

# ISO 9001:2015 Self-Assessment Checklist

## National Highway Authority (NHA)

<b>Name of the Respondent:</b>				<b>Designation:</b>			<b>Academic Qualification:</b>		
<b>Age:</b>		<b>Total Experience (Years):</b>		<b>Experience in NHA (No. of years)</b>		<b>Department</b>		<b>Date:</b>	
<b>Email</b>				<b>Whatsapp No.</b>			<b>Cell No.</b>		

Sr.#	Questions	Y	N	NA	Remarks
1.	Functions of the department are prescribed? If yes, attach a latest copy of it.				
2.	Departmental organogram/organization chart available? If yes, attach a latest copy of it.				
3.	Do the departments have standard operating procedures (SOP) of every process? If yes, attach copies.				
4.	Do the departments have a defined mechanism of regular review of SOPs? When was the last review taken place?				
5.	Job descriptions (JD) of every post available? If yes, attach copies.				
6.	Do the department have a defined mechanism of regular review of JDs? When was the last review taken place?				
7.	Has the department established improvement objectives at relevant functions and levels on regular basis? If yes, provide objective evidence.				
8.	Does the department monitor objectives?				
9.	Whether the sanitation facilities for basic human needs are adequately maintained and monitored for hygiene?				
10.	Safe drinking water facilities available for the management and staff?				

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11.	Periodic testing of quality of drinking water carried out? If yes, attach copies of the water testing reports?				
12.	Does the department has internal auditing mechanism for system improvement? If yes, provide the SOP of internal auditing?				
13.	When was the last internal audit for system improvement conducted?				
14.	Does the top management review the “system” for its improvement on planned intervals?				
15.	What opportunities for improvement and changes to the management system have been identified as a result of management reviews?				
16.	What records are maintained of management reviews?				
17.	Does the department has a complete list of records?				