



INDEXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN STAGE I- QMS

Name of the organization: Quick Grow Natural Products
Assessment site Kandegedara, Wewagama.
Type of audit Stage I
Applicable standard ISO 9001 : 2015
Scope Activities pertaining to Manufacturing of Coir Fibre Pith Substrate based products
Objective: To determine compliance of the QMS with the requirements of ISO 9001.2015
Date of Audit 2018-10-13

Audit Team

<u>Name</u>	<u>Position</u>
Mr. D. N. S. Kuruppumullage(DNSK)	Team Leader
Ms. Mihiri Fernando (MF)	Team Member

0930 h - 1000 h - Opening meeting
 1000 h - 1030 h - Review of documents
 1030 h - 1045 h - Tea Break

Time	Management	Management/HR
1045 h - 1200 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	MF
1200 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	MF
1300 h - 1345 h	LUNCH	
1345 h - 1500 h	Management Actions to address risk & Opportunities (6.1) Quality objectives & Planning to achieve them (6.2) Planning of changes (6.3)	Sales/Management General (9.1.1) Customer satisfaction (9.1.2) Analysis and evaluation (9.1.3) Internal Audit (9.2) Management Review (9.3)
	DNSK	MF
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)	Management/Process General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3)
	DNSK	MF

1630 h - 1700 h Auditors' review
 1700 h - 1730 h Closing meeting (Confirmation of Scope/ Acknowledgement of NCRs/ Use of logo/ Handing over of report)

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Reviewed and approved by : Director

Issued by : Management Representative

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