Manufacturer:	SUPERON SCHWEISSTECH INDIA LIMITED		
Address:	191 D, Sector-4, Phase-II, IMT Manesar, Gurgaon		
Representative:	Mr. M. P. Singh		
Site(s) audited:	Gurgaon	Date(s) of audit(s):	06.12.2014
Auditor	Abha Mishra	Additional team audit member(s):	Sunil Bijarnia
This report is confidential and distribution is limited to the SGS office and manufacturer representative.			

1. Audit Objectives

Conducting factory evaluation regarding requirements of quality management system agreed by M/s . SUPERON SCHWEISSTECH INDIA LIMITED, Gurgaon.

2. Scope of Audit

Conducting factory evaluation regarding requirements of quality management system and Statement Of License for Nigeria.

3. General Information

Factory Contact Information:
Telephone Number: 09873342850
Fax Number: 0124-4365432
E-mail Address: mpsingh@superonindia.com
Factory Profile:
Area: sq fts
Ground Floor – 2404.42 sq fts
1st Floor – 2332.31 sq fts
2nd Floor – 219.64 sq fts
Number of Employees: 190
Products:
Manufacture of Stainless/ Mild Steel Electrodes
Main Subcontractors:
Main subcontractor includes Approved Vendor List evidenced reference . Main subcontractors includes Premier Indus, Kamman Corpn, Jayesh Industries, Advance Metal Powder, etc.....
Organisation Chart:
Evidenced and attached.

4. Supplied Materials Quality Assurance

Purchasing Control

Does the factory receive, maintain and act on adequate information concerning the quality performance of sub-contractors/sub-suppliers? ☒ Yes ☐ No

Vendor selection and evaluation system is well maintained. Vendors are rated based on the no. Of accepted items. Selection based on quality and delivery. Vendor evaluation is done every 2 years, maintained under document reference F/PUR/IV/03/01.

Does the purchasing document include sufficient specifications and information, which is used to ensure the customer requirements, and product safety controlled items are fulfilled? ☒ Yes ☐ No

The Purchase document includes all the sufficient specification and information which meets the customer requirements. Evidenced and reviewed for the PO # SCIL/TATA/WD/PO/SU/23/P-643 dt. 07.11.2014 and found as per requirement.

Is the purchasing document reviewed and approved for adequacy of specified requirements prior to release? ☒ Yes ☐ No

The purchase document is controlled and generated at plant. ICQC team provides the production plan to the unit according to their opening and closing stock for raw materials on the first date of every month. The purchase documents are prepared by Sr. Executiive, checked by Purchase Manager and approved by Purchase Head.

Incoming Material Control

Are written inspections/testing instructions adequate to check items? ☒ Yes ☐ No
(Please indicate the inspection items, sample size, AQL.)

The inspection instructions are adequate to check items for the incoming raw material. The the raw materials are verified by visually and chemical testing drawing 1 sample per lot by Quality assurance Analyst. Test report is evedneced vide reference number F/QA/IV/04/03 dt. 06.06.2014.

Do the check items fulfil required specifications?

Is equipment suitable to the inspection / testing and calibrated where necessary? ☒ Yes ☐ No
(Please describe the inspection / testing name, type, status. Please also see section 6.)

The equipments are all calibrated and found to be suitable for inspection / testing.

Equipment name	Type	Status	Calibration date	Next Due date
ROCKWELL CUM BRINEEL HARDNESS TESTER	KAB-250, KE	Calibrated	09.04.2014	09.04.2015
TEMPERATURE CONTROLLER	DEVANSHI	Calibrated	22.02.2014	22.02.2015
STOP WATCH	Racer	Calibrated	15.03.2014	15.03.2015

Are procedures for the control and release for material adequate? ☒ Yes ☐ No

Is non-conforming material adequately identified and controlled? ☒ Yes ☐ No
(What corrective action is taken if non-conforming material is found?)

The non conforming material identified for the incoming raw material in physical / visual verification and testing and tagged as “rejected” and sent back to the supplier.

Are storage facilities and handling methods appropriate? ☒ Yes ☐ No
Separate area has been assigned for the storage and equipments used for movements of goods.

Is there documented “FIFO” (First In First Out) system for critical components / material? ☒ Yes ☐ No
FIFO is in place. First in sequence will be utilised first.

Is certificate from material supplier for each shipment obtained? Is the certificate covering the established requirement? ☒ Yes ☐ No
Yes along with incoming material vendor test report is also received with reference number 890648869 dt. 21.11.2014. The same is verified with in-house testing equipments and internal test reports are used. If found OK, processed further or else reworking/ rejection record is kept for evaluation.

Other comments or areas for improvement

5. Process Control

Are the following items / documents provided at appropriate location and under control When necessary? ☒ Yes ☐ No

- Work Instructions / procedures Provided at workstations, photo of the same taken.

Is preventive maintenance carried out on production equipment and are results recorded according to maintenance schedule where appropriate? ☒ Yes ☐ No
The preventive maintenance plan in place and evidenced the same for year 2014 document reference number SSIL/II/QSP/MR/05/03 Rev2 dt. 01.04.2014. Preventive maintenance plan is updated monthly. Various machines maintenance schedule were found on the checklist. The entire system was found to be in place.

Are environmental conditions such as housekeeping and cleanliness being controlled and suitable for the operation performed? ☒ Yes ☐ No
Very good house-keeping in place and the plant is well maintained and kept clean which is very much suitable for daily operations performed. Safety instructions also found displayed at workstations.

Are parts traceable to product or batch? ☒ Yes ☐ No
(Please explain the product identification for traceability.)
The entire production goods are traceable with unique product identification no. Through this identification no. the final packaged product is traced as well as the raw material supplier can be traced. The product Product name, Wire type, Binder description, size, batch number, mix number, baking temperature etc.

Is compliance monitoring system to work instructions / quality plan performed? ☒ Yes ☐ No
Internal tests are conducted for quality check for each stage of manufacturing and recorded. Sample test report no. F/PRD/IV/09/05 dt. 06.06.2014 is evidenced.

Is corrective action documented and followed-up? ☒ Yes ☐ No
Corrective action plan is in place. They rectification area is well identified and acted upon. The action report is submitted to client.

Other comments or areas for improvement

6. Calibration of Measurement Equipment

Is inspection measuring and testing equipment being calibrated at predetermined intervals? Are the intervals reviewed and appropriate? ☒ Yes ☐ No
The equipments are calibrated at predetermined intervals or on yearly basis.Calibration record evidenced, also evidenced individual instruments calibration certificates.

Is accuracy traceable to a national standard? ☒ Yes ☐ No
Yes most of the equipments calibrated by certified external service providers.

Is calibration method documented? ☒ Yes ☐ No

Are calibration records maintained? ☒ Yes ☐ No
The calibration records are well maintained. The same has been evidenced reference document MME 7.6 F(01

Is calibration status identified to prevent from a misuse of failing equipment? ☒ Yes ☐ No

Is evaluation on impact of a misuse of failing equipment carried out and is appropriate action taken? Are records maintained? ☒ Yes ☐ No

Are adequate procedures taking into effect to control the inspection and testing equipment? ☒ Yes ☐ No

Other comments or areas for improvement

7. 100% Inspection of Finished Product

Are written inspections / testing instructions adequate to check items? Are the inspections / testing against the product specification performed? ☒ Yes ☐ No
(Please indicate the inspection item.)
There are inspection instructions/procedures available which are adequate to check items. 10 pieces/ batch are tested for chemical and mechanical testing. Also, 1 packet/ batch is kept as a counter sample.

Is equipment suitable to the inspection / testing and calibrated where necessary? ☒ Yes ☐ No
Does the equipment meet the requirements of client?
(Please describe the type of the testing equipment. Please also see section 6.)
The testing equipments are calibrated and are suitable and meet the requirement of the client. Further details on the testing equipment already mentioned under section 4.

Does the factory carry out a 100% visual inspection? ☒ Yes ☐ No
Visual inspection is done 100%.

Is written inspection / testing instruction available? ☒ Yes ☐ No

Are non-confirming items clearly marked / isolated to prevent from dispatch without ☒ Yes ☐ No

approval?
(Who are the authorised persons for the concession of non-conforming products?)
The products are tested as per sampling procedure. The non-conforming materials are clearly identified at intermediate stages and tagged for rejection and they are scrapped / recycled.

Are testing and inspection results recorded and maintained for analysis and are easy for retrieval? *(How long are the records maintained?)* ☒ Yes ☐ No
The testing and inspection results are recorded on standard formats. Evidenced test certificate number ORL 2014/6095 dt. 27.11.2014.

Do all the re-worked products undergo re-inspection? Is the disposal of non-conforming product suitable? ☒ Yes ☐ No
(Please describe the practice.)
The non-conformity area is well defined and non-conformity material is identified for reworking or for scrap.

Are storage facilities and handling methods appropriate? ☒ Yes ☐ No

Other comments or areas for improvement

8. Random Product Inspection and Continuous Improvement

Is there a procedure to conduct random product inspection after final packaging in place? ☒ Yes ☐ No
(Please describe the inspection items, sample size, AQL)
QA Head cross check / verify the packing list of finished products for which the test certificate is prepared by the QA executives which is approved by managers and above which is then send to the customer as per requirement. Quality Assuaracne report evidenced no. ORL 2014/6095 dt. 27.11.2014.

Is quality assurance team established for analysing root cause of defective product? ☒ Yes ☐ No

Is there any clear procedure for handling customer complaints? ☒ Yes ☐ No
Customer complaints are recorded along with the action taken for the same.

Are corrective & preventive action mechanisms established and implemented effectively? ☒ Yes ☐ No
(Please describe the corrective action mechanism.)
Very good corrective and preventive mechanism in place and implemented effectively. Customer complaints are clearly recorded and proper action is taken for them.

Other comments or areas for improvement

9. Quality Assurance Record

Are records maintained to provide evidence of the effective operation of QMS in accordance with a documented procedure? ☒ Yes ☐ No

They assure the effective operation of the QMS and record the customer complaints. A record is maintained for the same along with the actions taken.

Are controls defined for identification, storage protection, retrieval, retention time and disposal practice? ☒ Yes ☐ No

All the documents are well controlled and stored in proper areas with a retention period is as per Integrated Management System.

Are records legible, identifiable and retrievable? ☒ Yes ☐ No

Other comments or areas for improvement

10. Photo Documentation

Manufacturing Plant Outlook
Each Floor / Workshop / Process
Material and Final Product Warehouse
Inspection Equipment and Location
Control of Non-conforming Product
Sample / WI / Inspection Criteria Being Used On Site

Audit Summary

The factory audit of M/s. SUPERON SCHWEISSTECH INDIA LIMITED, Gurgaon was found to be successful as the Quality Mangement System and the Processes were found to be under control and being implemented effectively, there by meeting the requirements of Route C shipments to Nigeria. Hence recommended for Statement of Licensing (SOL).

Findings (if any)

Major:

Minor:

Factory Representative	
Name:	M. P. SINGH
Designation:	Sr. G.M-Tech.,
Signature:	
Date:	06.12.2014

SGS Auditor	
Name:	Abha Mishra
Designation:	Lead Auditor
Signature:	Abha
Date:	06.12.2014

Factory Audit report of M/S Superon Schweisstech India Limited, Gurgaon.
has been reviewed and approved by: Pravin Mayekar

Pravin Mayekar SGS INDIA PRIVATE LIMITED MUMBAI