

CHECKLIST FOR ISO 9001-2015 CERTIFICATION

Sl.No	Facilities	Yes/No	Remarks
1. Facilities For Public (Boards & Amenities)			
1	Front Office Counter Board		
2	Office Timings Board		
3	Notice Board		
4	Services Board (Citizen Charter)		
5	Right To Information Act Board		
6	Vigilance and Anti-Corruption Board		
7	Grievance handling Board		
8	Meeting Board		
9	Complaint Box		
10	Complaint Register		
11	Staff Attendance Board		
12	Elected Representative Board		
13	Sign Boards		
14	Seating & Writing Facilities		
15	Stationary		
16	Toilet Facilities separate for Gents and Ladies		
17	Ramp		
18	Drinking water		
19	Baby Feeding Room		
20	First Aid Box		
21	No Smoking, No Tobacco, No Spitting Board		
22	Check List for Services		
23	Information Directory		
24	Map of the Local Body		
25	Quality Policy Board		
26	All statutory Boards as per Government Direction		
2. Facilities For Staff			
1	Name and Designation Boards		
2	Visitor's Diary		
3	Computers		
4	Printers		
5	Xerox Machine		
6	Separate Cabin for BDO/Higher Official		
7	Proper Lighting and ventilation		
3. Record Management			
1	Record Sorting		
2	Record Setting		
3	Record Standardisation		
4	Record Index Register		
5	Record Digitalisation		
6	Record Keeper (Office Order)		
7	Record Movement Register		
8	Rodent And Pest Control Measures		
9	Record Retention Schedule (Office Management Manual)		

4. Infrastructure and Housekeeping			
1	Office Cleanliness		
2	Office Surrounding Cleanliness		
3	Movable Asset Coding		
4	Movable Asset Register		
5	Fire Extinguisher		
6	Beautification (Carpet, Painting, Curtain..etc)		
5. ISO Files (Documentation)			
1	Citizen Survey		
2	Citizen Survey Report		
3	Master List Of Registers		
4	Analysis of Citizen feedback form		
5	Quality Circle Guidelines & Minutes		
6	Training Needs		
7	Training Plan		
8	Training Register		
9	Training Feedback Forms		
10	List of Suppliers		
11	Supplier assessment Sheet		
11	Analysis of Quality Objectives		
12	Internal Audit Files		
13	Management Review		
14	Quality Policy		
15	Quality Manual		
16	Procedure Manual		