



EDUCATION IS DEDICATION

# SAHRDAYA

COLLEGE OF ENGINEERING & TECHNOLOGY

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## Duties and responsibilities of the ISO Committee

1. **Quality Management System (QMS) Implementation:**
  - Develop, implement, and maintain a QMS in accordance with the ISO 9001:2015 standard.
  - Ensure that all relevant departments and personnel are aware of and adhere to the QMS procedures and requirements.
2. **Documentation and Records:**
  - Create and maintain the necessary documentation, including quality manuals, procedures, work instructions, and records, as per ISO 9001:2015 standards.
  - Ensure the accuracy, accessibility, and confidentiality of quality records.
3. **Risk-Based Thinking:**
  - Incorporate risk-based thinking into the QMS to identify, assess, and mitigate risks and opportunities that could affect product/service quality and organizational performance.
4. **Process Management:**
  - Define, document, and continuously improve key processes within the organization.
  - Monitor and measure process performance, making adjustments as necessary to achieve desired outcomes.
5. **Auditing and Assessment:**
  - Plan and conduct internal audits to evaluate the effectiveness of the QMS.
  - Ensure compliance with ISO 9001:2015 standards and identify areas for improvement.
6. **Management Review:**
  - Facilitate regular management reviews to assess the QMS's performance, identify opportunities for improvement, and make strategic decisions.
  - Ensure that management reviews are documented and recorded.
7. **Continuous Improvement:**
  - Promote a culture of continuous improvement within the organization.
  - Use data-driven approaches to identify areas for improvement and implement corrective and preventive actions (CAPAs).
8. **Training and Awareness:**
  - Provide training and awareness programs to educate employees about the QMS and ISO 9001:2015 requirements.
  - Ensure that employees understand their roles and responsibilities within the QMS.
9. **Compliance and Certification:**
  - Monitor and ensure ongoing compliance with ISO 9001:2015 standards.
  - Prepare for and facilitate external audits by certification bodies, if applicable.

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ISO 9001:2015 Certified.



**10. Communication and Reporting:**

- Communicate the status and effectiveness of the QMS to senior management and relevant stakeholders.
- Report on key performance indicators and quality objectives.

**11. Customer Focus:**

- Ensure that the QMS is aligned with customer requirements and expectations.
- Gather and analyse customer feedback and use it to drive improvements.

**12. Supplier and Vendor Management:**

- Establish and maintain relationships with suppliers and vendors who are critical to the QMS.
- Evaluate supplier performance and ensure their compliance with quality standards.

**13. Emergency Response and Contingency Planning:**

- Develop and maintain plans for emergency response and contingency to address situations that may impact product/service quality or disrupt operations.

**14. Legal and Regulatory Compliance:**

- Stay informed about relevant laws, regulations, and standards affecting the organization's products or services.
- Ensure that the QMS remains in compliance with applicable legal and regulatory requirements.

**15. Documentation of Nonconformities:**

- Document and investigate instances of nonconformity and take appropriate corrective actions to prevent recurrence.



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