 2 - DETAILS OF INCIDENT

| |
|--|
| Description of the incident |
| Demo 15 |
| Immediate action taken |
| Demo2 |
| Actual or potential impact |
| Demo3 |
| Names of those involved or with firsthand knowledge |
| Demo4 |


SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Vikrant Kumar | CF - Operations | 02-11-2023 | | 15-02-2024 | 105 |
| Corrective & preventive action | Sanjay Devan | CF - Operations | 02-11-2023 | | 15-02-2024 | 105 |
| Audit / Verification | Mayank Gupta | CF - Audit | 02-11-2023 | | 15-02-2024 | 105 |
| NC / Observation close out | Prabuddh Agrawal | CF - Customer Care | 02-11-2023 | | | |


SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| | | | |
|------------------------------------|---|---------------------------|---|
| Investigation details | | | |
| All ok | | | |
| Root cause analysis details | | | |
| Analysis details | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Vikrant Kumar | CF - Operations | 15-02-2024 |  |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| Corrective action details | | | |
|----------------------------|----------------------------------|--------------------|---|
| All ok | | | |
| Preventive action details | | | |
| Preventive action details | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Sanjay Dewan | CF - Operations | 15-02-2024 |  |

SECTION 6 - AUDIT / VERIFICATION

| Was CA / PA taken effective - Yes | | | |
|-----------------------------------|----------------------------------|--------------------|---|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Mayank Gupta | CF - Audit | 15-02-2024 |  |

SECTION 7 - NC / OBSERVATION CLOSE OUT

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabodh Agrawal | CF - Customer Care | | |

Give Approval

Please login to access it [Login](#)

For any clarifications please write to info@qhse-riskconsultants.com or call at [+919899111109](tel:+919899111109)

Best Regards,
Paperless Management System


This is an auto generated email. Please do not reply to this email message as no reply will be given.



Online Approval of Non-Conformity / Observation with CAPA Report (From Audit Report) thru E-mail

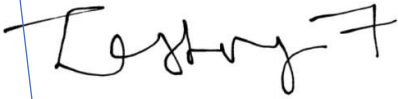
1. Upon clicking the 'Give Approval' button following page will open with the approvers name.
2. If you want to give approval, then select the date.
3. Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.
4. Click the 'Approved' button and the approval will be sent to the requestor.

Give Approval

| | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Was CA / PA taken effective | | | |
| Yes | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabuddh Agrawal | CF - Customer Care | 15-02-2024 | <input type="text"/> |

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Developed by QHSE Risk Consultants LLP

Paperless Management System Signature Pad



| | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Was CA / PA taken effective | | | |
| Yes | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Prabuddh Agrawal | CF - Customer Care | 15-02-2024 | <input type="text"/> |

Best viewed in Microsoft Edge / Chrome / Firefox
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5. Select 'Yes' in the 'Was CA / PA taken effective' then click 'Submit'. You will be shown a message "Do you agree with the reports and action under section 4, 5 & 6 and want to submit the closeout report as 'Yes.'" then click 'Ok'.
6. Select 'No' in the 'Was CA / PA taken effective' then you will be shown a message "Do you really agree for reporting the effectiveness CA / PA as 'No'. Please note that the previous date of closure will be erased." then click 'Ok'.

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Paperless Management System states

Do you agree with the reports and action taken under section 4.5 & 6 and want to submit the closeout report as 'Yes'.

OK

Was CA / PA taken effective

Yes

| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
|----------------------------|----------------------------------|--------------------|---|
| Mayank Gupta | CF - Audit | 16-02-2024 | <input type="button" value="Signature"/> <input type="button" value="Clear"/> |

Approved

Paperless
Make Life Simple

Paperless Management System states

Do you really agree for reporting the effectiveness of CA / PA as 'No'.
Please note that the previous dates of closure will be erased.

OK Cancel

Was CA / PA taken effective

No

| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
|----------------------------|----------------------------------|--------------------|---|
| Mayank Gupta | CF - Audit | 16-02-2024 | <input style="width: 50px; height: 20px;" type="text"/> <input type="button" value="Signature"/> |

Approved

Approval of Non-Conformity / Observation with CAPA Report (From Audit Report) by E-mail

1. Once you give the approval the following page will open.
2. Here you can see 'Thanks for giving the approval' message.
3. If you try to approve the same 'Non-Conformity / Observation with CAPA report (From Audit Report)' again then following message will show up.
- 4.

Paperless
Make Life Simple

Thanks for giving the approval.

Best viewed in Microsoft Edge / Chrome / Firefox
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Paperless
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You have already given this approval.

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Non-Conformity / Observation with CAPA Report (From Audit Report) Approval Granted Mail

1. The 'Non-Conformity / Observation with CAPA Report (From Audit Report)' approval email will be received by the requestor and all approver(s) indicating that the specific approver has approve the report.

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 **QHSE RISK CONSULTANTS LLP**
Complexity Simplified

Approval Granted / Non-Conformity / Observation with CAPA Report (From Audit Report) Ref No. OBSAR/006/2023/VK - Nonconformity Management

To: Vikrant Kumar / From: Dewan Sanjay
Your approval request dated 20-10-2023 for approving the 'Non-Conformity / Observation with CAPA Report (From Audit Report) Ref No. OBSAR/006/2023/VK - Nonconformity Management' has been granted and accordingly the subject document has been approved by Dewan Sanjay.

This is an auto generated email. Please do not reply to this email message as no reply will be given.
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Please login to access it [Login](#)

For any clarifications please write to us at info@qhse-riskconsultants.com

Best Regards,

Paperless Management System

 **QHSE RISK CONSULTANTS LLP**
Complexity Simplified

Publishing the Non-Conformity / Observation with CAPA Report (From Audit Report)

1. Click on 'Publish (🔊)' at the dashboard to publish 'Non-Conformity / Observation with CAPA Report (from audit report)'.
2. Please remember that once you publish the 'Non-Conformity / Observation with CAPA Report (from audit report)' no amendments or changes can be done.
3. Click 'OK' in the alert box if you agree with the statement in the alert box.
4. Click 'Cancel' in the alert box if you do not agree with the statement in the alert box.

<< Back

Non-Conformity / Observation with CAPA Report

(From Audit Report)

INPROCESS STATUS

Show entries Search:

| S. No. | Audit Report Ref No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-------------------------------|------------------|---------------------|--------------|---------------------|----------------|--------------|----------------|--|------|--|---------|-----------|
| 1 | (CFM)AR-Process/04/08/2023/VK | OBSAR/012/023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 20-10-2023 18:36:45 | Dewan Sanjay | | | The temperature was not recorded ... | | | | |
| 2 | (CFM)AR-Process/04/08/2023/VK | OBSAR/011/023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 14-02-2024 12:23:14 | Vikrant Kumar | | | The MOC was not recorded ... | | | | |
| 3 | (CFM)AR-Process/04/08/2023/VK | OBSAR/10/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | | | | | The signatures in training report were missing ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |

<< Back

Non-Conformity / Observation with CAPA Report

Paperless Management System states

Do you really want to publish this Non-Conformity / Observation with CAPA Report (From Audit Report), Ref No. OBSAR/011/2023/DS as you would not be able to edit it after publishing?

Show entries Search:

| S. No. | Audit Report Ref No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-------------------------------|------------------|---------------------|--------------|---------------------|----------------|--------------|----------------|--|------|--|---------|-----------|
| 1 | (CFM)AR-Process/04/08/2023/VK | OBSAR/012/023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 20-10-2023 18:36:45 | Dewan Sanjay | | | The temperature was not recorded ... | | | | |
| 2 | (CFM)AR-Process/04/08/2023/VK | OBSAR/011/023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 14-02-2024 12:23:14 | Vikrant Kumar | | | The MOC was not recorded ... | | | | |
| 3 | (CFM)AR-Process/04/08/2023/VK | OBSAR/10/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | | | | | The signatures in training report were missing ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |

5. Click 'OK' again if you finally agree to publish the 'Non-Conformity / Observation with CAPA Report (From Audit Report)'.
6. Click 'Cancel' in the alert box if you do not agree with the statement in the alert box.

The screenshot shows a software interface with a confirmation dialog box overlaid on a table of audit reports. The dialog box, titled "Paperless Management System states", asks: "You agree to publish the Form Non-Conformity / Observation with CAPA Report (From Audit Report), Ref No: OBSAR/011/2023/DS?". It has "OK" and "Cancel" buttons. Two blue arrows point from the instructions above to these buttons. The background table has columns: S. No., Audit Report Ref No., Report Ref No., Initial Date, Submitted By, Last Edited Date, Last Edited By, Published By, Published Date, Description, View, Edit, Publish, and Condemned. It contains three rows of data.

| S. No. | Audit Report Ref No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-------------------------------|-------------------|---------------------|--------------|---------------------|----------------|--------------|----------------|--|------|--|---------|-----------|
| 1 | (CFM)AR-Process/04/08/2023/VK | OBSAR/012/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 20-10-2023 18:36:45 | Dewan Sanjay | | | The temperature was not recorded ... | | | | |
| 2 | (CFM)AR-Process/04/08/2023/VK | OBSAR/011/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 14-02-2024 12:23:14 | Vikrant Kumar | | | The MOC was not recorded ... | | | | |
| 3 | (CFM)AR-Process/04/08/2023/VK | OBSAR/10/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | | | | | The signatures in training report were missing ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |

Non-Conformity / Observation with CAPA Report (From Audit Report) Publishing E-mail Confirmation

1. Once you submit the document / form for publishing a new page will open. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
4. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
5. Click on 'Send Email'
6. An alert box will show up then click 'OK.'
7. Click on 'Go to Dashboard' button to go back to the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' dashboard.
8. Click on 'Go to Completed Section' button to go back to the completed status 'Non-Conformity / Observation with CAPA Report (From Audit Report)' dashboard.

Non-Conformity / Observation with CAPA Report (From Audit Report), Ref No: OBSAR/011/2023/DS has been published successfully.

The screenshot shows a web form titled "Comments from sender". It includes a text input field for comments, a section for entering multiple email IDs, and a list of users/clients for selection. A "Send Mail" button is located at the bottom of the form.

Comments from sender

Write comments from sender

You can enter multiple email id's below, separated by commas, for sending this form to any receiver / third party

Please select users / clients for creating a working group who shall be involved in working and closure of this form.

| | | | |
|---|---|---------------------------------------|---|
| <input type="checkbox"/> Abhinav Chatterjee | <input type="checkbox"/> Anshu | <input type="checkbox"/> Bela Devan | <input type="checkbox"/> Dhenu Pratap Singh |
| <input type="checkbox"/> Devan Sanjay | <input type="checkbox"/> GK Kotwah | <input type="checkbox"/> Mayank Gupta | <input type="checkbox"/> Mr. Dharmraj Joshi |
| <input type="checkbox"/> Prashu | <input type="checkbox"/> Prabuddh Agrawal | <input type="checkbox"/> Sanjay Devan | <input type="checkbox"/> Sanjay Devan 1 |
| <input type="checkbox"/> Uttaraksh | <input type="checkbox"/> Vikrant Kumar | | |

Send Mail

Go to Dashboard

Go to Completed Section



The screenshot shows a confirmation message from the "Paperless Management System states". The message states "Email has been sent to selected recipients." and includes an "OK" button.

Paperless Management System states

Email has been sent to selected recipients.

OK

Condemned the Non-Conformity / Observation with CAPA Report (From Audit Report)

1. Click on 'Condemned'  at the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' dashboard.
2. You can condemn the 'Non-Conformity / Observation with CAPA Report (From Audit Report)', as appropriate by clicking on .
3. Click 'OK' in the alert box if you agree with the statement in the alert box.
4. Click 'Cancel' if you want to cancel the action.

<< Back

Non-Conformity / Observation with CAPA Report

(From Audit Report)

INPROCESS STATUS

Show 10 entries Search:

| S. No. | Audit Report Ref No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-------------------------------|-------------------|---------------------|--------------|---------------------|----------------|--------------|----------------|--|------|--|---------|-----------|
| 1 | (CFM)AR-Process/04/08/2023/VK | OBSAR/012/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 20-10-2023 18:36:45 | Dewan Sanjay | | | The temperature was not recorded ... | | | | |
| 2 | (CFM)AR-Process/04/08/2023/VK | OBSAR/10/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | | | | | The signatures in training report were missing ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |
| 3 | (CFM)AR-Process/04/08/2023/VK | NCAR/009/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | | | | | No training record ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |

<< Back

Paperless Management System states

Do you really want to condemn this Non-Conformity / Observation with CAPA Report (From Audit Report), Ref No. OBSAR/012/2023/DS?

OK
Cancel

Show 10 entries Search:

| S. No. | Audit Report Ref No. | Report Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published By | Published Date | Description | View | Edit | Publish | Condemned |
|--------|-------------------------------|-------------------|---------------------|--------------|---------------------|----------------|--------------|----------------|--|------|--|---------|-----------|
| 1 | (CFM)AR-Process/04/08/2023/VK | OBSAR/012/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 20-10-2023 18:36:45 | Dewan Sanjay | | | The temperature was not recorded ... | | | | |
| 2 | (CFM)AR-Process/04/08/2023/VK | OBSAR/10/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | | | | | The signatures in training report were missing ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |
| 3 | (CFM)AR-Process/04/08/2023/VK | NCAR/009/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | | | | | No training record ... | | Edit Section 4 : Investigation & Root Cause Analysis | | |


5. A message will show up with successfully condemned message.
6. Then you will see 'Go to Dashboard' and 'Go to Condemned Section' button the alert box.
7. By clicking the button 'Go to Dashboard', you will directly go to the 'Non-Conformity / Observation with CAPA Report (From Audit Report)' Dashboard.
8. By clicking the button 'Go to Condemned Section', you will go to the condemned status 'Non-Conformity / Observation with CAPA Report (From Audit Report)' dashboard.

**Non-Conformity / Observation with CAPA Report (From Audit Report),
Ref No: OBSAR/10/2023/DS has been condemned successfully.**

Go to Dashboard

Go to Condemned Section

Completed Status Dashboard - Non-Conformity / Observation with CAPA Report (From Audit Report)

1. Here you can view all completed status 'Non-Conformity / Observation with CAPA Report (From Audit Report)'.
2. Click the number shown under 'Completed' and go to the completed status 'Non-Conformity / Observation with CAPA Report (From Audit Report)' dashboard.
3. You can search here any completed status 'Non-Conformity / Observation with CAPA Report (From Audit Report)'.
4. You can archive any 'Non-Conformity / Observation with CAPA Report (From Audit Report)' by clicking on .

[<< Back](#)

Non-Conformity / Observation with CAPA Report

(From Audit Report)

| S. No. | New | Inprocess | Completed | Condemned | Archived |
|--------|-----|-----------|-----------|-----------|----------|
| 1 | | 8 | 2 | 2 | 0 |

[<< Back](#)

Non-Conformity / Observation with CAPA Report

(From Audit Report)

COMPLETED STATUS

Show entries Search:

| S. No. | Audit Report Ref No. | Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published Date | Published By | Description | View | Send To Archive |
|--------|-----------------------------------|-------------------|---------------------|---------------|---------------------|----------------|---------------------|---------------|------------------------------|------|-----------------|
| 1 | (CFM)JAR-Process/044/08/2023/VK | OBSAR/011/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 14-02-2024 12:23:14 | Vikrant Kumar | 14-02-2024 12:31:50 | Vikrant Kumar | The MOC was not recorded ... | | |
| 2 | (CFM)JAR-Internal/043/08/2023/CSD | NCAR/002/2023/VK | 18-10-2023 10:45:19 | Vikrant Kumar | 19-10-2023 06:26:45 | Vikrant Kumar | 19-10-2023 12:34:14 | Vikrant Kumar | Training Completed ... | | |

Showing 1 to 2 of 2 entries Previous Next

5. Click 'OK' in the alert box if you agree with the statement in the alert box.
6. Click 'Cancel' in the alert box if you do not agree with the statement in the alert box.
7. Again, you will see the alert box of 'Archived Successfully'.
8. Then you will see 'Go to Archives Section' and 'Go to Completed Section' button the alert box.
9. By clicking the button 'Go to Archives Section', you will directly go to the archived status 'Non-Conformity / Observation with CAPA Report (From Audit Report)' in the archive module.
10. By clicking the button 'Go to Completed Section', you will go to the completed status 'Non-Conformity / Observation with CAPA Report (From Audit Report)' dashboard.

Paperless Management System states

Do you really want to archive the Form Non-Conformity / Observation with CAPA Report (From Audit Report), Ref No. OBSAR/012/2023/DS?

OK Cancel

| S. No. | Audit Report Ref No. | Ref No. | Date | By | Date | By | Date | By | Description | View | Send To Archive |
|--------|--------------------------------|-------------------|---------------------|--------------|---------------------|---------------|---------------------|---------------|--------------------------------------|------|-----------------|
| 1 | (CFMJAR-Process/044/08/2023/VK | OBSAR/012/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 20-10-2023 18:36:45 | Dewan Sanjay | | | The temperature was not recorded ... | 👁 | 📄 |
| 2 | (CFMJAR-Process/044/08/2023/VK | OBSAR/011/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 14-02-2024 12:23:14 | Vikrant Kumar | 14-02-2024 12:31:50 | Vikrant Kumar | The MOC was not recorded ... | 👁 | 📄 |

Showing 1 to 2 of 2 entries


Previous 1 Next

Paperless Management System states

Form Non-Conformity / Observation with CAPA Report (From Audit Report) has been archived successfully.

Go to Archives Section Go to Completed Section

Condemned Status Dashboard – Non-Conformity / Observation with CAPA Report (From Audit Report)

1. Here you can view all condemned status 'Non-Conformity / Observation with CAPA Report (From Audit Report)'.
2. Click the number shown under 'Condemned' and go to the condemned status 'Non-Conformity / Observation with CAPA Report (From Audit Report)' dashboard.
3. You can search here any condemned status 'Non-Conformity / Observation with CAPA Report (From Audit Report)'.
4. You can view any 'Non-Conformity / Observation with CAPA Report (From Audit Report)' by clicking on .
5. Click on 'Back' to go back to the previous page.


Non-Conformity / Observation with CAPA Report
(From Audit Report)

| S. No. | New | Inprocess | Completed | Condemned | Archived |
|--------|-----|-----------|-----------|-----------|----------|
| 1 | | 8 | 2 | 2 | 0 |

Non-Conformity / Observation with CAPA Report
(From Audit Report)

CONDEMNED STATUS

Showing 10 entries Search:

| S. No. | Audit Report Ref No. | Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Condemned Date | Condemned By | Description | View |
|--------|--------------------------------|------------------|---------------------|--------------|------------------|----------------|---------------------|---------------|--|---|
| 1 | (CFM)AR-Process/044/08/2023/NK | OBSAR/10/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | | | 14-02-2024 12:56:15 | Vikrant Kumar | The signatures in training report were missing ... |  |

Showing 1 to 1 of 1 entries Previous 1 Next

Non-Conformity / Observation with CAPA Report
(From Audit Report)

| Report date | NC / Observation reference No. |
|-------------|--------------------------------|
| 23-10-2023 | OBSAR/10/2023/DS |

SECTION 1 - GENERAL INFORMATION

| | | |
|--|---|---|
| Category | Raised during | |
| Observation | Process Audit | |
| Audit criteria | Reference clause | |
| ISO 14001:2015, ISO 27001:2013 | | |
| Evidence-1 | Evidence-2 | |
| | | |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | Location of incident | Date of incident |
| Days | Mumbai | 23-10-2023 |
| Department involved / affected | Name of person initiating the report | Department of person initiating the report |
| | | |
| Signature of person reporting the incident | | |

SECTION 2 - DETAILS OF INCIDENT

| |
|--|
| Description of the incident |
| The signatures in training report were missing |
| Immediate action taken |
| |
| Actual or potential impact |
| |
| Names of those involved or with firsthand knowledge |
| |

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | | | | | | |
| Corrective & preventive action | | | | | | |
| Audit / Verification | | | | | | |
| NC / Observation close out | | | | | | |

SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| | | | |
|------------------------------------|---|---------------------------|--|
| Investigation details | | | |
| | | | |
| Root cause analysis details | | | |
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| | | | |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| | | | |
|-----------------------------------|---|---------------------------|--|
| Corrective action details | | | |
| | | | |
| Preventive action details | | | |
| | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| | | | |

SECTION 6 - AUDIT / VERIFICATION

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| | | | |

SECTION 7 - NC / OBSERVATION CLOSE OUT

| Was CA / PA taken effective | | | |
|-----------------------------|----------------------------------|--------------------|---------------------------------|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| | | | |

Archived Status Dashboard - Non-Conformity / Observation with CAPA Report (From Audit Report)

1. Here you can view all archived 'Non-Conformity / Observation with CAPA Report (From Audit Report)'.
2. Click the number shown under 'Archived' and you will go to the archived status 'Non-Conformity / Observation with CAPA Report (From Audit Report)' dashboard.
3. You can search here any archived status 'Non-Conformity / Observation with CAPA Report (From Audit Report)'.
4. You can view any 'Non-Conformity / Observation with CAPA Report (From Audit Report)' by clicking on .
5. Click on 'Back' to go back to the previous page.

[<< Back](#)

Non-Conformity / Observation with CAPA Report

(From Audit Report)

| S. No. | New | Inprocess | Completed | Condemned | Archived |
|--------|-----|-----------|-----------|-----------|----------|
| 1 | | 8 | 1 | 1 | 2 |

[<< Back](#)

Non-Conformity Management

(From Audit Report)

ARCHIVED STATUS

Show 10 entries

Search:

| S. No. | Audit Report Ref No. | Ref No. | Initial Date | Submitted By | Last Edited Date | Last Edited By | Published Date | Published By | Archived Date | Archived By | Description | |
|--------|----------------------------------|-------------------|---------------------|---------------|---------------------|----------------|---------------------|---------------|---------------------|---------------|--------------------------------------|--|
| 1 | (CFM)AR-Processes/044/08/2023/VK | OBSAR/012/2023/DS | 20-10-2023 18:15:41 | Dewan Sanjay | 20-10-2023 18:36:45 | Dewan Sanjay | | | 14-02-2024 13:55:48 | Vikrant Kumar | The temperature was not recorded ... | |
| 2 | (CFM)AR-Internal/043/08/2023/CSD | NCAR/002/2023/VK | 18-10-2023 10:45:19 | Vikrant Kumar | 19-10-2023 06:26:45 | Vikrant Kumar | 19-10-2023 12:34:14 | Vikrant Kumar | 14-02-2024 13:21:34 | Vikrant Kumar | Training Completed ... | |

Showing 1 to 2 of 2 entries

Previous 1 Next


[<< Back](#)

Archive - Non-Conformity / Observation with CAPA Report

(From Audit Report)

| Report date | NC / Observation reference No. |
|-------------|--------------------------------|
| 23-10-2023 | OBSAR/012/2023/DS |

SECTION 1 - GENERAL INFORMATION

| | | |
|---|---|---|
| Category | Raised during | |
| Observation | Process Audit | |
| Audit criteria | Reference clause | |
| ISO 14001:2015, ISO 27001:2013 | 7.3 | |
| Evidence-1 | Evidence-2 | |
| Agreed time limit for closeout (should not be more than 90 days for NC) - in days | Location of incident | Date of incident |
| 150 Days | Mumbai | 23-10-2023 |
| Department involved / affected | Name of person initiating the report | Department of person initiating the report |
| CF - Operations | Dewan Sanjay | CF - CEO Office |
|  Signature of person reporting the incident | | |


SECTION 2 - DETAILS OF INCIDENT

| |
|--|
| Description of the incident |
| The temperature was not recorded |
| Immediate action taken |
| Started recording immediately |
| Actual or potential impact |
| Product rejection |
| Names of those involved or with firsthand knowledge |
| HOD production, Production supervisor |

SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Abhirup Chatterjee | CF - Human Resources | 21-03-2024 | 26-10-2023 | 21-10-2023 | 5 |
| Corrective & preventive action | Uttkarsh Ji | CF - CEO Office | 21-03-2024 | 26-10-2023 | 23-10-2023 | 3 |
| Audit / Verification | Mr Dhananjay Joshi | CF - CEO Office | 2024-03-21 | 26-10-2023 | 27-10-2023 | 1 |
| NC / Observation close out | Bhanu Pratap Singh | CF - Operations | 21-03-2024 | 26-10-2023 | 25-10-2023 | 1 |


SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| | | | |
|------------------------------------|---|---------------------------|---|
| Investigation details | | | |
| Probe was damaged | | | |
| Root cause analysis details | | | |
| No checking | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Abhirup Chatterjee | CF - Human Resources | 21-10-2023 |  |


SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| Corrective action details | | | |
|---|----------------------------------|--------------------|---|
| Probe was replaced | | | |
| Preventive action details | | | |
| Probes for all temp baths were checked and replaced where necessary | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Uttkarsh Ji | CF - CEO Office | 23-10-2023 |  |

SECTION 6 - AUDIT / VERIFICATION

| Was CA / PA taken effective : Yes | | | |
|-----------------------------------|----------------------------------|--------------------|---|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Mr Dhananjay Joshi | CF - CEO Office | 27-10-2023 |  |

SECTION 7 - NC / OBSERVATION CLOSE OUT

| Was CA / PA taken effective : Yes | | | |
|-----------------------------------|----------------------------------|--------------------|---|
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Bhanu Pratap Singh | CF - Operations | 25-10-2023 |  |

Non-Conformity / Observation with CAPA Status Reports

1. Upon clicking the 'Non-Conformity / Observation with CAPA Status Reports' the search dashboard will open displaying.
2. Here you can search 'Non-Conformity / Observation with CAPA Status Reports' by entering non-conformity / observation / OFI reference no.
3. Click to 'Submit'.

Non-Conformity Management

Non-Conformity / Observation with CAPA Report

Non-Conformity / Observation with CAPA Report (From Audit Report)

Non-Conformity / Observation with CAPA Status Reports

Non-Conformity / Observation with CAPA Report Statistics

Non-Conformity / Observation with CAPA Report Statistics (From Audit Report)

[<< Go To Dashboard](#)

Non-Conformity / Observation with CAPA Status Report

Search Non-Conformity / Observation / OFI

Enter non-conformity / observation / OFI reference no.

[Submit](#)

4. Here you will see all the details of 'Non-Conformity / Observation with CAPA Status Report'.
5. You can view the 'Non-Conformity / Observation with CAPA Status Report' by clicking on
6. You can search here any 'Non-Conformity / Observation with CAPA Status Report'.
7. By clicking on 'Go to Dashboard' button to go back to the 'Non-Conformity Management' dashboard.

Non-Conformity / Observation with CAPA Status Report

Search Non-Conformity / Observation / OFI

Enter non-conformity / observation / OFI reference no.

[Submit](#)

Show 10 entries

Search:


| S. No. | Report Reference No. | Category | Raised During | Relating to | Description | Dept. Responsible For Closeout | Planned Date of Completion | Actual Date of Completion | Deviation | Current Status - Open / Closed / Archived | View The NC & CAPA Form |
|--------|----------------------|-------------|----------------|---|-------------|--------------------------------|----------------------------|---------------------------|-----------|---|-------------------------|
| 1 | OBS/004/2021/AVK | Observation | External Audit | <input checked="" type="checkbox"/> Environmental | Test 1 ... | CF - Collections | 18-10-2021 | 13-10-2021 | 5 | Archived | |
| 2 | OBS/007/2022/AVK | Observation | Internal Audit | <input checked="" type="checkbox"/> Environmental <input checked="" type="checkbox"/> Asset Damage | Test ... | CF - Audit | 04-01-2023 | 09-10-2023 | 278 | Archived | |
| 3 | OBS/008/2022/AVK | Observation | Mock Drill | <input checked="" type="checkbox"/> Environmental <input checked="" type="checkbox"/> Asset Damage | Test ... | CF - Audit | 04-01-2023 | | | Open | |

- - If actual date of closure is later than the planned date of closure then red color will show up with deviation days.
- - If actual date of closure is before the planned date of closure then green color will show up with deviation days.

Non-Conformity / Observation with CAPA Status Report

| | |
|-------------|--------------------------------|
| Report date | NC / Observation reference No. |
| 11-10-2021 | NC/003/2021/VK |

SECTION 1 - GENERAL INFORMATION

| | | | |
|--|---|--------------------------------------|--|
| Category | | Raised during | |
| Major NC | | Inspection | |
| Relating to | | | |
| <input type="checkbox"/> Quality | <input checked="" type="checkbox"/> Environmental | <input type="checkbox"/> OH&S | <input checked="" type="checkbox"/> Asset Damage |
| Agreed time limit for closeout (should not be more than 90 days for NC)- in days | | Location of incident | Date of incident |
| 15 Days | | Mehrauli new-delhi | 01-10-2021 |
| Department involved / affected | | Name of person initiating the report | Position of person initiating the report |
| CF - Accounts | | Aman | Hr |
| Signature of person reporting the incident  | | | |


SECTION 2 - DETAILS OF INCIDENT

| |
|--|
| Description of the incident |
| Testing of data for description of the incident |
| Immediate action taken |
| Testing for immediate action taken |
| Actual or potential impact |
| Testing for actual or potential impact |
| Names of those involved or with firsthand knowledge |
| Testing of those involved firsthand knowledge |


SECTION 3 - RESPONSIBILITY

| Action | Name of person responsible | Department of person responsible | Planned date of completion | Revised planned date of completion | Actual date of completion | Deviation |
|-------------------------------------|----------------------------|----------------------------------|----------------------------|------------------------------------|---------------------------|-----------|
| Investigation & root cause analysis | Ajay | CF - Customer Care | 26-10-2021 | | 20-10-2021 | 6 |
| Corrective & preventive action | Vikram | CF - Sales | 26-10-2021 | | 15-10-2021 | 11 |
| Audit / Verification | Aman | CF - Credit | 26-10-2021 | | 20-10-2021 | 6 |
| NC / Observation close out | Deepak | CF - Audit | 26-10-2021 | | 25-10-2021 | 1 |


SECTION 4 - INVESTIGATION & ROOT CAUSE ANALYSIS

| | | | |
|------------------------------------|---|---------------------------|---|
| Investigation details | | | |
| Testing for investigation details | | | |
| Root cause analysis details | | | |
| Testing for root data | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Ajay | CF - Customer Care | 20-10-2021 |  |

SECTION 5 - CORRECTIVE AND PREVENTIVE ACTION DETAILS

| | | | |
|---------------------------------------|---|---------------------------|---|
| Corrective action details | | | |
| Testing for corrective action details | | | |
| Preventive action details | | | |
| No one preventive action details | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Vikram | CF - Sales | 15-10-2021 |  |

SECTION 6 - AUDIT / VERIFICATION

| | | | |
|--|---|---------------------------|---|
| Was CA / PA taken effective : Yes | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Aman | CF - Credit | 20-10-2021 |  |

SECTION 7 - NC / OBSERVATION CLOSE OUT

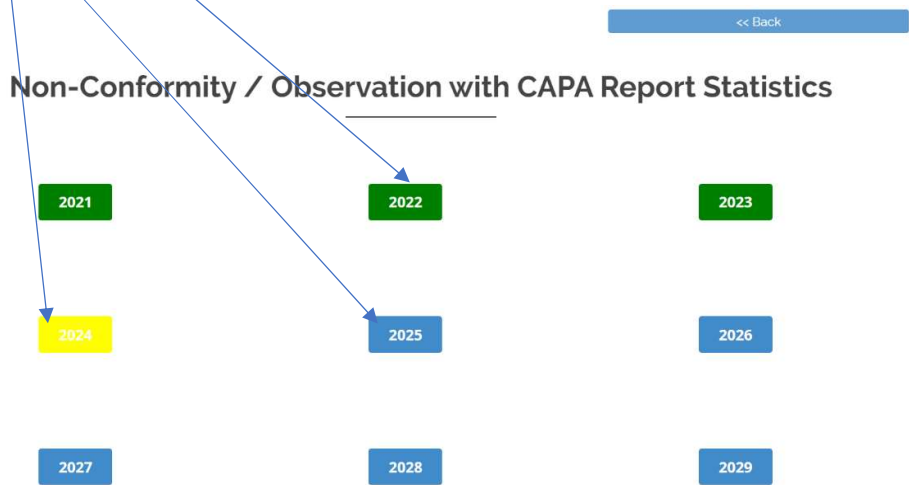
| | | | |
|--|---|---------------------------|---|
| Was CA / PA taken effective : Yes | | | |
| Name of person responsible | Department of person responsible | Date of completion | Signature of person responsible |
| Deepak | CF - Audit | 25-10-2021 |  |

Non-Conformity / Observation with CAPA Report Statistics

1. Upon clicking the 'Non-Conformity / Observation with CAPA Report Statistics' dashboard will open displaying.
2. Here you will see all statistics report of 'Non-Conformity / Observation with CAPA Report Statistics' by year.



- ■ - Green color represents the past years.
- ■ - Yellow color represents the present year.
- ■ - Blue color represents the upcoming years.

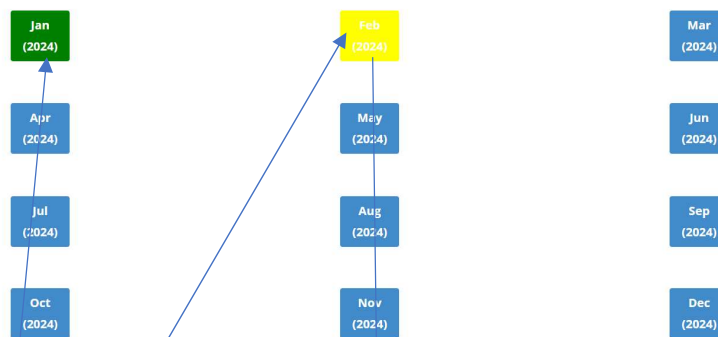


Viewing the Non-conformity / Observation with CAPA Report Statistics

1. Upon clicking the '2024' the dashboard will open displaying following information.
2. Here you can see/check the 'Non-Conformity / Observation with CAPA Report Statistics' previous months and current month.
3. Click 'View Annual Consolidated List' you can view the annual consolidated list.
4. By clicking on 'Back' button to go back to the previous page.



Non-Conformity / Observation with CAPA Report Statistics



5. You can view the 'Non-Conformity / Observation with CAPA Report Statistics' for Feb 2024 month.
6. Similarly, you can also see the report of the previous month by clicking on Jan 2024.
7. By clicking on 'Back' button to go back to the previous page.
8. Click 'Print' and you can print or save the consolidated list of 'Non-Conformity / Observation with CAPA Report Statistics'.



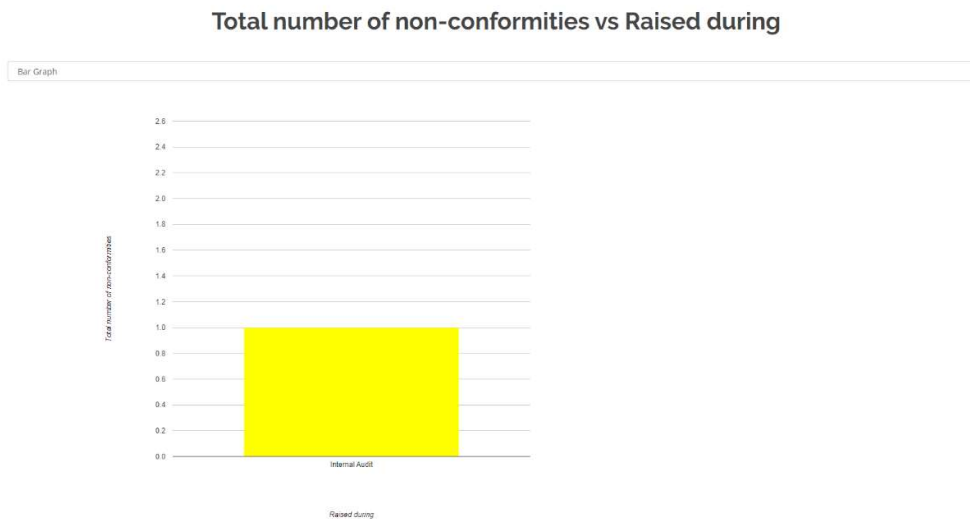
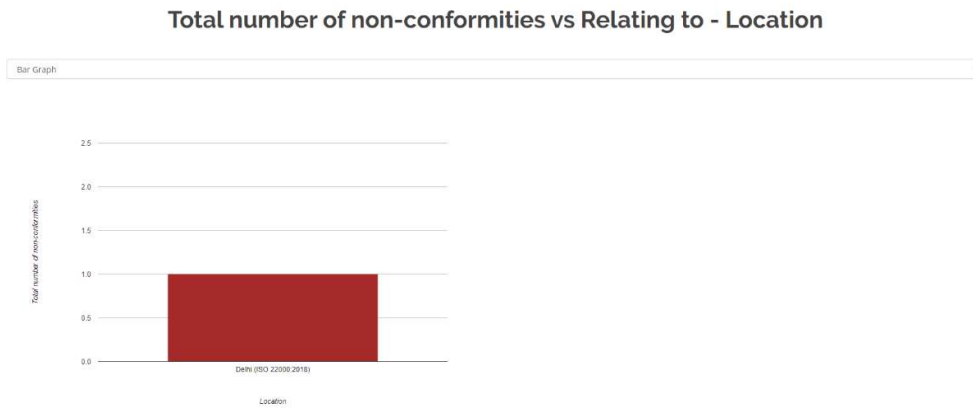
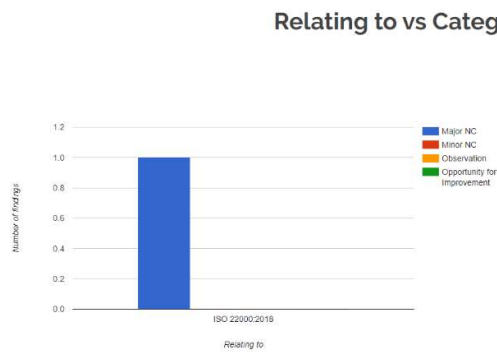
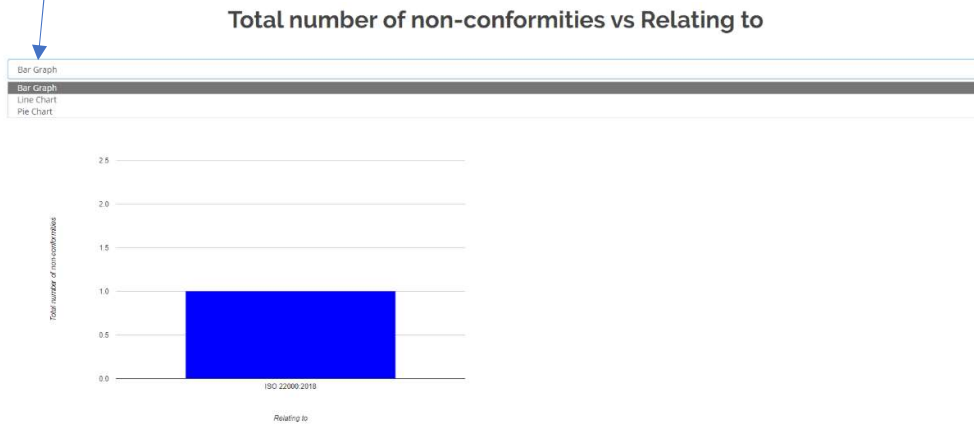
Non-Conformity / Observation with CAPA Report Statistics

February (2024)

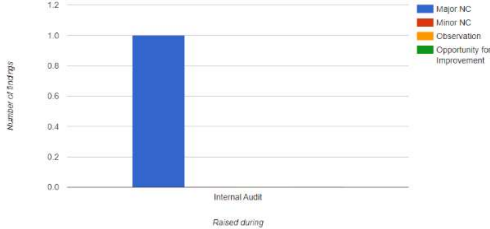
| February (2024) | | | | | | | |
|-----------------|----------------|----------------------|----------------------|------------------------|-----------------|----------|-------|
| S. No. | Relating to | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
| 1 | ISO 22000:2018 | 1 | 0 | 0 | 0 | Delhi | 1 |
| Total | | 1 | 0 | 0 | 0 | | 1 |

| February (2024) | | | | | | | |
|-----------------|----------------|----------------------|----------------------|------------------------|-----------------|----------|-------|
| S. No. | Raised during | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
| 1 | Internal Audit | 1 | 0 | 0 | 0 | Delhi | 1 |
| Total | | 1 | 0 | 0 | 0 | | 1 |

9. Select the drop-down menu you can change the statistics graph.

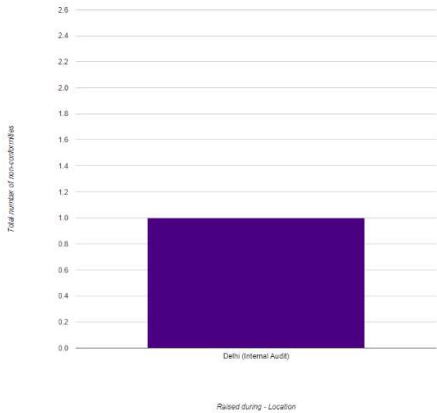


Raised during vs Category of findings



Total number of non-conformities vs Raised during - Location

Bar Graph



Viewing the Annual Consolidated List

1. Upon clicking the 'View Annual Consolidated List' the dashboard will open displaying following information.
2. Select the drop-down menu you can search by as per your requirement of 'Non-Conformity / Observation with CAPA Report Statistics'.
3. By clicking on 'Back' button to go back to the previous page.
4. Click 'Print' and you can print or save the annual consolidated list of 'Non-Conformity / Observation with CAPA Report Statistics'.



Non-Conformity / Observation with CAPA Report Statistics

2023

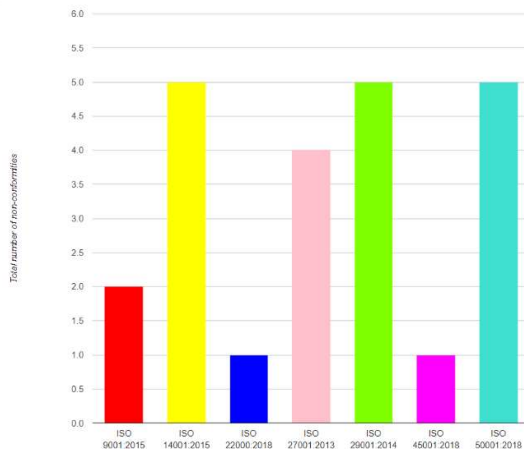
Search By

| S. No. | Relating to | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
|--------------|----------------|----------------------|----------------------|------------------------|-----------------|-----------------------------------|-----------|
| 1 | ISO 9001:2015 | 2 | 0 | 0 | 0 | Goa, Delhi | 2 |
| 2 | ISO 14001:2015 | 1 | 2 | 1 | 1 | Goa, Bihar, Bihar, Bihar, Bihar | 5 |
| 3 | ISO 22000:2018 | 1 | 0 | 0 | 0 | Delhi | 1 |
| 4 | ISO 27001:2013 | 0 | 2 | 1 | 1 | Bihar, Bihar, Bihar, Bihar | 4 |
| 5 | ISO 29001:2014 | 1 | 2 | 1 | 1 | Delhi, Bihar, Bihar, Bihar, Bihar | 5 |
| 6 | ISO 45001:2018 | 1 | 0 | 0 | 0 | Customer plant | 1 |
| 7 | ISO 50001:2018 | 1 | 2 | 1 | 1 | Delhi, Bihar, Bihar, Bihar, Bihar | 5 |
| Total | | 7 | 8 | 4 | 4 | | 23 |

| S. No. | Raised during | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
|--------------|----------------|----------------------|----------------------|------------------------|-----------------|------------------------------|----------|
| 1 | External Audit | 1 | 0 | 0 | 0 | Delhi | 1 |
| 2 | Internal Audit | 1 | 2 | 0 | 0 | Goa, Bihar, Bihar | 3 |
| 3 | Customer Audit | 1 | 0 | 1 | 1 | Customer plant, Bihar, Bihar | 3 |
| Total | | 3 | 2 | 1 | 1 | | 7 |

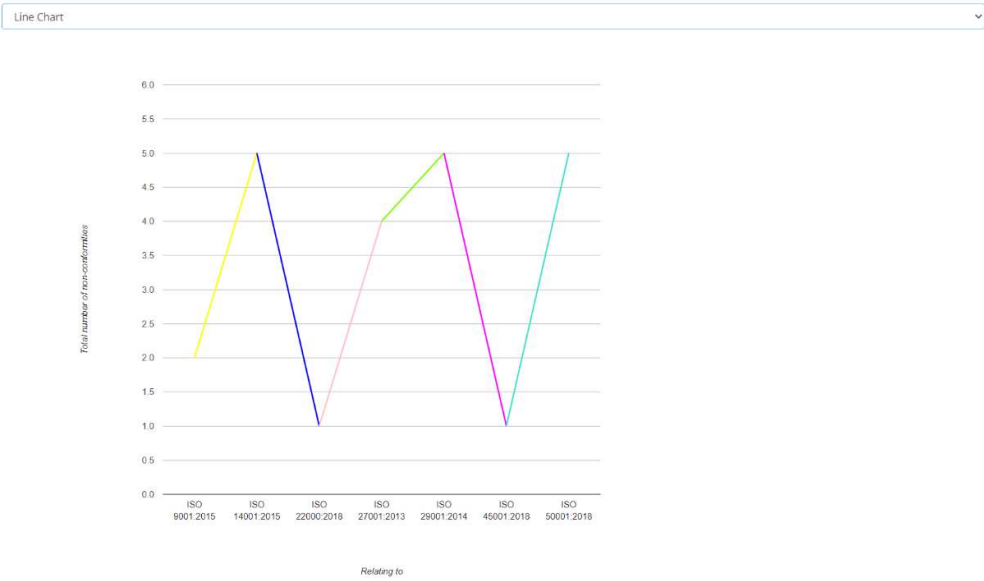
Total number of non-conformities vs Relating to

Bar Graph
 Bar Graph
 Line Chart
 Pie Chart

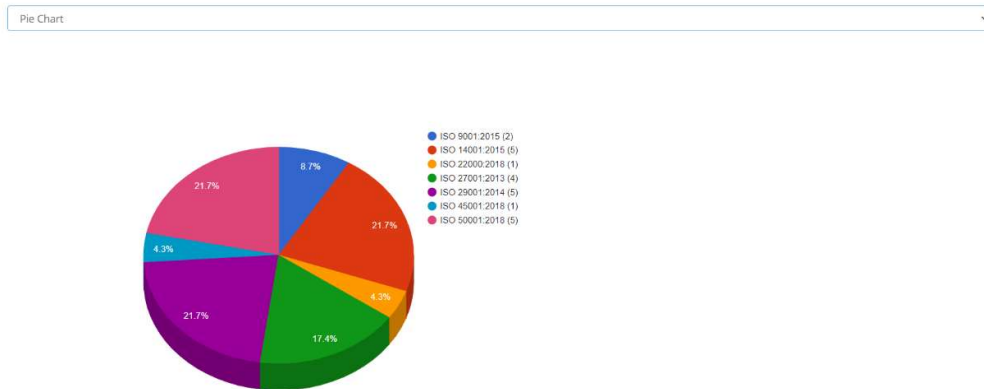


Relating to

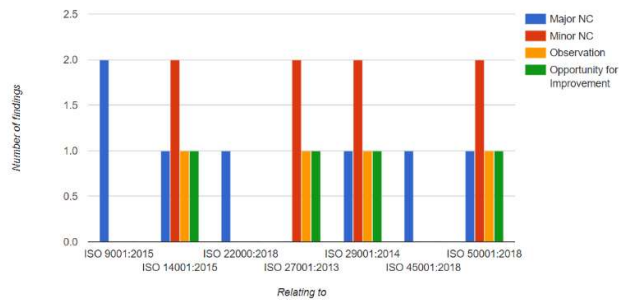
Total number of non-conformities vs Relating to



Total number of non-conformities vs Relating to

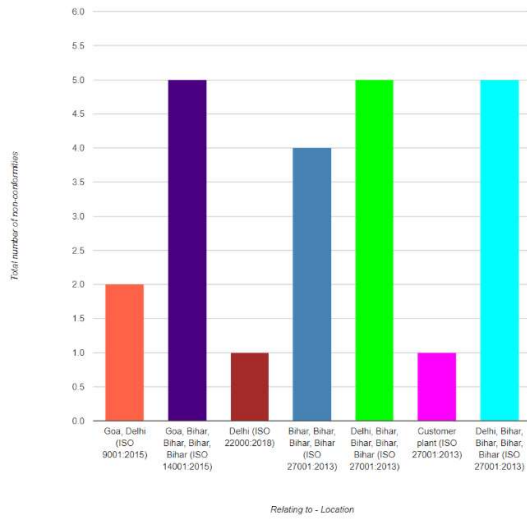


Relating to vs Category of findings



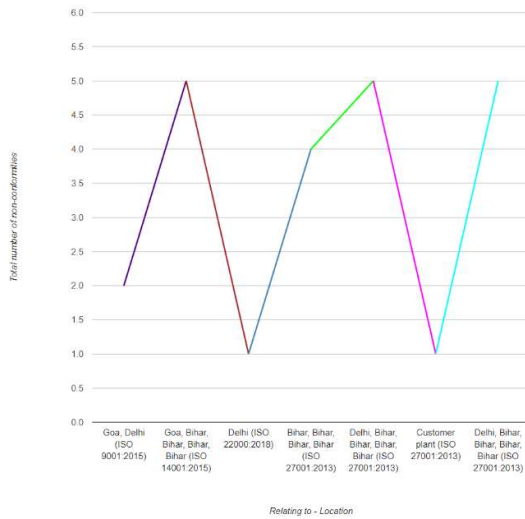
Total number of non-conformities vs Relating to - Location

Bar Graph



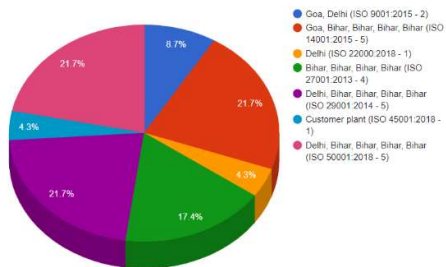
Total number of non-conformities vs Relating to - Location

Line Chart



Total number of non-conformities vs Relating to - Location

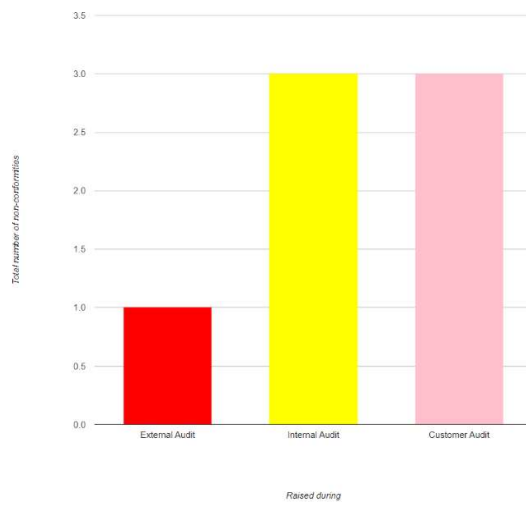
Pie Chart



Total number of non-conformities vs Raised during

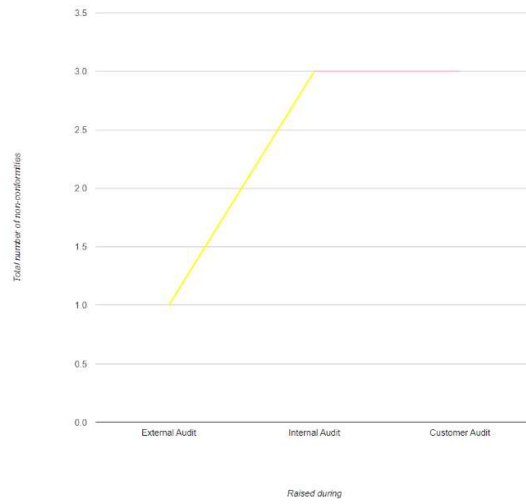
Bar Graph

Bar Graph
Line Chart
Pie Chart



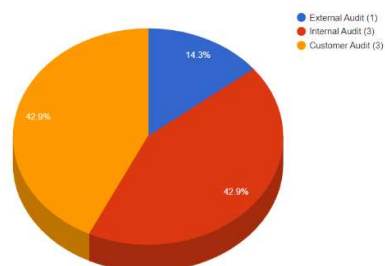
Total number of non-conformities vs Raised during

Line Chart

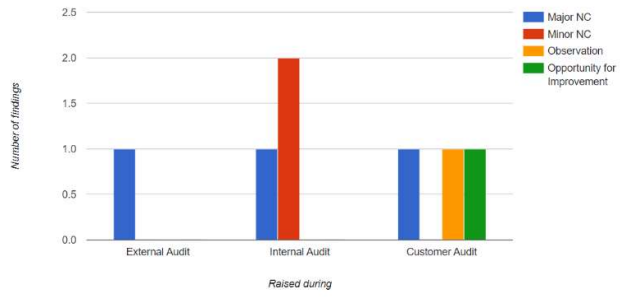


Total number of non-conformities vs Raised during

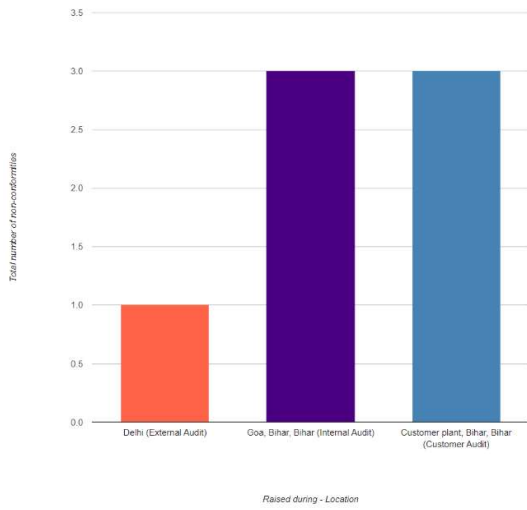
Pie Chart



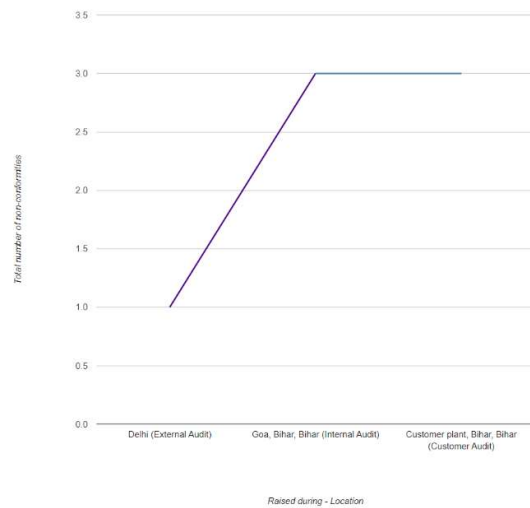
Raised during vs Category of findings



Total number of non-conformities vs Raised during - Location

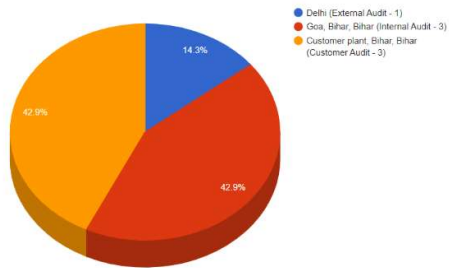


Total number of non-conformities vs Raised during - Location



Total number of non-conformities vs Raised during - Location

Pie Chart



Viewing the Month Vs Month Consolidate List

1. If you want to see view 'Month vs Month' consolidated list so you can select 'Month vs Month' in the drop-down menu.
2. You can see the consolidated list by month vs month.
3. By clicking on 'Back' button to go back to the previous page.
4. Click 'Print' and you can print or save the consolidated list of 'Non-Conformity / Observation with CAPA Report Statistics'.



Non-Conformity / Observation with CAPA Report Statistics

2024

| Search By | <input type="text" value="All"/> <ul style="list-style-type: none"> All <li style="background-color: #e0e0e0;">Month vs Month Quarter vs Quarter 6 Months vs 6 Months Year vs Year | | | | | | |
|--------------|---|----------------------|----------------------|------------------------|-----------------|--------------|----------|
| S. No. | Relating to | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
| 1 | ISO 22000:2018 | 0 | 0 | 0 | 0 | Delhi, Delhi | 2 |
| Total | | 2 | 0 | 0 | 0 | | 2 |

| S. No. | Raised during | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
|--------------|----------------|----------------------|----------------------|------------------------|-----------------|--------------|----------|
| 1 | Internal Audit | 2 | 0 | 0 | 0 | Delhi, Delhi | 2 |
| Total | | 2 | 0 | 0 | 0 | | 2 |

5. You can search by 'Month vs Month' the consolidate list by selecting 'Select Month' and next 'Select Month' as per your requirement.
6. Click on 'Go'.



Non-Conformity / Observation with CAPA Report Statistics

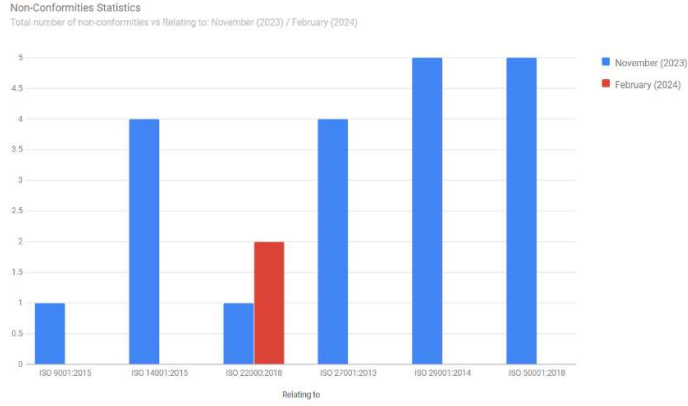
2023

| | | | | |
|-----------|---|--|--|-----------------------------------|
| Search By | <input type="text" value="Month vs Month"/> | Select Month <input type="text" value="November, 2023"/> | Select Month <input type="text" value="February, 2024"/> | <input type="button" value="Go"/> |
|-----------|---|--|--|-----------------------------------|

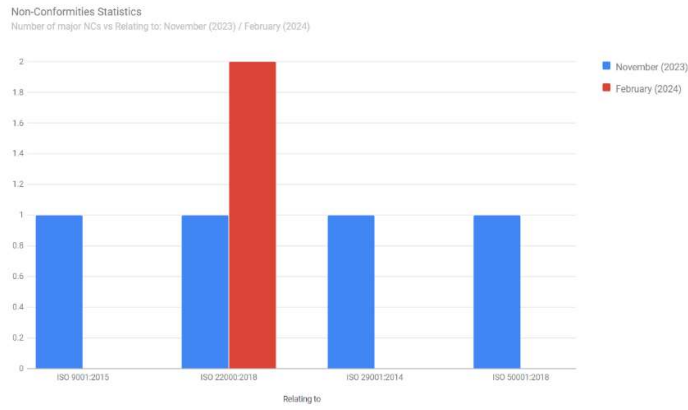
| November (2023) | | | | | | | February (2024) | | | | | | |
|-----------------|----------------|----------------------|----------------------|------------------------|-----------------|-----------------------------------|-----------------|----------------------|----------------------|------------------------|-----------------|--------------|----------|
| S. No. | Relating to | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
| 1 | ISO 9001:2015 | 1 | 0 | 0 | 0 | Delhi | 1 | 0 | 0 | 0 | 0 | | 0 |
| 2 | ISO 14001:2015 | 0 | 2 | 1 | 1 | Bihar, Bihar, Bihar, Bihar | 4 | 0 | 0 | 0 | 0 | | 0 |
| 3 | ISO 22000:2018 | 1 | 0 | 0 | 0 | Delhi | 1 | 2 | 0 | 0 | 0 | Delhi, Delhi | 2 |
| 4 | ISO 27001:2013 | 0 | 2 | 1 | 1 | Bihar, Bihar, Bihar, Bihar | 4 | 0 | 0 | 0 | 0 | | 0 |
| 5 | ISO 29001:2014 | 1 | 2 | 1 | 1 | Delhi, Bihar, Bihar, Bihar, Bihar | 5 | 0 | 0 | 0 | 0 | | 0 |
| 6 | ISO 50001:2018 | 1 | 2 | 1 | 1 | Delhi, Bihar, Bihar, Bihar, Bihar | 5 | 0 | 0 | 0 | 0 | | 0 |
| Total | | 4 | 8 | 4 | 4 | | 20 | 2 | 0 | 0 | 0 | | 2 |

| November (2023) | | | | | | | | February (2024) | | | | | |
|-----------------|----------------|----------------------|----------------------|------------------------|----------------|--------------|----------|----------------------|----------------------|------------------------|----------------|--------------|----------|
| S. No. | Raised during | Number of major NC's | Number of minor NC's | Number of observations | Number of OF's | Location | Total | Number of major NC's | Number of minor NC's | Number of observations | Number of OF's | Location | Total |
| 1 | External Audit | 1 | 0 | 0 | 0 | Delhi | 1 | 0 | 0 | 0 | 0 | | 0 |
| 2 | Internal Audit | 0 | 2 | 0 | 0 | Bihar, Bihar | 2 | 2 | 0 | 0 | 0 | Delhi, Delhi | 2 |
| 3 | Customer Audit | 0 | 0 | 1 | 1 | Bihar, Bihar | 2 | 0 | 0 | 0 | 0 | | 0 |
| Total | | 1 | 2 | 1 | 1 | | 5 | 2 | 0 | 0 | 0 | | 2 |

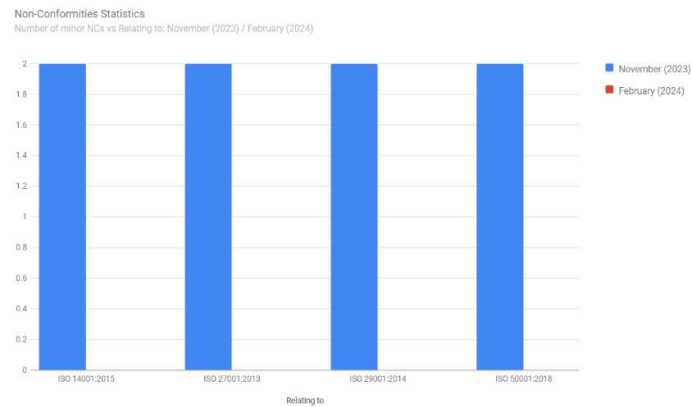
Total number of non-conformities vs Relating to



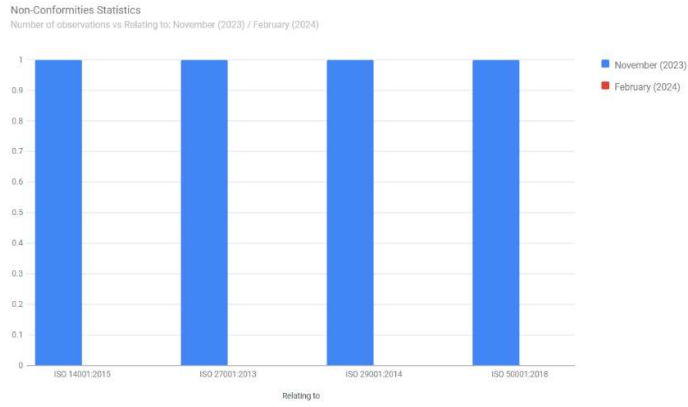
Number of major NC's vs Relating to



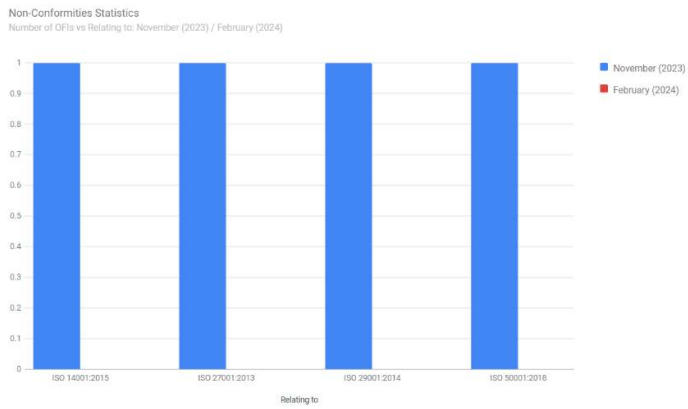
Number of minor NC's vs Relating to



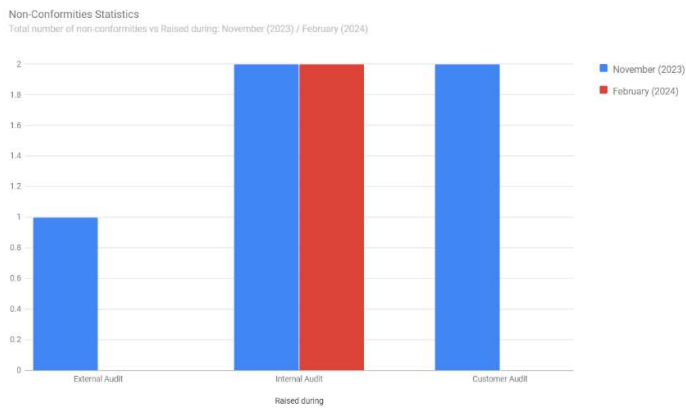
Number of observations vs Relating to



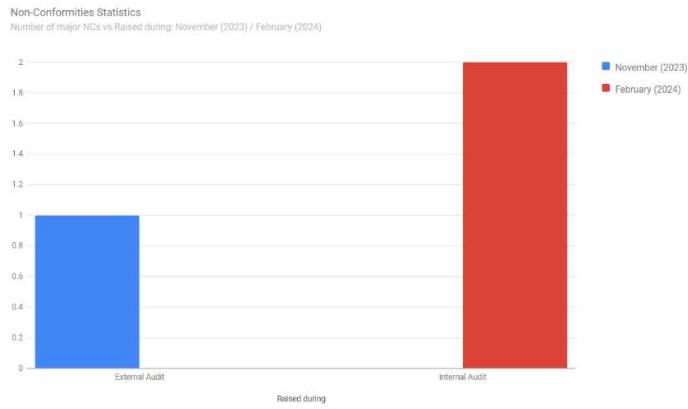
Number of OFI's vs Relating to



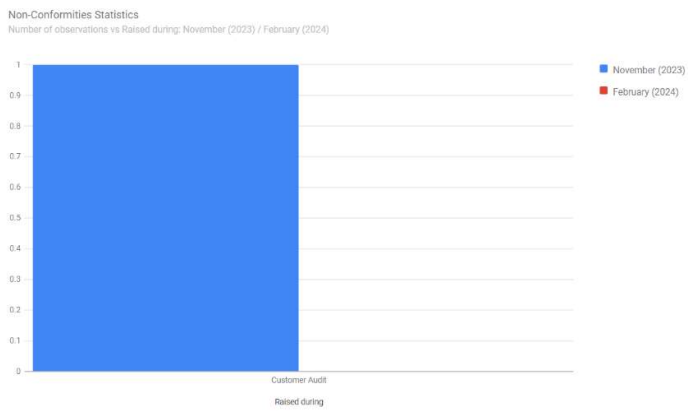
Total number of non-conformities vs Raised during



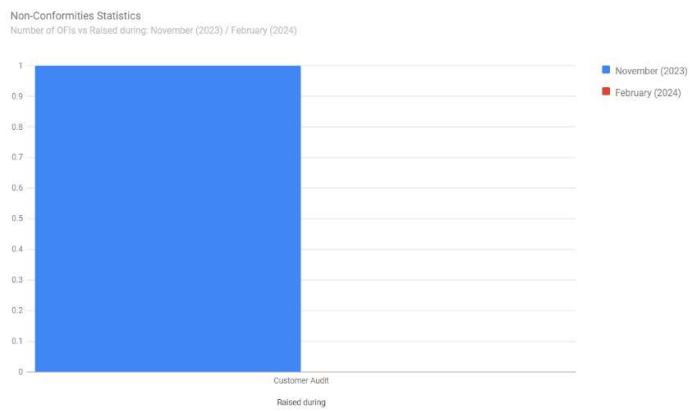
Number of major NC's vs Raised during



Number of observations vs Raised during



Number of OFI's vs Raised during



Viewing the Quarter Vs Quarter Consolidate List

1. If you want to see view 'Quarter vs Quarter' consolidated list so you can select 'Quarter vs Quarter' in the drop-down menu.
2. You can see the consolidated list by quarter vs quarter.
3. By clicking on 'Back' button to go back to the previous page.
4. Click 'Print' and you can print or save the consolidated list of 'Non-Conformity / Observation with CAPA Report Statistics'.



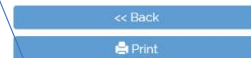
Non-Conformity / Observation with CAPA Report Statistics

2024

| Search By | | | | | | | |
|-----------|----------------|--------------------|----------------------|------------------------|-----------------|--------------|-------|
| S. No. | Relating to | All | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
| 1 | ISO 22000:2018 | Quarter vs Quarter | 0 | 0 | 0 | Delhi, Delhi | 2 |
| Total | | | 2 | 0 | 0 | | 2 |

| S. No. | Raised during | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
|--------|----------------|----------------------|----------------------|------------------------|-----------------|--------------|-------|
| 1 | Internal Audit | 2 | 0 | 0 | 0 | Delhi, Delhi | 2 |
| Total | | 2 | 0 | 0 | 0 | | 2 |

5. You can search by 'Quarter vs Quarter' the consolidate list by selecting 'Select Quarter and Year' and next 'Select Quarter and Year' in the drop-down menu as per your requirement.
6. Click on 'Go'.



Non-Conformity / Observation with CAPA Report Statistics

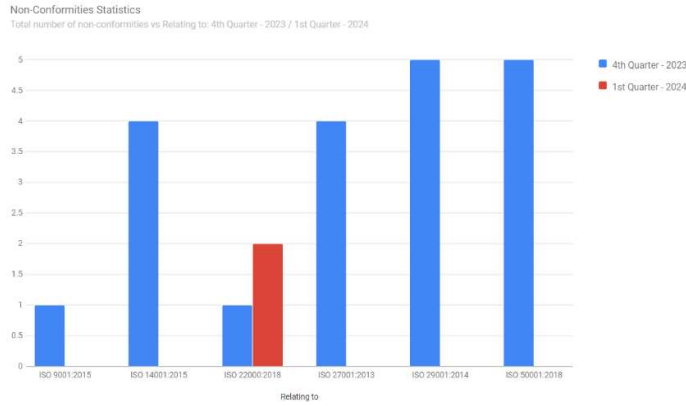
2024

| | | | | | | | | |
|-----------|--------------------|--------|-------------|--------|-------------|------|------|----|
| Search By | Quarter vs Quarter | Select | 1st Quarter | Select | 4th Quarter | 2024 | 2024 | Go |
|-----------|--------------------|--------|-------------|--------|-------------|------|------|----|

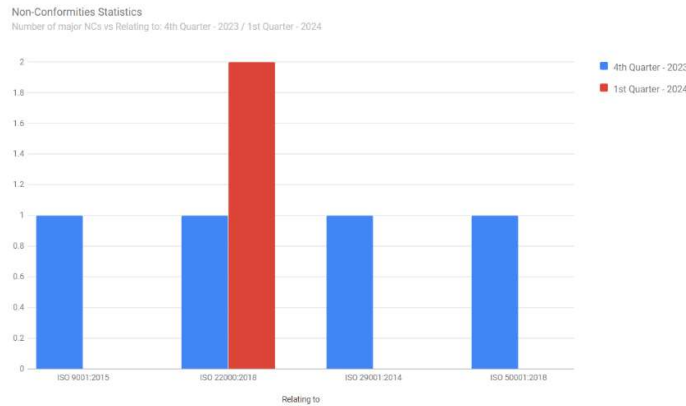
| 4th Quarter (2023) | | | | | | | | 1st Quarter (2024) | | | | | |
|--------------------|----------------|----------------------|----------------------|------------------------|-----------------|-----------------------------------|-------|----------------------|----------------------|------------------------|-----------------|--------------|-------|
| S. No. | Relating to | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
| 1 | ISO 9001:2015 | 1 | 0 | 0 | 0 | Delhi | 1 | 0 | 0 | 0 | 0 | | 0 |
| 2 | ISO 14001:2015 | 0 | 2 | 1 | 1 | Bihar, Bihar, Bihar, Bihar | 4 | 0 | 0 | 0 | 0 | | 0 |
| 3 | ISO 22000:2018 | 1 | 0 | 0 | 0 | Delhi | 1 | 2 | 0 | 0 | 0 | Delhi, Delhi | 2 |
| 4 | ISO 27001:2013 | 0 | 2 | 1 | 1 | Bihar, Bihar, Bihar, Bihar | 4 | 0 | 0 | 0 | 0 | | 0 |
| 5 | ISO 29001:2014 | 1 | 2 | 1 | 1 | Delhi, Bihar, Bihar, Bihar, Bihar | 5 | 0 | 0 | 0 | 0 | | 0 |
| 6 | ISO 50001:2018 | 1 | 2 | 1 | 1 | Delhi, Bihar, Bihar, Bihar, Bihar | 5 | 0 | 0 | 0 | 0 | | 0 |
| Total | | 4 | 8 | 4 | 4 | | 20 | 2 | 0 | 0 | 0 | | 2 |

| 4th Quarter (2023) | | | | | | | 1st Quarter (2024) | | | | | | |
|--------------------|----------------|----------------------|----------------------|------------------------|-----------------|--------------|--------------------|----------------------|----------------------|------------------------|-----------------|--------------|----------|
| S. No. | Raised during | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
| 1 | External Audit | 1 | 0 | 0 | 0 | Delhi | 1 | 0 | 0 | 0 | 0 | | 0 |
| 2 | Internal Audit | 0 | 2 | 0 | 0 | Bihar, Bihar | 2 | 2 | 0 | 0 | 0 | Delhi, Delhi | 2 |
| 3 | Customer Audit | 0 | 0 | 1 | 1 | Bihar, Bihar | 2 | 0 | 0 | 0 | 0 | | 0 |
| Total | | 1 | 2 | 1 | 1 | | 5 | 2 | 0 | 0 | 0 | | 2 |

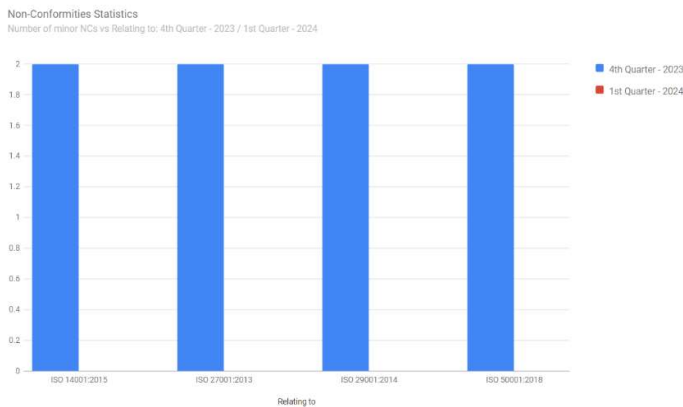
Total number of non-conformities vs Relating to



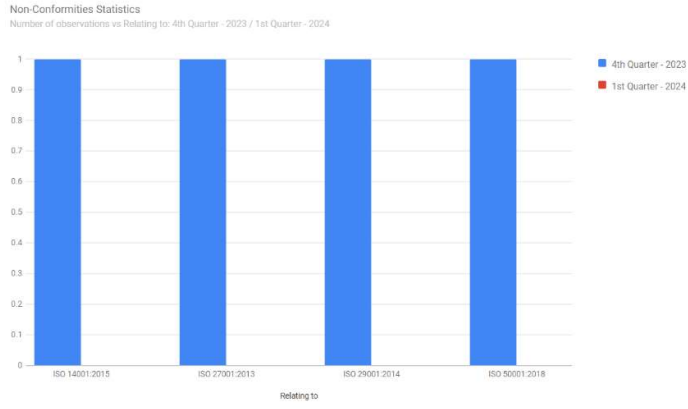
Number of major NC's vs Relating to



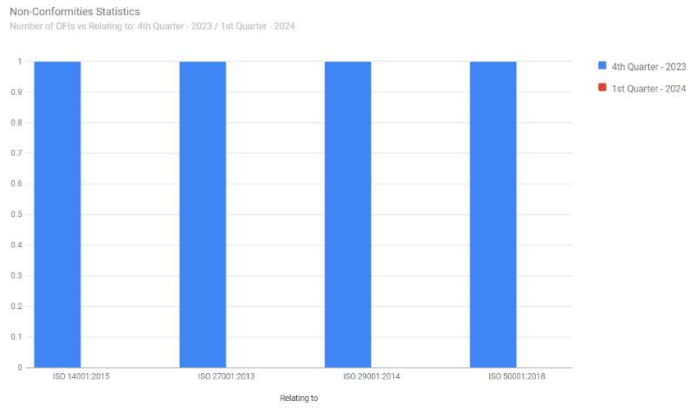
Number of minor NC's vs Relating to



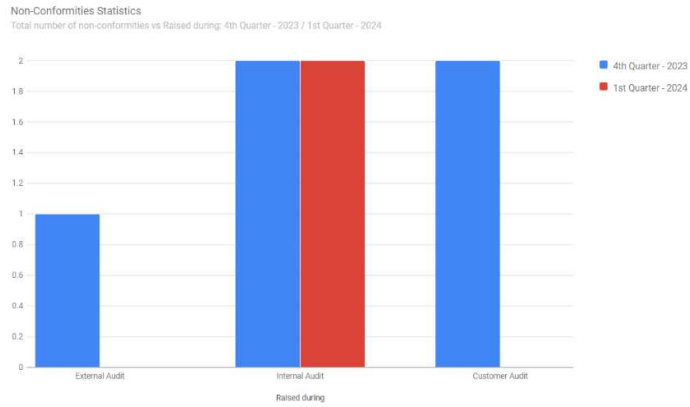
Number of observations vs Relating to



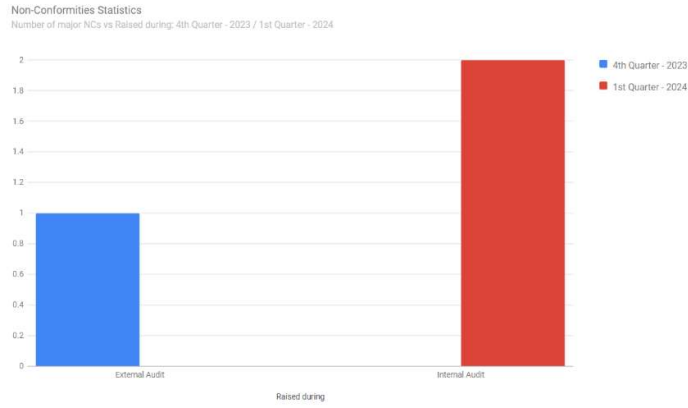
Number of OFI's vs Relating to



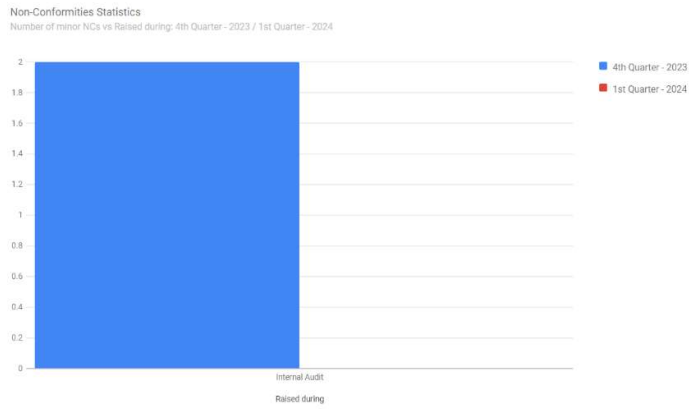
Total number of non-conformities vs Raised during



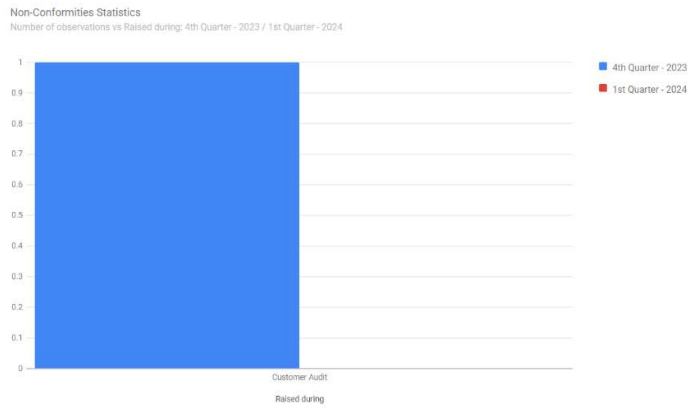
Number of major NC's vs Raised during



Number of minor NC's vs Raised during



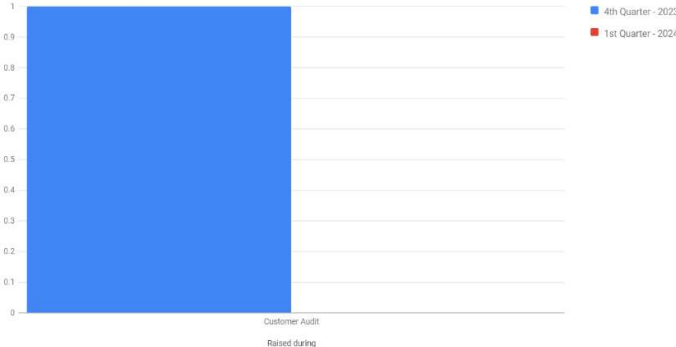
Number of observations vs Raised during



Number of OFI's vs Raised during

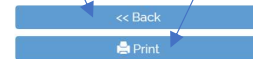
Non-Conformities Statistics

Number of OFIs vs Raised during: 4th Quarter - 2023 / 1st Quarter - 2024



Viewing the 6 Months Vs 6 Months Consolidate List

1. If you want to see view '6 Months vs 6 Months' consolidated list so you can select '6 Months vs 6 Months' in the drop-down menu.
2. You can see the consolidated list by 6 months vs 6 months.
3. By clicking on 'Back' button to go back to the previous page.
4. Click 'Print' and you can print or save the consolidated list of 'Non-Conformity / Observation with CAPA Report Statistics'.



Non-Conformity / Observation with CAPA Report Statistics

2024

| Search By | | | | | | | |
|--------------|----------------|----------------------|------------------------|-----------------|--------------|----------|--|
| S. No. | Relating to | Number of minor NC's | Number of observations | Number of OFI's | Location | Total | |
| 1 | ISO 22000:2018 | 0 | 0 | 0 | Delhi, Delhi | 2 | |
| Total | | 2 | 0 | 0 | | 2 | |

| S. No. | Raised during | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
|--------------|----------------|----------------------|----------------------|------------------------|-----------------|--------------|----------|
| 1 | Internal Audit | 2 | 0 | 0 | 0 | Delhi, Delhi | 2 |
| Total | | 2 | 0 | 0 | 0 | | 2 |

5. You can search by '6 Months vs 6 Months' the consolidate list by selecting 'Select Half and Year' and next 'Select Half and Year' in the drop-down menu as per your requirement.
6. Click on 'Go'.



Non-Conformity / Observation with CAPA Report Statistics

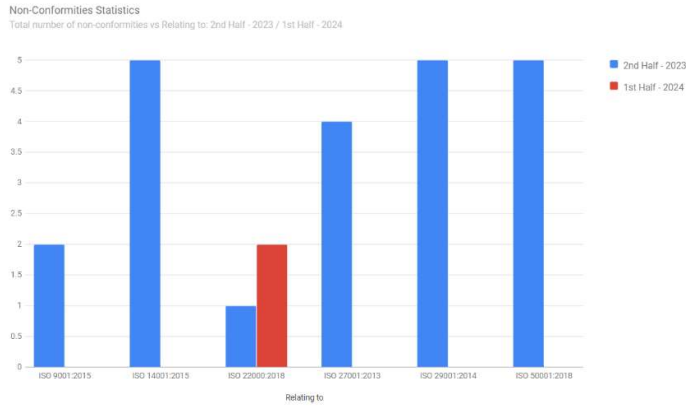
2024

| | | | | | | | | |
|-----------|----------------------|--------|----------|--------|----------|------|------|----|
| Search By | 6 Months vs 6 Months | Select | 2nd Half | Select | 1st Half | 2023 | 2024 | Go |
|-----------|----------------------|--------|----------|--------|----------|------|------|----|

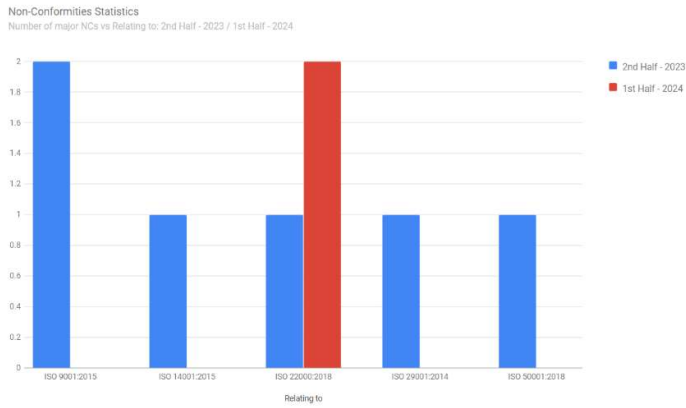
| 2nd Half (2023) | | | | | | | 1st Half (2024) | | | | | | |
|-----------------|----------------|----------------------|----------------------|------------------------|-----------------|-----------------------------------|-----------------|----------------------|----------------------|------------------------|-----------------|--------------|----------|
| S. No. | Relating to | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
| 1 | ISO 9001:2015 | 2 | 0 | 0 | 0 | Goa, Delhi | 2 | 0 | 0 | 0 | 0 | | 0 |
| 2 | ISO 14001:2015 | 1 | 2 | 1 | 1 | Goa, Bihar, Bihar, Bihar, Bihar | 5 | 0 | 0 | 0 | 0 | | 0 |
| 3 | ISO 22000:2018 | 1 | 0 | 0 | 0 | Delhi | 1 | 2 | 0 | 0 | 0 | Delhi, Delhi | 2 |
| 4 | ISO 27001:2013 | 0 | 2 | 1 | 1 | Bihar, Bihar, Bihar, Bihar | 4 | 0 | 0 | 0 | 0 | | 0 |
| 5 | ISO 29001:2014 | 1 | 2 | 1 | 1 | Delhi, Bihar, Bihar, Bihar, Bihar | 5 | 0 | 0 | 0 | 0 | | 0 |
| 6 | ISO 50001:2018 | 1 | 2 | 1 | 1 | Delhi, Bihar, Bihar, Bihar, Bihar | 5 | 0 | 0 | 0 | 0 | | 0 |
| Total | | 6 | 8 | 4 | 4 | | 22 | 2 | 0 | 0 | 0 | | 2 |

| 2nd Half (2023) | | | | | | | 1st Half (2024) | | | | | | |
|-----------------|----------------|----------------------|----------------------|------------------------|-----------------|-------------------|-----------------|----------------------|----------------------|------------------------|-----------------|--------------|----------|
| S. No. | Raised during | Number of major NC's | Number of minor NC's | Number of observations | Number of OFF's | Location | Total | Number of major NC's | Number of minor NC's | Number of observations | Number of OFF's | Location | Total |
| 1 | External Audit | 1 | 0 | 0 | 0 | Delhi | 1 | 0 | 0 | 0 | 0 | | 0 |
| 2 | Internal Audit | 1 | 2 | 0 | 0 | Goa, Bihar, Bihar | 3 | 2 | 0 | 0 | 0 | Delhi, Delhi | 2 |
| 3 | Customer Audit | 0 | 0 | 1 | 1 | Bihar, Bihar | 2 | 0 | 0 | 0 | 0 | | 0 |
| Total | | 2 | 2 | 1 | 1 | | 6 | 2 | 0 | 0 | 0 | | 2 |

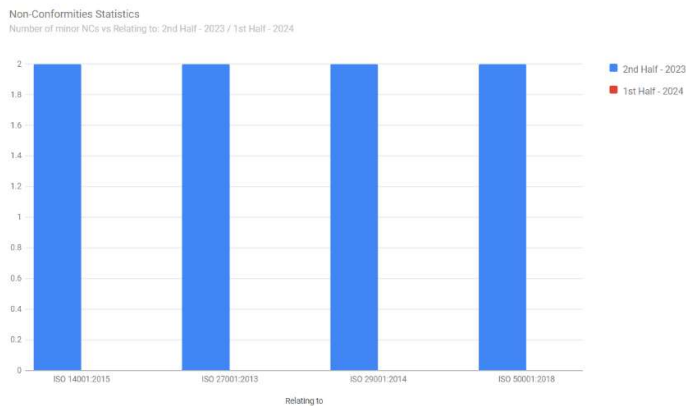
Total number of non-conformities vs Relating to



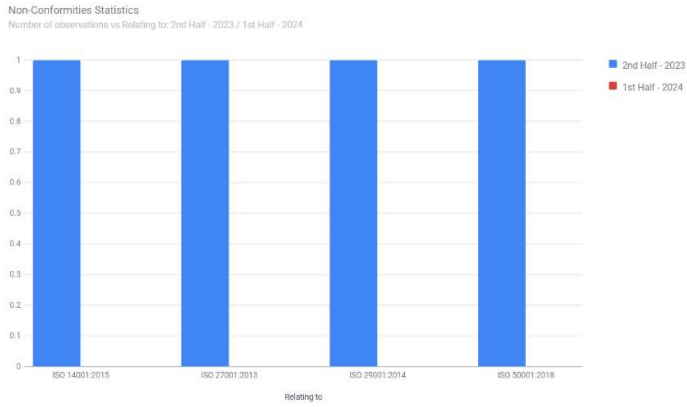
Number of major NC's vs Relating to



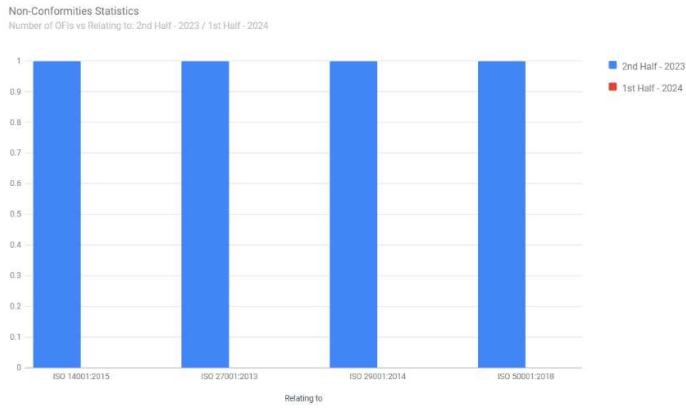
Number of minor NC's vs Relating to



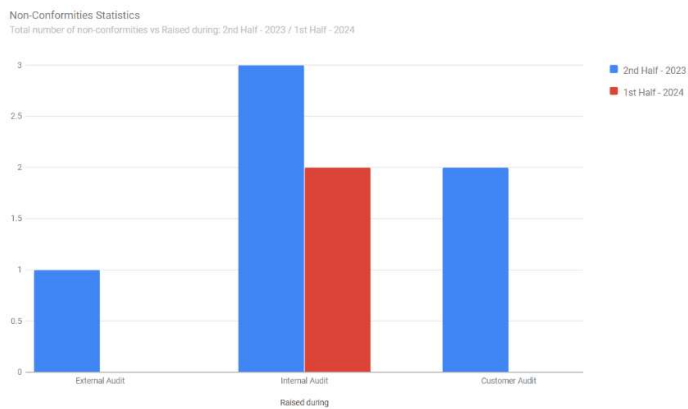
Number of observations vs Relating to



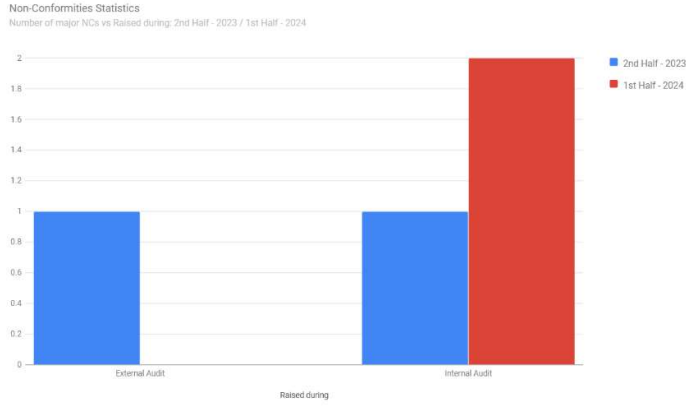
Number of OFI's vs Relating to



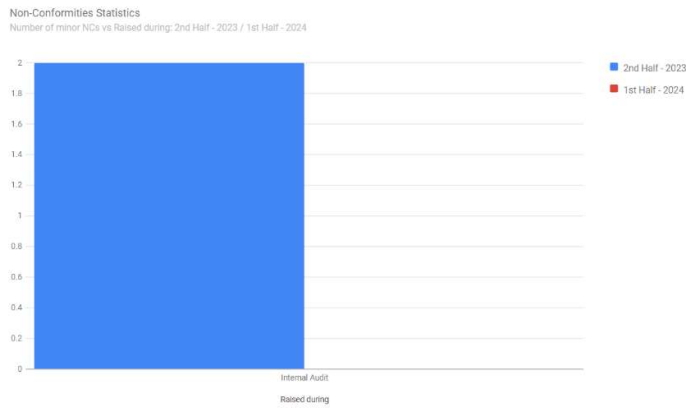
Total number of non-conformities vs Raised during



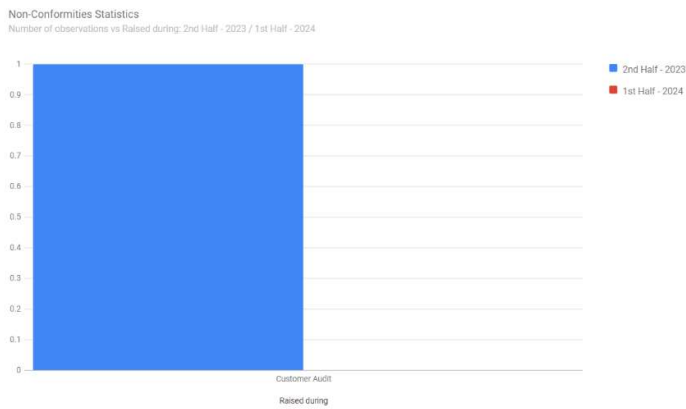
Number of major NC's vs Raised during



Number of minor NC's vs Raised during



Number of observations vs Raised during



Number of OFI's vs Raised during

Viewing the Year Vs Year Consolidate List

1. If you want to see view 'Year vs Year' consolidated list so you can select 'Year vs Year' in the drop-down menu.
2. You can see the consolidated list by year vs year.
3. By clicking on 'Back' button to go back to the previous page.
4. Click 'Print' and you can print or save the consolidated list of 'Non-Conformity / Observation with CAPA Report Statistics'.



Non-Conformity / Observation with CAPA Report Statistics

2024

| Search By | | | | | | | |
|--------------|----------------|--------------|----------------------|------------------------|-----------------|--------------|----------|
| S. No. | Relating to | All | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
| 1 | ISO 22000:2018 | Year vs Year | 0 | 0 | 0 | Delhi, Delhi | 2 |
| Total | | | 2 | 0 | 0 | | 2 |

| S. No. | Raised during | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
|--------------|----------------|----------------------|----------------------|------------------------|-----------------|--------------|----------|
| 1 | Internal Audit | 2 | 0 | 0 | 0 | Delhi, Delhi | 2 |
| Total | | 2 | 0 | 0 | 0 | | 2 |

5. You can search by 'Year vs Year' the consolidate list by selecting 'Select Year' and next 'Select Year' in the drop-down menu as per your requirement.
6. Click on 'Go'.



Non-Conformity / Observation with CAPA Report Statistics

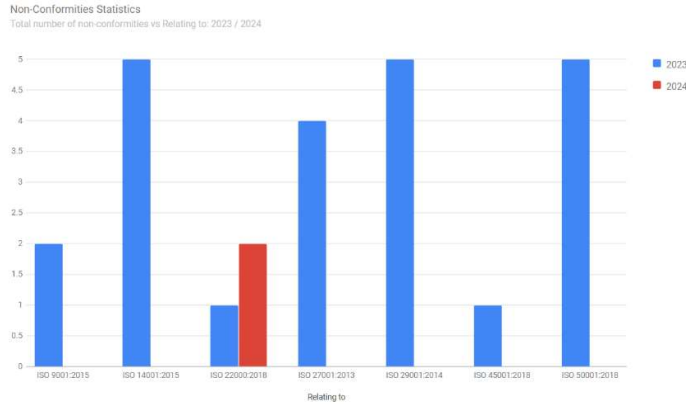
2024

| | | | | | | |
|-----------|--------------|-------------|------|-------------|------|----|
| Search By | Year vs Year | Select Year | 2023 | Select Year | 2024 | Go |
|-----------|--------------|-------------|------|-------------|------|----|

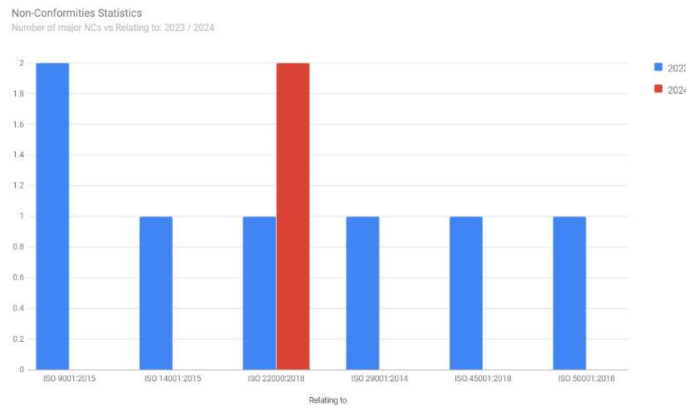
| 2023 | | | | | | | 2024 | | | | | | |
|--------------|----------------|----------------------|----------------------|------------------------|-----------------|-----------------------------------|-----------|----------------------|----------------------|------------------------|-----------------|--------------|----------|
| S. No. | Relating to | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
| 1 | ISO 9001:2015 | 2 | 0 | 0 | 0 | Goa, Delhi | 2 | 0 | 0 | 0 | 0 | | 0 |
| 2 | ISO 14001:2015 | 1 | 2 | 1 | 1 | Goa, Bihar, Bihar, Bihar, Bihar | 5 | 0 | 0 | 0 | 0 | | 0 |
| 3 | ISO 22000:2018 | 1 | 0 | 0 | 0 | Delhi | 1 | 2 | 0 | 0 | 0 | Delhi, Delhi | 2 |
| 4 | ISO 27001:2013 | 0 | 2 | 1 | 1 | Bihar, Bihar, Bihar, Bihar | 4 | 0 | 0 | 0 | 0 | | 0 |
| 5 | ISO 29001:2014 | 1 | 2 | 1 | 1 | Delhi, Bihar, Bihar, Bihar, Bihar | 5 | 0 | 0 | 0 | 0 | | 0 |
| 6 | ISO 45001:2018 | 1 | 0 | 0 | 0 | Customer plant | 1 | 0 | 0 | 0 | 0 | | 0 |
| 7 | ISO 50001:2018 | 1 | 2 | 1 | 1 | Delhi, Bihar, Bihar, Bihar, Bihar | 5 | 0 | 0 | 0 | 0 | | 0 |
| Total | | 7 | 8 | 4 | 4 | | 23 | 2 | 0 | 0 | 0 | | 2 |

| 2023 | | | | | | | 2024 | | | | | | |
|--------------|----------------|----------------------|----------------------|------------------------|-----------------|------------------------------|----------|----------------------|----------------------|------------------------|-----------------|--------------|----------|
| S. No. | Raised during | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total | Number of major NC's | Number of minor NC's | Number of observations | Number of OFI's | Location | Total |
| 1 | External Audit | 1 | 0 | 0 | 0 | Delhi | 1 | 0 | 0 | 0 | 0 | | 0 |
| 2 | Internal Audit | 1 | 2 | 0 | 0 | Goa, Bihar, Bihar | 3 | 2 | 0 | 0 | 0 | Delhi, Delhi | 2 |
| 3 | Customer Audit | 1 | 0 | 1 | 1 | Customer plant, Bihar, Bihar | 3 | 0 | 0 | 0 | 0 | | 0 |
| Total | | 3 | 2 | 1 | 1 | | 7 | 2 | 0 | 0 | 0 | | 2 |

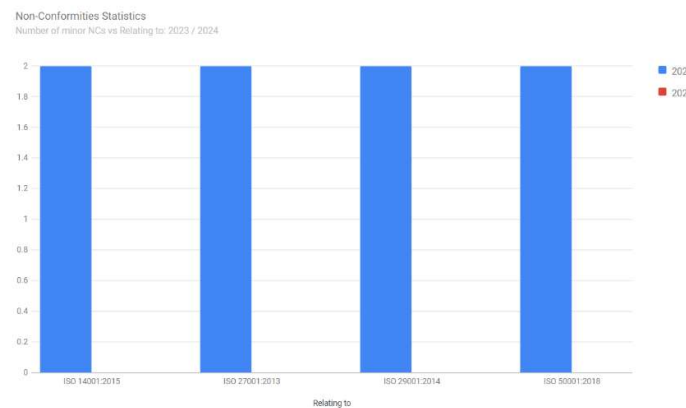
Total number of non-conformities vs Relating to



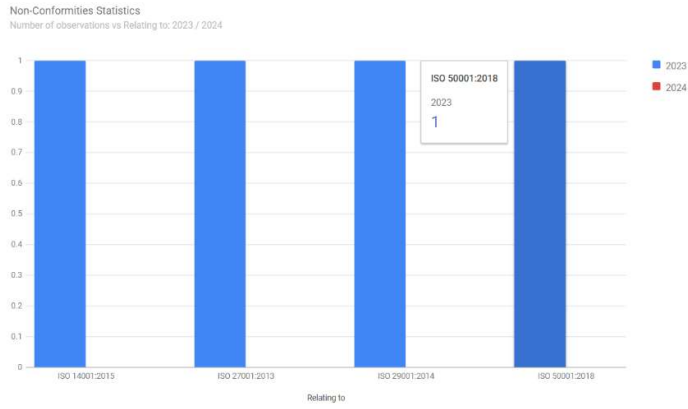
Number of major NC's vs Relating to



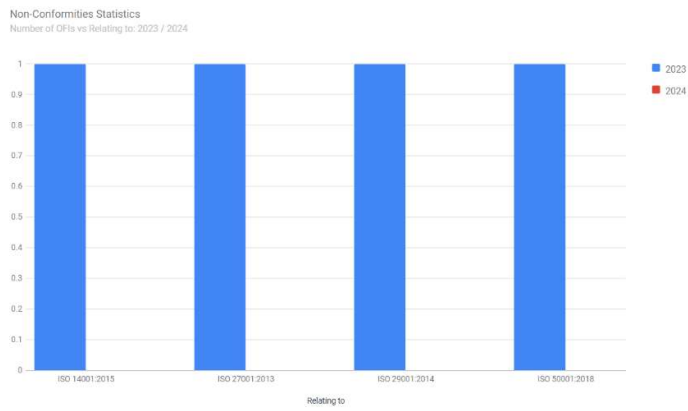
Number of minor NC's vs Relating to



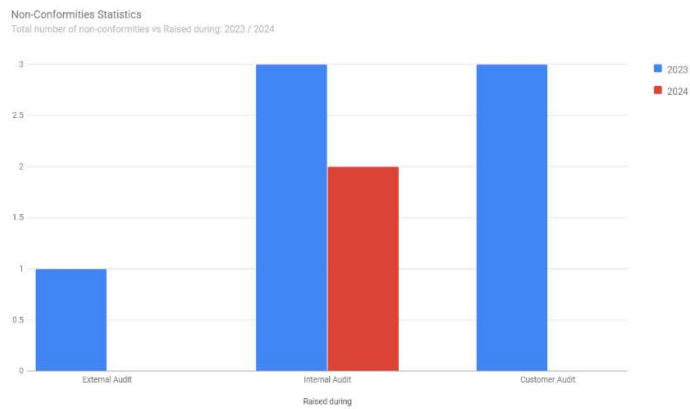
Number of observations vs Relating to



Number of OFI's vs Relating to



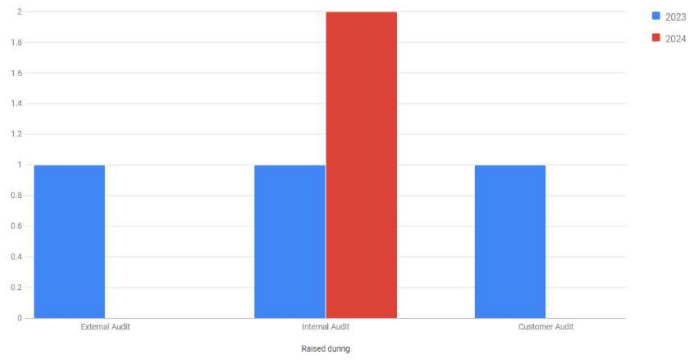
Total number of non-conformities vs Raised during



Number of major NC's vs Raised during

Non-Conformities Statistics

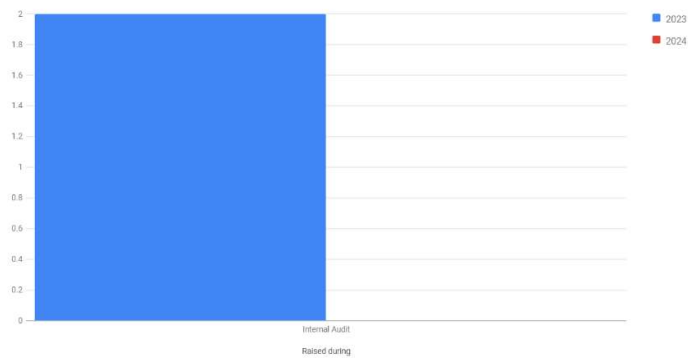
Number of major NCs vs Raised during: 2023 / 2024



Number of minor NC's vs Raised during

Non-Conformities Statistics

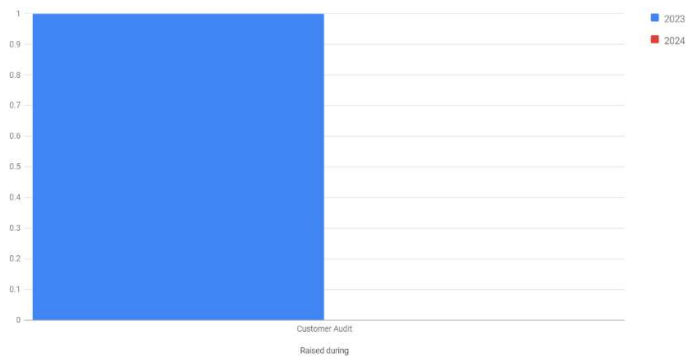
Number of minor NCs vs Raised during: 2023 / 2024



Number of observations vs Raised during

Non-Conformities Statistics

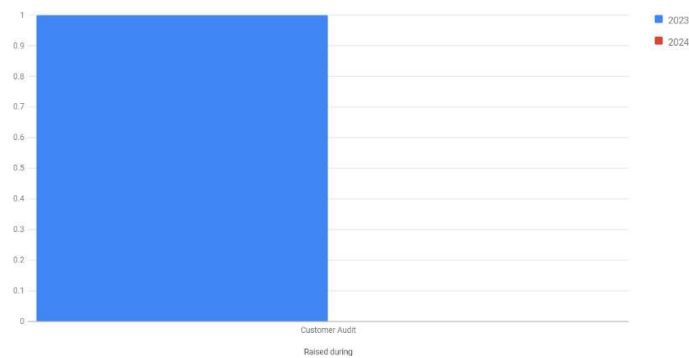
Number of observations vs Raised during: 2023 / 2024



Number of OFI's vs Raised during

Non-Conformities Statistics

Number of OFIs vs Raised during: 2023 / 2024

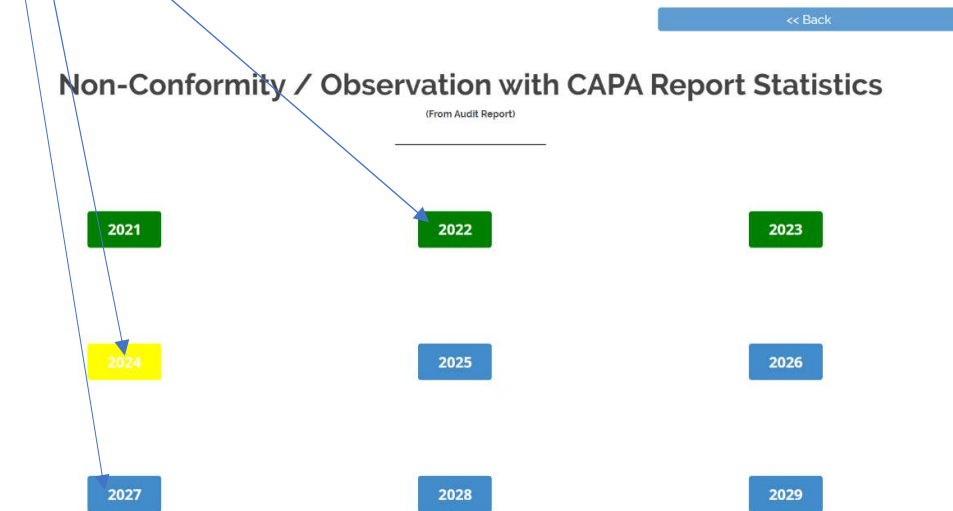


Non-Conformity / Observation with CAPA Report Statistics (From Audit Report)

1. Upon clicking the 'Non-Conformity / Observation with CAPA Report Statistics (From Audit Report)' dashboard will open displaying.
2. Here you will see all statistics report of 'Non-Conformity / Observation with CAPA Report Statistics (From Audit Report)' by year.

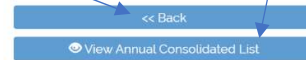


- ■ - Green color represents the past year.
- ■ - Yellow color represents the present year.
- ■ - Blue color represents the upcoming year.



Viewing the Non-conformity / Observation with CAPA Report Statistics

1. Upon clicking the year '2023' the dashboard will open displaying following information for that year.
2. Here you can see / check the 'Non-Conformity / Observation with CAPA Report Statistics (From Audit Report)' for previous months and current month.
3. Click 'View Annual Consolidated List' and you can view the annual consolidated list.
4. By clicking on 'Back' button to go back to the previous page.



Non-Conformity / Observation with CAPA Report Statistics

(From Audit Report)



5. You can view the 'Non-Conformity / Observation with CAPA Report Statistics (From Audit Report)' for Oct 2023 month.
6. Similarly, you can also see the statistics report of the upcoming months and years.
7. By clicking on 'Back' button to go back to the previous page.
8. Click 'Print' and you can print or save the consolidated list of 'Non-Conformity / Observation with CAPA Report Statistics (From Audit Report)'.



Non-Conformity / Observation with CAPA Report Statistics

(From Audit Report)

October (2023)

| October (2023) | | | | | | |
|----------------|----------------|----------------------|----------------------|------------------------|---|-----------|
| S. No. | Audit criteria | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
| 1 | ISO 9001:2015 | 2 | 1 | 0 | Bahadurgarh plant, Bahadurgarh plant, Mumbai office | 3 |
| 2 | ISO 14001:2015 | 3 | 0 | 4 | Nagpur, Bawal Plant, Bawal Plant, Bawal Plant, Mumbai, Mumbai, Mumbai | 7 |
| 3 | ISO 27001:2013 | 2 | 0 | 3 | Mumbai, Mumbai, Mumbai, Mumbai, Mumbai | 5 |
| 4 | ISO 45001:2018 | 1 | 1 | 0 | Bahadurgarh plant, Bahadurgarh plant | 2 |
| Total | | 8 | 2 | 7 | | 17 |

| October (2023) | | | | | | |
|----------------|-----------------|----------------------|----------------------|------------------------|---|-----------|
| S. No. | Audit type | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
| 1 | Internal Audit | 3 | 1 | 1 | Bahadurgarh plant, Bahadurgarh plant, Bawal Plant, Bawal Plant, Bawal Plant | 5 |
| 2 | 2nd Party Audit | 1 | 0 | 0 | Mumbai office | 1 |
| 3 | Process Audit | 3 | 0 | 3 | Nagpur, Mumbai, Mumbai, Mumbai, Mumbai, Mumbai | 6 |
| Total | | 7 | 1 | 4 | | 12 |

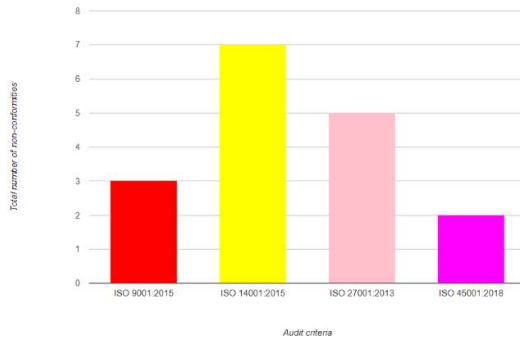
Total number of non-conformities vs Audit criteria

Bar Graph

Bar Graph

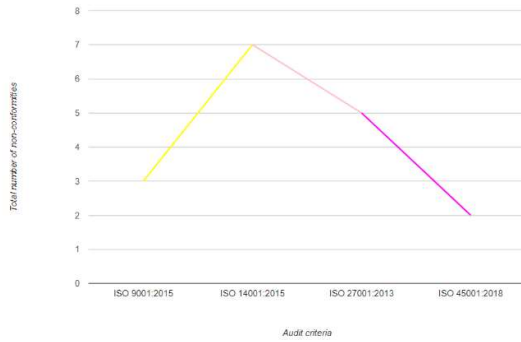
Line Chart

Pie Chart



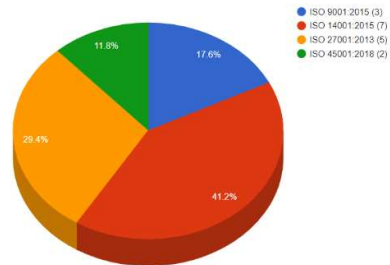
Total number of non-conformities vs Audit criteria

Line Chart

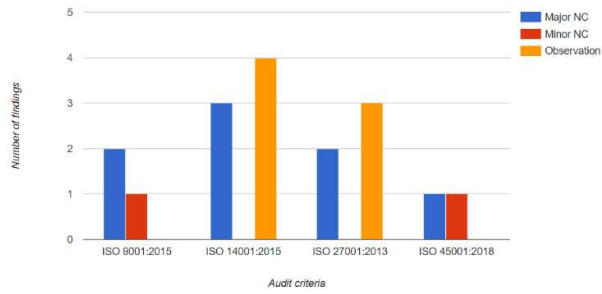


Total number of non-conformities vs Audit criteria

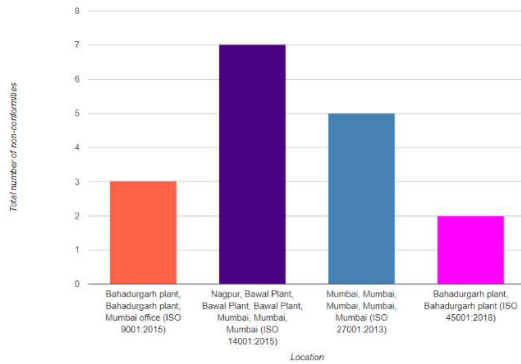
Pie Chart



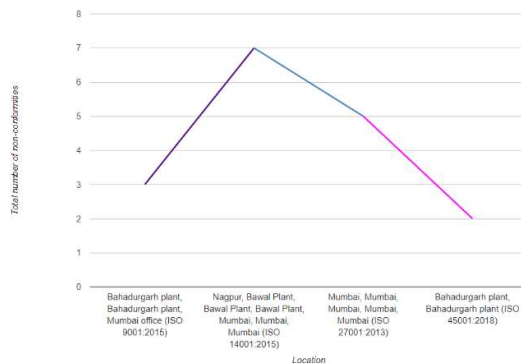
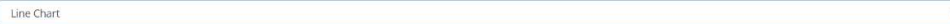
Audit criteria vs Category of findings



Total number of non-conformities vs Audit criteria - Location

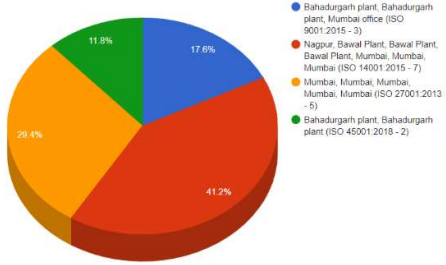


Total number of non-conformities vs Audit criteria - Location



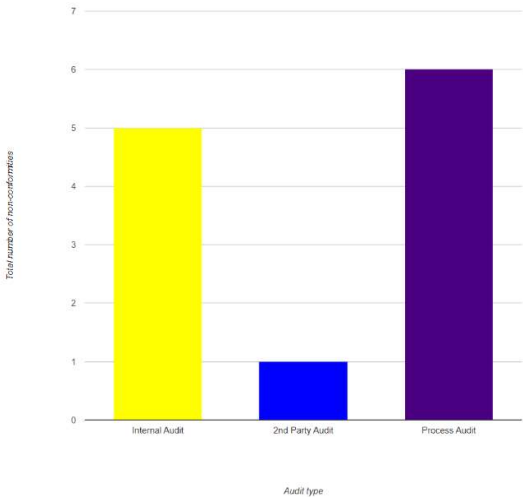
Total number of non-conformities vs Audit criteria - Location

Pie Chart



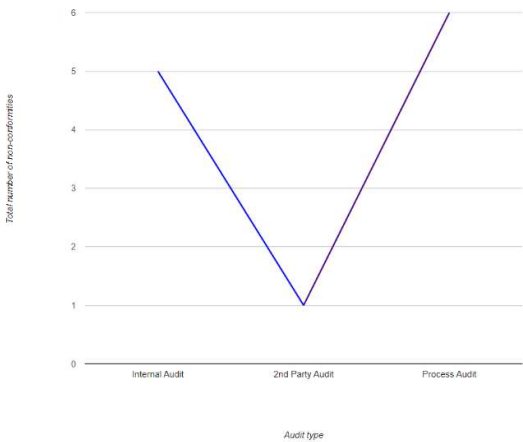
Total number of non-conformities vs Audit type

Bar Graph
 Bar Graph
 Line Chart
 Pie Chart



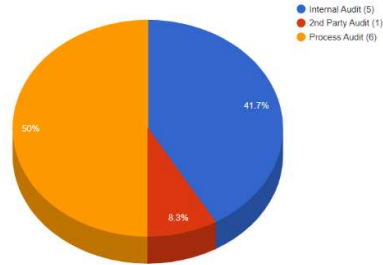
Total number of non-conformities vs Audit type

Line Chart

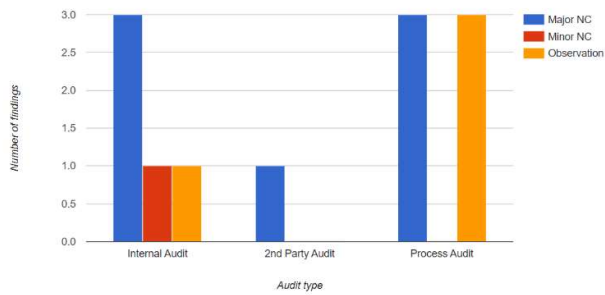


Total number of non-conformities vs Audit type

Pie Chart



Audit type vs Category of findings



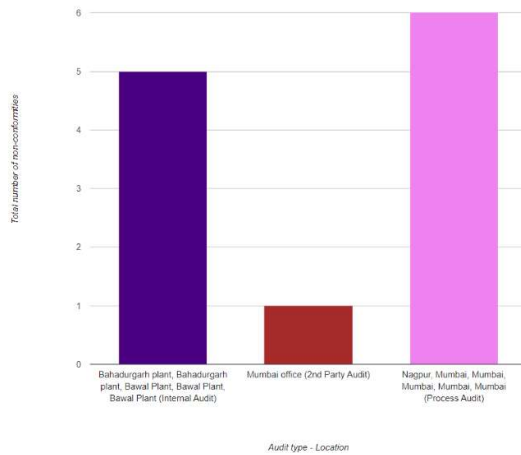
Total number of non-conformities vs Audit type - Location

Bar Graph

Bar Graph

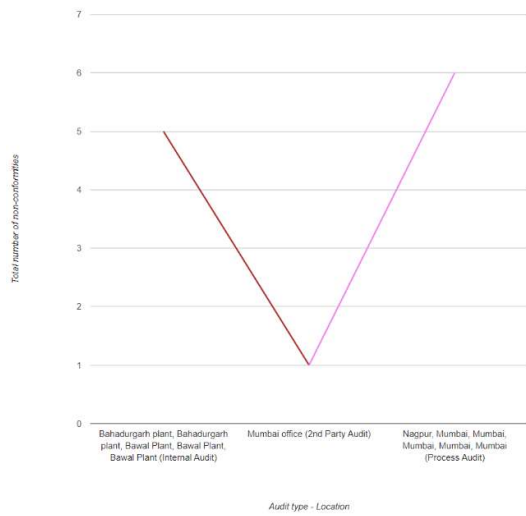
Line Chart

Pie Chart



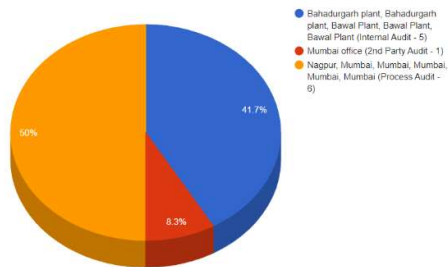
Total number of non-conformities vs Audit type - Location

Line Chart



Total number of non-conformities vs Audit type - Location

Pie Chart



Viewing the Annual Consolidated List

1. Upon clicking the 'View Annual Consolidated List' the dashboard will open displaying following information.
2. Select the drop-down menu you can search by as per your requirement of 'Non-Conformity / Observation with CAPA Report Statistics (From Audit Report)'.
3. By clicking on 'Back' button to go back to the previous page.
4. Click 'Print' and you can print or save the annual consolidated list of 'Non-Conformity / Observation with CAPA Report Statistics (From Audit Report)'.



Non-Conformity / Observation with CAPA Report Statistics

(From Audit Report)

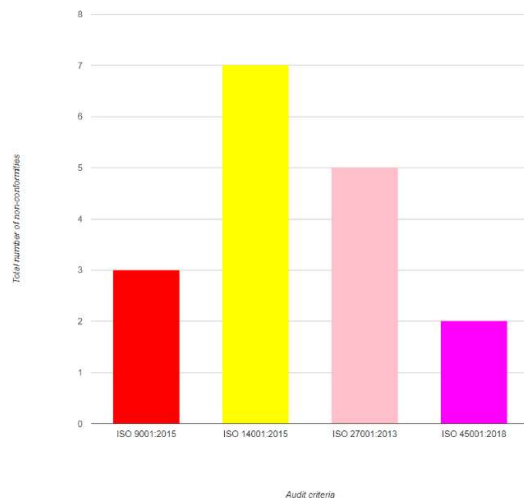
2023

| Search By | | | | | | |
|--|-----------------|----------------------|----------------------|------------------------|---|-----------|
| All | | | | | | |
| <div style="border: 1px solid gray; padding: 2px;"> All Month vs Month Quarter vs Quarter 6 Months vs 6 Months Year vs Year </div> | | | | | | |
| S. No. | Audit criteria | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
| 1 | ISO 9001:2015 | 3 | 1 | 0 | Bahadurgarh plant, Bahadurgarh plant, Mumbai office | 3 |
| 2 | ISO 14001:2015 | 3 | 0 | 4 | Nagpur, Bawal Plant, Bawal Plant, Mumbai, Mumbai, Mumbai | 7 |
| 3 | ISO 27001:2013 | 2 | 0 | 3 | Mumbai, Mumbai, Mumbai, Mumbai, Mumbai | 5 |
| 4 | ISO 45001:2018 | 1 | 1 | 0 | Bahadurgarh plant, Bahadurgarh plant | 2 |
| Total | | 8 | 2 | 7 | | 17 |
| S. No. | Audit type | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
| 1 | Internal Audit | 3 | 1 | 1 | Bahadurgarh plant, Bahadurgarh plant, Bawal Plant, Bawal Plant, Bawal Plant | 5 |
| 2 | 2nd Party Audit | 1 | 0 | 0 | Mumbai office | 1 |
| 3 | Process Audit | 3 | 0 | 3 | Nagpur, Mumbai, Mumbai, Mumbai, Mumbai, Mumbai | 6 |
| Total | | 7 | 1 | 4 | | 12 |

Total number of non-conformities vs Audit criteria

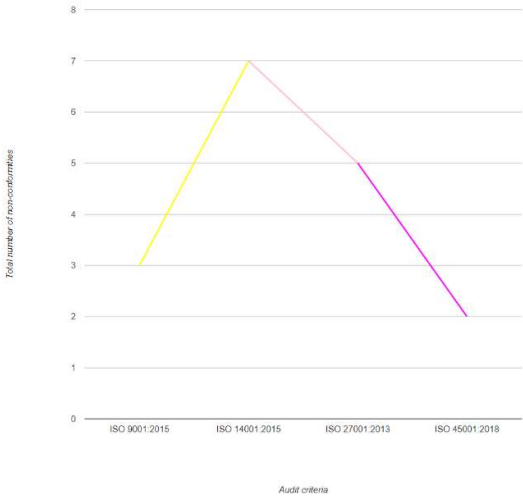
Bar Graph

Bar Graph
Line Chart
Pie Chart

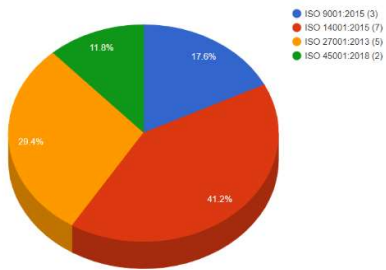


Total number of non-conformities vs Audit criteria

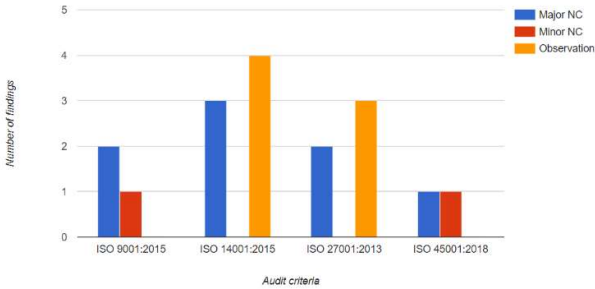
Line Chart



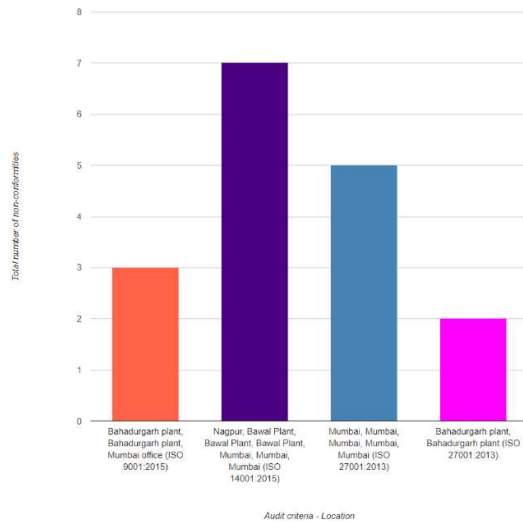
Pie Chart



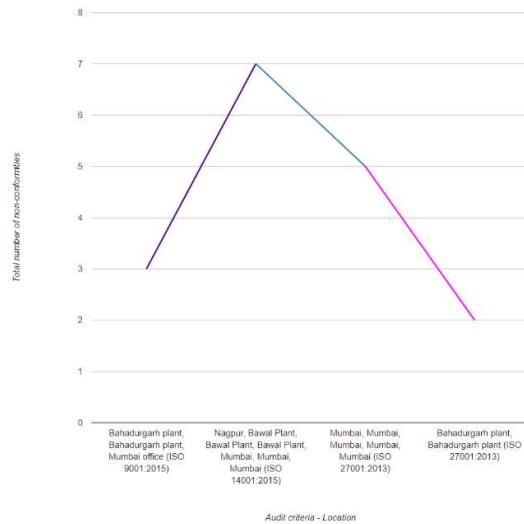
Audit criteria vs Category of findings



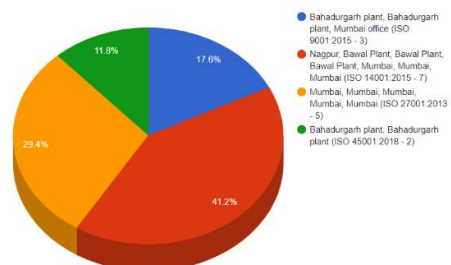
Total number of non-conformities vs Audit criteria - Location



Total number of non-conformities vs Audit criteria - Location

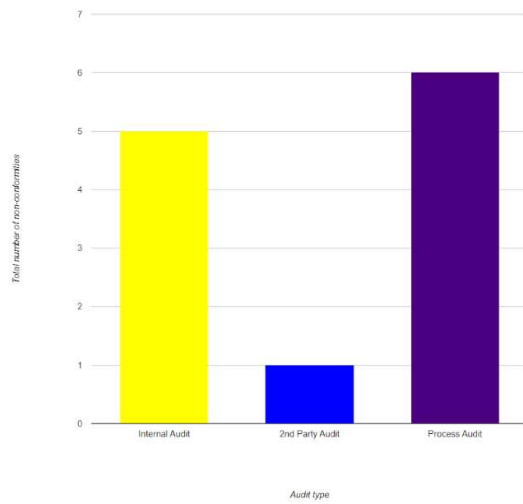


Total number of non-conformities vs Audit criteria - Location



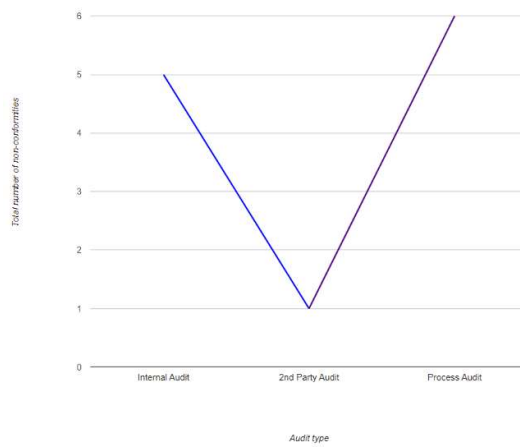
Total number of non-conformities vs Audit type

Bar Graph
Bar Graph
Line Chart
Pie Chart



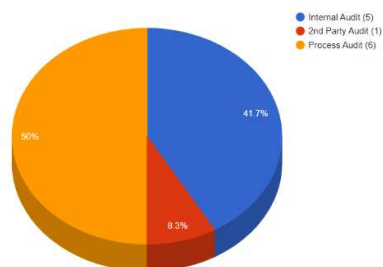
Total number of non-conformities vs Audit type

Line Chart

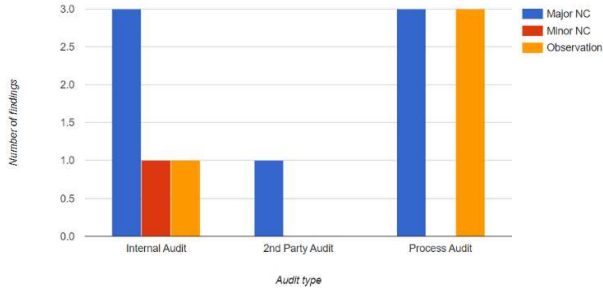


Total number of non-conformities vs Audit type

Pie Chart

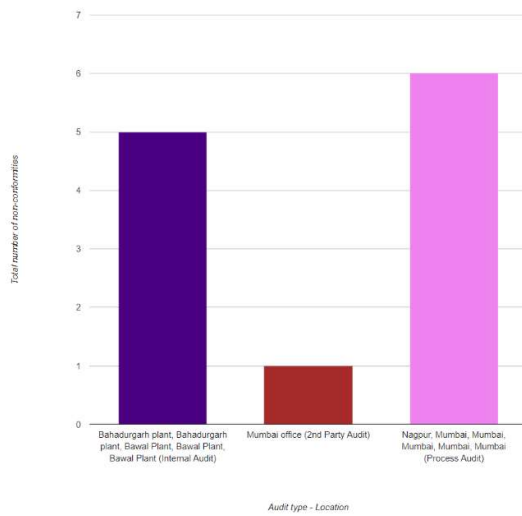


Audit type vs Category of findings



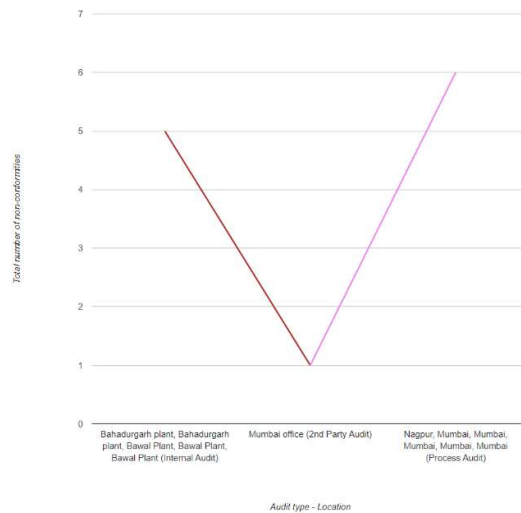
Total number of non-conformities vs Audit type - Location

Bar Graph
 Bar Graph
 Line Chart
 Pie Chart



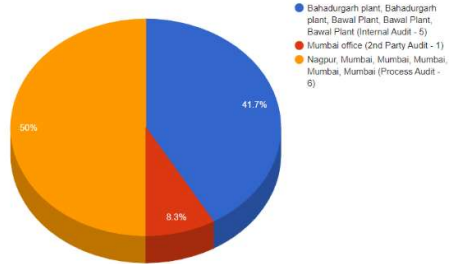
Total number of non-conformities vs Audit type - Location

Line Chart



Total number of non-conformities vs Audit type - Location

Pie Chart



Viewing the Month Vs Month Consolidate List

1. If you want to see 'Month vs Month' consolidated list then select 'Month vs Month' from the drop-down menu.
2. You can see the consolidated list of month vs month.
3. By clicking on 'Back' button to go back to the previous page.
4. Click 'Print' and you can print or save the consolidated list of 'Non-Conformity / Observation with CAPA Report Statistics (From Audit Report)'.



Non-Conformity / Observation with CAPA Report Statistics

(From Audit Report)

2024

| | | | | | |
|------------------|---|-----------------------------|-------------------------------|-----------------|--------------|
| Search By | <div style="border: 1px solid gray; padding: 2px;"> All ▼ All Month vs Month Quarter vs Quarter 6 Months vs 6 Months Year vs Year </div> | | | | |
| S. No. | Audit criteria | Number of minor NC's | Number of observations | Location | Total |
| | Total | 0 | 0 | | 0 |

| | | | | | | |
|---------------|-------------------|-----------------------------|-----------------------------|-------------------------------|-----------------|--------------|
| S. No. | Audit type | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
| | Total | 0 | 0 | 0 | | 0 |

5. You can search by 'Month vs Month' the consolidate list by selecting 'Select Month' and next 'Select Month' as per your requirement.
6. Click on 'Go'.



Non-Conformity / Observation with CAPA Report Statistics

(From Audit Report)

2023

| | | | | | | |
|------------------|--|---------------------|---|---------------------|--|-----------|
| Search By | <div style="border: 1px solid gray; padding: 2px;"> Month vs Month ▼ </div> | Select Month | <div style="border: 1px solid gray; padding: 2px;"> October, 2023 ▼ </div> | Select Month | <div style="border: 1px solid gray; padding: 2px;"> December, 2023 ▼ </div> | Go |
|------------------|--|---------------------|---|---------------------|--|-----------|

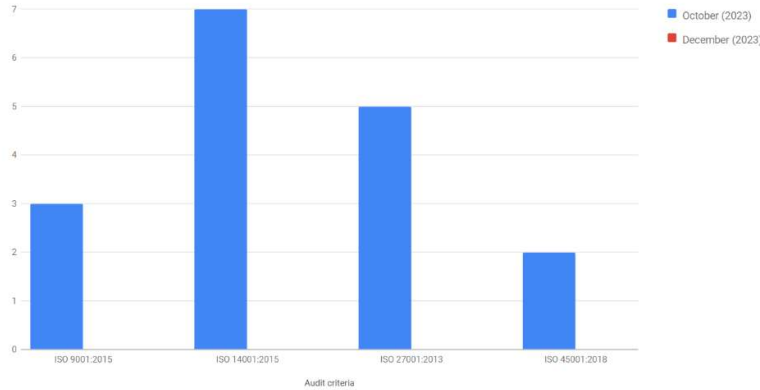
| October (2023) | | | | | December (2023) | | | | | | |
|----------------|----------------|----------------------|----------------------|------------------------|---|-----------|----------------------|----------------------|------------------------|----------|----------|
| S. No. | Audit criteria | Number of major NC's | Number of minor NC's | Number of observations | Location | Total | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
| 1 | ISO 9001:2015 | 2 | 1 | 0 | Bahadurgarh plant, Bahadurgarh plant, Mumbai office. | 3 | 0 | 0 | 0 | | 0 |
| 2 | ISO 14001:2015 | 3 | 0 | 4 | Nagpur, Bawal Plant, Bawal Plant, Bawal Plant, Mumbai, Mumbai, Mumbai | 7 | 0 | 0 | 0 | | 0 |
| 3 | ISO 27001:2013 | 2 | 0 | 3 | Mumbai, Mumbai, Mumbai, Mumbai, Mumbai | 5 | 0 | 0 | 0 | | 0 |
| 4 | ISO 45001:2018 | 1 | 1 | 0 | Bahadurgarh plant, Bahadurgarh plant | 2 | 0 | 0 | 0 | | 0 |
| | Total | 8 | 2 | 7 | | 17 | 0 | 0 | 0 | | 0 |

| October (2023) | | | | | | December (2023) | | | | | |
|----------------|-----------------|----------------------|----------------------|------------------------|---|-----------------|----------------------|----------------------|------------------------|----------|----------|
| S. No. | Audit type | Number of major NC's | Number of minor NC's | Number of observations | Location | Total | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
| 1 | Internal Audit | 3 | 1 | 1 | Bahadurgarh plant, Bahadurgarh plant, Bawal Plant, Bawal Plant, Bawal Plant | 5 | 0 | 0 | 0 | | 0 |
| 2 | 2nd Party Audit | 1 | 0 | 0 | Mumbai office | 1 | 0 | 0 | 0 | | 0 |
| 3 | Process Audit | 3 | 0 | 3 | Nagpur, Mumbai, Mumbai, Mumbai, Mumbai, Mumbai | 6 | 0 | 0 | 0 | | 0 |
| Total | | 7 | 1 | 4 | | 12 | 0 | 0 | 0 | | 0 |

Total number of non-conformities vs Audit criteria

Non-Conformities Statistics

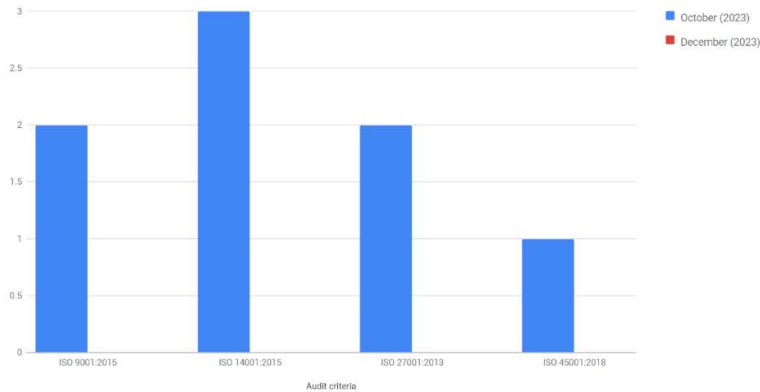
Total number of non-conformities vs Audit criteria: October (2023) / December (2023)



Number of major NC's vs Audit criteria

Non-Conformities Statistics

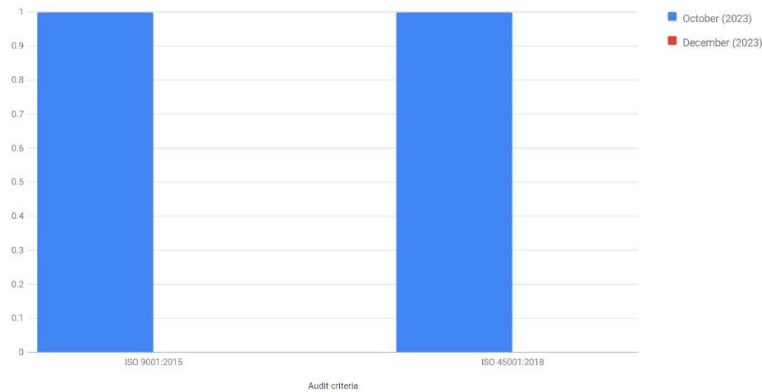
Number of major NCs vs Audit criteria: October (2023) / December (2023)



Number of minor NC's vs Audit criteria

Non-Conformities Statistics

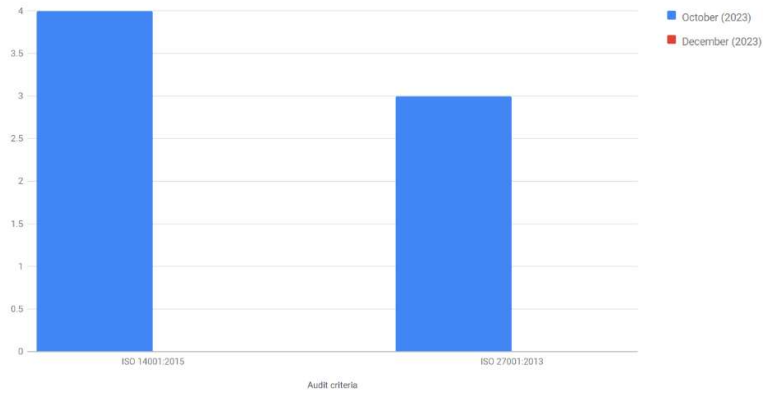
Number of minor NCs vs Audit criteria: October (2023) / December (2023)



Number of observations vs Audit criteria

Non-Conformities Statistics

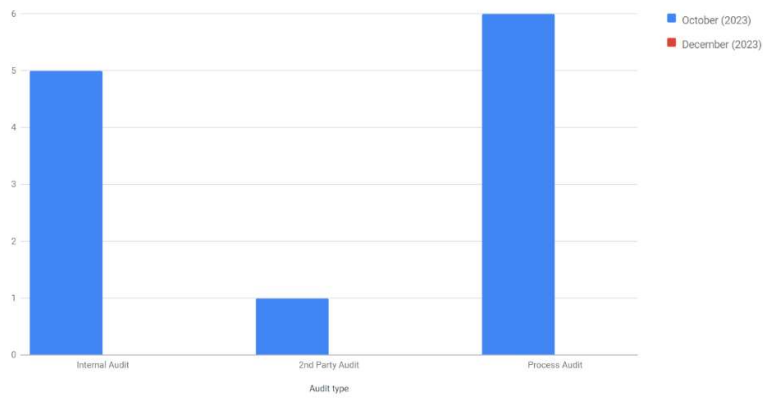
Number of observations vs Audit criteria: October (2023) / December (2023)



Total number of non-conformities vs Audit type

Non-Conformities Statistics

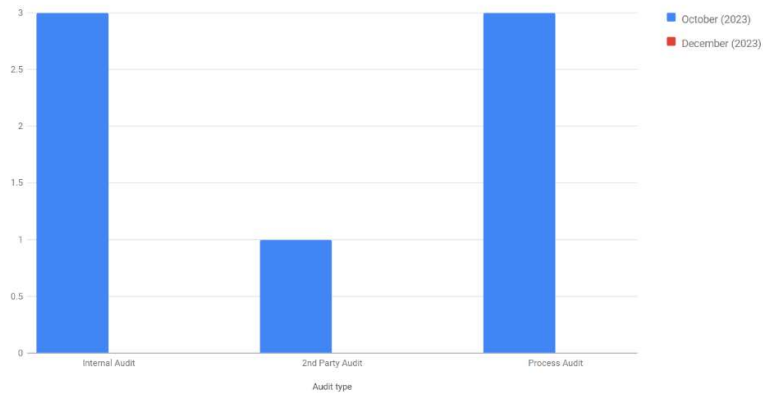
Total number of non-conformities vs Audit type: October (2023) / December (2023)



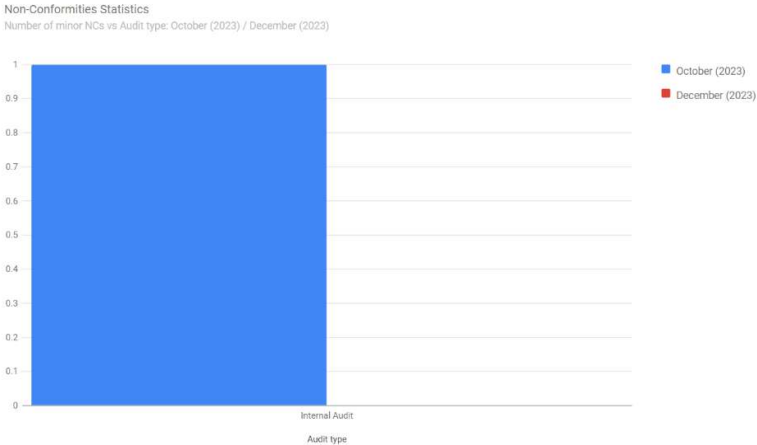
Number of major NC's vs Audit type

Non-Conformities Statistics

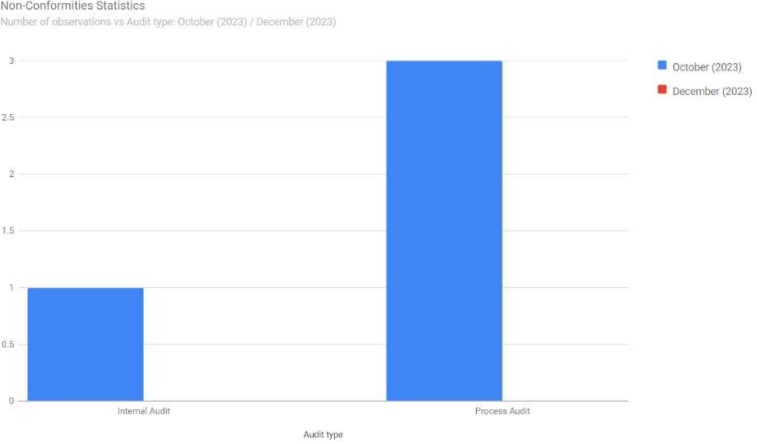
Number of major NC's vs Audit type: October (2023) / December (2023)



Number of minor NC's vs Audit type



Number of observations vs Audit type



Viewing the Quarter Vs Quarter Consolidate List

1. If you want to see 'Quarter vs Quarter' consolidated list then select 'Quarter vs Quarter' from the drop-down menu.
2. You can see the consolidated list by quarter vs quarter.
3. By clicking on 'Back' button to go back to the previous page.
4. Click 'Print' and you can print or save the consolidated list of 'Non-Conformity / Observation with CAPA Report Statistics (From Audit Report)'.



Non-Conformity / Observation with CAPA Report Statistics

(From Audit Report)

2024

| | | | | | | |
|------------------|---|-----------------------------|-----------------------------|-------------------------------|-----------------|--------------|
| Search By | <div style="border: 1px solid gray; padding: 2px;"> All Month vs Month Quarter vs Quarter 6 Months vs 6 Months Year vs Year </div> | | | | | |
| S. No. | Audit criteria | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
| | | 0 | 0 | 0 | | 0 |
| Total | | | | | | |

| | | | | | | |
|---------------|-------------------|-----------------------------|-----------------------------|-------------------------------|-----------------|--------------|
| S. No. | Audit type | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
| | | 0 | 0 | 0 | | 0 |
| Total | | | | | | |

5. You can search by 'Quarter vs Quarter' the consolidate list by selecting 'Select Quarter and Year' and next 'Select Quarter and Year' in the drop-down menu as per your requirement.
6. Click on 'Go'.



Non-Conformity / Observation with CAPA Report Statistics

(From Audit Report)

2023

| | | | | | | |
|------------------|---|---------------|--|---------------|--|-----------|
| Search By | <div style="border: 1px solid gray; padding: 2px;"> Quarter vs Quarter </div> | Select | <div style="border: 1px solid gray; padding: 2px;"> 1st Quarter 2023 </div> | Select | <div style="border: 1px solid gray; padding: 2px;"> 4th Quarter 2023 </div> | Go |
|------------------|---|---------------|--|---------------|--|-----------|

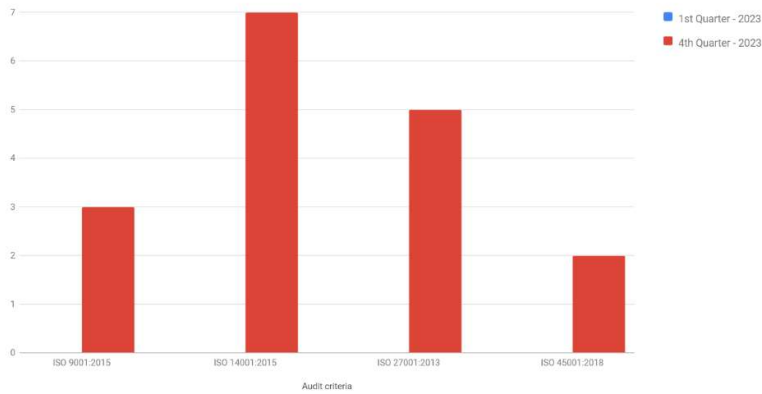
| 1st Quarter (2023) | | | | | | 4th Quarter (2023) | | | | | |
|--------------------|----------------|----------------------|----------------------|------------------------|---|--------------------|----------------------|----------------------|------------------------|----------|-----------|
| S. No. | Audit criteria | Number of major NC's | Number of minor NC's | Number of observations | Location | Total | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
| 1 | ISO 9001:2015 | 0 | 0 | 0 | Bahadurgarh plant, Bahadurgarh plant, Mumbai office | 0 | 2 | 1 | 0 | | 3 |
| 2 | ISO 14001:2015 | 0 | 0 | 0 | Nagpur, Bawal Plant, Bawal Plant, Bawal Plant, Mumbai, Mumbai, Mumbai | 0 | 3 | 0 | 4 | | 7 |
| 3 | ISO 27001:2013 | 0 | 0 | 0 | Mumbai, Mumbai, Mumbai, Mumbai, Mumbai | 0 | 2 | 0 | 3 | | 5 |
| 4 | ISO 45001:2018 | 0 | 0 | 0 | Bahadurgarh plant, Bahadurgarh plant | 0 | 1 | 1 | 0 | | 2 |
| Total | | 0 | 0 | 0 | | 0 | 8 | 2 | 7 | | 17 |

| 1st Quarter (2023) | | | | | | | 4th Quarter (2023) | | | | |
|--------------------|-----------------|----------------------|----------------------|------------------------|----------|----------|----------------------|----------------------|------------------------|---|-----------|
| S. No. | Audit type | Number of major NC's | Number of minor NC's | Number of observations | Location | Total | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
| 1 | Internal Audit | 0 | 0 | 0 | | 0 | 3 | 1 | 1 | Bahadurgarh plant, Bahadurgarh plant, Bawal Plant, Bawal Plant, Bawal Plant | 5 |
| 2 | 2nd Party Audit | 0 | 0 | 0 | | 0 | 1 | 0 | 0 | Mumbai office | 1 |
| 3 | Process Audit | 0 | 0 | 0 | | 0 | 3 | 0 | 3 | Nagpur, Mumbai, Mumbai, Mumbai, Mumbai, Mumbai, Mumbai | 6 |
| Total | | 0 | 0 | 0 | | 0 | 7 | 1 | 4 | | 12 |

Total number of non-conformities vs Audit criteria

Non-Conformities Statistics

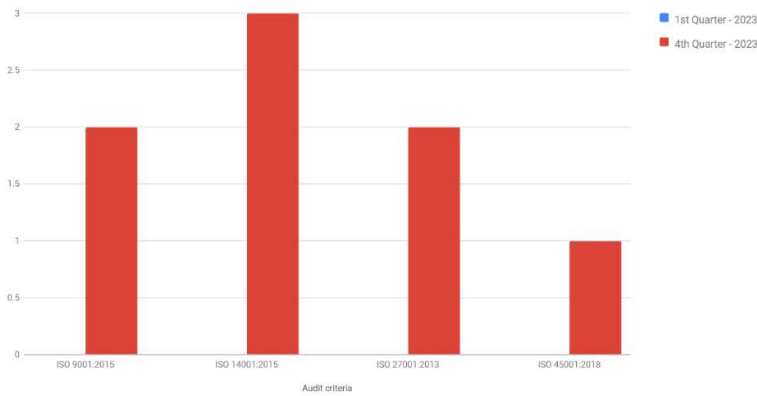
Total number of non-conformities vs Audit criteria: 1st Quarter - 2023 / 4th Quarter - 2023



Number of major NC's vs Audit criteria

Non-Conformities Statistics

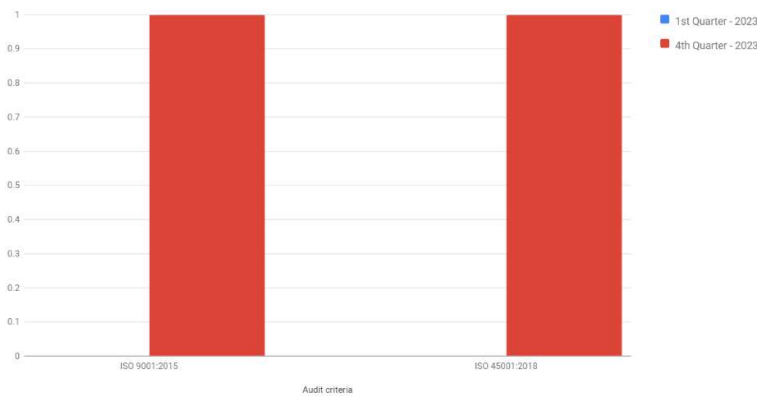
Number of major NCs vs Audit criteria: 1st Quarter - 2023 / 4th Quarter - 2023



Number of minor NC's vs Audit criteria

Non-Conformities Statistics

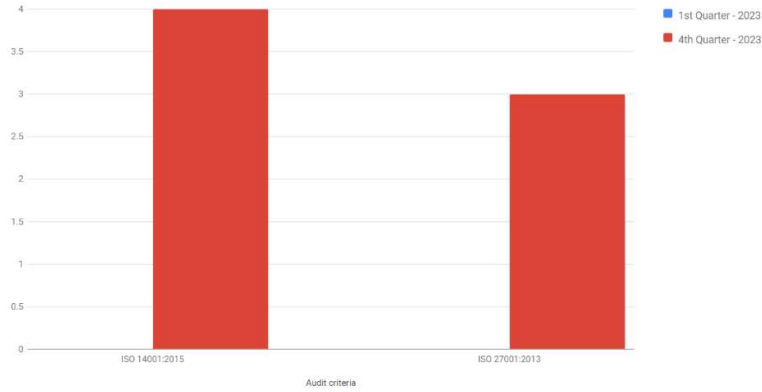
Number of minor NCs vs Audit criteria: 1st Quarter - 2023 / 4th Quarter - 2023



Number of observations vs Audit criteria

Non-Conformities Statistics

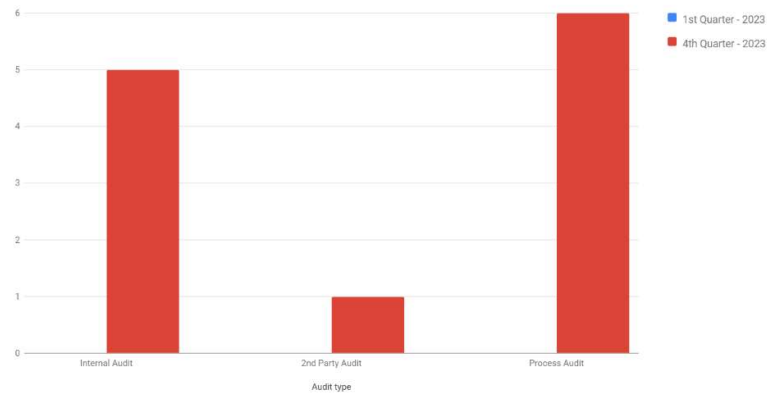
Number of observations vs Audit criteria: 1st Quarter - 2023 / 4th Quarter - 2023



Total number of non-conformities vs Audit type

Non-Conformities Statistics

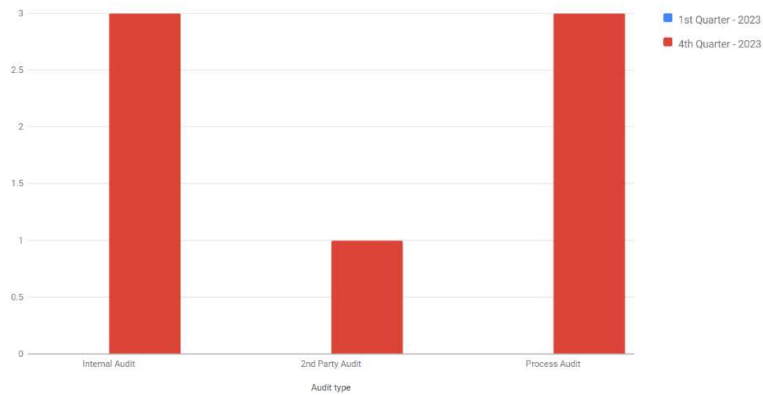
Total number of non-conformities vs Audit type: 1st Quarter - 2023 / 4th Quarter - 2023



Number of major NC's vs Audit type

Non-Conformities Statistics

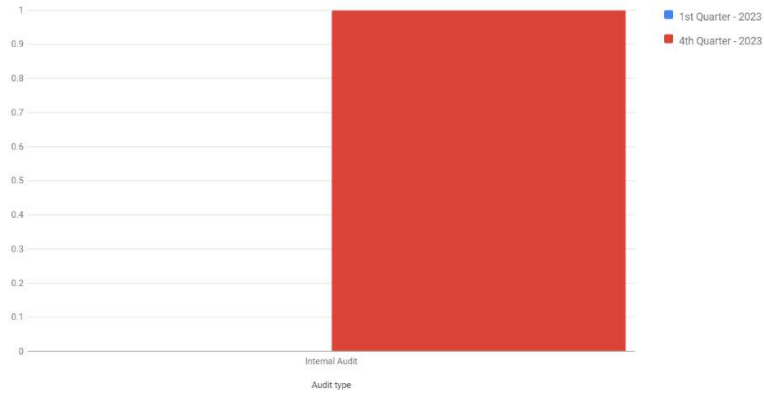
Number of major NCs vs Audit type: 1st Quarter - 2023 / 4th Quarter - 2023



Number of minor NC's vs Audit type

Non-Conformities Statistics

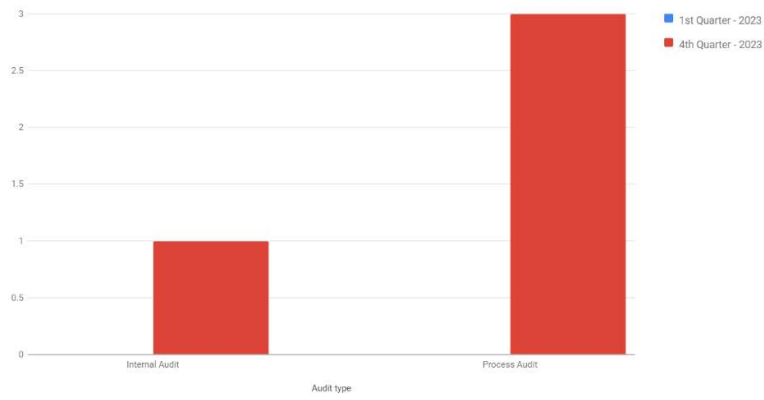
Number of minor NCs vs Audit type: 1st Quarter - 2023 / 4th Quarter - 2023



Number of observations vs Audit type

Non-Conformities Statistics

Number of observations vs Audit type: 1st Quarter - 2023 / 4th Quarter - 2023



Viewing the 6 Months Vs 6 Months Consolidate List

1. If you want to see '6 Months vs 6 Months' consolidated list then select '6 Months vs 6 Months' from the drop-down menu.
2. You can see the consolidated list by 6 months vs 6 months.
3. By clicking on 'Back' button to go back to the previous page.
4. Click 'Print' and you can print or save the consolidated list of 'Non-Conformity / Observation with CAPA Report Statistics (From Audit Report)'.



Non-Conformity / Observation with CAPA Report Statistics

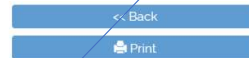
(From Audit Report)

2024

| Search By | | <div style="border: 1px solid black; padding: 2px;"> All Month vs Month Quarter vs Quarter 6 Months vs 6 Months Year vs Year </div> | | | | |
|-----------|----------------|--|------------------------|----------|-------|--|
| S. No. | Audit criteria | Number of minor NC's | Number of observations | Location | Total | |
| Total | | 0 | 0 | | 0 | |

| S. No. | Audit type | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
|--------|------------|----------------------|----------------------|------------------------|----------|-------|
| Total | | 0 | 0 | 0 | | 0 |

5. You can search by '6 Months vs 6 Months' the consolidate list by selecting 'Select Half and Year' and next 'Select Half and Year' in the drop-down menu as per your requirement.
6. Click on 'Go'.



Non-Conformity / Observation with CAPA Report Statistics

(From Audit Report)

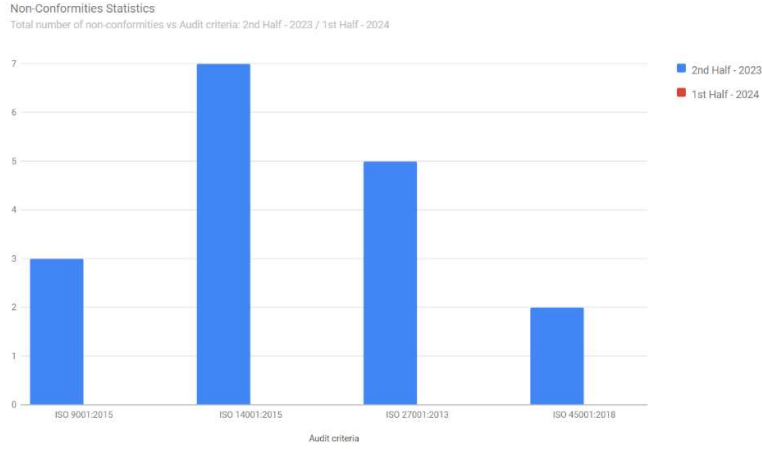
2023

| | | | | | | | | | |
|-----------|--|----------------------|--------|----------|--------|----------|------|------|----|
| Search By | | 6 Months vs 6 Months | Select | 2nd Half | Select | 1st Half | 2023 | 2024 | Go |
|-----------|--|----------------------|--------|----------|--------|----------|------|------|----|

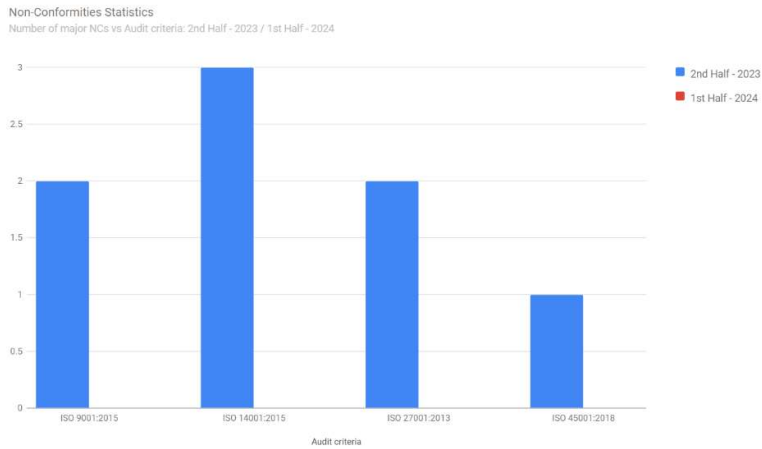
| 2nd Half (2023) | | | | | | 1st Half (2024) | | | | | |
|-----------------|----------------|----------------------|----------------------|------------------------|---|-----------------|----------------------|----------------------|------------------------|----------|----------|
| S. No. | Audit criteria | Number of major NC's | Number of minor NC's | Number of observations | Location | Total | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
| 1 | ISO 9001:2015 | 2 | 1 | 0 | Bahadurgarh plant, Bahadurgarh plant, Mumbai office | 3 | 0 | 0 | 0 | | 0 |
| 2 | ISO 14001:2015 | 3 | 0 | 4 | Nagpur, Bawal Plant, Bawal Plant, Bawal Plant, Mumbai, Mumbai, Mumbai | 7 | 0 | 0 | 0 | | 0 |
| 3 | ISO 27001:2013 | 2 | 0 | 3 | Mumbai, Mumbai, Mumbai, Mumbai, Mumbai | 5 | 0 | 0 | 0 | | 0 |
| 4 | ISO 45001:2018 | 1 | 1 | 0 | Bahadurgarh plant, Bahadurgarh plant | 2 | 0 | 0 | 0 | | 0 |
| Total | | 8 | 2 | 7 | | 17 | 0 | 0 | 0 | | 0 |

| S. No. | Audit type | 2nd Half (2023) | | | Location | Total | 1st Half (2024) | | | | |
|--------------|-----------------|----------------------|----------------------|------------------------|---|-----------|----------------------|----------------------|------------------------|----------|----------|
| | | Number of major NC's | Number of minor NC's | Number of observations | | | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
| 1 | Internal Audit | 3 | 1 | 1 | Bahadurgarh plant, Bahadurgarh plant, Bawal Plant, Bawal Plant, Bawal Plant | 5 | 0 | 0 | 0 | | 0 |
| 2 | 2nd Party Audit | 1 | 0 | 0 | Mumbai office | 1 | 0 | 0 | 0 | | 0 |
| 3 | Process Audit | 3 | 0 | 3 | Nagpur, Mumbai, Mumbai, Mumbai, Mumbai, Mumbai | 6 | 0 | 0 | 0 | | 0 |
| Total | | 7 | 1 | 4 | | 12 | 0 | 0 | 0 | | 0 |

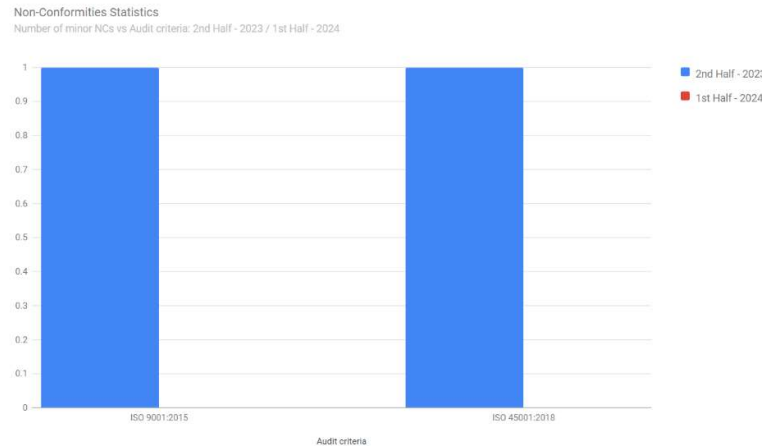
Total number of non-conformities vs Audit criteria



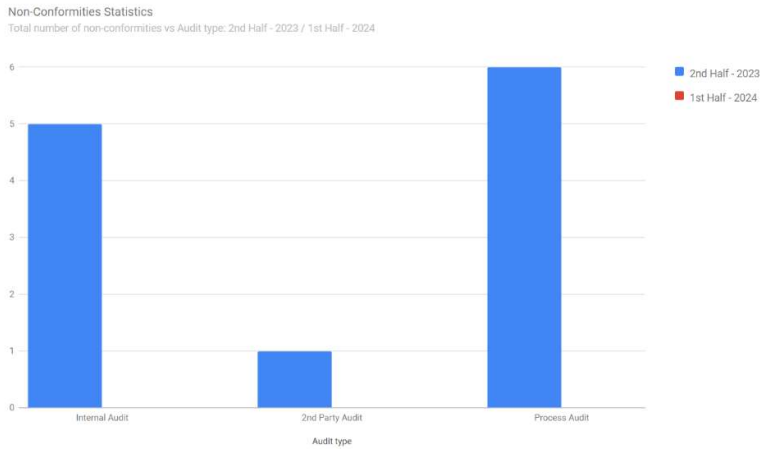
Number of major NC's vs Audit criteria



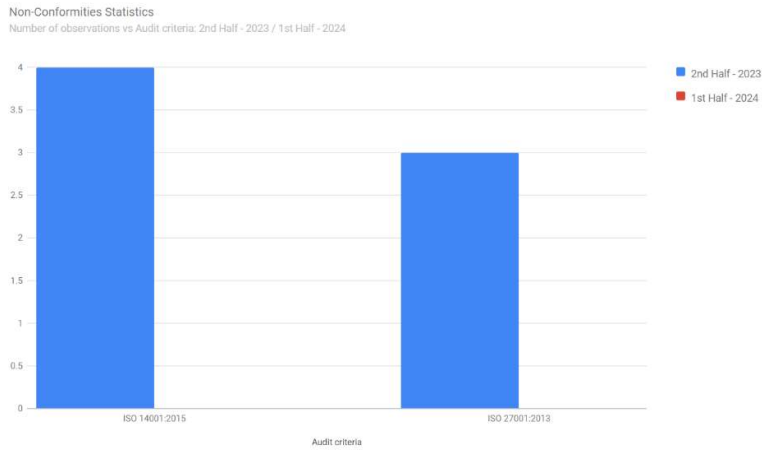
Number of minor NC's vs Audit criteria



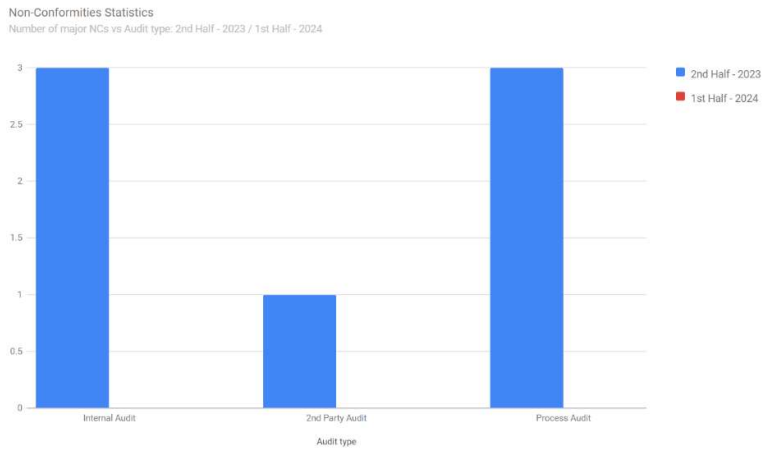
Total number of non-conformities vs Audit type



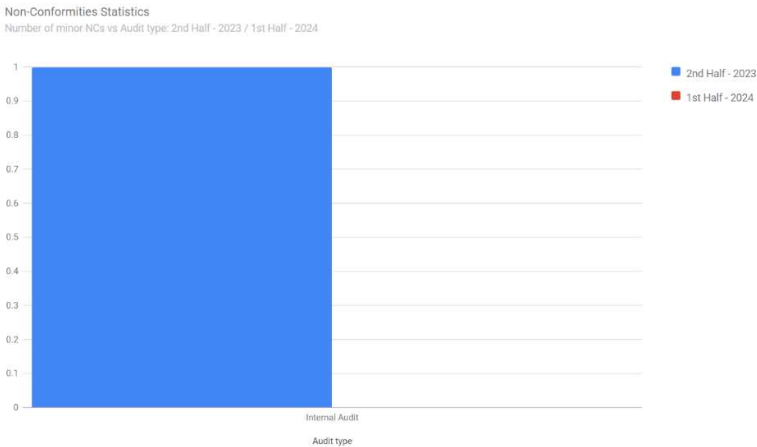
Number of observations vs Audit criteria



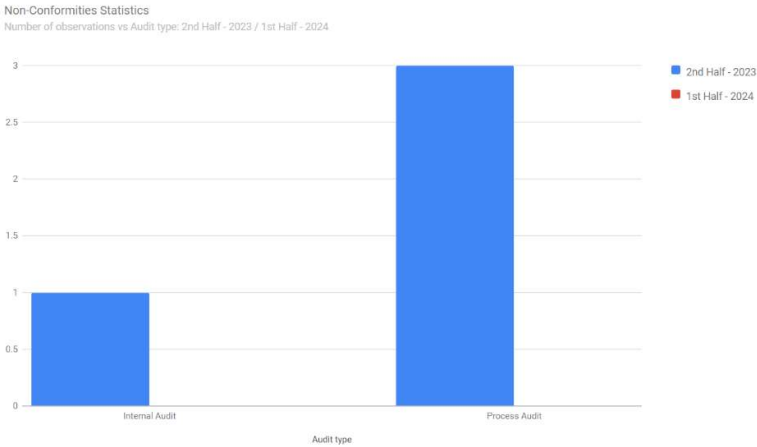
Number of major NC's vs Audit type



Number of minor NC's vs Audit type



Number of observations vs Audit type



Viewing the Year Vs Year Consolidate List

1. If you want to see 'Year vs Year' consolidated list then select 'Year vs Year' from the drop-down menu.
2. You can see the consolidated list by year vs year.
3. By clicking on 'Back' button to go back to the previous page.
4. Click 'Print' and you can print or save the consolidated list of 'Non-Conformity / Observation with CAPA Report Statistics (From Audit Report)'.



Non-Conformity / Observation with CAPA Report Statistics

(From Audit Report)

2024

| | | | | | |
|------------------|--|--|--|-----------------|--------------|
| Search By | <div style="border: 1px solid #ccc; padding: 2px;"> Year vs Year v All Month vs Month Quarter vs Quarter 6 Months vs 6 Months Year vs Year </div> | Select Year 2023 v | Select Year 2024 v | Go | |
| S. No. | Audit criteria | Number of minor NC's | Number of observations | Location | Total |
| Total | | 0 | 0 | | 0 |

| | | | | | | |
|---------------|-------------------|-----------------------------|-----------------------------|-------------------------------|-----------------|--------------|
| S. No. | Audit type | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
| Total | | 0 | 0 | 0 | | 0 |

5. You can search by 'Year vs Year' the consolidate list by selecting 'Select Year' and next 'Select Year' in the drop-down menu as per your requirement.
6. Click on 'Go'.



Non-Conformity / Observation with CAPA Report Statistics

(From Audit Report)

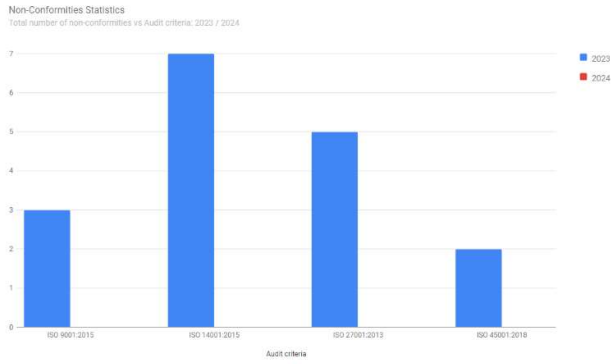
2024

| | | | | |
|------------------|---|--|--|-----------|
| Search By | Year vs Year v | Select Year 2023 v | Select Year 2024 v | Go |
|------------------|---|--|--|-----------|

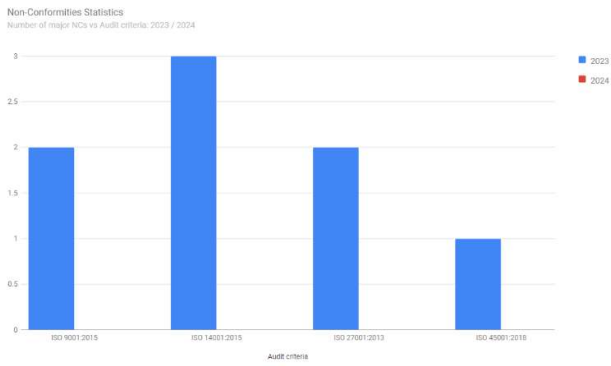
| 2023 | | | | | 2024 | | | | | | |
|--------------|----------------|----------------------|----------------------|------------------------|---|-------|----------------------|----------------------|------------------------|----------|-------|
| S. No. | Audit criteria | Number of major NC's | Number of minor NC's | Number of observations | Location | Total | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
| 1 | ISO 9001:2015 | 2 | 1 | 0 | Bahadurgarh plant, Bahadurgarh plant, Mumbai office | 3 | 0 | 0 | 0 | | 0 |
| 2 | ISO 14001:2015 | 3 | 0 | 4 | Nagpur, Bawal Plant, Bawal Plant, Bawal Plant, Mumbai, Mumbai, Mumbai | 7 | 0 | 0 | 0 | | 0 |
| 3 | ISO 27001:2013 | 2 | 0 | 3 | Mumbai, Mumbai, Mumbai, Mumbai, Mumbai | 5 | 0 | 0 | 0 | | 0 |
| 4 | ISO 45001:2018 | 1 | 1 | 0 | Bahadurgarh plant, Bahadurgarh plant | 2 | 0 | 0 | 0 | | 0 |
| Total | | 8 | 2 | 7 | | 17 | 0 | 0 | 0 | | 0 |

| 2023 | | | | | 2024 | | | | | | |
|--------------|-----------------|----------------------|----------------------|------------------------|---|-------|----------------------|----------------------|------------------------|----------|-------|
| S. No. | Audit type | Number of major NC's | Number of minor NC's | Number of observations | Location | Total | Number of major NC's | Number of minor NC's | Number of observations | Location | Total |
| 1 | Internal Audit | 3 | 1 | 1 | Bahadurgarh plant, Bahadurgarh plant, Bawal Plant, Bawal Plant, Bawal Plant | 5 | 0 | 0 | 0 | | 0 |
| 2 | 2nd Party Audit | 1 | 0 | 0 | Mumbai office | 1 | 0 | 0 | 0 | | 0 |
| 3 | Process Audit | 3 | 0 | 3 | Nagpur, Mumbai, Mumbai, Mumbai, Mumbai, Mumbai | 6 | 0 | 0 | 0 | | 0 |
| Total | | 7 | 1 | 4 | | 12 | 0 | 0 | 0 | | 0 |

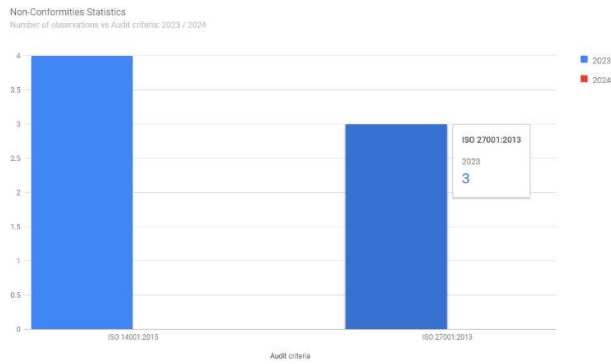
Total number of non-conformities vs Audit criteria



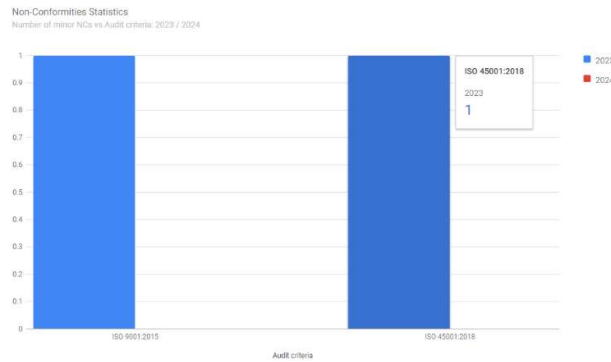
Number of major NC's vs Audit criteria



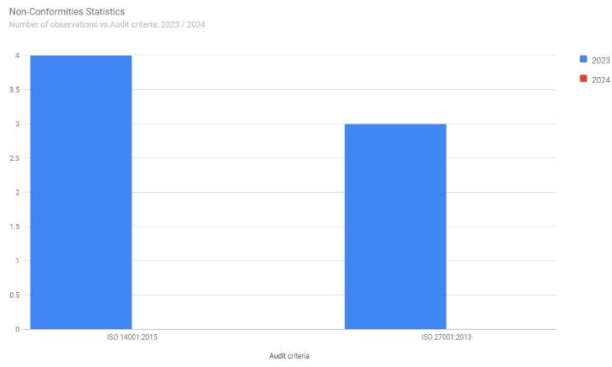
Number of observations vs Audit criteria



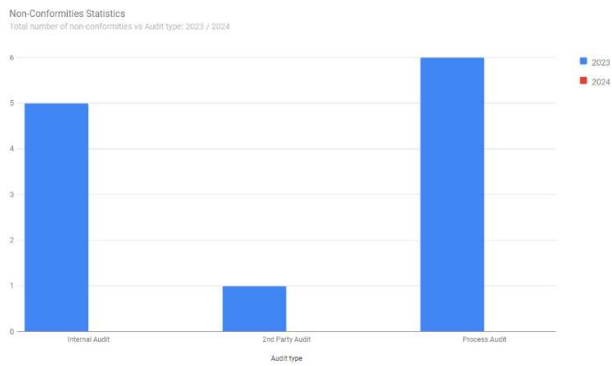
Number of minor NC's vs Audit criteria



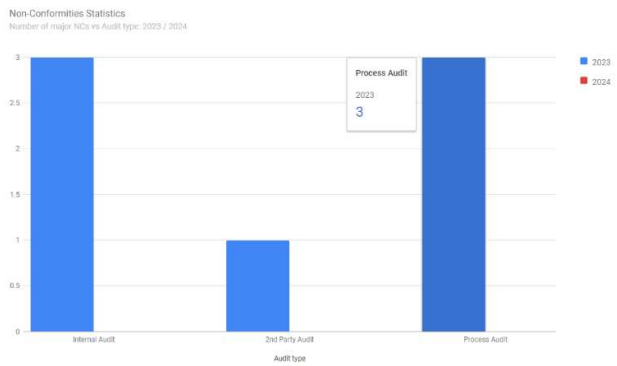
Number of observations vs Audit criteria



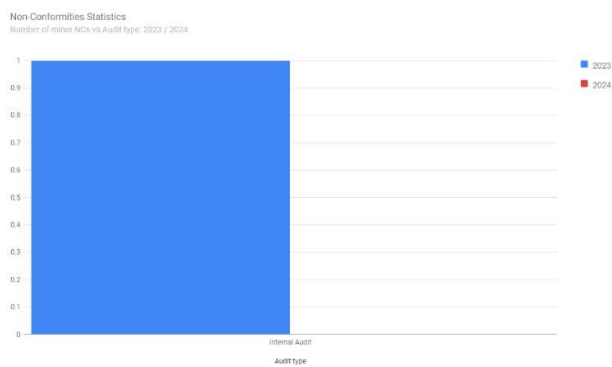
Total number of non-conformities vs Audit type



Number of major NC's vs Audit type



Number of minor NC's vs Audit type



Number of observations vs Audit type

