



CENTRAL POLLUTION CONTROL BOARD, DELHI
Parivesh Bhawan, East Arjun Nagar, Delhi-110 032
(CPCB-Quality Cell)

Dated: 22nd November, 2018

F. No-A-11018/02/Office Order/2018/QC-NABL/1587

REVISED OFFICE ORDER

Sub: Internal Audit of CPCB, Central Laboratories, Headquarters, Delhi

In continuation of earlier Officer Order even no. dated 06th November, 2018, the Internal Audit for the Central Laboratories, CPCB is re-scheduled for the year 2018 as per NABL requirements. Now it has been decided to conduct internal audit of Central Laboratories of CPCB, Delhi during 18th-19th December, 2018. The following team of internal auditors is given below:

Schedule for Internal Audit of Central Laboratories

S. No.	Laboratory/Area	Date of Internal Audit	Team of Auditors
1)	Air Lab + Air Monitoring Station	18 th -19 th December, 2018	Sh. N.C. Durgapal Scientist 'E' (Team Leader) Mr. B. K. Jena. Scientist 'B'
2)	Bio Science Laboratory	18 th -19 th December, 2018	Sh. G. K. Ahuja, Scientist 'D' Mrs. B. Sasi Devi, SSA
3)	Instrumentation Laboratory	18 th -19 th December, 2018	Sh. V. K. Shukla, Scientist 'D' Sh. R. C. Rajput. Scientist 'B'
4)	Management System	18 th -19 th December, 2018	Sh. Sanjay Kumar, Scientist 'D' Mrs. Gargi Gurtu, SSA
5)	National Reference Trace Organic Laboratory	18 th -19 th December, 2018	Mrs. Namita Mishra Scientist 'C' Sh. Vinay Upadhyay. Scientist 'B'
6)	Water & Wastewater Laboratory	18 th -19 th December, 2018	Dr. R. C. Srivastava Scientist 'D' Dr. Yogita Kharayat Scientist 'B'

The Internal Auditors are required to conduct both horizontal and vertical assessment as per requirement of ISO/IEC 17025:2005. The following technical and system requirements may be taken into consideration during the Internal Audit:

1. Internal Quality Control (IQC) plans, participation in inter-laboratory comparison/proficiency test programme (ILC-PT Participation), calculations and data transfer, Reference & Span gas materials, handling of test items, quality assurance i.e. follow-up/test witness, test reports including risk management & feedback from customer, etc. should be specially looked by Internal Auditors.
2. The technical requirements as per standards such as Manpower at supervisory & testing level/ Accommodation and Environmental Conditions/Training/Job Responsibility & Authorization/Root-cause Analysis/Estimation of Uncertainty Measurement/ Validation of Methods / Sampling Plan & Procedures/Replicate Analysis/ Intermediate

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- Checks/Test Specifications-Test Methods/Equipment's & Equipment Calibrations/ Scope of Accreditation/Customer Complaints/Calibration/Test & Calibration Methods and Method Validation/Master List/Updation of Documentation/Purchase, Services & Supplies/ Use of CRM/Test Reports and Calibration Certificates/Reporting the Results/ Amendments to Test Reports and Calibration Certificates/Continual Improvement/ etc.
3. The Internal Auditors shall debrief the In-Charges, Laboratory & Quality Manager on the findings of Internal Audit at the end of each day.
 4. All the Divisional Heads & Laboratory In-Charges are requested to start preparedness for Internal Audit well in advance.
 5. All the laboratory In-Charges and staff are requested to be present in the laboratory and cooperate with the Internal Auditors during the Internal Audit.
 6. Laboratory staff will not be allowed for any kind of leave during the period of Internal Audit, except in case of exigency.

This is being issued with the approval of the Competent Authority, CPCB


22/11/2018

(Dr. Sanjeev Agrawal),
Additional Director, Divisional Head
In-Charge Biosc. (BTM) Labs &
Quality Manager-Quality Cell, CPCB

To,

- 1) All Internal Auditors by Name: - *MUS SAKI DEVI, SSA*
- 2) All laboratory In-Charges, HQ, Delhi: for information and necessary action please.
 - i) Divisional Head & In-Charge, Air Laboratory;
 - ii) Divisional Head & In-Charge, Bioscience Laboratory
 - iii) Divisional Head & In-Charge, Instrumentation Laboratory
 - iv) Divisional Head & In-Charge, National Reference Trace Organic Laboratory
 - v) Divisional Head & In-Charge, Water & Waste water Laboratory

C.C.:

- 1) PS to MS: For kind information please
- 2) PS to CCB: For kind information please
- 3) PR Division: For Booking of Conference Hall (IInd Floor) on 18th-19th December, 2018
- 4) D.H. & In-Charge I.T. Division: To upload the revised Office Order and withdrawn the old Office Order from the CPCB Website.
- 5) Office Order File, Quality Cell (NABL)


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