



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

Name of the Organization : Torento Engineering (Pvt) Ltd
Assessment site : No 2/A, Weboda East, Weboda.
Type of audit : Surveillance II
Applicable standard : ISO 9001:2015
Scope : Activities pertaining to Manufacturing of Industrial machines.
Objective : To determine compliance of the QMS with the requirements of ISO 9001:2015
Dates of audit : 2020-12-22

Audit Criteria : ISO 19011:2018, other applicable regulatory requirements.

Audit Team

<u>Name</u>	<u>Position</u>
Mr. D.N.S. Kuruppumullage (DNSK)	Team Leader
Ms. Chalani Jayasuriya (CJ)	Team Member
Ms. Buddhika Sajeewani (BS)	Team Member

0930 h – 1000 h Review of document & previous Audit findings
 1000 h – 1030 h Opening meeting
 1030 h – 1045 h Tea Break

Time	Management/Process	Management/HR	Management
1045 h – 1215 h	Resources (7.1) General (7.1.1) People (7.1.2) Infrastructure (7.1.3)	Competence (7.2) Awareness (7.3) Communication (7.4)	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)
	DNSK	CJ	BS
1215 h – 1315 h	Management	Sales	Management
	Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2) Organizational roles responsibilities and authorities (5.3)	Customer satisfaction (9.1.2) Analysis and evaluation (9.1.3)	Documented information (7.5) Monitoring, measurement, analysis and evaluation (9.1)
	DNSK	CJ	BS
1315 h – 1400 h	LUNCH		
	Management	Process/Management	Management
1400 h – 1500 h	Actions to address risk & Opportunities (6.1) Quality objectives & Planning to achieve them (6.2) Planning of changes (6.3)	Organizational knowledge (7.1.6) Environment for the operation of processes (7.1.4)	General (9.1.1) Internal Audit (9.2) Management Review (9.3)
	DNSK	CJ	BS

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* Document Control of Certain Doc. Not effective
 * Awareness of Personal Protective Equipment & its requirement benefits is not adequate.

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1500 h- 1630 h	Process	Stores/ Purchasing	Process
	Operational planning & control (8.1) Requirements for products & services (8.2) Design & Development of products & Services (8.3) Monitoring & measuring recourses (7.1.5)	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	CJ	BS

1630 h - 1645 h
1645 h - 1700 h

Auditors' Review & Acknowledgement of NCR's
Closing meeting (Use of logo; Handing over of report)