

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

Name of the organization: : Sithumini osu
 Assessment site: : No. 121, Samanalapura, Mahalluppallama
 Type of audit: : Stage II
 Applicable standard: : ISO 9001: 2015
 Scope: : Activities pertaining to Manufacturing of herbal products and ayurvedic medicines
 Objective: : To determine compliance & readiness of the QMS with the requirements of ISO 9001:2015
 Date of audit:

Audit Team

Name

Position

Team Leader
 Team Member

Sithumini Osu

Proprietor

0900 h – 0915 h Opening meeting
 0915 h – 0930 h Tea Break

Time	Management	Management/HR
0930 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) Organizational knowledge (7.1.6)
1200 h – 1300 h	Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2) Organizational roles, responsibilities and authorities (5.3) Documented information (7.5)	Sales/HR Competence (7.2) Awareness (7.3) Communication (7.4) Monitoring, measurement, analysis and evaluation (9.1) General (9.1.1) Customer satisfaction (9.1.2) Analysis and evaluation (9.1.3)
1300 h – 1330 h	LUNCH	
1330 h – 1430 h	Actions to address risk & Opportunities (6.1) Quality objectives & Planning to achieve them (6.2) Planning of changes (6.3) Management Review (9.3) Internal Audit (9.2)	Operational planning & control (8.1) Requirements for products & services (8.2) Design & Development of products & Services (8.3)
1430 h – 1630 h	Management/Process General (10.1) Nonconformity and corrective	Management/Process Control of externally provided processes, products & Services (8.4)

Doc. No. : QP-06-PL-04

Issue No. : 05

Issue Date : 2017-03-21

Revision No: 01

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Reviewed and approved by : Director Issued by : Management Representative

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action (10.2) Continual improvements (10.3)	Production & service provision (8.5) Release of products & services (8.6) Control of nonconforming outputs (8.7) Monitoring & measuring recourses (7.1.5)
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1630 h -1645 h Auditors' review
1645 h - 1715 h Closing meeting (Confirmation of Scope/ Use of logo/ Handing over of report)

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