



**INDEXPO CERTIFICATION LIMITED  
MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
AUDIT PLAN SURVEILLANCE- QMS**

**Name of the organization:** Quick Grow Natural Products  
**Assessment site:** Kandegedara, Wewagama.  
**Type of audit:** Surveillance I  
**Applicable standard:** ISO 9001 : 2015  
**Scope:** Activities pertaining to Manufacturing of Coir Fibre Pith Substrate based products.

**Objective:** To determine compliance & effectiveness of the QMS with the requirements of ISO 9001:2015  
**Date of audit:** 2019-12-11

**Audit Team  
Name**

**Position**

Mr. Isuru Ilangakoon (II) Team Leader

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

Time	Management/HR
1045 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)
	II
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)
	II
1300 h – 1345 h	LUNCH
	Management /Sales

Doc. No. : QP-11-PL-04

Issue No. : 02

Issue Date : 2017-03-21

Revision No: 00

Revision Date: --

Reviewed and approved by : Director

Issued by : Management Representative

**INDEXPO CERTIFICATION LIMITED  
MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
AUDIT PLAN SURVEILLANCE- QMS**

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)
II	
1500 h – 1630 h	<p align="center"><b>Management/Process</b></p> 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)
II	

1630 h -1645 h Auditors' review  
 1645 h – 1715 h Closing meeting (Confirmation of Scope/ Use of logo/ Handing over of report)

Doc. No. : QP-11-PL-04

Issue No. : 02

Issue Date : 2017-03-21

Revision No: 00

Revision Date: --

Reviewed and approved by : Director

Issued by : Management Representative