

Name of the Organization : Lallans Sports Goods Manufacturers (Pvt) Ltd
Assessment site : Industrial Zone, stage II, Paradise, Kuruwita
Type of audit : Stage I
Applicable standard : ISO 9001:2015
Scope : Manufacturing of sports goods
Objective : To determine readiness & Compliance of the QMS with the requirements of ISO 9001:2015
Dates of audit : 2017- 09- 07

<u>Name</u>	<u>Position</u>
D.N.S.Kuruppumullage (DNSK)	Team Leader

0900 h – 0930 h- Review of documents
 0930 h – 0945 h- Opening meeting
 0945 h – 1000 h- Tea Break
 1000 h – 1100 h- Brief visit to the site

Time	Management/HR
1100 h -1230 h	Understanding the Organization and its context (4.1) Understanding the needs and expectation of interest parties (4.2) Determining the scope of QMS (4.3) QMS and its Processes (4.4) Resources (7.1) General (7.1.1) People (7.1.2) Infrastructure (7.1.3) Environment for the operation of processes (7.1.4) Monitoring & measuring recourses (7.1.5) Organizational knowledge (7.1.6)
	DNSK
1230 h – 1300 h	Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2) Organizational roles, responsibilities and authorities (5.3) Competence (7.2) Awareness (7.3) Communication (7.4) Documented information (7.5) Monitoring, measurement, analysis and evaluation (9.1)
	DNSK
1300 h – 1345 h	LUNCH
	Management /Sales
1345 h – 1500 h	Actions to address risk & Opportunities (6.1) Quality objectives & Planning to achieve them (6.2) Planning of changes (6.3) General (9.1.1) Customer satisfaction (9.1.2) Analysis and evaluation (9.1.3) Internal Audit (9.2) Management Review (9.3)
	DNSK

1500 h– 1630 h	Management/Process
	Operational planning & control (8.1) Requirements for products & services (8.2) Design & Development of products & Services (8.3) Control of externally provided processes, products & Services (8.4) Production & service provision (8.5) Release of products & services (8.6) Control of nonconforming outputs (8.7) General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3)
	DNSK

1630 h - 1645 h Auditors' review

1645 h - 1715 h Closing meeting (Confirmation of scope/ Use of logo/ Handing over of report)