



Certificate of Registration

ST. CLARET COLLEGE

P.O. BOX 1355, M.E.S. RING ROAD, JALAHALLI, BANGALORE-560013, INDIA

has been assessed and Certified by Otabu Global Services Pvt. Ltd.
as meeting the requirements of:

ISO 9001:2015

Quality Management System

For the following scope of activities:

PROVIDING EDUCATION SERVICES FOR UG AND PG COURSES
B.Com, BA , B.SC., BCA, M.Com, MSW & MBA

Issue No: 01
Date of Certification: 06 August 2021
1st Surveillance Due: 05 August 2022

Revision No() : NA
2nd Surveillance Due: 05 August 2023
Certificate Expiry: 05 August 2024
(subject to the company maintaining its system to the
required standard)

Certificate Number: 0806Q161621

To Verify this Certificate please visit at www.otabuglobal.com



Shruti
Managing Director



Otabu Global Services Private Limited

Validity of this certificate is subject to annual surveillance audits done successfully
This Certificate Of Registration Remains The Property of Otabu Global Services Private Limited and Shall be Returned Immediately Upon Request
Flat No. 954, Blk-d, Pkt 3, Bindapur, Dwarka, West Delhi, Delhi - 110059, India
Email:- otabuglobal@gmail.com Website:- info.otabuglobal.com

OTABU GLOBAL SERVICES PVT. LTD.

FLAT NO. 954, BLK-D, PKT 3, BINDAPUR, DWARKA, WEST DELHI, DELHI - 110059, INDIA

ATTENDANCE ROSTER STAGE - 2

Company Name	ST. CLARET COLLEGE	Report No.		Activity Date		To	
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STANDARD:

NAME	TITLE	COMPANY	OPENING MEETING	CLOSING MEETING
Dr. Harmeet Matharu	Department of Commerce IQAC Coordinator	ST. CLARET COLLEGE	<i>Harmeet</i>	<i>Harmeet</i>
Dr. Supriya Singh	Department of Language IQAC Coordinator	ST. CLARET COLLEGE	<i>Supriya</i>	<i>Supriya</i>
Mr. Chethan S	Department of TT IQAC Coordinator	ST. CLARET COLLEGE	<i>Chethan</i>	<i>Chethan</i>
Ms. Somanjoli Mohapatra	Department of Sciences IQAC Coordinator	ST. CLARET COLLEGE	<i>Somanjoli</i>	<i>Somanjoli</i>
Ms. Neeta M	Department of Management IQAC Coordinator	ST. CLARET COLLEGE	<i>Neeta M</i>	<i>Neeta M</i>
Sr. Joyce	Department of Humanities IQAC Coordinator	ST. CLARET COLLEGE	<i>Joyce</i>	<i>Joyce</i>
Dr. K. Siva Murugan	Department of PG Commerce IQAC Coordinator	ST. CLARET COLLEGE	<i>KSM</i>	<i>KSM</i>
Ms. Sherin Jacob	Department of MSW IQAC Coordinator	ST. CLARET COLLEGE	<i>Sherin</i>	<i>Sherin</i>
Mr. Varkey Mathew	Office Manager	ST. CLARET COLLEGE	<i>Varkey</i>	<i>Varkey</i>
Mr. Chinmaya Dash	IQAC Coordinator	ST. CLARET COLLEGE	<i>Chinmaya</i>	<i>Chinmaya</i>
Ms. Priscilla Nancy S	LIBRARIAN	ST. CLARET COLLEGE	<i>Priscilla</i>	<i>Priscilla</i>



OTABU GLOBAL SERVICES PVT. LTD.

FLAT NO. 954, BLK-D, PKT 3, BINDAPUR, DWARKA, WEST DELHI, DELHI - 110059, INDIA

ATTENDANCE ROSTER STAGE - I

STANDARD:

Company Name	ST. CLARET COLLEGE	Report No.		Activity Date		To	
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NAME	TITLE	COMPANY	OPENING MEETING	CLOSING MEETING
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Dr. K. Siva Murugan	Department of PG Commerce IQAC Coordinator	ST. CLARET COLLEGE	<i>Kishan</i>	<i>Kishan</i>
Ms. Sherin Jacob	Department of MSW IQAC Coordinator	ST. CLARET COLLEGE	<i>Sherin</i>	<i>Sherin</i>
Mr. Varkey Mathew	Office Manager	ST. CLARET COLLEGE	<i>Varkey</i>	<i>Varkey</i>
Mr. Chinmaya Dash	IQAC Coordinator	ST. CLARET COLLEGE	<i>Chinmaya</i>	<i>Chinmaya</i>
Ms. Priscilla Nanyo	LIBRARIAN	ST. CLARET COLLEGE	<i>S. Nanyo</i>	<i>S. Nanyo</i>



OTABU GLOBAL SERVICES PVT. LTD.

CERTIFICATION AGREEMENT & RULES

SERVICES PVT. LTD.'s Certification Committee. The Certification Committee will make the certification decision and authorize the issue of the certificate after the Technical Review of the Client File. The certificate remains the property of OTABU GLOBAL SERVICES PVT. LTD. and is valid for three years, providing the client maintains the management system to the required standard. All certification activities and the management of impartiality is overseen by an Independent Certification Board. The Issue certificate status will reflect on our website www.otabuglobal.com

7 ANNUAL REGISTRATION AND SURVEILLANCE

After the issue of a certificate, planned surveillance visits will be carried out by an Auditor at the client's premises at least annually in order to maintain registration. If areas of concern are identified, more visits may be carried out at the discretion of the OTABU GLOBAL SERVICES PVT. LTD. The client agrees to meet the extra costs relating to any additional audits. A triennial re-certification audit is required to maintain registration. The client will notify OTABU GLOBAL SERVICES PVT. LTD. without delay of any matters incurred that may affect the capability of the management system to fulfill requirements.

8 EXTENSION OR REVISION TO THE SCOPE OF REGISTRATION

This may be applied for in the same way as the initial audit, indicating the increased scope/address change registration required. The audit will be carried out in the areas not previously audited. If successful, a new certificate indicating the new scope/address change will be issued by OTABU GLOBAL SERVICES PVT. LTD. There will be a charge for extensions to scope/address change and the re-issuing of the certificate. Should a certified scope be reduced, the client will need to amend all advertising matter accordingly.

9 PUBLICITY

When a certificate has been issued, the client has the right to publish the fact. The relevant logos can be used on stationery relating only to the audited scope of registration and standard. Separate logo rules will be issued by OTABU GLOBAL SERVICES PVT. LTD. at the time of registration.

10 CERTIFICATE MISUSE

OTABU GLOBAL SERVICES PVT. LTD. will take all necessary steps to ensure that there is no misuse of the logo or the certificate by the client. The client undertakes not to misuse or misrepresent the logo or the certificate in any way.

11 FEES

All fees for audits and annual registration are reviewed annually and are available on request. All fees paid to OTABU GLOBAL SERVICES PVT. LTD. are strictly nonrefundable. Certification & Surveillance fees are payable in advance and are to maintain registration.

12 CERTIFICATE SUSPENSION OR WITHDRAWAL

Following a successful audit of a client's management system to the appropriate standards or specifications, the certificate:

May be suspended due to:

- Continued misuse of logos
- Failure to apply corrective action as a result of discrepancies found at audit or surveillance visits.
- Any other breach of OTABU GLOBAL SERVICES PVT. LTD.'s Certification Agreement & Rules.
- Non Payment of Audit Fee as agreed

Or withdrawn due to:

- Failure to respond to requests made by OTABU GLOBAL SERVICES PVT. LTD. after suspension of certificate
- Failure of a client to settle a financial account
- the client's request

Following either the suspension or withdrawal of a certificate the client will discontinue its use and return the original to OTABU GLOBAL SERVICES PVT. LTD. and discontinue claiming accredited management system registration and No use of logo, certificate and other property of OTABU after withdraw the certificate in advertising matter or any other source. If find that OTABU will bound to take legal action against this use.

OTABU GLOBAL SERVICES PVT. LTD.

CERTIFICATION AGREEMENT & RULES

Agreement between OTABU GLOBAL SERVICES PVT. LTD. (herein referred as OTABU) Registered Address: _____ and Client: _____ having its Registered Office at _____ Factory or Other Site _____ under Scope: _____ here in after called the Organization is interested in obtaining ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 27001:2013 Other certification _____ of its documented quality systems at its premises at (address including sites if any) _____.

1 INTRODUCTION

OTABU GLOBAL SERVICES PVT. LTD. is a Private Limited, independent certification body for management systems certification. Although not a statement guaranteeing that the product or services actually meet specified requirements, accredited certification of a management system is a measure of compliance with the appropriate international standards.

2 SCOPE OF THE RULES OF REGISTRATION

These rules of registration are applicable to all management system audits undertaken by OTABU GLOBAL SERVICES PVT. LTD. within the current scope of accreditation as detail on the accreditation board web site. In fulfilling this scope, the client agrees to supply all necessary information to OTABU GLOBAL SERVICES PVT. LTD. so that a full and fair assessment can be undertaken.

3 PERSONNEL

OTABU GLOBAL SERVICES PVT. LTD. undertakes to provide suitably qualified and competent personnel for all audit and surveillance activities using their own staff or suitable qualified and competent associates. All members of OTABU GLOBAL SERVICES PVT. LTD. (full-time employees, associates or local representatives) are required to sign confidentiality agreements concerning all confidential information to which they may be exposed.

4 APPLICATION FOR REGISTRATION

On receiving a completed Application Form/Request for Quotation OTABU GLOBAL SERVICES PVT. LTD. or its local representative will prepare a quotation detailing audit cost which will be forwarded to the client along with a copy of this document. Acceptance of the quotation and *Certification Agreement and Rules* is shown by signing the Certification Rules and Agreement. On receipt of the signed Certification Rules and Agreement and acceptance of the quote, OTABU GLOBAL SERVICES PVT. LTD. or its local representative will issue an invoice to the client who in turn will make payment to OTABU GLOBAL SERVICES PVT. LTD. or its local representative. The audit will then be planned and carried out in accordance with OTABU GLOBAL SERVICES PVT. LTD. accredited management system processes. The agreement covers all the sites mentioned above.

5 AUDIT METHOD

The first stage of the audit requires the Auditor to conduct an on-site readiness review of the client's management system to assess the documentation and if the implementation of the management system is at a level sufficient to progress to the Stage two audit.

When satisfied with the compliance of the documentation and system readiness the Auditor will produce a report and will agree a date with the client for the Stage 2 audit. The Stage 2 audit will then be conducted in accordance with OTABU GLOBAL SERVICES PVT. LTD. accredited management system processes. If further visits are required, due to non-compliances found, these will be undertaken and the client will be liable for any extra charges incurred. In case of any Major Non Conformity recommendation for certification will be granted based on On-site Follow Up Audit. The audit will be carried out against agreed audit criteria. Once registration has been obtained the client will be under a duty to notify OTABU GLOBAL SERVICES PVT. LTD. of any changes that significantly affect the registration. OTABU GLOBAL SERVICES PVT. LTD. may re-audit if necessary (short notice) due to the significant changes or as a result of any complaint, or follow up on suspended clients. If any additional charges are incurred OTABU GLOBAL SERVICES PVT. LTD. reserves the right to pass these additional charges on to the client.

6 CERTIFICATION

On completion of the audit the Auditor will submit the report to the OTABU GLOBAL SERVICES PVT. LTD. Quality Manager who will do the administrative review of file and present the file to OTABU GLOBAL SERVICES PVT. LTD. for certification. OTABU-F001

OTABU GLOBAL SERVICES PVT. LTD.

CERTIFICATION AGREEMENT & RULES

13 APPEALS PROCEDURE

If for any reason a client disagrees with the Auditor's verdict they are at liberty to lodge an appeal OTABU GLOBAL SERVICES PVT. LTD.'s Managing Director. All appeals will be held in the presence of an Independent Certification Board sub-committee. The sub-committee will hear evidence from the client's representative and the relevant Auditor. The decision of the Independent Certification Board is final and binding on both the client and OTABU GLOBAL SERVICES PVT. LTD.. No counter claims will be allowed by either party. No costs, for whatever reason, will be allowed for either party as a result of an appeal. Expenses of the appeal will be met in full by the party who has the decision against them.

14. INFORMATION ABOUT CHANGES IN MANAGEMENT SYSTEM

The organization shall ensure that the information provided to OTABU GLOBAL SERVICES PVT. LTD. relevant to its Management System is kept updated and it shall promptly notify OTABU GLOBAL SERVICES PVT. LTD. of any intended change in its Management system which would significantly affect the effective implementation of its Management System. Such changes are contact address, multiple sites/single location, legal status, scope of representation, organizational structural changes.

In the event of any significant change affecting the activity and operation of the organization, OTABU GLOBAL SERVICES PVT. LTD. may require to conduct a reassessment for further validity of the certification.

15 CLIENT COMPLAINTS AGAINST OTABU GLOBAL SERVICES PVT. LTD. PERSONNEL

If a client has a complaint regarding any employee or associate of OTABU GLOBAL SERVICES PVT. LTD., this should be sent in writing to the OTABU GLOBAL SERVICES PVT. LTD. Managing Director at the Head Office address. If the complaint involves a Managing Director then the complaint is to be addressed to the Impartiality Committee.

16 COMPLAINTS AGAINST THE REGISTERED COMPANY

The client agrees to make available to OTABU GLOBAL SERVICES PVT. LTD. or its representative all information pertaining to complaints received by the client from customers, regulators and any other interested parties.

17. CHANGE OF CERTIFICATION SCOPE / REGISTRATION REQUIREMENT

If the registration/ certification scope requirements are changed in OTABU:

- OTABU will inform Client about changed requirements, withdraw and suspended accreditation by electronic media/News Letter/Emails or on website within a reasonable period.
- In case of reducing the certification scope, withdrawal or suspension of the audit scopes by accreditation body (if any) as the result of OTABU fault, OTABU will arrange audit and certification services from other accredited bodies, at its own cost, during the continuation of this contract
- In case of changes in OTABU registered office or logo, OTABU will change the certificate of client with immediate effect to client with amendment of OTABU Information. Also keep updation on OTABU Website.
- OTABU has ensures that not make or permit any misleading statement regarding our certification & processes.
- In case of withdraw of OTABU's accreditation, OTABU will not use any advertising material that contains about accredited certificates.
- In case of reduction the scope, will publish on website www.otabuglobal.com
- OTABU can't clients to allow use of certification logo & accreditation symbol on their products (Including Service) or process.
- OTABU can't do certified sites or activities which are not involve in client's scope.
- OTABU does not use its certification in such a manner that would bring the certification body and/or certification system into disrepute and lose public trust.
- The OTABU will exercise proper control of ownership and will take action to prevent any incorrect references to certification status or misleading use of certification documents, marks or audit reports.

18 TERMS OF PAYMENT

Cancellation of audit or surveillance dates by the client within twenty working days of the agreed dates will result



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in OTABU GLOBAL SERVICES PVT. LTD. claiming an extra levy equivalent to one man day from the company for each staff day cancelled. Payments are due in accordance with the contract.

19 LIMITATION OF LIABILITY & INDEMNITY

OTABU will exercise due care and skill in the performance of its services and accepts responsibility only in cases of proven negligence

OTABU shall have no liability to the Client arising out of or in connection with the Contract and its performance by reason of any representation or the breach of any express or implied condition, warranty or other term of any duty at common law or under any statute for any indirect, special or consequential loss of the Client (including loss of profits), and the total liability of the Company to the Client in respect of any other loss shall be limited in respect of any one event or series of connected events, to an amount equal to the fees paid to the Company under the Contract (excluding General Sales Tax thereon)

The Client shall guarantee, hold harmless and indemnify OTABU and its officers, employees, agents or subcontractors against all claims made by any third party for loss, damage or expense of whatsoever nature including reasonable legal expenses and howsoever arising relating to the performance, purported performance or non-performance of any services to the extent that the aggregate of any such claims relating to any one service exceed the limit mentioned.

OTABU reserves the right to add to, delete or change these conditions to maintain conformance with Accreditation Board requirements, without prior notification

Responsibility & Authority – OTABU is responsible for and retains absolute authority for decisions relating to the granting, Refusing, maintaining of certification, expanding or reducing the scope of certification, renewing, suspending or restoring following suspension, or withdrawing of certification

Neither OTABU GLOBAL SERVICES PVT. LTD. nor any of its employees or auditors shall be liable for any loss, expense or damage however so sustained by any company, client or person due to any act whatsoever taken by OTABU GLOBAL SERVICES PVT. LTD. or its employees or auditors, save to the extent that any attempted exclusion or liability would be contrary to law.

The client will indemnify OTABU GLOBAL SERVICES PVT. LTD. against any claims or losses suffered by OTABU GLOBAL SERVICES PVT. LTD. as a result of misuse or misrepresentation by the client of any logo, approval or registration given to the client by OTABU GLOBAL SERVICES PVT. LTD. under these Certification Agreement & Rules. The client shall inform OTABU GLOBAL SERVICES PVT. LTD. of changes related to legal status, organizational/management, address & sites, scope, major change in management system and processes. Acceptance of this document means the Organization is ready to follow all the terms and conditions as defined in this document and Accredited Management System Process (OTABU GLOBAL SERVICES PVT. LTD.-F002), hence this document will be considered as a legally enforceable document to deal with any misconduct.

20 ACCREDITATION BOARD WITNESSED AUDITS & REVIEW OF CLIENT'S DOCUMENTS

It is a condition of these Certification Agreement & Rules that all OTABU GLOBAL SERVICES PVT. LTD. certificated clients should, if requested or not requested, allow Accreditation Board auditors to witness with or without OTABU GLOBAL SERVICES PVT. LTD.' staff members & carrying out their audits as well as verify and review the clients' documents. Failure to allow this could jeopardize the client's registration.

21. CONFIDENTIALITY

Information about Client shall not be disclosed to a third party without written consent of Client except in case where required by accreditation requirements. Even if the law requires information to be disclosed to a third party, the customer shall be informed of the information provided. In the following cases, the information can be disclosed to a third party without written consent of Client :

- Information that OTABU already has before Client provides.
- Information disclosed or expected to be disclosed publicly and regularly



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CERTIFICATION AGREEMENT & RULES

- c. Information that OTABU legally obtained from source other than the Client.

22. CONDUCT OF CERTIFICATION AUDIT

- a. Audit of the Client's management system shall be performed to verify its conformity to the applied audit standard.
- b. Client's system documents (Manual, Procedure, work instructions and Guidelines, etc.) and relevant records shall be reviewed offsite & onsite during stage-1 adequacy audit, prior to on-site Compliance audit. This primary adequacy audit is done to verify whether the Client's management system, prima facie meets the requirements of the applicable standards or not. If inadequacies / non conformities are identified in course of the stage-1 audit, these shall be brought to the notice of the Client's Management in writing. Action for stage-2 compliance audit shall be initiated only after receiving the Client's commitment that the identified inadequacies/ non conformities have been eliminated.
- c. On-site Compliance audit also called stage-2 audit, is performed to assess whether the Client's practice is in accordance with the established management System or not. If nonconformities are found during on-site audit, OTABU audit team shall issue NCR (Non-conformity Report)
- d. The Client shall accept the NC Report / Corrective action request, and shall submit in writing its corrective action plan within one week, detailing what action it intends to take, to correct the non conformities and to its recurrence. After receiving the corrective action plan from Client the OTABU auditor's shall inform the it in writing about acceptance / required revision of the submitted corrective action plan. The client shall be informed by the audit team about mode and timings of verification of the effectiveness of the corrective action taken by the client.
- e. The Client can make appeal to OTABU, regarding the audit team's findings and decisions. The OTABU shall take appropriate decision within 30 working days of receiving such appeal.
- f. The Client shall remove all minor nonconformities within 30 days of receiving the OTABU auditor's acceptance / approval of the Corrective action plan submitted by the Client. Similarly the Client shall have to eliminate all major non conformities within 90 days. Evidence of taking corrective action shall be submitted to the OTABU.
- g. After receiving the evidences OTABU shall decide whether the submitted evidences inspire confidence about the effectiveness of the corrective action or not. OTABU may chose to revisit the audit site to verify effectiveness of the corrective actions, at Client's cost.
- h. After confirming, on the basis of objective evidences, that the Client's Management system's conforms to the audit standard, the OTABU audit team shall submit its recommendations for award of Certificate of compliance to the OTABU Technical committee.
- i. The Technical committee shall review the whole audit process and the submitted audit report, and shall take appropriate decision. OTABU shall issue Certificate of conformity only in accordance with the established procedures and regulatory guidelines.
- j. The client shall allow OTABU auditors, external experts / observers access to all work site, and documented information related to the applied scope. The client agrees to allow the auditors to interview its staff and review all records except accounts, specially the records of complaints received and the action taken on the same.
- k. Competent Audit team selection will do by OTABU GLOBAL SERVICES staff as per the client scope and application codes and send the audit plan as well as audit intimation letter to the client via mail or courier. If client need to be change in audit team or audit plan, will confirm to OTABU Office within due time with proper justification.
- l. If schedule visits will change or delay due to unavoidable reasons or valid reasons, OTABU will inform to client about the delay or change in visits.
- m. If client need to cancellation the certification process, will inform to OTABU within due time or before audit team will go for audit with proper reason and justification.
- n. If audits will carried out and client will inform to OTABU for cancellation after stage 2 audits. This will not acceptable by OTABU in any case. Client will bound to give full payment of OTABU or give appeal in OTABU's Impartiality committee

23. OBLIGATIONS OF THE CLIENT

It is a condition of these Certification Agreement & Rules that all OTABU certificated clients should, if request or not requested, allow Accreditation Board auditors to witness with or without OTABU staff members & carry out their audits as well as verify and review the clients' documents. Failure to allow this could jeopardize the client's registration.

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The legally enforceable arrangements shall also require that the certified client informs the Certification Body, without delay, of the occurrence of a serious incident or breach of regulation necessitating the involvement of the competent regulatory authority as well as provide safe environment to the audit team at the time of any type of audit through CB or AB.

The Client agrees to make available to OTABU, all documents, and other information required by OTABU to complete the audit program. The Client shall ensure that all necessary access, assistance, information and facilities are made available to OTABU when required, including the assistance of competent and authorized personnel of the Client. The Client shall, in addition, provide OTABU, free of charge, suitable space for meeting.

Before the certification audit, the OGS have to ask the client to report if any ISMS related information (such as ISMS records or information about design and effectiveness of controls) cannot be made available for review by the audit team because it contains confidential or sensitive information. OGS will determine whether the ISMS can be adequately audited in the absence of such information. If the OGS concludes that it is not possible to adequately audit the ISMS without reviewing the identified confidential or sensitive information, it has to advise the client that the certification audit cannot take place until appropriate access arrangements are granted.

The Client shall appoint a designated person who is authorized to maintain contact with OTABU

The Client shall give access to all sites for maintenance audit purposes whenever deemed necessary, and OTABU shall reserve the right to make unannounced visits as required

Multi-Site –Clients applying for 'Multi-Site' registration on a sampling basis shall ensure that each work location must be performing substantially the same type of business, and the entire range of products or services supplied by each location must be included in the scope of certification. The range of services or products to be covered by the certification should be of a non-complex nature and OTABU reserves the right to not accept applications that are not appropriate for certification on a sampling basis. The organization must have one appointed Management Representative with overall responsibility for maintenance of the quality system. The organization must have a defined and controlled Quality Policy such that it is applicable to all sections of the organization that are included in the proposed scope of certification. The quality system must be centrally managed and uniform across all work locations covered by the proposed scope of certification. As a minimum requirement, the following elements of the quality system must be centrally managed: management review, internal quality audits, corrective and preventive action, changes to the quality system documentation, data and structure. All work locations to be included in the scope of certification must be owned by the organization and be an integral part of the organization's management structure.

Information on incidents such as a serious accident, or a serious breach of regulation necessitating the involvement of the competent regulatory authority, provided by the certified client (see G 8.5.3) or directly gathered by the audit team during the special audit, (G 9.6.4.2) shall provide grounds for the Certification Body to decide on the actions to be taken, including a suspension or withdrawal of the certification, in cases where it can be demonstrated that the system seriously failed to meet the OH&S certification requirements. Such requirements shall be part of the contractual agreements between the CAB and the organization **(As per IAF MD 22:2019)**

A Client may advertise that its management system has been registered and may apply the relevant registration mark to stationery and publicity materials relating to the scope of registration as provided. The Client may not apply such mark in relation to its products. The Client shall ensure that no confusion arises between registered and non-registered systems, products or sites in its publications and advertising material. The Client shall not make any claim that could mislead third parties to believe that certain systems, products or sites have been registered when they have not

A Client who has been authorized to use a registration mark must also comply with the Regulations governing the use of the mark of OTABU/Accreditation Board India. Improper use of a registration mark shall be a serious non-conformance



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The Certificate & Registration Mark will remain the property of OTABU, and may only be copied or reproduced for the benefit of a third party if the word "copy" is marked thereon and when needed need to return back or give declaration to not used such mark and certificate in any use of Company related activities or promotion.

Normative Documents: Client is bound to provide each Normative Documents (Indian Standards, BS/EN Standards, IEC Standards, American Standards, ASTM Standards, Client's Customer Specification, Gost Standards etc.) to the OTABU's Auditor Team as where applicable due to auditing requirements.

Note: Detail of Use of Mark in Annex D which will come with Certificate & Registration Mark Sample and Registration Mark only use on basis of instruction of Annex D by Certified Client.

24. UNAVOIDABLE REASONS / FORCE MAJEURE

Neither party shall be liable to the other party for nonperformance or delay in performance of any of its obligations under this contract, due to war, natural disaster, epidemic, go-slow, lockout or any other causes reasonably beyond its control

25. JURISDICTION

agreement is to be governed in all respects by Indian Law and in the event of a dispute the parties agree to submit to the jurisdiction of New Delhi Court.

26. THE DURATION/ CURRENCY OF THIS CONTRACT

This agreement shall become effective upon signing and shall continue in full force and effect for a period of three (3) years from the date of certification. This contract can be changed and renewed by agreement between both parties if desired.

OTABU GLOBAL SERVICES PVT. LTD. reserves the right to change these Certification Agreement & Rules without prior notification.

Client Approval on Dated:	Certification Body Approval on Date:
Signature & Company Stamp:	Signature & Company Stamp:
Name & Designation:	Name & Designation
Company Name:	OTABU GLOBAL SERVICES PVT. LTD.


PRINCIPAL
ST. CLARET COLLEGE
P.O. Box 1355, MES Ring Road,
Jalahalli, Bangalore - 560 013, India



OTABU GLOBAL SERVICES PVT. LTD.

FLAT NO. 954, BLK-D, PKT-3, BINDAPUR, DWARKA, NEW DELHI-110059, INDIA

APPLICATION FORM

Please confirm the preferred language for the conduct of the audit		English <input type="checkbox"/> Hindi <input type="checkbox"/>
Certification Program Required	Initial <input type="checkbox"/> Surveillance <input type="checkbox"/> Recertification <input type="checkbox"/> Transfer <input type="checkbox"/>	
Combined Audit	In the case of several certification programmes, would you like the audits to be Combined or carried out separately? <input type="checkbox"/> Yes <input type="checkbox"/> No If the answer is yes, please specify which combination:	
Is Already Certified for any Standard	Yes <input type="checkbox"/> No <input type="checkbox"/> If Answer is Yes Mention Name of the Standard:	
Key Process Involved		
Additional Information Required (EMS):		
How many Sites the company is Managing at the same time?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have Register of Significant Environment aspect?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have an Environmental Management Manual?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have an Internal Environmental Audit Programme?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the Internal Environmental Audit Programme been implemented?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Please summarise the significant Environmental Aspects that you have identified?		
Please detail any Environmental legal requirements related to your company activity?		
Additional Information Required (OHSAS 18001/ISO 45001:2018):		
Please summarise the significant Hazards that you have identified:		
Please detail any hazardous materials that you typically use or come into contact with (give site specific details where appropriate):		
Please detail any OHSAS legal requirements related to your company activity:		
Do you recognise any Union(s), if so please give details:		
Please provide accident statistics for last two years and current year to date:		
Type	Current Year	Previous Year
Major accidents/legal action		
Over seven days absences because of an incident		
Dangerous occurrences		
Accidents/Incidents - minor not requiring hospital treatment		
Additional Information Required (ISO 27001:2013):		
Please list the ISO 27001 Annex A control objectives and controls that are justified as exclusions:		
Number of system users:		
Number of servers:		
Number of workstations:		
Number of application development and maintenance staff:		
Provide details of Network and encryption technology in use as part of the ISMS:		
Please detail any Information security legal requirements:		
Related to your company activity:		
ISMS Documented and Implemented System available (Yes/No):		
Additional Information Required (ISO 22000:2018):		
FSMS	HACCP Implementation or Study Conducted: <input type="checkbox"/> Yes <input type="checkbox"/> No No of HACCP Studies: No of Sites: No of Process Lines: No. of Critical Processes: Processing is Seasonal <input type="checkbox"/> Continuous <input type="checkbox"/>	
Additional Information Required (ISO 13485:2016)		
Number of Sites to be Audited?	<input type="checkbox"/> Single <input type="checkbox"/> Multiple	Critical activity:
Additional Information Required (ISO 37001:2016)		
Effective Number of Employees under ABMS	Anti-Bribery Management System - Risk	
	Low (Financial and other Transition in Limited Business, few stakeholders, no public delivery services etc.) <input type="checkbox"/>	Medium (Financial and other Transition at larger scale, many stakeholders, no public delivery services etc.) <input type="checkbox"/>
		High (Financial and other Transition at larger scale, national, international & government bodies stakeholders, public delivery services etc.) <input type="checkbox"/>
DECLARATION: The above information is true to the best of my knowledge and belief and I am authorized to provide such information on behalf of the company		
Name	Designation	Signature
OTABU Official Use		
Can the Application Proceed for Application Review : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Officer	Name of Application reviewer	Date



OTABU GLOBAL SERVICES PVT. LTD.

FLAT NO. 954, BLK-D, PKT-3, BINDAPUR, DWARKA, NEW DELHI-110059, INDIA

APPLICATION FORM

Date of Application								
Name of the Company	ST. CLARET COLLEGE							
Address	P.O. Box 1355, M.E.S. Ring Road, Jalahalli, Bangalore 560 013, INDIA							
Website, Email and Phone number	https://www.claretcollege.edu.in/contact-us, scc@claretcollege.edu.in, +91-80-23454755							
No of Sites								
Site 1 Address								
Site 2 Address (For more site attach separate Sheet)								
Temporary Site Address								
Contact Person Name and Designation								
Legal Status	Private <input type="checkbox"/> Public <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Govt Undertaken <input type="checkbox"/> PSU <input type="checkbox"/> NGO <input type="checkbox"/> Manufacturing <input type="checkbox"/> Traders/Distributors <input type="checkbox"/> Service Industries <input type="checkbox"/>							
Statutory and Regulatory Requirement								
Legal Obligation (If any?)								
Accreditation Required	ACCREDITED: <input type="checkbox"/> COMPLIANCE: <input type="checkbox"/>							
Certification Scheme	ISO 9001:2015 <input type="checkbox"/> ISO 14001:2015 <input type="checkbox"/> ISO 45001:2018 <input type="checkbox"/> ISO 13485:2016 <input type="checkbox"/> ISO 22000:2018 <input type="checkbox"/> ISO 27001:2013 <input type="checkbox"/> ISO 37001:2016 <input type="checkbox"/> & others <input type="checkbox"/>							
Scope of Certification								
Exclusion if any	Clause	Justification						
Outsourced Process, If any								
No. of working shift/ No. of Employee	Details of Employees							
	Permanent Employee	Work from Home	Contracted /Subcontracted Employee	Part Time Employee	Employee At temporary site	Shifts (1/2/3)	Non Permanent Employee	Personnel who working away from the Client Premises
Top Management								
Manufacturing/Service Area								
Quality Control/Technical								
Administration								
Storage/Warehouse								
Other								
Total Employee	90							
Do you run shifts? If so please give employee breakdown and types of work carried out for each shift	No		If you operate on temporary sites (Non-permanent), please detail typical number of sites					
EA Code if Known & Technical Code for QMSMD/FSMS			Documentation Language				English <input type="checkbox"/> Hindi <input type="checkbox"/> or Both <input type="checkbox"/>	
When do you expect to be ready for stage-1 assessment?			When do you expect to be ready for Stage-2 Assessment?					
Have you used an external consultant or have you got any experience with Management Systems?	(If a consultant has been used please provide details of consultant here):							
How did you hear about OTABU?								

If Integrated Certification need than please answer below questions?

Is your IMS an integrated documentation set, including work instructions to a good level of development:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do your Management Reviews consider the overall business strategy and plan across all standards:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have an integrated approach to internal audits	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have an integrated approach to policy and objectives	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have an integrated approach to systems processes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have an integrated approach to improvement Mechanisms (corrective and preventive action; measurement and continual improvement)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have Integrated management support and responsibilities	Yes <input type="checkbox"/>	No <input type="checkbox"/>





ISO Certification Form

Particular	Fill details of your company	
Name of Company/Firm [Same will be displayed as it is on the certificate]	ST. CLARET COLLEGE	
Complete Address of company Include Pincode & State [Same will be displayed as it is on the certificate]	P.O. BOX 1355, M.E.S. RING ROAD, JALAHALLI, BANGALORE 560 013, INDIA	
Courier Address for sending Certificate Include Pincode & State [An address where Original Hard Copy will be dispatched]	P.O. BOX 1355, M.E.S. RING ROAD, JALAHALLI, BANGALORE 560 013, INDIA	
Scope & Nature of Business Describe the scope of your organization's activity for which registration is sought and which will define your product range or service to potential customers. [Same will be displayed as it is on the certificate and not more than 4 lines]	HIGHER EDUCATION IN UG AND PG LEVEL	
No. of Employees	95	
GST Number [If Available]		
Type of Organization [Select anyone]	Private Ltd Co.	PRIVATE
	LLP	
	OPC	
	Partnership Firm	
	Sole Proprietor	
Nature of Business [Select as applicable]	Manufacturing	
	Trading/Retailer	
	Service Provider	
	Others	EDUCATION

Note:-

- 1) To experience our smooth process, fill the above details carefully since the above information incorporated in certificate as it is and cannot be changed later on.
- 2) Please do not provide details in hand-writing to avoid typological errors and omission.
- 3) Under Scope of Company words like "etc", "any other service", website domain, special character & any other broad term cannot be used;
- 4) Font & Style in certificate cannot be altered.



[Handwritten Signature]

PRINCIPAL
ST. CLARET COLLEGE
P.O. Box 1355, MES Ring Road,
Jalahalli, Bangalore - 560 013, India

OTABU GLOBAL SERVICES PVT. LTD.

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OH&SMS AUDIT REPORT – STAGE 1

Name of the Organization	ST. CLARET COLLEGE	
Address	PO. Box-1315, MES Ring Road, Jalandhar	
Site Address (If any)		
No. of Employees	45	
E mail id	claretcollege@mescc@claretcollege.edu.in	
Contact Person		
Telephone/Fax		
Scope		
OH&S complexity/ Risk:		
IAF Code		
Audit Team	Lead Auditor: Auditor/TE:	Audit Duration Manday(s):
Type of Audit		
Purpose of Audit	To verify the documentation requirements for implementation of the Occupational Health & Safety Management System as per the Standards Requirement, statement of satisfactory with the document reference number need to be addressed	
Brief about the organization		

CHANGES IN CLIENT DETAILS ACCORDING TO CLIENT APPLICATION FORM: NO

Audit Conclusions	
Does the management system address the requirements of the audit standard(s):	Full Compliance/Partial Compliance/Non-Compliance/
Are company location(s) and conditions appropriate to proceed to stage 2:	Full Compliance/Partial Compliance/Non-Compliance/
Rate the organisations understanding of the standard requirements:	Full Compliance/Partial Compliance/Non-Compliance/
Is the Scope of the MS appropriate to the activities based on the context assessment:	Full Compliance/Partial Compliance/Non-Compliance/
Has the organisation appropriately identified compliance obligations:	Full Compliance/Partial Compliance/Non-Compliance/
Has the organisation evaluated their compliance with relevant requirements:	Full Compliance/Partial Compliance/Non-Compliance/
Has a full internal audit been completed appropriately by the organisation:	Full Compliance/Partial Compliance/Non-Compliance/
Has a Management Review been completed appropriately by the organisation:	Full Compliance/Partial Compliance/Non-Compliance/
Is the organisation ready to proceed to Stage 2:	Yes/Yes with conditions/ No
Total Number of deficiencies identified:	

AREAS OF CONCERNS WHICH MAY BE IDENTIFIED AS NON CONFORMITIES DURING STAGE 2 AUDIT

Comments on the Context of the Organization

Executive Summary



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OH&SMS AUDIT REPORT – STAGE 1

Critical Findings/deficiencies identified in the Stage 1 audit, details of Critical Findings/Deficiencies in CAR Form (OTABU-F028) 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 Lead Auditor.

PROVIDE DETAILED DESCRIPTIONS OF ANY AREA OF THE SYSTEM AND/OR ACTIVITY THAT REQUIRES REVISION/IMPROVEMENT BEFORE STAGE 2 AUDIT:

No	Details	Clients Proposed Actions	Auditor Follow up notes	Date Closed

RECOMMENDATION

<input type="checkbox"/>	Recommended Proceeding With Stage 2
<input type="checkbox"/>	Not Recommend proceeding to stage 2 until objective evidence has been submitted to OTABU showing that the concerns raised by the auditor (s) have been rectified. A date for stage 2 will then be agreed. (within 60 days from this audit date)
<input type="checkbox"/>	Not Recommend proceeding without a further stage 1 Audit due to the severity of the concerns raised by the audit team

In signing this document the Audit team confirms that they have had no involvement with the company under audit in terms of consultancy, Training, direct employment etc within the last 2 years and have no other involvement (financial, shareholding or commercial) that would constitute a Conflict of Interest.

Sign Off:

OTABU Report Submission:

Name of Auditor:

Signature:

Client Acceptance for Report

Name:

Sign:

Designation:



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OHS AUDIT REPORT : STAGE 2 Surveillance Recertification Special Audit

Audit Guidance

The purpose of the stage two audit is to evaluate the effective implementation of the client's management system. As a minimum you must audit the following and your report must show clear audit evidence against these requirements.

Audit evidence is documents and records that you have seen, staff/employees that you have spoken to, part numbers or project numbers that you looked at, equipment serial numbers, activities that you observed, or any other evidence that you verify during the audit.

- Information and evidence about conformity to all requirements of the applicable management system standard or other normative document;
- Performance monitoring, measuring, reporting and reviewing against key performance objectives and targets (consistent with the expectations in the applicable management system standard or other normative document);
- The client's management system and performance as regards legal compliance;
- Operational control of the client's processes;
- Internal auditing and management review;
- Management responsibility for the client's policies;
- Links between the normative requirements, policy, performance objectives and targets (consistent with the expectations in the applicable management system standard or other normative document), any applicable legal requirements, responsibilities, competence of personnel, operations, procedures, performance data and internal audit findings and conclusions.
- A disclaimer statement indicating that auditing is based on a sampling process of the available information;

For each process audited the notes under the diagram must show that you took a process approach to the audit. Under an ISO 14001 operation process the following clauses would be typically covered:

Responsibility	Document control	Working environment
Identification and Traceability	Control of measuring and monitoring Equipments	Monitoring and measurement of product
Corrective/Preventive Action	Competence and training	Infrastructure
Control of operation and service provision/Risk Management	Preservation of product	Monitoring and measurement of processes
Control of nonconforming product	Management Review	Internal Audit



PRINCIPAL
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OHS AUDIT REPORT : STAGE 2 Surveillance Recertification Special Audit

Name of the Organization	ST. CLARET COLLEGE		
Address	P.O. Box-1355, MES Ring Road, Jalahalli, Bangalore-13		
Site Address (If any)	1/		
No. of Employees	95		
E mail id	scc@claretcollege.edu.in		
Contact Person			
Scope			
EA Code		Audit Duration Manday (S):	
Standard: ISO 45001:2018	Accreditation/Compliance:		
Exclusions			
Audit Team	Lead Auditor: Auditor/Technical Expert:	Observer: Interpreter:	
Date of Audit			
Type of Audit			
Product Standards or Statutory Requirements			



[Signature]

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OHS AUDIT REPORT :	STAGE 2	Surveillance	Recertification	Special Audit
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<u>Summary Of Audit & Observations</u>
<u>Opening meeting and audit proceedings</u>
<u>Comments on Internal audit:</u>
<u>Comments on MRM:</u>
<u>Is there any deviation from the audit plan:</u>
<u>Is there any significant issues impacting on the audit programme:</u>
<u>Is there any Significant changes, that affect the management system of the client since the last audit took place:</u>
<u>Type of audit (single, combined, joint or integrated)</u>
<u>Is the certification scope is appropriate to the organization work activities :</u>
<u>Comments on a conclusion on the appropriateness of the certification scope</u>
<u>Work process</u>
<u>Materials handled</u>
<u>Major Equipments used</u>
<u>Major consumables</u>
<u>Emissions, effluents and solid waste</u>



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OHS AUDIT REPORT :	STAGE 2	Surveillance	Recertification	Special Audit
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Closing meeting:

Sl. No.	Corrective actions requested	Category	Clause reference	Mode of closure	Agreed time frame

EXTERNAL & INTERNAL ISSUES AND SWOT ASSESSMENT

Sl. N.	SWOT	Assessment remarks
1.	Business & OH&SMS Strength	
2.	Business & OH&SMS Weakness	
3.	Opportunity for organization's business and OH&SMS	
4.	Threat to business and OH&SMS	

VERIFICATION OF RECORDS AS PER STD REQUIREMENT (C- Conformity, NC-Non Conformity, O-Observation)

OH&S MANAGEMENT SYSTEM		OK	failing	summary of objective evidence seen
have previous issues been addressed appropriately				
has there been any significant changes to the company				
INTERVIEWS				
Interviews must be completed for each role - if the same individual carried out multiple roles then complete multiple sections				
	Role to be interviewed	record the name(s) of the person and a summary of your interview (include details of the justification by the client for appointing this person in this role).		
1	The management with legal responsibility for OH&S			
2	The workers' representative(s) with responsibility for OH&S			

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OHS AUDIT REPORT :	STAGE 2	Surveillance	Recertification	Special Audit
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4.4	how has the company determined/understood the intended outcomes of the management system?			
	how has the company established, implemented and maintained the Management System?			
	how are processes and their interactions captured within the OHSMS			
	how is the company continually improving their Management System?			
5	Leadership			
5.1	how are top management:			
	taking accountability for the Management System effectiveness			
	establishing policy and objectives that are compatible with the strategic direction of the business			
	ensuring integration of the management system with the organisations business processes			
	ensuring sufficient resources are available			
	communicating the importance of the management system obligations			
	ensuring that the management system achieves the intended outcomes			
	directing and supporting persons to contribute to the effectiveness of the management system			
	promoting continual improvement			
	supporting others to demonstrate leadership in their responsible areas			
	enhancing and promoting an OH&S culture			
	protecting workers and their rights in relation to reporting issues			
	establishing and implementing consultation and participation processes			
	supporting the formation/function of H&S committees			
	record details of the Top Management Interview			
5.2	how is the policy retained as documented information			
	who from top management has established, implemented and maintains the policy			
	does the policy address a) to f)			
	how is the policy made available to interested parties			
5.3	how is the policy communicated internally			
	who from top management ensures that responsibilities and authorities are assigned and communicated			
	how are roles and responsibilities documented			



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OHS AUDIT REPORT :	STAGE 2	Surveillance	Recertification	Special Audit
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3	personnel responsible for monitoring employees' health, for example, doctors and nurses			
4	Mid-level management			
5	low level workers			
6	any contractors on-site during the audit			
4	Context of the Organisation			
4.1	how has the organisation determined those issues (external and internal) that are relevant to the purpose of the organisation in relation to the intended outcomes of the Management System?			
	what are these issues?			
	what affect do these issues have on the effective implementation of the Management System?			
	when was this determination made?			
4.2	How are workers needs and expectations considered?			
	who are the other interested parties that the organisation determined as relevant?			
	what are the relevant needs of these parties?			
	how was relevance determined?			
	how are these needs considered in relation to compliance obligations?			
4.3	what is the defined scope and boundaries of the Management System?			
	how did the organisation consider control and influence defining the scope?			
	are all activities, products and services within the scope covered by the operation of the Management System?			
	how are outsourced processes considered (ref 8.1.4.3)			
	how is the scope documented and maintained (what is the date/issue)			



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	When was the Hazards information last updated			
	What is the prescribed frequency for review, how are changes to activities addressed			
	how is design of process/work area considered			
	has the hierarchy of control been utilised (clause 8.1.2)			
	How are legal and other requirements considered			
	record samples checked			
	Does this include planned future developments, abnormal and emergency situations			
	Give details of the hazards and their risk ratings			
6.1.2.3	How does the company identify and consider OH&S Opportunities			
	how is this controlled			
	how does this link with consultation and participation activities			
	give examples of opportunities considered and of hazards eliminated			
	how does this interact with management of change (8.1.3)			
6.1.3	how has the company determined their compliance obligations, and how they apply			
	how does the company take these into account in the establishment and operation of the management system			
	how are the compliance obligations maintained as documented information			
6.1.4	what planned actions are in place to address compliance obligations			
	what planned actions are in place to address risks and opportunities			
	how does this link with emergency planning (8.2)			
	how have management system actions been integrated into business processes			
	how does the organisation evaluate the effectiveness of the planned actions			
	how has best available techniques (BAT) been considered			
6.2.1	How are measurable Objectives and Targets established and documented (link to risk assessment)			
	Have Objectives and Targets been developed at each relevant function and level within the organisation			
	Are objectives specific and targets measurable wherever practicable			



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OHS AUDIT REPORT : STAGE 2 Surveillance Recertification Special Audit

	and communicated (give examples checked)			
	who is responsible for ensuring the management system conforms to the ISO standard requirements			
	who is responsible for reporting on the performance of the management system to top management.			
5.4	how does the organisation seek worker views (consultation) and involve workers in decision making processes (participation)			
	give examples of recent consultation activities			
	give examples of recent participation activities			
	does the company recognise Union(s) - give details			
	how does the company facilitate worker representation			
6	Planning			
6.1.1	how has the organisation considered their context in the establishment of the management system			
	does the management system address the full scope as determined by the organisation			
	how has the organisation determined the intended outcomes of the management system			
	what documented processes have the organisation determined as necessary			
	how have potential undesirable events been prevented or reduced			
	what are the risks and opportunities that the organisation has determined as needing to be addressed at a higher level than hazard related risk assessment			
	how are details of the risks and opportunities (as well as processes and actions needed to address them) retained as documented information			
6.1.2.1/2	What are the criteria & methodologies for hazard identification and risks assessment used by the company			
	how is this documented			
	Does this include routine and non-routine activities			
	Does this cover all persons with access to the workplace and include consideration of the human factors arising.			
	are external hazards considered			
	how is the equipment/materials to be used considered			



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OHS AUDIT REPORT :	STAGE 2	Surveillance	Recertification	Special Audit
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	for doing so)			
	what processes exist to ensure that all workers are made aware of the potential consequences of departure from specified operating procedures?			
7.4.1	what are the processes by which the organisation communicates both internally and externally - have they determined who then need to communicate with			
	do these processes take into account compliance obligations			
	how has the organisation considered diversity aspects within their communication processes			
	how does the organisation ensure the reliability (and consistency) of information communicated			
	how does the organisation determine what a relevant communication is from an external source			
	how does the organisation respond to communications			
	what documented information is available to evidence the above			
7.4.2	how does the organisation communicate internally			
	does this include changes and enable workers to contribute to continual improvement			
	how effective are these methods (check by interview - record above)			
7.4.3	how does the organisation communicate externally			
	what external communications are required as part of compliance obligations			
7.5.1	how has the organisation documented the management system			
	what issue/revision status is the current management system			
7.5.2	how does the organisation ensure appropriate identification of documentation			
	what format is the documentation			
	how often is the documentation reviewed			
	when was the documentation last reviewed for suitability and adequacy			
7.5.3	how does the organisation ensure that the current and suitable versions of documented information are available where and when needed			
	how is the documentation protected from improper use			
	how is distribution/access controlled			



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OHS AUDIT REPORT :	STAGE 2	Surveillance	Recertification	Special Audit
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	How are objectives communicated to workers (ref interview section above)			
	Are the objectives and targets consistent with the Policy			
6.2.2	Have planned actions for achieving the objectives and targets been established			
	Who is responsible for achieving the objectives and targets at each relevant function and level within the organisation			
	Does the planned action include the means available (e.g. financial, physical or human resources) by which the organisation shall achieve its objectives and targets			
	Does the planned action have a clear timeframe which identifies what will be done or achieved by when and how			
	Does the planned action describe the methods for evaluating success or failure			
	Is the planned action amended, where relevant, to ensure that it will be applied to new development and new or modified activities, products or services			
	7	Support		
7.1	what resources have been determined by the organisation as necessary for the effective operation of the management system			
	how has this determination involved top management			
7.2	How are all training needs identified			
	How is the necessary competence for roles defined			
	Have any new persons whose work may create a significant impact upon the safety and well being of workers been deemed competent at their tasks including sub-contractors and part time workers? (give details)			
7.3	how are all employees made aware of significant hazards, OH&S risks and the actions required , actual or potential, of their work activities and the benefits of improved personal performance?			
	How are all workers made aware of their roles and responsibilities in achieving conformance with the Policy and Objectives and with the OHSMS requirements?			
	how are lessons learned from incidents communicated to workers			
	how are workers informed of their authority to remove themselves from dangerous situations (as well as their protection from consequences)			



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OHS AUDIT REPORT :	STAGE 2	Surveillance	Recertification	Special Audit
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	what is the contractor selection criteria used			
	how are the interactions between the company and contractors assessed for hazards and risks			
8.1.4.3	how are outsourced processes controlled/influenced			
	how is the level of control defined within the OHSMS			
	give examples of outsourced activities checked			
8.2	What are the potential accidents/emergencies determined by the organisation?			
	Do the procedures also focus on preventing and mitigating the impacts that may be associated with accidents or emergency situations?			
	How has first aid provision been considered (record detail of first aid kit check here)			
	Are the procedures periodically reviewed and revised where necessary?			
	Have any emergency situations been recorded? If so were the processes reviewed after the incident?			
	When were the last tests of the Processes?			
	how have the capabilities of interested parties been considered in the emergency processes (mobility, capacity etc..)			
	what training/information has been provided to relevant interested parties			
9	Performance Evaluation			
9.1.1	how does the organisation monitor, measure, analyse and evaluate performance (KPI's)?			
	what has been determined by the organisation as:			
	needed to be measured			
	methods for measurement to ensure valid results			
	criteria for measurement and suitable KPI's			
	when measurement will take place			
	the methods for evaluating success or failure			
	when results will be analysed			
	how is the documented information related to the above maintained			
	how does the data generated feed into the communications processes			
	has the data generated been used to determine the effectiveness of the MS			
	What equipment is calibrated?			
	record details of calibrations if applicable			
9.1.2	how is the periodic evaluation of compliance achieved?			
	What was the date of the last review of			



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OHS AUDIT REPORT : STAGE 2 Surveillance Recertification Special Audit

	how is storage and preservation of documented information controlled			
	how are changes to documented information managed			
	how is retention and disposition controlled			
	how is relevant documented information identified and controlled			
8	Operation			
8.1.1/2	What are the identified situations requiring documented information to have confidence that the processes will be carried out as planned (and to ensure compliance with policy and attainment of objectives and targets?)			
	During the audit were the operations and activities witnessed planned in such a way as to ensure they are carried out under specified conditions?			
	how has the company adapted work to the workers needs			
	What were the activities witnessed?			
	What processes have been established for the operations and activities, including maintenance (such as operating criteria)			
	Have documented procedures been established for all the operations and activities, including maintenance, stipulating operating criteria			
	Have documented procedures been established for goods and services used by the organisation that are related to the significant OH&S Hazards			
	What has been communicated to relevant suppliers and contractors (refer interview section above)			
	How does the company coordinate with other employers at multi-employer workplaces			
	how is design of process/work area considered			
	how has the hierarchy of control been utilised (link to 6.1.3)			
8.1.3	how is process change managed (Change Control)			
	how are unintended changes reviewed to mitigate impact (Change Control)			
	give examples of completed change management activities			
8.1.4.1	how does the company manage the procurement process for products and services?			
	give examples of where this has been implemented			
8.1.4.2	how does the company select and evaluate contractors			

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OHS AUDIT REPORT :	STAGE 2	Surveillance	Recertification	Special Audit
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	how does the company ensure that these are dealt with in a timely fashion			
	how is worker participation achieved			
	Reviewed/does analysis of non-con and are trends identified			
	Are complaints recorded/reviewed			
	Have potential implications been considered			
	Causes of issues determined?			
	Evaluations taken to prevent recurrence?			
	Potential nonconformities determined?			
	Actions to prevent nonconformities determined, communicated and implemented			
	Records available of an effectiveness review?			
10.3	how does the organisation ensure continual improvement to improve the management system and subsequently the performance of the organisation - refer to the intended outcomes of the management system (and that this is retained as documented information)			

Summary of the Audit Team

A. Stage of audit:

<input type="checkbox"/>	Initial Certification
<input type="checkbox"/>	Follow Up Audit
<input type="checkbox"/>	Surveillance Cum Transfer
<input type="checkbox"/>	Modification
<input type="checkbox"/>	Renewal
<input type="checkbox"/>	Upgrade From
<input type="checkbox"/>	Other

B. Recommendation:

<input type="checkbox"/>	Issuance of Certificate
<input type="checkbox"/>	Refusal of the Certificate
<input type="checkbox"/>	Follow Up audit
<input type="checkbox"/>	Modification of the current certificate (registration no. And expiration date remain unchanged)
	Other :

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	compliance			
	Were there any issues identified, when were they closed out			
	Are records available to confirm evaluation of compliance			
	Were all items of legislation identified by the company checked			
	how often is compliance evaluation planned to take place			
	how does the organisation maintain knowledge/understanding of it's compliance status			
9.2.1	how does the organisation plan and conduct internal audits			
	are the audits effectively planned and implemented			
9.2.2	what is the frequency of the internal audits, how is the programme determined			
	how is the scope and criteria of the audits determined			
	how does auditor selection ensure impartiality and objectivity			
	how are audit results communicated to Top Management			
	how are audit results communicated to workers' representatives/workers			
	how is documented information related to the internal audits maintained			
9.3	Are the intervals at which top management will review the Management System defined			
	What was the date of the last review			
	were the results, observations, conclusions and recommendations of the review process documented for necessary action			
	Did the review include the review of the policy, objectives and performance			
	Who conducted the review			
	Who was the Top management			
	Does the review include all items as per ISO 45001:2018 a) - g)			
	Does the review address the company's commitment to continual improvement and have appropriate conclusions been drawn			
10		Improvement		
10.1	how has the organisation implemented necessary actions to achieve the intended outcomes of the management system - refer to 6.1-6.2			
10.2	Are incidents, nonconformities documented/investigated			



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C. Reason:

<input type="checkbox"/>	The OHS system complies with the requirements of the reference standard: Congratulations, on the basis of the above summary, Lead Auditor is pleased to put forward a recommendation for issuance of certificate.
<input type="checkbox"/>	The OHS system complies with the requirements of the reference standard with exception of minor NC: Congratulations, Lead Auditor is pleased to put forward a recommendation for registration of Organization upon off-site verification of closure of all issues, the NC closure need to be submitted along with the Corrective Action Plan and objective evidence with 15 days from the stage 2 audit but not later than 60 days from the date of Stage 2 audit. If all non-conformances are not closed within 60 days, a full reassessment may be required. (Ref OTABU-F028 for Corrective Action Report)
<input type="checkbox"/>	Evidence of major non conformities: Organization is not recommended for next assessment at this time. A follow-up assessment will be scheduled to allow for on-site verification and closure of all issues within 60 days from the date of Stage 2 audit. If all non-conformances are not closed within 60 days, a full reassessment may be required. (Ref OTABU-F028 for Corrective Action Report)
<input type="checkbox"/>	Not Recommended: Organization is not recommended for certification, a Stage 2 audit will be required. To progress your application for registration, please respond to each non-conformance, with a plan showing proposed actions, timescales and responsibilities for resolution. The organization should consider the root cause of the non-conformance and the potential for related issues in other parts of your system.
Proposed Audit Date for Surveillance Audit:	

In signing this document the Audit team confirms that they have had no involvement with the company under audit in terms of consultancy, Training, direct employment etc within the last 2 years and have no other involvement (financial, shareholding or commercial) that would constitute a Conflict of Interest

Sign Off:

OTABU Report Submission:

Name of Auditor

Signature:

Client Acceptance for Report

Name:

Sign:

Designation:

DISCLAIMER STATEMENT:



[Handwritten Signature]
 PRINCIPAL
 ST. CLARE COLLEGE
 P.O. Box 1354, MES Samp Road,
 Jahalahalli, Bangalore - 560 013, India

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OHS AUDIT REPORT :	STAGE 2	Surveillance	Recertification	Special Audit
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startup

Bill From

Dutchuncle Tech Solutions Private Limited
B-358A 2nd floor R.S Tower New Ashok
Nagar New Delhi -110096
GSTIN : 07AAGCD2352K1ZN
Mob : 1165442500
Email : accounts@e-startupindia.com

Bill To

ST. CLARET COLLEGE
MES RING ROAD,JALAHALLI
VILLAGE POST BOX.NO-1355
BANGLORE PIN-560013
KARNATAKA

QUOTATION

Quotation No.

INSTQA057

Quotation Date

June 15,2021

Place of Supply : KARNATAKA

Valid Upto : June 15,2021

#	Description	Qty	Rate	Value	Tax Rate	Tax	Total
1	ISO CERTIFICATION 9001:2015 IAS OTABU HSN/SAC : 998214	1	10000	10000	18%	1800.00	11800.00

Subtotal ₹ 10000.00

IGST @ 18% ₹ 1800.00

Total ₹ 11800.00

In Words : Eleven Thousands Eight Hundred Rupees. Only

Customer Signature

For Dutchuncle Tech Solutions Private Limited

Bank Detail

Account Number: 201002217407

Account Holder Name : DUTCHUNCLE TECH SOLUTIONS PRIVATE LIMITED

IFSC : INDB0000730



startup

Bill From

Dutchuncle Tech Solutions Private Limited
B-358A 2nd floor R.S Tower New Ashok
Nagar New Delhi -110096
GSTIN : 07AAGCD2352K1ZN
Mob : 1165442500
Email : accounts@e-startupindia.com

Bill To

ST. CLARET COLLEGE
MES RING ROAD, JALAHALLI
VILLAGE POST BOX NO-1355
BANGLORE PIN-560013
KARNATAKA

INVOICE**Invoice No.**

21-22/0405

Invoice Date

June 19, 2021

Place of Supply : KARNATAKA**Due Terms :** Due on receipt

#	Description	Qty	Rate	Value	Tax Rate	Tax	Total
1	ISO CERTIFICATION 9001:2015 IAS OTABU HSN SAC : 998214	1	10000	10000	18%	1800.00	11800.00

Subtotal ₹ 10000.00

IGST @ 18% ₹ 1800.00

Total ₹ 11800.00

Paid ₹ 11800.00

Balance Due ₹ 0.00

Customer Signature

For Dutchuncle Tech Solutions Private Limited

Bank Detail

Account Number: 201002217407

Account Holder Name : DUTCHUNCLE TECH SOLUTIONS PRIVATE LIMITED

IFSC : INDB0000730



iso certification

Mail

Inbox

1,759

Starred

Snoring

Chat



No conversations

Discussion

Rooms



No rooms

Centistes are found in various

Meet

New meeting

My meetings

ISO 9001:2015 Audit Pack

External

tribe 30



Tarun Thapliyal <Tarun@e-startupindia.com>
to me

Dear Sir,

Please find the attached files. Do sign & stamp on-page and send it

Note:- Please mention 2 or 3 employees details & in AND out time or

Best Wishes

Tarun Thapliyal

Business Advisor

☎ 07217885404

Connect me on [WhatsApp](#)

 startup





iso certification

Mail

Inbox 1,289

Starred

Snoozed

Chat



No conversations

Create a new conversation

Rooms



No rooms

Create or find a room

Meet

New meeting

My meetings

9 Attachments



1 Certification Agr...



80 OHS Stage 1 Re.



3 Application form...



90 OHS Audit Repo.

