

Name of the Autonomous Body (Responsibility Centre):

Fragrance & Flavour Development Centre (FFDC), Kannauj -209726

Action Plan for ISO 9001 Certification

S. No.	ACTIVITIES	TARGET DATE <i>(Indicative Dates)*</i>	RESPONSIBILITY
1	Assignment of Responsibility as Management Representative (MR) & Internal Audit team	15.6.2012	R.B. Gupte
2	Selection of Certification body having valid accreditation status for the scope of certification	22.7.2012	R.B. Gupte
3	ISO 9001 Awareness Training Programme for all employees	29.7.2012	S.V. Shukla & Dr RK Srivastava
4	Preparation of Manual (Quality Manual, Standard Operating Procedure Manual & Work Instruction Manual, Records & formats)	20.9.2012	S.V. Shukla & Dr RK Srivastava
5	Training for MR & Team of Internal auditors, functional & Operational in-charges	21.9.2012	S.V. Shukla & Dr RK Srivastava
6	Ensuring QMS implementation and review of records	5.10.2012	S.V. Shukla & Dr RK Srivastava
7	Conducting internal audit (1 st)	5.10.2012	S.V. Shukla & Dr RK Srivastava
8	Corrective action to be taken based upon the Audit results	19.10.2012	S.V. Shukla
9	Management Review Meeting (1 st)	19.10.2012	S.V. Shukla
10	Stage-1 Audit by Certification body	16.11.2012	S.V. Shukla
11	Compliance to the NCRs	16.11.2012	S.V. Shukla
12	Stage-11 audit by Certification body	14.12.2012	Dr RK Srivastava
13	Expected date for receipt of Certification	1.3.2013	S.V. Shukla

***(Dates mentioned above are indicative only. May be decided by GM/PD/Director, however, expected date of receipt of Certification should be before 25.3.2013)**