On satisfactory compliance to observations, if any, made during Stage-1 audit, audit plan shall be prepared and Stage–2 audit is conducted at sites selected as per an audit plan. The audit shall be conducted as per the procedure P6.4-01. The audit report shall be submitted as per the format MScF7.1-04.Any deficiency/non-conformityduring audit will be processed as per MSC-P6.4-01.An Audit Team from BIS shall carryout Stage-II Audit to evaluate the implementation, including effectiveness, of the organization's management system complying with the requirements of relevant standard, processes, procedures and activities enumerated in the documented ManagementSystemasestablished.

The Stage 2 audit is often referred to as the' certification audit'. During a Stage 2 audit, the auditor will conduct a thorough assessment to establish whether the organisation's Management Systems is compliant with the relevant standard and seek evidence that the organization is following the documentation (context of the organization, expectations of stakeholders, scope, boundaries policies, procedures, etc.) in practice. The auditor (or auditors) will review their audit checklists and provide feedback to the client regarding any nonconformities. The Stage-II Audit shall comprise the following:

a) **Opening Meeting**-This meeting shall be conducted by the leader of the BIS audit team in which the organization's top management, the management representative and Heads of all departments being audited are expected to be present. The purpose of an opening meeting is to confirm the audit plan; provide a short summary of how the audit activities will be undertaken; confirm communication channels; and to provide an opportunity for the auditee to seek clarification on any related issue.

b) **Conduct of Audit**–The audit shall be carried by team members as per the audit plan. Each auditor may be accompanied by a guide who is conversant with the activities of the department(s)/function(s) the auditor is auditing. Observations recorded by the auditors shall be signed by the guide as a token of acceptance, if desired by the auditor.

[23]

- ➢ All relevant documented information that evidences the management system's conformity with all the standard's requirements.
- ➢ Key performance objective and targets, looking at performance monitoring, measuring and reporting
- ➢ Evaluation of internal audits, management review and management responsibility for the organization's policies
- ➢ All relevant processes, looking at operational control and the ability to carry them out as planned

c) **Handling of Non-Conformities** – The non-conformities observed, if any during the audit shall be handed over to the auditee and shall be signed by auditee as a token of acceptance. The applicant shall carryout root cause analysis of the non-conformity and take correction and corrective action in a fixed time frame and subsequently verified by the auditor

d) **Closing Meeting** All the members present in the opening meeting should preferably be present in the closing meeting, when the audit team will present its findings to the applicant.

Audit team leader will present the audit findings and recommendations of the audit team regarding the grant of license during the closing meeting. A formal report will be submitted to the applicant by the audit team leader. BIS will seek feedback on the conduct of the audit from the applicant

e) Audit may be withdrawn in case of emergency situation, health emergency of audit team members, noncooperation by auditees etc as given in chapter 19.

2.0. References:
1. MSC-P6.2-01-Procedure for Stage–1 Audit
2. MSC-P6.4-01–Procedure for conduct of audits
3. MSC-G6.2-01–Guidelines for timescale estimation for audits
4. MSC-G6.2-03–Guidelines for audit of multi-site units
5. MSC-G6.3-01–Guidelines for selection of audit team
6. MSC-G6.3-02– Guidelines for roles and responsibilities of auditing personnel Interactive Forms for time Estimation