



QUALITY REGISTRAR SYSTEMS

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CORRECTIVE & PREVENTIVE ACTION REQUEST FORM

Form

COMPANY	LEAD CONSULT ENVIRONMENTAL AND CIVIL LLC
AUDITEE NAME	Ms. Hannah - Administrative
AUDIT DATE	11 May 2026
AUDIT TYPE	☐ Initial Audit ☐ Surveillance ☒ Re-Assessment ☐ Other
STANDARDS	9001:2015

S#	TYPE OF FINDING (NCR, OBS)	NCR/OBS STATEMENT	CRITERIA'S CLAUSE	PROPOSED CORRECTIVE ACTION	Status
1.	Minor	Roles, responsibilities & authorities: During audit it has been noticed that job description of staff was not available at the time of audit.	Clause 5.3 – QMS		Open
2.	Minor	Competence: During Audit it was noticed that Organization has no properly trained (Competent) Person relevant to QMS Management System (ISO 9001: 2015) awareness and Internal Auditing as no objective evidence found.	Clause 7.2 – QMS		Open
3.	Minor	Internal Audit: The Internal Audit for the requirements of QMS (ISO 9001:2015) were conducted, however last Internal audit is still pending.	Clause 9.2 - QMS		Open
4.	Minor	Management Review: During the audit, it was verified sensitive meeting record like MRM with regards to QHSE was not provided however procedure is implemented.	Clause 9.3 – QMS		Open

S#	TYPE OF FINDING (NCR, OBS)	NCR/OBS STATEMENT	CRITERIA'S CLAUSE	PROPOSED CORRECTIVE ACTION	Status
5.	Minor	Control of externally provided processes, products and services: The Organization needs to determine and apply criteria for the evaluation, selection, monitoring of performance, and re-evaluation of external providers as per standard requirement.	Clause 8.4 – QMS		Open
6.	Minor	Customer Satisfaction: During audit it has been observed that, the records for customer feedback to monitor the degree of customer perceptions were not available during the audit.	Clause 9.1.2 – QMS		Open

Auditor Signature:	ibrahim a	Auditee Signature:	Ms. Hannah
Date:	11 May 2026	Date:	
Verification Comments of Auditor:			Signature:

Upon receiving the NCS, please share the supporting evidence to this email address for NC closure. mkt1@qrs.ae.

VERIFICATION COMMENTS OF AUDITOR

NC-QRS-001559 · 1 finding closed · Ms. Hannah - Administrative

#	EVIDENCE	TYPE	CLAUSE	DOCUMENT RECEIVED	RESULT
06	ssads	Minor	Clause 9.1.2 – QMS	sasda	✓ Accepted

VERIFICATION BY AUDITOR:

all doc verified

AUDITOR NAME & SIGNATURE

ibrahim a

QRS Lead Auditor · ibrahim a

DATE OF CLOSURE

03 Jun 2026

