



NATIONAL HIGHWAY AUTHORITY

Quality Assurance Cell

Dir (ISO)/NHA/QA Cell/22/290

March 25, 2022

Director (Establishment)
National Highway Authority, HQ
Islamabad

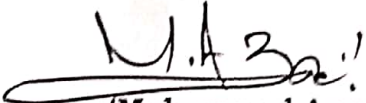
Sub: ANNUAL EXTERNAL SURVEILLANCE AUDIT-2022 OF NHA FOR RETENTION AND MAINTAINING OF ISO 9001:2015 CERTIFICATION

The Annual Surveillance Audit for ISO 9001:2015 certification of NHA will be performed by external auditors **from 7th April, 2022 to 8th April, 2022 (Two Days)**. The External auditors will visit different departments of HQ to assess the level of implementation according to the requirements of ISO 9001:2015 Standard. The following items are to be ensured in HQ before auditor's visit:-

1.	Emergency Exits in Building	11.	Data backup of CCTV
2.	Evacuation drills with its schedule & Assembly Point	12.	Firefighting Equipment & Alarms
3.	Name Tag on all offices/doors	13.	Firefighting training & drill
4.	First Aid kit	14.	Security of vehicle's parking gate
5.	Washrooms to be cleaned & checklist displayed	15.	Parking of Vehicles
6.	Hygienic food cafeteria & display of menu, recipes, food standard, hygienic staff.	16.	Driver's Health & Fitness Certificate
7.	Clean & arranged Library	17.	Vehicle's Fitness Certificate & Log books must be updated
8.	Disposal of obsolete & discarded items	18.	Safe drinking water facility
9.	Proper electrification & networking in offices (No loose/hanging wires)	19.	Lift maintenance record/Tag on lift for number of persons
10.	Properly maintained Day Care		

02. In view of the above, it is requested to ensure the completion of all task mentioned above before 1st April, 2022.

03. This is issued with the approval of the Member (Admn) NHA, HQ.


(Muhammad Azam)
GM (ISO & QMS)

Copy for Information

- All Members HQs
- SPS to Chairman NHA