


<p>a</p> 	<p>Sriram Institute of Marine Studies Approved by the DG Shipping, Ministry of Shipping, Govt. of India. Affiliated to Indian Maritime University Chennai, Certified ISO 9001:2015 By Indian Register of Shipping {IRS} MTI Unique id : 101005</p>	<p>ISO/QMS Clause No 8.1</p>
<p>Ref QMS 8.0 Page: 1</p>	<p>Subject: Conduct of internal Audit for the half yearly -2023</p>	<p>File No SIMS/ADM/16</p>
<p>Issued by : Exe. Director</p>	<p>QMS Notice No 02 of 2023</p>	<p>Date: 05.07.2023</p>

The institute has been an ISO 9001:2015 compliant since its inception and pride to maintain the certification without any break/termination. An half yearly Documents Internal Audit for the year 2023 ^{has been} planned from 0900hrs to 1700hrs on 10.07.2023 & 11.07.2023. The audit shall cover following:

- (a) Physical Verification of all documents related to training from 01.01.2023 to 30.06.2023.
- (b) Verification of Lesson Plan, Time Table, Inst. Log, Class attendance, Candidates feed Back and list of equipment etc., of all labs, workshop and compartments including class room of all Basic safety and Advanced courses.

{i} NC forms are available with Sh. A.K.Sharma MEO-11 AMR.

{ii} Course Coordinator to attend audit as auditee and shall present to participate in audit of their respective course. *dept.*

{iii} Undersigned shall brief auditor & auditee at 1000hrs on 10.07.2023 in Conference room. *on conduct of audit*

Joginder Singh
05/07/2023

Joginder Singh
Executive Director
Sriram Institute of Marine Studies

Executive Director
Distribution: Normal
Chairman / HOI for information
Main Notice Board
Faculty Staff and all concerned -via IMS Portal