



# TQ SERVICES

PROCEDURE NO. : **CBP- 24**

## TQ SERVICES PROCEDURE

REV.NO. 00

DATE: 01.07.2020

### Updating Information in Website

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### PROCEDURE for UPDATING INFORMATION IN WEBSITE

REV. NO.	DATE	BRIEF RECORD OF REVISIONS
00	01.07.2020	First issue

PREPARED BY : AGM – QA

APPROVED BY : CHIEF OF CERTIFICATION

SIGNATURE :

SIGNATURE :

NAME : B. Venugopal

NAME : Sampat Suri



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#### 1.0 OBJECTIVE

To establish a procedure for updating the directory and other documents in website once in three months.

#### 2.0 SCOPE

The procedure includes updating the directory and other documents in Tata Projects Limited Website

#### 3.0 RESPONSIBILITY

3.1 Scheme Owner is responsible for updating the directory in Website and uploading revised procedures, formats and other documents.

#### 4.0 PROCEDURE

4.1 The Scheme Incharge is responsible for identifying, updating required documents in website.

The documents include the following:

- a. audit processes;
- b. processes for granting, refusing, maintaining, renewing, suspending, restoring or withdrawing certification or expanding or reducing the scope of certification
- c. types of management systems and certification schemes in which it operates;
- d. the use of the certification body's name and certification mark or logo;
- e. processes for handling requests for information, complaints and appeals;
- f. policy on impartiality
- g. Client Directory

Scheme Incharge shall identify all the Procedures that are applicable to the certification schemes in which TQ Services operates

Scheme Incharge shall review and ensures updated Procedures and other documents are sent to the concerned team for updating in Website once in a quarter or earlier when required urgently

#### 5.0 REFERENCES

QMC 8.0-Information Requirements