

**INDEXPO CERTIFICATION LIMITED  
MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
AUDIT PLAN STAGE II- QMS**

**Name of the organization:** Quick Grow Natural Products  
**Assessment site** Kandegedara, Wewagama  
**Type of audit** Stage II  
**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** 2018-10-30

**Audit Team**

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

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

Time	Management/MR	Management/HR	Management/Process
-1045 h – 1300 h	Understanding the Organization and its context (4 1)	Resources (7 1) General (7 1 1) People (7 1 2) Infrastructure (7 1 3) Environment for the operation of processes (7 1 4)	Organizational knowledge (7 1 6)
	Understanding the needs and expectation of interest parties (4 2)		
	Determining the scope of QMS (4 3)		
	QMS and its Processes (4 4)		
	DNSK	II	MF
1300 h – 1400 h	<b>Management</b>	<b>Management/HR</b>	<b>Management/HR</b>
	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	II	MF
1400 h – 1430 h	LUNCH		
1430 h – 1530 h	<b>Management</b>	<b>Management</b>	<b>Management/Sales</b>
	Actions to address risk & Opportunities (6 1) Quality objectives & Planning to achieve them (6 2) Planning of changes (6 3) Monitoring & measuring recourses (7 1 5)	General (9 1 1) Management Review (9 3)	Internal Audit (9 2) Customer satisfaction (9 1 2) Analysis and evaluation (9 1 3)
	DNSK	II	MF
1530 h – 1630 h	<b>Management/ /Process</b>	<b>Management/ /Process</b>	<b>Process</b>
	Operational planning & control (8 1) Requirements for products &	General (10 1) Nonconformity and corrective action (10 2)	Control of externally provided processes, products & Services (8 4)

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	services (8 2) Design & Development of products & Services (8 3)	Continual improvements (10 3)	Production & service provision (8 5) Release of products & services (8 6) Control of nonconforming outputs (8 7)
	DNSK	II	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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