

List of Desktop Assessment (DA) Evidences

SN	Parameter no.	Evidence	Description
1	C1	4-5 photos of shop floor	Shop floor is the work area where the manufacturing process is undertaken. You may upload a few photographs of these areas/stores.
2	A2	Corrective Action taken Report	Corrective Action Report : A report generated after conducting Root Cause Analysis (RCA) i.e. the analysis of the main cause of a defect/incidence and taking an action in a way that the same problem does not repeat. You may upload a sample report of actual incidence.
3	A3	Photos showing automation for e.g. Pictures of alarms/trips, etc. on machines	Automation refers to any methods or devices or tools used to automate or simplify work to improve quality & productivity. You may upload a few photographs of any such automation in your organization.
4	A5	Safety policy	Safety Policy is a document that provides a direction to the organization on how it should address overall safety aspects of the organization along with the scope of coverage. You may upload the safety policy of your organization, if existing.
5	A5	Pictures of Safety equipment	Safety Equipment are the devices or equipment for addressing safety hazards. E.g. fire extinguishers, smoke detectors & alarms etc. You may upload a few photographs of any such equipment or device installed in your organization.
6	B2	Sample supplier rating	Supplier Rating is a process to evaluate the performance of the suppliers/vendors on identified criteria. You may upload a few rating forms or the summary of supplier ratings.
7	C2	Photos of visual display boards at shop floor	Display boards are the visual board to display goals, targets and performance metrics so that the work could be managed effectively on day to day basis. You may upload photographs of such boards if installed & used.
8	C3	Preventive maintenance plan/schedule	Preventive maintenance helps to improve the reliability & life cycle of the machines & equipment. A preventive maintenance plan is prepared & followed to ensure that all the machines & equipment are timely & proactively serviced to prevent unscheduled break-down. You may upload the maintenance schedule or plan of your machines & equipment.
9	K2	3-4 photos of Raw Material (RM) and Finished Goods (FG) stores	Raw material stores is an area or enclosure where raw materials are stored. Similarly, Finished Goods stores is an area or enclosure where Finished Goods are are stored. You may upload a few photographs of these areas/stores.
10	F2	Consent from Pollution Control Board (for Red, Orange & Green categories)/Letter of intimation (for White Category), as applicable	To operate any manufacturing unit, a consent from Pollution Control Board is required (for the units falling under Red, Orange & Green Categories). The units falling under white category need to provide an intimation to the pollution control board regarding their operations. You are required to upload the consent obtained (all pages) or

			the acknowledged intimation letter, as applicable to your organization.
11	F2	Recent test reports (water/air/noise) of environment parameters, as applicable	As applicable, according to the consent from Pollution Control Board, the unit needs to conduct periodic testing of emissions, effluents & noise from authorized labs and obtain the test reports. You may upload the recent test reports.
12	F2	3-4 photos of ETP or other initiatives to control air, water or hazardous waste, as applicable	To control pollution an organization, depending on the type of processes & as required by the consent, needs to install various equipment, devices or infrastructure. These include Effluent Treatment Plant (ETP), Scrubbers, etc. You may upload a few photographs of any such equipment or device installed in your organization.
13	F3	Energy consumption trend over last 3 years	Energy conservation & efficiency help an organization to save revenue and enhance profits. Recording & measuring the savings in energy consumption over a period of time forms the trend. You may upload the trends or summary of energy consumption & savings over past 3 years
14	F3	2-3 photos of energy saving devices	Several devices can be used for energy saving & these include devices or equipment like VFD, LED lights, Solar Panel, etc.
15	F4	2-3 photos of rain water harvesting or other initiatives for natural resource conservation etc.	Several methods or initiatives may be undertaken for natural resource conservation like installing rain water harvesting system, using more efficient taps, optimizing use of raw material etc. You may upload a few photographs of any such equipment or device installed in your organization.
16	L-1	Training calendar/skills matrix	Training calendar is usually an annual schedule of trainings to be conducted for the employees of the organization. A Skills Matrix is a table that displays people's proficiency in specified skills and knowledge. You may upload training calendar, training certificates or skills matrix as available.
17	L-2	Sample reports/2-3 photos of Kaizen, QCs/improvement activities by employees	Employees in an organization may be involved in several ways. Some of these are Kaizen or Quality Circle activities, suggestion scheme, rewards & recognition etc. You may upload photographs of these activities/events.
19	O2	No. of defects and rejections (internal)	You are required to upload the summary /trends of defects and rejections recorded over past 3 years
20	O1	Trends of Customer returns/ rejections during last 3 years	You are required to upload the summary /trends of Customer returns/ rejections recorded over past 3 years
21	P2	Value of Scrap over past 3 years	Scrap can be of 3 broad types, namely: (1) raw material scrap (2) process scrap (3) finished goods scrap. You are required to upload the value of scrap over past 3 years.

22	R1	Revenue Turnover of past 3 years	Revenue Turnover refers to the income that an organization makes during a particular financial year. You are required to upload the Revenue turnover of past 3 years
	R2	Operating Profit of past 3 years	Operating Profit refers to the Gross Profit Margin of the organization. You are required to upload the gross profit margins of past 3 years.
23	A2	Sample Process Capability (Cpk) calculation/Run chart, etc.	The process capability is a statistical measure of the ability of a process to produce output as per the product specifications. You may upload the calculations of a few processes or the run charts (a line graph of data plotted over time).
24	E2	Trend of on-time delivery	You are required to upload the summary /trends of delivery of goods to your customers for past 3 years.
25	O3	Recent customer feedback summary	Customer feedback helps the organization to understand how happy their customers are and also helps in improving its processes. You are required to upload the summary of customer feedback.