

Dir(ISO)/NHA/QA Cell/2021- 785

Islamabad: 08 Dec 2021

OFFICE ORDER

Sub: **Schedule of recertification audit of ISO 9001:2015 of NHA**

Reference: Approval of the Chairman, NHA vide Dir(ISO)/NHA/QACell/2021-779 dated 03 Dec 2021.


2. QMS ISO 9001:2015 recertification audit of NHA will be conducted according to the following schedule:

Schedule for recertification audit		
Sr. #	Offices/Areas/Sites	Audit Date(s)
1.	Regional Office Abbottabad – North Zone	29 Dec 2021 (wed)
2.	Maintenance Unit, Balakot – North Zone	30 Dec 2021 (thu)
3.	Zonal Office Peshawar (day-1) – North Zone	12 Jan 2022 (wed)
4.	Kohat – North Zone	13 Jan 2022 (thu)
5.	Zonal Office Peshawar (day-2) – North Zone	14 Jan 2022 (fri)
6.	Maintenance Unit, Karachi – South Zone	25 Jan 2022 (tue)
7.	Maintenance Unit, Shikarpur – South Zone	26 Jan 2022 (wed)
8.	Sindh North Region, Sukkur – South Zone	27 Jan 2022 (thu)
9.	Zonal Office Karachi – South Zone	28 Jan 2022 (fri)
10.	Regional Office NHA Khuzdar – West Zone	09 Feb 2022 (wed)
11.	Zonal Office Quetta – West Zone	10-11 Feb 2022 (thu, fri)
12.	Regional Office West Makran – West Zone	24-25 Feb 2022 (thu, fri)
13.	Maintenance Unit, Khanawal – Central Zone	01 March 2022 (tue)
14.	Regional Office Faisalabad – Central Zone	02 March 2022 (wed)
15.	Zonal Office Lahore – Central Zone	08-09 March 2022 (wed, thu)
16.	Regional Office Multan – Central Zone	14 March 2022 (mon)
17.	Maintenance Unit, Bahawalpur	15 March 2022 (tue)
18.	Regional Office Multan – Central Zone	16 March 2022 (wed)
19.	NHA Head office – Islamabad	21, 22, 24 March 2022

3. All concerned office in-charges (auditees) shall ensure the attendance on the day of audit and observe records according to Annex-I.

NATIONAL HIGHWAY AUTHORITY
Quality Assurance Cell (ISO 9001:2015)

4. All Zonal ISO Coordinator shall coordinate with the relevant offices about recertification audit and ensure the completion of their relevant records as Annex-1.
5. Director (Establishment) NHA, HQ to make necessary arrangements for boarding, lodging, travelling etc for 4 auditors according to the audit schedule mentioned at Para 2/N.
6. This issues with the approval of the Chairman, NHA.


(Muhammad Azam)
GM (ISO)
8/1/2021

Distribution

- a. All Members (HQ, Zones, Motorways)
- b. All GMs (HQ, Regions)
- c. All concerned auditees (letter no. Dir(ISO)/NHA/QACell/2021/493 dated 04 Jan 2021)
- d. Director (Establishment) NHA, HQ
- e. ISO Coordinators (HQ, all Zones)

Copy for Information

- a. SPS to Chairman NHA
- b. SO to Member (Admn) NHA, HQ
- c. DD MIS, HQ - for uploading on the NHA website

ANNEX-1

- a. All ISO documents i.e. Functions, Organization charts, JDs, SOPs (including Risk and their mitigations), SMART Objectives, list of interested parties, Master list of documents and records, List of applicable legal and other requirements shall be prepared on ISO format and dully approved by the competent authority.
- b. Following records shall be maintained
 - i. Internal QMS audit (NHA Admn Manual Chapter 09, Clause 9.2 of ISO 9001:2015)
 - ii. Emergency evacuation and firefighting drills (NHA Admn Manual Chapter 09, Clause 7.1.4 of ISO 9001:2015)
 - iii. ISO Trainings (NHA Admn Manual Chapter 09, Clause 7.2 of ISO 9001:2015)
 - iv. Calibration certificate of measuring and monitoring resources/equipment (where applicable) (NHA Admn Manual Chapter 09, Clause 7.1.5 of ISO 9001:2015)
 - v. Periodic testing of quality of drinking water (NHA Admn Manual Chapter 09, Clause 7.1.4 of ISO 9001:2015)
- c. Housekeeping of offices, kitchens, washrooms must be ensured (NHA Admn Manual Chapter 09, Clause 7.1.4 of ISO 9001:2015)