



NATIONAL HIGHWAY AUTHORITY

QUALITY ASSURANCE CELL (ISO 9001:2015)

Office Phone No 051-9032538

Dir (ISO)/NHA/QA Cell/20/355

Islamabad 20th July, 2020

Subject: **1ST INTERNAL AUDIT PLAN FOR THE YEAR 2020 OF ISO STANDARD (9001:2015) QUALITY MANAGEMENT SYSTEM (QMS).**

The Chairman NHA has been pleased to approve the 1st Internal QMS pending Audit 9001:2015.

02. Find enclosed herewith, rest of the schedule of 1st Internal QMS Audit for the year 2020 in all zones, regions, Maintenance units, projects offices & HQ.

03. All concerned Implementers/Auditees are directed to provide requisite documents/record as per format of ISO-9001-2015, to the concerned auditors and Audit Team Leader (ALT).

04. All concerned Audit Team Leader (ALT) will ensure to submit the following documents through concerned ISO Coordinators (HQ, North, South, Central, West, Motorways (North and South) on prescribed format to Quality Assurance Cell: -

- a. Attendance Sheet (Opening & Closing Meeting)
- b. Corrective Action Request (CAR)
- c. Finding Report
- d. Self-Assessment List

} Documents are available on NHA Website

05. All ISO Coordinators (HQ, North, South, Central, West, Motorways (North and South) will compile all audit reports of their concerned zones and furnished the same to this office within 7 days of Completion of Audit.

(JAVED IQBAL)

Director (ISO Implementation & QMS Audit)

Encl: As above

Distribution: -

- All Members/HQ/Zone/Regions.
- Member (South-Motorways) NHA, Lahore.
- Member (North-Motorway) NHA Burhan.
- All GM (HQ/Zone/Regions).
- ISO Coordinator, (North Zone), NHA, Peshawar.
- ISO Coordinator, (Central Zone), NHA, Lahore.
- ISO Coordinator, (West Zone), NHA, Quetta.
- ISO Coordinator, (South Zone) NHA, Karachi.
- Mr. Khurram Awan, ATL, (Motorway-South), Lahore
- All concerned Audit Team Leader (ATL)/ Auditors/ Auditees, HQ.
- SPS to Chairman, NHA, HQ.
- SO to Member (Admn) NHA, HQ.
- Deputy Director (MIS) → For uploading on NHA website

} Please circulate the enclosed schedule to concerned in your respective zones & Request to ensure audit as per attached

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ISO (QUALITY ASSURANCE CELL)

DOCUMENT#NHA/ISO-F-02/REV/2021



Zonal Coordinator : Mr. Samiullah, DD Admn, NHA Khuzdar

Schedule for 1st Internal Audit for the Year- 2020
WEST ZONE BALUCHISTAN

S.N.	Name of Offices	Implementers/Auditee(s)	Auditor(s)	Audit Team Leader (ATL)	Audit Date
1	GM(Balochistan) Bal-North DD (L&S/ legal) Bal-North Dir (Maint) Bal-North	Abdul Manan, DD (L&S/ legal) Quetta	Muhammad Tahir Ansari, Dir (Account) Quetta	Mr. Samiullah, DD (Admn) Khuzdar	10-11 Aug, 2020
2	Dir (Accounts) Bal-North AD (Accounts) Bal-North	M Nadir Shah, AD (Accounts) NHA Quetta	Agha Shehzad, In-charge Lab Quetta		

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ISO (QUALITY ASSURANCE CELL)

DOCUMENT#NHA/ISO-F-02/REV/2020/



Zonal Coordinator : Mr. Samiullah, DD Admn, NHA Khuzdar

WEST ZONE (SOUTH KHUZDAR)

S.No	Name of Offices	Implementers/Auditee(s)	Auditor(s)	Audit Team Leaders (ATL)	Audit Date
1	GM(Maint) NHA Khuzdar	Haroon-ur-Rasheed, DD (Maint) NHA Khuzdar	Mr.Samiullah, DD (Admn) Khuzdar	Mr. Javed Iqbal, Dir (ISO-QMS) NHA HQ	24 Aug, 2020
	Dir (Maint) NHA Khuzdar				
	DD (Maint) NHA Khuzdar				
2	DD (Admn) NHA Khuzdar	Qazi Laique Ahmed, AD(Accts) Khuzdar	Mr. Haroon-ur-Rasheed, DD (Maint) NHA Khuzdar	Mr. Javed Iqbal, Dir (ISO-QMS) NHA HQ	25 Aug, 2020
	DD (Accounts) NHA Khuzdar				
	AD (Accounts) NHA Khuzdar				
3	DD (Maint) NHA Lasbela	Kashif Ali Shaikh, Dir (M) Khuzdar	Mr.Samiullah, DD (Admn) Khuzdar		27-Aug-20

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DOCUMENT# NHA/ISO-F-02/REV/2020/



Zonal Coordinator : Mr. Samiullah, DD Admn, NHA Khuzdar

West Zone (West Makran)					
1	AD (Admn)-Gwadar	Ghulam Asghar Rattar, AD	Mr. Ali Raza Baruhi, PD (M-8) Khuzdar	Mr. Haroon-ur-Rasheed, DD (Maint) NHA Khuzdar	27 July, 2020
	DD (Maint)-Gwadar				
	DD (Accounts)-Gwadar				
2	DD (Maint)-Ormara	Razzaque Shaikh, DD NHA Ormara	Mr. Samiullah, DD (Admn) Khuzdar	Mr. Javed Iqbal, Dir (ISO-QMS) NHA HQ	31 Aug, 2020

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NHA

Zonal Coordinator: Mr Abdul Ghaffar Farooqi, Director (Admn) Karachi

Schedule for 1st Internal Audit for the Year- 2020

SOUTH ZONE (SINDH)

SINDH-NORTH SUKKUR

S.No	Name of Offices	Implementers/Auditee(s)	Auditor(s)	Audit Team Leaders (ATL)	Date
1	AD (Land) Sindh North Sukkur	Tahir Miana, DD (Admn) Sukkur	Mr. Abdul Ghaffar Shaikh Supdt Admn (Sukkur)	Mr. Abdul Ghaffar Farooqi, Dir(Admn)-South Zone/ISO Coordinator	23 July, 2020
	AD (Afforestation) Sindh North Sukkur				
	AD (MIS) Sindh North Sukkur				
	DD (FERP) Sindh North Sukkur				
	DD (Monitoring) Sindh North Sukkur				
	DD(Land/PKM) NHA Sukkur				
2	DD (Maintainance) Sindh North Moro	Javed Akhter Arbab, DD (Main), Moro	Mr. Tahir Miana, DD (Admn) Sukkur		24 July, 2020
3	DD (Maintainance) Shikarpur	Tauseef Ahmed Sheikh, DD (Maint), Shikarpur	Mr. Abdul Ghaffar Shaikh Supdt Admn (Sukkur)		27 July, 2020
	DD (Maintainance) Larkana	Basharat Hussain Mangi, DD (Maint), Larkana			

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NHA

Zonal Coordinator: Mr Abdul Ghaffar Farooqi, Director (Admn) Karachi

Schedule for 1st Internal Audit for the Year- 2020

SOUTH ZONE (SINDH)

SINDH-NORTH / UKKUR

SINDH SOUTH - KARACHI

S.No	Name of Offices	Implementers/Auditee(s)	Auditor(s)	Audit Team Leaders (ATL)	Date
1	Director (Admin) South Zone Karachi	Abdul Ghaffar Farooqi, Dir(Admn)-South Zone/ISO Coordinator	Syed Sadaf Raza Shah AD (Engg) Karachi	Mr. Javed Akhter Arbab, DD (Maint), Moro	05 August, 2020
	Deputy Director (Admn) Sindh South Karachi				
	AD (Admin) Sindh South Karachi				
2	Deputy Director (Revenue) Karachi	Muhammad Aslam (Supdt) Admn Karachi	Mr. Abdul Qudoos Sheikh, DD (Maint) Karachi	Mr. Javed Akhter Arbab, DD (Maint), Moro	06 August, 2020
	Deputy Director (Legal) Karachi				
	AD (Legal) Sindh South				
	Deputy Director (Monitoring and Inspection) Karachi				
3	Zonal Land Officer Karachi	Ulfaat Ali Langah, Admin Assistant	Mr. Abdul Ghaffar Farooqi, Dir(Admn)-South Zone/ISO Coordinator	Mr. Javed Iqbal, Dir (ISO-QMS), NHA HQ	07 September, 2020
	Deputy Director (Land) Sindh South Karachi				
	Deputy Director (LEP) Sindh South Karachi				

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Zonal Coordinator: Mr Abdul Ghaffar Farooqi, Director (Admn) Karachi

Schedule for 1st Internal Audit for the Year- 2020

SOUTH ZONE (SINDH)

SINDH-NORTH SUKKUR

HYDERABAD / JAMSHORO

S.No	Name of Offices	Implementers/Auditee(s)	Auditor(s)	Date
1	GM (Petaro-Sehwan) Project, Jamshoro	Sharif Ahmed Khoso, Assistant	Abdul Ghaffar Farooqi, Dir(Admn)-South Zone/ISO Coordinator	02 September, 2020
	GM PKM] Section-I, Jamshoro			
2	DD (Maint) Hyderabad	Farid Ahmed Bhutto, AD (Engg)		Mr. Javed Iqbal, Dir (ISO-QMS) NHA HQ
3	DD (Maint) Dedu	Niaz Hussain Khawar, AD (Engg), Hyderabad		

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ISO (QUALITY ASSURANCE CELL)

DOCUMENT# NHA/ISO-F-01/REV/



HQ Coordinator: Ms. Sidra Irshad, ISO Coordinator.

Schedule for 1st Internal Audit for the Year- 2020

Head Quarter

ADMN WING

S.No	Name of Offices	Implementers/Auditee(s)	Auditor(s)	Audit Team Leader (ATL)	Date
1	Member (Admn)	Fahad Yamin, Office Assistant	Shahid Zaheer, (Computer Operator) Recruitment section	Ahmed Zaheer saqib, AD(Sectt)	06 Aug, 2020
	GM(Admn)				
	Dir (Pers)				
	Personnel-I				
	Personnel-II				
	HIRMIS-Admn				
	Confidential Section	Iftikhar hussain, AD (Confidential)			
2	GM(Estab)	Sohaib Nazar, Office Assistant Riaz Ahmed Jan, Supdt Mehr Bux, Office Assistant Muhammad Shareef, AD	Jamshed Ali, AD (LM&IS)		07 Aug, 2020
	Welfare-I				
	Welfare-II				
	Store section				
	GS section				
	R&I section				
3	Cakri record Office	Mehr Bux, Office Assistant	Sofia Andleeb, AD (Finance)	Ms. Sidra Irshad, AD (ISO-QMS) NHA HQ	12 Aug, 2020
4	Transport Section	Sami Ul Haq, Office Assistant			13 Aug, 2020
5	Cafeteria	Riaz Ahmed Jan, Supdt			
6	MIS section	Muhammad Iqbal, AD(MIS)	Shehzada Khurram, Supdt(GOP)	Mr. Faheem Channa	05 Aug, 2020
7	GM(EAIS)	Ms. Rubina Kausar, DD (Enviroment)			
	Environment section	Jamshed Ali, AD (LM&IS)			
8	GM(Regulations)				
	Regulation Wing				
9	Legal Bureau	Muhammad Akif Afridi, Office Assistant			
10	HRD section	Jehanzeb, DD (HRD Cell)			
11	Recruitment Section	Shahid Zaheer, (Computer Operator) Recruitment section	Iftikhar hussain, AD (Confidential)		06-Aug-20
		Rashid Mehmood, (LDC) Recruitment Section			
12	PR Section	Yasir Tahir, Senotypist			



HQ Coordinator: Ms. Sidra Irshad, ISO Coordinator.					
Schedule for 1st Internal Audit for the Year- 2020					
Head Quarter					
FINANCE WING					
1	Member (Finance) Office		Fahad Yamin, Office Assistant	Iftaikhair Ahmed Siddiqui, AD (Audit)	06 August, 2020
	GM (B&A) Office				
	Accounts AP Section	Nazim Hussain, Supdt (Accounts)- AP			
	Accounts-Estab Section				
	Accounts-BOT Section				
	Accounts Budget Section	Amjad Ali , AD (Budget)			
	Accounts GOP Section	Shehzada Khurram, Supdt(GOP)			07 August, 2020
	Accounts-III section				
	Accounts RMA section				
	CG Fund section	Maleeha Siddiqui, AD(Employee Fund)			
	Finance section	Sofia Andleeb, AD (Finance)			
	Book Keeping				
Financial/IT Analyst	Haroon, IT Analyst	23 July, 2020			
GM (Revenue)					
Revenue-contracts section					
Revenue-receipt section					
Revenue-operations section					
Tolling section	Aurangzeb Anwar Mirza, AD (Toll Plazas-Contracts, HQ)				
ETTEM Section	Tawsawar hussain, ACP	24 July, 2020			
Police Fines section	Rana Muhammad salcem, AD (Fine Operations), HQ				
GM (ROW)	Barkat Ali, Director (ROW)				
ROW section					


 Reviewed by Dir. (ISO-QMS) NHA, HQ

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DOCUMENT#NHA/ISO-P-01 REV



HQ Coordinator: Ms. Sidra Irshad, ISO Coordinator.					
Schedule for 1st Internal Audit for the Year- 2020					
Head Quarter					
Chairman/Sectt/Coord					
16	Chairman	Ahmed Zaheer Saqib, AD(Sectt) NHA	Maleeha Siddiqui, AD(Employee Fund)	Iftaikhair Ahmed Siddiqui, AD (Audit)	27 July, 2020
	Secretariat				
	Secretary Section				
17	Monitoring & inspection Wing				28 July, 2020
18	Complaint Cell (PMDU)				28 July, 2020
19	ISO-Quality Assurance Cell	Shazia Riaz, AD(ISO-QMS)	Maleeha Siddiqui, AD(Employee Fund)		
20	Internal-Audit Wing	Iftaikhair Ahmed Siddiqui, AD (Audit), HQ	Ahmed Zaheer saqib, AD(Sectt)	Maleeha Siddiqui, AD(Employee Fund)	23 July, 2020
21	Member (Coord), Office	Amber Mehmood, AD(Coord)	Shahid Zaheer, (Computer Operator) Recruitment section	Ahmed Zaheer saqib, AD(Sectt)	24 July, 2020
	GM (Coord), Office				
	Coordination wing				
22	SP& CP, Section	Irum Shaheen, Legal Assitant			
		Mahik Favaz Ul Hasan, Legal Assistant			

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DOCUMENT# NHA/ISO-P-01, REV#



HQ Coordinator: Ms. Sidra Irshad, ISO Coordinator.					
Schedule for 1st Internal Audit for the Year- 2020					
Head Quarter					
Planning Wing					
23	Member (Planning)	Ms. Saba Mehmood , Office Assistant	Maleeha Siddiqui, AD(Employee Fund)	Ms. Sidra Irshad, AD (ISO-QMS) NHA HQ	23 July, 2020
	GM (Planning)	Ms. Sabiha Naem, Office Assistant			
24	Planning Wing				
	GM(Design)	Tariq Riaz, DD(Design-pavement)			
25	Design Section				
	GM (P&CAI)	Sarmad Saud Aulak, Director (Works)			
26	P&CA section				
	GM (PPP)				
27	PPP Cell				
	BOT section				
28	HRTC	Sohaib Mansoor, DM(HRTC)	Amber Mehmood, AD(Coord)	Ms. Sidra Irshad, AD (ISO-QMS) NHA HQ	24 July, 2020
		Abdul Rauf, Coordinator HRTC			
29	Member (EC)		Ms. Rubina Kausar , DD (Enviroment)		23 July, 2020
	Engr coordination, Section				
30	GM (RAMD),Office	Rizwan Nayim, AD (RAMD), HQ			
	RAMD Section				
31	GM(Construction)		Tariq Riaz, DD(Design-pavement)	Nasim Javed khatak,DD (Admin)	24 July, 2020
	Construction Section	Arshad Abbas, DD (Const), HQ			
32	ADB	Agha Sajjad Habib, AD (ADB), HQ			
33	NHP Section				
34	GM(Caract)				
35	PD (Metro Bus Project)				
GM(IMDC,S-2&S-3)					
36	GM(IMDC S-2 &S-3)	Mr. Rataqat Ali, AD(Eng) NHA Muzaffarabad	Mr. Faheem Channa	Javed Iqbal, Dir (ISO-QMS) NHA HQ	23-24 July, 2020
	(Main) NHA Muzaffarabad	Muhammad Dawood Khan, Supdt (Admin) NHA Muzaffarabad			
	(Main) Unit NHA Murree	Muhammad Saeed, Office Assistant	Ch. Irshad, AD(ISO-QMS) NHA, HQ	Javed Iqbal, Dir (ISO-QMS) NHA HQ	06 August 2020

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DOCUMENT: NHA ISO-F-02 REV. 2020

NHA

Schedule for 1st Internal Audit for the Year- 2020**Zonal Coordinator: Mr. Muhammad Waseem, ISO Coordinator, NHA, Lahore****GM (LAHORE-SIALKOT MOTORWAY) NHA, WAZIRABAD**

S.No	Name of Offices	Implementers/Auditee(s)	Auditor(s)	Audit Team Leader (ATL)	Date
1	DD (Maint) Wazirabad	Mr. Javed Ali, DD (Maint) NHA Wazirabad	Muhammad Ali Cheema, Computer Operator, HQ	Ms. Sidra Irshad, AD (ISO-QMS) NHA HQ	10 August, 2020
	DD (Admin & Accounts) LSM NHA, Wazirabad	Mr. Muhammad Ashraf, AD (Admin) LSM NHA, Lahore			
	PD (Shaheen Chowk Flyover) NHA, Wazirabad	Mr. Yar Muhammad, AD (LSM) NHA Wazirabad	Ch. Irshad, AD (ISO-QMS) NHA, HQ	Mr. Javed Iqbal, Dir (ISO-QMS) NHA HQ	27-28 July, 2020
	PD (Lahore-Sialkot Motorway) NHA, Wazirabad	Mr. Umar Sarwar, DPD (Coordination Concession) Lahore-Sialkot Motorway NHA, Wazirabad			

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ISO (QUALITY ASSURANCE CELL)

DOCUMENT# NHA ISO F-02 PEV 2020



Zonal Coordinator: Mr. Ishtaiq Ahmed, Deputy Director (Admn) NHA, Peshawar

Schedule for 1st Internal Audit for the Year- 2020

North Zone, Peshawar

S.No	Name of Offices	Implementers/Auditee(s)	Auditor(s)	Audit Team Leader (ATL)	Date
1	GM (GB) NHA Gilgit	Mr. Shafa uddin.AD (Admn) NHA Gilgit	Syed Riaz Hussain Kazmi,DD (Admn) NHA Abbottabad	Javed Iqbal, Dir (ISO-QMS) NHA HQ	10-11 Aug. 2020
	Director (Maint) GB				
	Director (Land) GB				
	DD (Admn) GB				
	DD (Maint) GB				
	DD (Legal) GB				
	DD (Accounts) GB				
2	Chief Operating Officer, NHA Attabad	Mr. Shafa uddin.AD (Admn) NHA Gilgit			12 Aug. 2020
3	Chief Operating Officer, NHA Hunza	Syed Irfan Ali Shah, C.O.O NHA Hunza			
4	DD (Maint) Hunza	Mr. Aftab Khan, Computer Operator			
5	PD(S-1) NHA, Skardu	Mr. Shafa uddin, AD (Admn)	Nasim Javed khatak, DD (Admn)		17 Aug. 2020