



MAGNITUDE MANAGEMENT SERVICES PRIVATE LIMITED

F15 Issue
01
Rev 00

ISO EMS & ENMS

Stage 1 Audit Report

Doc No. F15 Rev 00

Stage 1 Audit Report of - BARASAT GOVERNMENT COLLEGE

(A Government college under Higher Education Department, Govt. of W.B.)

| | |
|-------------------------|--|
| Address | 10, K.N.C. ROAD, NORTH 24 PARGANAS, KOLKATA-700124, WEST BENGAL, INDIA. |
| Site Address (If Any) | Not Applicable |
| No Of Employee | 61 |
| Stage 1 mandays | 1 |
| Email-id | princi@sam.bgc672@gmail.com |
| Contact Person | Dr. Samar Chattopadhyay |
| Telephone Fax | 9788799321/(033)25523365 |
| ISO Standards | ISO 14001:2015 |
| Scope | *PROVISION OF PG AND UG COURSES IN SCIENCE AND HUMANITIES, AFFILIATED TO WEST BENGAL STATE UNIVERSITY AND UGC 2(F) AND 12 (B) RECOGNISED. DEVELOPMENT OF SKILL, STRATEGY, TACTICAL AND CULTURAL ATTRIBUTES THROUGH DIVERSIFIED SEMINARS, CULTURAL PROGRAMS & COMPETITIONS, COLLABORATIVE PROGRAMS, E-MAGAZINES, RESEARCH FACILITIES AND DOCTORAL PROGRAMS, PUBLICATION IN IMPACT FACTOR JOURNALS BY THE FACULTIES AND PG STUDENTS THROUGH PROJECT/DISSERTATION/FIELD VISITS. STATE-OF-THE-ART LABORATORIES AND WELL-EQUIPPED LIBRARIES, INFLIBNET ACCESS, NSS & SOCIAL PLATFORMS, OUTREACH PROGRAMS, GENDER SENSITIZATION (ICC), PSYCHOLOGICAL COUNSELING & SCHOLARSHIP AND JOB ORIENTED VALUE-ADDED-ADD-ON COURSES. ENERGY MUST HAVE OPTIMIZATION, IN-CAMPUS USE OF SOLAR ENERGY AND QUANTIFICATION OF POLLUTION DATA, AND CIVIL SERVICES STUDY, OPEN UNIVERSITY COURSE THROUGH NSOU (PG & UG), AND ADVANCED LEVEL COMPUTER COURSES THROUGH DOEACC. |
| Technical Area : | |
| (37.3) Higher Education | |

ADDITIONAL INFORMATION

| | |
|--|-----|
| How many sites is your company managing at the same time | 1 |
| A register of Significance Environment aspect? | Yes |
| An Environmental Management Manual? | Yes |
| An Internal Environmental Audit Program? | Yes |
| Has the Internal Audit Programme been Implemented? | Yes |

| | |
|-----------------------------------|---|
| Audit Team | A. Hussain (LA)/(Auditor) |
| Starting Date Of Audit | 31/05/2023 |
| End Date Of Audit | 31/05/2023 |
| Brief About Organization | Barasat Government College was set up in 1950 and has since then catered to a wide cross-section of urban, sub-urban and rural students. Good connectivity by both rail and road makes it the foremost choice among the students of the district of North 24 Parganas. As a government college it enjoys direct government supervision, support and grants. |
| Audit Objective | To evaluate the client's documented system, location & site-specific conditions and gather other details through discussions with the client's personnel todetermine the organization's readiness for the Stage 2 Audit for Certification. |
| Audit Duration for Stage 1 | |
| Are quoted man-days adequate? | yes |
| Any change in employee detail? | No change |
| Any Change in Scope? | No change |
| Any additional Information: | Nil |
| Changes in Client Details | No |



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Stage 1 Audit Schedule

Meeting Opens 9.30-10.00

Lunch Time 13.00-13.30

Reporting & Closing 17.30-18.00

| Time | Function/Process Area (Process Owner) | Applicable Clauses | Team Leader | Auditor 1 | Auditor 2 | Technical Exp. |
|----------------|--|-----------------------------------|-------------|-----------|-----------|----------------|
| 10.00-10.30 am | Site tour (QMS Leader) | | Y | | | |
| 10.30-11.00 am | Leadership and Top Management (Top management) | 5.1, 5.2, 5.3, 6.2, 10.1, 10.3 | Y | | | |
| 11.00-11.30 am | QMS Documentation (QMS Leader) | 4.1, 4.2, 4.3, 4.4, 5.2, 6.2, 7.5 | Y | | | |
| 11.30-12.00 pm | Internal Audit and MRM Process (Top management/QMS Leader)) | 9.2, 9.3, 10.2 | Y | | | |
| 12.00-13.00 pm | Process for Action Address to Risk & opportunities & Objective Achievement Planning (QMS Leader) | 6.1, 6.2 | Y | | | |
| 13.30-14.00 pm | Sales and marketing process (Sales Manager) | 8.2.1, 8.2.2, 8.2.3 | Y | | | |
| 14.00-14.30 | HR Process (HR Manager) | 7.1, 7.2, 7.3, 7.4 | Y | | | |
| 14.30-15.00 pm | Purchasing Process/Outsourcing (Purchase & store Manager) | 8.4, 8.5.4 | Y | | | |
| 15.00-16.00 pm | Design and development process (Production/Service Manager) | 8.3 | Y | | | |
| 16.00-17.30 pm | Production/Service Process (Production/Service Manager) | 8.1, 8.5, 8.6, 8.7 | Y | | | |
| | Common Clauses: 5.2, 6.2, 7.2, 7.3, 7.4, 7.5, 8.2 for All above Processes | | | | | |

VERIFICATION OF DOCUMENTATION & RCORDS AS PER STD REQUIREMENT

(C- Conformity, Major NC- Major Non Conformity, Minor NC- Minor Non Conformity, O- Observation, E- Exclusions)

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| | | |
|---|----------|--|
| <p>Is the Information is documented as required as per the ISO 14001:2015 ?</p> | <p>C</p> | <p>Determination of the organizational context is being done as Appendix-I, date of issue 21/01/2023. Internal factors: Competence, Space, Values, Culture, Tools and Equipment, technology, administration, Internal communication, teaching Aids, Job security (termination), behavior of staff, Working practices, Natural Resources, waste generation and waste disposal, Power supply, Administration-issue- administration is focused towards the healthy environments within the organization (POSITIVE). External factors: Legal, Student, external Provider, Security, Technology, UGC, Emergency controller, External Agency, TECHNOLOGY-ISSUE- New and advanced technology, Determination of the interested parties with their needs and expectations is being done as Appendix-II, date of issue 21/01/2023 related to the education, Director/Owner, corporate, Employees, Student, Neighbour/community, Local /county /other legal regulator/Education Board, State government/environmental regulator, Federal government/Local emergency responder (fire department/medical responder), Supplier/External agency (calibration), Security Services, Maintenance services, Local /county /other legal regulator/Education Board- Complies with city/country/UGC/Local emergency responder (fire department/medical responder)- Communicate to all for emergency, safety plan and maintain proper handling of fire, explosive material, Risk assessment has been done process & activity-wise with the prevention of undesirable effects as Appendix-VII date of issue 21/01/2023. Factor- Competence, Expected result- work force is competent, uncertainty- existing workforce not trained, risk- medium, opportunity- opportunity to trained team, Control point- provide training to existing team, Environmental policy is being established, documented, implemented and maintained as Appendix-V, date of issue 21/01/2023 found complying.</p> |
| <p>Has the discussion held with personnel of the Client company for readiness for stage 2 ?</p> | <p>C</p> | <p>Yes, discussion held with EMS leader along with Principal for readiness for stage-2 audit and found satisfactory.</p> |
| <p>Has the Client site specific conditions are evaluated ?</p> | <p>C</p> | <p>College has office for administration staff, campus, classroom, toilets, library, laboratory, playground, meeting room, canteen and other amenities. College also has Fire extinguishers, fire alarm, smoke detector, Safety measure equipment and are adequate. First-aid box available. Security system is well established, Security guard available on entry gate, CCTV camera, Desktop projector available. In the office and classrooms Proper humidity, electricity, lighting, air, space, ventilation are provided. College has specious class rooms with black board, benches and desk (as per no. of students). Canteen is clean and hygienic. R.O water available for drinking purpose. The College has specious class rooms with black board, benches and desk (as per no. of students). Canteen is clean and hygienic. R.O water available. First-aid box available</p> |
| <p>Has the company identified key performance, Process, Objectives, Impact and Aspect analysis and operation of Management System ?</p> | <p>C</p> | <p>Established the procedure for identification of Objectives, targets and programmes P-05. Established objectives & targets, O/T-01, for all employees defined designation-wise and communicated through external and internal trainings. Objective evidence verified below: -1. Conservation of paper 3% as compare red to previous year. 2. Training of all staff to improve employee awareness of environmental issues by next quarter. 3. Save electricity bill 5 % as compared to previous year. Established the procedure for identification & evaluation of environmental aspects P-02. Established the procedure for review of new processes, activities & materials P-03 date of issue 21/01/2023 verified. Established planning for identification of environmental aspect & impact document as Appendix-IX. Aspect and Impact Register, EAIR-01, maintained having environmental aspects & impacts for all the activities. ACTIVITY-HOUSEKEEPING Present Control Measures in Place: To maintain the work area in neat & tidy condition housekeeping is done. SIGNIFICANCE SCORE = SEVERITY FACTOR ? (PROBABILITY FACTOR + CONCERN FACTOR) + (IF LEGAL IMPLICATION IS INVOLVED) ASPECT- Generation of Waste (Housekeeping) CONDITION-NENVIRONMENT IMPACT- Air Contamination RISK ASSESSMENT-SEVERITY-1 PROBABILITY-4 CONCERN-1 LEGAL IMPLICATION-0 SIGNIFICANCE SCORE-5 PRESENT CONTROL MEASURE- Housekeeping to be done after spraying water in the area to prevent dust. ACTIVITY-OFFICE WORK Present Control Measures in Place: HR Department rules and regulations. ASPECT- Use of Printers, Xeroxing and Faxing CONDITION-NENVIRONMENT IMPACT- Depletion of natural resources RISK ASSESSMENT-SEVERITY-1 PROBABILITY-4 CONCERN-0 LEGAL IMPLICATION-0 SIGNIFICANCE SCORE-4 PRESENT CONTROL MEASURE- Printers, Faxes and Xeroxing are to be used in controlled manner. Papers are to be used in controlled manner to prevent unwanted use.</p> |
| <p>Has the client having understanding with the ISO 14001:2015 Standard requirement ?</p> | <p>C</p> | <p>Client has good knowledge of the standard requirements. Discussion held with the EMS leader and Principal of the organization found satisfactory.</p> |
| <p>Is the scope is having boundaries and specific to client organization?</p> | <p>C</p> | <p>Determination and documentation of the scope of the environment management system is being done in EMS manual (EMSM/01, issue 01, date of issue 21/01/2023), section 4.3 verified. No environment management system requirement is excluded. Education activities, support activities and outsourced activities are considered in determining the scope found satisfactory. Scope verified in the EMS manual and found ok.</p> |
| <p>Is client having Multisite then level of control is established.</p> | <p>C</p> | <p>Organization is having single office.</p> |
| <p>Is process and Equipment used are adequate?</p> | <p>C</p> | <p>Established the procedure for identification of resources P-06. Adequate resources are being provided (men, machinery and materials). List of machine LM-01. Preventive maintenance (LM-02). Breakdown maintenance (LM-03). List of monitoring and measuring equipment (LM-04).</p> |
| <p>Has client identified Legal and Statutory Requirements applicable to Product and Organization?</p> | <p>C</p> | <p>Established the procedure for identification of legal and other requirements as P-04. Established legal and other requirements register L-01. Affiliated from UNIVERSITY GRANTS COMMISSION (UGC) NEW DELHI-F. No- 8-154/2015 (CPP-1/C). Accreditation from NATIONAL INSTITUTE OF ELECTRONIC AND INFORMATION TECHNOLOGY (NIELIT) Accreditation Letter No- NIELIT/ACCR-O1558GST Registration No- 19AAB0594J1DA, Fire Noc: 54756788</p> |
| <p>Is the resource are adequate for stage 2 audit?</p> | <p>C</p> | <p>Established the procedure for identification of resources P-06. Adequate resources are being provided (men, machinery and materials).</p> |
| <p>Is Internal Audit planned and performed and effective?</p> | <p>C</p> | <p>Established the procedure for Internal audit PR-16. Internal audit plan IA/01. Internal audit schedule IA/02. List of Internal auditors IA/03. Internal audit check list IA/04. Internal audit report IA/05. NC report IA/06. Frequency is six months as per procedure. Last Internal audit conducted dated 17/05/2023 and found effective.</p> |
| <p>Is MRM planned and performed and Effective?</p> | <p>C</p> | <p>Established the procedure for management review meeting PR-17. Frequency of MRM is half yearly as per procedure. MRM schedule MRM/01. MRM notice MRM/02. MRM agenda MRM/03. Minutes of meeting MRM/04. MRM conducted found effective. Last conducted dated 25/05/2023.</p> |

Observations Areas Of Concerns Which May Be Identified As Non Conformities During Stage 1 Audit

| | |
|------------------------------|---|
| <p>Observation 1.</p> | <p>Management need to include in aspect impacts for the use of water for gardening.</p> |
| <p>Observation 2.</p> | <p>Need to include Environmental objective for all department.</p> |
| <p>Observation 3.</p> | <p></p> |
| <p>Observation 4.</p> | <p></p> |



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Summary

SUMMARY (including general observations/comments)

Recommendation

Recommended Proceeding With Stage 2 (within 60 days from this audit date subject to closing of NC, if any) Yes

Recommend not proceeding to stage 2 until audit evidence has been submitted to MMS showing that the concerns raised by the auditor (s) have been rectified. A date for stage 2 will then be agreed.

Recommend not proceeding without a further stage 1 Audit due to the severity of the concerns raised by the audit team

Non Conformities Raised

Major 0

Total CAR - [0]

Minor 0

Non conformance identified in the Stage 1 audit, details of Non Conformance in CAR From (MMSF50)

(Note: the detailed NC is to be submitted and accepted by the client on MMSF50)

Please respond by using your own corrective action form and include the root cause analysis with systemic corrective action. Failure to include root cause analysis with systemic corrective action will result in your responses being rejected by Team Leader

Attachment (Attendance Sheet)

| S.No. | Name | designation | Opening Meeting | Closing Meeting |
|-------|-------------------------|---------------------|-----------------|-----------------|
| 1 | Dr. Samar Chattopadhyay | Principal | Y | Y |
| 2 | Dr. Sandeep Kumar | Associate professor | Y | Y |
| 3 | Dr. Balaram Das | Assistant Professor | Y | Y |
| 4 | Debarati Mukhrjee | Librarian Assistant | Y | Y |
| 5 | Mihir Halder | Assistant Professor | Y | Y |
| 6 | Kisalaya Jana | Assistant Professor | Y | Y |
| 7 | Rupak Soha | Assistant Professor | Y | Y |
| 8 | Mukut Basu | SACT | Y | Y |
| 9 | Sonali Paul | SACT-II | Y | Y |
| 10 | Prasanta Paul | Associate professor | Y | Y |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |



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Proposed Stage 2 Audit Schedule

Starting Date 05/06/2023

Objective of Stage2 Audit

To verify the implementation of the Environmental Management System as per the Standards Requirement, verification of records for the conformity of the implementation.

Criteria

1. Audit will be conducted based on ISO 14001:2015 and the requirements of a defined normative document on Environmental Management System.
2. The defined processes and documentation of the Environmental Management System developed by the client.

Meeting Opens 09.30-10.00am

Lunch Time 13.00-13.30pm

Reporting & Closing 17.30-18.00pm

| S.No. | Time | Function/Process Area (Process Owner) | Applicable Clauses | Team Leader | Auditor 1 | Auditor 2 | Technical Exp. |
|-------|----------------|---|-----------------------------------|-------------|-----------|-----------|----------------|
| 1 | 10.00-10.30 am | Site tour & Previous audit findings (Environmental Manager) | | Y | | | |
| 2 | 10.30-11.00 am | Leadership and Top Management (Top Management) | 5.1, 5.2, 5.3, 6.2, 10.1, 10.3 | Y | | | |
| 3 | 11.00-11.30 am | EMS Documentation (Environmental Manager) | 4.1, 4.2, 4.3, 4.4, 5.2, 6.2, 7.5 | Y | | | |
| 4 | 11.30-12.00 pm | Internal Audit and MRM Process (Top management/Environmental Manager) | 9.2, 9.3, 10.2 | Y | | | |
| 5 | 13.30-15.30 pm | Process for Action Address to Risk & opportunities & Objective Achievement Planning (Environmental Manager) | 8.1.1, 8.2.2 | Y | | | |
| 6 | 15.30-17.30 pm | Resource Planning & Communication Process (Admin Manager) | 7.1, 7.4 | Y | | | |
| 7 | 17.30-18.00 pm | Briefing on Day 01 outcomes | | Y | | | |
| 8 | | Day 02 | | | | | |
| 9 | 9.30-11.30 am | HR Process (HR Manager) | 7.1, 7.2, 7.3 | Y | | | |
| 10 | 11.30-13.00 pm | Environmental Aspects (Environmental Manager) | 6.1.2, 6.1.4 | Y | | | |
| 11 | 13.30-15.00 pm | Evaluation of Compliances & Legal Requirement Process (Environmental Manager) | 8.1.3, 9.1 | Y | | | |
| 12 | 15.00-17.30 pm | Operational Planning & Control Process (Environmental Manager) | 8.1, 8.2 | Y | | | |
| 13 | | Common Clauses: 5.2, 6.2, 7.2, 7.3, 7.4, 7.5, 9.2 for All above Processes | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | | | | | | | |



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- Auditing is based on a sampling process of the available information
- Audit is combined, joint or integrated;
- The effectiveness of corrective actions taken regarding previously identified nonconformities has verified
- outcomes are effective and complying.
- The internal audit and management review process are effective and complying with the requirements.
- The scope of certification is appropriate.
- The capability of the management system to meet applicable requirements and expected
- The audit objectives has been fulfilled and achieved.

Sign Off :

MMS Reports Submission : I A. Hussain prepared and completed the stage 1 report.

Client Acceptance : I Dr. Samar Chattopadhyay Position Principal Acknowledge And Accept The Stage 1 Report. Date 31/05/2023

END OF REPORT