KEERTHI INDUSTRIES
FABRICATION & PRESSED COMPONENTS
SF. No. 98/15A, Melapuduvayal,Kulathur (Tk), Keeranur, Pudukkottai (Dt) - 622 502
☎ : 04339 - 262010 ✉ : ind_keerthi@yahoo.com 🌐 keerthiindustries.in

Audit Plan

Department	Nov '25	Dec '25	Jan '26	Feb '26	Mar '26	Apr '26	May '26	Jun '26	Jul '26	Aug '26	Sep '26	Oct '26
Commercial & Customer Coordination			#						#			
Production			#						#			
Quality Control			#						#			
Purchase & Stores			#						#			
MR			#						#			

Note: All are requested to note that the above is a tentative calendar for conducting internal audit. Exact date of audit will be communicated to Auditees well in advance. If an audit cannot be performed as per above plan, the audit will be rescheduled within one month. All are requested to co-operate to adhere to the audits schedule.

Prepared By:

S. Rajkumar.

Management Representative

Approved By:

Partner

KEERTHI INDUSTRIES

FABRICATION & PRESSED COMPONENTS

SF. No. 98/15A, Melapuduvayal,Kulathur (Tk), Keeranur, Pudukkottai (Dt) - 622 502

☎ : 04339 - 262010 ✉ : ind_keerthi@yahoo.com 🌐 keerthiindustries.in

Audit Schedule

Ref: KI/IQA/002 **Date: 15.07.2026**

Audit Department	IQSM Ref.	Procedure Ref.	Date & Time	Auditors	Auditee
Commercial & Customer Coordination	**KI/QSM/001**	**KI/QSP/002**	21.07.2026 11:00 PM	M. Ramesh kanna	P Nagarajan U. Fayas Ahamed
Production	**KI/QSM/001**	**KI/QSP/002**	21.07.2026 03:00 PM	U. Fayas Ahamed	M. Ramesh kanna
Quality Control	**KI/QSM/001**	**KI/QSP/002**	22.07.2026 11:00 PM	S. Rajakannan	K. Karthikeyan
Purchase & Stores	**KI/QSM/001**	**KI/QSP/002**	22.07.2026 03:00 PM	M. Ramesh kanna	S. Rajakannan
MR	**KI/QSM/001**	**KI/QSP/002**	23.01.2026 03:00 PM	K. Karthikeyan	S. Rajakannan

Remarks : Any change in the above programme, can be accommodated, after discussion with **MR**

S. Rajakannan

Management Representative

KEERTHI INDUSTRIES
FABRICATION & PRESSED COMPONENTS
SF. No. 98/15A, Melapuduvayal,Kulathur (Tk), Keeranur, Pudukkottai (Dt) - 622 502
☎ : 04339 - 262010 ✉ : ind_keerthi@yahoo.com 🌐 keerthiindustries.in

List Of Auditors

LIST OF AUDITORS QUALIFIED TO PERFORM INTERNAL AUDITS
As on _____10.12.2025_____

The following employees of **KI** have been trained as internal auditors by attending a training course for two day on the requirements of ISO 9001:2015 & ISO 19011 They have also witnessed one internal audit carried by qualified lead auditors(s).

S.No.	Name	Designation	Qualification	Remarks
01	P Nagarajan	Partner	DME	
02	S. Rajakannan	Purchase Incharge	ITI	
03	K. Karthikeyan	Quality Incharge	DME	
04	M. Ramesh kanna	Production Incharge	BE	
05	U. Fayas Ahamed	Customer Coordination Incharge	DME	

Note: In case of auditors from outside the company, 'External' to be included in the column of remarks.

Prepared by:

S. Rajakannan 10/12/25

Signature of MR / Date

KEERTHI INDUSTRIES
FABRICATION & PRESSED COMPONENTS
SF. No. 98/15A, Melapuduvayal,Kulathur (Tk), Keeranur, Pudukkottai (Dt) - 622 502
☎ : 04339 - 262010 ✉ : ind_keerthi@yahoo.com 🌐 keerthiindustries.in

Internal Audit Report

Ref No: **IQA/KI/002/ Commercial and Customer Coordination**			
Date : **21.07.2026**		Auditee /department : **Commercial and Customer Coordination**	
S.No.	ISO 9001:2015 Cl No./ Procedure No.	Audit Findings	NCR #
01	7.2	Awareness On Quality Policy & Objectives Verified for compliance.	
02	7.5	Controlled Copies Of Quality System Manual and System Procedure Verified for compliance.	
03	9.1.2	Customer Feedback Records verified for compliance	
04	8.4.3	Purchase order records are Verified for Compliance.	
05	8.7	Customer Compliant register verified for compliance	

Note: Compliance as well as noncompliance to be noted in the findings column.

21/07/26
M. Ramesh kanna
Name & dated signature of auditor

21/7/26 21/07/26
P. Nagarajan / U. Fayas Ahamed
Name & dated signature of auditee.

KEERTHI INDUSTRIES
FABRICATION & PRESSED COMPONENTS
SF. No. 98/15A, Melapuduvayal,Kulathur (Tk), Keeranur, Pudukkottai (Dt) - 622 502
☎ : 04339 - 262010 ✉ : ind_keerthi@yahoo.com 🌐 keerthiindustries.in

Internal Audit Report

Ref No: **IQA/KI/002/Production**

Date : **21.07.2026**

Auditee /department : **Production**

S.No.	ISO 9001:2015 Cl No./ Procedure No.	Audit Findings	NCR #
01	7.2	Awareness On Quality Policy & Objectives Verified for compliance.	
02	7.5	Controlled Copies Of Quality System Manual and System Procedure Verified for compliance.	
03	8.5.1	Manufacturing Process Cum Production Plan records are verified for compliance.	
04	8.5.1	Master List of Machinery records and Identification verified for compliance.	
05	8.5.1	Breakdown Maintenance records are verified for compliance.	
06	8.5.1	Preventive Maintenance plan records are verified for compliance.	

Note: Compliance as well as noncompliance to be noted in the findings column.

U. Fayas Ahamed 21/07/26

Name & dated signature of auditor

M. Ramesh kanna 21/07/26

Name & dated signature of auditee.

KEERTHI INDUSTRIES

FABRICATION & PRESSED COMPONENTS

SF. No. 98/15A, Melapuduvayal,Kulathur (Tk), Keeranur, Pudukkottai (Dt) - 622 502

☎ : 04339 - 262010 ✉ : ind_keerthi@yahoo.com 🌐 keerthiindustries.in

Internal Audit Report

Ref No: **IQA/KI/002/Quality Control**

Date : **22.07.2026**

Auditee /department : **Quality Control**

S.No.	ISO 9001:2015 Cl No./ Procedure No.	Audit Findings	NCR #
01	7.2	Awareness On Quality Policy & Objectives Verified for compliance.	
02	7.5	Controlled Copies Of Quality System Manual and System Procedure Verified for compliance.	
03	7.1.5	Instrument Calibration Records Verified for compliance.	
04	8.2.3	Dimensional Reports are Verified for Compliance.	
05	8.2.3	Final Inspection cum dispatch clearance reports are verified for compliance.	

Note: Compliance as well as noncompliance to be noted in the findings column.

S. Rajakannan 22/07/26.

S. Rajakannan

Name & dated signature of auditor

K. Karthikeyan 22/07/26.

K. Karthikeyan

Name & dated signature of auditee.

KEERTHI INDUSTRIES
FABRICATION & PRESSED COMPONENTS
SF. No. 98/15A, Melapuduvayal,Kulathur (Tk), Keeranur, Pudukkottai (Dt) - 622 502
☎ : 04339 - 262010 ✉ : ind_keerthi@yahoo.com 🌐 keerthiindustries.in

Internal Audit Report

Ref No: **IQA/KI/002/Purchase & Stores**

Date : **22.07.2026** | Auditee /department : **Purchase & Stores**

S.No.	ISO 9001:2015 Cl No./ Procedure No.	Audit Findings	NCR #
01	7.2	Awareness On Quality Policy & Objectives Verified for compliance.	
02	7.5	Controlled Copies Of QMS Manual and System Procedure Verified for compliance.	
03	8.4	Supplier Registration records verify for compliance, all are in line.	
04	8.4	Approved Supplier list verify for compliance, all are in line.	
05	8.4	Material Inward Inspection Records verified for compliance	
06	8.4	Material Stock Register for compliance, all are in line.	

Note: Compliance as well as noncompliance to be noted in the findings column.

22/07/26
M. Ramesh kanna
Name & dated signature of auditor

S. Rajakannan 22/07/26.
Name & dated signature of auditee.

KEERTHI INDUSTRIES
FABRICATION & PRESSED COMPONENTS
SF. No. 98/15A, Melapuduvayal,Kulathur (Tk), Keeranur, Pudukkottai (Dt) - 622 502
☎ : 04339 - 262010 ✉ : ind_keerthi@yahoo.com 🌐 keerthiindustries.in

Internal Audit Report

Ref No: **IQA/KI/002/ Management Representative**

Date : **23.07.2026**

Auditee /department : **Management Representative**

S.No.	ISO 9001:2015 Cl No./ Procedure No.	Audit Findings	NCR #
01	7.2	Awareness On Quality Policy & Objectives Verified for compliance.	
02	7.5	Master Copies Of Quality System Manual and System Procedure Verified for compliance.	
03	7.4	Quality Policy and Objective communication records are evident	
04	9.2	Internal Quality Audit Plan, Audit Schedule, Audit reports are verified for compliance	
05	7.2	Skill Matrix, Training need analysis, Training calendar verified for compliance.	
06	7.2	Training Calendar and Training feedback records Verified for compliance.	

Note: Compliance as well as noncompliance to be noted in the findings column.

K. Karthikeyan
23/07/26.
K. Karthikeyan

Name & dated signature of auditor

S. Rajakannan
23.07.26
S. Rajakannan

Name & dated signature of auditee.