

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

**Name of the organization:** Thilma Lanka (Pvt) Ltd  
**Assessment site:** Industrial Zone, Kanabediara, Embilipitiya.  
**Type of audit:** Surveillance I  
**Applicable standard:** ISO 9001 : 2015  
**Scope:** Manufacturing of coir pith substrate based products.  
**Objective:** To determine compliance of the QMS with the requirements of ISO 9001:2015  
**Date of Audit:** 2024-03-16  
**Audit Criteria :** ISO 19011:2018, other applicable regulatory requirements.

**Audit Team**

<u>Name</u>		<u>Position</u>
Mr. Aruna Amaradasa	(AA)	Team Leader
Mr. Isuru Ilangakoon	(II)	Team Member

0930 h – 0945 h - Opening meeting  
 0945 h – 1000 h - Tea Break

Time	Management	Management/HR
1000 h - 1200 h	Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2) Organizational roles, responsibilities and authorities (5.3)	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)
	AA	II
1200 h – 1300 h	Management Actions to address risk & Opportunities (6.1) Quality objectives & Planning to achieve them (6.2) Planning of changes (6.3)	Management/HR Competence (7.2) Awareness (7.3) Communication (7.4) Documented information (7.5) Monitoring, measurement, analysis and evaluation (9.1)
	AA	II
1300 h – 1345 h	<b>LUNCH</b>	
	Management/Process	Sales/Management
1345 h – 1500 h	Operational planning & control (8.1) Requirements for products & services (8.2)	General (9.1.1) Customer satisfaction (9.1.2) Analysis and evaluation (9.1.3) Internal Audit (9.2) Management Review (9.3)
	AA	II
1500 h – 1630 h	Management/Process 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) Monitoring & measuring recourses (7.1.5)	Management/Process General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3)
	AA	II

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